

MANSFIELD BOROUGH COUNCIL

September 11, 2019

MEETING AGENDA

REGULAR MEETING:

1. Call to Order
2. Moment of Silence
3. Pledge of Allegiance
4. Recognition of Visitors
5. Approval of August 14, 2019 Minutes
6. Treasurer's Report for August
7. Review and Approval of Bills – August
8. Mayor's Report
9. Police Report
10. Public Works Foreman Report
11. Borough Manager Report
12. Standing Committee Reports:
 - A. Finance Committee
 - B. Personnel Committee
 - C. Public Works Committee
 - D. Public Safety Committee
 - E. Sewer Advisory Committee
 - F. Shade Tree Committee
 - G. Recreation Committee
13. Old Business
 - A. Approve (action) LERTA (Local Economic Revitalization Tax Assistance) Ordinance Amendments
14. New Business
 - A. 2020 Audit Agreement with J.H. Williams
 - B. Partners In Progress New Group Home
15. Correspondences
16. Public Comments
17. Adjournment

BOROUGH OF MANSFIELD

August 14, 2019

The regular meeting of the Mansfield Borough Council was held on Wednesday, August 14, 2019 in the Council Room of the Municipal Building, Mansfield, Pennsylvania, with the following people present:

Robert Strohecker
Robert Fitzgerald
Kelvin Morgan
William Schlosser
Lori Barnett
Adrienne McEvoy

Lynnette Burton, Borough Manager
Casandra Cowles, Secretary-Treasurer
Merle Garrison, Police Chief
Richard Correll, Working Foreman
Jeff Loomis, Solicitor

Absent: Steven McCloskey

Visitors: Michael Burger, U.S. Department Census
Dawn Hull, Chamber of Commerce
Don Lewis, Mansfield Destroyers
Brian Hill, Mansfield Destroyers
Darin Rathbun, Hunt
Cheryl Clark, Wellsboro Gazette
Residents: Eric Barnett, Gerald Farrer
Employees: Alan Clark, Heath Woolf

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President Strohecker called the regular meeting of Council to order at 6:00 PM. The Pledge of Allegiance was recited.

After the pledge, Strohecker called for recognition of visitors.

Don Lewis, Mansfield Destroyers wanted to thank Mansfield Borough for welcoming them and all the support for their time this year.

Michael Burger, addressed council on the upcoming 2020 Census. He talked about the importance of everyone being accounted for as it effects many things including grants. The timeline will be mid-March 2020. There will be three ways for reporting; mail, phone and internet.

Dawn Hull updated Council on "LUMA in the Streets", they have pulled their parade permit so that Mansfield University could have their "Homecoming" parade the following weekend. On Friday, September 27th, Hunter Hayes will be performing. On Saturday, September 28th A Street Fair on College Avenue will be set up. There will be a soccer game in Smythe Park and the Re-enactment game will be held at MU on the 28th as well.

BOROUGH OF MANSFIELD

August 14, 2019

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Fitzgerald moved to approve the minutes of the July 10, 2019 meeting contingent upon the amendments. McEvoy seconded the motion and it passed.

The Treasurer's report for the month of July was reviewed. Upon a motion made by McEvoy and seconded by Schlosser, Council approved the report.

Fitzgerald made the motion to approve the bills paid reports for July for the following accounts: General Fund: \$86353.86; Sewer Fund: \$47835.61.00; Liquid Fuels Fund: \$149.24; and Payroll Fund: \$100060.06 and to draw vouchers for any unpaid bills. Morgan seconded the motion, and it passed.

Mayor's Report

Trick or Treat in the borough will be held on October 31st from 6:00-8:00. Trunk or Treat will be held on the 31st at 5:00 in Smythe Park.

The Mayor read and signed the Community Proclamation declaring September 16th as The American Legion Day.

Police Report

Morgan moved to accept the police report. Barnett seconded, and it passed.

Waste Water Treatment Report

Upon a motion by Fitzgerald and seconded by McEvoy, Correll's report was approved.

Borough Manager's Report

Burton added to her report, due to lack of available lifeguards the pool will be closing on August 18th.

Barnett moved to accept the Manager's report. Morgan seconded, and it passed.

Standing Committee Reports (from August 7th committee meetings):

- Personnel Committee: Work has begun on the police union contract.
- Public Safety Committee: Continued discussion on the Arch pipe and having the engineer do an outreach to people affected. Received some feedback on the LED lights, some positive and some negative. Burton has submitted the 2nd order.
- Sewer Advisory Committee: Met with the Township.

Old Business

- A. Fitzgerald made a motion to use UDAG fund toward the TNR program. Morgan seconded the motion and it was approved.
- B. Darin Rathbun from Hunt Engineers addressed council on the progress at the playground. He also discussed a change order for the basketball court. Fitzgerald moved to approve the change order and purchase of the backboards, as they were part of the original project scope. Barnett seconded the motion and it was approved.
- C. UTRRA has requested that someone from the borough attend their meetings on the second Thursday of the month.

New Business

- A. After reviewing the LERTA (Local Economic Revitalization Tax Assistance) Ordinance amendments, McEvoy moved to advertise the ordinance amendments. Schlosser seconded the motion and it passed.
- B. Fitzgerald made a motion to offer the full-time police officer position to Brian Jay effective August 31, 2019 with pay and benefits in accordance with CBA. Also to

BOROUGH OF MANSFIELD

August 14, 2019

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offer a conditional offer of employment to Brian Gossert as an as needed police officer. Contingencies are all certifications be up to date and successful completion of a psychological, physical exam and background check. Morgan seconded the motion and it was approved.

- C. Review Census- This was covered under visitor comments.
- D. Schlosser motioned to approve the MU Homecoming Parade request contingent upon the time being changed. Morgan seconded the motion and it was approved.
- E. Schlosser moved to approve 2020 MMO's for all pension plans, Barnett seconded the motion and it passed.
- F. Strohecker read appreciation letters from Borough Council to Senator Scarnati and Representative Clint Owlett.

Correspondence

1. Letter from Jane Montague Regarding Closure of Westgate Road
2. DEP Connect Event Invitation on September 23, 2019 from 5:30-7:00 at Mansfield Borough Building.

There were no further comments from the public.

There being no further business, upon a motion made by Schlosser, the meeting was adjourned at 7:05 PM.

Casandra J. Cowles, Secretary

**Mansfield Borough General Fund
COUNCIL - BILLS PAID
AUGUST 2019**

Date	Num	Name	Memo	Amount
100.000 · General Fund Checking Account				
08/02/2019	9559	TASHA NEWTON	POOL CONCESSION SUPPLIES	-70.06
08/02/2019	9560	CARDMEMBER SERVICES	POOL SUPPLIES/CAT TRAPS	-569.74
08/02/2019	9561	NAPA	POLICE SUPPLIES	-18.48
08/02/2019	9562	PENELEC .	STREET LIGHTING	-3,927.94
08/02/2019	9563	QUILL	OFFICE SUPPLIES	-108.78
08/02/2019	9564	VERIZON WIRELESS	POLICE & MMA CELL PHONES	-318.88
08/02/2019	9565	WITMER PUBLIC SAFETY GROU...	POLICE CARTRIDGE	-279.69
08/02/2019	9566	MITCHELLS AUTO	POOL & SHOP SUPPLIES	-12.73
08/02/2019	9567	ROGERS UNIFORMS	BADGE/WALLET	-135.00
08/02/2019	9568	FRONTIER	TELEPHONE, ACCT 16-662-2315-8-605-0	-681.04
08/06/2019	9569	PAYROLL	PAYROLL 7/20-8/2, PD 8/9/19	-20,694.50
08/09/2019	9570	AMERIHEALTH CASUALTY INS	W/COMP	-3,977.60
08/09/2019	9571	TASHA NEWTON	POOL CONCESSION SUPPLIES	-41.30
08/09/2019	9572	GANNON	JUNE PKG LIABILITY	-4,641.80
08/09/2019	9573	PACE ANALYTICAL SERVICES	POOL SAMPLES	-51.00
08/09/2019	9574	PRAXAIR	POOL CO2	-246.60
08/09/2019	9575	SHARP ELECTRONICS	COPIER	-59.35
08/09/2019	9576	A J'S OUTDOOR POWER EQUIP...	TRIMMER LINE & POOL MAINT	-57.98
08/09/2019	9577	WITMER PUBLIC SAFETY GROU...	PISTOL U MOUNT	-46.00
08/09/2019	9578	MEIT	POLICE LIFE INSURANCE	-118.50
08/09/2019	9579	COMPROLLER OPERATIONS	PLAYGROUND DCNR SIGN	-65.00
08/09/2019	9580	JIMMIE JOE CARL	MISC ENGINEERING	-1,170.00
08/09/2019	9581	COX STOKES & LANTZ	JULY LABOR ATTORNEY FEES	-1,286.22
08/09/2019	9582	LOOMIS / KOERNIG	DRAFT LERTA ORD.	-87.50
08/09/2019	9583	QUILL	OFFICE SUPPLIES	-184.88
08/09/2019	9584	HACH	POOL CHEMICALS	-224.64
08/09/2019	9585	NTSWA	GARBAGE TAGS	-1,200.00
08/09/2019	9586	PRWA	CLARK/WOOLF TRAINING	-190.00
08/09/2019	9587	WILLIAMS OIL	JULY FUEL	-1,415.43
08/09/2019	9588	ARNOT	BLDG & POOL MAINT	-444.83
08/16/2019	9589	PA CHIEFS OF POLICE	POLICE EXAMS	-65.00
08/16/2019	9590	RICHMOND TWP	50% TOWER ELECTRIC	-13.56
08/16/2019	9591	PENELEC	ELECTRIC	-1,558.59
08/16/2019	9592	UGI	GAS	-143.26
08/16/2019	9593	STSD LOCKBOX	SCHOOL REAL ESTATE TAXES	-1,879.02
08/19/2019	9594	PAYROLL	PAYROLL 8/3-8/16, PD 8/23/19	-32,396.84
08/23/2019	9595	COMM OF PA	ARMORY LOAN PMT, BORROW #604386	-1,382.88
08/27/2019	9596	PACE ANALYTICAL SERVICES	POOL SAMPLE	-17.00
08/27/2019	9597	MITCHELLS AUTO	SHOP SUPPLIES	-54.42
08/27/2019	9598	LINDSEY LAWN & GARDEN	MOWER PARTS	-201.12
08/27/2019	9599	TIOGA CTY VISITORS BUREAU	2019-20 MEMBERSHIP	-100.00
08/27/2019	9600	MARCO	COPIER MONTHLY AGREEMENT	-31.20
08/27/2019	9601	QUILL	OFFICE SUPPLIES	-260.78
08/27/2019	9602	PENELEC .	STREET LIGHTING	-3,937.17
08/27/2019	9603	FRONTIER	TELEPHONE, ACCT 16-662-2315-8-605-0	-681.04
08/27/2019	9604	WITMER PUBLIC SAFETY GROU...	HANDCUFFS/U MOUNTS	-743.00
08/27/2019	9605	PENNSAVER	JULY ADVERTISING	-57.99
08/27/2019	9606	PIP	JULY JANITORIAL SVC	-416.00
08/27/2019	9607	GALLS INC	POLICE BOOTS	-147.94
08/27/2019	9608	MMA	BORO BLDG/POOL WATER	-1,210.41
08/27/2019	9609	PHOTOS BY DART	POLICE PHOTO/FRAME	-143.00
08/27/2019	9610	HACH	POOL CHEMICALS	-21.19
08/27/2019	9611	AQUARIUS	POOL CHEMICALS	-3,838.80
Total 100.000 · General Fund Checking Account				-91,625.08
TOTAL				-91,625.08

Mansfield Borough Sewer Fund
COUNCIL- BILLS PAID
JULY 2019

Date	Num	Name	Memo	Amount
100.00 · Sewer Fund Checking Account				
08/02/2019	7119	MITCHELLS	WWTP SUPPLIES	-33.36
08/02/2019	7120	DENNEY ELECTRIC SUPPLY	WWTP MOTOR	-250.08
08/02/2019	7121	HACH	WWTP LAB SUPPLIES, ACCT 020136	-125.13
08/02/2019	7122	HORTON ELECTRIC	BLOWER MOTOR	-2,795.00
08/02/2019	7123	FRONTIER	TELEPHONE	-97.29
08/06/2019	7124	PAYROLL FUND	PAYROLL 7/20-8/2, PD 8/9/19	-4,440.14
08/12/2019	7125	AMERIHEALTH CASUALTY SVC	W/COMP PMT	-542.40
08/12/2019	7126	GANNON	SEPTEMBER PKG INSURANCE	-2,085.44
08/12/2019	7127	FALLBROOK FABRICATION	CONVEYOR ROLLERS	-191.00
08/12/2019	7128	NTSWA	CONTAINER & SLUDGE	-2,612.20
08/12/2019	7129	LRM	ANNUAL CALIBRATION	-472.50
08/12/2019	7130	PA ONE CALL	MONTHLY FAX FEE	-84.49
08/12/2019	7131	JIMMIE JOE CARL	SEWER ENGINEERING	-422.50
08/12/2019	7132	CO OF PA	OPERATOR CERT - ANNUAL CHAPTER 302 ...	-100.00
08/12/2019	7133	PACE ANALYTICAL SERVICES LLC	LAB FEES	-1,258.80
08/12/2019	7134	DENNEY ELECTRIC SUPPLY	WWTP MOTOR	-250.92
08/12/2019	7135	WILLIAMS OIL	JULY WWTP FUEL	-194.36
08/12/2019	7136	ARNOT	WWTP MAINT SUPPLIES	-83.62
08/12/2019	7137	PENN WORKS PUBLIC	PENN WORKS LOAN PMT, P24001537-429	-8,388.08
08/16/2019	7138	PRWA	VOID: CORREL TRAINING	0.00
08/16/2019	7139	UGI	GAS - WWTP	-113.35
08/16/2019	7140	PENELEC	SEWER DEPT. ELECTRIC	-9,418.10
08/16/2019	7141	STEPHENSON EQUIPMENT INC	JCB SERVICE	-543.69
08/19/2019	7142	PAYROLL FUND	PAYROLL 8/3-8/16, PD 8/23/19	-9,218.05
08/27/2019	7143	PACE ANALYTICAL SERVICES LLC	LAB FEES	-692.40
08/27/2019	7144	MITCHELLS	WWTP SUPPLIES	-16.79
08/27/2019	7145	FRONTIER	TELEPHONE	-97.29
08/27/2019	7146	MMA	WWTP WATER	-18.00
Total 100.00 · Sewer Fund Checking Account				-44,544.98
TOTAL				-44,544.98

Mansfield Borough Liquid Fuels Fund
COUNCIL - BILLS PAID
AUGUST 2019

Date	Num	Name	Memo	Amount
100.000 · LIQUID FUELS FUND CHECKING ACCT				
08/16/2019	560	PENELEC	ELECTRIC	-146.80
08/27/2019	561	H R I INC	COLD PATCH	-1,440.00
08/27/2019	562	SHERWIN WILLIAMS	CROSSWALK/ROAD PAINT, A...	-604.33
Total 100.000 · LIQUID FUELS FUND CHECKING ACCT				-2,191.13
101.00 · L F CHECKING - NW				
Total 101.00 · L F CHECKING - NW				
TOTAL				-2,191.13

Mansfield Police Department
 Monthly Council Report Addendum

Date: August, 2019

Monthly	Total
4,479	30,992
862	2,001
3,293	49,556
324	169,271
366	2,777
0	13
3	37

Miles Patroled ----->

Vehicle Mileage Car 620----->

Car 621----->

Car 622----->

Fuel----->

Felony Arrest----->

Misdemeanor Arrest----->

ORI:
Population:

Monthly Statistics From: 8/1/2019 To: 8/31/2019

Total Part I Crimes:	1
Murder:	0
Rapes:	0
Robbery:	0
Assault:	0
Burglary:	0
Larceny:	1
Motor Vehicle Theft:	0
Arson:	0

Total Part II Crimes:	9
Forgery:	0
Fraud:	1
Embezzlement:	0
Stolen Property:	0
Vandalism:	1
Weapons:	0
Prostitution:	0
Sex Offenses:	0
Drugs:	0
Gambling:	0
Family Offenses:	0
DUI:	3
Liquor:	0
Drunkenness:	2
Disorderly:	2
Vagrancy:	0
All Other:	0

Total Calls for Service:	233
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Total Cases:	8
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Total Arrestees:	8
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Total Suspects:	0
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Total Victims:	6
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DUI Arrests:	1
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Traffic Citations:	55
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Non Traffic Citations:	9
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Total Warnings:	0
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This report summarizes all crime in the period selected and should not be mistaken for a UCR submission

ORI:
Population:

Monthly Statistics From: 1/1/2019 To: 8/31/2019

Total Part I Crimes:	8
Murder:	0
Rapes:	0
Robbery:	0
Assault:	2
Burglary:	0
Larceny:	6
Motor Vehicle Theft:	0
Arson:	0

Total Part II Crimes:	72
Forgery:	2
Fraud:	5
Embezzlement:	0
Stolen Property:	4
Vandalism:	3
Weapons:	2
Prostitution:	0
Sex Offenses:	0
Drugs:	3
Gambling:	0
Family Offenses:	1
DUI:	16
Liquor:	1
Drunkenness:	3
Disorderly:	21
Vagrancy:	0
All Other:	11

Total Calls for Service: 1484

Total Cases: 43

Total Arrestees: 47

Total Suspects: 0

Total Victims: 42

DUI Arrests: 7

Traffic Citations: 352

Non Traffic Citations: 39

Total Warnings: 18

This report summarizes all crime in the period selected and should not be mistaken for a UCR submission

WORKING FOREMAN REPORT
For AUGUST 2019
SEWER PLANT OPERATIONS
Dewatering Operations

The belt filter press ran 13 days in August for 60 hours to remove 28,098 pounds of solids from the plant. The Biosolids were sent to NTSWA.

OPERATION REPORT FOR AUGUST 2019

There were 14,254,532 gallons of sewage treated; this gives an average flow of 0.4598 MGD. There were 4.46" of rain recorded.

Date Sampled	FLOW MGD	INF BOD mg/L	INF LBS/DAY	AVERAGE INF LBS MONTH		EFF CBOD mg/L	EFF LBS/DAY	AVERAGE EFF lbs MONTH		Removal Efficiency Percent Removal
				Permit Limit				Permit limit		
08/01/19	0.3731	128	398	2550 lbs/day		<2.2	<6.85			
08/06/19	0.4352	204	740			<2.0	<7.26			
08/08/19	0.6575	208	1141			<2	<10.97			
08/13/19	0.4676	343	1338	1022		<2.2	<8.58			
08/15/19	0.5282	225	991	lbs/day		<2.1	<9.25			
08/20/19	0.4442	255	945			<2.1	<7.78	<8.90		
08/22/19	0.5133	310	1327	Average		<2.2	<9.42	lbs/day	99.1%	
08/27/19	0.4225	347	1223	Organic Capacity		2.8	<9.87			
08/29/19	0.5078	258	1093	40.1%		2.4	<10.16			
Total	4.3494	2278	9195			<20.0	<80.13			
Average	0.4833	253	1022			<2.22	<8.90			

Phosphorus Data and Permit Limits AUGUST 2019

Date Sampled	FLOW MGD	INF PHOS mg/L	INF LBS/DAY	EFF PHOS mg/L	EFF LBS/DAY	WEEKLY AVERAGE	MONTHLY AVERAGE
						Permit limit	PERMIT LIMIT
08/01/19	0.3731	5.3	16.49	0.076	0.24	0.093 mg/L	2.0 mg/L
08/06/19	0.4352	4.5	16.33	0.092	0.33		
08/08/19	0.6575	5.6	30.71	0.110	0.60	0.101 mg/L	
08/13/19	0.4676	7.9	30.81	0.090	0.35		
08/15/19	0.5282	5.0	22.03	0.082	0.36	0.086 mg/L	
08/20/19	0.4442	5.4	20.00	0.096	0.36		
08/22/19	0.5133	6.4	27.40	0.084	0.36	0.090 mg/L	0.88 mg/L
08/27/19	0.4225	9.9	34.88	0.064	0.23		
08/29/19	0.5078	6.0	25.41	0.098	0.42	0.081 mg/L	
Total	4.3494	56.0	224.06	0.792	3.24		
Average	0.4833	6.22	24.90	0.088	0.36		

Once I receive the results for the nutrients in September I will be working with other Municipalities for the sale of the credits that we have generated.

The following average daily flows received from the townships.

Month	Putnam	Richmond	Covington
	55,000 gallons	150,000 gallons	15,000 gallons
Aug-18	39742	83989	11734
Sep-18	45035	100314	10900
Oct-18	22009	83720	12133
Nov-18	26142	90228	10550
Dec-18	27174	89437	9691
Jan-19	23820	75833	9844
Feb-19	24586	77140	10923
Mar-19	22068	64091	10800
Apr-19	21722	69009	12234
May-19	22803	80935	12423
Jun-19	21469	74225	12273
Jul-19	18843	55121	11672
Aug-19	19102	50222	12131

I. SEWER PLANT AND EQUIPMENT MAINTENANCE

1. NTSWA Grinder

NTSWA was contacted to have the grinder was here to remove the brush that we have at this time; it will be at the Sewer Plant on 9/10 and 9/11.

2. Disinfection Chlorine

The Disinfection Chlorine pump suction line was replaced due to a hole in the tube and the line was cleaned at the injection point. The entire feed line was then flushed to remove any debris in the piping.

II. PUMP STATION AND COLLECTION SYSTEM REPAIRS/INSPECTION

1. Brooklyn Street Pump Station

#1 pump running. No issues. #2 pump running. No issues.

Pump station cleaned out with high pressure water from Vac/Jette Truck
The discharge piping became clogged with debris, the piping was cleaned with compressed air and is now running as it should. The light bulbs were replaced in dry pit

2. Meadow Street Lift Station, Running in Hand due to Debris Issues.

#1 pump running.#2 pump running.

3. Newtown Hill Pump Station

Pump station cleaned out with high pressure water from Vac/Jette Truck

#1 pump running. No issues. #2 pump running. No issues.

4. Elmira Street Pump Station

#1 pump running. No issues. #2 pump running. No issues.

WATER PLANT:

The boom mower was delivered after being repaired and grooming was continued, another knife was thrown; but a replacement was put on by Heath and Matt, a spare knife was placed in the tractor if this should happen again. Heath has finished around the reservoirs, the old plant and water tank properties.

The CMP (Comprehensive Monitoring Plan) was sent in on August 19th. We are working with Kevin Borden to have the electrical work on the Automatic Shutdown that is required for the plant.

I have been in contact with Mike Hale for the logging, he has assured me that the dollar amount will be below bid thresholds for this section of logging, and is currently working on the contract for this work.

Cryptosporidium Testing:

I am working with Chad Sterling from the PADEP Harrisburg Lab to set up the testing for the Reservoir and Springs 1 & 2. We have to take 1 sample a month for each source, for two years; giving a total of 24 tests on each source. I have looked at the budget with Taylor, and this testing alone would exhaust all of the funds in this account. I am currently looking into the cost of shipping due to the number and size of the 10L sample bottle, seeing if this is going to be cheaper to be shipped or delivering it. Without shipping, the cost per test is approximately \$565.

DISTRIBUTION:

Townview Booster Pump Station:

There was some difficulty with locating the main water line on Reipple Street. After digging in two locations, the Vac-Truck was used to locate the line from the hydrant. A straight line was made and the line was found. The beginning of the tie in was able to happen and the tie in was begun on 8/26/19. A Precautionary Boil Order was put into place due to the loss of positive pressure when the tie in was performed. The piping and valves were put in and the new main was able to be put in. The connections into the pump stations were complete and the discharge piping going East was started.

After several discussions with the former owner of 119 Decker street about a high water usage with no one in the residence, it was assumed and was confirmed by the new owner, that a toilet in the residence had been removed from operation and the water line to the toilet was shut off. The former owner told the new owner during closing that this toilet was leaking by and to use the valve at the toilet to

stop this from consuming water. The water did go through the meter causing the bill to be higher due to usage.

A previous water main repair was done in front of 72 St. James Street, while the repair was being excavated, the Sanitary Sewer of this residence was broken by the Authority, a subpar repair of the lateral was done, while exposing the water main on 9/29/19, during the homeowner repair of the lateral, it was found that the piping for the lateral was damaged more during the water main repair causing damage to the lateral than was repaired. The Water Authority worked with the homeowner to correctly repair the lateral.

STREET AND BUILDING OPERATIONS:

I. Pool Operations

The pool chemical systems have been shut down and the chemicals have been returned if they had a rental agreement on them. If they had no agreement, the delivered chemicals will be used for next season. We are going to be looking into the remaining leaks and make a plan to discuss repair of the leaks.

The slide area will need the following areas to be repaired; new mechanical seal on the slide pump, the suction piping for the slide pump will have to be repaired by either using the existing piping and having a company come in to do a cure in place (CIP) style repair, or to have it dug up and then the repair being made. With the location of the piping and the slide infrastructure, I would recommend that a CIP repair be done to minimize further issues created by concrete soil disturbance.

II. The boom mower was delivered after being repaired and grooming was continued, another knife was thrown; but a replacement was put on by Heath and Matt, a spare knife was placed in the tractor if this should happen again and the belts were replaced at Stuart Lisowski Excavating's cost due to being worn out and lost during operation. Heath has finished the mowing on Gateway Drive, Brooklyn Street, and 4th Street properties.

III. PennDOT sink hole at North Main Street and Decker Street intersection:
The sinkhole area was paved on 8/23/19. It will be watched for any changes to this area if there are any reoccurring issues.

IV. Borough Shop Renovation:

We are looking into the possibility of putting in a garage door opener or possibly another man door at the Borough Shop. Also, I have been in touch with The Sign Shop to have a new sign placed on the front of the building.

V. Crosswalk Painting:

After a combination of different changes that we needed to make operationally, and repairs to the sprayer itself, Alan, Tyler and I were able to paint the crosswalks. We were assisted by the Police Department for traffic control.

MANAGER'S REPORT

August 2019

1. PLAYGROUND

The contractors are scheduled to begin the paving sections the first week in September. Once the paving is completed, the final ground work can be completed and then the fencing. The ADA accessible picnic table is now in place under the pavilion.

2. TRAILHEAD PROJECT

Nothing new to report; still awaiting lease agreement information from USACE.

3. LED REPLACEMENT LIGHTS

The second order of LED lights has been placed. This will be the area of Wellsboro Street, from Sheetz to the University. The Chief and I thought this would make a brighter, safer walking route for college students.

4. ARCHPIPE

Jimmie Joe is still working on the DEP permit and study/report for the arch pipe condition and the flow of both water and debris leading to the arch pipe.

5. SIDEWALK PROGRAM

One sidewalk applications has been returned to the office. The resident stated it would be September or even October before the contractor could get the project done.

6. PENNDOT ROUTE 6 / ROUTE 15 PROJECT

AWK Consulting Engineers will have a crew out in the beginning of September to survey items that were inadvertently missed during the previous site visit. Their work includes confirming stormwater and utility features.

7. CAT TNR PROGRAM

The next TNR will be held on September 18th.

8. ZONING

- 4 zoning permits were issued in August.
- The zoning hearing board met on August 5th to discuss Short Term Rental amendments to the zoning ordinance. I have reached out to the other PSSHE host municipalities regarding their, if any, ordinance for short term rentals. I have compiled an outline for the board to review and provide further input. Following the hearing for PIP, we will be discussing recommendations for Council to review. Then upon Council's recommendations, the Borough Solicitor can draft amendments to our zoning ordinance.

- There will be a special exception hearing on September 9th, for PIP for a new group home in an R1 zone.

9. PLANNING

- I was unable to attend the August planning committee meeting.
- Arbor Housing and Development has submitted their plans. Jimmie Joe has reviewed them. They will be responding, in writing, to Jim's review questions. Again, they are hoping to have approvals before the November grant application deadline.
- Still no updates were received for the Petta property on South Main Street.
- Attached is a letter of recommendation from the planning committee for approval for PIP for a new group home at 29 North Hill Terrace.
- MU is preparing for the demolition of Laurel, Maple and Pine Crest. I have spoken with their engineer and they will be submitting land development and demolition permit applications soon.

10. STREET MAINTENANCE

Rich and I met with Brian Haight, our Penn DOT municipal rep. We drove around the borough and evaluated several streets. I would like to meet with public works committee to discuss which streets to recommend to council for tar and chipping next year. Once this is determined it can be budgeted and Brian will in getting the bid paperwork prepared. It would be best if we get the bids out this fall or early winter.

11. BUDGET

Cassie and I have begun prep work for the 2020 budget. Once August month-end reports are done, we will get budget worksheets done and provided to the finance committee.

12. MISCELLANEOUS

- Union negotiations continue on the Police Contract.

MUNICIPAL AUTHORITY OF THE BOROUGH OF MANSFIELD

August 21, 2019

The monthly meeting of the Municipal Authority of the Borough of Mansfield was held on Wednesday, August 21, 2019 in the Council Room of the Municipal Building, Mansfield, Pennsylvania with the following people present:

Gerald Farrer, Chairman
Vaughn Hoyt, V. Chairman
Deb Colegrove, Secretary
Barbara Carleton, Treasurer
Chad Rugar, Assistant Secretary-Treasurer

Taylor Route – Administrative Assistant
Rich Correll – Working Foreman
Terra Koernig – Solicitor

Visitors: There were no visitors

Farrer called the meeting to order at 9:58 a.m.

Visitors Comments:

There were no visitor comments.

The minutes of the regular meeting held on August 21, 2019, treasurer's report, bills paid report, and Administrative report were reviewed. Hoyt 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 were completed

Past Due Notices

- ❖ 48 past due notices were prepared and mailed on overdue accounts.

Meter Reading

- ❖ The interrogators were loaded on August 12, 2019 for the guys to start reading.

Billing

- ❖ The billing was completed and mailed on 7/23/2019.

Miscellaneous

- ❖ Lead and Copper sample letters were mailed, and now I'm just waiting on the results to notify those customers of the results.

Working Foreman Report:

- ❖ Water plant:

Mag Meter Replacement:

After ordering and the Mag Meter, the replacement was performed, and now allows the Cla-Val to be communicated with to be in normal operation now. The tap of the wells line coming into the plant for the conductivity meter was performed as well. The monitoring inlet for Raw Line will be worked on before the installation of the probe and conductivity meter.

The boom mower was delivered, but during the cleaning of the property, a knife was lost and it caused damage to the mower itself and couldn't be safely operated. Once the repairs are made to the mower, it will be delivered to the Water Plant and grooming will continue

MUNICIPAL AUTHORITY OF THE BOROUGH OF MANSFIELD

Page Two

August 21, 2019

Dane's Landscaping has finished the brush hogging on the Authority Property for the first time for the year, depending on the regrowth, it will be decided later in the year if a second cleaning of the property should be done or not.

Jimmie Joe and I are working on the CMP (Comprehensive Monitoring Plan) to be sent in before August 19th. This plan deals with our source water combinations and categorizes them for usage for water to be able to use throughout the year. I have been in contact with Amy Tull, PADEP to discuss any issues that we may have to be in compliance and have requested an extension for work on the Automatic Shutdown that will be required for the plant due to the complexity of the electrical work and components that will need to be performed but will not be able to be finished by the deadline date.

I have been in contact with Mike Hale who contacted me about logging off a section of roughly 10 acres. There will be another company in the area and would be a good time to try to get a section done that still has good trees on it.

DISTRIBUTION:

Townview booster pump station:

After the pump skid was delivered, the roof and other construction of the building were put in its final stages. Jimmie Joe and I have been in contact with Harger Construction and Colton, the Project manager. We have the approved extension request from PADEP that was needed due to contractor issues. They were supposed to be beginning the digging of the water lines during the week of 7/29/19. The schedule is for them to begin on August 19th.

A water leak on a Service line was found at Meadow Street Trailer Park Lot #37.

A leak that was the School District's responsibility was repaired next to the Little League Concession Stand, this pipe was said to be leaking since the park was turned on in April.

Old Business: There was no Old Business

New Business:

- A. When discussing who would be willing to attend UUTRA meetings as Mansfield Municipal Representation it was decided that Farrer will attend the next meeting and report back during the next Authority meeting. Based on how the UUTRA meeting goes an Authority member may be asked to attend UUTRA meetings regularly along with our Working Foreman Correll.
- B. A motion was presented by Chad Rupar to allow Mike Hale to set up with a company the logging of roughly 10 acres contingent on the contract price being below \$11,100. If the amount was between \$11,100 and \$20,600 we would entertain three bids, and give the job to the highest responsible bid. In the event that the contract were for more than \$20,600 a formal bid would have to be made. Vaughn Hoyt seconded the motion and it was passed.

Correspondence: There was no new correspondence

Farrer made the motion to adjourn the meeting at 10:25 AM, and the motion was seconded by Carleton.

Respectfully Submitted,

Debra Colegrove
Secretary