

MUNICIPAL AUTHORITY OF THE BOROUGH OF MANSFIELD

November 15, 2023

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

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

Christopher McGann, Borough Manager
Casandra Cowles, Administrative Assistant/Secretary-Treasurer
Terra Koernig, Solicitor – Via Phone

Absent: Vaughn Hoyt, Chairman

Visitors: Jason Collister, Costy's Energy Services

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

The minutes of the regular meeting held on October 18, 2023, 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 14th, for the guys to start reading on November 15th.

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

Misc.:

There were 28 termination notices mailed.

Borough Managers Report:

Action Items

2024 budget – Cassie and I have completed the proposed budget for 2024 with the small rate increase as previously discussed. Notably, we are looking at needing funds for water relocations as part of the PennDOT resurfacing project, additional fire hydrants and interest payments on the St. James project.

New water service: Costy's Energy – The owner of 2329 South Main Street has submitted a request for water service. The plan, as shown on the enclosed maps, would necessitate running a service line across two private properties. This proposal includes a number of details and issues that the owner and the Borough engineer are working through as outlined in the attached document. Since the Authority Board does not meet in December, I would ask the Board to consider approval, contingent upon the owner satisfying the Engineer's concerns. ***I have requested that a representative from Costy's attend the meeting.***

MUNICIPAL AUTHORITY OF THE BOROUGH OF MANSFIELD

November 15, 2023

Page Two

Postage meter – After discussing this with Cassie, I would ask the Board to approve a contract with Quadient to rent a postage meter. The cost is \$24 per month for 36 months (with six months included free under a sales promotion), though the service does include a three cents discount on stamps. This unit will also save about an hour per month on time spent physically stamping every water bill and shut-off notices. A single ink cartridge should last about a year and replacements run about \$150.

I also considered Stamps.com, but they do not offer the actual meter. The monthly cost is \$20 and the usual postage discount applies, but any postage is printed out using their on-line service. This means that there is no time saving that a meter would otherwise provide.

Additionally, I considered Pitney-Bowes (with whom I have previous experience), but their monthly costs, as outlined on their website, are more than Quadient. I did reach out to P-B, but I was not able to connect with their sales staff.

MOU: Taco Bell development – A Taco Bell franchise is in the works for 1289 South Main Street within Richmond Township. Due to the shape of the lot, the only possible location for a drive-thru lane is within a water utility easement. The current set of plans shows that the paved drive-thru is not directly on top of the existing water main, but still in the easement. I consulted with the Authority's solicitor and we produced the attached MOU to address the concern. The MOU clearly states that the Authority will not pay for the restoration of the drive-thru in the event that we need to work on the main.

Additional cost on SRBC project (district metering) – We had an unexpected cost on this project and I am requesting an additional \$10,200 to purchase four meter pits for the district metering portion of this project. I have reached out to SRBC to see if they will consider revising our grant agreement to pay for 90 percent of the cost.

Project management software – As briefly discussed at the October meeting, the Borough Council has approved the purchase and implementation of project management software offered by Brightly. The Authority's cost will be 25 percent of the \$9,800 implementation fee and \$4,400 first year service. This software will allow me and Cassie to issue digital work orders to the crew, the crew to issue and complete work orders on their own, and to manage our assets. I would ask the Board's approval on this project.

Fluoridation – Some time ago, the Board approved moving forward with removing the fluoridation from the water system. That project ended up on hold because I had so many other things rolling at the time. I would simply ask the Board to confirm that we are still good to move forward.

Pay applications for St. James Street project – We are now starting to receive bills for the St. James Street project. As we move through the project, the Authority Board (and Borough Council) will be asked to review and approve the costs. Here are the current bills:

Eckert-Seamans: \$20,392.97 for bond counsel services

Loomis-Koernig: \$3,000 for legal services (as a reimbursement to MMA)

JL Watts: \$19,139.17 for mobilization

Change order St. James Street – I would ask the Board's approval for a change order related to the St. James Street project. When the project was in the initial contract phase, a single contract was drawn up for the contractor. PennVEST then advised that the project needs separate contracts since there are two entities paying for it. Splitting the contracts resulted in an increase in the bid bond, so the additional cost is \$1,366.53.

Informational Items

Business 15 South PennDOT work – PennDOT is planning another improvement project that will impact the MMA service area. Specifically, they are planning a turning lane for South Main Street

MUNICIPAL AUTHORITY OF THE BOROUGH OF MANSFIELD

November 15, 2023

Page Three

between Walmart and the interchange. A cursory review of the plans show eight valve adjustments, a hydrant adjustment and a water line relocation in the area of two parcels. I just learned about the impacts on Monday morning, Nov. 13. The project is scheduled to start in 2025.

Larson Design Group provided the consulting services on the project that impacts the downtown area, so it would make sense to retain LDG for this project as well. I have asked LDG for a price proposal for consideration at the January meeting. As with the other project, this work will likely include a 25 percent cost sharing arrangement.

Re-permitting well 1 – I am still working through the process with our consultant. The next dockets are scheduled for renewal in 2028.

Hydrant replacement – As of today (Nov. 13), four of the five hydrants have been installed with the last one scheduled for tomorrow. There is also some site work to wrap as well. I have included money in the 2024 budget for five additional replacements and I plan to continue that as a long-term project.

Informational Items

Re-permitting well 1 – GeoServices is wrapping up their work on this project. The final drafts are completed at this point and submitted to SRBC for review. The submission does not envision raising any withdrawal limits.

SRBC grant – The projects are progressing. Martz has done some work to tie the wellhouse/spring house systems into the SCADA. The district metering will require the blessing of some adjacent property owners and possibly some highway occupancy permits from PennDOT.

Project management software – The Borough council is currently considering investing in project management software. They are considering approval at the November meeting. This software will allow management to do a number of helpful things, including:

1. Issue digital work orders
2. Track and manage inventory
3. Manage our assets
4. Plan for long-term projects

Old Business: There was no old business.

New Business:

- A. Green motioned to approve the 2024 Budget. Colegrove seconded the motion and it was approved.
- B. Green motioned to approve the new water service application for Costy's Energy at 2329 South Main Street, contingent upon approval of the engineer and managements approval. Colegrove seconded the motion and it was approved.
- C. Colegrove motioned to approve a rental postage meter with Quadiant at a cost of \$24 per month for 36 months (this includes 6 months free). Carleton seconded the motion and it was approved.
- D. Green motioned to approve the MOU with Taco Bell, the MOU states that the Municipal Authority will not pay for restoration of the drive-thru in the event that we need to work on the main. Colegrove seconded the motion and it was approved.
- E. Green motioned to approve the purchase of four meter pits for the district metering project at the cost of \$10,200. Carleton seconded the motion and it was approved.
- F. Colegrove motioned to approve the purchase of the Project Management software at the cost of \$2,400 for the implementation fee and then \$4,400 for the first year of service. Green seconded the motion and it was approved.

MUNICIPAL AUTHORITY OF THE BOROUGH OF MANSFIELD

November 15, 2023

Page Four

- G. The board unanimously agreed to have Manager McGann move forward with the removal of fluoride from the water system.
- H. Carleton motioned to approve the pay applications for the St. James Street project, they are as follows:
Eckert-Seamans: \$20,392.97 for bond counsel services
Loomis-Koernig: \$3,000 for legal services (as a reimbursement to MMA)
J.L. Watts: \$19,139.17 for mobilization
Colegrove seconded the motion and it was approved.
- I. Colegrove motioned to approve the change order for the St. James Street project. This would be for an increase in the bid bond due to splitting the contracts. The increase would be in the amount of \$1,366.53. Green seconded the motion and it was approved.
- J. Green motioned to add a water rate increase to the agenda. Carleton seconded the motion and it passed.
- K. Green motioned to approve a water rate increase of \$.50 per thousand gallons of water and a \$.50 increase to the EDU as well. This would change the price to \$8.00/1,000 gallons and \$12.50 per EDU. Colegrove seconded the motion and it was approved effective the first billing of 2024.

Correspondence: There was no correspondence.

Colegrove motioned to adjourn the meeting at 10:42 am.

Respectfully Submitted,



Debra Colegrove, Secretary