

# MUNICIPAL AUTHORITY OF THE BOROUGH OF MANSFIELD

March 20, 2019

The monthly meeting of the Municipal Authority of the Borough of Mansfield was held on Wednesday, March 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

Casandra Cowles – Administrative Assistant  
Heath Woolf – Chief Operator  
Terra Koernig – Solicitor

**Visitors:** Chris Lantz, Borough Labor Attorney

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 February 20, 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. Colegrove 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**

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

### **Meter Reading**

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

### **Billing**

- ❖ The billing was completed and mailed on 2/26/2019.

### **Miscellaneous**

- ❖ Annual Consumption report was completed.
- ❖ Chapter 110 reports were completed and submitted.
- ❖ I have been working with Jimmie Joe on getting insurance and contract information from the contractors for the Townview project.
- ❖ We have a pending request for reduction on a major water leak, we are waiting to find out if insurance will cover the claim first.

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### Chief Operator Report:

#### ❖ Water plant:

- DEP did a follow up inspection from the FPPE (filter plant performance evaluation), which was done in April 2017, to ensure that the discrepancies noted then have been addressed. They were satisfied with our progress.
- The active lagoon was switched over from the southern lagoon to the northern lagoon due to high lab test results for Aluminum. The southern lagoon will need to be pumped out and cleaned when weather and ground condition permit.
- Our raw water source was switched from well #3 to the springs due to pass by flow restriction of Lambs Creek.
- The coagulant (Delpac) pump was not feeding. It was a result of accumulated sludge at the bottom of the day tank. After cleaning the system it seems to operating normally.

#### ❖ Distribution system:

- Mansfield Village's building "C" water meter was changed out.
- Warren L. Miller elementary school has been concerned about particles in their water since the water main repair near 7<sup>th</sup> Street. The hydrant in front of the school was run in an attempt to resolve the issue. Some air and debris was noticed during the hydrant operation.
- Mansfield University baseball field water service would not turn on. The curb box was excavated and the stem was replaced. Once exposed a bleed off valve was noticed on the customer side of the shut off, just prior to that valve the pipe was broken. The valve and pipe were removed and plugged off. I believe that it has leaked there for several years when the service was active.
- 161 East Main Street had a broken meter bottom. The meter was not registering usage so the meter was replaced. There was an estimated water loss of 25,000 gallons.

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

### **New Business:**

- A. Review one time water reduction request for 25 Cole Street, Hong Zheng. Colegrove made a motion to approve the one-time request at a reduction of \$1152.00 on the water portion of the bill, Carleton seconded the motion and it passed.
- B. Read and sign Pennsylvania 811 Proclamation declaring April 2019 as safe digging month.

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Solicitor Koernig read the proclamation, Hoyt made a motion to approve the proclamation, Rugar seconded the motion and it passed.

**Correspondence:** None

Farrer called the meeting into executive session at 10:13 am to discuss personnel issues. The meeting reconvened at 11:10 am.

- C. 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.

Colegrove made the motion to adjourn the meeting at 11:10 AM.

Respectfully Submitted,

Debra Colegrove  
Secretary-Treasurer