

MUNICIPAL AUTHORITY OF THE BOROUGH OF MANSFIELD

October 17, 2018

The monthly meeting of the Municipal Authority of the Borough of Mansfield was held on Wednesday, September 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
Kevin Green, Assistant Secretary-Treasurer
Debra Colegrove, Secretary-Treasurer

Cassie Cowles – Administrative Assistant
Heath Woolf – Chief Operator
Jeff Loomis – Solicitor

Visitors:

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

Visitors Comments:

The minutes of the regular meeting held on September 19, 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
 - Quarterly SRBC Reports were completed
 - The Annual Water Allocation Compliance Report was completed and submitted.
- ❖ **Past Due Notices:**
 - 65 past due notices were prepared and mailed on overdue accounts.
- ❖ **Meter Reading:**
 - The interrogators were loaded on October 11th, 2018 for the guys to start reading.
- ❖ **Billing:**
 - The billing was completed and mailed on September 27th.
- ❖ **Miscellaneous:**
 - Prepared the Draft 2019 Budget

Chief Operator Report:

- ❖ Water Plant:
 - A screen filter and valves have been installed on the plant water line that feeds the chlorine system, to protect against fouling from debris.
 - Plant water pump #1 was rebuilt due to leaks around the pump shaft.
 - The combined filter turbidity meter has been installed.
 - The backwash system has been repaired.
 - Brush cutting has been completed around the water plant and reservoirs.
- ❖ Distribution system:

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- The sidewalk concrete repair at 133 North Main Street was completed. Also, repairs were made at the borough shop, salt shed, and sewer plant.
- McDonald's is planning on installing the new water main and services in early November. The property easement has been submitted for the new main.
- ❖ Miscellaneous:
 - New DEP rules and regulations have been approved. This includes the need to run all available sources, including reserve sources such as the reservoir. Also, a filter media replacement plan/schedule.
 - Much of the last month has been spent helping with community flooding issues.

Old Business: There was no old business.

New Business:

A. Review and Discuss 2019 Draft Budget:

Colegrove made a motion to table the budget until the November 21st, 2018 meeting, Hoyt seconded the motion and it was tabled.

Correspondence: None

Farrer called the meeting into executive session at 10:06 am to discuss personnel issues. The meeting reconvened at 11:15 am.

Colegrove made the motion to adjourn the meeting at 11:16 AM.

Respectfully Submitted,

Debra Colegrove
Secretary-Treasurer