

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

October 19, 2022

The monthly meeting of the Municipal Authority of the Borough of Mansfield was held on Wednesday, October 19, 2022 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

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

**Absent:** Vaughn Hoyt, Chairman

**Visitors:** Dave Slusser, Martz Technology  
Mike Devine, Martz Technology

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

### **Visitors Comments:**

Dave Slusser updated the board on the treatment plant upgrades. Including what has been completed so far, what needs to be completed.

The minutes of the regular meeting held on September 21 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 September.

#### **Monthly Reports:**

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

The meter readers were loaded on October 11th, for the guys started reading on October 13th.

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

#### **Misc.:**

There were 23 termination notices mailed.

Lead & Copper samples were completed. I am in the process of sending out result letters to those who participated in the sampling.

SRBC Quarterly report was submitted.

### **Borough Managers Report:**

#### **Guest**

**Dave Slusser, Martz Technology** – I expect Mr. Slusser to attend the meeting to discuss the project of the treatment plant upgrades (see information item below).

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### Action Items

**Application for new Commercial service** – We received an application for a new water service at 2329 South Main Street (at the very end of the line). This would represent an extension of our service area (at the applicant's expense) and open the opportunity to add three additional customers. The applicant was given four application forms but has only returned one so far. I have passed the application along to the Borough Engineer for his review.

**Lead service line replacement opportunity** – I recently had a brief visit from a representative of PA Rural Water Association (Wendy Malehorn). Wendy related that EPA and DEP are now requiring that we do a full inventory of service lines and identify the lead lines. She further related that there is money set aside from recent federal appropriations to pay for replacement. I would like to have a further conversation at the meeting about this item.

**Industrial Appraisal Company proposal** – We are overdue for the 10-year reappraisal of the Authority's properties. Our agent uses Industrial Appraisal for this work. Typically, the company will simply adjust the appraised value to account for inflation and depreciation, but they want to physically check the various locations every ten years. This is to ensure that we have adequate insurance coverage on our properties. The cost is \$2,300 and will be done in 2023. The Borough properties will also be appraised at the same time.

### Informational Items

**St. James Street PennVEST application** – I am just now wrapping up the application with a plan to get on PennVEST's review meeting in November. At that time, we will have a better handle on the costs and any grant funding. I am also thinking that the lead service line replacement money could be utilized for this work.

**Remote bank deposit** – The system that was previously approved is up and running. It has proven to be very beneficial.

**Forestry arrangement** – This project, which was discussed last month, will be starting shortly.

**Fluoridation of public water** – Since approval, I have not had the time to tend to this item. At the time I proposed this action, I thought that the permit could be included in the permit needed for the automatic shutdown and automation work. This is not the case. With all of the work currently proceeding, I will tackle the fluoridation issue once the current project wraps up.

**Lead and copper testing** – All of the tests were completed and reported to DEP.

**LIHWAP program** – This program will end on Oct. 28, 2022. During the November meeting, we will make a point to present a comprehensive report on the number of customers who took advantage of the program and the amount of revenue received.

**Water plant updates** – This project is moving along now. The following is a point-by-point update of the progress:

1. Our crew and the Borough Engineer spent the best of the summer of 2022 finalizing the control concept plan. This was a vital step in the process to ensure that the various set points for the alarms are correct.
2. LRM completed the preliminary work that was reviewed at the July meeting of the Authority Board.
3. The long-awaited DEP permit was issued on Aug. 28, 2022. Note that, in addition to the other fees, we will owe a fee of \$50 to DEP to close out the permit.
4. With the permit in hand, LRM was able to install some of the necessary valves in the basement of the plant.

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5. The bulk of the work began on schedule on Monday, Oct. 10. It will likely take about three weeks to complete. The work included:
  - a. New valves and modern controls throughout the plant.
  - b. Communication facilities that will allow us to monitor tank levels. We will also decommission a dedicated phone line at the Fourth Street tank.
  - c. Remote access and controls for the various plant operations.
  - d. Digital copies of the various reports will be available to our staff. This will replace hand-written logs.
  - e. I did order a dumpster from Real Disposal to remove the trash that has been generated from the project.
6. The work has necessitated our crew to spend an inordinate amount of time at the plant, unfortunately, but we are managing to the best of our ability.
7. Once all of this work is complete, we will be in compliance with the consent order that DEP required. Additionally, the SCADA technology will modernize the plant operations. A major advantage is the many processes and controls can be adjusted from any computer, allowing for emergency operations to be performed before an employee physically responds to the plant for an alarm.
  - a. In most instances, a call-out will still require a physical inspection of the plant just to ensure that the issue generating the call-out has been resolved.
8. Once all of these projects are completed, I am planning a tour of the spring house and treatment plant for members of the Authority Board and Council.
9. I am expecting a representative from Martz Technology to attend the meeting to discuss the progress.

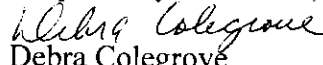
**Old Business: There was no old business.**

**New Business:**

- A. Green tabled the new water service application for 2329 South Main Street until the Authority Engineer is able to review the application. Carleton seconded the motion and it was approved.
- B. Manager McGann updated the board on the DEP/EPA lead service line replacement program. The Board agreed to move forward with the inventory.
- C. Green motioned to approve the Industrial Appraisal Company proposal at the price of \$2,300. Colegrove seconded the motion and the proposal was approved.

**Correspondence:** There were no correspondences.

Colegrove motioned to adjourn the meeting at 10:35 am.

Respectfully Submitted,  
  
Debra Colegrove  
Secretary