

# MUNICIPAL AUTHORITY OF THE BOROUGH OF MANSFIELD

September 18, 2019

The monthly meeting of the Municipal Authority of the Borough of Mansfield was held on Wednesday, September 18, 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 Rupar, Assistant Secretary-Treasurer

Lynnette Burton – Borough Manager  
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 comments.

The minutes of the regular meeting held on August 21, 2019, treasurer's report, bills paid report, and Administrative report were reviewed. Rupar 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**

##### **Past Due Notices**

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

##### **Meter Reading**

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

##### **Billing**

- ❖ **The billing was completed and mailed on 8/22/2019.**

##### **Miscellaneous**

- ❖ **Lead and Copper result letters were mailed.**
- ❖ **Created and sent out the necessary notifications during the water boil advisory including: Swiftreach and our website.**
- ❖ **Mailed the certification letter to DEP, and attached proof of how we notified our customers.**

#### **Working Foreman Report:**

- ❖ Water plant:
- ❖ The boom mower was delivered after being repaired and grooming was continued, another knife was thrown; but a replacement was put on by Heath and Matt, a spare knife was placed in the tractor if this should happen again. Heath has finished around the reservoirs, the old plant and water tank properties.

The CMP (Comprehensive Monitoring Plan) was sent in on August 19<sup>th</sup>. We are working with Kevin Borden to have the electrical work on the Automatic Shutdown that is required for the plant.

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 am working with Chad Sterling from the PADEP Harrisburg Lab to set up the testing for the Reservoir and Springs 1 & 2. We have to take 1 sample a month for each source, for two years; giving a total of 24 tests on each source. I have looked at the budget with Taylor, and this testing alone would exhaust all of the funds in this account. I am currently looking into the cost of shipping due to the number and size of the 10L sample bottle, seeing if this is going to be cheaper to be shipped or delivering it. Without shipping, the cost per test is approximately \$565.

**DISTRIBUTION:**

**Townview Booster Pump Station:**

There was some difficulty with locating the main water line on Reipple Street. After digging in two locations, the Vac-Truck was used to locate the line from the hydrant. A straight line was made and the line was found. The beginning of the tie in was able to happen and the tie in was begun on 8/26/19. A Precautionary Boil Order was put into place due to the loss of positive pressure when the tie in was performed. The piping and valves were put in and the new main was able to be put in. The connections into the pump stations were complete and the discharge piping going East was started.

After several discussions with the former owner of 119 Decker street about a high water usage with no one in the residence, it was assumed and was confirmed by the new owner, that a toilet in the residence had been removed from operation and the water line to the toilet was shut off. The former owner told the new owner during closing that this toilet was leaking by and to use the valve at the toilet to stop this from consuming water. The water did go through the meter causing the bill to be higher due to usage.

A previous water main repair was done in front of 72 St. James Street, while the repair was being excavated, the Sanitary Sewer of this residence was broken by the Authority, a subpar repair of the lateral was done, while exposing the water main on 9/29/19, during the homeowner repair of the lateral, it was found that the piping for the lateral was damaged more during the water main repair causing damage to the lateral than was repaired. The Water Authority worked with the homeowner to correctly repair the lateral.

**Farrer called the Authority Board into executive session at 10:15 am until 11:17 am.**

**Old Business:** There was no Old Business

**New Business:**

- A. It was discussed and approved to accept the 2020 auditing fees from J.H. Williams & Co., LLP. A motion was presented by Colegrove to accept the fees. Hoyt seconded the motion and it was passed.
- B. A motion was made by Hoyt to approve of the one-time water reduction of Roger Furlong and Carol Swast's bill. Rugar seconded the motion and it was approved.
- C. The Board would like Rich to get information on security cameras at the water plan for security purposes in key areas and because of the boil order. They would like more information at the next meeting and will get info on getting the security system fixed also.
- D. Due to the boil water order chlorine procedures were discussed. Rugar made a motion for chlorine procedures to be documented with dates and signatures when completed; and for the working foreman to

create work orders for all non-daily/routine items. They would also like a monthly report on the work order log. Carlton seconded the motion and it was passed.

- E. Farrer attended the September UTTRA meeting, these meetings are the second Thursday of each month. Jerry and Deb will alternate meeting attendance.

**Correspondence:** There was no new correspondence

Farrer made the motion to adjourn the meeting at 10:25 AM, and the motion was seconded by Carleton.

Respectfully Submitted,

Debra Colegrove  
Secretary