

MUNICIPAL AUTHORITY OF THE BOROUGH OF MANSFIELD

July 18, 2018

The monthly meeting of the Municipal Authority of the Borough of Mansfield was held on Wednesday, July 18, 2018 in the Council Room of the Municipal Building, Mansfield, Pennsylvania with the following people present:

Gerald Farrer, Chairman
Barbara Carleton, Treasurer
Kevin Green, Assistant Secretary-Treasurer
Debra Colegrove, Secretary

Heath Woolf – Chief Operator
Terra Koernig – Solicitor
Crystal Smith – Borough Manager

Visitors: Jimmie Joe Carl, Engineer

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

Visitors Comments:

Jimmie Joe discussed the bidding for the Townview Drive project. He discussed having two separate contracts; one for water line and one for booster pump station. The other things will be done in house.

The minutes of the regular meeting held on June 20, 2018, treasurer's report, bills paid report, and Administrative report were reviewed. Colegrove made a motion to approve the minutes, treasurer's report and bills paid report. Carleton seconded the motion and the reports were approved.

Administrative Report:

Month End

- ❖ Month end statements were completed

Reports

- ❖ Monthly DEP Water Reports were completed
- ❖ SRBC Quarterly Reports were submitted

Past Due Notices

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

Meter Reading

- ❖ The interrogators were loaded on July 13th, 2018 for the guys to start reading.

Billing

- ❖ The billing was completed and mailed on June 27th.

Miscellaneous

- ❖ I completed an online SwiftReach training; to ensure that if we ever have to notify customers of water being shut off, it will be done correctly.

Chief Operator Report:

❖ New Services:

- McDonalds Redevelopment: Penn DOT highway occupancy permit has been submitted for water service to be directionally drilled under street.
- Tioga Housing Authority: The new water service is to the building and meter installation is awaiting plumbing.

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❖ **Water Plant:**

- DEP did a routine inspection and were pleased with the progress we have made on equipment upgrades.
- Well #2 was leaking water at the casing pitless adapter.

❖ **Distribution System:**

- Townview Booster Station: The water main at the south end of Rieppel Street was located and found to be ductile iron up to the existing failed valve.
- Water leak at 21 North Main Street was found and repaired on the service line near the water main corp.
- Water leak at 1901 Lambs Creek Road was found and repaired at the curb stop.

Old Business: There was no old business.

New Business:

A. Approve putting Townview Project out for bid:

Carleton made a motion to approve advertising for the Townview Project. Colegrove seconded the motion and it was passed.

Correspondence: Received a letter requesting donations for Tioga County Concerned Citizens Committee (TCCCC) for their "Save the Tioga River" project.

Carleton made the motion to donate \$100.00 to TCCCC, Colegrove seconded the motion and it was approved.

Colegrove made the motion to adjourn the meeting at 10:50 AM.

Respectfully Submitted,

Debra Colegrove
Secretary