

## MUNICIPAL AUTHORITY OF THE BOROUGH OF MANSFIELD

January 16, 2019

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

Gerald Farrer, Chairman  
Vaughn Hoyt, Vice Chairman  
Debra Colegrove, Secretary-Treasurer  
Chad Rugar, Assistant Secretary-Treasurer

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

**Visitors: None**

Farrer called the meeting to order at 10:00 a.m.  
Hoyt made the motion to approve Chad Rugar for the vacancy on the board, Colegrove seconded the motion and it was approved.

### **Election of Officers for 2019:**

Hoyt made a motion to leave the Officers the same as they were in 2018, Colegrove seconded the motion and it passed.

The Officers for 2019 are as follows:

Gerald Farrer, Chairman  
Vaughn Hoyt, Vice Chairman  
Barbara Carleton, Treasurer  
Debra Colegrove, Secretary  
Chad Rugar, Assistant Secretary-Treasurer

### **Designation of Depository:**

Colegrove made a motion to leave First Citizens Community Bank as the depository for 2019, Hoyt seconded the motion and it was approved.

### **Designation of Meeting Date and Time:**

Colegrove made a motion to leave the meeting date and time the same. They will continue to be held on the third Wednesday of the month at 10:00 am, Rugar seconded the motion and it passed.

### **Designation of Solicitor for 2019:**

Hoyt made a motion to continue with Loomis and Koernig as Solicitor for 2019. Colegrove seconded the motion and it passed.

The minutes of the regular meeting held on December 19, 2018, 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

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Administrative report. Rupar seconded the motion and the reports were approved.

### **Administrative Report:**

#### **Month End**

- ❖ Month end statements were completed

#### **Reports**

- ❖ Monthly DEP Water Reports were completed
- ❖ Quarterly SRBC reports were completed and submitted.

#### **Past Due Notices**

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

#### **Meter Reading**

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

#### **Billing**

- ❖ The billing was completed and mailed on 12/27/2018.

#### **Miscellaneous**

- ❖ Met with Steve from Gannon to review the authority's insurance.
- ❖ Year-end reports were prepared and sent to the auditor's.

### **Chief Operator Report:**

#### ❖ **Distribution system:**

- Replacement meters for Mansfield Village buildings "B" and "C" were delivered and are being scheduled for installation.
- The control signal from the 4<sup>th</sup> Street storage tank failed. This sends the tank water levels, via phone line, to the old plant. That signal opens and closes a valve allowing water flow to town. The problem was found by Frontier Communications, and caused by a broken telephone wire on the west end of 4<sup>th</sup> Street.

#### ❖ **Water Plant:**

- Well #2 water level transducer failed. Attempts to reset the system and troubleshoot the problem revealed nothing. A couple of days later it suddenly started working again and has not failed since.
- We will be switching source waters from Well #3 to Springs 1 & 2 within the next couple of weeks due to pass by flow restrictions on Lambs Creek.
- Brush removal is continuing around the water plant and reservoirs.
- Work is continuing on changes to water plant controls, necessary to meet the new DEP rule and regulation changes.
- I would like to purchase a new portable chlorine analyzer. The one I am recommending is a Hach chlorine colorimeter, at a cost of \$445.00.

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Hoyt made a motion to purchase the chlorine analyzer at the cost of \$445.00, Rugar seconded the motion and it was approved.

**Old Business:**

A. Review and Approve Advertisement for Townview Bids:

Rugar made a motion for Cassie to contact Jimmie Joe and to get the advertisements in the paper for the bids, Colegrove seconded the motion and it was passed.

**New Business:**

A. Approve and Sign Engagement Letter from Loomis/Koernig.

Hoyt made the motion to approve and sign the engagement letter with Loomis/Koernig, Colegrove seconded the motion and it was approved.

B. Approve Chad Rugar to fill the vacancy on the board.

This item was approved at the beginning of the meeting.

**Correspondence:** None

Farrer called the meeting into executive session at 10:27 am to discuss legal issues. The meeting reconvened at 10:34 am.

Colegrove made the motion to adjourn the meeting at 10:34 AM.

Respectfully Submitted,

Debra Colegrove  
Secretary-Treasurer