

**BOROUGH OF MANSFIELD**

December 11, 2024

The regular meeting of the Mansfield Borough Council was held on Wednesday, December 11, 2024, in the Council Room of the Municipal Building, Mansfield, Pennsylvania with the following people present:

Adrienne McEvoy  
Steven McCloskey  
Kelvin Morgan  
William Schlosser  
Robert Strohecker  
Karri Verno

Casandra Cowles, Secretary-Treasurer  
Kathryn Barrett, Mayor  
Zach Stager, Police Chief

Absent: Robert Fitzgerald

Visitors: Cheryl Clarke, Wellsboro Gazette  
Candace Hillyard, PA Route 6 Alliance  
Melissa Underwood, Chamber of Commerce  
Debra Colegrove, Lions Club  
Irene Morgan, Lions Club  
Residents/Business Owners/Employees: Gary Butters, Kurtis Tice, Vaughn Hoyt, Mary Seymour

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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:

Candace Hillyard from the Pa Route 6 Alliance presented the updated Heritage Plan to the council. Irene Morgan and Debra Colegrove from the Lions Club requested permission to hold a 350 Club Raffle as a fundraiser for the pool. The council expressed full support and gratitude for their efforts in supporting the pool. Additionally, Mary Seymour addressed the council regarding the need for more frequent emptying of trash cans along the walking trail and requested improved maintenance of the sidewalks by the borough.

McCloskey moved to approve the minutes of the November 13, 2024. McEvoy seconded the motion and it was approved.

The Treasurer’s report for the month of November was reviewed. Upon a motion made by McEvoy and seconded by Schlosser, Council approved the report.

Schlosser made the motion to approve the bills paid reports for November for the following accounts: General Fund: \$77,817.65; Sewer Fund: \$50,464.69; Liquid Fuels Fund: \$4,130.58; and Payroll Fund: \$52,676.18 and to draw vouchers for any unpaid bills. Verno seconded the motion, and it passed.

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## Mayor's Report

Mayor Barrett's report was included in the packet. McEvoy motioned to approve the report and Schlosser seconded the motion and it was approved.

Mayor Barrett provided an update from the Library Board meeting and informed the council about her recent meeting with PennDOT regarding the traffic study, noting that they will be examining the issue further. Additionally, Mayor Barrett and Secretary Cowles will explore pursuing grants to assist with this project.

## Police Report

McEvoy moved to accept the police report. Verno seconded, and it passed.

Chief Stager added that he wanted to commend Officer Bostwick on his third DUI Top Gun award.

## WWTP Report

McEvoy moved to accept the WWTP report. Verno 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 has been included in the packet. The heat at the YMCA is now functioning properly. We are still waiting for one more part to complete all the necessary repairs. Additionally, there are issues with a controller at the water plant that are currently being investigated.

## Standing Committee Reports (from December 4<sup>th</sup> and 5<sup>th</sup>, 2024 committee meetings):

McCloskey summarized the discussion from the finance committee meeting, covering the 2025 budget, the increase in EIT income, the sewer budget, and the 0.5 mill tax increase.

Schlosser provided a summary of the safety committee meeting, discussing St. James Street parking and the pedestrian crossing at the red light.

Strohecker informed the council about public works discussing street projects. Schlosser mentioned that personnel had been working on the Borough Manager ordinance and were selecting and setting up interviews for the superintendent position.

## Old Business:

- A. Schlosser motioned to adopt Ordinance 509, 2025 Sewer Rates. This will raise the sewer rates by an additional \$1.00 base rate, and \$1.50 per thousand gallons for residents. \$2.00 per thousand gallons commercial and increase the flat rate customer to \$40 per month. Morgan seconded the motion and it passed.
- B. McCloskey made a motion to adopt the 2025 budget as presented. Morgan seconded the motion and it was approved with McEvoy opposing it.

## New Business:

- A. Schlosser motioned to promote Casandra Cowles to the Borough Manager position effective tomorrow, Thursday December 12, 2024. McEvoy seconded the motion and it was approved.
- B. Schlosser motioned to set the Borough Manager compensation at \$68,000. McEvoy seconded the motion and it was approved.
- C. McEvoy motioned to approve advertising for a Borough Secretary. McCloskey seconded the motion and it was approved.
- D. Schlosser motioned to approve advertising Ordinance No. 510, Tax Rate. McEvoy seconded the motion and it was approved.

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- E. Schlosser motioned to approve advertising for a special meeting on December 20<sup>th</sup> at 4:00 pm to adopt the tax rate ordinance. McEvoy seconded the motion and it was approved.
- F. Schlosser motioned to approve the Hunt Engineering invoice for the St. James Street project in the amount of \$37,063.48. McEvoy seconded the motion and it was approved.
- G. Schlosser motioned to add an increase to annual parking passes to the agenda. McEvoy seconded the motion and it was added to the agenda.
- H. McCloskey motioned to approve raising annual parking passes from \$200.00 to \$225.00. Morgan seconded the motion and it was approved.
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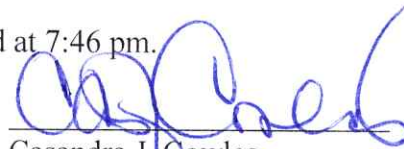
Public Comments – there were no public comments.

Correspondences: - there was no correspondence.

President Strohecker called council into executive session at 6:35 pm to discuss personnel issues.

Regular session of council reconvened at 7:46 pm.

There being no further business, the meeting was adjourned at 7:46 pm.



Casandra J. Cowles  
Secretary-Treasurer