

MUNICIPAL AUTHORITY OF THE BOROUGH OF MANSFIELD

September 20, 2023

The monthly meeting of the Municipal Authority of the Borough of Mansfield was held on Wednesday, September 20, 2023 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

Christopher McGann, Borough Manager
Casandra Cowles, Administrative Assistant/Secretary-Treasurer
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 July 19, 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 August.

Monthly Reports:

I completed and submitted the monthly DEP Water Reports for August

The meter readers were loaded on September 12th, for the guys to start reading on September 15th.

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

Misc.:

There were 63 termination notices mailed.

Borough Managers Report:

Action Items

Resolution No. 2023-5 and 6: PennDOT cost sharing agreements – PennDOT requires a separate resolution for the various agreements related to the Main Street/Route 6 work. One key piece is the relocation of water lines. These two resolutions would allow me to sign agreements for the necessary water line replacements. As is standard, 75 percent of the costs are covered by PennDOT with the remaining costs borne by the Authority. Unfortunately, we will not have the final numbers until after the bidding is complete. The Borough and Authority engaged with Larson Design Group to handle the relocation design work. Back in March, Larson projected the water relocation costs at \$136,500, so the Authority's share is projected to cost \$34,125, with payments

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likely in 2024 or 2025. There are two resolutions since PennDOT splits the project between the Route 6 portion and the Main Street portion.

2023 audit representation letter – JH Williams has sent their proposal for auditing services for the 2023 audit. The price would be \$6,250.

Resolution No. 2023-7: Settlement agreement with DEP – As you may have heard, the Borough had some serious issues with the sewer plant (missed reporting deadlines, multiple equipment failures, several associated overflow events, etc.). In the end, DEP hit the Borough/Authority for a fine of \$18,500 and is requiring a corrective action plan. Thankfully, the major problems have already been addressed and corrected. Unfortunately, since the Authority technically owns the plan and allows the Borough to operate it under a lease that dates back to 1968, I am asking the Authority Board to approve the enclosed resolution, which allows me and the board chair or vice chair to sign off and makes clear that it is incumbent on the Borough to pay the fine (from the sewer fund) and to make the necessary improvements.

Hunting on authority property – Over the years, I have occasionally received requests from people who would like to hunt and trap on authority property. Since I don't seem to have any formal policy in place, I would ask for direction from the Board. I have one pending request now.

Informational Items

Water leak – Our crew discovered and repaired a water leak on Wilson Avenue (adjacent to the university campus) on Sept. 13. The issue was a leaking connection between the main and the service line that feeds 1 Holden Place. This was a fairly easy fix as the main was in the yard rather than under asphalt. Total water loss was about 45,000 gallons.

Re-permitting well 1 – GeoServices is wrapping up their work on this project.

Fire hydrants – Our lead operator has flagged some fire hydrants that should be replaced. I have asked Steven to get me a list so that I can pursue funding for replacement.

St. James Street project – Due to some last minute paperwork that needed to be completed, the loan settlement has been delayed, but I still expect the project to commence shortly.

Old Business: There was no old business.

New Business:


- A. Green motioned to approve Resolution 2023-5 and 2023-6, PennDOT Cost Sharing Agreement. Carleton seconded the motion and it was approved.
- B. Colegrove motioned to approve the 2023 audit representation letter. Green seconded the motion and it was approved.

Rupar called the meeting into executive session at 10:08 AM for legal and personnel issues. Regular session of the Authority meeting was reconvened at 10:22 AM.

- C. Colegrove motioned to approve Resolution 2023-7, Settlement Agreement with DEP. Green seconded the motion and the resolution was approved.
- D. The board discussed permitting hunting on the Authority property. They would like to pursue making a more formal policy. Manager McGann will do some research on this.

Correspondence: There were no correspondences.

Rupar motioned to adjourn the meeting at 10:31 am.

Respectfully Submitted,

Debra Colegrove, Secretary