

# BOROUGH OF MANSFIELD

November 13, 2024

The regular meeting of the Mansfield Borough Council was held on Wednesday, November 13, 2024, 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  
Karri Verno

Casandra Cowles, Secretary-Treasurer  
Lynnette Burton, Interim Borough Manager  
Zach Stager, Police Chief

Absent: Adrienne McEvoy  
Kathryn Barrett, Mayor

Visitors: Cheryl Clarke, Wellsboro Gazette  
Residents/Business Owners/Employees: Gary Butters, Kurtis Tice, Chad Rupar

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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.

McCloskey moved to approve the minutes of the October 9, 2024, Schlosser seconded the motion and it was approved.

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

Fitzgerald made the motion to approve the bills paid reports for October for the following accounts:

General Fund: \$187,350.42; Sewer Fund: \$1,368,110.72; Liquid Fuels Fund: \$11,544.91; and Payroll Fund: \$65,130.72 and to draw vouchers for any unpaid bills. Schlosser seconded the motion, and it passed.

## Mayor's Report

Mayor Barrett's report was included in the packet.

## Police Report

Fitzgerald moved to accept the police report. Morgan seconded, and it passed. Chief Stager told council about the grant the police department received from Wal-Mart for police equipment.

## WWTP Report

Fitzgerald moved to accept the WWTP report. Morgan seconded, and it passed.

## Deputy Codes Report

The Deputy Codes report was included in the packet.

## MMA Minutes

The MMA minutes were included in the packet.

## Borough Manager's Report

The written report was included in the packet. Burton explained the BOCA appeals board information.

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### Standing Committee Reports (from November 6<sup>th</sup> & 7<sup>th</sup>, 2024 committee meetings):

For the Finance report McCloskey highlighted the proposed 2025 budget. He talked about the .5 mill increase that will be implemented in 2025. The Borough has not had a tax increase since 2017. He also spoke about discussing with CCA regarding a pilot agreement. It is also in the proposed budget for the sewer fund to pay back \$100,000 of the loan they received from the general fund. Fitzgerald talked about the proposed sewer budget, there will be rate increases across the board, from the Townships, the University and the borough residents. The rate increase will help to establish a reserve account for expenses at the plant and pay the general fund back for the money that was loaned to the sewer fund.

For the Safety committee report, Schlosser highlighted that they discussed reinstating parking restrictions on St. James Street since the road work is now complete. There will also need to be changes made to the parking ordinance due to the roadwork.

For the public works report, Strohecker highlighted that they discussed all of the work at hand, such as leaf collection and pool repairs. He also discussed allowing the public works department to extend their hours in order to get leaf collection completed before it snows.

For the personnel report, Schlosser talked about the Police Seargent interviews, the applications received for Superintendent, Water and Full-Time police officers.

Old Business: There was no old business.

### New Business:

- A. McCloskey motioned to approve advertising the 2025 budget as presented. Schlosser seconded the motion and it was approved.
- B. Fitzgerald motioned to approve advertising Ordinance No. 509, Sewer Rates. Schlosser seconded the motion and it was approved.
- C. Fitzgerald motioned to approve change order #4, #5, #6 and #7 for a total amount of \$86,971.45. Schlosser seconded the motion and it was approved.
- D. Schlosser motioned to approve Pay App #9 for J. L. Watts in the amount of \$552,576.66. Morgan seconded the motion and it was approved.
- E. McCloskey motioned to approve the Heart and Soul pay request in the amount of \$2,214.97. Fitzgerald seconded the motion and it was approved.
- F. Fitzgerald motioned to approve promoting Officer Brian Jay to the Police Seargent position effective immediately at a pay increase of \$.75 per hour. Verno seconded the motion and it was approved.
- G. Schlosser motioned to approve advertising for full-time officers along with the Civil Service testing until the full-time positions are filled. Morgan seconded the motion and it was approved.
- H. McCloskey motioned to approve outsourcing the BOCA appeals board to the Upper Pine Creek Appeals Board. Morgan seconded the motion and it was approved.

Public Comments – there were no public comments.

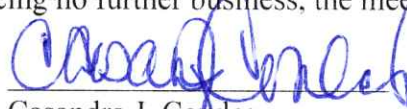
### Correspondences:

A. Tioga County Ordinance 2024-1, Outdoor Lighting

B. Commonwealth University Community Holiday Reception

president Strohecker called council into executive session at 6:56 pm to discuss personnel issues.

Regular session of council reconvened at 8:15 pm. There being no further business, the meeting was adjourned at 8:15 pm.



Casandra J. Cowles  
Secretary-Treasurer