

BOROUGH OF MANSFIELD

January 15, 2025

The regular meeting of the Mansfield Borough Council was held on Wednesday, January 15, 2025, 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

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

Absent: Adrienne McEvoy
Karri Verno

Visitors: Cheryl Clarke, Wellsboro Gazette
Scott Henry, Steve Smith
Employees: Kurtis Tice

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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:

Scott Henry announced his candidacy for Tioga County Sheriff. Steve Smith, a member of Scott's election committee, also spoke.

McCloskey moved to approve the minutes of December 11th and December 20th, 2024. Schlosser seconded the motion, and it was approved.

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

McCloskey made the motion to approve the bills paid reports for December for the following accounts: General Fund: \$107,203.94; Sewer Fund: \$72,734.94; Liquid Fuels Fund: \$13,815.57; and Payroll Fund: \$64,045.05 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. Mayor Barrett presented a Mayoral Proclamation to William Schlosser for Educator of the Year.

Police Report

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

WWTP Report

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

Deputy Codes Report

The Deputy Codes report was included in the packet.

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MMA Minutes

The MMA minutes were included in the packet.

Borough Manager's Report

The written report has been included in the packet. Schlosser moved to approve the manager's report. Fitzgerald seconded the motion and the report was approved.

Standing Committee Reports (from January 8th, 2025 committee meetings):

Finance Committee: McCloskey updated the council on the meeting with Penn Strategies regarding grant writing. He would like this action item tabled until more research can be completed. He also discussed the Act 13 money for the trail project.

Public Works Committee: Strohecker updated the council on discussions regarding the 2025 prospective street projects; they are looking at Wakefield Terrace and Center Street.

Personnel Committee: Schlosser noted there would be action items under new business.

Old Business: There was no old business.

New Business:

- A. Fitzgerald motioned to approve the reappointments for the boards and commissions as follows:
Tom Wierbowski – Planning Commission
Tom D'Angelo – Zoning Hearing Board
Kathy Barrett and Kathryn Mason – Library Board
Patty Hutcheson – Vacancy Board
Jim Welch – Appeals Board
Morgan seconded the motion and it was approved.
- B. Schlosser motioned to renew the YMCA lease as presented. Morgan seconded the motion and it was approved.
- C. McCloskey motioned to table the grant writing proposal until further information is received.
- D. McCloskey motioned to approve Resolution 2025-1, Updated Heritage Plan. Fitzgerald seconded the motion and the updated plan was adopted.
- E. Fitzgerald motioned to approve Resolution 2025-2, Banner Permits. Morgan seconded the motion and it was approved.
- F. Fitzgerald motioned to approve Resolution 2025-3, Pennsylvania 811 Safe Digging Month. Morgan seconded the motion and it was approved.
- G. Schlosser motioned to approve Resolution 2025-4, Tioga County TCC Voting Delegate. Cowles will be the primary voting delegate with Fitzgerald being first alternate and Strohecker being second alternate. Morgan seconded the motion and it was approved.
- H. President Strohecker called council into executive session for personnel matters at 6:35 pm. Regular session of Council reconvened at 7:06 pm.
- I. Fitzgerald motioned to approve the solicitor engagement letter with Loomis/Koernig at the cost of \$175.00 per hour. Morgan seconded the motion and it was approved.
- J. Schlosser motioned to approve retaining special council. Fitzgerald seconded the motion and it was approved.
- K. Schlosser motioned to approved transferring Richard Kotch to a full-time police officer and hiring Lacey Castle as a part-time as needed police officer. Fitzgerald seconded the motion and it was approved.
- L. Schlosser motioned to approve hiring Joseph Dicken as the Superintendent of Public Works with a salary of \$65,000 and negotiated benefits. Morgan seconded the motion and it was approved.
- M. Morgan made a motion to add purchasing a mini excavator to the agenda. Schlosser seconded the motion and the item was added to the agenda.

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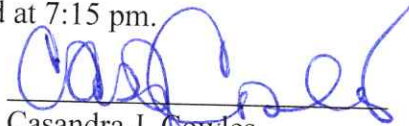
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- N. Morgan made a motion to approve the purchase of a mini excavator and the trailer to haul the excavator, the purchase would be split between general fund, sewer fund and the municipal authority. Fitzgerald seconded the motion and it was approved.
- O. Morgan made a motion to add DEP consent order fines to the agenda. Schlosser seconded the motion and it was approved.
- P. Fitzgerald made a motion to approve the payment of penalties for violations at the wastewater treatment plant in the amount of \$7,000 for June through the end of November, and \$1,550 for the month of December. These fines will be paid out of the sewer fund. Schlosser seconded the motion and it was approved.

Public Comments - There were no public comments.

Correspondences - There was no correspondence.

There being no further business, the meeting was adjourned at 7:15 pm.



Casandra J. Cowles

Secretary-Treasurer/Borough Manager