

MANSFIELD BOROUGH COUNCIL
February 12, 2020
MEETING AGENDA

REGULAR MEETING:

1. Call to Order
2. Pledge of Allegiance
3. Recognition of Visitors –
Rebecca Webster/Dani Ruhf - Child Hunger Outreach Partnership
4. Approval of January 6, 2020 Minutes
5. Treasurer's Report for January
6. Review and Approval of Bills – January
7. Mayor's Report
8. Police Report
9. Public Works Foreman Report
10. Borough Manager Report
11. Standing Committee Reports:
 - A. Finance Committee
 - B. Personnel Committee
 - C. Public Works Committee
 - D. Public Safety Committee
 - E. Sewer Advisory Committee
 - F. Shade Tree Committee
 - G. Recreation Committee
12. Old Business
 - A. Banner Permit Regulations
13. New Business
 - A. Approve Hiring As Needed Police Officers
 - B. Larson Design Agreement
 - C. Bank Authorization
 - D. Right-to-Know Officer Designation
 - E. Resolution 2020-02
 - F. Chamber of Commerce Parade Permits
14. Correspondences
15. Public Comments
16. Adjournment

BOROUGH OF MANSFIELD

January 6, 2020

The organizational meeting of the Mansfield Borough Council was held on Monday, January 6, 2020, in the Council Room of the Municipal Building, Mansfield, Pennsylvania, with the following people present:

David Brown
Robert Fitzgerald
Steven McCloskey
Adrienne McEvoy
William Schlosser
Robert Strohecker

Lynnette Burton, Borough Manager
Casandra Cowles, Secretary-Treasurer
Michael Detweiler, Mayor
Merle Garrison, Chief
Richard Correll, Public Works Foreman

Absent: Kelvin Morgan

Visitors: Halle Kines, Wellsboro Gazette

Residents: Chris & Kathy Hemenway, Diane Cady, Denise Drabick,
Sharon Davies, Carolyn Bovier, Kristina Bogaczyk, Helen Swinsick, Neta Gyles, Patrick
Grinnan, Elisabeth Miranda, Brenda Smith, Elizabeth Kreisler

Township Residents: Judy Aumick and Betty Silvaney

The organizational meeting was called to order at 6:00 p.m. by Mayor Detweiler. After the Pledge of Allegiance was recited, Detweiler administered the Oath of Office to Councilpersons Brown and Fitzgerald.

Mayor Detweiler called for nominations for President of Council. McCloskey nominated Strohecker. McEvoy seconded the motion. By unanimous roll call vote of Council, Strohecker was voted in as president.

Detweiler then called for nominations for Vice President. McCloskey nominated Fitzgerald. Strohecker seconded the nomination and it passed unanimously with a roll call vote.

Detweiler called for nominations for President Pro Tem. McCloskey nominated McEvoy. Schlosser seconded the nomination. A unanimous roll call vote was taken.

Mayor Detweiler turned the meeting over to President Strohecker.

Strohecker addressed Council as to his expectations for a great new year with every one working together to do the best for the borough and employees. He also thanked the community for their attendance.

McCloskey made a motion to use both First Citizens Community Bank and Northwest as the Borough's depository. Schlosser seconded the motion and it passed with Fitzgerald abstaining due to conflict of interest.

A motion was made by McEvoy to hold the regular meeting of Council on the second Wednesday of the month at 6:00 PM and for the administrative meetings as the fourth

BOROUGH OF MANSFIELD

January 6, 2020

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Wednesday of the month at 6:00 PM, as needed. The motion was seconded by Schlosser and it passed.

Upon a motion by Fitzgerald and seconded by Schlosser, all committee meetings will be advertised as being held on the first Wednesday of each month.

New Business

A. Upon a motion made by McEvoy and seconded by McCloskey it was voted to approve the following 2020 appointments:

1. Solicitor: Loomis/Koernig, annual appointment
2. Municipal Authority: Vaughn Hoyt, five-year term.
3. Planning Commission: Irene Morgan, four-year terms.
4. Zoning Hearing Board: Tom D'Angelo and Kristina Bogaczyk, five-year terms.
5. Zoning Hearing Board Alternate: Wayne Evans, annual appointment.
6. Zoning Hearing Board Solicitor: Bruce Vickery, annual appointment.
7. Library Board: Shalane Gee, three-year term.
8. Vacancy Board: Patty Hutcheson, yearly appointment.
9. Appeals Board: Frank Sargent, three-year terms.
10. Shade Tree: Linda Farrer and Dave Brown, 4 year terms
11. Recreation Committee: Ruth Hermanson, Matt Kelly, Melanie Shaut, Will Schlosser, and Sondi Strohecker, all yearly appointments.

Recognition of Visitors

Lis Miranda, resident, addressed council with a written statement against the proposed pet ordinance.

Helen Swinsick, resident, also shared her disagreement with the proposed ordinance.

Neta Gyles, resident, shared her concerns with the proposed ordinance.

Sharon Davies, resident, spoke for herself and Judy Skelding, also a resident that wasn't able to attend the meeting. They both feel the proposed ordinance wouldn't be beneficial to those who do take care of their animals.

Judy Aumick, a non-borough resident, addressed council on the harm she felt would come to the pets if this proposed ordinance were approved.

Patrick Grinnan, resident, spoke in defense of all the pet owners that take care of their pets.

Cathy Hemenway, resident, also spoke her concerns for the proposed ordinance.

Council woman, McEvoy addressed the visitors. She explained that it is not the intention of Council to punish the people that care for their pets, Council's concern is the people who do not care for their pets. Council President, Strohecker also addressed the visitors, if they are not in favor of the proposed ordinance then he suggests creating a committee consisting of community members and a few Council members to come up with a solution to the problem. Councilman Fitzgerald motioned to table the proposed ordinance, Schlosser seconded the motion and it was tabled.

Diane Cady, resident, voiced her concerns with the proposed ordinance also.

Betty Silvany, non-borough resident, talked about taking care of strays and finding homes for them.

BOROUGH OF MANSFIELD

January 6, 2020

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It was agreed between council and the visitors that a committee would be formed with three community members and three council members to work on a solution.

McEvoy moved to approve the minutes of the December 11, 2019 meeting. Schlosser seconded the motion and it passed.

The Treasurer's report for the month of December was reviewed. Upon a motion made by McEvoy and seconded by Fitzgerald, Council approved the report.

Schlosser made the motion to approve the bills paid reports for December for the following accounts: General Fund: \$103,120.88; Sewer Fund: \$48,386.56; Liquid Fuels Fund: \$5,831.52; and Payroll Fund: \$83,404.78; and to draw vouchers for any unpaid bills. McEvoy seconded the motion, and it passed.

Police Report:

Schlosser motioned to approve the police report. Fitzgerald seconded the motion and it was approved.

Public Works Foreman Report:

Upon a motion by McClosky and seconded by Fitzgerald, Correll's report was approved.

Borough Manager's Report:

Fitzgerald made the motion to approve the Borough Manager's report, Brown seconded the motion and it passed.

Standing Committee Reports (from January meetings):

No committee's met in January due to the Holidays.

- Personnel – Will be meeting to conduct police interviews.
- Shade Tree – The grant money came in.

Old Business

The amendments to the Cat/Animal Ordinance were tabled under visitor comments.

New Business:

Schlosser made the motion to approve the 2020 Banner Resolution #2020-1. Fitzgerald seconded the motion and it passed.

President Strohecker called the meeting into executive session at 7:35 pm, with no action to be taken afterwards. Regular session of council reconvened at 8:00 pm.

Correspondence

1. TCAB Invite
2. Mansfield Hose Co. Annual Banquet
3. Mill Cove

There being no further business, with a motion made by Fitzgerald and seconded by Schlosser the meeting adjourned at 8:01 PM.

Cassandra J. Cowles, Secretary

**Mansfield Borough General Fund
COUNCIL - BILLS PAID
JANUARY 2020**

Date	Num	Name	Memo	Amount
100.000 · General Fund Checking Account				
01/07/2020	9749	PAYROLL	PAYROLL 12/21-1/3, PD 1/10/2020	-17,548.33
01/10/2020	9750	CLARK, ALAN	2019 CLOTHING ALLOWANCE	-350.00
01/10/2020	9751	CHAMBER OF COMMERCE	2020 MEMBERSHIP DUES	-100.00
01/10/2020	9752	WILLIAMS OIL	DECEMBER FUEL	-1,560.94
01/10/2020	9753	LOOMIS / KOERNIG	1ST QUARTERLY RETAINER	-562.50
01/10/2020	9754	NORTHERN TIER TREE SERVICE	SHADE TREE STUMP REMOVAL	-1,646.00
01/10/2020	9755	SHARP ELECTRONICS	COPIER	-59.35
01/10/2020	9756	JIMMIE JOE CARL	MISC ENGINEERING	-1,544.19
01/10/2020	9757	GANNON	JANUARY PKG LIABILITY	-4,884.51
01/10/2020	9758	VERIZON WIRELESS	POLICE & MMA CELL PHONES	-254.21
01/10/2020	9759	NAPA	POLICE SUPPLIES	-21.18
01/10/2020	9760	TIOGA PUBLISHING	ADVERTISING ACCT#00000885	-229.13
01/16/2020	9761	PAPA THE BUTCHER	TCAB DINNER	-160.00
01/17/2020	9762	MEIT	POLICE LIFE INSURANCE	-118.50
01/17/2020	9763	NORTH CENTRAL SIGHT SERVI...	SHREDDING INV#1499316	-160.00
01/17/2020	9764	PIP	DECEMBER JANITORIAL SVC	-364.00
01/17/2020	9765	AMERIHEALTH CASUALTY INS	W/COMP	-5,021.28
01/17/2020	9766	PENNSAVER	DECEMBER ADVERTISING	-37.50
01/17/2020	9767	UGI	GAS	-940.91
01/17/2020	9768	PENELEC	ELECTRIC	-4,529.53
01/17/2020	9769	BFMC	PRINTING LETTERHEAD	-232.00
01/17/2020	9770	QUILL	OFFICE SUPPLIES	-142.44
01/17/2020	9771	PSAB	CDL RENEWAL FEE	-75.00
01/17/2020	9772	TCDC	2020 MEMBERSHIP	-100.00
01/17/2020	9773	COX STOKES & LANTZ	DECEMBER LABOR ATTORNEY FEES	-799.31
01/21/2020	9774	PAYROLL	PAYROLL 1/4-1/17, PD 1/24/2020	-20,402.81
01/27/2020	9775	BYTE STACKS	UPDATING PD COMPUTERS	-100.00
01/27/2020	9776	BLAISE ALEXANDER	POLICE INTERCEPTOR REPAIRS	-118.39
01/27/2020	9777	AMTRUST NORTH AMERICA.	MUNICIPAL LIABILITY	-4,419.00
01/27/2020	9778	YCG, INC.	STOP WATCH CALIBRATION	-192.50
01/27/2020	9779	WILSON TRANSPORT INC	POLICE TRUCK INSPECTION/REPAIRS	-349.93
01/27/2020	9780	T C A B	2020 DUES	-84.00
01/27/2020	9781	NTSWA	GARBAGE STICKERS	-1,275.00
01/27/2020	9782	GANNON ASSOCIATES.	DISHONESTY BOND	-245.00
01/27/2020	9783	MARCO	COPIER MONTHLY AGREEMENT	-31.20
01/27/2020	9784	HUNT ENGINEERS	2017 CROSSWALK REVIEW	-2,833.17
01/27/2020	9785	LOOMIS / KOERNIG	SHORT TERM RENTAL	-312.50
01/27/2020	9786	FRONTIER	TELEPHONE, ACCT 16-662-2315-8-605-0	-670.90
01/27/2020	9787	ARNOT	SUPPLIES ACCT#5690	-309.15
01/31/2020	9788	QUILL	SUPPLIES	-611.35
01/31/2020	9789	MITCHELLS AUTO	SHOP SUPPLIES	-314.56
01/31/2020	9790	CARDMEMBER SERVICES	OFFICE SUPPLIES, POSTAGE, TREE TENDER	-84.41
01/31/2020	9791	ZEE MEDICAL	REPLENISH SHOP MEDICAL SUPPLIES	-104.72
01/31/2020	9792	VERIZON WIRELESS	POLICE & MMA CELL PHONES	-253.24
Total 100.000 · General Fund Checking Account				-74,152.64
101.00 · CHECKING - NW				
Total 101.00 · CHECKING - NW				
TOTAL				-74,152.64

Mansfield Borough Sewer Fund
COUNCIL- BILLS PAID
JANUARY 2020

Date	Num	Name	Memo	Amount
100.00 · Sewer Fund Checking Account				
01/07/2020	7232	PAYROLL FUND	PAYROLL 12/21-1/3, PD 1/10/2020	-4,718.22
01/10/2020	7233	WILLIAMS OIL	DECEMBER WWTP FUEL	-82.93
01/10/2020	7234	NTSWA	SLUDGE/CONTAINER RENTAL	-4,457.22
01/10/2020	7235	MMA.	POSTAGE/BILLING SUPPLIES	-1,977.55
01/10/2020	7236	TYLER WOOD	2019 CLOTHING ALLOWANCE	-107.47
01/10/2020	7237	GANNON	JANUARY PKG INSURANCE	-2,194.49
01/10/2020	7238	PACE ANALYTICAL SERVICES LLC	LAB FEES	-942.60
01/10/2020	7239	PA ONE CALL	MONTHLY FAX FEE	-38.15
01/10/2020	7240	PROLOG	JANUARY - MARCH INTERNET	-179.85
01/17/2020	7241	PENN WORKS PUBLIC	PENN WORKS LOAN PMT, P24001537-429	-8,388.08
01/17/2020	7242	PENELEC	SEWER DEPT. ELECTRIC	-9,740.70
01/17/2020	7243	AMERIHEALTH CASUALTY SVC	W/COMP PMT	-684.72
01/17/2020	7244	UGI	GAS - WWTP	-774.16
01/20/2020	7245	RICHARD CORRELL	CLOTHING ALLOWANCE	-103.99
01/21/2020	7246	PAYROLL	PAY2020-5 01/04-01/17 PAY DATE 01/24/2020	-6,025.60
01/27/2020	7247	FRONTIER	TELEPHONE	-95.84
01/27/2020	7248	HUBER TECHNOLOGY	FINE SCREEN BAGS	-770.00
01/27/2020	7249	ARNOT	WWTP MAINT SUPPLIES	-22.97
01/31/2020	7250	PACE ANALYTICAL SERVICES LLC	LAB FEES	-1,185.60
01/31/2020	7251	ZEE MEDICAL SERVICE	CUST #0513740, MEDICAL SUPPLIES	-28.02
01/31/2020	7252	MITCHELLS	WWTP SUPPLIES	-33.77
Total 100.00 · Sewer Fund Checking Account				-42,551.93
101.00 · SF CHECKING - NW				
Total 101.00 · SF CHECKING - NW				
TOTAL				-42,551.93

Mansfield Borough Liquid Fuels Fund
COUNCIL - BILLS PAID
JANUARY 2020

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
100.000 · LIQUID FUELS FUND CHECKING ACCT				
01/17/2020	572	AMERICA ROCK SALT LLC	ROAD SALT	-1,427.59
01/17/2020	573	PENELEC	ELECTRIC	-208.58
Total 100.000 · LIQUID FUELS FUND CHECKING ACCT				-1,636.17
101.00 · L F CHECKING - NW				
Total 101.00 · L F CHECKING - NW				
TOTAL				-1,636.17

Mansfield Police Department
 Monthly Council Report Addendum

Date: Jan., 2020

Miles Patroled ----->

Vehicle Mileage Car 620----->

Car 621----->

Car 622----->

Fuel----->

Felony Arrest----->

Misdemeanor Arrest----->

Monthly	Total
3,363	3,363
969	7,534
2,224	59,867
170	170,104
349	349
0	0
1	1

ORI:
Population:

Monthly Statistics From: 1/1/2020 To: 1/31/2020

Total Part I Crimes:	2
Murder:	0
Rapes:	0
Robbery:	0
Assault:	0
Burglary:	1
Larceny:	1
Motor Vehicle Theft:	0
Arson:	0

Total Part II Crimes:	3
Forgery:	0
Fraud:	0
Embezzlement:	0
Stolen Property:	0
Vandalism:	0
Weapons:	0
Prostitution:	0
Sex Offenses:	0
Drugs:	0
Gambling:	0
Family Offenses:	0
DUI:	0
Liquor:	0
Drunkenness:	0
Disorderly:	3
Vagrancy:	0
All Other:	0

Total Calls for Service:	190
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Total Cases:	2
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Total Arrestees:	2
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Total Suspects:	0
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Total Victims:	0
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DUI Arrests:	
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Traffic Citations:	46
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Non Traffic Citations:	4
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Total Warnings:	0
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This report summarizes all crime in the period selected and should not be mistaken for a UCR submission

WORKING FOREMAN REPORT
For JANUARY 2020
SEWER PLANT OPERATIONS
Dewatering Operations

The belt filter press ran 14 days in January for 57.75 hours to remove 32,968 pounds of solids from the plant. The Biosolids were sent to NTSWA.

OPERATION REPORT FOR JANUARY 2020

There were 16,670,633 gallons of sewage treated; this gives an average flow of 0.5373 MGD. There were 0.65" of rain and 3.3" of snow recorded.

Date Sampled	FLOW MGD	INF BOD mg/L	INF LBS/DAY	AVERAGE INF LBS MONTH	EFF CBOD mg/L	EFF LBS/DAY	AVERAGE EFF lbs MONTH	Removal Efficiency Percent Removal
				Permit Limit 2550 lbs/day			Permit limit 210 lbs/day	
01/02/20	0.5232	95.4	416		<2	8.73		
01/07/20	0.5240	83.5	365		<1.9	8.30		
01/09/20	0.4963	102	422		<1.8	7.45		
01/14/20	0.5194	174	754		<2.1	9.10	<	
01/16/20	0.5453	138	628		<2.2	10.01	lbs/day	
01/21/20	0.4476	144	538	lbs/day	<2.2	8.21		
01/23/20	0.4732	173	683		<2.1	8.29		
01/28/20	0.635	182	964					
01/30/20	0.5636			Average Organic Capacity	<2	10.59		%
Total	4.7276				<	<		
Average	0.5253				<	<		

Phosphorus Data and Permit Limits JANUARY 2020

Date Sampled	FLOW MGD	INF PHOS mg/L	INF LBS/DAY	EFF PHOS mg/L	EFF LBS/DAY	WEEKLY AVERAGE	MONTHLY AVERAGE PERMIT LIMIT
						Permit limit 3.0 mg/L	2.0 mg/L
01/02/20	0.5232	3.2	13.96	0.150	0.65		
01/07/20	0.5240	3.8	16.61	0.160	0.70		
01/09/20	0.4963	3	12.42	0.210	0.87	0.19 mg/L	
01/14/20	0.5194	5.5	23.82	0.210	0.91		mg/L
01/16/20	0.5453	5	22.74	0.160	0.73	0.19 mg/L	
01/21/20	0.4476	5.5	20.53	0.110	0.41		
01/23/20	0.4732	5.5	21.71	0.130	0.51	0.19 mg/L	
01/28/20	0.635	4.5	23.83	0.120	0.64		
01/30/20	0.5636					mg/L	
Total	4.7276						
Average	0.5253						

The following average daily flows received from the townships.

Month	<u>Putnam</u> 55,000 gallons	<u>Richmond</u> 150,000 gallons	<u>Covington</u> 15,000 gallons
Jan-19	23820	75833	9844
Feb-19	24586	77140	10923
Mar-19	22068	64091	10800
Apr-19	21722	69009	12234
May-19	22803	80935	12423
Jun-19	21469	74225	12273
Jul-19	18843	55121	11672
Aug-19	19102	50222	12131
Sep-19	18423	45497	10795
Oct-19	18914	58419	10122
Nov-19	23130	57964	8832
Dec-19	21216	65708	11016
Jan-19	19671	59318	11719

I. SEWER PLANT AND EQUIPMENT MAINTENANCE

1. Grit Pump Motor

The grit pump motor was taken to Horton Motor Service to be repaired. This motor was replaced in 2018, but has been submerged due to other equipment failures and other failures that were out of our control, several times since the rebuild.

2. Bar Screen

The bar screen rebuild has been started, we will be trying to complete this work as soon as possible.

3. Portable pump

The portable Godwin Pump was taken to Elmira for service and will be used to pump around the headworks of the plant when the Influent Mag Meter is replaced.

II. PUMP STATION AND COLLECTION SYSTEM REPAIRS/INSPECTION

1. Brooklyn Street Pump Station

#1 pump running. No issues. #2 pump running. No issues.

2. Meadow Street Lift Station, Running in Hand due to Debris Issues.

#1 pump running. #2 pump, Plugged.

3. Newtown Hill Pump Station

#1 pump running. No issues. #2 pump running. Electric controls had to be replaced due to failure.

4. Elmira Street Pump Station

#1 pump running. No issues. #2 pump running. No issues.

WATER PLANT:

Cryptosporidium Testing:

The 5th set of 24 months of 1 sample a month for each source was taken to the lab on 1/6/20.

Chlorine Feed Room:

Patrick Greer from Heritage Environmental came to the plant and reviewed the Chlorine room set up and recommended other P/M work to be done on the injectors and the controls for this room.

Del-Pac Pump:

While here looking at the Chlorine Feed System, Patrick also looked at the Del-Pac pump, I have ordered a new pump for the feed system, as we haven't had a spare for this set up. The pump that we have was no longer manufactured.

DISTRIBUTION:

Townview Booster Pump Station:

We have fixed the leak on the old section of Townview Drive, this was located on the North side of the 16 Townview Drive. This leak was found by PRWA technical assistance using their correlator due to the pressure at the pipe making this difficult for us to locate. This repair put roughly 15,000 gpd that was previously unaccounted for water that had been leaking for years before this repair.

We are currently running the system and delivering the higher pressure water to the planned 12 customers.

After working to diagnose and repair a leak at 102 on 1/6/20, it was found that there was no water leaking at this Corp Stop on the main line or water service line to the house. This leak was found to be North of where we had excavated by PRWA technical assistance.

STREET AND BUILDING OPERATIONS:

The Sanitary Sewer Lateral was replaced at the Borough building.

This was one of the things that should have been inspected and removed during the construction of the building, but it is now complete the way it should be. The piping went from PVC, into Cast Iron (this had several elbow connections and a Y connection to a dead line), back to PVC (this included the Clean Out that went towards the Street only), then tied back into the Cast Iron lateral.

During this repair, we removed the Cast Iron section that was causing the backup issue. New sections of PVC piping that will now transport the sewage away from the building were installed. We also put in place two cleanout connections that are facing each other so that the line can be cleared out both towards the street and the building. Although this cleanout connection isn't required, I have been advising homeowners to perform this connection if they do not have this setup on their lateral during any replacement/repair that they have to do.

MANAGER'S REPORT

January 2020

1. PLAYGROUND

I submitted final close-out documents for both DCNR and DCED grant balances. DCNR has approved the close-out on their grant for the final balance. DCED needs a prevailing wage determination from L & I before they can process their submittal. After leaving several messages with L & I, I finally spoke to the director regarding the prevailing wage reports. I have now completed the request, received the L & I report and submitted the forms to DCED.

2. TRAILHEAD PROJECT

I have been in contact with a real estate specialist in the Baltimore USACE office regarding the lease agreement status. She was waiting for information on their end and has assured me that she will be back in contact with me by February 3rd.

3. LED REPLACEMENT LIGHTS

The 3rd LED street light order, for most of South Main Street, has been completed. I have submitted the next light order to Penelec. This 4th order should complete the eligible lights on South Main Street and Route 6. The representative I was working with on the LED light changes will be retiring in February. After speaking with her, I submitted the final 4 order of eligible light changes to both her and her replacement. Once these orders are completed, 171 of our 312 lights will be converted to LED at no cost to the borough.

4. ARCHPIPE

Jimmie Joe provided us with his report and findings. Steve and Will review. Jimmie Joe has reached out to Mr. Putt, of DEP to see if he has had a chance to review his conceptual drawings yet – this will be part of the DEP permit.

5. PENNDOT ROUTE 6 / ROUTE 15 PROJECT

- Steve McCloskey organized a steering committee to discuss other project options to be considered in coordination with the PennDOT project. We had our first meeting in January.
- Jimmie Joe, Rich and I met with 2 Larson Design Group representatives. Due to the scope of the project, it may be in the best interest of the borough to work with a firm that has experience working with the State on projects of this nature. Once I receive Larson's rate structure and scope of work information, I will forward it to the finance committee to review for recommendation.

6. ZONING

- There were no zoning permits was issued in January.
- The Zoning Hearing Board held their organizational meeting. They are going to continue reviewing the borough solicitor's ordinance draft and provide their comments and suggestions at their February 3rd meeting.

7. PLANNING

- Renegade is considering changing their site plan and storm water plans to include a new building now. Originally they were going to do just a parking lot now and build a building possibly next year. Therefore, they will need to submit new plans to the planning commission for review and approval prior to submission to Council.

- The Mansfield University engineers are also changing their proposed scope of work for the dorm demolition areas so they are still working on their revised plans.

8. CENSUS

I completed and submitted 2 Census updates. The BVP (Boundary Validation Program) and the BAS (Boundary and Annexation Survey), which were both basically just verifying the borough boundaries have not changed.

The Census Bureau has scheduled our council room for 2 days in April to start their training processes.

9. MISCELLANEOUS

- With the Taylor now on maternity leave, Cassie has stepped up and is covering both positions. I am assisting her in the front office as needed.
- 4 Interviews were held for as needed police officers. Personnel committee will be making recommendations for hire.
- Rich and I had a conference call with a representative from Suez regarding tank painting and maintenance. They will be preparing several quote options. Once received, Rich, Chris and I will meet and discuss.