

MUNICIPAL AUTHORITY OF THE BOROUGH OF MANSFIELD

October 16, 2019

The monthly meeting of the Municipal Authority of the Borough of Mansfield was held on Wednesday, October 16, 2019 in the Council Room of the Municipal Building, Mansfield, Pennsylvania with the following people present:

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

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

Visitors: Lynnette Burton – Borough Manager

Farrer called the meeting to order at 9:59 a.m.

Visitors Comments:

There were no visitor comments.

The minutes of the regular meeting held on September 18, 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

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

Meter Reading

- ❖ **The interrogators were loaded on October 10, 2019 for the guys to start reading.**

Billing

- ❖ **The billing was completed and mailed on 9/24/2019.**

Miscellaneous

- ❖ **Created and sent out the necessary notifications during the water boil advisory for a portion of Townview Drive and Rieppel Street on October 2nd including: Swiftreach and our website.**
- ❖ **Completed the quarterly SRBC reports and turned them in.**
- ❖ **Updated the unaccounted for water.**
- ❖ **Worked on putting together the 2020 Budget. I would welcome any input/suggestions.**

Working Foreman Report:

- ❖ Water plant:

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The CMP (Comprehensive Monitoring Plan) was sent in on August 19th. We are working with Kevin Borden to have the electrical work on the Automatic Shutdown that is required for the plant. I sent in an extension request for the Automatic Shutdown, this was approved and the new deadline is October 31, 2019.

A new Chlorine Analyzer was put into operation to replace the older one for the plant. A 14 day Verification of the unit is being done for Method 334 requirements.

I have been in contact with Mike Hale for the logging, he has assured me that the dollar amount will be below bid thresholds for this section of logging, and is currently working on the contract for this work.

Cryptosporidium Testing:

I have taken the first of 24 months of 1 sample a month for each source, for two years; giving a total of 24 tests on each source.

I have been in contact with Larry's Locksmithing to go over the needs for the Water Plant and associated areas.

DISTRIBUTION:

Townview Booster Pump Station:

Letters were sent to homeowners to give notice that they will want to check the plumbing in their residence and if they were uncomfortable with their plumbing, they should have a pressure reducing valve installed to allow their plumbing to work with the new pressures they will see. The tie in at the Eastern end of the piping was completed on 10/02/19. A Precautionary Boil Order was put into place due to the loss of positive pressure when the tie in was performed. The electric inspection was completed by Jay Erb. The pumps and controls will be tested along with the discharge piping coming out of the pumps on 10/07/19.

Paving Projects

I have received quotes from Stuart Lisowski Excavation for paving projects around the Borough for several spots for repairing pavement from previous water line repairs.

A motion was made by Colegrove to approve the Working Foreman's Report. The motion was seconded by Carleton, and it was passed.

Farrer called the Authority Board into executive session at 10:06 am until 10:12 am.

Old Business:

- A. Work Orders have been put into use.
- B. We are still waiting to learn more information on security cameras for the water plant.

New Business:

- A. A motion was made by Hoyt to approve of the one-time water reduction of Amanda Kulsha's water bill. Colegrove seconded the motion and it was approved.
- B. It was the consensus of the Board to have the guys respond to calls at the water plant. The guys are expected to respond by coming into the plant to confirm that everything is running smoothly.

C. For our next meeting Cassie and Taylor will come prepared with potential rate increases of either the base, per thousand, or both. Also, they will ask surrounding Municipalities what their current rates are.

It was discussed to meet with a few different banks with the potential of investing our funds.

Correspondence: There was no new correspondence

Colegrove made the motion to adjourn the meeting at 10:32 AM, and the motion was seconded by Hoyt.

Respectfully Submitted,

Debra Colegrove
Secretary