

MUNICIPAL AUTHORITY OF THE BOROUGH OF MANSFIELD

December 19, 2018

The monthly meeting of the Municipal Authority of the Borough of Mansfield was held on Wednesday, December 19, 2018 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

Cassie Cowles – Administrative Assistant
Heath Woolf – Chief Operator
Terra Koernig – Solicitor
Crystal Smith – Borough Manager

Visitors:

Farrer called the meeting to order at 10:00 a.m.

Visitors Comments:

The minutes of the regular meeting held on October 17, 2018, treasurer's report, bills paid report, and Administrative report were reviewed. Hoyt made a motion to approve the minutes, treasurer's report and bills paid 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:**
 - 90 past due notices were prepared and mailed on overdue accounts.
- ❖ **Meter Reading:**
 - The interrogators were loaded on December 12, 2018 for the guys to start reading.
- ❖ **Billing:**
 - The billing was completed and mailed on 11/27/2018.
- ❖ **Miscellaneous:**
 - J.H. Williams was here to start prep work for the 2018 Audit.

Chief Operator Report:

- ❖ **Distribution system:**
 - The new water main and service lines for McDonald's and the trailer park were installed.
 - Mansfield Village building "A" water meter was not working. Meters were ordered to replace the meters in all their resident buildings. Building "A" was replaced, but the other meters are on back order.

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❖ **Miscellaneous:**

- Much of the last couples of months have been utilized assisting with public works projects.

Old Business:

- A. Approve 2019 Budget-
Carleton made a motion to approve the budget with a change to the treatment training account from \$8200.00 to \$2,000, as it was a typo. Hoyt seconded the motion and it was approved.
- B. Townview Bids-
Jimmie Joe Carl is working on getting the new bid docs and ads prepared. Hopefully to get approved for advertising at the next meeting, January 16, 2019. The borough manager will be responsible for coordinating the in house portion of this work.

New Business:

- A. Accept Resignation from Kevin Green-
Colegrove made a motion to accept Green's resignation, Carleton seconded the motion and it was approved.

Correspondence: None

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

Respectfully Submitted,

Debra Colegrove
Secretary-Treasurer