

**BOROUGH OF MANSFIELD**

October 8th, 2025

The regular meeting of the Mansfield Borough Council was held on Wednesday, October 8, 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  
William 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,  
Susan Coole; Mansfield Thrive

Residents/Business Owners/Employees: Jason Collister, Costy’s Energy Service

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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: Jason Collister was present representing Costy’s Energy Service to make the board aware of an increased water bill they plan to take to the Authority meeting for a reduction request. The members were made aware of the situation and further action could not be taken by the Council as it was a Water Authority matter.

Susan Coole of Mansfield Thrive came to give an update on their progress with the interviews they are holding. They are currently on target to complete the interview process by the end of October. Robert Fitzgerald asked what the interview questions consisted of. Susan explained they asked the interviewees what their hopes for Mansfield would be for the future, anything they would want to see come back to the community, memories of activities they did while here, and suggestions on what they have seen other places that can be brought to this community. They are currently at 65 interviews and are encouraging anyone to come forward and talk with them as the interview list is not limited to a select group.

McCloskey moved to approve the September 10, 2025, Council meeting minutes and the September 24, 2025, Administrative Meeting minutes. McEvoy seconded the motion and it was approved.

The Treasurer’s report for the month of September has been reviewed. Upon a motion made by Fitzgerald and seconded by McEvoy, the Council approved the report.

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Fitzgerald made the motion to approve the bills paid reports for September for the following accounts: General Fund: \$222,045.08; Sewer Fund: \$92,399.25; Liquid Fuels Fund: \$315.31 and Payroll Fund: \$80,046.30 and to draw vouchers for unpaid bills. McEvoy seconded the motion, and it passed.

## Mayor's Report:

The Mayor's Report was included in the packet.

## Police Report

McEvoy moved to accept the police report. Morgan seconded, and it passed. Steve asked if the \$60,000 budget for the cruiser will be a stand alone or a match amount. Chief Stager explained that they are looking to the Local Share Account for a grant with the Pa Gaming Industry to cover the payment without using the \$60,000 set aside in General Fund at all or in conjunction with the budgeted amount. They also have the USDA grant as a backup if this does not work out. The timeline for the grant application to be submitted is by November 30, 2025.

## WWTP Report

McEvoy motioned to approve the WWTP Report. Schlosser seconded the motion and it was approved. Kurtis gave an update on the plant as a whole and stated that the grit is operational, the plant is getting cleaned up, and they plan to put material back into the area of the new sewer lateral for the shop bathrooms to prevent rain washout. There was a recent power outage that only made one VFD go out, but they were able to get back online quickly. He also stated that notices have not been sent about the smoke testing yet as they were working on bigger issues first.

## 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: The committee did not meet, but McCloskey gave an update that Cassie and himself went through the budget and plugged in expenses they were comfortable with for 2026. Right now, the budget is showing around a \$130,000 deficit. They asked both Tice and Stager to provide any anticipated projects in the coming year that can be added to the budget as well. Steve hopes to have a balanced budget, but they are still working on it. They need to fill in some more information to have an acceptable budget to present. Fitzgerald discussed the Sewer Budget with the council. Based on his calculations there is a current \$7,000 deficit. He reported that they did not come to an agreement with the IMA, but he still moved forward with annualizing the expected flows of the townships based on the existing formula for the IMA. He stated that that they were greatly underpriced at \$4.85 and calculated them to be increased to \$6.72 for 2026. He also touched on the need for an increase in residential and commercial prices in the borough by \$0.50 and \$1.00, respectively. The University will also need to be changed to the commercial rates instead of residential rates that they have been set at. Moving forward, Fitzgerald explained that the best way to minimize costs is to reduce the amount of infiltration to stop treating wastewater that we are not getting paid for. The smoke test was just the beginning of this process. McEvoy questioned what else can be utilized to help prevent the infiltration issue. Fitzgerald listed; the application of a FOG (Fats, Oils & Grease) presentation, more awareness on the harm to the plant flushable wipes cause and having more awareness of other harmful items to the system. He said maybe start sending

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letters to the community on a regular basis changing the topic/issue or even looking into ordinances. The FOG presentation would explain what Kurtis told the council about the process of cleaning up grease in the system. The current process is the first bar screen catches the larger portion of grease, what gets forced through go to grit and then the smaller bar screens. From there our operators have to manually scrape the screens to prevent building up, especially before we know rain is coming. If the screens are not maintained to remove grease there will be overflows that cause many more issues. Fitzgerald plans to look more into these options to see what would be most feasible to initiate.

- B. Public Works Committee: There was not a meeting, but Kurtis just let the council know that leaf collection has started this week (October 6, 2025) and will continue until it snows. He said if it does snow early and melts, they will again continue cleaning up when it thaws out until it is officially winter.
- C. Personnel Committee: committee did not meet.
- D. Safety Committee: committee did not meet.

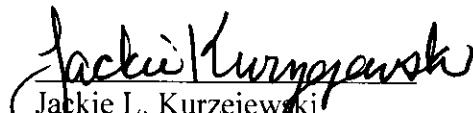
Old Business: no old business

New Business:

- A. Kurtis informed the council that they interviewed four people for the sewer position and made a recommendation to hire Darren Bernard. Verno made a motion to approve the Hiring of Darren Bernard. Schlosser seconded the motion and it was approved.
- B. Schlosser made a motion to approve Resolution 2025-7 Local Share Account Grant for the new police car. McEvoy seconded the motion and it was approved.
- C. McEvoy motioned to approve the 2025 Audit Engagement Letter. Fitzgerald seconded the motion and it was approved.

Correspondences: no correspondences

There being no further business, McEvoy made a motion to adjourn the meeting at 6:38pm.

  
Jackie L. Kurzejewski  
Secretary-Treasurer