

**MANSFIELD BOROUGH COUNCIL**  
**April 8, 2026**  
**MEETING AGENDA**

**REGULAR MEETING:**

1. Call to Order
2. Pledge of Allegiance
3. Recognition of Visitors
4. Approval of March 11, 2026, Minutes
5. Treasurer's Report for March
6. Review and Approval of Bills – March
7. Mayor's Report
8. Police Report
9. Deputy Codes Officer Report
10. WWTP Report
11. 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: no old business
15. New Business
  - A. Police K-9 Discussion
  - B. Board and Commission Appointment Approval
  - C. PennDOT Mansfield Paving Project
  - D. Mowing Bids
  - E. Aggregate Bids
  - F. Advertising for Lifeguards
18. Correspondences
19. Adjournment

# **BOROUGH OF MANSFIELD**

March 11, 2026

The regular meeting of the Mansfield Borough Council was held on Wednesday, March 11, 2026, in the Council Room of the Municipal Building, Mansfield, Pennsylvania with the following people present:

Robert Fitzgerald  
Adrienne McEvoy  
Nichole Book  
Karri Verno  
William Schlosser

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

Absent: Robert Strohecker & Kelvin Morgan

Visitors: Cheryl Clarke; Wellsboro Gazette, Susan Coole; Thrive, Jeff Osgood; Mansfield University Interim President

Residents/Business Owners/Employees: Jim & Kristina Bogaczyk; Mansfield, PA, Dina Henninger; Mansfield, PA, Ann Vayansky; Richmond Township, 4<sup>th</sup> Street resident, Jason Reed: Mansfield, PA, Steve McClosky; Mansfield, PA,

Vice President Fitzgerald called the regular meeting of Council to order at 6:00 PM. The Pledge of Allegiance was recited.

Fitzgerald called for recognition of visitors: Susan Coole briefly attended for Thrive to pass out to council business cards with their social media information, updated draft statements, and to announce their open house events happening March 11-14, 2026. She encouraged those attending to stop in and spread the word.

Jeff Osgood introduced himself as Mansfield University's Interim President and wanted to thank the council and the Mansfield Borough as a town for the warm welcome to the community.

Schlosser moved to approve the February 11, 2026, Council meeting minutes. Book seconded the motion and it was approved.

The Treasurer's report for the month of February has been reviewed. Upon a motion made by McEvoy and seconded by Verno, the Council approved the report.

Schlosser made the motion to approve the bills paid reports for February for the following accounts: General Fund: \$124,015.96; Sewer Fund: \$101,976.47; Liquid Fuels Fund: \$6069.58 and Payroll Fund: \$93,909.22 and to draw vouchers for unpaid bills. Book seconded the motion, and it passed.

# BOROUGH OF MANSFIELD

March 11, 2026

## Mayor's Report

Mayor Barrett added that May 2, 2026, will be the townwide yard sale. Casandra let council know that spring cleanup will follow May 23, 2026, the location to be determined.

## Police Report

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

## Deputy Codes Report

The Deputy Codes report was included in the packet.

## WWTP Report:

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

## MMA Minutes

There was not a meeting for February due to lack of **quorum**.

## Borough Manager's Report

The Manager's Report was included in the packet.

## Standing Committee Reports:

- A. **Finance Committee:** Fitzgerald elaborated on the Commercial Dumping Permit they discussed. The permit is being put in place as the brush pile at the WWTP is getting overwhelmed with commercial dumping. More discussions will be held in New Business. Information about the Elkland Police Department being dissolved brought up the topic of purchasing the police vehicle they are selling to replace one of our current vehicles. Smoke tests are to continue in the spring once the weather breaks. Letters have already been sent out. The committee is discussing a way to educate the residents about the damage grease traps and flushable wipes cause in the sewer system. They want to find a way to enforce non-usage, possibly including fines.
- B. **Public Works Committee:** Schlosser added to the report the discussion of which areas of towns could be cold patched as well as hot patching where and when possible. The main discussion was the summer vehicle maintenance for the upcoming spring and summer months.
- C. **Personnel Committee:** Verno let council know the Manager's evaluations were completed.
- D. **Safety Committee:** Schlosser let council know that they discussed the snow storm recovery processes and the sidewalks after the recent storms. The processes for the snow removal were reiterated and a comparison of the first and second major storms showed major improvements. They had a meeting with Larson Design Group and asked them to break down the Arch Pipe costs by phase and not individual project. They also talked about the steps to take moving forward with the 2022 project. Schlosser also made council aware of the topic of flagger training specifically for the crossing guard at the elementary school where there is major traffic congestion at dismissal. This would allow the crossing guard to help direct traffic to allow easier crossing for pedestrians and let cars in and out more efficiently. Schlosser concluded with a big thank you to the police department as well as the local fire departments for the quick response to a structure fire that day. He also thanks Mansfield University for their quick response in finding housing for the student affected as well as immediate counseling services. He said from start to finish they had everything contained and under control in 4 hours. They are all greatly appreciated for their work.

## BOROUGH OF MANSFIELD

March 11, 2026

Old Business: there was no old business.

Fitzgerald called council into executive session for legal and personnel matters at 6:19pm. Regular session of Council reconvened at 6:34pm.

New Business:

- A. Vayansky Project: Anne Vayansky addressed the council and attendees with a presentation about where the Growing Greener Grant was being utilized on her property. She began by showing and describing the reoccurring flooding issue on Clinton and South Academy Streets near her property on 4<sup>th</sup> Street. She has a very deep gully behind her home that cannot be maintained due to the depth. The rain and melting snow waters tend to erode the gully more each time and cause major damage at the bottom of the hill flooding the borough streets. To help with flood mitigation her property from 4<sup>th</sup> Street to 8<sup>th</sup> Street has been utilized using natural restoration techniques to slow water flow, remove invasive species, without the use of herbicides, and generate a natural habitat with native vegetation. The goal was to include native plants that help the soil and prevent erosion, but to also bring back native pollinators and birds that help improve the watershed and natural stream flow. The Borough, volunteers and Mansfield University students have all taken part in planting over 2,000 trees and bushes. Eighteen naturally engineered berm cell ponds were placed on the property for retention purposes and to slow flow down into town. The plan is to complete the project by June 2026 with the hopes of adding native vegetation to the edges of the retention ponds this summer that can allow for more animals to inhabit the area. The changes she has seen in the water flows from the recent snow thaw and following rain storms has been encouraging. Anne ended by encouraging the council to take a tour of the property to see all that was accomplished.
- B. Salary Increase for Kurtis Tice
- C. General Pay Increase for Non-Union Employees  
McEvoy made a motion to group Salary Increase for Kurtis Tice and General Pay Increase for Non-Union Employees as one action item for approval. Book seconded the motion and it was approved. Verno let council know that in keeping with the contract for Kurtis Tice he will receive \$5,000 salary increase. The Non-Union Employees will receive a 3% raise and this includes Kurtis Tice in conjunction with the salary increase. Both the increase for Kurtis Tice and Non-Union Employee raise is retroactive to January first. Verno made a motion to enact both the salary increase and the general pay increase for Kurtis Tice and non-Union employees, respectively. Schlosser seconded the motion and it was approved.
- D. Mowing Bids: Bids were opened by Fitzgerald from Pioneer Landscaping and Dane's Lawncare and Landscaping. Pioneer total cost for all items listed was \$1,390.00. Dane's Lawncare and Landscaping total cost for all items listed was \$2,590.00. It was decided in the absence of Strohecker and Morgan that per the manager's report and mowing bid advertisement the council would take the bids under advisement for the 35 days allotted and discuss further in April's meeting. McEvoy made a motion to table awarding the mowing bids until April. Schlosser seconded the motion and it was approved.
- E. Schlosser made a motion to approve Resolution 2026-5, America250 PA. Verno seconded the motion and it was approved.

## **BOROUGH OF MANSFIELD**

March 11, 2026

- F. McEvoy motioned to approve accepting the Partners in Progress Cleaning Agreement. Verno seconded the motion and it was approved.
- G. Schlosser made a motion to approve Kathy Barrett and Casandra Coweles as PSAB Voting Delegate and Alternate, respectively. McEvoy seconded the motion and it was approved.
- H. Commercial Dumping Permit: Fitzgerald continued explanation of the dumping permit to be for commercial businesses only. Homeowners and residents of the Mansfield Borough will still be allowed to bring brush and debris free of charge to the pile. The pile will remain outside the gate to the treatment plant with access inside gate while the workers are at the plant. Businesses will be required to fill out the permit and expect to follow the guidelines, otherwise they will lose the privilege without refund. Cameras at the plant will continue to be used to identify business vehicle information that can be correlated to the company's permit information. McEvoy made a motion to accept Commercial Dumping Permit. Schlosser seconded the motion and it was approved.
- I. Schlosser made a motion to approve the Wellsboro Swim Team to utilize the town pool for practices with the suggested \$30 per hour rate and current lifeguard hourly rate. Book seconded the motion and all approved with McEvoy opposing.
- J. Schlosser made a motion to approve the Leave of Absence Request of a Borough employee. McEvoy seconded the motion and it was approved.

### Correspondences:

- A. TCAB March Meeting invitation and menu

There being no further business, Schlosser made a motion to adjourn the meeting at 7:23pm.

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Jackie L. Kurzejewski  
Secretary-Treasurer

**Mansfield Borough General Fund  
COUNCIL - BILLS PAID  
MARCH 2026**

Date	Num	Name	Memo	Amount
<b>100.000 - General Fund Checking Account</b>				
03/02/2026	HRA030...	HIGHMARK SPENDING ACCOUNT	HRA REIMBURSEMENT	-3,917.07
03/03/2026	13778	ABMA MECHANICAL, LLC	YMCA MINI-SPLIT INSTALL	-7,750.00
03/06/2026	13779	BRODRICK HUGHES ENERGY LLC	EMERG OP CTR GENERATOR	-344.34
03/06/2026	13780	CARDMEMBER SERVICES	SUPPLIES, TOOLS, REPAIRS	-514.79
03/06/2026	13781	GANNON	INSURANCE - INSTALLMENT 3 MANSBOR...	-5,905.71
03/06/2026	13782	MEIT	POLICE LIFE INSURANCE APRIL 2026	-138.00
03/06/2026	13783	QUILL	OFFICE SUPPLIES ACCT 679580	-132.11
03/06/2026	13784	COMPU-GEN TECHNOLOGIES	COMPUTER SUPPORT	-811.81
03/06/2026	13785	BUTTERS CARWASH	FEB CARWASH	-129.00
03/06/2026	13786	PENTELEDATA	FEB MODEM RENTAL	-66.92
03/06/2026	13787	VERIZON WIRELESS	POLICE CELL PHONES	-225.01
03/06/2026	13788	WATSON DIESEL	AUGER BEARING	-20.49
03/06/2026	13789	SUNOCO - WEX	FEB FUEL	-1,383.55
03/06/2026	13790	D3UC, LLC	TELEPHONE	-328.15
03/06/2026	13791	COURSEVECTOR, LLC	BOROUGH WEBSITE	-739.00
03/11/2026	13792	PAYROLL	PAYROLL 02/21-03/06 PD 03/13	-25,180.61
03/12/2026	13793	Walcheski, Tyler	CLOTHING/MEDICAL REIMB	-416.22
03/16/2026	13794	THORPE, JULIE	MEDICAL REIMBURSEMENT	-366.58
03/16/2026	13795	JACKIE KURZEJEWSKI	COPAY/PRESCRIPTION REIMB	-96.00
03/16/2026	13796	COWLES, CASANDRA	MEDICAL REIMB	-60.68
03/16/2026	13797	PENELEC	ELECTRIC	-1,128.93
03/16/2026	13798	C ENGLAND	MARCH OUTSIDE WINDOW CLEANING	-53.00
03/16/2026	13799	DON'S SIDING & WINDOWS	OFFICE KEYPAD DOOR REPLACEMENT	-12,770.00
03/16/2026	13800	PARTNERS IN PROGRESS	FEBRUARY 2026 Janitorial SRV	-540.00
03/16/2026	13801	CINTAS	FIRST AID SUPPLIES	-37.40
03/16/2026	13802	A J'S OUTDOOR POWER EQUIP...	KUBOTA KEYS & SAFETY GLASSES	-50.51
03/16/2026	13803	SEWER REVENUE FUND	ELECTRICITY REIMB	-656.39
03/16/2026	13804	MMA.	ELECTRICITY REIMB	-1,028.03
03/16/2026	13805	ELKLAND BOROUGH	POLICE VEHICLE	-28,500.00
03/19/2026	13806	COREY CREEK WATER SHED	TCAB DINNER & VENUE RENTAL	-168.40
03/20/2026	13807	PETTY CASH	REPLENISH PETTY CASH	-120.90
03/20/2026	13808	APPALACHIAN PEST SOLUTION...	OFFICE/SHOP PEST CONTROL	-335.00
03/20/2026	13809	NUESYNERGY, INC.	HRA FEB 2026 ADMIN FEES	-45.00
03/20/2026	13810	DIGITAL-ALLY	BODY CAMS	-747.00
03/20/2026	13811	PENN STATE ASSOC OF BOROU...	MANAGEMENT TRAINING	-125.00
03/20/2026	13812	AT&T MOBILITY	FIRST NET SERVICE	-360.80
03/20/2026	13813	COMPU-GEN TECHNOLOGIES	MARCH COMPUTER SUPPORT	-260.15
03/20/2026	13814	UGI	GAS	-944.74
03/20/2026	HRA032...	HIGHMARK SPENDING ACCOUNT	HRA REIMBURSEMENT	-333.55
03/20/2026	13815	COREY CREEK GOLF CLUB & R...	TCAB ROOM RENTAL FEE	-100.00
03/24/2026	13816	PAYROLL	PAYROLL 03/07-03/20 PD 03/27	-26,576.50
03/24/2026	HRA032...	HIGHMARK SPENDING ACCOUNT	HRA REIMBURSEMENT	-4,011.77
03/25/2026	13817	MMA.	JAN/FEB POSTAGE	-63.48
03/25/2026	13818	BLAISE ALEXANDER	REPLACEMENT KEY CUST#39312	-5.30
03/25/2026	13819	HIGHMARK BLUE SHIELD	MARCH 26 HEALTH INSURANCE	-21,849.82
03/25/2026	13820	MARCO	COPIER MONTHLY AGREEMENT	-47.60
03/25/2026	13821	AMTRUST NORTH AMERICA.	WORKERS COMP	-4,176.48
03/25/2026	HRA032...	HIGHMARK SPENDING ACCOUNT	HRA REIMBURSEMENT	-58.49
03/25/2026	13822	JACKIE KURZEJEWSKI	COPAY/PRESCRIPTION REIMB	-44.02
03/25/2026	13823	ZACH STAGER	PRESCRIPTION REIMB	-47.63
03/30/2026	13824	TIOGA COUNTY REGSITER AND ...	RECORDING FEES	-25.00
Total 100.000 - General Fund Checking Account				-153,736.93
<b>101.00 - CHECKING - NW</b>				
Total 101.00 - CHECKING - NW				
<b>TOTAL</b>				<b>-153,736.93</b>

**Mansfield Borough Sewer Fund  
COUNCIL- BILLS PAID  
MARCH 2026**

Date	Num	Name	Memo	Amount
<b>100.00 - Sewer Fund Checking Account</b>				
03/06/2026	9755	CARD MEMBER SVC	SUPPLIES/TOOLS/REPAIRS	-143.94
03/06/2026	9756	GANNON	FEB LIABILITY INSURANCE S1381317	-2,653.29
03/06/2026	9757	CHEMSTREAM, INC.	CHEMICALS	-12,685.00
03/06/2026	9758	RWLS, LLC	CONFINED SPACE CHEYENNE	-200.00
03/06/2026	9759	PENTELEDATA	FEB INTERNET	-20.44
03/06/2026	9760	FRONTIER	TELEPHONE ALARM CALL BOX	-263.18
03/06/2026	9761	SUBURBAN TESTING LABS	MONTHLY LAB FEES	-1,509.00
03/06/2026	9762	D3UC, LLC	TELEPHONE INV#5693	-32.82
03/11/2026	9763	PAYROLL	PAYROLL 02/21-03/06 PD 03/13	-8,899.55
03/16/2026	9764	PINE CREEK SVC	SHEETZ PUMP STATION	-275.00
03/16/2026	9765	PENELEC	SEWER DEPT. ELECTRIC	-8,897.47
03/16/2026	9766	PENN WORKS PUBLIC	APRIL PENNWORKS PMT	-8,388.08
03/16/2026	9767	REAL DISPOSAL, LLC	SLUDGE REMOVAL ACCT801504	-2,255.09
03/16/2026	9768	SUBURBAN TESTING LABS	MONTHLY LAB FEES	-523.00
03/16/2026	9769	HUBER TECHNOLOGY	VOID: SEALANT AND PUMP CUST#11...	0.00
03/16/2026	9770	ABMA MECHANICAL, LLC	YMCA BOILERS TO WWTP	-8,732.00
03/20/2026	9771	SUBURBAN TESTING LABS	MONTHLY LAB FEES	-658.00
03/20/2026	9772	NUESYNERGY, INC	HRA ADMIN FEES FEB 2026	-13.50
03/20/2026	9773	AT&T MOBILITY	CELL PHONE	-175.60
03/20/2026	9774	COMPU-GEN TECHNOLOGIES	WWTP MARCH COMPUTER SUPPORT	-128.96
03/20/2026	9775	UGI	GAS - WWTP	-802.28
03/20/2026	9776	REAL DISPOSAL, LLC	SLUDGE REMOVAL ACCT801504	-1,223.75
03/20/2026	9777	Geist Water Consulting	CERT OPER 1ST QTR	-100.00
03/20/2026	9778	BOERGER LLC	BLUELINE FL REPLACEMENT	-15,977.35
03/24/2026	9779	PAYROLL	PAYROLL 03/07-03/20 PD 03/27	-10,742.09
03/25/2026	9780	RICHARD CORRELL	MEDICAL REIMB/CLOTHING ALLOW	-280.66
03/25/2026	9781	FRONTIER	TELEPHONE ALARM CALL BOX	-263.18
03/25/2026	9782	SUBURBAN TESTING LABS	MONTHLY LAB FEES	-239.00
03/25/2026	9783	AMERIHEALTH CASUALTY S...	Workers Comp	-751.75
03/25/2026	9784	MMA	WWTP MARCHW/S 10146500	-27.00
03/25/2026	9785	MMA	POSTAGE DEC INV#MMA2026-2	-1,183.92
03/25/2026	9786	GENERAL FUND	JAN/MARCH HEALTH INS	-5,697.46
03/25/2026	9787	REAL DISPOSAL, LLC	SLUDGE REMOVAL ACCT801504	-996.06
Total 100.00 - Sewer Fund Checking Account				-94,738.42
<b>101.00 - SF CHECKING - NW</b>				
Total 101.00 - SF CHECKING - NW				
<b>TOTAL</b>				<b>-94,738.42</b>

**Mansfield Borough Liquid Fuels Fund  
COUNCIL - BILLS PAID  
MARCH 2026**

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<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
<b>100.000 · LIQUID FUELS FUND CHECKING ACCT</b>				
03/17/2026	785	PENELEC	ELECTRIC	-299.97
03/20/2026	786	LECCE ELECTRIC INC	TRAFFIC SIGNAL REPAIR	-1,667.28
Total 100.000 · LIQUID FUELS FUND CHECKING ACCT				-1,967.25
<b>101.00 · L F CHECKING - NW</b>				
Total 101.00 · L F CHECKING - NW				
<b>TOTAL</b>				<b>-1,967.25</b>

## Mayors Report

3-10-26 7:30 A.M. Chamber

3-11-26 6:00 P.M. Council

3-14-26 9:30 A.M. Called bingo for the Y's

Purse Bingo 3-16-26. 10:30 A.M. Meeting to nominate The Gate House for Rt. 6's Heritage Partnership Award

3-18-26 4:45 P.M. Library Board

3-19-26 2:30 P.M. Tioga County Housing Seminar

6:00 P.M. TCAB

3-27-26 3:00 P.M. PA250 Mobile Unit meeting for May 5, 2026

3-29-26 7:30-9:30 A.M. Setved at Firemen's Breakfast

4-1-26 4:30 P.M. YMCA Annual Dinner in Williamsport

## Library Notes (March 18, 2026)

- MU will assist in digitalization of newspapers
- Book sale at Covington Community Center April 18-25 with lunch available on Saturday dates.
- Working on Endowment Policy language
- Gift of \$10,000 from Carnegie Foundation - Will continue to discuss how best to use the money including making the building handicapped accessible
- Basket raffle will take place through out the month of May
- The Mason's will do a chicken BBQ some Saturday in April or May to benefit the Library

Mansfield Police Department  
 Monthly Council Report Addendum

Date: March 2026

	Monthly	Total
Miles Patrolled ----->	4,849	15,388
Vehicle Mileage Car 620----->	3,687	61,293
Car 621----->	785	88,800
Car 622----->	377	62,825
Fuel----->	471	1,420
Felony Arrest----->	1	3
Misdemeanor Arrest----->	20	58

ORI:  
Population:

**Monthly Statistics From: 3/1/2026 To: 3/31/2026**

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

<b>Total Part II Crimes:</b>	<b>9</b>
Forgery:	0
Fraud:	1
Embezzlement:	0
Stolen Property:	0
Vandalism:	0
Weapons:	0
Prostitution:	0
Sex Offenses:	0
Drugs:	4
Gambling:	0
Family Offenses:	1
DUI:	3
Liquor:	0
Drunkenness:	0
Disorderly:	0
Vagrancy:	0
All Other:	0

<b>Total Calls for Service:</b>	<b>176</b>
<b>Total Cases:</b>	<b>6</b>
<b>Total Arrestees:</b>	<b>6</b>
<b>Total Suspects:</b>	<b>0</b>
<b>Total Victims:</b>	<b>5</b>
<b>DUI Arrests:</b>	<b>2</b>
<b>Traffic Citations:</b>	<b>87</b>
<b>Non Traffic Citations:</b>	<b>0</b>
<b>Total Warnings:</b>	<b>0</b>

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

ORI:  
Population:

**Monthly Statistics From: 1/1/2026 To: 3/31/2026**

<b>Total Part I Crimes:</b>	<b>5</b>
Murder:	0
Rapes:	0
Robbery:	0
Assault:	2
Burglary:	0
Larceny:	3
Motor Vehicle Theft:	0
Arson:	0

<b>Total Part II Crimes:</b>	<b>39</b>
Forgery:	1
Fraud:	1
Embezzlement:	0
Stolen Property:	3
Vandalism:	0
Weapons:	0
Prostitution:	0
Sex Offenses:	0
Drugs:	13
Gambling:	0
Family Offenses:	1
DUI:	5
Liquor:	1
Drunkenness:	1
Disorderly:	6
Vagrancy:	0
All Other:	7

Total Calls for Service:	666
Total Cases:	22
Total Arrestees:	23
Total Suspects:	0
Total Victims:	23
DUI Arrests:	3
Traffic Citations:	266
Non Traffic Citations:	3
Total Warnings:	0

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

## Deputy Codes Officer Report

March 2026

Total number of properties monitored: 03/01/26 – 03/28/26	15
Number of borough drive through tours: 03/01/26 – 03/28/26	11
Number of attempts to contact residents/owner 03/01/26 – 03/28/26	10
Certified letters sent: 03/11/2026	3
Citations issued	0
Number of hearings with District Justice attended	0

### ***Results on Properties Where Contact Made:***

**4 Garside st.** Mattress & bed springs picked up.

**146 South Main** Tree limbs have been picked up.

**Mansfield village** Dumpsters emptied.

**94 Elmira St.** Broken window cleaned up.

**Mansfield Plaza** Potholes filled

**87 N. Main St.** Tractor removed

**10 Garside St.** Boxes & rubbish removed

### **Certified Letters**

I have been preparing letters for homeowners to be sent out during March or April 2026 for Rubish & motor vehicle violations. Depending on Spring weather the date of mailing will be determined.

**Letters were sent 03/11/2026**

WWTP REPORT  
March 2026

Dewatering Operations

The Belt Filter Press ran 10days for 65.16 hours to remove 50,126 pounds of solids from the plant.

The Biosolids were sent to NTSWA. 2 loads were found to have a high level at the Landfill, now being watched by Haulers.

OPERATION REPORT FOR MARCH 2026

There were 22,931,975gallons of sewage treated; this calculates to an average flow of 0.7365MGD.

There were 1.75" of snow recorded and 2.56" of rain 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	
03/03/2021	0.4900	169	691		<2	8.17		
03/05/2021	0.8610	139	998		<2	14.36		
03/10/2021	0.6806	160	908		<2	11.35		
03/12/2021	0.6314	116	611		<2	10.53		
03/17/2021	0.9767	184	1499	lbs/day	<2	16.29		
03/19/2021	0.7001	108	631		<2	11.68	lbs/day	%
03/24/2021	0.7657	113	722	%	<2	12.77		
03/26/2021	0.7782	132	857	Average	<2	12.98		
03/31/2021	0.7115							
Total	6.5952							
Average	0.7328							

Phosphorus Data and Permit Limits March 2026

Date Sampled	FLOW MGD	INF PHOS mg/L	INF LBS/DAY	EFF PHOS mg/L	EFF LBS/DAY	WEEKLY AVERAGE	MONTHLY AVERAGE
						Permit limit 3.0	PERMIT LIMIT 2.0 mg/L
03/03/2021	0.4900	3.8	15.53	0.39	1.59		
03/05/2021	0.8610	3.16	22.69	0.57	4.09	0.48 mg/L	
03/10/2021	0.6806	2.57	14.59	0.34	1.93		
03/12/2021	0.6314	2.36	12.43	0.48	2.53	0.41 mg/L	
03/17/2021	0.9767	2.73	22.24	0.83	6.76		mg/L
03/19/2021	0.7001	1.89	11.04	0.57	3.33	0.70 mg/L	
03/24/2021	0.7657	1.88	12.01	0.60	3.83		
03/26/2021	0.7782	2.18	14.15	0.73	4.74	0.67 mg/L	
03/31/2021	0.7115						
Total	6.5952						
Average	0.7328						

Chapter 94 Report for 2024:

I have sent in the Chapter 94 Report for the year with the information from Richmond, Putnam and Covington Townships. This report is Due March 28, 2024. February 2026 eDMR reports were submitted on 03/16/2026.

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-26	29379	100170	7961
Feb-26	23279	55986	11409
Mar-26	28516	90988	10886

I. WWTP PLANT AND EQUIPMENT MAINTENANCE

1. Effluent Pump Issues  
Slight leak on Effluent Pump #4 Mechanical Seal
2. Chemicals increased and reduced  
Sodium Hypochlorite turned up  
Aluminum Sulfate turned down
3. Plumbing repairs  
Plumbing for Sodium Hypochlorite MC/RC Line found leaks, replaced gasket in Union Valve.
4. Recovery Cleans  
Recovery Cleans were performed on:  
Train#2: Sodium Hypochlorite, Instructed not to perform Citric Acid  
Train #3: Sodium Hypochlorite, Instructed not to perform Citric Acid  
Train #4: Sodium Hypochlorite, Instructed not to perform Citric Acid
5. F-350  
The F-350 was taken to Mitchel's CarQuest for Check Engine Light. It was found to have an O2 Sensor Issue. The Passenger side rear Fender on the truck came off.
6. Guard on D.O./pH Meter  
The guard on the meter fell off while in use. New order requested.
7. Sump Pump Issues  
The sump pump in the Pipe Gallery tripped the breaker. This created water to flow onto the floor. The sump pump breaker was cleared and turned on, now operating as it should.
8. Door Handles  
New door handles were placed on the door to the basement and the bathroom doors.
9. Level Transducers  
Issues were found on Trains #1 & #4. These were moved several times to hopefully prevent any further issues.
10. Fine Screen Issues  
The Press Zone housing failed due to a failure of a cover inside. New parts ordered.

II. PUMP STATION AND COLLECTION SYSTEM REPAIRS/INSPECTION

1. Brooklyn Street Pump Station  
#1 Pump Running #2 Pump Running  
The pump station is operating 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. Electrical Issues, breaker reset now operating #2 pump out of service.
4. Elmira Street Pump Station  
#1 pump running. No issues. #2 pump running.

## MUNICIPAL AUTHORITY OF THE BOROUGH OF MANSFIELD

March 26, 2026

Page One

The monthly meeting of the Municipal Authority of the Borough of Mansfield was held on Thursday, March 26, 2026, in the Council Room of the Municipal Building, Mansfield, Pennsylvania with the following people present:

Vaughn Hoyt, Chairman  
Chad Rugar, Vice-Chairman  
Barbara Carleton, Treasurer

Casandra Cowles, Borough Manager  
Kurtis Tice, Superintendent  
Jackie Kurzejewski, Administrative Assistant/Secretary-Treasurer  
Terra Koernig, Solicitor

**Absent:** Steve Sargent, Lead Water Operator

**Visitors:** No visitors

Hoyt called the meeting to order at 5:00 PM.

Hoyt called for recognition of visitors: **There were no visitors.**

The minutes of the **regular meeting** held on **January 21, 2026**, Treasurer's Report, and Bills Paid were reviewed. Rugar made a motion to approve the Minutes, Treasurer's Report, and Bills Paid. Carleton seconded the motion, and it was approved.

**Operators Report:** Carleton made a motion to approve the water operators report. Rugar seconded the motion and it was approved.

**Superintendent Report:** Kurtis informed the members that after the large water leaks in town occurred a meeting was held to review the equipment we have available to help locate or prevent these leaks. The location/listening devices are not functioning accurately and one correlator would require training and internet access to work properly. He is actively looking at feasible options for the near future. He also gave an update on Kentrel's work. They are currently working with our water operators to continue changing remaining meters. We currently have over eight hundred meters actively working in the system. A few mistakes made by Kentrel had to be fixed internally and were addressed to prevent future issues. Rugar made a motion to approve the Superintendent Report. Carleton seconded the motion and it was approved.

**Managers' Report:** Casandra confirmed that the South Main Street work would begin the week of March 30<sup>th</sup>, 2026, as well as the gas line removal. Carleton made a motion to approve the Manager's Report. Rugar seconded the motion and it was approved.

**Old Business:** no old business

**MUNICIPAL AUTHORITY OF THE BOROUGH OF MANSFIELD**

March 26, 2026

Page Two

**New Business:**

**A. PennDOT Agreement #034913 Final Invoice:** Rugar made a motion to approve the PennDOT Agreement #034913 Final Invoice. Carleton seconded the motion, and it was approved.

**B. Canoe Camp Church Bill Reimbursement Request:** After reviewing the request, it was determined the Church was not asking for reimbursement of the water bill and the repairs. They are looking for a reduction on just the cost of the water bill. No action was needed from the members as the bill was below the \$500 requirement for the Authority's vote.

**Correspondence:** Penn E&R JKLM Notification was included in the packet.

Rugar motioned to adjourn the meeting at 5:20PM.

Respectfully Submitted,

Jackie Kurzejewski,  
Mansfield Borough Secretary/Treasurer

**BOROUGH MANAGER'S REPORT**  
**April 2026**

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

No further information currently. We heard that this might not be announced until the fall.

**B. Local Share Account (LSA) (Information)**

No further information currently.

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

I had a meeting on March 20<sup>th</sup> with our Grant Advisor. We can now begin working through the process. I have to have a form authorized and signed by our solicitor to begin, that has been sent to him, I am waiting for it to be returned.

**D. Board and Commissions (Action)**

On the agenda for approval is the appointment of Jenn Pellett to the Municipal Authority Board, where she would replace Kevin Green.

We are also still seeking an alternate member for the Zoning Hearing Board (ZHB).

**E. PennDOT Mansfield Paving Project (Action)**

The final invoices are in your packet for approval. There are three of them that total \$44,691.84.

**F. DEP Growing Greener Grant (Information)**

Nothing further on this at this time.

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

We are continuing to work on this. Jimmie Joe is going to set up a meeting with UDAG to discuss as well.

**H. Main Street Matters Program Grant (Information)**

No further updates at this time.

**I. Mowing Bids (Action)**

This is an action item on the agenda.

**J. March TCAB (Information)**

We had a nice turnout for our TCAB dinner last month. The next meeting will be in June hosted by Blossburg.

**K. Aggregate Bids (Action)**

This item is on the agenda for Council approval. Historically, the Borough has participated in Richmond Township's bid; however, that option was not available this year. Therefore, authorization is requested to proceed with advertising for bids, with bid opening and award to occur at the May meeting.

**L. Advertising for Lifeguards (Action)**

I am requesting approval to begin advertising for lifeguard positions for the upcoming pool season. While Tasha has several lifeguards from last year interested in returning, additional staffing is still needed.

**Finance Committee Meeting**  
**April 1, 2026**  
**3:00 PM, Council Meeting Room**

**Members in Attendance**

- Rob Fitzgerald
- Bob Strohecker
- Adrienne McEvoy
- Kurtis Tice
- Cassie Cowles

Visitors: Steph Tussey

**Discussion Items**

**1. Sewer Plant Update**

The committee discussed repairs needed at the sewer plant.

**2. LDG Retainer**

The committee discussed moving ahead with renewing the retainer with LDG for updating the IMA.

**3. Mowing**

The committee discussed the mowing.

**4. Pool Rates**

Pool rates for 2026 were discussed.

**5. Street Work**

Discussion was had regarding streets that need to be repaired. Extension Street berm cutting, Townview and Eighth Street need cut out, repaired and tar & chipped.

**Adjournment**

The meeting concluded at 4:20 pm

**Public Works Committee Meeting**  
**April 1, 2026**  
**2:00 PM, Council Meeting Room**

**Members in Attendance**

- Kelvin Morgan
- Bob Strohecker
- Kurtis Tice
- Cassie Cowles
- James Bogaczyk

**Discussion Items**

**1. Codes Enforcement Update**

James Bogaczyk provided an update on his progress. He also discussed charging a \$25 fee when he has to mail certified letters.

**2. Maintenance Discussion**

The committee discussed several maintenance-related items, including:

- Cold patching of streets
- Street sweeper maintenance
- Streets that are beginning to break up
- Pool work that needs completed
- Mowing

**Adjournment**

The meeting concluded at 3:00 PM.