MANSFIELD BOROUGH COUNCIL
October 14, 2026
MEETING AGENDA

REGULAR MEETING:

1. Call to Order
2. Pledge of Allegiance
3. Recognition of Visitors
4. Approval of September 9, 2026, Minutes
5. Approval of September 23, 2026, Administrative Meeting Minutes
6. Treasurer's Report for September
7. Review and Approval of Bills – September
8. Mayor's Report
9. Police Report
10. WWTP Report
11. MMA Minutes
12. Borough Manager's Report
13. Executive Session
14. Standing Committee Reports:
    A. Finance Committee
    B. Public Works Committee
    C. Personnel Committee
    D. Safety Committee
15. Old Business:
16. New Business
    A. Approve Hiring Special Counsel
    B. Discuss Building Inspectors
    C. 2027 Budget Review
17. Correspondences
18. Adjournment

BOROUGH OF MANSFIELD

September 9, 2026

The regular meeting of the Mansfield Borough Council was held on Wednesday, August 12, 2026, in the Council Room of the Municipal Building, Mansfield, Pennsylvania with the following people present:

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

Casandra Cowles, Borough Manager
Jackie Kurzejewski, Secretary-Treasurer
Kathryn Barrett, Mayor
Officer in Charge Richard Kotch
Officer Christopher Logue

Absent: Adrianne McEvoy

Visitors: Cheryl Clarke; Wellsboro Gazette

Residents/Business Owners/Employees: Andrew Janelli; Mansfield Water Authority, Dina Henninger; 1047 Pickle Hill, Josh MacClaren; Christ Church, Hunter Galemore; Christ Church, Jim Welch; 41 E Elmira Street

President Strohecker called the Public Hearing to order at 6:00 PM. The Pledge of Allegiance was recited.

Strohecker announced that the purpose of the hearing was to discuss the Christ Church Conditional Use Application.

Strohecker opened the floor for public comment.

- Jim Welch wanted to ask what the planned parking situation was going to be. As Fire Chief he is concerned about on-street parking and the possibility of street blockage and traffic.
- Josh MacClaren addressed council and Jim and said with the current congregation numbers, parking behind the building should be plenty of space. They also have an option for overflow space they would be bused to the location.

With no further public comments, Strohecker let council know they would move New Business Action item (A) to be voted upon now. Fitzgerald made a motion to approve the Conditional Use

BOROUGH OF MANSFIELD

September 9, 2026

Application for Christ Church. Schlosser seconded the motion and it was approved. The hearing was adjourned at 6:02 PM.

President Strohecker called the regular meeting of Council to order at 6:02 PM.

Strohecker called the council into executive session for legal and personnel matters at 6:02pm. Regular session of council reconvened at 6:32pm.

Strohecker called for recognition of visitors: Jim Welch addressed council about the concerns regarding the town siren. He said about two years ago there were also complaints about the frequency the siren alerted and how often it would go off. The siren currently only alerts when the department is dispatched for alarms and, rarely, car accidents. They had the number of times it rings decreased down to two cycles and have also decreased the length each cycle lasts. The siren does not ring between the hours of 11pm-6am and the testing is only once a month. They currently have multiple alerting systems, but they do tend to fail more often as they are reliant on cellular service and Wi-Fi connection to work properly. The siren is a back up system in case the other alerts fail. At this point they cannot completely remove the siren and have tried to make as many changes as they can to accommodate the residents.

Fitzgerald moved to approve the August 12, 2026, Council meeting minutes. Schlosser seconded the motion and it was approved.

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

Verno made the motion to approve the bills paid reports for August for the following accounts: General Fund: $124,631.00; Sewer Fund: $72,780.36; Liquid Fuels Fund: $8,828.43 and Payroll Fund: $90,043.92 and to draw vouchers for unpaid bills. Schlosser seconded the motion, and it passed.

Mayor's Report

Mayor Kathy informed Council that November 14th, 2026, will be the first annual Chief Stager Gala at Corey Creek Golf Course. They will be hosting a fundraiser for a memorial in his name. She is looking at installing three flags and a granite stone. The event at Corey Creek will be limited to eighty people. She also let everyone know that the Paradigm 2026 Pipeline Safey Program will be September 28, 2026, for anyone interested in attending.

Police Report

Schlosser made a motion to approve the Police Report. Morgan seconded the motion and it was approved.

WWTP Report

The WWTP Report was included in the packet.

MMA Minutes

The MMA Minutes were included in the packet.

Borough Manager's Report

The Manager's Report was included in the packet.

BOROUGH OF MANSFIELD

September 9, 2026

Standing Committee Reports:

A. Finance Committee: It was discussed that the total cost for Citric Acid cleans equals the cost of a new membrane. Schlosser questioned if the downstream effects on the membrane after using the citric acid cleans more often than just replacing the membrane when needed. He asked if there would be clogging issues or flow over events. Fitzgerald stated that the citric acid cleans are supposed to extend the life of the membranes by ten years. They are looking into what is going to be more cost effective.
B. Public Works Committee: The meeting was combined with Finance Committee
C. Personnel Committee: Karri informed Council about their discussion on the usage of time clocks due to reoccurring late arrival issues. They discussed all of the current open positions and Verno informed council they have received one application for the Codes Officer position with one looking into all the requirements before applying. They contacted a previous applicant from the first round of Public Works hiring and they declined. They are still accepting applications for Public Works.
D. Safety Committee: No additional information was added.

Old Business: No old business.

New Business:

A. Christ Church: voted on after the public hearing.
B. Walking Trail – Additional Signage: Schlosser made a motion to approve Hunt Engineers proposal for the Walking Trail Additional Signage in the amount of $4,970 plus reimbursable expenses that are not expected to exceed $400. Morgan seconded the motion and it was approved.
C. 2026 Audit Engagement: Fitzgerald made a motion to approve J. H. Williams 2026 Audit Engagement in the amount of $14,500. Schlosser seconded the motion and it was approved.

Correspondences: no correspondence

Strohecker called the council into executive session for legal and personnel matters at 6:57pm. Regular session of council reconvened at 7:17pm

There being no further business, Schlosser made a motion to adjourn the meeting at 7:17 PM.

Jackie L. Kurzejewski
Secretary-Treasurer

BOROUGH OF MANSFIELD

September 23, 2026

The Administrative meeting of the Mansfield Borough Council was held on Wednesday, September 23, 2026, in the Council Room of the Municipal Building, Mansfield, Pennsylvania, with the following people present:

Robert Fitzgerald
Nichole Book
Robert Strohecker
Kelvin Morgan
Casandra Cowles, Borough Manager
Kathryn Barrett, Mayor

Absent: William Schlosser
Adrianne McEvoy
Karri Verno
Jackie Kurzejewski, Secretary-Treasurer

Visitors: There were no visitors.

President Strohecker called the administrative meeting of Council to order at 6:00 PM. The Pledge of Allegiance was recited.

A. Book motioned to approved promoting Officer Richard Kotch to the Chief of Police position. Fitzgerald seconded the motion, and it was approved.

There being no further business, upon a motion made by Fitzgerald, the meeting was adjourned at 6:01 PM.

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Casandra J. Cowles
Borough Manager/Acting Secretary

REPORT OF INCOME
SEPTEMBER

TAXES		
Tioga County (August Real Estate Tax)		3,237.38
Jane Wetherbee (August Realty Transfer Tax)		
County of Tioga (August Delinquent R E Tax)		2,952.58
Keystone Collections (September Earned Income Tax)		10,422.02
Keystone Collections (September Local Service Tax)		621.84
	$	**17,233.82**
FINES & PENALTIES		
District Justice No. 3 (August Traffic & Non-Traffic Fines)		1,317.96
Police Accident Reports		30.00
County of Tioga Probation Department (August fines)		383.54
DUI Fines		234.00
State Police Fines		0.00
Parking Ticket Fees		180.00
	$	**2,145.50**
RENTS		
September Rent (Therapy, Crosby, UPS, Army Corp) Therapy Sept/Oct		4,222.83
	$	**4,222.83**
MISCELLANEOUS		
SF HEALTH INS REIMBURSEMENT		3,387.55
MMA HEALTH INS REIMBURSMENT/NUESYNERGY		4,586.57
Liquor License Fees		1,200.00
Annual Fire Relief (Pass through)		14,685.03
Housing Authority In Lieu of Tax **(we get $3785.50)**		14,020.37
WALMART POLICE GRANT		3,000.00
TNR DONATIONS		100.00
K9 DONATIONS - GOLF TOURNAMENT/ANNONYMOUS		403.51
GARBAGE STICKER SALES		214.80
EMPLOYEE INSURANCE DEDUCTIONS		1,895.00
	$	**43,492.83**
ZONING/CODES		
Misc. Zoning, Fence, Sign, & Demolition Permits (Deck/Fence)		59.00
Food Truck Permits		0.00
Zoning Variance Hearing/Site Plan Review/Minor Subdivision		0.00
Zoning Ordinance/Subdivision & Land Development Ordinance/Copies		0.00
	$	**59.00**
INTEREST		
Checking Account		13.12
Money Market Account		746.20
Grant Fund Accounts		0.00
Insurance Escrow Account		0.00
Lutes Estate Account		1.32
K9 Donation Account		0.37
Health Insurance Account		1.71
Act 13 Gas Impact Fee Account		717.31
	$	**1,480.03**
RECREATION		
Summer Camp Passes		2,420.00
	$	**2,420.00**
	TOTAL:	**71,054.01**

Mansfield Borough General Fund
COUNCIL - BILLS PAID
SEPTEMBER 2026

Date	Num	Name	Memo	Amount
100.000 · General Fund Checking Account				
09/09/2026	14113	PAYROLL	PAYROLL 08/22-09/04 PD 09/11/2026	-21,007.03
09/09/2026	14114	GK PRINT	POLICE PARKING TICKETS	-392.12
09/09/2026	14115	Strohecker, Alexander R.	MEDICAL REIMB	-75.00
09/09/2026	14116	JACKIE KURZEJEWSKI	MEDICAL REIMB	-170.00
09/09/2026	14117	TIOGA PUBLISHING	PT CODES/CHIEF/FT PW ADS, ACCT#000...	-411.08
09/09/2026	14118	GANNON	INSURANCE - FINAL INSTALLMENT ANSB...	-5,928.48
09/09/2026	14119	SADIE PLUNKERT	REIMB LIFEGUARD CERT.	-200.00
09/09/2026	14120	WILMINGTON TRUST	MUNICIPAL BLDG INTEREST	-10,493.75
09/09/2026	14121	TYOGA GOLF COURSE	MANSFIELD K-9 UNIT OUTING	-2,075.04
09/09/2026	14122	PENNSYLVANIA ONE CALL	MONTHLY ACTIVITY FEE FOR MNF	-25.08
09/09/2026	14123	SUNOCO - WEX	AUG FUEL	-1,957.77
09/09/2026	14124	D3UC, LLC	TELEPHONE	-328.15
09/09/2026	14125	WELLSBORO RENTAL CENTER	TRASH PUMP	-150.00
09/09/2026	14126	PA TURNPIKE	TOLL	-86.36
09/09/2026	14127	VERIZON WIRELESS	POLICE CELL PHONES	-225.01
09/09/2026	14128	TRI-STATE CARBONATION	POOL CO2 RENTAL	-814.70
09/09/2026	14129	BLAISE ALEXANDER	PW 2017 F550	-235.98
09/10/2026	14130	CARDMEMBER SERVICES	SUPPLIES, TOOLS, REPAIRS	-4,642.99
09/10/2026	14131	SEWER FUND	STORAGE RENTAL 12/25-08/26	-4,498.09
09/14/2026	HRA091...	HIGHMARK SPENDING ACCOUNT	HRA REIMBURSEMENT	-465.35
09/14/2026	MEIT09-...	MEIT	POLICE LIFE INSURANCE OCTOBER 2026	-138.00
09/18/2026	14132	Strohecker, Alexander R.	CLOTHING ALLOWANCE	-86.94
09/18/2026	14133	COMPU-GEN TECHNOLOGIES	AUGUST COMPUTER SUPPORT	-303.62
09/18/2026	14134	QUILL	OFFICE SUPPLIES	-227.93
09/18/2026	14135	YCG, INC.	VOID: POLICE OPERTATING SUPPLIES	0.00
09/18/2026	14136	PENELEC	ELECTRIC	-1,770.62
09/18/2026	14137	BUTTERS CARWASH	AUG CARWASH	-84.50
09/18/2026	14138	NAPA	FITTINGS	-4.50
09/18/2026	14139	AJ'S OUTDOOR POWER EQUIPM...	AUGUST STATEMENT CUST#20629	-236.51
09/18/2026	14140	THORPE, JULIE	MILELAGE REIMB	-120.35
09/18/2026	14141	GRAINGER	SAFETY GLASSES	-18.10
09/18/2026	14142	COX STOKES & LANTZ	AUG LABOR ATTN FEES	-1,998.19
09/18/2026	14143	AMTRUST NORTH AMERICA	AUG WORKERS COMP WWC3832672	-4,150.73
09/18/2026	14144	NUESYNERGY, INC.	HRA AUG 2026 ADMIN FEES	-45.00
09/18/2026	14145	PENTELEDATA	AUG MODEM RENTAL	-92.31
09/18/2026	14146	HIGHMARK BLUE SHIELD	OCT 26 HEALTH INSURANCE	-17,787.71
09/18/2026	14147	PARTNERS IN PROGRESS	AUG 2026 JANITORIAL SVC	-560.00
09/18/2026	14148	AT&T MOBILITY	FIRST NET SERVICE	-1,760.22
09/23/2026	14149	PAYROLL	PAYROLL 09/05-09/18 PD 09/25/2026	-22,691.37
09/25/2026	14150	MARCO	COPIER MONTHLY AGREEMENT	-51.97
09/25/2026	14151	MMA	SEPT WATER PMT #20002001/#20080000	-69.00
09/25/2026	14152	BROKE GUY'S TECH	POLICE LAPTOP REPAIRS	-50.00
09/25/2026	14153	MEAD'S GREENHOUSE	VOID: OFFICE SUPPLIES	0.00
09/25/2026	14154	YCG, INC.	ENRADD EJU-91 WIRELESS	-66.00
09/25/2026	14155	AMANDA GILES	SUPPLIES	-48.09
09/28/2026	HRA092...	HIGHMARK SPENDING ACCOUNT	HRA REIMBURSEMENT	-2,542.78
09/30/2026	14156	TIOGA COUNTY COMMISSIONERS	2026 PAYMENT IN LIEU OF TAXES	-2,944.28
09/30/2026	14157	SOUTHERN TIOGA SCHOOL DIS...	2026 PAYMENT IN LIEU OF TAXES	-7,290.59
Total 100.000 · General Fund Checking Account				-119,321.29
101.00 · CHECKING - NW				
Total 101.00 · CHECKING - NW				
TOTAL				**-119,321.29**

Mansfield Borough Sewer Fund
COUNCIL- BILLS PAID
SEPTEMBER 2026

Date	Num	Name	Memo	Amount
100.00 · Sewer Fund Checking Account				
09/09/2026	9963	PAYROLL	PAYROLL 08/22-09/04 PD 09/11/2026	-8,479.11
09/09/2026	9964	RICHARD CORRELL	REIMB DEWALT COMPRESSOR/MED...	-880.10
09/09/2026	9965	SUBURBAN PETROLEUM LA...	MONTHLY LAB FEES	-1,059.00
09/09/2026	9966	GANNON	LIABILITY INSURANCE INSTALL #7 S...	-2,663.52
09/09/2026	9967	COMPU-GEN TECHNOLOGIES	RICH TABLET SETUP	-1,436.26
09/09/2026	9968	PA ONE CALL	MONTHLY ACTIVITY FEE MFD	-25.08
09/09/2026	9969	D3UC, LLC	TELEPHONE INV#007214	-32.82
09/09/2026	9970	FRONTIER	TELEPHONE ALARM CALL BOX	-265.00
09/09/2026	9971	C H REED INC	ROTARY SCREW COMPRESSOR	-2,220.58
09/09/2026	9972	CHEMSTREAM, INC.	CHEMICALS	-10,500.88
09/10/2026	9973	CARD MEMBER SVC	SUPPLIES/TOOLS/REPAIRS	-377.19
09/17/2026	9974	HORTON ELECTRIC	QUINCY 20 HP MOTOR REPAIR	-2,060.00
09/17/2026	9975	SUBURBAN PETROLEUM LA...	MONTHLY LAB FEES	-448.00
09/17/2026	9976	GLOBAL INDUSTRIAL	FEMALE PART C CAMLOCK	-91.95
09/17/2026	9977	FERGUSON ENTERPRISES	HYDRO RAIL SLG FLANGE	-1,764.71
09/17/2026	9978	COX, STOKES, & LANTZ, P.C.	RIGHT TO KNOW REQUEST/PERSON...	-498.19
09/17/2026	9979	AMERIHEALTH CASUALTY S...	Workers Comp	-747.12
09/17/2026	9980	NUESYNERGY, INC	HRA ADMIN FEES AUG 2026	-9.00
09/17/2026	9981	PENTELEDATA	AUG INTERNET	-28.22
09/17/2026	9982	STEVE SHANNON TIRE	AIR LIQUID GRADER VALVE	-10.60
09/17/2026	9983	UGI	GAS - WWTP	-407.81
09/17/2026	9984	COMPU-GEN TECHNOLOGIES	AUG COMPUTER SUPPORT	-140.96
09/17/2026	9985	CINTAS	FIRST AID SUPPLIES	-8.03
09/23/2026	9986	PAYROLL	PAYROLL 09/05-09/18 PD 09/25/2026	-7,338.33
09/25/2026	9987	PENELEC	SEWER DEPT. ELECTRIC	-8,608.47
09/25/2026	9988	GENERAL FUND	SEPT HEALTH INS/HRA REIMB.	-3,387.55
09/25/2026	9989	MMA	SEPT WATER PMT #10146500	-16.50
09/25/2026	9990	FRONTIER	TELEPHONE ALARM CALL BOX	-530.00
09/25/2026	9991	GRAINGER	FLOAT SWITCH/COGGED V-BELT/CA...	-657.31
09/25/2026	9992	REAL DISPOSAL, LLC	SLUDGE REMOVAL ACCT801504	-1,062.20
09/25/2026	9993	PENN WORKS PUBLIC	OCT PENNWORKS PMT	-8,388.08
09/25/2026	9994	SUBURBAN PETROLEUM LA...	MONTHLY LAB FEES	-717.00
Total 100.00 · Sewer Fund Checking Account				-64,859.57
101.00 · SF CHECKING - NW				
Total 101.00 · SF CHECKING - NW				
TOTAL				**-64,859.57**

Mansfield Borough Liquid Fuels Fund
COUNCIL - BILLS PAID
SEPTEMBER 2026

Date	Num	Name	Memo	Amount
100.000 · LIQUID FUELS FUND CHECKING ACCT				
09/04/2026	800	HONDRU FORD	2026 FORD F600	-72,995.00
09/25/2026	801	PENELEC	ELECTRIC	-289.49
Total 100.000 · LIQUID FUELS FUND CHECKING ACCT				-73,284.49
101.00 · L F CHECKING - NW				
Total 101.00 · L F CHECKING - NW				
TOTAL				**-73,284.49**

Mayor's Report

9-9-26 6:00 P.M. Council meeting

9-10-26 9:30 A.M. - 8:00 P.M. Rt. 6 Annual Workshop in Coudersport

9-11-26 8:00 A.M. - 2:00 P.M. participated in Rt. 6 panel in Coudersport

9-12-26 9:30 A.M.- noon Shoe bank

9- 15-26 9:00 A.M. - 1:00 P.M. FCCB's "Not For Profit Business Connect"

2:30 - 3:30 P.M. meeting at the Mansfield Foundation

9-16-26 11:30 A.M. - 1:00 P.M. Thrive

5:00 P.M. Library board

9-17-26 12:30 - 1:30 P.M. meeting with MU students

9-22-26 8:00 A.M. meeting with Jim Bodine At Police Academy

9-23-26 6:00 P.M. Administrative meeting

9-24-26 9:00 A.M. Smythe Park meeting

5:00-7:00 P.M. Wellsboro House for "PA Trail of the Year"

9-25-26 1:00-10:30 P.M. Final Friday

9-26-26 9:30-10:30 A.M. MU's Homecoming Parade

9-27-26 7:40-10:30 A.M. served at Firemen's Breakfast

10-1-26 10:00-10:30 A.M. info meeting on Creative Community Grant

10-2-26 11:30 A.M. Meeting with Chief

10-7-26 8:10 A.M. Safety Committee meeting

10-8-26 8:30-9:30A.M. Zoom meeting with Delta Group, Tioga County Planning Commission and Sarah Merrit

6:00 P.M. TCAB

Mansfield Police Department
Monthly Council Report Addendum

Date: Sept 2026

	Monthly	Total
Miles Patrolled ----------→	**4,809**	**42,491**
Vehicle Mileage Car 620----------→	**2,534**	**36,201**
Car 621----------→	**1,405**	**71,117**
Car 622----------→	**870**	**65,354**
Fuel----------→	**530.39**	**4,287.96**
Felony Arrest----------→	**0**	**22**
Misdemeanor Arrest----------→	**4**	**107**

ORI:
Population:

Statistics From: 9/1/2026 To: 10/1/2026

Group A Offenses:	
Arson:	0
Assault:	0
Bribery:	0
Burglary:	0
Forgery:	0
Vandalism:	0
Drug:	0
Embezzlement:	0
Extortion:	0
Fraud:	0
Gambling:	0
Murder:	0
Kidnapping:	0
Larceny:	0
Motor Vehicle Theft:	0
Pornography:	0
Prostitution:	0
Robbery:	0
Forcible Sex Offense:	0
Non-Forcible Sex Offens	0
Stolen Property:	0
Weapon:	0

Group B Offenses:	
Bad Check:	0
Vagrancy:	0
Disorderly:	0
DUI:	0
Drunkenness:	0
Family Offense:	0
Liquor:	0
Peeping Tom:	0
Tresspass:	0
Runaway:	0
All Other:	0

Total Calls for Service:	206
Total Cases:	8
Total Arrestees:	8
Total Suspects:	0
Total Victims:	9
DUI Arrests:	
Traffic Citations:	64
Criminal Citations:	2
Total Warnings:	0

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

WWTP REPORT
SEPTEMBER 2026

OPERATION REPORT FOR SEPTEMBER 2026

There were 13,079,396 gallons of sewage treated; this calculates to an average flow of 0.4360 MGD.
There were 3.88" of rain recorded.

Date Sampled	FLOW MGD	INF BOD mg/L	INF LBS/DAY	AVERAGE INF LBS MONTH Permit Limit 2550 lbs/day	EFF CBOD mg/L	EFF LBS/DAY	AVERAGE EFF lbs MONTH Permit limit 210 lbs/day	Removal Efficiency Percent Removal
09/01/2021	0.3782	340	1072		<2	<6.31		
09/03/2021	0.869	154	1116		<2	<14.49		
09/08/2021	0.3437	318	912		<2	<5.73		
09/10/2021	0.5131	218	933	1570	<2	<8.56		
09/15/2021	0.4524	132	498	lbs/day	<2	<7.55		
09/17/2021	0.596	203	1009		<2	<9.94	<7.85 lbs/day	99.5%
09/22/2021	0.3821	205	653	28.4%	<2	<6.37		
09/24/2021	0.3502	2217	6475	Average	<2	<5.84		
09/29/2021	0.3511	498	1458					
Total	4.2358	4285	14127		<18	<70.65		
Average	0.4706	476	1570		<2	7.85		

Phosphorus Data and Permit Limits September 2026

Date Sampled	FLOW MGD	INF PHOS mg/L	INF LBS/DAY	EFF PHOS mg/L	EFF LBS/DAY	WEEKLY AVERAGE Permit limit 3.0	MONTHLY AVERAGE PERMIT LIMIT 2.0 mg/L
09/01/2021	0.3782	5	15.77	1.51	4.76		
09/03/2021	0.869	3.13	22.68	1.29	9.35	1.40 mg/L	
09/08/2021	0.3437	5.75	16.48	1.57	4.50		
09/10/2021	0.5131	3.91	16.73	1.48	6.33	1.53 mg/L	
09/15/2021	0.4524	2.83	10.68	1.22	4.60		1.41mg/L
09/17/2021	0.596	3.97	19.73	1.36	6.76	1.29 mg/L	
09/22/2021	0.3821	5.52	17.59	1.45	4.62		
09/24/2021	0.3502	33.2	96.97	1.40	4.09	1.43 mg/L	
09/29/2021	0.3511	10.5	30.75	1.40	4.10		
Total	4.2358	73.81	247.38	12.68	49.12		
Average	0.4706	8.20	27.49	1.41	5.46		

August 2026 eDMR reports were submitted on 09/28/2026.
3rd Quarter samples were taken on 07/14/2026. These results were submitted on 10/06/2026.

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

Month	Putnam 55,000 gallons	Richmond 150,000 gallons	Covington 15,000 gallons
Jan-26	29379	100170	7961
Feb-26	23279	55986	11409
Mar-26	28516	90988	10886
Apr-26	27180	102021	12842
May-26	23047	79682	11708
June-26	20385	60247	9362
July-26	22243	61252	9455
Aug-26	21229	61220	9795
Sep-26	22798	49779	10036

I. WWTP PLANT AND EQUIPMENT MAINTENANCE

1. Guard on D.O./pH Meter
   The guard on the meter was replaced.000
2. Air Compressor Motor Failure
   The failed motor and a failed motor starter, was replaced with a spare being purchased due to the long wait time for a new motor. A smaller air compressor was assisting the #2 Air Compressor with the tow behind air compressor in case of emergency. The work was completed with the Representative.
3. Static Mixer Failure
   This was in the Pre-Anoxic #2 Tank. This Mixer was ordered and now waiting for it to arrive to be replaced.
4. Motors greased
   All motors at the WWTP were greased
5. Maintenance Cleans Performed
   Sodium Hypochlorite maintenance cleans performed 1x/train/week
   Citric Acid maintenance cleans performed Train #3/1weeks
6. Fine Screen Room Rolling Door
   The Fine Screen Room Rolling Door was worked on, now waiting for electricians to finish this work.

II. PUMP STATION AND COLLECTION SYSTEM REPAIRS/INSPECTION

1. Brooklyn Street Pump Station
   #1 Pump, Blockage will need to clear. Running #2 Pump Running
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, #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

The monthly meeting of the Municipal Authority of the Borough of Mansfield was held on Wednesday, September 9, 2026, in the Council Room of the Municipal Building, Mansfield, Pennsylvania with the following people present:

Chad Rupar, Chairman
Vaughn Hoyt, Vice-Chairman
Barbara Carleton, Treasurer
Karen Farrer, Secretary

Casandra Cowles, Borough Manager
Terra Koernig, Solicitor
Steve Sargent, Lead Water Operator

Absent: Jennifer Pellett, Assistant Secretary-Treasurer, Jackie Kurzejewski, Administrative Assistant/Secretary-Treasurer

Visitors: no visitors.

Rupar called the meeting to order at 4:30 PM.
Rupar called for recognition of visitors: There were no visitors.

The minutes of the regular meeting held on August 12, 2026, Treasurer's Report, and Bills Paid were reviewed. Hoyt made a motion to approve the Minutes, Treasurer's Report, and Bills Paid. Carleton seconded the motion, and it was approved.

Water Operators Report: Farrer made a motion to approve the Water Operators Report. Hoyt seconded the motion and it was approved

Managers' Report: Carleton made a motion to approve the Manager's Report. Hoyt seconded the motion and it was approved.

Old Business: no old business

New Business:
A. The Authority received an invoice from Hunt Engineers for the engineering portion of the South Main Street project in the amount of $22,557.03. Hoyt moved to approve payment of the invoice. Carleton seconded the motion, and the motion carried.

B. J.H. Williams submitted an audit engagement for the 2026 audit in the amount of $7,900. Hoyt moved to approve the audit engagement. Farrer seconded the motion, and the motion carried.

Rupar called the board into executive session to discuss contractual matters at 4:38 PM. Regular session reconvened at 5:37 PM.

Correspondence: There was no correspondence.

Farrer motioned to adjourn the meeting at 5:38 PM.

Respectfully Submitted.

Karren Farrer
Secretary

BOROUGH MANAGER'S REPORT
September 2026

A. Local Share Account (LSA) (Information)
The Mansfield Borough Police Department was successful in receiving an LSA grant award.

B. Swimming Pool Feasibility Study Grant with DCNR (Information)
We had our first meeting on this. It was attended by Julie, Tim and I along with a group of engineers from Hunt. We had a short discussion and then did a walk through of the pool facilities,

C. Board and Commissions (Information)
We are still seeking an alternate member for the Zoning Hearing Board (ZHB).

D. DEP Growing Greener Grant (Information)
We are currently waiting for our final payment. Once the payment is received, we will pay our remaining invoices, and the Grant will be completely closed out.

E. PennVEST Loan/Grant – Sewer Upgrades/Repairs (Information)
This information has been forwarded to Larson Design Group to begin exploring potential funding opportunities.

F. Main Street Matters Program Grant (Information)
Melissa is still waiting on proposals from Landscape Engineers.

G. CCA Street Dedication (Information)
I am waiting for Solicitor Loomis to get us the paperwork needed to move forward with this.

H. Permits (Information)
There were three zoning permits issued.

I. Greater Mansfield Comprehensive Plan (Information)
We should receive notification in the spring.

J. Public Works Update (Information)
The Streets Department has been working on getting the equipment ready for winter. They have begun leaf pick-up and with assistance from the sewer department is currently working on ditching a few areas that are not allowing water to run into the storm drains.

The Sewer Department has completed brush grinding and continues to participate in Sewer Committee meetings, providing valuable input on equipment and infrastructure repairs and replacements needed at the Wastewater Treatment Plant. They have also assisted the Public Works Department with ditching projects. Additional details regarding their work and accomplishments can be found in the department's report.

The Water Department has been working on replacing some of the older water meters with the new-style meters. One of the water employees has been assisting public works with leaf collection.

All departments attended man basket training, some took the confined space training. The water employees attended a trenching training and we have four employees attending the LTAP winter maintenance training this week.

K. Walking Trail – Additional Signage (Information)
The signed paperwork was submitted to Hunt for them to proceed.

L. Approve Hiring Special Council (Action)
Included in your packet is an engagement letter for a solicitor for the intermunicipal agreement.

M. 2027 Budget Prep (Information)
The preliminary budget has been included in your packet for review. If there are any additional items you would like to see included or considered in the budget, please let me know as soon as possible so they can be reviewed and incorporated if appropriate. The budget will be placed on the November agenda for Council's consideration and approval to advertise.

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Finance Committee Meeting
October 7, 2026
1:00 PM, Council Meeting Room

Members in Attendance

- Rob Fitzgerald
- Bob Strohecker
- Cassie Cowles

Discussion Items

2027 Budget Prep

The majority of the meeting was spent reviewing the draft 2027 budget.

Adjournment

The meeting concluded at 2:00 pm

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

Members in Attendance

- Kelvin Morgan
- Bob Strohecker
- Rob Fitzgerald
- Cassie Cowles
- Julie Thorpe

Discussion Items

1. Ford F350
Julie provided the board with an update on the F350 and the repairs needed to it. The committee then discussed whether to spend the money to repair it or to try to find a replacement on Municibid.

2. Equipment Repairs
Julie updated on the Vac-truck and that it needs sent to A&H for some repairs and maintenance. The committee agreed that it needs to be done and asked her to get it scheduled.

3. Other Work
There were a couple of other items that were discussed such as the weed whacking at Laurel Health and tree trimming.

Adjournment
The meeting concluded at 3:20 PM.

Public Safety Committee Meeting
October 7, 2026
8:10 am, Council Meeting Room

Members in Attendance

- Will Schlosser
- Karri Verno
- Nichole Book
- Mayor Kathy
- Chief Kotch
- Cassie Cowles

Visitor: Mr. Lynch

Discussion Items

1. Elementary School Drop Off

Mr. Lynch who neighbors the Catholic Church Parking lot attended the meeting to let the committee know about some concerns he has during drop off and pick up for school. The board agreed they would look into this and try to find a resolution.

2. Training/Safety

Cassie updated on the training that the staff just received and the upcoming training that has been scheduled. There was also discussion regarding placing signs and cones in work areas along with the appropriate safety gear.

3. K9 Dog

The committee discussed the revised K9 policy that was submitted.

4. Police

There was discussion on staffing of the police department

5. New Covenant Academy

There was discussion on having a school zone at NCA.

Adjournment

The meeting concluded at 8:50 AM