

MUNICIPAL AUTHORITY OF THE BOROUGH OF MANSFIELD

February 15, 2023

The monthly meeting of the Municipal Authority of the Borough of Mansfield was held on Wednesday, February 15, 2023 in the Council Room of the Municipal Building, Mansfield, Pennsylvania with the following people present:

Vaughn Hoyt, Chairman
Chad Rupar, Vice-Chairman
Barbara Carleton, Treasurer
Kevin Green, Assistant Secretary-Treasurer

Casandra Cowles, Administrative Assistant/Secretary-Treasurer
Christopher McGann, Borough Manager

Absent: Debra Colegrove, Secretary

Visitors: There were no visitors.

Hoyt called the meeting to order at 10:00 a.m.

The minutes of the regular meeting held on January 18, 2023, treasurer's report, bills paid report, and administrative report were reviewed. Rupar made a motion to approve the minutes, treasurer's report, bills paid report and administrative report. Green seconded the motion, and the reports were approved.

Administrative Report:

Month End:

Month end statements and reports were completed for January.

Monthly Reports:

I completed and submitted the monthly DEP Water Reports for January.

The meter readers were loaded on February 14th, for the guys to start reading on February 15th.

The billing was completed and the bills were mailed on December 28th.

Misc.:

There were 36 termination notices mailed.

The annual EDU re-calculation was completed and letters were mailed to consumers that increases and reductions.

The year-end reports were provided to the Auditor's for the upcoming audit.

The SRBC 4th quarter reports were submitted.

Borough Managers Report:

Action Items:

Intergovernmental Business Partner Agreement – I am asking the Board to approve a resolution allowing me to enroll in PennDOT's Engineering and Construction Management System (ECMS) and authorize the accompanying "Business Partner Agreement." This action is necessary to allow our engineers to access PennDOT's Utility Relocation Management System (URMS) as part of the resurfacing project.

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Balance Forgiveness: 778 South Main Street – The owner of this property has requested a partial balance forgiveness of the water bill. Under the terms of Resolution 2021-2, this requires the Board's consideration as a previous forgiveness for this location was approved by MMA staff in July, 2021. During the Christmas, 2022 cold spell, the pipes below the trailer broke. The owner responded and promptly fixed the issue. The forgiveness request totals \$116.25.

Balance Forgiveness: 121 North Academy Street – The owner of this property has also requested a partial balance forgiveness of the water bill. Under the terms of Resolution 2021-2, this requires the Board's consideration as the amount of forgiveness exceeds \$500. In this case, the owner was unaware that the natural gas had been shut off due to nonpayment. The pipes broke during the cold spell and have since been replaced. The forgiveness request totals \$600.

PA Homeowners Assistance Fund Program – The PA Housing Finance Agency has recently announced that day-to-day operations of the PA Homeowner Assistance Fund will transition from a third party vendor to in-house. As part of this transition, the Agency has asked that Municipal Authorities ratify participation in the Assistance Fund program. The Assistance Fund is funded by a federal award of \$350 million and is intended to help homeowners affected by the COVID-19 pandemic. The Assistance Fund provides monetary help to homeowners facing unpaid utility bills (like water and sewer invoices) and delinquent mortgages.

Informational Items

Water leaks – Included in your packet is a brief summary of various issues that our staff encountered as a result of the low temperatures and high wind on Feb. 3-4, 2022. The issues affecting the water system included a number of water leaks and the loss of communication with the Fourth Street water tank.

Water plant updates – The Borough Engineer is now finalizing the DEP-required paperwork on this item.

Re-permitting well 1 – I am scheduled to meet with the hydrologists and SRBC for the initial discussions on Feb. 22.

Mansfield University interconnects – In 2008, a water line was run from the MMA system to the MU system to supply MU with water in an extreme emergency. There are also interconnects allowing MU to supply water to MMA, but there are concerns about the water pressure coming off the hill. The Engineer and I are scheduled to talk more in depth with the university engineer on Thursday. I have a copy of an engineer report suggesting a pressure reducing system that would make the interconnect feasible.

Old Business: There was no old business.

New Business:

- A. Carleton motioned to approve Resolution 2023-1, Intergovernmental Business Partner Agreement. This will allow Manager McGann to enroll in PennDOT's Engineering and Construction Management System (ECMS). Green seconded the motion and it was approved.
- B. Green motioned to approve a water bill reduction for 778 South Main Street in the amount of \$116.25. Carleton seconded the motion and it was approved.
- C. Rupar motioned to approve a water bill reduction for 121 North Academy Street in the amount of \$600.00. Green seconded the motion and it was approved.

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- D.** Rugar motioned to approve the partnership with Pennsylvania Homeowners Assistance Fund. They help provide assistance for homeowners experiencing financial hardship associated with Covid-19. Green seconded the motion and it was approved.

Correspondence: A copy of the letter sent out regarding property owner responsibility of tenant's water/sewer bills.

Green motioned to adjourn the meeting at 10:20 am.

Respectfully Submitted,



Kevin Green
Assistant Secretary-Treasurer