

MUNICIPAL AUTHORITY OF THE BOROUGH OF MANSFIELD

September 19, 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
Debra Colegrove, Secretary-Treasurer

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

Visitors: There were no visitors.

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

The minutes of the regular meeting held on August 15, 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

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

Meter Reading

- ❖ The interrogators were loaded on September 14th, 2018 for the guys to start reading.

Billing

- ❖ The billing was completed and mailed on August 27th.

Chief Operator Report:

❖ Water plant:

- The backwash system for the filters will not run the pumps. It appears to be an electrical problem, we were unable to troubleshoot the problem ourselves, and so Kevin Borden has been called.
- The reservoir area is getting overgrown and needs to be brush hogged. Carleton made a motion to hire Dane's landscaping to do all of the brush hogging at the water plant for \$50 an hour. Colegrove seconded the motion and it was approved.

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❖ Distribution system:

- When trying to shut off the service at McDonald's for demolition, the curb valve broke and started leaking. We were able to remove the broken valve and cap the service since it will not be used for the new development.

- The leak at Gateway Drive was found to be loose/worn bolts where the valve is attached to the 12 inch main line.

Old Business: There was no old business.

New Business:

A. Review and approve engagement letter with J.H. Williams for the 2018 audit:

Carleton made a motion to accept the engagement letter with J.H. Williams for the 2018 audit. Hoyt seconded the motion and it was approved.

Correspondence: We received a Letter from DEP extending the construction permit for Townview Drive until April 30, 2019.

Farrer called the meeting into executive session at 10:08 am to discuss personnel issues. The meeting reconvened at 10:41 am.

Hoyt made a motion for Cassie to send letter to Borough Council Personnel Committee to discuss staffing issues. Carleton seconded the motion and it was passed.

Colegrove made the motion to adjourn the meeting at 10:42 AM.

Respectfully Submitted,

Debra Colegrove
Secretary-Treasurer