

## **MUNICIPAL AUTHORITY OF THE BOROUGH OF MANSFIELD**

January 18, 2023

The monthly meeting of the Municipal Authority of the Borough of Mansfield was held on Wednesday, January 18, 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  
Terra Koernig, Solicitor

**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 November 16, 2022, 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 December.

#### **Monthly Reports:**

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

The meter readers were loaded on January 12th, for the guys to start reading on January 13th.

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

#### **Misc.:**

There were 37 termination notices mailed.

The Authority audit is scheduled for February 24<sup>th</sup>

### **Borough Managers Report:**

#### **Action Items:**

**Re-permitting well 1** – The SRBC “docket” for well 1 is up for renewal in 2024. A significant amount of engineering goes into renewing these dockets, and that work is beyond the capability of our local engineer. Moreover, there are very few companies that specialize in this work. To that end, I have reached out to GeoServices LTD for a proposal. Their proposal is \$39,900 plus SRBC's fees. The costs would be spread out over 2023 and 2024.

**Water department purchases** – Steven has requested the following purchases, largely in response to the New Year's Eve water leak. These items would help to cut down on manhours in a similar situation and ensure that we have the proper items in stock to make necessary repairs to the pipes in our system.

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1. A 7.5" chop saw: \$4,054
2. Multiple couplings for pipes sized 4" to 12": \$13,098.35

**PennVEST loan offer** – After many months of filling out forms, our application for replacement of the water main was considered by the PennVEST Board. I am pleased to report that the Authority was offered a loan of \$1,699,616 for this work. (Additionally, the sanitary and storm sewer replacements were funded through a combination of grants and loans.) The \$1.7 million loan for the water would be a one percent interest with a 20-year repayment term. I hope to offset this amount by seeking additional funding for the service line piece of the project through the state/federal money for replacement of lead service lines. This action would be to formally accept the loan offer.

**SRBC consumptive use grant** – I would request approval to pursue grant funding through SRBC's consumptive use mitigation grant program. The grant includes a 10 percent match. Generally, the program is looking for projects exceeding \$100,000. The proposed project includes two phases that are intended to reduce unaccounted for water loss.

Phase 1 would complete the overall SCADA upgrade by tying in the well house facilities to the main SCADA controls. The cost of Phase 1 is \$53,935.

Phase 2 would install five battery-powered flow meters at various locations within the distribution system. The meters would register the flows in that section of the system and allow the operators to narrow down the location of suspected leaks. The total cost of Phase 2 is \$81,170. Based on SRBC's schedule, a grant award announcement is expected in late summer, with any paperwork not finalized until at least autumn, 2023.

**Approval of LDG retainer agreement:** At the beginning of the proposed Main Street/Route 6 reconstruction project, the Borough/Authority retained Larson Design Group to provide engineering services needed by the Borough/Authority. As we are all aware, the scope of the project changed dramatically. However, we still need the engineering services, largely because of some necessary sewer and water line relocations as well as the proposed storm sewer and curb cut improvements. LDG has provided proposed retainer agreements and the estimated projected cost (spread out over the entire project) to the Authority is \$10,250.

### Informational Items

**Water leaks** – The cold snap at the end of December caused several water leaks in the system. The problem was easily identified by the new system showing the volume of water that was produced. Tracking the leaks down was another matter. The most visible issue was the Main Street leak on New Year's Eve. That one turned out to be a failed water main. Additionally, failed meters were the cause of issues at the following locations:

1. 80 North Main Street
2. 141 East Main Street
3. The former Cast and Crew restaurant

**Lead and copper inventory** – We have finally received some guidance on best practices for inventorying our service lines. Our operators have already provided some information to get started. I am also planning a public information campaign to collect data.

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**Old Business:** There was no old business.

**New Business:**

- A. Green motioned to approve the proposal with GeoServices LTD at \$39,900 plus SRBC's fees, with the cost being spread over 2023 and 2024. Carleton seconded the motion and it was approved.
- B. Green motioned to approve the purchase of a 7.5" chop saw at the price of \$4,054 (this would be a three-way split between the authority, sewer and general fund) and multiple couplings for pipes sized 4" to 12" at the price of \$13,098.35. Carleton seconded the motion and it was approved.
- C. Carleton motioned to approve accepting the PennVEST loan offer at \$1,699,616 at 1% interest for 20 years, contingent on compliance of all applicable requirements. Green seconded the motion and it was approved.
- D. Green motioned to approve pursuing grant funding through SRBC's consumptive use mitigation grant program. The grant would include a 10 percent (10%) match. Rupar seconded the motion and it was approved.
- E. Rupar motioned to approve the Larson Design Group retainer agreement at \$10,250. Green seconded the motion and it was approved.

Hoyt called the meeting into executive session at 10:15 am to discuss legal issues. The regular meeting reconvened at 10:26 am.

Carleton made a motion that upon discussion and review there is an unpaid balance of approximately \$90.00 from a tenant of Bruce Dart. The policy of the Municipal Authority is that ultimately these balances are the responsibilities of the property owner if left unpaid. Mr. Dart did execute a document to that effect some time ago with us. We considered all of the options here and really feel that it's important to have this paid by the property owner pursuant to the policy and that it would be unfair if we deviated from this policy for just one resident. Rupar seconded the motion and it was approved.

**Correspondence:** There was no correspondence.

Rupar motioned to adjourn the meeting at 10:29 am.

Respectfully Submitted,



Kevin Green

Assistant Secretary-Treasurer