

BOROUGH OF MANSFIELD

September 10th, 2025

The regular meeting of the Mansfield Borough Council was held on Wednesday, September 10, 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
Willaim Schlosser
Kelvin Morgan

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

Absent: No absences

Visitors: Cheryl Clarke; Wellsboro Gazette,
Cristin Eick; Mansfield Thrive filling in for Susan Coole

Residents/Business Owners/Employees:

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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: Cristin Eick was representing Susan Coole, who could not attend the council meeting, to give an update on Thrive. She discussed that an extension on the initial dates given at the last update would be pushed to January 2026. There are ten people left to be interviewed and they hope to have this completed by the end of September. The Labor Day weekend end of summer pool party had an excellent turnout with fifty people, both college students and community members. Thrive wanted to thank Cassie Cowles and Melissa Underwood for helping organize this event as well as Tasha Newton for working for the event. Susan plans to attend the October meeting for more updates.

McCloskey moved to approve the August 13th, 2025, Council meeting minutes, Fitzgerald seconded the motion and it was approved.

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

Verno made the motion to approve the bills paid reports for August for the following accounts: General Fund: \$133,165.77; Sewer Fund: \$144,741.24; Liquid Fuels Fund: \$1,983.54 and Payroll Fund: \$128,823.14 and to draw vouchers for unpaid bills. Morgan seconded the motion, and it passed.

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Mayor's Report:

The Mayor's Report was included in the packet.

Police Report

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

WWTP Report

Fitzgerald began the discussion by giving an update about the upcoming IMA meeting on September 17th, 2025. Covington responded that they will not be attending the meeting because they do not agree with the current IMA. He explained that until they meter their fifteen users, we cannot get an accurate consumption report for individual users for the IMA formula. Kurtis spoke on the Train #2 issue that was discovered. The valves were all closed and they are unsure of the reason behind closing them. It was found recently by an operator that led to some repairs that needed to be completed. Kurtis also elaborated on the process of getting the water tanks coated. When the membranes were pulled for recovery cleans and the water level lowered the paint on the inside of the tanks were found to be peeling away from the surface. It was painted about 10-15 years ago and we found that the surface was not roughened to allow the paint to adhere. Each tank will now need to be sand blasted to cause the course surface needed to be repainted to prevent the concrete from eroding. It will be about a \$33,000 - \$36,000 project that will be a process because the membranes cannot dry out. Kurtis and the operators are preparing specific steps that will need to be taken to accommodate this. Phase one of the smoke testing was completed for three quarters of town including the East side and WOC to Townview. The Main Street locations were not included. Over thirty homes were found to have issues and letters are to be sent out next week. The letter will include what was discovered, instructions on how it can be corrected, and contact information for any questions. The two main problems found were cap issues and downspouts, both an easy fix costing about \$7.00 and \$100.00, respectively. Strohecker discussed the idea of hiring a part time position to do building inspections for the homes within the borough that would include standardizing curb appeal requirements. We have ERB Inspections that currently can only accommodate the apartments and not full homes due to their busy schedules. This would be a help to our current Codes Officer.

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 discussed the preparation of the 2026 budget with a three-year comparison to look for trends with the current 2025 numbers. The first steps will be to review the income, followed by expenses which are harder to predict as we know things can be out of our control when something happens that needs immediate attention. Their goal is to start the expenses review in October. The income generated with the government reimbursement project was greater than 1.2 million dollars. They will also have the quarterly numbers to include at the September meeting. McCloskey asks that any known expenses for the rest of the year be reported now so they can be included in the review. By November, a balance budget must be prepared to be presented at the December meeting. It was noted that the income numbers are lower than previous years due to grants that were received not being included in the total. Mayor Barrett mentioned the work her and Cassie are doing to hopefully receive a grant for \$400,000 as well as another grant to cover the \$78,000 expense expected for the stop light

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project. McCloskey wants to identify trends with the taxes after the real estate tax increase at the start of the year. The earned income tax has seen growth since COVID, but with in the last eight months there has been a plateau to a gradual decrease. With the hope of renting more office spaces in the Borough Building we can add this as another source of revenue. The pool had a greater than 70% revenue increase in all aspects of income i.e., admission, concessions, pool parties, rentals. Fitzgerald reported that Jere will be presenting the new IMA agreement and the rates going forward with the new formula they have in use. He also updated the council that Larson Design Group has been paid what was agreed upon based on previous discussions about certain discrepancies in what we were billed, specifically the lodging of their workers. For an update on the grant information, they are waiting for Jimmie Joe to be able to send back the application this month. Fitzgerald was sure to reiterate that what they need is a big ask, but he is hopeful the grant will help.

- B. Public Works Committee: Kurtis updated the council on work within the Borough. Brooks Lane curbing should be wrapped up by the weekend, with new curbing and sealing to follow for Center and Second Streets. We are waiting to hear from Hunt to continue working on Saint James Street. The crosswalks within the Borough should be completed by November 30th, 2025. The Extension Street cleanout has about two more weeks before completion due to stormwater drainage issues. The new sewer lateral by the Borough shop has been fixed allowing the removal of the porta johns.
- C. Personnel Committee: McEvoy stated that the Personnel Committee will have a discussion in Executive Session.
- D. Safety Committee: Schlosser reported that the ADA cutouts on the curbs for the crosswalks on Saint James have been reported back to the contractor as placed incorrectly. They were put at a 45-degree angle to the crosswalks instead of a 90-degree angle. We are still waiting for an update for when they will fix this mistake. The committee discussed adding crosswalk staffing to both current school crosswalks. This is to allow a staff member to be on opposite corners so that one person is not trying to run through two crosswalks to get to a side where the children need to cross. Currently the alternate staff member is doing this in the afternoon crossings. Speeding on Main Street past Warren L. Miller has been a problem for a few years. There were discussions about what can be done to make drivers more aware including speed bumps, rumble strips, or temporary speed bumps. All posed an issue with the plow trucks or the need to be able to place them and remove them every day. The current feasible option would be to get the flashing speed sign back out and place it further up the road to give drivers time to slow down before they get to the crosswalk. We may look into a sign that has flashing lights attached or even have an officer who may be helping with the crosswalk park up the street with their lights flashing to cause awareness. Schlosser gave an update on the Arch pipe informing the council that the trash grab/filter has been fixed and they are looking into using quick set piping for the actual pipe repairs.

Old Business:

- A. McEvoy motioned to approve the Vendor Food Truck Ordinance #511. Fitzgerald seconded the motion and it was approved.

New Business:

- A. President Strohecker called council into executive session for legal and personnel matters at 6:48pm. Regular session of Council reconvened at 7:32pm.
- B. Fitzgerald motioned to Accept William Kittle's Resignation. Schlosser seconded the motion and it was approved.

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- C. McEvoy made a motion for Personnel to Recommend the Water Hire Andrew Janelli contingent on the approval from the Municipal Authority. Schlosser seconded the motion and it was approved.
- D. McEvoy motioned table the discussion to Advertise the New Hire. Schlosser seconded the motion and it was approved.
- E. Fitzgerald motioned to approve the Zoning Amendment to change the R2 zone to R3 per the Planning Commission's recommendation and the County Planning Approval. Schlosser seconded the motion and it was approved.
- F. Schlosser motioned to approve the Updated Fee Schedule contingent that each line item includes "+ Labor." McEvoy seconded the motion and it was approved.
- G. McEvoy motioned to approve the Thrive Reimbursement. Fitzgerald seconded the motion and it was approved.
- H. McEvoy motioned to approve the Closing of North Main Street for Home for the Holiday's event. Schlosser seconded the motion and it was approved. The event is to take place November 8, 2025, with the hope to close Main Street from the red light to Sherwood Street. Cassie stated, per Melissa Underwood, they plan to extend the hours from 8am to 5pm to allow time for setting up and tear down of the vendors. The actual event will take place from 10am to 4pm.

Correspondences:

- A. Lions Club Anniversary Celebration
- B. TCAB Invitation
- C. Pine Creek Rail Trail Ribbon Cutting

There being no further business, the meeting was adjourned at 7:47pm.


Jackie L. Kurzejewski
Secretary-Treasurer