

# MUNICIPAL AUTHORITY OF THE BOROUGH OF MANSFIELD

June 19, 2019

The monthly meeting of the Municipal Authority of the Borough of Mansfield was held on Wednesday, June 19, 2019 in the Council Room of the Municipal Building, Mansfield, Pennsylvania with the following people present:

Gerald Farrer, Chairman  
Barbara Carleton, Treasurer  
Chad Rugar, Assistant Secretary-Treasurer  
Deb Colegrove, Secretary

Taylor Route – Administrative Assistant  
Cassie Cowles – Secretary/Treasurer  
Rich Correll – Working Foreman  
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's comments

The minutes of the regular meeting held on May 15, 2019, treasurer's report, bills paid report, and the administrative report were reviewed. Carleton made a motion to approve the minutes, treasurer's report, bills paid report, and the administrative report. Rugar seconded the motion and the reports were approved.

## **Administrative Report:**

### **Month End**

- ❖ Month end statements were completed

### **Past Due Notices**

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

### **Meter Reading**

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

### **Billing**

- ❖ The billing was completed and mailed on 5/23/2019.

### **Miscellaneous**

- ❖ I began training on May 20<sup>th</sup>.
- ❖ I have been working on updating the rental property owners. I sent letters notifying the owners with outdated forms that they will need to be updated.
- ❖ On June 6, 2019 I mailed letters to rental owners who have tenants with outstanding balances. The letters informed the owners that they are now responsible for those balances.
- ❖ Cassie and I have started working on CCR's.
- ❖ In spare time I have worked on labeling and organizing maps.

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**Working Foreman Report:  
Water Plant**

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.

Day Creek was cleaned out due to the amount of debris that washed into the weir area.

I have been in contact with our Sanitarian for DEP to discuss the required CMP (comprehensive monitoring plan).

**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 is still in the information gathering stage as field survey work has been started. The water mains should be replaced due to age and we will have the chance to incorporate this work with the overall project that will be a major cost savings.

214 North Main Street had a water leak on their service line on the ball valve coming into the basement after the curb stop. The curb stop was shut off, but will need to be repaired due to stem pin failure.

A water leak on a Service line was found on June 6th on 8th Street. This line is the property owner's responsibility.

**Old Business:**

There was no old business.

**New Business:**

- A. Carleton made the motion to approve writing-off the delinquent water accounts, with the contingency that those individuals would not be allowed account ownership in the future, Colegrove seconded the motion and it passed.
- B. Carleton made a motion to approve the one time reduction request for Richard Cole at 73 West Elmira Street. The water portion of the bill will be reduced by \$648.00. Carleton seconded the motion and it was approved.

**Correspondence:** None

Colegrove made the motion to adjourn the meeting at 10:15 AM.

Respectfully Submitted,

Deb Colegrove  
Secretary