

MUNICIPAL AUTHORITY OF THE BOROUGH OF MANSFIELD

November 16, 2022

The monthly meeting of the Municipal Authority of the Borough of Mansfield was held on Wednesday, November 16, 2022 in the Council Room of the Municipal Building, Mansfield, Pennsylvania with the following people present:

Chad Rugar, Vice-Chairman
Barbara Carleton, Treasurer
Debra Colegrove, Secretary
Kevin Green, Assistant Secretary-Treasurer

Cassandra Cowles, Administrative Assistant/Secretary-Treasurer
Christopher McGann, Borough Manager
Terra Koernig, Solicitor

Absent: Vaughn Hoyt, Chairman

Visitors: There were no visitors.

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

The minutes of the regular meeting held on October 19, 2022, treasurer's report, bills paid report, and Administrative report were reviewed. Green made a motion to approve the minutes, treasurer's report, bills paid report and administrative report. Colegrove seconded the motion, and the reports were approved.

Administrative Report:

Month End:

Month end statements and reports were completed for October.

Monthly Reports:

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

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

The billing was completed and the bills were mailed on October 26th.

Misc.:

There were 52 termination notices mailed.

Chris and I worked on the 2023 Budget.

The annual Water Allocation Permit Compliance Report was completed and submitted to DEP.

We received a total of \$3,326.98 in water/sewer payments from LIHWAP.

Borough Managers Report:

Action Items:

Application for new Commercial service – This item was tabled at the October meeting. Based on my initial discussion with the Borough Engineer, there is just a question about the projected water usage. Since the Authority Board will not meet until January, I would recommend approval contingent upon a favorable review by the Engineer.

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2023 Budget – Secretary Cowles and I have wrapped up work on the 2023 budget with no rate increase projected. We would recommend approval. There are expenses totaling \$35,000 for “construction” for both the treatment plant and the distribution system. The intent would be to only use those appropriations if necessary. If the expenditures are not needed, the funds would be placed in reserves.

Informational Items:

St. James Street PennVEST application – I have finally submitted the application. We are on the agenda for PennVEST’s January meeting. At that meeting, a grant/loan package will be offered.

Forestry arrangement – I received an email from Mr. Hale on Nov. 7 indicating that the first part of the harvest was complete. A check totaling \$3,780 was mailed. The Nov. 7 email also indicated that logging on Sumner Road would continue for approximately ten more days from that date.

Lead and copper inventory – I was recently alerted to an initiative from EPA and DEP to fund the replacement of lead service lines. The first step will be a formal inventory of the lines in the distribution system. I have already taken some steps to make this easier to document. Steven and Matt are going to a training in December to learn more about the necessary documentation.

Water plant updates – This project is substantially complete. The items still to be wrapped up include:

1. Final work on the controls at the old plant by Martz.
2. Installation of new turbidimeters by LRM.
3. Purchase of a tablet for the operators to use in the off hours. The SCADA operates on an application that can be downloaded to a phone or tablet, but the display on a phone is rather small and a tablet will be more efficient.

During the meeting, I will have the SCADA display on the overhead monitor for everyone to see the system.

Additionally, I have been talking with Martz about one final project to establish a modern communication line between the spring house and the treatment plant.

Manager McGann also discussed with the board that he just received notification that there is a possible grant coming available for leak detection equipment.

Old Business:

- A. Green motioned to approve the new water service application for 2329 South Main Street, contingent upon the approval of the Authority Engineer and at the applicant’s expense. Colegrove seconded the motion and it was approved.


New Business:

- A. Colegrove motioned to approve the 2023 Budget as presented. Carleton seconded the motion and it was approved.

Correspondence: There were no correspondences.

Colegrove motioned to adjourn the meeting at 10:14 am.

Respectfully Submitted,


Debra Colegrove
Secretary