

MANSFIELD BOROUGH COUNCIL
October 13, 2021
MEETING AGENDA

REGULAR MEETING:

1. Call to Order
2. Pledge of Allegiance
3. Recognition of Visitors
4. Approval of September 8, 2021 Minutes
5. Treasurer's Report for September
6. Review and Approval of Bills – September
7. Mayor's Report
8. Police Report
9. WWTP Report
10. Borough Manager Report
11. Standing Committee Reports:
 - A. Public Works Committee
 - B. Finance Committee
 - C. Public Safety Committee
12. Old Business
13. New Business
 - A. RFP for Arch Pipe
 - B. Hunt Engineer Proposal
 - C. Resolution 2021-12, Smythe Park Sidewalk Grant
 - D. Extension Street Sidewalk
 - E. Public Works Hire
14. Correspondences
15. Public Comments
16. Adjournment

BOROUGH OF MANSFIELD

September 8, 2021

The regular meeting of the Mansfield Borough Council was held on Wednesday, September 8, 2021, in the Council Room of the Municipal Building, Mansfield, Pennsylvania with the following people present:

Robert Fitzgerald
Steven McCloskey
Kelvin Morgan
William Schlosser
Robert Strohecker
Kerri Verno

Casandra Cowles, Secretary-Treasurer
Kathryn Barrett, Mayor
Merle Garrison, Police Chief
Jeffrey Loomis, Solicitor

Absent: Adrienne McEvoy
Christopher McGann, Borough Manager
Richard Correll, WWTP Operator

Visitors: Cheryl Clark, Wellsboro Gazette

Residents: Talia Sepiol

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

Strohecker called for recognition of visitors: There were no public comments.

McCloskey moved to approve the minutes of the August 11, 2021 meeting. Schlosser seconded the motion and it passed.

The Treasurer's report for the month of August was reviewed. Upon a motion made by McCloskey and seconded by Fitzgerald, Council approved the report.

Fitzgerald made the motion to approve the bills paid reports for August for the following accounts: General Fund: \$163,125.16; Sewer Fund: \$88,081.72; Liquid Fuels Fund: \$3,431.48; and Payroll Fund: \$76,826.34 and to draw vouchers for any unpaid bills. Schlosser seconded the motion, and it passed.

Mayor's Report

Mayor Barrett's report was included in the packet.

BOROUGH OF MANSFIELD

September 8, 2021

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Police Report

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

WWTP Operator Report

Upon a motion by Schlosser and seconded by Morgan, Correll's report was approved.

Borough Manager's Report

Manager McGann's written report was included in the packet.

Standing Committee Reports (from September 1, 2021, committee meetings):

Reports for Finance Committee, and Public Safety Committee were provided in the council packet.

Old Business:

- A. Fitzgerald made the motion to approve the Non-Uniform Collective Bargaining Agreement as presented. Morgan seconded the motion, and it was approved. Fitzgerald motioned to approve the MOU (section 506 of the CBA) as presented, Schlosser seconded the motion and it was approved to take effect Saturday, September 11, 2021, at 12:01 am

New Business

- A. The sidewalk repairs on Extension Street were tabled for more information.
- B. Schlosser motioned to approve Resolution 2021-9: Early Retirement, this resolution would amend the police pension to allow for an early retirement option. Verno seconded the motion and it passed.
- C. Fitzgerald motioned to approve Resolution 2021-10: Dr. Robert Swinsick. The resolution is in honor of the life and service of former Council President Dr. Robert Swinsick. McCloskey seconded the motion, and the resolution was passed.
- D. McCloskey motioned to approve Resolution 2021-11: HB 1702, supporting PA House Bill 1702. This bill is to use the Commonwealth's 18 percent liquor tax to provide additional funding to communities with high percentages of tax-exempt properties, Schlosser seconded the motion, and the resolution was approved.
- E. Fitzgerald motioned to approve hiring Krys Knecht and Pamela Steward as the borough's humane officers on a part-time, as-needed basis and to approve the purchase of any equipment need up to an amount of \$1,000. The pay rate will be the same as part-time police officers, plus any mileage and will be paid out of the police part-time salary line item. McCloskey seconded the motion and it passed.
- F. Two bids were received for the borough shop Corey Street project. The scope of work includes: Installing stone in the unpaved areas, installing a depressed location to discharge water from the vac truck, and to perform base repairs and install and tar-chip surface on Corey Street and around the shop building. This project will be funded from the \$300,000 infrastructure project.

Corey Street Project bids were opened. They were as follows:

- 1. Glenn O. Hawbaker \$65,145.00
- 2. HRI, Inc. \$60,387.50

BOROUGH OF MANSFIELD

September 8, 2021

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Verno moved to award the bid to HRI, Inc., Fitzgerald seconded the motion, and it was approved contingent upon final approval from the Borough Engineer and the Borough Solicitor.

- G. Schlosser moved to approve additional work to Prospect Street at a cost of \$9,000, the funds would come from the \$300,000 infrastructure project money. McCloskey seconded the motion, and it was approved.
- H. Schlosser motioned to approve the 2021 audit engagement letter at the price of \$11,500, Morgan seconded the motion, and it was passed.

President Strohecker called council into executive session at 6:42 pm due to a potential real estate transaction, with no action after.

Regular session of council reconvened at 7:02 pm.

Public Comments – There were no public comments

There being no further business, Schlosser motioned to adjourn the meeting at 7:02 pm.

Casandra J. Cowles, Secretary

Mansfield Borough General Fund
COUNCIL - BILLS PAID
SEPTEMBER 2021

Date	Num	Name	Memo	Amount
100.000 - General Fund Checking Account				
09/02/2021	10762	D3UC, LLC	TELEPHONE (SEPTEMBER)	-301.88
09/02/2021	10763	RICHMOND TOWNSHIP	JULY-AUGUST TOWER ELECTRIC	-24.55
09/02/2021	10764	JON'S HYDRAULICS	STREET SWEEPER PARTS, INV 26607	-125.52
09/02/2021	10765	GRAINGER	POOL PUMP	-153.83
09/02/2021	10766	ZEE MEDICAL	REPLENISH SHOP MEDICAL SUPPLIES	-53.23
09/02/2021	10767	JIMMIE JOE CARL	ARCH PIPE, STREAM PROJECT	-4,275.00
09/02/2021	10768	DANES LAWN CARE	MOWING 8/2, 8/9, 8/16, 8/23, 8/30	-2,550.00
09/02/2021	10769	CHAMBER OF COMMERCE	FALL FLOWER POTS	-30.00
09/02/2021	10770	STUART LISOWSKI EXCAVATION	BOROUGH SHOP STORM DRAIN	-3,140.00
09/02/2021	10771	PRAXAIR	CO2 POOL	-119.36
09/02/2021	10772	VERIZON WIRELESS	POLICE CELL PHONES	-180.29
09/02/2021	10773	MMA	WATER	-1,632.00
09/02/2021	10774	COMPU-GEN TECHNOLOGIES	REPAIR SHOP PHONE	-501.50
09/02/2021	10775	PACE ANALYTICAL SERVICES	POOL SAMPLES	-20.00
09/02/2021	10776	MANSFIELD LIBRARY	QTR 3 2021 CONTRIBUTION	-4,500.00
09/02/2021	10777	MITCHELLS AUTO	SUPPLIES ACCT#622	-1,671.97
09/07/2021	HRA0...	HIGHMARK SPENDING ACCOUNT	HRA REIMBURSEMENT	-4,978.67
09/10/2021	10778	SHARP ELECTRONICS	COPIER	-59.35
09/10/2021	10779	PENELEC	ELECTRIC	-1,571.94
09/10/2021	10780	MANSFIELD HOSE CO	ANNUAL FIRE PROTECTION	-32,353.95
09/10/2021	10781	CANTON INDEPENDENT-SENTINEL	ADVERTISING	-90.00
09/10/2021	10782	COX STOKES & LANTZ	AUGUST LABOR ATTN FEES	-380.71
09/10/2021	10783	TIOGA PUBLISHING	ADVERTISING ACCT#00000885	-1,104.65
09/10/2021	10784	PENNSYLVANIA ONE CALL	ONE CALLS FOR MNF	-31.16
09/10/2021	10785	GALLS INC	UNIFORMS/TEST KIT	-138.63
09/10/2021	10786	TIOGA TAX COLLECTION COMMI...	ASSESSMENT FEES	-380.38
09/10/2021	10787	WILSON TRANSPORT INC	LOF/REPLACE TIRES 2019 FORD	-1,043.17
09/10/2021	10788	MEIT	POLICE LIFE INSURANCE	-118.50
09/10/2021	10789	WILLIAMS OIL	AUGUST FUEL	-1,437.26
09/10/2021	10790	GANNON	OCTOBER PKG LIABILITY	-41.00
09/10/2021	10791	LOOMIS / KOERNIG	RTK/SUBDIVISION	-150.00
09/10/2021	10792	CARDMEMBER SERVICES	ZOOM, POOL SUPPLIES, POLICE, TNR	-2,829.09
09/10/2021	10793	ZACH STAGER	MEDICAL REIMBURSEMENT	-40.88
09/10/2021	10794	COWLES, CASANDRA	MEDICAL REIMBURSEMENT	-162.12
09/14/2021	10795	PAYROLL	PAYROLL 08/28-09/10 PD 09/17/21	-17,712.22
09/17/2021	10796	RICHMOND TOWNSHIP	SEPTEMBER TOWER ELECTRIC	-12.65
09/17/2021	10797	DAVID FLACK	DOWN PAYMENT GATEHOUSE FOUNDATION	-10,000.00
09/17/2021	10798	SHERWIN WILLIAMS	LINE PAINT, CUST 1023-0769-1	-142.73
09/17/2021	10799	PENNYSAVER	AUGUST ADVERTISING	-54.00
09/17/2021	10800	GALLS INC	MEASURING WHEEL	-93.96
09/17/2021	10801	PIP	AUGUST JANITORIAL SVC	-514.80
09/17/2021	10802	NORTH CENTRAL SIGHT SERVI...	SHREDDING INV#1547424	-66.00
09/17/2021	10803	AMERIHEALTH CASUALTY INS	OCTOBER WORKERS COMP	-3,623.56
09/17/2021	10804	HRI, INC	ST JAMES, PROSPECT, EXTENSION ST	-194,671.96
09/17/2021	10805	ARNOT	SHOP SUPPLIES, STREET SWEEPER	-1,627.34
09/17/2021	10806	UGI	GAS	-115.91
09/17/2021	10807	STUART LISOWSKI EXCAVATION	SMYTHE PARK REPLACEMENT/FLOODING	-29,946.29
09/17/2021	10808	WILMINGTON TRUST	MUNICIPAL BLDG DEBT SERVICE PMT	-11,951.75
09/17/2021	HRA0...	HIGHMARK SPENDING ACCOUNT	HRA REIMBURSEMENT	-415.28
09/21/2021	10809	PAYROLL - INSURANCE	OCTOBER HEALTH INS	-5,166.42
09/21/2021	HRA0...	HIGHMARK SPENDING ACCOUNT	HRA REIMBURSEMENT	-3,364.43
09/22/2021	10810	MCGANN, CHRISTOPHER	MEDICAL REIMBURSEMENTS	-205.35
09/22/2021	10811	QUILL	OFFICE SUPPLIES	-121.86
09/22/2021	10812	MARCO	COPIER MONTHLY AGREEMENT (JUNE)	-31.20
09/28/2021	10813	PAYROLL	PAYROLL 09/11-09/24 PD 10/01/21	-16,205.14
09/30/2021	10814	SEWER FUND.	AUG/SEPT ARMY CORP STORAGE SHED REN...	-988.80
09/30/2021	10815	FRONTIER	TELEPHONE, ACCT 16-662-1301-082504-3	-48.71
09/30/2021	10816	STUART LISOWSKI EXCAVATION	SMYTHE PARK PIPE DEMO/FLOODING	-1,590.00
09/30/2021	10817	NORTHEREASTERN DRUG & AL...	DRUG TESTING POOL EMPLOYEES	-500.00
09/30/2021	10818	PIPE-EYE SEWER SERVICES	JET/VAC PROSPECT ST	-4,580.00
09/30/2021	10819	TIOGA CTY VISITORS BUREAU	2021-22 MEMBERSHIP	-125.00
09/30/2021	10820	PENNSYLVANIA CHIEFS OF POL...	POLICE EXAMS	-72.50
09/30/2021	10821	COMPU-GEN TECHNOLOGIES.	OCTOBER BILLING/MANAGER COMPUTER	-1,875.86
09/30/2021	10822	MANSFIELD EMBROIDERY	PW SAFETY SHIRTS/JACKETS	-388.94
09/30/2021	10823	BILLTOWN MECHANICAL GROUP	HVAC REPAIRS AT OFFICE	-389.00
09/30/2021	10824	QUILL	OFFICE SUPPLIES	-103.98
09/30/2021	10825	COWLES, CASANDRA	MEDICAL REIMBURSEMENT	-122.54

Mansfield Borough General Fund
COUNCIL - BILLS PAID
SEPTEMBER 2021

Date	Num	Name	Memo	Amount
09/30/2021	10826	MERLE GARRISON	MEDICAL REIMBURSEMENT	-195.42
09/30/2021	10827	NATIONAL PUBLIC SAFETY INFO...	2022 DIRECTORY OF LAW ENF.	-149.00
09/30/2021	10828	PRWA	CLARK TRAINING	-105.00
09/30/2021	10829	GALLS INC	UNIFORM	-143.02
09/30/2021	10830	MITCHELLS AUTO	SUPPLIES ACCT#622	-537.16
09/30/2021	10831	ZACH STAGER	MEDICAL REIMBURSEMENT	-49.74
Total 100.000 · General Fund Checking Account				-374,196.11
101.00 · CHECKING - NW				
Total 101.00 · CHECKING - NW				
TOTAL				-374,196.11

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10/04/21

Mansfield Borough Sewer Fund

BILLS PAID

September 2021

Num	Date	Name	Memo	Original Amount
7856	09/02/202	REAL DISPOSAL, ...	SLUDGE REMOVAL	-1,771.30
			SLUDGE REMOVAL INV#1070446, 1071081	1,741.30
			CONTAINER RENTAL INV#9147618	30.00
TOTAL				1,771.30
7857	09/02/202	PACE ANALYTICA...	LAB FEES	-332.60
			LAB FEES, ACCT 36-600573	332.60
TOTAL				332.60
7858	09/02/202	D3UC, LLC	TELEPHONE (SEPTEMBER)	-33.55
			TELEPHONE INV#5230	33.55
TOTAL				33.55
7859	09/02/202	MMA	WWTP WATER	-19.50
			WWTP WATER ACCT#10146500	19.50
TOTAL				19.50
7860	09/02/202	PENTELEDATA	AUGUST INTERNET	-188.18
			INTERNET,AUGUST INV B3925149, ACCT 122762	188.18
TOTAL				188.18
7861	09/02/202	ZEE MEDICAL SE...	CUST #0513740, MEDICAL SUPPLIES	-65.48
			MEDICAL SUPPLIES, INV 522613187	65.48
TOTAL				65.48
7862	09/02/202	HACH	LAB SUPPLIES	-325.92
			WWTP LAB SUPPLIES, INV 12620526, 316527223 A...	325.92
TOTAL				325.92
7863	09/02/202	MITCHELLS	WWTP SUPPLIES	-85.41
			WWTP SUPPLIES, ACCT 623	85.41
TOTAL				85.41
7864	09/02/202	PENN WORKS PU...	PENN WORKS LOAN PMT, P24001537-429	-8,388.08
			OCTOBER LOAN PRINCIPAL, LOAN P24001537-429	7,208.57
			OCTOBER LOAN INTEREST, LOAN P24001537-429	1,179.51
TOTAL				8,388.08
7865	09/08/202	UNIVAR SOLUTIO...	CHEMICALS	-1,217.94
			CHEMICALS, CUST #831162, INV 49314330	1,217.94

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Mansfield Borough Sewer Fund
BILLS PAID
September 2021

Num	Date	Name	Memo	Original Amount
TOTAL				1,217.94
7866	09/10/202	PRWA	HYDRAULICS TRAINING	-105.00
			TRAINING INV#64723	105.00
TOTAL				105.00
7867	09/10/202	PA ONE CALL	MONTHLY ACTIVITY FEE	-31.16
			MONTHLY ACTIVITY FEE, ID # MFD, INV 918771	31.16
TOTAL				31.16
7868	09/10/202	LRM	DUODOS PUMP	-2,970.00
			DUODOS PUMP INV#21-735	2,970.00
TOTAL				2,970.00
7869	09/10/202	REAL DISPOSAL, ...	SLUDGE REMOVAL	-867.95
			SLUDGE REMOVAL INV#1071683	867.95
TOTAL				867.95
7870	09/10/202	MMA.	JUNE-AUGUST POSTAGE	-462.36
			50% POSTAGE	462.36
TOTAL				462.36
7871	09/10/202	WILLIAMS OIL	AUGUST WWTP FUEL	-116.65
			AUGUST WWTP FUEL, ACCT 112K	116.65
TOTAL				116.65
7872	09/10/202	XYLEM DEWATE...	SHEETZ PUMP STATION	-2,455.68
			INV#401112541 SHEETZ PUMP STATION	2,455.68
TOTAL				2,455.68
7873	09/10/202	CARD MEMBER S...	WWTP OPERATING SUPPLIES	-290.42
			WWTP OPERATING SUPPLIES	290.42
TOTAL				290.42
7874	09/14/202	PAYROLL	PAYROLL 08/28-09/10 PD 09/17/21	-5,488.20
			ADMIN PAY 08/28-09/10 PD 09/17/21	880.75
			TREAT PAY 08/28-09/10 PD 09/17/21	3,640.57
			FICA PAY 08/28-09/10 PD 09/17/21	280.32
			MED PAY 08/28-09/10 PD 09/17/21	65.56
			SEPTEMBER GLN FEES	13.00
			PW PENSION	608.00
TOTAL				5,488.20

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10/04/21

Mansfield Borough Sewer Fund
BILLS PAID
September 2021

Num	Date	Name	Memo	Original Amount
7875	09/17/202	WAYNE TOWNSH...	GRINDER RENTAL	-2,550.00
			GRINDER RENTAL INV#212959	2,550.00
TOTAL				2,550.00
7876	09/17/202	USA BLUE BOOK	INVERTED PAINT	-64.54
			INVERTED PAINT INV#712271	64.54
TOTAL				64.54
7877	09/17/202	PARMENTER, INC.	JCB INV#1005579-C	-369.25
			JCB - BALANCE OF INV#1005579-C	369.25
TOTAL				369.25
7878	09/17/202	A J'S OUTDOOR ...	ACCT #5993, OPERATING SUPPLIES	-13.99
			OPERATING SUPPLIES, INV1008824	13.99
TOTAL				13.99
7879	09/17/202	HORTON ELECTR...	BALDOR 3 HP MOTOR	-490.00
			MOTOR , INV 35402A	490.00
TOTAL				490.00
7880	09/17/202	AMERIHEALTH C...	W/COMP PMT	-652.22
			WWTP W/COMP, POLICY #WWC3454529	652.22
TOTAL				652.22
7881	09/17/202	PENELEC	SEWER DEPT. ELECTRIC	-8,753.75
			PLANT- COREY ST, #100078836580	8,596.93
			E ELMIRA ST,#100008643692	61.46
			NEWTOWN RD,#100008644088	18.34
			MEADOW ST,#100008389262	18.14
			BROOKLYN S, #100008375477	58.88
TOTAL				8,753.75
7882	09/17/202	UGI	GAS - WWTP	-146.13
			GAS, ACCT 411005906267	146.13
TOTAL				146.13
7883	09/17/202	REAL DISPOSAL, ...	SLUDGE REMOVAL	-883.25
			SLUDGE REMOVAL INV#1072461	883.25
TOTAL				883.25
7884	09/17/202	PACE ANALYTICA...	LAB FEES	-655.80
			LAB FEES, ACCT 36-600573	655.80

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10/04/21

Mansfield Borough Sewer Fund
BILLS PAID
September 2021

Num	Date	Name	Memo	Original Amount
TOTAL				655.80
7885	09/17/202	ARNOT	SUPPLIES	-192.33
			WWTP TREATMENT SUPPLIES, ACCT 5760	10.35
			REPAIRS	28.66
			OPERATING SUPPLIES	153.32
TOTAL				192.33
7886	09/17/202	TYLER WOOD	MEDICAL REIM/CLOTHING REIMB	-150.81
			MEDICAL REIMBURSEMENT	31.63
			CLOTHING ALLOWANCE	119.18
TOTAL				150.81
7887	09/21/202	PAYROLL - INSU...	OCTOBER 2021 HEALTH INSURANCE	-2,491.62
			OCTOBER 2021 HEALTH INS	2,491.62
TOTAL				2,491.62
7888	09/28/202	PAYROLL	PAYROLL 09/11-09/24 PD 10/01/21	-5,211.43
			ADMIN PAY 09/11-09/24 PD 10/01/21	928.77
			TREAT PAY 09/11-09/24 PD 10/01/21	3,912.31
			FICA PAY 09/11-09/24 PD 10/01/21	300.15
			MED PAY 09/11-09/24 PD 10/01/21	70.20
TOTAL				5,211.43
7889	09/30/202	MITCHELLS	WWTP SUPPLIES	-198.67
			WWTP SUPPLIES, ACCT 623	198.67
TOTAL				198.67
7890	09/30/202	PACE ANALYTICA...	LAB FEES	-1,117.00
			LAB FEES, ACCT 36-600573	1,117.00
TOTAL				1,117.00
7891	09/30/202	RICHARD CORRE...	MEDICAL REIMBURSEMENT	-153.00
			MEDICAL REIMBURSEMENT	153.00
TOTAL				153.00
7892	09/30/202	FRONTIER	TELEPHONE ALARM CALL BOX	-162.90
			TELEPHONE - SEWER PLANT, #570-662-1693-10210...	162.90
TOTAL				162.90
7893	09/30/202	CHEMSTREAM, I...	CHEMICALS	-220.40
			CHEMICALS INV#58399	220.40
TOTAL				220.40

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10/04/21

Mansfield Borough Sewer Fund

BILLS PAID

September 2021

Num	Date	Name	Memo	Original Amount
7894	09/30/202	COMPU-GEN TEC...	ANTI-VIRUS, EMAIL, FIREWALL	-111.97
			ANTI-VIRUS, EMAIL, FIREWALL	111.97
TOTAL				111.97
7895	09/30/202	LRM	FILTER CONTROL REPAIRS	-1,890.62
			FILTER CONTROL REPAIRS INV#21-779	1,890.62
TOTAL				1,890.62
7896	09/30/202	UNIVAR Solutio...	CHEMICALS	-1,936.13
			CHEMICALS, CUST #831162, INV 49458929	1,936.13
TOTAL				1,936.13
7897	09/30/202	REAL DISPOSAL, ...	SLUDGE REMOVAL	-1,606.50
			SLUDGE REMOVAL INV#1072461	1,576.50
			CONTAINER RENTAL INV#9148667	30.00
TOTAL				1,606.50

Mansfield Borough Liquid Fuels Fund
COUNCIL - BILLS PAID
SEPTEMBER 2021

Date	Num	Name	Memo	Amount
100.000 · LIQUID FUELS FUND CHECKING ACCT				
09/02/2021	629	PENELEC.	ELECTRIC	-1,704.02
09/17/2021	630	PENELEC	ELECTRIC	-2,147.82
09/30/2021	631	PENELEC.	ELECTRIC	-2,884.86
Total 100.000 · LIQUID FUELS FUND CHECKING ACCT				-6,736.70
101.00 · L F CHECKING - NW				
Total 101.00 · L F CHECKING - NW				
TOTAL				-6,736.70

Mayor's Report:

- 9-8-21 6:00 P.M. Council Meeting
- 9-9-21 1:00-4:00 P.M. Office hrs. (Reviewed daily police logs, reviewed SOP)
- 9-11-21 11:00 A.M. Attended Bridge Dedication
- 9-14-21 8:00 A.M. Chamber meeting
10:30 A.M. Met with Chief Garrison (Training needs)
- 9-16-21 10:00-12:00 Zoom meeting with Dawn Hull accepting Rt. 6 Heritage Award
- 9-19-21 6:00 P.M. Met Officer Kotch
- 9-21-21 8:00 A.M. Met with Chief Garrison (Daily Police Logs)
- 9-22-21 11:00 A.M. Attended Y Health Fair
- 9-23-21 1:00-4:00 P.M. Office hrs. (Daily Police Logs, Event Planning)
- 9-24-21 9:00 A.M. Meeting with Bill David and Sam Rotella - use of Smythe Park
- 9-25-21 12:30 P.M. Assisted with crowning of MU's Homecoming King and Queen
- 9-28-21 8:30 A.M. Met with Chief Garrison (Bloomsburg visitation)
- 9-27-21 10:30 A.M. Met with Dawn Hull to discuss event planning
- 9-30-21 8:30 A.M. Met with Scott Henry at MU
1:00-4:00 P.M. Office hrs. Reviewed Daily Police Logs
Placed phone call to Methodist Minister to invite him to participate in Trunk And Treat (Declined invite)
Placed phone call to Mr. Gene Dewey to invite him to Oct. 16, 2021 Celebration. (Accepted invite)
- 10-5-21 7:00A.M. -2:00 P.M. Visitation to Bloomsburg Police Dept. and University Police with Chief Garrison
- 10-6-21 4:30 P.M. Safety Meeting
- 10-7-21 8:30 A.M. Smythe Park Zoom meeting
1:00-4:00P.M. Office hrs. Reviewed Daily Police Logs
Follow up with Blossburg and Liberty Mayors
Rescheduled visitation to Lock Haven
Researched House Bill 606 (use of radar for PA police)

Mansfield Police Department
Monthly Council Report Addendum

Date: Sept., 2021

Miles Patrolled -----→

Vehicle Mileage Car 620-----→

Car 621-----→

Car 622-----→

Fuel-----→

Felony Arrest-----→

Misdemeanor Arrest-----→

Monthly	Total
3,915	36,947
3,353	42,280
412	1,417
150	98,836
365	3,528
0	22
6	106

ORI:
Population:

Monthly Statistics From: 9/1/2021 To: 9/30/2021

Total Part I Crimes:	3
Murder:	0
Rapes:	0
Robbery:	0
Assault:	0
Burglary:	0
Larceny:	3
Motor Vehicle Theft:	0
Arson:	0

Total Part II Crimes:	10
Forgery:	0
Fraud:	0
Embezzlement:	0
Stolen Property:	0
Vandalism:	0
Weapons:	0
Prostitution:	1
Sex Offenses:	0
Drugs:	2
Gambling:	0
Family Offenses:	0
DUI:	0
Liquor:	0
Drunkenness:	0
Disorderly:	2
Vagrancy:	0
All Other:	5

Total Calls for Service: 263

Total Cases: 7

Total Arrestees: 9

Total Suspects: 0

Total Victims: 5

DUI Arrests:

Traffic Citations: 38

Non Traffic Citations: 3

Total Warnings: 0

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

ORI:
Population:

Monthly Statistics From: 1/1/2021 To: 9/30/2021

Total Part I Crimes:	8
Murder:	0
Rapes:	0
Robbery:	0
Assault:	2
Burglary:	1
Larceny:	5
Motor Vehicle Theft:	0
Arson:	0

Total Part II Crimes:	169
Forgery:	0
Fraud:	2
Embezzlement:	0
Stolen Property:	2
Vandalism:	5
Weapons:	2
Prostitution:	1
Sex Offenses:	0
Drugs:	50
Gambling:	0
Family Offenses:	2
DUI:	21
Liquor:	3
Drunkenenss:	8
Disorderly:	37
Vagrancy:	0
All Other:	36

Total Calls for Service: 2163

Total Cases: 92

Total Arrestees: 103

Total Suspects: 3

Total Victims: 98

DUI Arrests: 9

Traffic Citations: 301

Non Traffic Citations: 54

Total Warnings: 0

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

WWTP REPORT
SEPTEMBER 2021

Dewatering Operations

The Belt Filter Press ran 12 days for 57.5 hours to remove 20,922 pounds of solids from the plant.

The Biosolids were hauled by Phoenix Waste and sent to NTSWA.

OPERATION REPORT FOR SEPTEMBER 2021

There were 16,982,419 gallons of sewage treated; this calculates to an average flow of 0.5661 MGD.

There were 4.64" 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 2550 lbs/day			Permit limit 210 lbs/day	
09/02/2021	.5820	140	680		<1	5.34		
09/07/2021	.5129	262	1121		<1.5	6.42		
09/09/2021	.5166	178	767	849	<1.6	6.89		
09/14/2021	.5806	205	993	lbs/day	<1.0	4.84	7.17	
09/16/2021	.6069	133	673		<1.3	6.58	lbs/day	99.2%
09/21/2021	.4332	249	900	33.29%	<.99	3.58		
09/23/2021	1.3679	55	635	Average	<1.6	18.48		
09/28/2021	.6024	182	914	Organic Capacity	<1.1	5.53		
09/30/2021	.5471	210	958		<1.5	6.84		
Total	5.7667	1614	7640		11.69	64.50		
Average	0.6407	177.4	849		1.29	7.17		

Phosphorus Data and Permit Limits September 2021

Date Sampled	FLOW MGD	INF PHOS mg/L	INF LBS/DAY	EFF PHOS mg/L	EFF LBS/DAY	WEEKLY AVERAGE	MONTHLY AVERAGE
						Permit limit 3.0	PERMIT LIMIT 2.0 mg/L
09/02/2021	.5820	3.9	18.93	0.69	3.35		
09/07/2021	.5129	6	25.67	0.73	3.12		
09/09/2021	.5166	6.5	28.00	0.74	3.19	0.74 mg/L	
09/14/2021	.5806	5	24.21	1.10	5.33		.99 mg/L
09/16/2021	.6069	4.2	21.26	1.20	6.07	1.15 mg/L	
09/21/2021	.4332	6.3	22.76	1.40	5.06		
09/23/2021	1.3679	0.75	8.66	1.00	11.55	1.20 mg/L	
09/28/2021	.6024	4	20.10	0.99	4.97		
09/30/2021	.5471			1.10	5.02	1.05 mg/L	
Total	5.7667			8.95	47.66		
Average	0.6407			.99	5.30		

The following are the average daily flows received from the townships:

	Putnam 55,000 gallons	Richmond 150,000 gallons	Covington 15,000 gallons
Month			
Sep-20	16817	41766	6085
Oct-20	17539	41551	6935
Nov-20	18676	45663	7932
Dec-20	28246	72980	8159
Jan-21	23966	79723	8638
Feb-21	19349	56922	6754
Mar-21	24193	83682	8830
Apr-21	21132	66176	10184
May-21	24775	81932	11506
Jun-21	19189	58522	10733
Jul-21	26044	95357	16002
Aug-21	22300	63274	8309
Sep-21	24122	65756	8549

I. WWTP PLANT AND EQUIPMENT MAINTENANCE

1. Flow Based Sampler Controls
The next step is to work with Teledyne/Isco, (Proprietary Parts and setup for the Samplers itself), and an electrician (to perform the physical work).
2. Influent Pump Installation
Chuck Hamel sent a quote for the pump, motor and connection between these, I've also received Quotes from other companies and sent this information to Chris and Jimmie Joe Carl. This pump has been actively failing for quite some time and needs to be replaced asap.
3. Membrane Replacement
After learning that the Suez rep to help replace the membranes that was scheduled to be on site the week of October 11th, will be out for several weeks due to surgery. We have been put on the Schedule for the week of 11/29/2021. With this date of delivery, and the weather that is likely during this time, I am coordinating delivery of the membranes with Suez for proper storage. We will begin the process of preparing the membrane cassettes to be replaced the week of November 22nd.
4. Chemical Supplier Change
We are now using Chemstream for our Chemical Supply company.

II. PUMP STATION AND COLLECTION SYSTEM REPAIRS/INSPECTION

1. Brooklyn Street Pump Station
#1 pump Inlet plugged, working on an alternate plan for clearing. #2 pump pump shaft sheared, #1 pump rotating assembly changed over to #2 pump, assembly is beyond repair for being rebuilt. I have sent Jimmie Joe and Chris information for a new pump and setup for this station. Jimmie Joe is working on a memo on options for the replacement of the pump at this station.
2. Meadow Street Lift Station, Running in Hand due to Debris Issues.
#1 pump running. #2 pump, running.
3. Newtown Hill Pump Station
#1 pump running, #2 pump running.
4. Elmira Street Pump Station
#1 pump running. No issues. #2 pump running.

Mansfield Borough Manager's Report October, 2021

Mayor's Report

Mayoral Proclamation: Gene Dewey Day – Mayor Barrett will be issuing a proclamation designating Oct. 16, 2021 as Arthur “Gene” Dewey Day in Mansfield. Mr. Dewey led a distinguished career in his military and civilian life. His last post before retirement was Assistant Secretary of State for Population, Refugees, and Migration under President George W. Bush. Mr. Dewey is a Mainesburg native and a graduate of Mansfield High School. Several events are planned for the day and Council members are invited to participate.

Mayoral Proclamation: Lions Club Month – Mayor Barrett will be issuing a proclamation designating October, 2021 as Lions Club Month in Mansfield Borough. The Mansfield Lions Club turned 80 years old in 2020, but they were unable to celebrate due to the pandemic. A celebratory dinner is scheduled for Saturday evening, Oct. 16 and everyone should have received an invitation.

Action Items

New Business:

RFP for arch pipe: In our continuing effort to perform a systematic fix of the drainage system, I have been in touch with Congressman Keller's office. The first step is a full engineering study and there is grant funding available for this. To that end, I am requesting Council's approval to release a formal request for proposals for engineering services. I have already asked our borough engineer and he feels this project may be beyond his abilities to complete. The RFP would go out on PennBid and serve as the basis for a grant application.

Hunt Engineering Proposal: I would ask Council's approval of an amendment to our existing contract with Hunt Engineering to provide additional services for the St. James Street project. Under the existing contract, which has been dormant for a number of years, Hunt is still owed \$13,523.03 for bidding/construction administration services. This would not be due until that phase of the project starts. Since the project has been dormant for so long, Hunt is requesting an additional \$5,000 to review the existing documents and update as necessary. They are also willing to assist with securing the necessary funding.

Resolution 2021-12 – Smythe Park Sidewalk Grant: President Strohecker asked me to look into a grant opportunity to install sidewalks along Besanceney Drive. The Finance and the Public Works Committee agree that this would be a great project. I have also been in contact with the school district for their input and support. This resolution would authorize me to apply for the grant.

Extension Street sidewalk: The Finance and Public Works committees would like to have the sidewalks at three properties on Extension Street replaced. The locations are 36, 48 and 56 Extension Street. The sidewalks were damaged as the result of shade tree roots heaving up. The committees recommend awarding the project to Cole's Masonry for a cost of \$15,335, taken from the \$300,000 appropriated for infrastructure projects. In comparison, a competing quote from Lobar under state contract pricing for more than \$19,611.

Public works hire: The Personnel Committee is still working on this item. We expect to have a recommendation for the meeting. An executive session may be in order.

Informational Items

Committee meeting information: The minutes of the Public Works, Finance and Public Safety Committee meetings are included in the packet. Personnel Committee held discussions via email regarding a potential hire for the public works department.

Property Maintenance Ordinance proposal:

Zoning permits: There were two zoning permits issued in September, 2021. They were for:

1. A new garage on Brooklyn Street
2. A new commercial sign on North Main Street.

Planning Commission/Zoning Hearing Board: Neither board met in September.

Census Information: PSAB has released the initial census figures. Mansfield Borough saw a dramatic decrease in population. The official new population is 2,839 people, down from 3,625 at the 2010 census. This is a 21.7 percent decrease. In comparison, only 44 municipalities had a larger decrease in terms of percentage. Of those, 40 municipalities have fewer than 1,000 people. Of the remaining four, two boroughs (Edinboro and Clarion) host state universities and the other two are townships hosting federal prisons. Interestingly, 12 of the 14 host municipalities of state universities saw population decreases. The State System of Higher Education did see a dramatic decline in enrollment in the past 10 years, but I would also point out that the census was taken two weeks after COVID-19 pandemic forced the closure of many colleges and universities (including Mansfield University). The Census Bureau in March, 2020 released a statement indicating that census data would be adjusted to account for this anomaly. I have reached out to the university and received the following response:

Mansfield University had representatives on the 2020 Complete Count Census Committee created within Tioga County beginning in the fall of 2019. During that time, we assisted with creating a plan to capture all of our students. We were able to have meetings where a representative from the Census came to campus to speak with our students about the importance. With all things COVID, we were able to submit a spreadsheet with our data for ALL students. Each residence hall had to be sent in separately (considered Group Quarters) and the off-campus students were submitted together. Residence hall documents were submitted by July 2, 2020 and off-campus information was submitted by July 14, 2020.

Medical Loss Ratio check: The borough received a medical loss ratio (MLR) check from our health insurance company (Highmark). MLR rebates are a component of the Affordable Care Act and they come into play when an insurer does not pay out a certain percentage of profits for medical care (in this instance, the required percentage is 80 percent). Highmark did not achieve the necessary 80 percent, largely related to the COVID-19 pandemic. The borough's MLR payment amounted to \$5,156.93. A portion of that amount must be paid to employees as a rebate on their contributions and the balance may be used to offset the borough's premium for next year. After consultation with the Finance Committee, checks have been issued to our employees, with amounts ranging from \$36.65 to \$47.13. The balance of the check, amounting to \$4,678.53, will appear as income in the 2022 budget. According to an article that I read recently, it is likely that we will see another MLR check in 2022.

Sidewalk grant: I have awarded the first sidewalk grant of the season. A property owner on West Elmira Street will be replacing his sidewalk. Under the terms of the grant, the owner will receive a grant of \$1,000 from the sidewalk fund.

Public Works Committee Meeting
October 6, 2021
12:00 PM, Council Meeting Room

Present: Bob Strohecker, Steve McCloskey, Kelvin Morgan, Chris McGann

Sidewalk replacement – One proposal for replacement of sidewalks on Extension Street has been received and another is pending. There will also be shade tree planted as part of this project. McGann will reach out to the property owners and advise them of the proposed work.

Hunt Engineering proposal – Hunt Engineering was the original consultant on the St. James Street project approximately five years ago. With the potential funding reopened, McGann has reached out to Hunt for an updated proposal. The only item not completed under the current contract from five years ago was the bidding/construction administration services for \$13,523.03. Hunt proposes to honor that price and add \$5,000 to review the original documents and update as necessary. This will be an item for Council's consideration. McGann also announced that he is continuing to pursue funding via PennVEST and a meeting with DEP will be necessary on Tuesday, Oct. 12.

St. James curb project – As part of the 2021 infrastructure project, council approved some curbing repairs. This work has not commenced. With the revival of the larger St. James Street project (which includes a full curb replacement), this project does not make sense, so it will be cancelled.

2022 infrastructure project – McGann asked the committee's input on projects for next year. The proposal is to take another \$250,000 from reserves to do some work. Additional work on the Extension Street sidewalks was considered as well as starting the trail work. Drainage and street repairs will also be considered. A full list of projects developed at a later date.

Act 902 grant – This application has been submitted and generally these grants are approved. Money would be received in about a year. The new leaf collection equipment has been ordered.

Corey Street project – The contracts have been finalized and the stone portion of the work will begin shortly. The tar and chip piece of the work will likely wait until spring.

Property Maintenance Code – At the August Council meeting, McGann proposed a property maintenance ordinance. This was prompted by a particular property in the Borough and the existing ordinances were found to be inadequate. The Borough already uses the International Property Maintenance Code to set a minimum standard for rental properties. The proposal would be to expand this to cover all properties in the borough. An important consideration is that the IPMC includes provisions dealing with the interior of the property, but it is not the intent to routinely inspect the interior of owner-occupied structures.

Arch pipe meeting – McGann and McCloskey recently met with Congressman Keller to discuss the arch pipe issues. There is at least one federal grant that could cover the preliminary engineering work. McGann has put together a draft RFP. He would like to issue that RFP to get a

figure to use in the grant application. The committee would like formal Council action to release the RFP.

US Army Corps of Engineers meeting – McGann and McCloskey recently met with Corps representatives. The Corps is planning to install the ADA ramp for the trail this autumn.

Executive session – There was a brief executive session to discuss a potential real estate transaction.

Mowing contract – The committee would like pricing from our mowing service for tending to the Corps' levee system on the southern end of town.

Adjourned 1:15 PM

Finance Committee Meeting
October 6, 2021
1:15 PM, Council Meeting Room

Present: Steve McCloskey, Bob Strohecker, Chris McGann

Review of budget – Revenue collection continues to be within budget and fund balances are at acceptable levels.

2020 Census – The Committee reviewed the 2020 Census data. Mansfield Borough had a 21.7 percent decline in population since the 2010 Census. Only four other municipalities in the state with populations exceeding 1,000 people experienced sharper percentage population losses. Two of those are also host municipalities for state universities and the other two are townships hosting federal prisons. Mansfield University has experienced a decline in enrollment in the past decade and the 2010 Census happened during the natural gas boom. These factors likely explain the sharp decline.

The 2020 Census was taken about two weeks before students were sent home due to COVID-19, though the Census Bureau planned to take that anomaly into account. However, an Associated Press article from July, 2021 asserted that about 1/5 of college dormitories and prisons reported zero population. McGann will reach out to Mansfield University and confirm that the Census Bureau was in contact and reported accurate figures.

It was further noted that certain funding sources will be negatively impacted by the population decline. Specifically, we will likely see smaller liquid fuels and Act 13 allocations since they are partially driven by population.

2022 infrastructure project – With the success of the 2021 infrastructure project, the Finance Committee proposed to use another \$250,000 from reserves to complete additional work. A full list of proposed projects will be developed in conjunction with the public works committee.

2022 budget – McGann has been working with Secretary Cowles on the 2022 budget. At this point, it appears that no tax increase or sewer rate increase will be necessary. McGann will circulate the draft to the committee members. He also noted that the Council will likely need to approve some items in November and December regarding Tioga County taking over collection of real estate taxes.

APPI electric contracts – Mansfield Borough uses APPI to shop for the best electric rates. Our current contracts are about to expire. The problem is that the market changes every day. Today's rates are only slightly higher than current rates and McGann was authorized to lock in the best possible rate.

Medical Loss Ratio rebate checks – The borough received a medical loss ratio (MLR) check from our health insurance company (Highmark). MLR rebates are a component of the Affordable Care Act and they come into play when an insurer does not pay out a certain percentage of profits for medical care (in this instance, the required percentage is 80 percent). Highmark did not achieve the necessary 80 percent, largely related to the COVID-19 pandemic. The borough's MLR payment amounted to \$5,156.93. A

portion of that amount must be paid to employees as a rebate on their contributions and the balance may be used to offset the borough's premium for next year. After consultation with the Finance Committee, checks will be issued to our employees, with amounts ranging from \$36.65 to \$47.13. The balance of the check, amounting to \$4,678.53, will appear as income in the 2022 budget. According to an article that I read recently, it is likely that we will see another MLR check in 2022.

St. James Street project – McGann reported that he has been in contact with PennVest to discuss possible financing options. The first step is a DEP review and a meeting is scheduled in Williamsport Tuesday morning. Committee members are invited to attend.

Fire relief allocation – The annual fire relief allocation check has been received and will be properly remitted to the relief association. This appropriation is funded by a tax on fire insurance policies written outside of Pennsylvania. Similarly, the annual state aid for pensions is funded by a tax on liability insurance policies written outside of Pennsylvania.

Smythe Park sidewalk proposal – McGann is working on a grant to install new sidewalks on Bescanceney Drive. He has been working closely with the school district, MAC and the Mansfield Foundation. The plan is to run the sidewalk from South Main Street, around the Gatehouse and continue north to Route 6. Council will be asked to formally approve the grant submission.

Meeting Adjourned 2:00 PM

Public Safety Committee Meeting
October 6, 2021
4:30 PM, Borough Council Room

Present: Will Schlosser, Kelvin Morgan, Karri Verno, Kathy Barrett, Chris McGann

COVID-19 response – Not much has changed with the pandemic since our last meeting. There are still concerns about low vaccination rates, particularly among people younger than 50.

Humane officers – McGann reported that the previously approved humane officers have been hired.

Decker Street safety concerns – The Borough has ordered deer crossing signs as requested by a property owner. Additionally, LTAP is still planning to conduct a speed study once their software update is completed.

Arch pipe – The arch pipe replacement work has been wrapped up. There are still plans to install the culvert that was previously discussed.

Training – There was a brief discussion ongoing training for police officers.

Property Maintenance Code – At the August Council meeting, McGann proposed a property maintenance ordinance. This was prompted by a particular property in the Borough and the existing ordinances were found to be inadequate. The Borough already uses the 2012 International Property Maintenance Code to set a minimum standard for rental properties. The proposal would be to expand this to cover all properties in the borough. An important consideration is that the IPMC includes provisions dealing with the interior of the property, but it is not the intent to routinely inspect the interior of owner-occupied structures. McGann will move forward with drafting the appropriate ordinances, including amending the rental inspection ordinance to update from the 2012 to 2018 IPMC.

Adjourned 5:15 PM

MUNICIPAL AUTHORITY OF THE BOROUGH OF MANSFIELD

September 15, 2021

The monthly meeting of the Municipal Authority of the Borough of Mansfield was held on Wednesday, September 15, 2021, 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

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

Absent: Vaughn Hoyt, Chairman

Visitors: Gerald Farrer, Resident

Rugar called the meeting to order at 10:01 a.m.

Visitors Comments:

Gerald Farrer addressed the board with some questions and concerns he has about hydrant flushing, outstanding projects, unaccounted for water, making sure the Authority minutes are in the council packet, and a personnel issue.

The minutes of the regular meeting held on July 21, 2021, 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 10th, for the guys to start reading Monday the 13th.

The billing was completed on August 30th.

Miscellaneous:

The water allocation permit compliance report was submitted to DEP.

27 termination notices were mailed on 8/24/21.

Borough Managers Report:

Action Items

Filter Media Replacement – The company that was recommended by Jimmie Joe Carl has promised me a final dollar figure in advance of the meeting for the board's review. We did budget \$40,000 for this project.

MUNICIPAL AUTHORITY OF THE BOROUGH OF MANSFIELD

Page Two

September 15, 2021

PennVEST Application: St. James Street Project – As previously reported, PennDOT has reduced the scope of their planned project. This has opened up the possibility of revisiting the

rehabilitation of St. James Street, including replacement of the utilities. Additionally, the federal American Rescue Plan funding can be used specifically for water and sewer projects. To that end, the Borough Council has asked me to start the process of funding the appropriate funding. I would request the Authority Board's approval to pursue funding via PennVest with the understanding that the final aid package may be a combination of grants and loans.

Auditor Engagement Letter – Our long-time auditors, JH Williams, have sent the usual engagement letter for preparation of the 2021 audit and financial statement. The cost will be \$5,600.

Reinstate Penalties – With the COVID-19 pandemic restrictions expiring, it is time to consider reinstating late payment and termination penalties. The PUC is now allowing shutoffs and penalties for utilities under their jurisdiction, though certain customers must be given the opportunity to make payment arrangements.

Informational Items

New correlators – The equipment, which was previously authorized, has been delivered and tested. As previously discussed, this equipment will make it much easier to identify and isolate leaks in the distribution system.

Leak detection and monitoring – Two leaks were identified in the past month. Both happened to occur on the weekend and commercial establishments and were faulty/damaged service lines. One was found at Lambs Creek Inn and the other was at the Exxon Station across from the Fire House.

Corrective Action Plan – Jimmie Joe Carl is working with DEP to finish up this document. DEP has had some staffing turnovers, which has delayed the final reporting.

Mansfield University Interconnect – With all of the attention to flooding from both the Borough and the University, we have not had any progress on this item.

Uninterrupted System Service Plan (USSP) – DEP has been requesting that we make arrangements to provide uninterrupted service to the Townview Booster Station as part of their new USSP regulations. I have been working with Jimmie Joe on a cost-effective solution and hope to offer a proposal in October. The most challenging piece of this is deciding exactly where to place a generator so that it does not conflict with natural gas lines.

SRBC Grant – I was able to secure a mini-grant from the Susquehanna River Basin Commission to help fund the replacement of some well monitoring equipment. SRBC will reimburse us up to \$3,222.

MUNICIPAL AUTHORITY OF THE BOROUGH OF MANSFIELD

Page Three

September 15, 2021

Old Business: There was no old business.

New Business:

- A.** Colegrove motioned to approve purchasing and installing the filter media at the cost of \$58,350, contingent on approval of the engineer. \$40,000 will come from the Money Market and the balance from the Equipment Fund. They also requested that Manager McGann get a cost on replacing the filter system.
- B.** Carleton motioned to approve Manager McGann pursuing funding via PennVest with the understanding that the final aid package may be a combination of grants and loans. Colegrove seconded the motion and it was approved.
- C.** Green made the motion to approve the engagement letter with J.H. Williams for the 2021 annual audit at the cost of \$5,600. Carleton seconded the motion and it passed.
- D.** Colegrove motioned to reinstate procedures that were in effect prior to COVID-19, and to continue following PUC's guidelines. Green seconded the motion and it was approved.

Rupar called the meeting into executive session at 10:33 am to discuss personnel matters. Regular session of the meeting reconvened at 10:56 am.

Correspondence: There were no correspondences.

Colegrove motioned to adjourn the meeting at 10:56 am, Green seconded the motion, and the meeting was adjourned.

Respectfully Submitted,

Debra Colegrove
Secretary