

## MUNICIPAL AUTHORITY OF THE BOROUGH OF MANSFIELD

July 17, 2019

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

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

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

**Visitors:** Rob Fitzgerald

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 June 19, 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

#### **Past Due Notices**

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

#### **Meter Reading**

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

#### **Billing**

- ❖ The billing was completed and mailed on 6/25/2019.

#### **Miscellaneous**

- ❖ Cassie trained me on Water Reports and I completed the June 2019 Water Reports.
- ❖ Cassie trained me on how to complete the SRBC Reports, and I completed them for the 2<sup>nd</sup> quarter.
- ❖ Throughout the month Cassie continued to train me as new situations arose

### **Working Foreman Report:**

- ❖ Water plant:

Conductivity Metering:

After ordering and receiving the parts earlier this year, not performing the tap, and losing the corporation stop for the tap to be performed in June, on 7/5/19, it was found that the parts that were chosen and said to work, didn't work, the guys will be finding parts to tap the line for the wells coming into the plant. The monitoring inlet for Raw Line will be worked on before 7/16/19. The company is set to come in on July 16<sup>th</sup> for the installation of the meter.

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I have contacted Lisowski Excavating for the rental of the boom mower. Once this equipment is delivered, we will begin to clean the property and also begin to clean the banks of the reservoir. The banks of the reservoir have been neglected enough for woody material to grow up through the vegetation. Once the ground dries enough to have machinery on it, Dane's Landscaping will begin the brush hogging on the Authority Property.

I have been in contact with our Sanitarian for DEP to discuss the required CMP (comprehensive monitoring plan). Jimmie Joe and I are working on this to be sent in before August 19<sup>th</sup>.

❖ Distribution:

Townview booster station project has the foundation and walls installed. After a delay due to the design needed for this arrangement, the pump skid is set for delivery for July 8th, once the pump skid is delivered the roof and other construction of the building will begin again.

PennDOT downtown project; All of the utilities are being laid out and a meeting in the future will go over any missed information. This will be our opportunity to work with them to incorporate our work with the overall project that will be a major cost savings.

A water leak on a Service line was found on June 29th in Smythe Park. This line was the School District's responsibility and was repaired on July 2nd. A second leak on this line has been found and will be repaired as soon as possible.

**Old Business:**

- A. Jerry Farrer discussed with Koernig the sales agreement with the Upper Tioga River Regional Authority. The topic was left with Koernig agreeing to get back with Farrer about what the agreement was.
- B. Correll gave an update on where we were with the Townview Pump Station. Reminding of how the Pump Skid was recently delivered.

**New Business:**

- A. Vaughn Hoyt made a motion to approve the New Water Application at 1625 S. Main St. The motion was seconded by Barb Carleton and it was approved.
- B. Correll discussed the water line break at the water plant. Correll told of how the Department of Environmental Protection was called, and the plant was put back into operation.
- C. Correll informed of a new magmeter being ordered. Discussed the possibility of rebuilding the old one, and recommends spending \$4,100.00 for a clay valve. Hoyt made a motion to approve the purchase. Rupar seconded the motion and it was approved.

**Correspondence:** There was no new correspondence

Farrer called the meeting into executive session at 10:21 am to discuss legal issues. The meeting reconvened at 10:23 am.

Farrer made the motion to adjourn the meeting at 10:23 AM, and the motion was seconded by Carleton.

Respectfully Submitted,

Chad Rupar  
Assistant Secretary-Treasurer

