

**MANSFIELD BOROUGH COUNCIL**  
**January 12, 2022**  
**MEETING AGENDA**

**REGULAR MEETING:**

1. Call to Order
2. Pledge of Allegiance
3. Recognition of Visitors
4. Approval of December 8, 2021 and January 3, 2022 Minutes
5. Treasurer's Report for December
6. Review and Approval of Bills – December
7. Mayor's Report
8. Police Report
9. WWTP Report
10. Borough Manager Report
11. Standing Committee Reports:
  - A. Finance Committee
  - B. Public Safety Committee
12. Old Business
  - A. Public Works Hire
13. New Business
  - A. Larson Design Contract
  - B. Suez Consulting Service Renewal
  - C. Police Department Personnel Changes
  - D. Solicitor's Letter of Engagement
  - E. Authorization of Infrastructure Appropriation
  - F. 2022 Swimming Pool Rates
  - G. Resolution 2022-1: Banner Permits
  - H. Appointments to Boards and Commissions
14. Correspondences - Thank you note.
15. Public Comments
16. Adjournment



## **BOROUGH OF MANSFIELD**

December 8, 2021

The regular meeting of the Mansfield Borough Council was held on Wednesday, December 8, 2021, in the Council Room of the Municipal Building, Mansfield, Pennsylvania with the following people present:

Robert Fitzgerald  
Steven McCloskey  
Kelvin Morgan  
William Schlosser  
Robert Strohecker  
Kerri Verno

Christopher McGann, Borough Manager  
Casandra Cowles, Secretary-Treasurer  
Kathryn Barrett, Mayor  
Merle Garrison, Police Chief  
Jeffrey Loomis, Solicitor

Absent:       Adrianne McEvoy

Visitors:     Tiffany Cummings, Magisterial District Judge

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President Strohecker called the regular meeting of Council to order at 6:00 PM. The Pledge of Allegiance was recited.

Strohecker called for recognition of visitors: There were no visitor comments.

Fitzgerald moved to approve the minutes of the November 10, 2021, meeting. Schlosser seconded the motion and it passed.

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

Schlosser made the motion to approve the bills paid reports for November for the following accounts: General Fund: \$151,008.58; Sewer Fund: \$52,669.12; Liquid Fuels Fund: \$3,413.81; and Payroll Fund: \$64,352.52 and to draw vouchers for any unpaid bills. Morgan seconded the motion, and it passed.



## **BOROUGH OF MANSFIELD**

December 8, 2021

Page Two

### Mayor's Report

Mayor Barrett's report was included in the packet.

McCloskey reported on the positive feedback he has heard regarding the Christmas trees along Main Street and Wellsboro Street.

### Police Report

Schlosser moved to accept the police report. Morgan seconded, and it passed.

Chief Garrison added to his report that he approved a Fireworks Permit for the Church of the New Covenant for Christmas Eve.

### WWTP Operator Report

Upon a motion by Schlosser and seconded by Morgan, Correll's report was approved.

### Borough Manager's Report

Manager McGann's written report was included in the packet.

Discussion of the January TCAB Meeting.

### Standing Committee Reports (from December 1, 2021, committee meetings):

Reports for Personnel and Public Safety Committee were provided in the council packet.

### Old Business:

- A. McCloskey motioned to approve the 2022 budget with the provision of transferring \$125,000 from the General Fund Investment account for emergencies and projects. There will also be no tax increase. Fitzgerald seconded the motion, and the budget was approved.
- B. Schlosser motioned to approve Ordinance #500, Sewer Rates, with no rate increase. Morgan seconded the motion and it passed.
- C. There was one bid received for the 2022 diesel fuel purchases from Dandy Mini Mart. Bid prices for diesel fuel, \$.05 under posted price. Fitzgerald made the motion to accept the bid. Morgan seconded the motion and it passed.

President Strohecker called the meeting into executive session at 6:41 pm, to discuss personnel issues regarding the public works hire and for legal matters regarding a contract. Regular session of council reconvened at 6:56 pm.

### New Business

- A. Fitzgerald made the motion to authorize Personnel Committee to proceed with conducting interviews for the public works position and to authorize the committee to make the appropriate hire; the new hire would then be ratified at the January council meeting. Morgan seconded the motion, and it was approved.
- B. McCloskey motioned to approve the second lowest bid, which was from Larson Design Group at a cost of \$32,000, with no charge for grant writing services and \$90/hour for easement acquisition services as needed. The first \$14,725 would be taken from the flood mitigation appropriation and the balance would come from the general fund investment account. Schlosser seconded the motion and it passed.
- C. Fitzgerald motioned to approve the execution of an agreement with the County to allow the County to collect real estate taxes on behalf of the Borough. The cost is \$2.25 per tax bill plus postage. Schlosser seconded the motion, and the agreement was approved.
- D. Morgan motioned to adopt Resolution 2021-13, setting the returned check fees and duplicate tax bill fees at \$35 and \$5, respectively. Schlosser seconded the motion, and it was adopted.



## **BOROUGH OF MANSFIELD**

December 8, 2021

Page Three

- E. McCloskey motioned to approve the Resolution 2021-14, recognizing Janice Colegrove for her years of service as tax collector for Mansfield Borough. Fitzgerald seconded the motion, and it was approved.
- F. Fitzgerald motioned to approve the following appointments to Boards and Commissions:  
Barb Carleton: Mansfield Municipal Authority  
Evan Perry: Planning Commission  
Earl Goodrich, Wayne Evans (alternate), Bruce Vickery (Solicitor): Zoning Hearing Board  
Connie Brant: Civil Service Commission  
Patty Hutcheson: Vacancy Board  
Kelvin Morgan, Chad Rugar: Shade Tree Commission  
Jim Welch: Appeals Board  
And to approve advertising vacancies for Planning Commission, Library Board and Shade Tree Commission. Schlosser seconded the motion, and it was approved.
- G. Schlosser motioned to approve advertising the reorganization meeting that will be held on January 3, 2022. Verno approved the motion and it passed.
- H. Fitzgerald motioned to approve Public Works employee Alan Clark to roll over 40 hours of vacation. Schlosser seconded the motion and it passed.

### Correspondences

Gary Butters letter about residents feeding stray cats in the Borough. Manager McGann informed council he will be mailing letters to a couple of residents regarding this issue.

Public Comments – There were no public comments.

There being no further business, Schlosser motioned to adjourn the meeting at 7:12 pm.

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Cassandra J. Cowles, Secretary



## BOROUGH OF MANSFIELD

January 3, 2022

The organizational meeting of the Mansfield Borough Council was held on Monday, January 3, 2022, in the Council Room of the Municipal Building, Mansfield, Pennsylvania, with the following people present:

Robert Fitzgerald  
Steven McCloskey  
Adrianne McEvoy  
Kelvin Morgan  
William Schlosser  
Kerri Verno

Christopher McGann, Borough Manager  
Casandra Cowles, Secretary-Treasurer  
Kathryn Barrett, Mayor

Absent: Robert Strohecker  
Merle Garrison, Chief

Visitors: There were no visitors.

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The organizational meeting was called to order at 6:00 p.m. by Mayor Barrett. After the Pledge of Allegiance was recited, Barrett administered the Oath of Office to Councilpersons McEvoy, McCloskey, Schlosser and Verno.

Mayor Barrett called for nominations for President, Vice President and President Pro-Tem of Council. McCloskey motioned to leave the officers the same; Robert Strohecker as Council President, Robert Fitzgerald as Vice President and Adrianne McEvoy as President Pro-Tem. Morgan seconded the motion and it was approved.

Mayor Barrett turned the meeting over to Vice President Fitzgerald.

McEvoy made a motion to continue with the same depository, council meeting schedule and committee meeting schedule:

- Depository: First Citizens Community Bank and Northwest Savings Bank. The Borough Secretary and Borough Manager to be granted the authority to determine where Borough funds will best be utilized and deposited.
- Council Meetings: Regular council meetings to be held the second Wednesday of the month at 6 pm. Administrative meetings to be held the fourth Wednesday of the month at 6 pm as needed.
- Committee meetings: Committee meetings to be held the first Wednesday of the month throughout the day as needed.

Schlosser seconded the motion and it passed.

### New Business

- A. Upon a motion made by McCloskey and seconded by Schlosser it was voted to reappoint Loomis/Koernig as Solicitor.
- B. The Planning Commission appointment was tabled until the regular January Council Meeting.



## **BOROUGH OF MANSFIELD**

January 3, 2022

Page Two

- C. Schlosser motioned to appoint Randi Koski to the Library Board and table the appointment of Kathryn Mason until Manager McGann has a chance to speak with her. McEvoy seconded the motion and it was approved.
- D. McEvoy motioned to appoint Kelli Waller to the Shade Tree Commission, Schlosser seconded the motion and it was approved.
- E. McEvoy moved to appoint Manager McGann voting delegate for the Tioga County TCC Board. Verno seconded the motion and it passed.

There being no further business, with a motion made by Schlosser the meeting adjourned at 6:24 PM.

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Casandra J. Cowles, Secretary



**Mansfield Borough General Fund**  
**COUNCIL - BILLS PAID**  
**DECEMBER 2021**

| Date       | Num                           | Name                          | Memo                                       | Amount     |
|------------|-------------------------------|-------------------------------|--|------------|
| 100.000    | General Fund Checking Account |                               |  |            |
| 12/03/2021 | 10933                         | SEWER FUND.                   | NOV ARMY CORP STORAGE SHED RENTAL          | -494.40    |
| 12/03/2021 | 10941                         | MCGANN, CHRISTOPHER           | MEDICAL REIMBURSEMENT                      | -339.82    |
| 12/03/2021 | 10942                         | COWLES, CASANDRA              | MEDICAL REIMBURSEMENT                      | -35.16     |
| 12/03/2021 | 10943                         | MANSFIELD LIBRARY             | QTR 4 2021 CONTRIBUTION                    | -4,500.00  |
| 12/03/2021 | 10944                         | VERIZON WIRELESS              | POLICE CELL PHONES                         | -180.00    |
| 12/03/2021 | 10945                         | QUILL                         | OFFICE SUPPLIES                            | -215.90    |
| 12/03/2021 | 10946                         | WILSON TRANSPORT INC          | 2019 POLICE TRUCK INSPECTION               | -101.00    |
| 12/03/2021 | 10947                         | LOOMIS / KOERNIG              | RTK/ARCH PIPE/PROP MAINT.                  | -56.25     |
| 12/03/2021 | 10948                         | CROSS EXCAVATING              | MANN STREET                                | -494.05    |
| 12/03/2021 | 10949                         | D3UC, LLC                     | TELEPHONE (DECEMBER)                       | -301.87    |
| 12/03/2021 | HRA1...                       | HIGHMARK SPENDING ACCOUNT     | HRA REIMBURSEMENT                          | -307.66    |
| 12/07/2021 | 10950                         | PAYROLL                       | PAYROLL 11/20-12/3 PD 12/10/21             | -17,423.59 |
| 12/10/2021 | 10951                         | TIOGA PUBLISHING              | ADVERTISING ACCT#00000885                  | -3,037.64  |
| 12/10/2021 | 10952                         | PA MUNICIPAL LEAGUE           | 2022 PML L3P MEMBER FEES                   | -65.00     |
| 12/10/2021 | 10953                         | WILLIAMS OIL                  | NOVEMBER FUEL                              | -1,920.90  |
| 12/10/2021 | 10954                         | NTSWA                         | ACT 101, 2019 904 RECYCLING GRANT          | -845.70    |
| 12/10/2021 | 10955                         | HRI, INC                      | PROSPECT ST/COREY STREET                   | -56,526.90 |
| 12/10/2021 | 10956                         | PSAB.                         | WEBSITE RENEWAL                            | -389.00    |
| 12/10/2021 | 10957                         | LDG                           | 4/27-11/2 SR SPECIALIST UTILITY RELOCATION | -945.00    |
| 12/10/2021 | 10958                         | SHARP ELECTRONICS             | COPIER                                     | -59.35     |
| 12/10/2021 | 10959                         | PSMA                          | 2022 MAYORS ASSOCIATION DUES               | -60.00     |
| 12/10/2021 | 10960                         | AMERIHEALTH CASUALTY INS      | JANUARY WORKERS COMP                       | -4,722.82  |
| 12/10/2021 | 10961                         | ZEISER WILBERT VAULT INC.     | CATCH BASINS MANN STREET                   | -6,179.00  |
| 12/10/2021 | 10962                         | BRADCO SUPPLY CO              | MANN STREET/PLOW LIGHTS                    | -4,644.10  |
| 12/10/2021 | 10963                         | PENNSYLVANIA ONE CALL         | ONE CALLS FOR MNF                          | -6.57      |
| 12/10/2021 | 10964                         | CROSS EXCAVATING              | MANN STREET                                | -1,883.13  |
| 12/10/2021 | 10965                         | LOOMIS / KOERNIG              | QUARTERLY RETAINER                         | -562.50    |
| 12/10/2021 | 10966                         | QUILL                         | BUILDING SUPPLIES                          | -60.75     |
| 12/14/2021 | 10967                         | PA ACADEMY FOR ANIMAL CAR...  | TRAINING                                   | -700.00    |
| 12/15/2021 | HRA1...                       | HIGHMARK SPENDING ACCOUNT     | HRA REIMBURSEMENT                          | -28.00     |
| 12/15/2021 | HRA1...                       | HIGHMARK SPENDING ACCOUNT     | HRA REIMBURSEMENT                          | -4,842.33  |
| 12/17/2021 | 10968                         | MMA.                          | CURRERI WATER PAYMENT                      | -1,234.77  |
| 12/17/2021 | 10969                         | LIQUID FUELS FUNDS            | STREET LIGHT REIMBURSEMENT                 | -1,585.29  |
| 12/17/2021 | 10970                         | MEIT                          | POLICE LIFE INSURANCE                      | -115.00    |
| 12/17/2021 | 10971                         | ZACH STAGER                   | MEDICAL REIMBURSEMENT                      | -45.87     |
| 12/17/2021 | 10972                         | SIRCHIE ACQUISITION COMPAN... | OPERATING SUPPLIES                         | -73.00     |
| 12/17/2021 | 10973                         | PENELEC                       | ELECTRIC                                   | -591.04    |
| 12/17/2021 | 10974                         | PENNSYSAVER                   | NOVEMBER ADVERTISING                       | -184.70    |
| 12/17/2021 | 10975                         | CNA SURETY                    | MANAGER BOND                               | -100.00    |
| 12/17/2021 | 10976                         | PIP                           | NOVEMBER JANITORIAL SVC                    | -400.40    |
| 12/17/2021 | 10977                         | CROSS EXCAVATING              | MANN STREET                                | -472.54    |
| 12/17/2021 | 10978                         | RICHMOND TOWNSHIP             | DECEMBER TOWER ELECTRIC                    | -13.50     |
| 12/17/2021 | 10979                         | BRADCO SUPPLY CO              | PLOW REPAIRS                               | -677.33    |
| 12/17/2021 | 10980                         | MITCHELLS AUTO                | SUPPLIES ACCT#622                          | -126.10    |
| 12/17/2021 | 10981                         | ARNOT                         | CATCH BASIN, SHOP SUPPLIES                 | -197.32    |
| 12/17/2021 | 10982                         | MMA                           | WATER                                      | -28.00     |
| 12/17/2021 | 10983                         | UGI                           | GAS  | -779.31    |
| 12/17/2021 | 10984                         | CARDMEMBER SERVICES           | ZOOM, POLICE, TNR                          | -2,797.42  |
| 12/17/2021 | 10985                         | COWLES, CASANDRA              | MEDICAL REIMBURSEMENT                      | -70.00     |
| 12/17/2021 | 10986                         | MCGANN, CHRISTOPHER           | MEDICAL REIMBURSEMENT                      | -80.00     |
| 12/20/2021 | 10987                         | PAYROLL                       | PAYROLL 12/4-12/17 PD 12/24/21             | -24,089.79 |
| 12/22/2021 | 10988                         | MERLE GARRISON                | MEDICAL REIMBURSEMENT                      | -223.00    |
| 12/22/2021 | 10989                         | MCGANN, CHRISTOPHER           | MILEAGE REIMBURSEMENT                      | -40.32     |
| 12/22/2021 | 10990                         | CLARK, ALAN                   | CLOTHING EXPENSE                           | -128.00    |
| 12/29/2021 | 10991                         | COMPU-GEN TECHNOLOGIES.       | MONTHLY COMPUTER SUPPORT                   | -229.91    |
| 12/29/2021 | 10992                         | COWLES, CASANDRA              | MEDICAL REIMBURSEMENT                      | -94.04     |
| 12/29/2021 | 10993                         | WILSON TRANSPORT INC          | 2021/2017 INSPECTIONS                      | -82.00     |
| 12/29/2021 | 10994                         | PSAB.                         | CDL RENEWAL FEE                            | -75.00     |
| 12/29/2021 | 10995                         | FRONTIER                      | TELEPHONE, ACCT 16-662-1301-082504-3       | -48.10     |
| 12/29/2021 | 10996                         | STUART LISOWSKI EXCAVATION    | FLOODING REPAIRS/MANN STREET               | -11,600.00 |
| 12/29/2021 | 10997                         | WATSON DIESEL                 | SALT SPREADER PARTS                        | -447.68    |
| 12/29/2021 | 10998                         | MARCO                         | COPIER MONTHLY AGREEMENT                   | -31.20     |
| 12/29/2021 | 10999                         | BILLTOWN MECHANICAL GROUP     | HVAC REPAIRS AT YMCA                       | -2,818.00  |
| 12/29/2021 | 11000                         | LECCE ELECTRIC                | 2021 TRAFFIC SIGNAL MAINT.                 | -2,745.00  |
| 12/29/2021 | HRA1...                       | HIGHMARK SPENDING ACCOUNT     | HRA REIMBURSEMENT                          | -1,942.45  |
| 12/29/2021 | 11001                         | MCGANN, CHRISTOPHER           | CLOTHING REIMBURSEMENT                     | -29.87     |



**Mansfield Borough General Fund**  
**COUNCIL - BILLS PAID**  
**DECEMBER 2021**

| Date  | Num | Name | Memo | Amount             |
|---|-----|------|------|--------------------|
| Total 100.000 · General Fund Checking Account |     |      |      | -166,124.34        |
| 101.00 · CHECKING - NW                        |     |      |      |                    |
| Total 101.00 · CHECKING - NW                  |     |      |      |                    |
| TOTAL   |     |      |      | <u>-166,124.34</u> |



**Mansfield Borough Sewer Fund**  
**COUNCIL- BILLS PAID**  
**DECEMBER 2021**

| Date  | Num   | Name                             | Memo                               | Amount            |
|---|-------|----------------------------------|------------------------------------|-------------------|
| <b>100.00 · Sewer Fund Checking Account</b> |       |                                  |                                    |                   |
| 12/03/2021                                  | 7976  | PACE ANALYTICAL SERVICES LLC     | LAB FEES                           | -1,862.80         |
| 12/03/2021                                  | 7977  | D3UC, LLC                        | TELEPHONE (DECEMBER)               | -33.55            |
| 12/03/2021                                  | 7978  | PENN WORKS PUBLIC                | PENN WORKS LOAN PMT, P24001537-429 | -8,388.08         |
| 12/03/2021                                  | 7979  | XYLEM DEWATERING SOLUTIONS, I... | SHEETZ PUMP STATION                | -2,455.68         |
| 12/03/2021                                  | 7980  | USA BLUE BOOK                    | MALE CONNECTORS                    | -176.32           |
| 12/03/2021                                  | 7981  | REAL DISPOSAL, LLC               | SLUDGE REMOVAL                     | -841.60           |
| 12/03/2021                                  | 7982  | PENELEC                          | SEWER DEPT. ELECTRIC               | -171.16           |
| 12/07/2021                                  | 7983  | CO OF PA/DEP                     | CLARK CERTIFICATION RENEWAL        | -60.00            |
| 12/07/2021                                  | 7984  | PAYROLL                          | PAYROLL 11/20-12/3 PD 12/10/21     | -5,623.76         |
| 12/10/2021                                  | 7985  | WILLIAMS OIL                     | November Fuel                      | -78.68            |
| 12/10/2021                                  | 7986  | PA ONE CALL                      | MONTHLY ACTIVITY FEE               | -6.57             |
| 12/10/2021                                  | 7987  | AMERIHEALTH CASUALTY SVC         | W/COMP PMT JAN 2022                | -850.09           |
| 12/10/2021                                  | 7988  | KEYSTONE WELDING                 | BRACKETS/REPAIRS                   | -566.32           |
| 12/10/2021                                  | 7989  | CHEMSTREAM, INC.                 | CHEMICALS                          | -1,714.81         |
| 12/17/2021                                  | 7990  | CARD MEMBER SVC                  | WWTP OPERATING SUPPLIES            | -2,094.21         |
| 12/17/2021                                  | 7991  | PACE ANALYTICAL SERVICES LLC     | LAB FEES                           | -869.40           |
| 12/17/2021                                  | 7992  | MANSFIELD BOROUGH GF             | REIMBURSE HRA                      | -22.45            |
| 12/17/2021                                  | 7993  | UNDER PRESSURE CONNECTIONS,...   | JCB REPAIRS                        | -145.70           |
| 12/17/2021                                  | 7994  | PENELEC                          | SEWER DEPT. ELECTRIC               | -20,177.93        |
| 12/17/2021                                  | 7995  | STEPHENSON EQUIPMENT INC         | JCB REPAIRS                        | -947.15           |
| 12/17/2021                                  | 7996  | LRM                              | OXYGEN SENSOR                      | -2,639.18         |
| 12/17/2021                                  | 7997  | UGI                              | GAS - WWTP                         | -304.24           |
| 12/17/2021                                  | 7998  | WAYNE TOWNSHIP LANDFILL          | GRINDER RENTAL                     | -2,550.00         |
| 12/17/2021                                  | 7999  | ARNOT                            | SUPPLIES                           | -275.05           |
| 12/17/2021                                  | 8000  | MMA                              | WWTP WATER                         | -12.00            |
| 12/20/2021                                  | 7501A | PAYROLL                          | PAYROLL 12/4-12/17 PD 12/24/21     | -8,922.93         |
| 12/29/2021                                  | 8001  | TYLER WOOD                       | MEDICAL REIM/CLOTHING REIMB        | -117.58           |
| 12/29/2021                                  | 8002  | COMPU-GEN TECHNOLOGIES           | ANTI-VIRUS, EMAIL, FIREWALL        | -111.97           |
| 12/29/2021                                  | 8003  | GLOBAL INDUSTRIAL                | OP SUPPLIES                        | -78.33            |
| 12/29/2021                                  | 8004  | REAL DISPOSAL, LLC               | SLUDGE REMOVAL                     | -1,288.75         |
| 12/29/2021                                  | 8005  | GRAINGER                         | FUSES                              | -114.44           |
| 12/29/2021                                  | 8006  | USA BLUE BOOK                    | ELECTRODE STORAGE SOLUTION         | -95.18            |
| 12/29/2021                                  | 8007  | FRONTIER                         | TELEPHONE ALARM CALL BOX           | -168.53           |
| 12/29/2021                                  | 8008  | MITCHELLS                        | WWTP SUPPLIES                      | -145.82           |
| 12/29/2021                                  | 8009  | XYLEM DEWATERING SOLUTIONS, I... | SHEETZ PUMP STATION                | -2,455.68         |
| 12/29/2021                                  | 8010  | HACH                             | LAB SUPPLIES                       | -202.73           |
| 12/29/2021                                  | 8011  | MMA.                             | Oct/Nov/Dec Postage                | -513.57           |
| Total 100.00 · Sewer Fund Checking Account  |       |                                  |                                    | -67,082.24        |
| <b>101.00 · SF CHECKING - NW</b>            |       |                                  |                                    |                   |
| Total 101.00 · SF CHECKING - NW             |       |                                  |                                    |                   |
| <b>TOTAL</b>                                |       |                                  |                                    | <b>-67,082.24</b> |



**Mansfield Borough Liquid Fuels Fund**  
**COUNCIL - BILLS PAID**  
**DECEMBER 2021**

| Date   | Num | Name         | Memo      | Amount           |
|--|-----|--------------|-----------|------------------|
| <b>100.000 · LIQUID FUELS FUND CHECKING ACCT</b> |     |              |           |                  |
| 12/03/2021                                       | 636 | CARGILL SALT | ROAD SALT | -1,215.53        |
| 12/03/2021                                       | 637 | PENELEC.     | ELECTRIC  | -1,706.27        |
| 12/17/2021                                       | 638 | PENELEC      | ELECTRIC  | -2,199.79        |
| 12/29/2021                                       | 639 | PENELEC.     | ELECTRIC  | -1,714.15        |
| 12/29/2021                                       | 640 | CARGILL SALT | ROAD SALT | -1,196.42        |
| Total 100.000 · LIQUID FUELS FUND CHECKING ACCT  |     |              |           | -8,032.16        |
| <b>101.00 · L F CHECKING - NW</b>                |     |              |           |                  |
| Total 101.00 · L F CHECKING - NW                 |     |              |           |                  |
| <b>TOTAL</b>                                     |     |              |           | <b>-8,032.16</b> |



**Mayor's Report:**

12/8 8:00 A.M. meeting with Chief - ? about daily logs, CPR training  
6:00 P.M. Council meeting

12/9 1:00-4:00 Office hours - reviewed daily police logs, noted improvements for  
"Adopt a Tree" for next year

12/14 8:00 A.M. Chamber meeting

12/15 8:15 A.M. meeting with Chief - Officer Morgan's retirement

12/18 2:00 P.M. "Wreaths Across America"

12/20 10:30 A.M. meeting with Chief - Social Media Policy



Mansfield Police Department  
Monthly Council Report Addendum

Date: Dec., 2021

| Monthly | Total   |
|---------|---------|
| 4,924   | 50,900  |
| 4,427   | 54,397  |
| 31      | 2,001   |
| 466     | 100,088 |
| 419     | 4,742   |
| 2       | 25      |
| 38      | 170     |

Miles Patrolled -----→

Vehicle Mileage Car 620-----→

Car 621-----→

Car 622-----→

Fuel-----→

Felony Arrest-----→

Misdemeanor Arrest-----→

ORI:  
Population:

**Monthly Statistics From: 12/1/2021 To: 12/31/2021**

|                             |          |
|-----------------------------|----------|
| <b>Total Part I Crimes:</b> | <b>2</b> |
| Murder:                     | 0        |
| Rapes:                      | 0        |
| Robbery:                    | 0        |
| Assault:                    | 2        |
| Burglary:                   | 0        |
| Larceny:                    | 0        |
| Motor Vehicle Theft:        | 0        |
| Arson:                      | 0        |

|                              |           |
|------------------------------|-----------|
| <b>Total Part II Crimes:</b> | <b>23</b> |
| Forgery:                     | 0         |
| Fraud:                       | 0         |
| Embezzlement:                | 0         |
| Stolen Property:             | 0         |
| Vandalism:                   | 1         |
| Weapons:                     | 1         |
| Prostitution:                | 0         |
| Sex Offenses:                | 0         |
| Drugs:                       | 7         |
| Gambling:                    | 0         |
| Family Offenses:             | 1         |
| DUI:                         | 5         |
| Liquor:                      | 0         |
| Drunkenness:                 | 1         |
| Disorderly:                  | 5         |
| Vagrancy:                    | 0         |
| All Other:                   | 2         |

**Total Calls for Service: 211**

**Total Cases: 10**

**Total Arrestees: 12**

**Total Suspects: 0**

**Total Victims: 11**

**DUI Arrests: 3**

**Traffic Citations: 43**

**Non Traffic Citations: 1**

**Total Warnings: 0**

***This report summarizes all crime in the period selected and should not be mistaken for a UCR submission***



ORI:  
Population:

**Monthly Statistics From: 1/1/2021 To: 12/31/2021**

|                             |           |
|-----------------------------|-----------|
| <b>Total Part I Crimes:</b> | <b>10</b> |
| Murder:                     | 0         |
| Rapes:                      | 0         |
| Robbery:                    | 0         |
| Assault:                    | 4         |
| Burglary:                   | 1         |
| Larceny:                    | 5         |
| Motor Vehicle Theft:        | 0         |
| Arson:                      | 0         |

|                              |            |
|------------------------------|------------|
| <b>Total Part II Crimes:</b> | <b>245</b> |
| Forgery:                     | 0          |
| Fraud:                       | 2          |
| Embezzlement:                | 0          |
| Stolen Property:             | 2          |
| Vandalism:                   | 6          |
| Weapons:                     | 4          |
| Prostitution:                | 1          |
| Sex Offenses:                | 0          |
| Drugs:                       | 69         |
| Gambling:                    | 0          |
| Family Offenses:             | 3          |
| DUI:                         | 50         |
| Liquor:                      | 3          |
| Drunkenness:                 | 11         |
| Disorderly:                  | 52         |
| Vagrancy:                    | 0          |
| All Other:                   | 42         |

|                                 |             |
|---------------------------------|-------------|
| <b>Total Calls for Service:</b> | <b>2873</b> |
|---------------------------------|-------------|

|                     |            |
|---------------------|------------|
| <b>Total Cases:</b> | <b>127</b> |
|---------------------|------------|

|                         |            |
|-------------------------|------------|
| <b>Total Arrestees:</b> | <b>139</b> |
|-------------------------|------------|

|                        |          |
|------------------------|----------|
| <b>Total Suspects:</b> | <b>4</b> |
|------------------------|----------|

|                       |            |
|-----------------------|------------|
| <b>Total Victims:</b> | <b>138</b> |
|-----------------------|------------|

|                     |           |
|---------------------|-----------|
| <b>DUI Arrests:</b> | <b>21</b> |
|---------------------|-----------|

|                           |            |
|---------------------------|------------|
| <b>Traffic Citations:</b> | <b>437</b> |
|---------------------------|------------|

|                               |           |
|-------------------------------|-----------|
| <b>Non Traffic Citations:</b> | <b>58</b> |
|-------------------------------|-----------|

|                        |          |
|------------------------|----------|
| <b>Total Warnings:</b> | <b>0</b> |
|------------------------|----------|

*This report summarizes all crime in the period selected and should not be mistaken for a UCR submission*

# WWTP REPORT

December 2021

## Dewatering Operations

The Belt Filter Press ran 2 days for 6 hours to remove 2,842 pounds of solids from the plant.

The Biosolids were sent to NTSWA.

## OPERATION REPORT FOR DECEMBER 2021

There were 14979819 gallons of sewage treated; this calculates to an average flow of 0.4832 MGD.

There were 1.21" of rain recorded.

| Date Sampled | FLOW MGD | INF BOD mg/L | INF LBS/DAY | AVERAGE INF LBS MONTH<br>Permit Limit 2550 lbs/day | EFF CBOD mg/L | EFF LBS/DAY | AVERAGE EFF lbs MONTH<br>Permit limit 210 lbs/day | Removal Efficiency Percent Removal |
|--------------|----------|--------------|-------------|--|---------------|-------------|---|------------------------------------|
| 12/02/2021   | 0.4883   | 298          | 1214        |  | 2.30          | 9.37        |   |                                    |
| 12/07/2021   | 0.5082   | 175          | 742         |  | 2.40          | 10.17       |   |                                    |
| 12/09/2021   | 0.4869   | 250          | 1015        | 842  | <1.8          | 7.31        |   |                                    |
| 12/14/2021   | 0.4976   | 141          | 585         | lbs/day  | 2.20          | 9.13        |   |                                    |
| 12/16/2021   | 0.4925   | 285          | 1171        |  | <1.8          | 7.39        | 7.26 lbs/day                                      | 99.1%                              |
| 12/21/2021   | 0.4806   | 312          | 1251        | 33%  | <1.6          | 6.41        |   |                                    |
| 12/23/2021   | 0.4244   | 195          | 690         | Average  | <1.2          | 4.25        |   |                                    |
| 12/28/2021   | 0.4270   | 142          | 506         | Organic Capacity                                   | <0.93         | 3.31        |   |                                    |
| 12/30/2021   | 0.4589   | 107          | 410         |  | 2.1           | 8.04        |   |                                    |
| Total        | 4.2644   | 1905         | 7582        |  | <16.33        | 65.38       |   |                                    |
| Average      | 0.4738   | 212          | 842         |  | 1.84          | 7.26        |   |                                    |

## Phosphorus Data and Permit Limits December 2021

| Date Sampled | FLOW MGD | INF PHOS mg/L | INF LBS/DAY | EFF PHOS mg/L | EFF LBS/DAY | WEEKLY AVERAGE<br>Permit limit 3.0 | MONTHLY AVERAGE<br>PERMIT LIMIT 2.0 mg/L |
|--------------|----------|---------------|-------------|---------------|-------------|------------------------------------|--|
| 12/02/2021   | 0.4883   | 4.3           | 17.51       | 1.40          | 5.70        | 1.35 mg/L                          |  |
| 12/07/2021   | 0.5082   | 4             | 16.95       | 0.70          | 2.97        |                                    |  |
| 12/09/2021   | 0.4869   | 5.2           | 21.12       | 0.79          | 3.21        | 0.75 mg/L                          |  |
| 12/14/2021   | 0.4976   | 3.6           | 14.94       | 0.83          | 3.44        |                                    | mg/L                                     |
| 12/16/2021   | 0.4925   | 5.1           | 20.95       | 1.30          | 5.34        | 1.07 mg/L                          |  |
| 12/21/2021   | 0.4806   | 3.6           | 14.43       | 1.20          | 4.81        |                                    |  |
| 12/23/2021   | 0.4244   | 3.9           | 13.80       | 1.30          | 4.60        | 1.25 mg/L                          |  |
| 12/28/2021   | 0.4270   |               |             |               |             |                                    |  |
| 12/30/2021   | 0.4589   |               |             |               |             | mg/L                               |  |
| Total        | 4.2644   |               |             |               |             |                                    |  |
| Average      | 0.4738   |               |             |               |             |                                    |  |

## Chapter 94 Report for 2021:

I have sent out the Chapter 94 Report Request for Information to Richmond, Putnam and Covington Townships. The Chapter 94 Report information and data sheets are 95% finalized for the Mansfield Borough WWTP. Once I receive the information from the Townships, I will attach this to our Chapter 94 Report for the year of 2021 and send this into PADEP. This report is Due March 31, 2021. Due to Covid-19 restrictions, the report will be sent electronically this year.



The following are the average daily flows received from the townships:

|        | Putnam<br>55,000 gallons | Richmond<br>150,000 gallons | Covington<br>15,000 gallons |
|--------|--------------------------|-----------------------------|-----------------------------|
| Month  |                          |                             |                             |
| Dec-20 | 28246                    | 72980                       | 8159                        |
| Jan-21 | 23966                    | 79723                       | 8638                        |
| Feb-21 | 19349                    | 56922                       | 6754                        |
| Mar-21 | 24193                    | 83682                       | 8830                        |
| Apr-21 | 21132                    | 66176                       | 10184                       |
| May-21 | 24775                    | 81932                       | 11506                       |
| Jun-21 | 19189                    | 58522                       | 10733                       |
| Jul-21 | 26044                    | 95357                       | 16002                       |
| Aug-21 | 22300                    | 63274                       | 8309                        |
| Sep-21 | 24122                    | 65756                       | 8549                        |
| Oct-21 | 29956                    | 101136                      | 9661                        |
| Nov-21 | 21861                    | 72714                       | 9196                        |
| Dec-21 | 20298                    | 57962                       | 8416                        |

I. WWTP PLANT AND EQUIPMENT MAINTENANCE

1. Phone System

The phone line was down due to damage, has since been repaired.

Calls have been made to have Compu-gen work on Alarm Call box capability. I have yet to hear back from them on this issue. Plant checks were done periodically throughout the entire outage.

2. Recovery Cleans

Trains #3 and #4 had a Recovery Cleans performed on them.

3. Flow Based Sampler Controls

The next step is to work with Teledyne/Isco, (Proprietary Parts and setup for the Samplers itself), and an electrician (to perform the physical work).

4. Influent Pump Purchases

I have ordered 2 Influent Pumps; these will be installed as soon as they delivered and are able to be installed. Current ETA for delivery is in February. This is a current Permit Violation.

5. Effluent Pumps System

The #1 Train Effluent Pump had failed, a new pump was ordered and delivered on 11/29/2021. The pump was installed on 12/06/2021 and 12/07/2021 It is now operational.

The #4 Train Effluent Pump was failing to operate due to a spline connector failure on 12/08/2021. A new spline connector was purchased on 12/08/2021, picked up and installed on 12/09/2021. 4 Spare spline connectors were ordered and have been delivered for future failures.

6. JCB Issues

Hydraulics, the correct hydraulic connections were purchased from Under Pressure for the sweeper collector.

The JCB had a faulty Temperature Sensor. This was replaced with a new sensor and is now operating as it should.

7. Membrane Replacement

We were put on the Schedule for the week of 11/29/2021. The membranes were delivered on 10/20/2021. We stored them in the heated rooms where available. We began the process of preparing the membrane cassettes to be replaced during the end of the week of November 15-19th. The Membrane Replacement was started on 11/29/2021 and was finished on 12/03/2021.

II. PUMP STATION AND COLLECTION SYSTEM REPAIRS/INSPECTION

1. Brooklyn Street Pump Station

#1 pump Inlet plugged, working on an alternate plan for clearing. #2 pump pump shaft sheared, #1 pump rotating assembly changed over to #2 pump, assembly is beyond repair for being rebuilt. I have sent Jimmie Joe and Chris information for a new pump and setup for this station several times beginning in August 2021. These quotes will have to be updated as they are of guaranteed quote time. Jimmie Joe is working on a memo on options for the replacement of the pump at this station. A portable emergency pump was installed in July and will remain there until a new permanent pump is decided upon and installed at this pump station.

2. Meadow Street Lift Station, Running in Hand due to Debris Issues.  
#1 pump running. #2 pump, running.

3. Newtown Hill Pump Station

#1 pump running, #2 pump running.

New impellor for Existing pump, New Replacement Pump, a Flange Connection and other hardware for the Lift Station have been delivered; these will be changed when possible.

4. Elmira Street Pump Station

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



# Mansfield Borough Manager's Report January, 2022

## Action Items

### Unfinished Business:

**Public works hire:** At the December meeting, Council approved a request from the Personnel Committee to conduct interviews and to hire a new public works employee if a suitable candidate would be identified. I am happy to report that Jeremy Boone of Mansfield was hired, and I would ask that Council endorse this hire with the salary at the contractual rate. Jeremy started on Dec. 27, 2021 and has been a solid worker.

### New Business:

**Larson Design Group contract:** This action would be to ratify the contract with LDG for design work on the arch pipe project. Council previously awarded the bid to LDG and the solicitor has recommended that council formally endorse the legal document. A full copy of the contract is included in your packet. Solicitor Loomis has reviewed the document. He noted one particular paragraph will be discussing this provision with LDG's legal counsel. Additionally, Borough Engineer Carl had a discussion with LDG to verify that we are all on the same page with the project understanding. Assuming that council approves this contract, the kickoff meeting is scheduled for Thursday, Jan. 13 at 9 a.m.

**Suez consulting service renewal:** The Borough has an arrangement with Suez to provide support for the wastewater treatment plant. Suez monitors the plant's processes remotely and provides regular reports on the plant's performance. This allows our staff to quickly respond to issues that may be identified in the system. The cost for 2022 is \$16,816.20, which is up \$37.50 from last year.

**Police Department personnel changes:** The Personnel Committee recommends advertising for a full-time police officer to fill an expected vacancy that will be created due to a retirement of a current officer. An executive session will be requested to discuss the particulars.

**Solicitor's letter of engagement:** We have received the solicitor's letter of engagement for 2022. The letter proposes an annual retainer of \$2,275 (billed quarterly) with a discounted hourly rate of \$150 for services rendered. The 2022 retainer rate is the same as last year, but the hourly rate is up from \$125 from 2021.

**Authorization of 2022 infrastructure appropriation:** As previously discussed and budgeted, Finance Committee recommends appropriating \$125,000 for infrastructure projects in 2022. A full list of proposed projects will be offered later this winter. The funds would be transferred from the reserve accounts.

**Swimming pool rates for 2022:** Finance Committee reviewed the swimming pool rates for the 2022 season and recommend that we keep the rates the same. The rates would be as follows:

|                          |  |
|--------------------------|--|
| 1. Family                | \$175.00   |
| 2. Individual (18 yrs +) | \$110.00   |
| 3. Student (6-17 yrs)    | \$100.00   |
| 4. Day Cares/Group Rate  | \$350.00 for first 10 children, \$35.00 for each additional child. |

There would also be the usual \$25 discount on family passes for tickets purchased before June 1.



**Resolution 2022-1 – banners:** This is the annual resolution permitting the various banners that are to be hung on state highways throughout the year. PennDOT requires this resolution before any banners are put up over their streets.

**Appointments to Boards and Commissions:** We still have a couple of appointments to make. I did speak with the one interested person for library board and she is still interested in the position. As of now, we have:

\_\_\_\_\_: Planning Commission  
Kathryn Mason: Library Board

### **Informational Items**

**Committee meeting information:** The Finance and Public Safety Committees met Jan. 5. The meeting notes are included in the packet. Additionally, the Personnel Committee had informal discussions regarding the police department personnel action item.

**Zoning permits:** There were no zoning permits issued in December, 2021. There was a street opening permit issued to the Housing Authority for replacement of a failed sewer pipe at Sherwood Manor.

**Planning Commission/Zoning Hearing Board:** Neither Board held a December meeting.

**Dirt, Gravel and Low Volume Roads training:** I recently completed the required training for this program through the Tioga County Conservation District. The training is required every five years in order to be eligible for this funding stream. This year, I will be working with the Borough Engineer to develop a potential project. The program funds projects on dirt roads and low volume paved roads (fewer than 500 vehicles per day) that improve the environment. Many funded projects involve improved drainage facilities.

**TCAB meeting:** This is just a reminder that Mansfield will be hosting the next meeting of the Tioga County Association of Boroughs. The meeting will be held Jan. 20 at the Thin Line Tavern at 6:30 p.m. Our guest speaker is Erica Tomlinson from the Conservation District.

**Bench donation:** If you recall, the family of Cliff Antes offered to donate a bench on South Main Street in his memory. The bench was ordered and delivered. Unfortunately, the first bench that was delivered was damaged in shipping, so I sent it back and we got an undamaged bench. The plaque was then ordered and that took some time due to supply chain issues related to COVID-19. The bench with the plaque are now in place on the sidewalk at First Citizens Bank. The family is very appreciative and will be sending payment.

**Updated project list:** In an effort to keep us on track, I have worked with the Borough Engineer to develop a list of the projects that were completed in 2021 and the projects that should be addressed in 2022 and beyond. This three-page list is included in your packet. You will notice that a healthy number of these projects are related to the drinking water system.



Finance Committee Meeting  
January 5, 2022  
1 PM, Council Meeting Room

Present: Steve McCloskey, Rob Fitzgerald, Chris McGann

**Review of budget** – The committee reviewed the final budget vs. actual reports from 2021. Revenues were stronger than projected. Expenses were also significantly higher than budgeted, though most was attributed to the flooding repairs and the infrastructure work. Other items over budget would have been items that were budgeted for 2020, but which did not get billed until 2021.

**Executive sessions** – The Committee held executive sessions to discuss a potential real estate transaction and a proposed action for an employee matter.

**Trail update** – McGann reported that the Army Corps personnel have started their initial surveys for installation of the ADA ramp that will form an important link in the proposed walking trail.

**St. James Street project** – McGann reported that he is working with Hunt Engineers and PennVEST on the budget, scope of work and funding proposal.

**Infrastructure projects for 2022** – The Committee will recommend appropriating the budgeted \$125,000 for infrastructure work with a formal project list to follow later this winter.

**Lutes estate fund** – The Committee reviewed a memo from McGann requesting guidance on use of the Helen Lutes Estate funds. The funds are earmarked for subsidized swimming pool passes. However, until recently the local United Fund was able to raise the money for subsidizing the passes. At the direction of the Committee, the Borough will utilize the available money to fully fund subsidized pool passes with eligibility requirements remaining the same.

**Solicitor's letter of engagement** – The Committee reviewed the specifics of the proposed letter of engagement. The retainer would stay the same at \$2,275 for the year and the hourly rate will increase from \$125 to \$150. The Committee also reviewed a report that McGann prepared which outlines the Borough's legal expenses for 2021. Legal fees in 2021 were well under budget and were also significantly less than those from a sample of similar sized boroughs. The Committee will recommend approval of the letter of engagement.

**Suez contract** – The Committee reviewed the proposal for services for 2022. This service provides third-party remote monitoring of the operations of the wastewater treatment plant. McGann explained that Suez emails a bi-weekly report of the plant's performance. This report allows our operators to identify and correct problems. The cost for 2022 is \$16,816.20, which is up \$37.50 from last year.

**Pool rates** – In an effort to get a head start on items for 2022, McGann asked the committee to recommend swimming pool rates for the season. The Committee will recommend keeping the same rates as budgeted.

**Community enhancement fund request** – The Borough has received a request for assistance from the Community enhancement fund. The Betterment Organization of Mansfield (BOOM) has requested the maximum grant to help with some landscaping and drainage work at the I-99 business park. The work repaired some stormwater structures at the south end of the park. The Committee approved the request.

Meeting Adjourned 2:15 PM



Public Safety Committee Meeting  
January 5, 2022  
4:30 PM, Borough Council Room

Present: Will Schlosser, Kelvin Morgan, Kathy Barrett, Merle Garrison, Chris McGann

**COVID-19 response** – The Omicron variant has led to significant infection rates and hospital usage locally. The county's vaccination rate is still hovering just below 50 percent. No policy changes related to the pandemic are proposed at this time.

**Arch pipe study** – The kickoff meeting with Larson Design Group for the project is scheduled for Thursday, Jan. 13. Council will be asked to approve the contract at the January meeting. McGann reported that Borough Engineer Jimmie Joe Carl had a discussion with Larson to finalize the project understanding. Additionally, Solicitor Jeff Loomis red flagged a paragraph in the contract and he will be having a discussion with Larson's legal counsel.

**Speed limit signs** – McGann reported that he is investigating possible funding sources for the proposed speed limit signs that display drivers' speed.

**Property maintenance ordinance** – McGann reported that he has thoroughly reviewed the 2018 International Property Maintenance Code and is making progress on the final proposed wording of the ordinance. He has identified several provisions of the IPMC that may need to be altered slightly to fit the needs of Mansfield Borough. Additionally, he is working on a related resolution that will govern the code official's enforcement of the ordinance. The goal is to have a final document ready for Council's review and advertising by March, 2022.

**Social media policy** – Mayor Barrett and Chief Garrison have been working on a policy that would apply to all employees who fall under the purview of the police department. The proposed draft is modeled on a policy currently in place in the Town of Bloomsburg. Some provisions in the draft were amended and McGann will put the draft into the format used in the police department's policy manual. The goal is to have a final recommendation by March, 2022.

**Executive session** – There was a brief executive session held for a personnel matter related to the police department.

**Budget proposals** – The Committee discussed some funding needs in future budgets. McGann suggested that Council hold an administrative meeting in the late spring or early summer in advance of work on the budget so that all of the Committees would have an opportunity to offer budget recommendations and requests. McGann reported that he prefers to start work on the next year's budget by July, so a meeting in May or June would be helpful.

Adjourned 5:45 PM