

MUNICIPAL AUTHORITY OF THE BOROUGH OF MANSFIELD

February 20, 2019

The monthly meeting of the Municipal Authority of the Borough of Mansfield was held on Wednesday, February 20, 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
Debra Colegrove, Secretary-Treasurer
Chad Rupar, Assistant Secretary-Treasurer

Heath Woolf – Chief Operator
Terra Koernig – Solicitor

Visitors: Jimmie Joe Carl, Engineer

Farrer called the meeting to order at 10:00 a.m.
Hoyt made the motion to approve Chad Rupar for the vacancy on the board, Colegrove seconded the motion and it was approved.

The minutes of the regular meeting held on January 16, 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. Rupar 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

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

Meter Reading

- ❖ The interrogators were loaded on February 7, 2019 for the guys to start reading.

Billing

- ❖ The billing was completed and mailed on January 24, 2019.

Miscellaneous

- ❖ Annual EDU Reports were completed and letters mailed.
- ❖ 1099's were prepared and mailed.
- ❖ Swift911 was updated and used during the water main repair on South Main Street.
- ❖ Worked with Jimmie Joe on getting the bid documents out. There were 7 copies of Contract #1 Bid Docs picked up and 9 copies of Contract #2.

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- ❖ I am working on completing the annual consumption report for the auditor's and for other reports that will need completed throughout the year.

Chief Operator Report:

❖ Water Plant:

- The plant was operated at near maximum capacity following a cold weather event. Sustained flows near 300,000 gallons per day required all current sources (wells 1, 2, and 3) to operate at their permit limits to keep up with demand.
- A lagoon/wastewater inspection was done by DEP. The only recommendation was for some record keeping changes.

❖ Distribution system:

➤ Water leaks:

- A leak was found near the intersection of 7th St. and South Main St. at the location of other previous water main repairs. Due to the multiple failing repairs and condition of the surrounding pipe the decision was made to replace the entire section of pipe (approximately 10 feet). Due to the need to completely drain the water main a precautionary boil order was issued (2/8-13/2019). The affected areas included 4th St., 7th St., 8th St., and a small portion of South Main St.
- Other leaks were found at multiple services over the following weeks.

➤ New services:

- An application for a new development at 1625 South Main was requested. This site already has an existing water service from a prior structure.
- The water service previously run to 74 Jenkins Lane was metered and activated.

➤ Repairs:

- Inoperable curb stops at 202 South Academy St. and 25 Cole St. are scheduled to be repaired on 2/20/2019.

Old Business:

There was no old business.

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New Business:

A. Open and Award Bids for Townview Drive Project

The following bids were received:

Contract #1 (Water Main Improvements)

*Harger Utility Contractors \$ 83,475.00

Stuart Lisowski \$ 88,620.68

John F. & John P. Wenzel \$102,887.50

Vacri Construction \$133,000.00

Contract # 2 (Booster Pump Station)

*Vacri Construction \$236,000.00

Carleton made a motion to award the bid for Contract #1 to Harger Utility Contractors and award the bid for Contract #2 to Vacri Construction. Both are contingent upon the review of Jimmie Joe Carl, the Municipal Authority's Engineer.

B. Review one time reduction request for 37 East Main Street, John McClelland.

Hoyt made a motion to approve the one-time request at a reduction of \$162.00 on the water portion of the bill, Colegrove seconded the motion and it was approved.

Correspondence: None

Colegrove made the motion to adjourn the meeting at 10:55 AM.

Respectfully Submitted,

Debra Colegrove
Secretary-Treasurer