

BOROUGH OF MANSFIELD

August 13th, 2025

The regular meeting of the Mansfield Borough Council was held on Wednesday, August 13, 2025, in the Council Room of the Municipal Building, Mansfield, Pennsylvania with the following people present:

Robert Strohecker
Robert Fitzgerald
Steven McCloskey
Karri Verno
Adrienne McEvoy

Casandra Cowles, Borough Manager
Kurtis Tice, Superintendent
Jackie Kurzejewski, Secretary-Treasurer
Kathryn Barrett, Mayor
Zach Stager, Police Chief

Absent: William Schlosser, Kelvin Morgan

Visitors: Cheryl Clarke; Wellsboro Gazette

Residents/Business Owners/Employees:
Charles Lenns; 241 N Main Street, Mansfield, PA

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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: no visitors

Fitzgerald moved to approve the July 9th, 2025, Council meeting minutes, McEvoy seconded the motion and it was approved.

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

McEvoy made the motion to approve the bills paid reports for July for the following accounts: General Fund: \$191,340.54; Sewer Fund: \$93,621.33; Liquid Fuels Fund: \$296.58 and Payroll Fund: \$104,010.84 and to draw vouchers for unpaid bills. Verno seconded the motion, and it passed.

Mayor's Report

Mayor Barrett's report was included in the packet. Mayor Barret added information about Halloween activities this year. It was decided to set Trunk or Treat for October 25th from 5-7pm and Trick or Treat for October 31st from 6-8pm.

Police Report

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

WWTP Report

Kurtis stated that overall, the sewer plant is running well, with some improvements still needing to be made. The smoke testing is scheduled to start August 25th and his hopes for this test is that it will cut costs on many of the leak problems we have been seeing recently by 40%. Letters are going to be sent out again to detail what to expect as a reminder for what to be aware of and who to contact. Adrienne

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made mention to communicate with the University a few times leading up to the testing because it will be student move in week and we want them to be made aware as well. They are working on fixing the sewer line on First Street and they are moving on to the possible water line leak. They plan to look into that in depth once the sewer line is finished. He hopes to have all these projects completed by end of fall. Strohecker discussed what was learned at the last IMA meeting. They found that an average of 21,000 Gallons of water is being used per customer per month for only fifteen customers/units. There is concern for significant infiltration problems and a few scenarios were discussed to try and help with these issues and work on flow rates. It was agreed that the new IMA needs to be done as well as an update to the formulas being used to better assess the needs of the municipalities. Larson Design Group has taken the initiative to separate the needs into two categories to work with moving forward. Kurtis updated everyone on projects that are being worked on or completed. The fans were installed at the plant to help keep the VFD's cooler and electrician is scheduled to come August 14th to finish the wiring. Mulching has been completed, but Kurtis wanted to discuss putting up fencing for the mulching/debris drop-off area and having signs placed or posting a reminder of the rules for drop-off. People are leaving behind their tarps and other garbage that causes major issues with the mulcher. The new cameras were installed that may help with seeing who is leaving behind the wrong materials. It was discussed that if this continues fees may have to start being implemented. Fitzgerald mentioned going to a meeting called FOG (Fats, Oils and Greases) where they opened it to the public to discuss what can happen to sewer and water lines when you dump these materials. He suggested maybe doing something similar for the mulch pile. The pump station on Newtown Hill was down last week due to flushable wipes. Kurtis discussed contacting Richmond Township as most of Newtown Hill is their authority to discuss sending door hangers or letters to let residents know that flushable wipes cannot be used. August 28th there is a representative coming to check the bar screen and give insight to making improvements. McEvoy moved to accept the WWTP report. Fitzgerald seconded the motion, and it passed.

MMA Minutes

The MMA minutes were included in the packet.

Deputy Codes Report

The Deputy Codes report was included in the packet.

Borough Manager's Report

The written report has been included in the packet.

Standing Committee Reports:

- A. Finance Committee: McCloskey gave an update that after 7 months the tax increase is up \$55,000+, the local income tax is lower, and the Act 13 revenue is probably going to be less than we received last year. For now, we are doing okay, but next year's numbers will not compute. He is open to suggestions for more income and funding sources to maintain the current pace we are at. He wants to schedule the Charter Academy to attend a finance meeting in the near future as well.
- B. Public Works Committee: Strohecker and the committee were happy to see the decrease in water loss at the pool and the major increase in revenue having the admission almost equal the concessions. Kurtis said many attendees have stated that they enjoy that the pool has been warmer now that we are not having to fill it constantly. Curbing work on Second Street started August 20th and milling of either Second or Center Street will be started within the next few weeks. Big Rock is doing an excellent job and taking advice or suggestions from Kurtis without hesitation. A meeting with Hunt is scheduled to look into the sag happening before the storm drains on Saint James Street versus putting in a new catch basin for about \$22,000. There is also a hump that causes the snowplow to catch that needs to be addressed.

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- C. Personnel Committee: McEvoy stated that the Personnel Committee would like to make a recommendation to put a manager's evaluation in to place along with the Union and Non-Union employees. They are working on the process of evaluating the individual employees for the daily operations and leads. They have a recommendation for the crossing guard position to be discussed in New Business. There was also a recommendation for adding either a full-time or part-time Public Works employee.

Old Business:

- A. PennDot Mansfield Paving Project (update): The project is scheduled to be completed November 30th, but further discussions will be saved for Executive Session.

New Business:

- A. McEvoy motioned to approve the Lease Agreement for Swimming Pool Feasibility Study Grant. Fitzgerald seconded the motion and it was approved. Cowles reiterated that the lease agreement was approved by the school district and it is needed to apply for the grant.
- B. Fitzgerald motioned to approve Vendor Truck Ordinance Advertising. McCloskey seconded the motion and it was approved. McEvoy questioned including a lifetime permit option so vendors do not have to fill out a new permit regularly. It was also noted that this excludes food trucks at events as they pay other fees.
- C. McCloskey motioned to approve MMO's for Police and Admin Pension. Fitzgerald seconded the motion and it was approved.
- D. McEvoy made a motion to approve Hiring the Crossing Guard. McCloskey seconded the motion and it was approved. It was agreed on the recommendation of the Personnel Committee to hire Ryan Roupp as the full-time crossing guard and Parker Morgan as the alternate for both crossing guard locations.
- E. Fitzgerald motioned to approve Rubric for Evaluations with the change of wording in the Non-Union Evaluation, Section IV, #2 from "sets" to "models". McCloskey seconded the motion and it was approved. Mayor Barrett needed clarification on a few items of the evaluations. She asked why the Union Evaluation did not have Section 5 included like the Non-Union Evaluation. McEvoy explained that the lead has more assignments and needs to have the ability to demonstrate these management requirements. Kathy wanted to suggest a change in wording for the Non-Union Evaluation in Section IV:
#2: Change "sets" to "models"
#6: The term "active listening" might need to be changed as that is something that is learned and there are courses to learn it.
#8: Change "solid understanding" to "a thorough understanding"
Mayor Barrett also wanted clarification on what the term "internal controls" meant. McEvoy explained the lead should know the ins and outs of the budget, what is acceptable for purchases, when to actively question strange charges, and monitor spending activities of fellow employees. Fitzgerald questioned the need for five categories specifically "far exceeds" since we have so few employees. McEvoy stated they were put into place to not necessarily compare employees to others, but to show when they go above what is expected of them of their own volition.
- F. McEvoy motioned to approve Recommendation of Barb Carleton for Library Board Vacancy. Verno seconded the motion and it was approved.
- G. McEvoy motioned to approve the Resignation of Amanda Adams. Verno seconded the motion and it was approved.
- H. Fitzgerald motioned to approve Advertising for Water Operator Position. McCloskey seconded the motion and it was approved. A discussion was brought up about the future hire having some financial responsibility for training courses of monetary value. There should be an addition to the contract that they are required to work for so many days after or will need to reimburse a

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percentage of the cost of the training courses. Personnel and Finance are going to further discuss ideas for repayment.

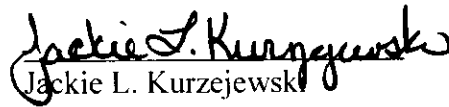
Correspondences:

- A. Wreaths Across America: the Borough itself cannot provide a donation, but the individual members agreed to donate their own money toward the cause.
- B. Thank You from Mansfield Chamber & 4th of July Committee
- C. Thank You from Mansfield Garden Club

Strohecker called for recognition of visitors a second time: Charles Lennox, a resident of Mansfield, came to discuss his concerns of the potential hazards the elevated sidewalk on North Main Street along the cemetery may have. The sidewalk along the cemetery is in poor condition and he is afraid someone will fall off the edge into the road. He wanted to know who is responsible for the sidewalk and what can be done to fix the issue. Cassie explained that this is a concern for many residents and council members and she has spoken to PennDot who stated it was not their responsibility. Charles said he contacted the PennDot Supervisor who said the sidewalk is state owned, but because it is in the Borough it is the responsibility of the Borough to maintain it. Bob Strohecker mentioned some retaining walls and fencing placed in both Wellsboro, Galeton, and Towanda for similar reasons that could be a solution for the issue we are seeing here. The council agreed that the next course of action would be to schedule a meeting with PennDot, a Borough representative, Charles, and possibly other concerned citizens.

President Strohecker called council into executive session for legal and personnel matters at 7:28pm. Regular session of Council reconvened at 7:53pm.

There being no further business, the meeting was adjourned at 7:53pm.


Jackie L. Kurzejewski
Secretary-Treasurer