

MUNICIPAL AUTHORITY OF THE BOROUGH OF MANSFIELD

July 15, 2020

The monthly meeting of the Municipal Authority of the Borough of Mansfield was held on Wednesday, July 15, 2020 in the Council Room of the Municipal Building, Mansfield, Pennsylvania with the following people present:

Vaughn Hoyt, Chairman
Chad Rugar, Vice-Chairman
Barbara Carleton, Treasurer
Kevin Green, Assistant Secretary

Cassandra Cowles, Administrative Assistant/Secretary-Treasurer
Christopher McGann, Borough Manager
Terra Koernig, Solicitor

Absent: Debra Colegrove, Secretary

Visitors: There were no visitors.

Hoyt 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 June 17, 2020, 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. Green seconded the motion and the reports were approved.

Administrative Report:

Month End:

Month end statements and reports were completed for June.

Monthly Reports:

I completed and submitted the monthly DEP Water Reports for June.

Meter Reading:

The meter readers were loaded on July 10th, for the guys to start reading Monday the 13th.

Billing:

The billing was completed on June 25 th.

Misc.:

I have updated the unaccounted-for water report.

SRBC quarterly reports have been submitted.

The CCR's were printed in the July 3rd Pennysaver.

The updated 60+ past due balance is \$16,426.51 as of 07/13/2020.

I have updated our Edu usage in the township, it is an attachment in the packet

MUNICIPAL AUTHORITY OF THE BOROUGH OF MANSFIELD

Page Two

July 15, 2020

Old Business:

- A. After discussing the delinquent water accounts, the board directed Cassie to send letters to landlords and tenants. The letter would let them know where their balances stand at this point and offering them options for payment plans.
- B. Rugar made a motion for Manager McGann to go ahead and schedule the inspection and cleaning (if needed) of both storage tanks. Also, they asked him to schedule inspections for every three to five years. Green seconded the motion and it was approved.
- C. Manager McGann updated the board how he has been directing the employees on the unaccounted-for water situation. Woolf then gave an update as to what he has found so far and what the plan is for the future. He will be working on a plan for putting a valve in down by WOC (Williams Oil Company). Woolf will begin by exposing the existing line to see the condition of the line.

New Business:

- A. The board discussed rental properties and how the landlord can be held responsible if the tenant doesn't pay. The board asked Cassie to come up with a couple of options for security deposits, then the board could vote on it to make it effective at the beginning of next year.
- B. The board reviewed the audit representation letter. Rugar made a motion to approve the audit representation letter, Carleton seconded the motion and it was approved.

Hoyt called the board into executive session at 10:23 am due to legal matters.

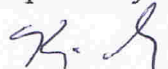
Regular session reconvened at 10:40 am.

- C. The board discussed the Barnes Maintenance Agreement. Solicitor Koernig will draw up a contract and have it for approval at the August meeting.
- D. Rugar asked Manager McGann to look into refinancing the authority loan while interest rates are low.
- E. Manager McGann would like to make a plan to start flushing hydrants annually. He would like this to begin this fall.

Correspondence: There was no new correspondence

Green made the motion to adjourn the meeting at 11:26 am, the motion was seconded by Rugar

Respectfully Submitted,



Kevin Green
Assistant Secretary