

MANSFIELD BOROUGH COUNCIL
January 14, 2026
MEETING AGENDA

REGULAR MEETING:

1. Call to Order
2. Pledge of Allegiance
3. Recognition of Visitors
4. Approval of December 10, 2025, Minutes
5. Approval of January 5, 2026 Organizational Meeting Minutes
5. Treasurer's Report for December
6. Review and Approval of Bills –December
7. Mayor's Report
8. Police Report
9. WWTP Report
10. MMA Minutes
12. Borough Manager's Report
13. Standing Committee Reports:
 - A. Finance Committee
 - B. Public Works Committee
 - C. Personnel Committee
 - D. Safety Committee
14. Old Business
 - A. Swimming Pool Feasibility Study Grant with DCNR
 - B. PennDOT Proposed 2028 Project
15. New Business
 - A. Tioga TCC 2026 Voting Delegate Resolution 2026-1
 - B. Resolution 2026-2, Banner Permit
 - C. Heating Repairs YMCA
 - D. Resolution 2026-3, Tax Collector
 - E. Codes Officer Recommendation
18. Correspondences:
19. Adjournment

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

Cassandra 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

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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: 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

BOROUGH OF MANSFIELD

December 10, 2025

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 Lenns 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.

BOROUGH OF MANSFIELD

December 10, 2025

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, whichever 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

Mansfield Borough Council
Organizational Meeting
January 5, 2026

The Mansfield Borough Council Organizational Meeting was held on Monday, January 5, 2026, in the Council Room of the Municipal Building, Mansfield, Pennsylvania with the following people present:

Robert Strohecker
Robert Fitzgerald
William Schlosser
Karri Verno
Kelvin Morgan
Adrienne McEvoy
Nichole Book

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

Absent: no absences

Visitors: Cheryl Clarke; Wellsboro Gazette

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Mayor Kathryn Barrett called the Organizational Meeting to order at 6:00PM. The Pledge of Allegiance was recited.

Mayor Barrett called for recognition of visitors: Cheryl Clarke from the Wellsboro Gazette attended.

Mayor Barrett administered the Oath of Office for Elected Council Persons of Adrienne McEvoy, William Schlosser, and Nichole Book.

Schlosser made a motion to open nominations for Council Organization.

President – McEvoy made a motion to nominate Robert Strohecker. Morgan seconded the motion and Mayor Barret presiding, approved the motion.

Vice President – McEvoy made a motion to nominate Robert Fitzgerald. Strohecker seconded the motion and Mayor Barrett presiding approved the motion.

President Pro-Tem – Fitzgerald made a motion to nominate Adrienne McEvoy. Verno seconded the motion and Council President Strohecker approved the motion.

Schlosser made a motion for Designation of Depository for First Citizen Community Bank and Northwest Bank at the discretion of Borough Management. McEvoy seconded the motion and it was approved.

Fitzgerald made a motion for Designation of Council Meeting Night; Date and Time be the second Wednesday of the month at 6PM. Schlosser seconded the motion and it was approved.

Mansfield Borough Council
Organizational Meeting
January 5, 2026

Fitzgerald made a motion for Designation of Committee Meetings, Date and Time be the first Wednesday of the month at the discretion of the Committee Chair to choose the times. Schlosser seconded the motion and it was approved.

New Business:

A. Appointments:

1. Solicitor: Schlosser made a motion to designate Loomis/Koernig for general solicitor and Cox/Stokes/Lance for special council solicitor. McEvoy seconded the motion and it was approved.
2. Standing Committees: Strohecker motioned to table the discussion until the January Meeting.

Public Comments: no comments

Strohecker called council into executive session for legal matters at 6:11 PM. Regular session reconvened at 6:47 PM.

There being no further business, Fitzgerald motion to adjourn. The meeting was adjourned at 6:47 PM.

Jackie L. Kurzejewski
Secretary-Treasurer

Mansfield Borough General Fund
COUNCIL - BILLS PAID
DECEMBER 2025

Date	Num	Name	Memo	Amount
100.000 · General Fund Checking Account				
12/02/2025	13615	PAYROLL	PAYROLL 11/15-11/28 PD 12/5/25	-23,722.04
12/05/2025	13616	JIMMIE JOE CARL	VARIOUS RETAINER PROJECTS	-10,901.63
12/05/2025	13617	INDUSTRIAL APPRAISAL COMPA...	INSURABLE VALUES	-200.00
12/05/2025	13618	REAL DISPOSAL	300 GARBAGE STICKERS	-897.75
12/05/2025	13619	CARGILL	SALT ICE	-1,579.54
12/05/2025	13620	LOOMIS / KOERNIG	SEPT 2025 LEGAL FEES	-112.75
12/05/2025	13621	PENTELEDATA	NOVEMBER MODEM RENTAL	-79.88
12/05/2025	13622	SUNOCO - WEX	NOV FUEL	-1,796.80
12/05/2025	13623	PENNSYLVANIA ONE CALL	ONE CALLS FOR MNF	-15.80
12/05/2025	13624	NAPA	YMCA/SHOP SUPPLIES	-1,448.73
12/05/2025	13625	MITCHELLS AUTO	11/25/2025 STATEMENT CUST622	-603.38
12/05/2025	13626	D3UC, LLC	TELEPHONE	-323.70
12/05/2025	13627	COMPU-GEN TECHNOLOGIES	COMPUTER SUPPORT	-149.00
12/05/2025	13628	VERIZON WIRELESS	POLICE CELL PHONES	-225.01
12/05/2025	13629	APPALACHIAN PEST SOLUTION...	SHOP PEST CONTROL	-85.00
12/05/2025	13630	C ENGLAND	NOV OUTSIDE WINDOW CLEANING	-53.00
12/05/2025	13631	SARGENT'S COURT REPORTIN...	ZONING HEARING FEE & TRANSCRIPTS	-526.80
12/05/2025	13632	MMA	MUNICIPAL BUILDING W/S	-30.00
12/05/2025	13633	MMA	VOID: NOV HEALTH INS	0.00
12/05/2025	13634	WATSON DIESEL	2016 FORD F550 O-RING REPAIR	-99.46
12/05/2025	13635	MARCO	COPIER MONTHLY AGREEMENT	-47.60
12/05/2025	13636	QUILL	OFFICE SUPPLIES ACCT 679580	-463.07
12/05/2025	13637	BLOSSBURG BEVERAGE CO.	WWTP 5GAL JUGS/WATER DEPOSIT	-55.00
12/10/2025	HRA120...	HIGHMARK SPENDING ACCOUNT	HRA REIMBURSEMENT	-394.43
12/10/2025	HRA120...	HIGHMARK SPENDING ACCOUNT	HRA REIMBURSEMENT	-20.00
12/10/2025	HRA12925	HIGHMARK SPENDING ACCOUNT	HRA REIMBURSEMENT	-191.69
12/15/2025	13638	MANSFIELD LIBRARY	QTR 4 2025 CONTRIBUTION	-5,250.00
12/16/2025	13639	PAYROLL	PAYROLL 11/29-12/12 PD 12/19/25	-20,826.75
12/17/2025	13640	TIOGA PUBLISHING	DEC ADVERTISING, ACCT#00000885	-412.48
12/17/2025	13641	LOOMIS / KOERNIG	NOV 2025 LEGAL FEES	-175.00
12/17/2025	13642	UGI	GAS	-1,929.45
12/17/2025	13643	MEIT	POLICE LIFE INSURANCE JAN 2026	-138.00
12/17/2025	13644	JACKIE KURZEJEWSKI	COPAY REIMB	-95.00
12/17/2025	13645	PIP	NOV JANITORIAL SVC	-405.00
12/17/2025	13646	PENELEC	ELECTRIC	-1,055.91
12/17/2025	13647	ROB CARLETON	MILEAGE REIMB. 9/2/25-12/10/25	-79.80
12/17/2025	13648	MANSFIELD EMBROIDERY	CLOTHING-BOROUGH SAFETY VESTS	-398.82
12/17/2025	13650	QUILL	OFFICE SUPPLIES ACCT 679580	-170.48
12/17/2025	13651	PRATT, CHRISTOPHER	REIMBURSE TRAVEL EXP	-288.40
12/17/2025	13652	NUESYNERGY, INC.	HRA NOV 2025 ADMIN FEES	-67.50
12/17/2025	13653	WATSON DIESEL	2011 FORD F350 HYD HOSE LEAK	-353.67
12/17/2025	13654	BUTTERS CARWASH	NOV CARWASH	-53.75
12/17/2025	13655	PSMA	2026 MAYORS ASSOCIATION DUES	-70.00
12/17/2025	13656	TIOGA PUBLISHING	NOV ADVERTISING, ACCT#00000885	-1,466.14
12/18/2025	13657	BIG ROCK PAVING, LLC	2025 STREET IMPROVEMENT PROJECT	-205,463.95
12/18/2025	13658	BOROUGH OF WELLSBORO	12/18/2025 TCAB DINNER (3)	-84.00
12/18/2025	13659	CARDMEMBER SERVICES	SUPPLIES, TOOLS, REPAIRS	-2,351.15
12/19/2025	13660	THORPE, JULIE	MEDICAL REIMBURSEMENT	-950.00
12/30/2025	13661	PAYROLL	PAYROLL 12/13-12/26 PD 1/2/25	-24,640.14
12/30/2025	13662	MITCHELLS AUTO	12/25/2025 STATEMENT CUST622	-272.63
12/30/2025	13663	QUILL	OFFICE SUPPLIES ACCT 679580	-207.40
12/30/2025	13664	SUN GAZETTE	12/30/2025 CUSTOM NOTICE	-77.99
12/30/2025	13665	TIOGA PUBLISHING	NOV ADVERTISING, ACCT#00000885	-156.40
12/30/2025	13666	MARCO	COPIER MONTHLY AGREEMENT	-47.60
12/30/2025	13667	HIGHMARK BLUE SHIELD	JANUARY 26 HEALTH INSURANCE	-21,501.91
12/30/2025	13668	MMA	OCT-NOV POSTAGE	-65.24
12/30/2025	13669	APPALACHIAN PEST SOLUTION...	OFFICE & SHOP PEST CONTROL	-325.00
12/30/2025	13670	AT&T MOBILITY	FIRST NET SERVICE	-355.32
12/30/2025	13671	COMPU-GEN TECHNOLOGIES	COMPUTER SUPPORT	-260.15
12/30/2025	13672	PSAB	CDL RENEWAL FEE 1/1-12/31 2026	-75.00
12/30/2025	13673	GERALD H. CERRONE, PH D	PSYCHOLOGICAL EVAL	-150.00
Total 100.000 · General Fund Checking Account				-334,242.09

101.00 · CHECKING - NW
Total 101.00 · CHECKING - NW

**Mansfield Borough General Fund
COUNCIL - BILLS PAID
DECEMBER 2025**

Date	Num	Name	Memo	Amount
TOTAL				<u>-334,242.09</u>

Mansfield Borough Sewer Fund
COUNCIL- BILLS PAID
DECEMBER 2025

Date	Num	Name	Memo	Amount
100.00 - Sewer Fund Checking Account				
12/02/2025	9644	PAYROLL	PAYROLL 11/15-11/28 PD 12/5/25	-8,758.08
12/05/2025	9645	FRONTIER	TELEPHONE ALARM CALL BOX	-263.93
12/05/2025	9646	CHEM2O LLC	NC PIPE PURGE	-300.88
12/05/2025	9647	INDUSTRIAL APPRAISAL CO...	ACCT #4-584-600	-200.00
12/05/2025	9648	HACH	DPD CHLORINE/PH STORAGE SOLN	-397.79
12/05/2025	9649	PA ONE CALL	MONTHLY ACTIVITY FEE MFD	-15.80
12/05/2025	9650	MITCHELLS	WWTP SUPPLIES	-18.60
12/05/2025	9651	D3UC, LLC	TELEPHONE INV#4812	-32.37
12/05/2025	9652	CALLAHAN	KTR JAW COUPLING ELEMENT	-1,040.84
12/05/2025	9653	MMA	WWTP NOV W/S 10146500	-15.00
12/05/2025	9654	GENERAL FUND	NOV HEALTH INS	-3,748.62
12/05/2025	9655	CHEMSTREAM, INC.	CHEMICALS	-4,038.42
12/05/2025	9656	RICHARD CORRELL	MEDICAL REIMB	-75.00
12/05/2025	9657	Geist Water Consulting	CERT OPER MONTHLY	-500.00
12/05/2025	9658	REAL DISPOSAL, LLC	SLUDGE REMOVAL ACCT801504	-451.00
12/15/2025	9659	PENN WORKS PUBLIC	JAN PENNWORKS PMT	-8,388.08
12/16/2025	9660	PAYROLL	PAYROLL 11/29-12/12 PD 12/19/25	-19,886.84
12/17/2025	9661	USA BLUE BOOK	SPRING KITS/GRIFFCO DAMPENER	-997.76
12/17/2025	9662	UGI	GAS - WWTP	-1,013.03
12/17/2025	9663	PENELEC	SEWER DEPT. ELECTRIC	-7,650.55
12/17/2025	9664	LRM	TRAIN 1 & 4 LEVEL SENSOR	-880.00
12/17/2025	9665	R & M EQUIPMENT	PRESSURE RELIEF VALVE	-966.02
12/17/2025	9666	TYLER WOOD	MEDICAL REIMB	-20.00
12/17/2025	9667	RICHARD CORRELL	MEDICAL REIMB	-46.97
12/17/2025	9668	C H REED INC	AIR COMPRESSOR/DRYER SVC	-1,908.55
12/17/2025	9669	REAL DISPOSAL, LLC	SLUDGE REMOVAL ACCT801504	-990.40
12/17/2025	9670	CHEMSTREAM, INC.	CHEMICALS	-8,396.01
12/17/2025	9671	WHITTS PORTA JONS	SITE S375 DEC	-110.00
12/18/2025	9672	CARD MEMBER SVC	SUPPLIES/TOOLS/REPAIRS	-1,480.08
12/30/2025	9673	FRONTIER	TELEPHONE ALARM CALL BOX	-263.93
12/30/2025	9674	MMA	WWTP DEC W/S 10146500	-15.00
12/30/2025	9675	CHEMSTREAM, INC.	CHEMICALS	-1,943.13
12/30/2025	9676	Geist Water Consulting	CERT OPER MONTHLY	-500.00
12/30/2025	9677	GENERAL FUND	DEC HEALTH INS/NOV HRA FEES	-4,118.27
12/30/2025	9678	PAYROLL FUND	PAYROLL 12/13-12/26 PD 01/02/26	-8,357.44
12/30/2025	9679	MMA	POSTAGE OCT-NOV	-995.98
12/30/2025	9680	AT&T MOBILITY	CELL PHONE	-173.93
12/30/2025	9681	REAL DISPOSAL, LLC	SLUDGE REMOVAL ACCT801504	-31.00
12/30/2025	9682	COMPU-GEN TECHNOLOGIES	WWTP DEC COMPUTER SUPPORT	-128.96
12/30/2025	9683	CINTAS	FIRST AID SUPPLIES	-26.33
Total 100.00 - Sewer Fund Checking Account				-89,144.59
101.00 - SF CHECKING - NW				
Total 101.00 - SF CHECKING - NW				
TOTAL				-89,144.59

**Mansfield Borough Liquid Fuels Fund
COUNCIL - BILLS PAID
DECEMBER 2025**

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
100.000 · LIQUID FUELS FUND CHECKING ACCT				
12/17/2025	771	PENELEC	ELECTRIC	-4,683.89
12/17/2025	772	CARGILL SALT	ROAD SALT	-1,565.66
12/17/2025	773	LECCE ELECTRIC INC	TRAFFIC SIGNAL MAINTENA...	-3,450.00
12/30/2025	774	CARGILL SALT	ROAD SALT	-3,176.44
Total 100.000 · LIQUID FUELS FUND CHECKING ACCT				-12,875.99
101.00 · L F CHECKING - NW				
Total 101.00 · L F CHECKING - NW				
TOTAL				-12,875.99

Mayor's Report

- 12-6-25 9:30-11:30 A.M. Heart'n Soul at Mainesburg
Noon-5:00 P.M. MU ticket table for basketball
- 12-8-25 10:00 A.M. Grant presentation
- 12-9-25 8:00 A.M. Chamber
10:00 A.M. County Commissioners' meeting followed by lunch with
Commissioners, Planning Director and Chamber
- 12-10-25 lunch in Council room for Borough employees and police
6:00 P.M. Council
- 12-11-25 5:00-7:00 P.M. Chamber Mingle Jingle
- 12-13-25 9:30-11:00 A.M. Shoe bank
1:00 P.M. Wreaths Across America
- 12-15-25 6:30 P.M. School Board meeting
- 12-17-25 11:00 A.M.-1:00 P.M. Lunch at the Governor's residence
- 12-18-25 6:00 P.M. TCAB
- 12-19-25 11:15 A.M. Bell presentation at The Gatehouse
- 12-20-25 noon - 5:00 P.M. MU ticket table for basketball
- 12-21-25 noon-5:00 P.M. MU ticket table for basketball
- 1-2-26 9:00 AM. Meeting with Andrew, MU A.D.
- 1-5-26 5:30 P.M. meeting with Kari Verno
6:00 P.M. Council

Mansfield Police Department
 Monthly Council Report Addendum

Date: December 2025

	Monthly	Total
Miles Patrolled ----->	4,490	55,965
Vehicle Mileage Car 620----->	3,648	50,428
Car 621----->	630	85,390
Car 622----->	212	61,712
Fuel----->	451	5,222
Felony Arrest----->	1	16
Misdemeanor Arrest----->	14	115

ORI:
Population:

Monthly Statistics From: 12/1/2025 To: 12/31/2025

Total Part I Crimes:	1
Murder:	0
Rapes:	0
Robbery:	0
Assault:	1
Burglary:	0
Larceny:	0
Motor Vehicle Theft:	0
Arson:	0

Total Part II Crimes:	14
Forgery:	0
Fraud:	1
Embezzlement:	0
Stolen Property:	0
Vandalism:	0
Weapons:	0
Prostitution:	0
Sex Offenses:	1
Drugs:	2
Gambling:	0
Family Offenses:	0
DUI:	1
Liquor:	0
Drunkenness:	0
Disorderly:	6
Vagrancy:	0
All Other:	3

Total Calls for Service:	199
Total Cases:	8
Total Arrestees:	6
Total Suspects:	2
Total Victims:	7
DUI Arrests:	1
Traffic Citations:	69
Non Traffic Citations:	0
Total Warnings:	0

This report summarizes all crime in the period selected and should not be mistaken for a UCR submission

ORI:
Population:

Monthly Statistics From: 1/1/2025 To: 12/31/2025

Total Part I Crimes:	8
Murder:	0
Rapes:	0
Robbery:	0
Assault:	6
Burglary:	0
Larceny:	2
Motor Vehicle Theft:	0
Arson:	0

Total Part II Crimes:	179
Forgery:	0
Fraud:	5
Embezzlement:	3
Stolen Property:	1
Vandalism:	7
Weapons:	0
Prostitution:	0
Sex Offenses:	4
Drugs:	27
Gambling:	0
Family Offenses:	0
DUI:	21
Liquor:	2
Drunkenness:	9
Disorderly:	71
Vagrancy:	0
All Other:	29

Total Calls for Service:	1991
Total Cases:	78
Total Arrestees:	85
Total Suspects:	4
Total Victims:	99
DUI Arrests:	10
Traffic Citations:	1099
Non Traffic Citations:	12
Total Warnings:	0

This report summarizes all crime in the period selected and should not be mistaken for a UCR submission

ORI:
Population:

Monthly Statistics From: 1/1/2024 To: 12/31/2024

<u>Total Part I Crimes:</u>	20
Murder:	0
Rapes:	0
Robbery:	0
Assault:	3
Burglary:	0
Larceny:	17
Motor Vehicle Theft:	0
Arson:	0

<u>Total Part II Crimes:</u>	246
Forgery:	0
Fraud:	4
Embezzlement:	0
Stolen Property:	13
Vandalism:	8
Weapons:	2
Prostitution:	0
Sex Offenses:	6
Drugs:	83
Gambling:	0
Family Offenses:	1
DUI:	38
Liquor:	12
Drunkenness:	8
Disorderly:	33
Vagrancy:	0
All Other:	38

Total Calls for Service:	2319
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Total Cases:	123
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Total Arrestees:	144
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Total Suspects:	4
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Total Victims:	137
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DUI Arrests:	14
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Traffic Citations:	633
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Non Traffic Citations:	38
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Total Warnings:	0
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This report summarizes all crime in the period selected and should not be mistaken for a UCR submission

WWTP REPORT
DECEMBER 2025

OPERATION REPORT FOR DECEMBER 2025

There were 15,046,006 gallons of sewage treated; this calculates to an average flow of 0.3652 MGD.

There were 1.42" of rain and 0.78" of snow recorded.

Date Sampled	FLOW MGD	INF BOD mg/L	INF LBS/DAY	AVERAGE INF LBS MONTH	EFF CBOD mg/L	EFF LBS/DAY	AVERAGE EFF lbs MONTH	Removal Efficiency Percent Removal
				Permit Limit 2550 lbs/day			Permit limit 210 lbs/day	
12/2/2025	0.3593	315	944		<2	5.99		
12/4/2025	0.3166				<2	5.28		
12/5/2025	0.3109	241	625	77.82				
12/9/2025	0.3178	366	970	lbs/day	<2	5.30	13.57	
12/11/2025	0.3128	308	803		<2	5.22	lbs/day	98.7%
12/16/2025	0.3280	260	711	30.52 %	10.80	29.54		
12/18/2025	0.3102	243	629		<2	5.17		
12/22/2025	0.3623	196	592	Average	4.6	13.90		
12/23/2025	0.3528	200	588		6.8	20.01		
12/29/2025	0.6086	246	1249		<2	10.15		
12/30/2025	0.4671	172	670		7.7	30.00		
Total	4.0194	254.7	7782	Organic Capacity	41.9	130.57		
Average	0.3654	25.47	77.82		4.19	13.57		

Phosphorus Data and Permit Limits DECEMBER 2025

Date Sampled	FLOW MGD	INF PHOS mg/L	INF LBS/DAY	EFF PHOS mg/L	EFF LBS/DAY	WEEKLY AVERAGE	MONTHLY AVERAGE PERMIT LIMIT
						Permit limit 3.0	2.0 mg/L
12/2/2025	0.3593	6.09	18.25	1.19	3.57		
12/4/2025	0.3166			1.28	3.38	1.24 mg/L	
12/5/2025	0.3109	5.92	15.35				
12/9/2025	0.3178	6.36	16.86	1.41	3.74		1.53mg/L
12/11/2025	0.3128	6.87	17.92	1.67	4.36	1.54 mg/L	
12/16/2025	0.3280	4.86	13.29	2.60	7.11		
12/18/2025	0.3102	4.96	12.83	1.38	3.57	1.99 mg/L	
12/22/2025	0.3623	2.79	8.43	1.10	3.32		
12/23/2025	0.3528	4.03	10.95	1.61	4.37	1.36 mg/L	
12/29/2025	0.6086	4.33	21.98	1.15	5.84		
12/30/2025	0.4671	2.9	11.30	1.86	7.25	1.51 mg/L	
Total	4.0194	49.11	147.16	15.25	46.50		
Average	0.3654	4.91	13.38	1.53	4.65		

November 2025 Monthly eDMR Reports were submitted on 12/22/2025.

The following are the average daily flows received from the townships:

Month	Putnam	Richmond	Covington
	55,000 gallons	150,000 gallons	15,000 gallons
Jan-25	19780	51979	7801
Feb-25	20990	55466	8111
Mar-25	24219		10934
Apr-25	19747		10566
May-25	26324	92144	17117
Jun-25			
Jul-25	17544	48171	8098
Aug-25	17123	50290	8144
Sep-25	17307	39497	7839
Oct-25	18408	41915	8197
Nov-25			
Dec-25	21335	42360	8820

I. WWTP PLANT AND EQUIPMENT MAINTENANCE

1. WWTP Aesthetics
The floor in the WWTP Basement area has been painted for a fresh, new, exciting look.
2. Bathroom Plumbing
The toilet drain work was rerouted due to issues and clearances. The electric and water lines for this line is being ran and is now operational.
3. NPDES Permit Renewal
The current NPDES Permit will be expiring in July of 2026. The required testing has been completed and sent to everyone involved. There is information that is missing for the month of February 2025.
4. Static Mixer Failure
The Northern Static Mixer in the Post Tank Failed. Quotes were acquired from different reps for this equipment and sent on 12/10/2025 for approval and purchase.
5. Eye Wash/Shower Unit
Leaking Eye wash valve, new replacement order sent on 11/21/2025. Shower Unit Valve is operational, but needs to be replaced with proper valve.
6. Turbidimeter issues
Turbidimeter screen reading ***** Technician was here to look at and repair.
7. Train #1 and Train #4 Transducer issues
Issues with the transducers occurred, LRM here to diagnose.
8. Train #4 Recovery Clean
A recovery Clean with Sodium Hypochlorite was performed on Train #4.
9. Train #3 Recovery Clean
A recovery Clean with Sodium Hypochlorite was performed on Train #3.
10. Rewired GFCI receptacle in Citric Acid Room
Replaced GFCI receptacle in Citric Acid Room, this did not fix the issue. The wires were switched on the outlet causing this to not operate. The wires were placed onto the outlet in the correct spots, and is now operating properly.

II. PUMP STATION AND COLLECTION SYSTEM REPAIRS/INSPECTION

1. Brooklyn Street Pump Station
#1 pump running as it should #2 pump running as it should.
2. Meadow Street Lift Station, Running in Hand due to Debris Issues.
#1 pump, running. #2 pump, running.
3. Newtown Hill Pump Station
#1 pump running, #2 pump removed from Pump Station.
4. Elmira Street Pump Station
#1 pump running. No issues. #2 pump not running.

MUNICIPAL AUTHORITY OF THE BOROUGH OF MANSFIELD

December 17, 2025

Page One

The monthly meeting of the Municipal Authority of the Borough of Mansfield was held on Wednesday, December 17, 2025, in the Council Room of the Municipal Building, Mansfield, Pennsylvania with the following people present:

Chad Rupar, Vice-Chairman
Gerald Farrer, Secretary
Barbara Carleton, Treasurer

Casandra Cowles, Borough Manager
Kurtis Tice, Superintendent
Jackie Kurzejewski, Administrative Assistant/Secretary-Treasurer
Terra Koernig, Solicitor (phone call-in)

Absent: Vaughn Hoyt, Chairman, Kevin Green, Assistant Secretary-Treasurer, Steve Sargent, Lead Water Operator

Visitors: No visitors

Rupar called the meeting to order at 10:00 AM.
Rupar called for recognition of visitors: there were no visitors.

The minutes of the regular meeting held on November 19, 2025, Treasurer's Report, and Bills Paid were reviewed. Farrer made a motion to approve the minutes Treasurer's Report, and Bills Paid. Carleton seconded the motion, and it was approved.

Managers' Report: this was included in the packet. Carleton made a motion to approve the Manager's Report. Farrer seconded the motion and it was approved.

Operators Report: this was included in the packet. Kurtis let the members know that there was a water leak Monday night (December 15, 2025) where a line had broken underground. Tim was able to shut it off at the source for the repairs. The painting has been completed on one tank at the water plant and they are currently working on putting the filters together on the tanks. The company will be coming back to complete the second tank at a later date, most likely after the holidays. The water truck is getting the full box repaired because the rust spots were larger than initially thought to be.

Old Business:

A. SRBC Grant Invoices: Farrer motioned to approve the payment of the invoices for the SRBC Grant. Carleton seconded the motion and it was approved.

B. CU Water Plant Old Business:

Rupar called the board into executive session to discuss legal and personnel matters at 10:06 AM. Regular session reconvened at 10:45 AM.

C. Board Member Term Expiration

MUNICIPAL AUTHORITY OF THE BOROUGH OF MANSFIELD

December 17, 2025

Page Two

New Business:

A. 2026 Budget: Farrer made a motion to approve the 2026 Budget with the \$0.50 increase for residential users, a \$1.00 increase for commercial users, and \$1.50 for EDU users. Carleton seconded the motion and it was approved.

B. Valve Change Waiver Form: Kurtis wanted to voice his concerns with the responsibility of the Authority taking on a valve repair fully. If we make the repair and take full liability, and something breaks later on who would then be held responsible for damages and repairs again. This is why the waiver form was created to be able to cover any damages that may be acquired down the line. Carleton made a motion to approve the waiver form contingent on Terra's recommendation. Farrer seconded the motion and it was approved.

C. Borough/MMA Agreement: Farrer made a motion to approve the Borough/MMA Agreement contingent on Terra's recommendation. Carleton seconded the motion and it was approved.

Correspondence: There was no correspondence.

Farrer motioned to adjourn the meeting at 10:52 AM.

Respectfully Submitted,

Gerald Farrer, Secretary

BOROUGH MANAGER'S REPORT

January 2026

A. Transportation Alternative Set-Aside Funding (TASA) (Information)

No further information at this time.

B. Local Share Account (LSA) (Information)

No further information at this time.

C. Swimming Pool Feasibility Study Grant with DCNR (Information)

We received notification Monday afternoon that Mansfield Borough was awarded the DCNR Pool Feasibility Grant in the amount of \$44,700.

D. Board and Commissions (Action)

Below are the reappointments for the boards and commissions:

Planning Commission: Evan Perry and Shane Milheim

Shade Tree Commission: Kelly Waller

Appeals Board: Fank Sargent

Civil Service Commission: Shar Farrer, Alternate

Vacancy Board: Patty Hutcheson

New Appointments:

Shade Tree Commission: Terry Anderson

Recreation Committee: Tom Oswald, Dan Styborski

Library Board: Barbara Carleton

These vacancies still need to be filled for 2026:

- Zoning Hearing Board – Alternate
- Civil Service Commission – 2 Members

E. PennDOT Mansfield Paving Project (Information)

I was told we would have the final invoice on this within a couple of weeks.

F. PennDOT Proposed 2028 Project (Action)

I have received correspondence from PennDOT, which has been included in your packets, regarding two transportation projects they are anticipating in 2028. PennDOT is requesting a response from the Borough regarding these proposed projects by January 31, 2026. One of the items they would like to know is if we are requiring them to do night work

G. Mitigation Funding (Information)

Mansfield Borough has been awarded \$235,000 in LSA Grant funding for flood mitigation. The Borough thanks Senator Gene Yaw and Representative Clint Owlett for their support in securing this funding.

H. DEP Growing Greener Grant (Information)

I spoke with Larson Design Group and they stated this should be closed out by June.

I. PennVEST Loan/Grant – Sewer Upgrades/Repairs (Information)

After finance met with Jimmie Joe, we are looking for additional funding for this. I have reached out to PennVEST for details along with USDA to see what funding options they have available. I hope to hear back this week on both.

J. Main Street Matters Program Grant (Information)

The awarding of this grant should be early in the new year.

K. Tioga TCC 2026 Voting Delegate Resolution 2026-1(Action)

Council needs to delegate a primary voting delegate and an alternate for the Tax Collection Committee for 2026.

L. Resolution 2026-2, Banner Permit (Action)

Included in your packet is Resolution 2026-2, authorizing the banners to be hung in 2026.

M. Heating Repairs YMCA (Action)

The heating system at the YMCA is currently not functioning. Kurtis contacted Abma, who evaluated the issue and provided a quote in the amount of \$12,975.00 to install three multizone mini-split units to replace the existing boiler system. This installation would serve one side of the YMCA, specifically the child watch room and office areas. The intent would be to budget for replacement of the remaining portion of the building in next year's budget. The quote is included in your packet and this item will be on the agenda for approval. There is an existing mini split in the party room that will need to be serviced soon as well.

N. Resolution 2026-3, Tax Collector (Action)

Included in your packet is a Resolution appointing the County as the tax collector for Mansfield Borough. This item is on the agenda for approval.

Finance Committee Meeting
January 7, 2026
3:10 PM, Council Meeting Room

Present: Bob Strohecker; Rob Fitzgerald; Adrienne McEvoy; Cassie Cowles; Kurtis Tice;
Jimmie Joe Carl

Discussions:

- Sewer membranes.
- Jimmie Joe provided an update on the PennVEST application for the Wastewater Treatment Plant (WWTP). The environmental request has been submitted. He estimates the cost to engage a firm for engineering and plans for the PennVEST application would be approximately 15% of the total loan/grant amount being requested.
- Wastewater Treatment Plant landfill form related to composting.
- Discussion on reaching out to USDA regarding potential additional funding opportunities for the WWTP.
- Discussion on transferring General Fund Capital Reserve monies to the General Fund Investment Account.
- Updated breakdown of Act 13 funds.

Meeting Adjourned 4:06 PM

**Public Works Committee Meeting
January 7, 2026
2:00 PM, Council Meeting Room**

Present: Kelvin Morgan, Bob Strohecker, Will Schlosser, Kurtis Tice, Cassie Cowles

YMCA Leak

Kurtis reported that we replaced 4 toilets at the YMCA due to leaks.

2026 Projects

- Wakefield Terrace Drainage
- Sewer line for 2 houses up near Wakefield
- Townview Drive Street work

Miscellaneous Discussion:

- The drain near the FCCB drive-through needs to be raised.
- The Extension Street ditch needs to be cleaned out.
- Discussion was held regarding winter salting operations and the concrete wall located behind the salt shed.

Adjourned 3:00 PM

**Public Safety Committee Meeting
January 7, 2026
4:06 pm, Council Meeting Room**

Present: Will Schlosser, Karri Verno, Nichole Book, Zach Stager, Cassie Cowles, Kurtis Tice

Discussions:

- Arch pipe.
- Review of the actual phases of flood mitigation related to the arch pipe project.
- Speeding concerns during school dismissal.
- **Training:**
 - Safety training.
 - Flagger training.
 - Confined space training.
- Parking ordinance for St. James Street.

Adjourned 4:50 PM