

BOROUGH OF MANSFIELD

December 10, 2025

The regular meeting of the Mansfield Borough Council was held on Wednesday, December 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
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,

Residents/Business Owners/Employees: Mary Seymour; Resident, 35 Extension Street, Nichole Book; Resident, 241 S Academy Street



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: Mary Seymour discussed that she was returning to remind the council of the need for sidewalks within the Borough to be cleaned and maintained during the winter months. She stated that she takes walks daily and wants to make sure all residents can do so safely without risk of falling due to unkept sidewalks.

Nicole Book introduced herself to the council and stated that she will be joining the council in January to take Steve McCloskey's place. She wanted to join the meeting and get a feel for the proceedings.

McEvoy moved to approve the November 12, 2025, Council meeting minutes. Fitzgerald seconded the motion and it was approved.

The Treasurer's report for the month of November 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 November for the following accounts: General Fund: \$81,319.53; Sewer Fund: \$55,733.33; Liquid Fuels Fund: \$9,515.48 and Payroll Fund: \$80,361.82 and to draw vouchers for unpaid bills. Schlosser seconded the motion, and it passed. Fitzgerald asked Chief Stager about the grant they

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applied for through Workover Solutions. Stager confirmed that the grant was used for a new bodycam as well as items that were needed for the new hire.

Mayor's Report:

The Mayor's Report was included in the packet. Mayor Barret thanked Will Schlosser for his help with the TASA grant meeting. She said he did an excellent job representing Mansfield and explaining the needs for the stop light upgrade.

Police Report

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

WWTP Report

Schlosser motioned to approve the WWTP Report. McEvoy seconded the motion and it was approved. Strohecker mentioned wanting to set up a new time for a walk through as the recent plan did not work out. Kurtis confirmed a new date could be arranged and suggested that it would be best to do it later because they plan to paint another layer of paint on the floors due to some chipping of the first layer. Kurtis explained that he anticipates equipment price to increase in 2026, he is actively trying to get a list of known items that will be needed to prepare for future spending. Fitzgerald asked about the blowers and what the system has for backups in case they are down. Kurtis explained there are six total blowers with backups, but they recently found two motors will need replacing soon. He is looking into replacing those along with the other future spending. The Newtown Hill pump station is being monitored for infiltration, but no data has been received yet. He plans to leave it running and monitor for about another month.

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: Fitzgerald talked about the extensive discussion the committee had about the sewer plant and cost of necessary improvements and the money that would be available. They plan to balance the budget with a \$50,000 repayment to General Fund, \$300,000 or more is budgeted for operations to be fixed and there will be a rate increase of 6% for residential users and 12% for commercial users. We have been underpriced compared to other municipalities and this still allows us to remain low compared to the others. With these changes and plans Fitzgerald is hopeful to end the year at zero.
- B. Public Works Committee: A meeting with Dennis Murray and Charles Lennox occurred to discuss the North Main Street sidewalk near Prospect Cemetery. Charles addressed the council in the August meeting about the condition of the sidewalk and how he could help figure out the best way to make it safe. Charles is in the process of getting his property surveyed to confirm if a certain section is his responsibility as well as contacting the State to see who would be responsible for the fixes and payment. Strohecker is hoping this cooperation with a community member will be a great catalyst for cooperation elsewhere in the community.
- C. Personnel Committee: McEvoy stated they had a request for discussion in executive session after Old Business.

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D. Safety Committee: committee did not meet.

Old Business:

A. McCloskey made a motion to approve the 2026 Budget. Fitzgerald seconded the motion and it was approved.

B. Fitzgerald made a motion to approve Ordinance 513, Set Sewer Rates. McEvoy seconded the motion and it was approved.

President Strohecker called council into executive session for legal and personnel matters at 6:28pm. Regular session of Council reconvened at 6:48pm.

New Business:

A. Schlosser made a motion to approve the 2025 Street Projects and pay Big Rock. McEvoy seconded the motion and it was approved. Strohecker suggested Decker Street be fixed first over Elmira Street as it is in worse condition.

B. Fitzgerald made a motion to approve the final pay app for the Saint James Street Project. Schlosser seconded the motion and it was approved.

C. Schlosser made a motion to approve the Liquor License Transfer. McEvoy seconded the motion and it was approved.

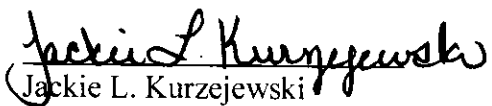
D. Fitzgerald made a motion to approve the advertising for a new Code Officer. Morgan seconded the motion and it was approved. McEvoy requested an expansion of Rob Carleton's work to include sidewalks and residential areas. She would like to set up a meeting with Jeff Loomis to discuss what can be included in this position.

E. McEvoy made a motion to approve the Vacation Payout Request pending a calculation of accrual up to the anniversary date of hire in 2025 or the requested amount, which ever is the lesser amount. Schlosser seconded the motion and it was approved pending the calculated amounts.

F. Executive session was removed from the agenda as the need was resolved.

Correspondences: The TCAB Annual Holiday Celebration Invitation for December 18, 2025, was included in the packet for council members to RSVP.

There being no further business, Fitzgerald made a motion to adjourn the meeting at 7:02pm.


Jackie L. Kurzejewski
Secretary-Treasurer