

# MUNICIPAL AUTHORITY OF THE BOROUGH OF MANSFIELD

April 17, 2019

The monthly meeting of the Municipal Authority of the Borough of Mansfield was held on Wednesday, April 17, 2019 in the Council Room of the Municipal Building, Mansfield, Pennsylvania with the following people present:

Gerald Farrer, Chairman  
Vaughn Hoyt, Vice Chairman  
Barbara Carleton, Treasurer  
Chad Rugar, Assistant Secretary-Treasurer

Heath Woolf – Chief Operator  
Terra Koernig – Solicitor

**Visitors: There were no visitors.**

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

**Visitors Comments:** There were no visitor comments.

The minutes of the regular meeting held on March 20, 2019, treasurer's report, bills paid report, and Administrative report were reviewed. Rugar made a motion to approve the minutes, treasurer's report, bills paid report and administrative report. Hoyt seconded the motion and the reports were approved.

## **Administrative Report:**

### **Month End**

- ❖ Month end statements were completed

### **Reports**

- ❖ Monthly DEP Water Reports were completed

### **Past Due Notices**

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

### **Meter Reading**

- ❖ The interrogators were loaded on April 11, 2019 for the guys to start reading.

### **Billing**

- ❖ The billing was completed and mailed on 3/27/2019.

### **Miscellaneous**

- ❖ I have been working on training with Lynnette.

## **Chief Operator Report:**

### ❖ Water plant:

- Submitted LT2, round 2, sampling results and report to DEP.
- Annual youth trout derby at upper reservoir, in cooperation with Lambs Creek Sportsman club, is scheduled for May 4<sup>th</sup>.

Hoyt made a motion to allow Lambs Creek Sportsman's club to use upper reservoir for the youth fishing derby. Rugar seconded the motion and it was approved.

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- Chlorine analyzer meter calibrations are to be done through cooperation with Ives Run and Tioga Water Systems to share the costs of calibration standards.
  
- ❖ Distribution system:
  - PennDOT downtown project utility coordination meeting is scheduled for April 24<sup>th</sup>. This meeting is to discuss any utility projects, including the possibility of replacing water mains in the downtown area.
  - Townview booster pump station project began on April 15<sup>th</sup>, with excavation for the building footers. Also, the critical valve at the south end of Rieppel Street was exposed to insert a new valve. The existing valve, which has not been operable in the past, was tried once again while exposed and was able to be operated. No need to install a new valve at this point.

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

**New Business:**

- A. Review one time water reduction request for 140 South Main Street, Robert Strong. Rugar made a motion to approve the one-time request at a reduction of \$155.25 on the water portion of the bill contingent on Cassie verifying that he hasn't had a previous reduction on this property, Hoyt seconded the motion and it passed.

Farrer called the meeting into executive session at 10:16 am to discuss legal issues. The meeting reconvened at 10:39 am.

- B. Appoint two members to the Ad Hoc Committee.  
Farrer as Chairman of the Authority Board, appointed Barb Carleton and Chad Rugar to the Ad Hoc Committee.

**Correspondence:** None

Rugar made the motion to adjourn the meeting at 10:45 AM.

Respectfully Submitted,

Chad Rugar  
Assistant Secretary-Treasurer