

**MANSFIELD BOROUGH COUNCIL**  
**June 10, 2026**  
**MEETING AGENDA**

**REGULAR MEETING:**

1. Call to Order
2. Pledge of Allegiance
3. Recognition of Visitors
4. Approval of May 13, 2026, Minutes
5. Approval of May 27, 2026, Administrative Meeting Minutes
6. Treasurer's Report for May
7. Review and Approval of Bills – May
8. Mayor's Report
9. Police Report
10. Deputy Codes Officer Report
11. WWTP Report
12. MMA Minutes
13. Borough Manager's Report
14. Standing Committee Reports:
  - A. Finance Committee
  - B. Public Works Committee
  - C. Personnel Committee
  - D. Safety Committee
15. Old Business:
  - A. Zoning Amendment Ordinance
16. Executive Session
17. New Business
  - A. Hire Public Works Employee
18. Correspondences
19. Adjournment

## BOROUGH OF MANSFIELD

May 13, 2026

The regular meeting of the Mansfield Borough Council was held on Wednesday, May 13, 2026, in the Council Room of the Municipal Building, Mansfield, Pennsylvania with the following people present:

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

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

Absent: No absentees

Visitors: Cheryl Clarke; Wellsboro Gazette, Josh Jones; Decristo Inc., Canton, PA, Sherri Turner-Shults; Court Appointed Special Advocates (CASA), Canton, PA, Susan Coole; Thrive, Matthew Simpson; Real Disposal Services, Dave Alexyn; Real Disposal Services, K Irene Morgan; BOOM

Residents/Business Owners/Employees: Dina Henninger; Mansfield, PA, Karen Farrer; Mansfield, PA, Steve McClosky; Mansfield, PA, [Joshua McLaren, Jeremy Loveland, Kirk MacCurren, George Jenkins, Andrew Tom, Jason Reed]; Christ Church of Mansfield

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: Sherri Turner-Shults gave a presentation for Council and attendees about the program, Court Appointed Special Advocates (CASA). She explained that she is a recruiter for CASA to screen and train volunteers to be matched with children in the foster care system to be their support during visits and court hearings. Right now, Tioga County has eighty-five children in the foster care system with one volunteer from Mansfield and five total volunteers in the county. They are looking for more volunteers with the requirements that they cannot be an active foster parent, must be twenty-one years of age, have all their clearances, will go through an interview process, and would then be appointed by a judge. Once assigned to a specific child, you will be, on average, spending 10-15 hours per month getting to know the child, fixed attendance at hearings, visiting their home setting, and collecting information. You will be visiting everyone involved in the child's life at least once to help get a second view to work with their case worker. Volunteers will be asked to stay with their assigned case for normally up to 18 months with the end goal being to find a permanent

## **BOROUGH OF MANSFIELD**

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placement for each child. She provided the Borough with an information sheet to get the word out and hopes to hear soon from volunteers.

Susan Coole provided an update to the council for Thrive and their Phase 3 Community Impact Value Statement. They will be hosting two events for the community to come and give their ideas and feedback on the future of Mansfield. The first event will take place May 20, 2026, at both Night and Day Café and Conspiracy Coffee Co from 4PM-5:30PM. The second event will be at the Mansfield Firehall May 28, 2026, from 6:30PM-8:00PM. The goal for Phase 3 is to take a look at the past 10 years of Mansfield events that brought the community together, compare to what is happening now, and look to what can be changed or added for the future.

Steve McClosky attended on behalf of the Mansfield History Center to discuss ideas they have for the walking trail. The Borough has money set aside specifically for the walking trail to help maintain, adding signage, and any upgrades that may be needed for its continued use. He presented to the Council the idea of creating a sub-trail called the "Walk of Honor" to recognize Mansfield citizens with an outstanding history. This would be in conjunction with 250 PA as well. He wants to nominate Jean Dewey for the first plaque placed on the trail for his many historical accomplishments. Jean's interment will be held June 8, 2026, at West Point and Steve wanted to suggest a special ceremony for the installment of his plaque to coincide with this date. The Council is in favor of this idea and look forward to seeing it come to fruition.

Joshua MacLaren of Christ Church of Mansfield is looking to get more involved in the community and joining events. The church is looking for a permanent location in Mansfield to better serve the community and allow for more involvement of their church and its members.

McEvoy moved to approve the April 8, 2026, Council meeting minutes. Fitzgerald seconded the motion and it was approved.

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

Fitzgerald made the motion to approve the bills paid reports for April for the following accounts: General Fund: \$185,086.98; Sewer Fund: \$79,630.23; Liquid Fuels Fund: \$49,167.65 and Payroll Fund: \$95,270.88 and to draw vouchers for unpaid bills. Book seconded the motion, and it passed.

### Mayor's Report

The Mayor's Report was included in the packet.

### Police Report

Chief Stager let Council know that the equipment had been removed from the police cruiser and is ready to be posted for sale. The new Tahoe has also received the decals as well as having the full equipment installed. Schlosser made a motion to approve the Police Report. McEvoy seconded the motion and it was approved.

### Deputy Codes Report

the Codes Officer Report was included in the packet.

### WWTP Report

McEvoy made a motion to approve the WWTP Report. Fitzgerald seconded the motion and it was approved.

### MMA Minutes

The MMA Minutes were included in the packet.

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## Borough Manager's Report

The Manager's Report was included in the packet.

## Standing Committee Reports:

- A. Finance Committee: Strohecker noted the main topic at the Finance Committee meeting was the changes for pool rates. Family passes will be sold for a limited time at \$150.00 per pass until the designated end date. After that date bracelets containing ten tabs used as a per person entrance will be available the remainder of the pool season. The Helen Lutes subsidy passes do not have a record of daily usage and the plan is to start keeping record of who is using their passes and which members attended daily. Because we have not heard about funding from the Helen Lutes Fund the Borough will still be providing the passes with a discounted rate of \$75.00 per pass. The pass holders must live within the Borough and provide proof of this. They discussed the bracelet color so it is distinguished from other locations that may be utilizing the same passes and a need for better record of attendance is needed daily on both the general family passes as well as subsidy.
- B. Public Works Committee: A brief overview of the meeting included Borough workers are actively in the process of obtaining their pesticide licenses, the pool is being prepped for opening day, ditch clean outs are being scheduled, and Extension Street repairs were discussed. James Bogaczyk updated his progress in the codes department with mention of residents cleaning up their yards and fixing issues in a timely manner. There was discussion about the need for a new Public Works employee and how they wish to proceed with advertising and job requirements.
- C. Personnel Committee: Verno let Council know that evaluations are being completed and they are looking to continue the next round in a timelier manner. They reviewed the Public Works job description.
- D. Safety Committee: Schlosser discussed the main topic of the meeting, which was discussions on keeping employees out of workers' compensation with updates in safety protocol. K9 unit details were discussed along with safety concerns both internally and with the public. They are doing some research on information for Business Codes Enforcement that relate to fires, nuisance issues, and inspections. They wondered if Labor and Industry would be a good route to approach.

## Old Business:

- A. Open/Award Aggregate Bids: Cross Excavation offered 2B stone at \$17.05 per ton, 3B stone at \$17.05 per ton, and R3 stone at \$18.55 per ton. There was no bid for top soil. DeCristo Inc. offered 2B stone at \$28.50 per ton, 3B stone at \$23.50 per ton, and R3 stone at \$27.00 per ton. Top soil would be \$8.50 per truck load. Schlosser made a motion accepting the offer and awarding the Aggregate Bid to Cross Excavation. Fitzgerald seconded the motion and it was approved.
- B. Approve Appointing Karen Farrer for the Authority Board: McEvoy made a motion to approve Karen Farrer to the Authority Board. Schlosser seconded the motion and it was approved.

## New Business:

- A. CCA Street Dedication: Fitzgerald made a motion to proceed with The CCA Street Dedication. Schlosser seconded the motion and it was approved.
- B. Approve Fourth of July Parade: McEvoy made a motion to approve the Fourth of July Parade. Morgan seconded the motion and it was approved.

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- C. Approve Homecoming Parade: McEvoy made a motion to approve the Homecoming Parade. Fitzgerald seconded the motion and it was approved.
- D. Approve Hiring Lifeguards/Pool Manager/Swim Instructor: McEvoy made a motion to approve the lifeguards, pool manager and swim instructor as well as allowing Cassie to approve additional lifeguards as they apply until the number of required guards is met. The approved lifeguards are Kyli Hall, Molly Hall (Head Lifeguard), Iris Irwin, Ashyr Cummings, Layne Cummings, Nora Furry, Ransom Schultz, Colton Pellett, Maleah Slater, Sadie Plunkert, and Caroline Cummings. Tasha Newton will be the pool manager and Holly Bergeson will be the swimming instructor. Book seconded the motion and it was approved.
- E. Set Pool Rates: General family passes will be sold from May 14, 2026 – June 8, 2026, at \$150.00 per pass, payment plans can be set up if needed. Subsidy family passes will be sold at \$50.00 per pass. Daily entrance fee is \$3.00 per swimmer whether they are an adult or student. Non-swimmers will remain free to enter. The bracelets will be sold June 9, 2026, until the end of the pool season at \$30.00 per bracelet. Fitzgerald made a motion to approve the above rates. Book seconded the motion and it was approved.
- F. Real Disposal Temporary Fuel Surcharge of \$0.10 per Sticker: Due to gas price increases there was cause for a 10% rate increase to help offset the price of fueling Real Disposals trucks. This temporary increase will be under a 3-month review to see if the prices have gone down and stickers prices can return to their current price. The increase was based off of book pricing. Real Disposal can provide notices for the locations that stickers are sold to explain the reasoning for the increase. This price change will not occur until a new order of sticker sheets takes place. McEvoy made a motion to approve the Temporary Garbage Sticker increase. Morgan seconded the motion and it was approved.
- G. Christ Church Zoning Amendment: Fitzgerald spoke about his concerns of putting future Council members in a position where they will have to follow any zoning changes made by the amendment. It was explained this would be a special/conditional exception that would not change for all zoning inquiries in the future. Joshua MacLaren also voiced that the Church is willing to do the PILOT Program. McEvoy made a motion to approve the Christ Church Zoning Amendment. Schlosser seconded the motion and it was approved.
- H. Approve Truck Purchase: The Truck being purchased would be an F600 that is slightly larger than the current F550. This truck will not need to be reloaded as often for salting as it is larger in size. The pricing includes the Truck as well as the addition of a stainless-steel box. McEvoy made a motion to approve the purchase of the new truck. Fitzgerald seconded the motion and it was approved.
- I. Approve Advertising for the Public Works Position: McEvoy questioned how we can guarantee the new employee will obtain their required CDL. Kurtis said the plan is that they have a 90-day probation period to confirm they will be a good fit for the position, they will then be required to get their permit. After the permit is obtained, they have 6 months to get their CDL license. Schlosser suggested the following statement be added: "This is the responsibility of the successful candidate in coordination with the Borough. Failure to complete this will result in termination of employment." McEvoy asked what the plan would be if they quit before everything is completed. The cost would be \$5,500.00 for the CDL license plus their salary. They plan to address that further at the next committee meeting. McEvoy asked to change the advertising notice to say preference will be CDL in hand but will be required to obtain after hiring. Schlosser suggested adding that the preferred

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qualification is a CDL Class A license. Class B is accepted but must be upgraded to Class A. McEvoy made a motion to approve the additional wording to the Public Works Position Advertisement and to begin advertising the position. Morgan seconded the motion and it was approved.

Strohecker called the board into executive session for legal and personnel matters at 7:09 pm. Regular session of council reconvened at 7:18 pm.

Correspondences: 2025 Tree City Recognition

There being no further business. Schlosser made a motion to adjourn the meeting at 7:18 pm.

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Jackie L. Kurzejewski  
Secretary-Treasurer

## BOROUGH OF MANSFIELD

May 27, 2026

The Administrative meeting of the Mansfield Borough Council was held on Wednesday, May 27, 2026, in the Council Room of the Municipal Building, Mansfield, Pennsylvania, with the following people present:

Robert Fitzgerald  
Nichole Book  
William Schlosser  
Adrienne McEvoy  
Kelvin Morgan  
Karri Verno  
Casandra Cowles, Secretary-Treasurer  
Kurtis Tice, Superintendent  
Kathryn Barrett, Mayor

Absent: Robert Strohecker  
Zach Stager, Police Chief  
Jackie Kurzejewski, Secretary-Treasurer

Visitors: Melissa Underwood, Chamber  
Rachel Courtney, Tioga County Planning  
Mary House, Richmond Township (Via Teams)  
Christopher Chapman, DCED (Via Teams)

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

After the pledge, Fitzgerald called for recognition of visitors. There were no visitor comments.

- A. Schlosser motioned to approved hiring the following lifeguards with the same pay as last year. Morgan seconded the motion, and it was approved.  
Elaina Shaw, Ara Furry, Emmi Route, Addison Farrer, Claire Wheeler, Maryn McCarthy and Maddox Hartman.
- B. McEvoy motioned to approve vacation payout of 160 unused hours for Richard Correll. Schlosser seconded the motion, and it was approved.
- C. Rachel Courtney, Tioga County Planning Director, discussed the possibility of updating the Multi-Municipal Comprehensive Plan. She explained that a MAP Grant is available to cover 50% of the project cost, and that the Tioga County Commissioners have pledged to contribute 25% of the municipalities' required match.

The previous Multi-Municipal Comprehensive Plan included Mansfield Borough, Richmond Township, Covington Township, and Putnam Township. Should the municipalities decide to move forward with the project, a determination would need to be made regarding which municipality would serve as the lead applicant for the MAP Grant.

Ms. Courtney stated that she would contact Covington Township to determine their interest in hosting the next meeting. She then provided an update on current Tioga County Planning activities and initiatives.

There being no further business, upon a motion made by Schlosser, the meeting was adjourned at 6:51 PM.

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Casandra J. Cowles  
Borough Manager

**BOROUGH MANAGER'S REPORT**  
**May 2026 Administrative Meeting**

**A. Approve Hiring Additional Lifeguards (Action)**

I am requesting approval to hire the following lifeguards. This will bring our total staff to 18 lifeguards, which should provide sufficient coverage to operate the pool throughout the summer, including during sports schedules and vacation periods.

Elaina Shaw  
Ara Furry  
Emmi Route  
Addison Farrer  
Claire Wheeler  
Maryn McCarthy  
Maddox Hartman

**B. Approve Employee Vacation Payout (Action)**

Richard Correll is requesting a payout for his unused vacation time, totaling 160 hours. His anniversary date is June 5.

**C. Comprehensive Plan Discussion (Information/Possible Action)**

Rachel Courtney, Tioga County Planning Director will be attending the meeting to talk about a Comprehensive Plan Update, the newly established Trail Authority, 2027 PA Greenways & Trails Summit, and the Tioga River.

Richard M. Correll  
Lead WWTP Operator/Water Operator  
1102 Korb Rd  
Mansfield, PA 16933

Cassie Cowles  
Borough Manager  
14 South Main Street  
Mansfield, PA 16933

05/13/2026

Cassie,

I am writing this letter to you to formally notify you that I am requesting for the payout of 160 hours of Vacation Time, as allowed in the Collective Bargaining Agreement.

The reason for this payout request is due to the Borough's need for me to complete the job duties of the Lead Operator from 5/23/2025. This time was requested to be used, I received no formal approval on the time off request, and it was requested that I be here to ensure that the correct parts were being ordered and maintain the WWTP with the an adequate number of employees for proper and safe operations. This has resulted in trips having to be cancelled as some of the trips required earlier responses, with no response for this approval, this has led to my inability to be able to utilize the vacation time off that I requested earlier in the year.

Please feel free to contact me at any time for any other questions or comments that you may have concerned with this request.

Sincerely,



Richard M. Correll

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

Date	Num	Name	Memo	Amount
<b>100.000 - General Fund Checking Account</b>				
05/01/2026	13867	UNITED FIRE EQUIPMENT	SERVICE FIRE EXTINGUISHERS	-475.00
05/01/2026	13868	GANNON	INSURANCE - INSTALLMENT 3 MANSBOR	-5,905.71
05/01/2026	13869	MMA	BOROUGH OFFICE/POOL W/S	150.00
05/01/2026	13870	LOOMIS / KOERNIG	MAR 2026 PERSONNEL MATTERS	1,373.75
05/01/2026	13871	C ENGLAND	APRIL OUTSIDE WINDOW CLEANING	-53.00
05/01/2026	13872	MITCHELLS AUTO	SUPPLIES/TOOLS/REPAIRS	-434.21
05/01/2026	13873	VESTAL ASPHALT, INC	COLD PATCH	-1,223.50
05/01/2026	13874	MANSFIELD EMBROIDERY	CLOTHING-CASSIE	-92.68
05/06/2026	13875	PAYROLL	PAYROLL 04/18-05/01 PD 05/08/26	-22,106.59
05/08/2026	13876	ZACH STAGER	MEDICAL REIMB	-916.20
05/08/2026	13877	THORPE, JULIE	MEDICAL REIMB/CLOTHING ALLOWANCE	-1,718.00
05/08/2026	13878	CARDMEMBER SERVICES	SUPPLIES, TOOLS, REPAIRS	4,810.11
05/08/2026	13879	ULINE	POOL CHEMICALS	-199.53
05/08/2026	13880	BUTTERS CARWASH	APR CARWASH	-121.50
05/08/2026	13881	SUNOCO - WEX	APR FUEL	2,111.75
05/08/2026	13882	QUILL	OFFICE SUPPLIES ACCT 679580	-142.96
05/08/2026	13883	PENNSYLVANIA ONE CALL	MONTHLY ACTIVITY FEE FOR MNF	-61.86
05/08/2026	13884	GINN & VICKERY	ZONING HEARING, 11/3/25	-186.20
05/08/2026	13885	GANNON	INSURANCE - INSTALLMENT 5 MANSBOR	-5,905.71
05/08/2026	13886	MOOSE'S ENTERPRISES	2021 CHEVY TAHOE GRAPHICS	-2,120.00
05/08/2026	13887	DUUC LLC	TELEPHONE	328.15
05/08/2026	13888	VERIZON WIRELESS	POLICE CELL PHONES	224.97
05/08/2026	13889	NAPA	SAFETY GLASSES	-12.74
05/08/2026	HRA050	HIGHMARK SPENDING ACCOUNT	HRA REIMBURSEMENT	5,434.84
05/11/2026	13890	PENTELEDA	MAR MODEM RENTAL	-100.20
05/12/2026	HRA050	HIGHMARK SPENDING ACCOUNT	HRA REIMBURSEMENT	-845.54
05/15/2026	13891	PARTNERS IN PROGRESS	APR 2026 JANITORIAL SVC	-630.00
05/15/2026	13892	AT&T MOBILITY	VOID FIRST NET SERVICE	0.00
05/15/2026	13893	C ENGLAND	MAY OUTSIDE WINDOW CLEANING	-53.00
05/15/2026	13894	COWLES, CASANDRA	MEDICAL REIMB	-529.07
05/15/2026	13895	JACKIE KURZEJEWSKI	COPAY/PRESCRIPTION REIMB	50.00
05/15/2026	13896	CINTAS	FIRST AID SUPPLIES	80.62
05/15/2026	13897	OTIS ELEVATOR CO	ELEVATOR MAINT SVC FUEL SURCHARGE	-175.00
05/15/2026	13898	PENELEC	ELECTRIC	-1,034.54
05/15/2026	13899	AMTRUST NORTH AMERICA	WORKERS COMP	-4,176.49
05/15/2026	13900	NUESYNERGY, INC	HRA APR 2026 ADMIN FEES	-45.00
05/15/2026	13901	BLOSSBURG BEVERAGE CO	WWTP 5GAL JUGSAWATER DEPOSIT	46.00
05/15/2026	13902	SPAY NEUTER SAVE NETWORK	5/8/2026 TNR	-560.00
05/15/2026	13903	HOOVER HARDWARE	POOL REPAIRS	-207.00
05/19/2026	13904	PAYROLL	PAYROLL 05/02-05/15 PD 05/22/2026	-22,136.19
05/19/2026	2C260519	MEIT	POLICE LIFE INSURANCE JUNE 2026	138.00
05/21/2026	13905	MMA	BOROUGH OFFICE/POOL W/S	-441.00
05/27/2026	13906	ZACH STAGER	MEDICAL REIMB	-427.58
05/27/2026	13907	COURTNEY'S GARAGE	LEAF TRUCK REPAIRS/INSPECTION	-6,345.11
05/27/2026	13908	A J'S OUTDOOR POWER EQUIP	KUBOTA ZERO TURN	13,166.65
05/27/2026	13909	MANSFIELD LIBRARY	QTR 2 2026 CONTRIBUTION	-5,250.00
05/27/2026	13910	BLAISE ALEXANDER	POLICE TAHOE CUST#39312	-996.91
05/27/2026	13911	QUILL	OFFICE SUPPLIES ACCT 679580	-394.42
05/27/2026	13912	CHEM20 LLC	POOL CHEMICALS	-3,435.30
05/27/2026	13913	REAL DISPOSAL	300 GARBAGE STICKERS-TEMP RATE IN	-1,034.55
05/27/2026	13914	NORTH CENTRAL SIGHT SERV	SHREDDING	-100.00
05/27/2026	13915	MARCO	COP FR MONTHLY AGREEMENT	-47.60
05/27/2026	13916	TIOGA PUBLISHING	LIFE GUARD/AGGREGATE BIDS AD ACCT	-345.36
05/27/2026	13917	UGI	GAS	-487.72
05/27/2026	13918	HIGHMARK BLUE SHIELD	JUNE 26 HEALTH INSURANCE	-20,424.84
05/27/2026	13919	GRAINGER	POOL TUBING	89.32
05/27/2026	13920	TRI-STATE CARBONATION	POOL CO2 RENTAL	-636.00
05/27/2026	13921	911 RAPID RESPONSE LLC	TAHOE BRACKETS	-340.00
05/27/2026	13922	LONG COMMUNICATIONS	POLICE - TAHOE UPDATES	-474.00
05/27/2026	13923	USA BLUEBOOK	POOL STENNER TUBE/ADAPTER	-373.95
05/27/2026	13924	MITCHELLS AUTO	SUPPLIES/TOOLS/REPAIRS	-5,831.94
05/27/2026	13925	FIRST CITIZENS BANK	REFUND ON R E TAX ADJUST	54.20
05/27/2026	13926	FIRST CITIZENS BANK	REFUND ON R E TAX ADJUST	-640.26
Total 100.000 - General Fund Checking Account				-148,288.33
<b>101.00 - CHECKING - NW</b>				

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

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Date	Num	Name	Memo	Amount
Total 101 00	CHECKING - NW			
TOTAL				<u>-148,288.33</u>

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

Date	Num	Name	Memo	Amount
<b>100.00 - Sewer Fund Checking Account</b>				
05/01/2026	9818	TIOGA PUBLISHING	WWTP & PROPOSAL WASTE AD	-504.08
05/01/2026	9819	UNITED FIRE EQUIPMENT	FIRE EXTINGUISHER SERVICE	-60.00
05/01/2026	9820	MMA	WWTP APRIL W/S 10146500	-16.50
05/01/2026	9821	MITCHELLS	WWTP SUPPLIES	-258.34
05/01/2026	9822	REAL DISPOSAL, LLC	SLUDGE REMOVAL ACCT801504	-1,491.29
05/01/2026	9823	PENTELEDATA	MAR INTERNET	-20.44
05/01/2026	9824	GANNON	MAR LIABILITY INSURANCE S1381317	-2,653.29
05/06/2026	9825	PAYROLL	PAYROLL 04/18-05/01 PD 05/05/26	-8,920.74
05/11/2026	9826	CARD MEMBER SVC.	SHIPLIFTS/TOOL S/REPAIRS	.712.39
05/11/2026	9827	PA ONE CALL	MONTHLY ACTIVITY FEE MFD	-38.00
05/11/2026	9828	GANNON	MAR LIABILITY INSURANCE S1381317	-2,653.29
05/11/2026	9829	D3UC, LLC	TELEPHONE INV#6007	-32.82
05/11/2026	9830	FRONTIER	TELEPHONE ALARM CALL BOX	-262.32
05/11/2026	9831	STEPHENSON EQUIPMENT I.	JCB BOOM TEC 5KG	-192.51
05/11/2026	9832	COMPU-GEN TECHNOLOGIES	JETPACK AI SFF WORKSTATION	-1,662.99
05/11/2026	9833	UGI	GAS - WWTP	-862.85
05/15/2026	9834	KFYSTONE SCALE	VOID: SCALE CALIBRATION, CUST M	0.00
05/15/2026	9835	AT&T MOBILITY	VOID: CELL PHONE	0.00
05/15/2026	9836	CHEMSTREAM, INC.	CHEMICALS	-9,280.61
05/15/2026	9837	PENN WORKS PUBLIC	VOID: JUNE PENNWORKS PMT	0.00
05/15/2026	9838	GENERAL FUND	APR HEALTH INS	-6,681.37
05/15/2026	9839	AMERIHEALTH CASUALTY S.	Workers Comp	-751.76
05/15/2026	9840	NUESYNERGY, INC	HRA ADMIN FEES APR 2026	-13.50
05/15/2026	9841	C H REED INC	ROTARY SCREW COMPRESSOR	-1,234.90
05/15/2026	9842	REAL DISPOSAL LLC	SLUDGE REMOVAL ACCT801504	-3,521.21
05/18/2026	9843	SUBURBAN TESTING LABS	MONTHLY LAB FEES	-2,106.00
05/19/2026	9844	PAYROLL	PAYROLL 05/02-05/15 PD 05/22/26	-6,792.27
05/27/2026	9845	TYLER WOOD	MEDICAL REIMB/CLOTHING ALLOWA	-88.86
05/27/2026	9846	MMA	WWTP MAY W/S 10146500	-16.50
05/27/2026	9847	MITCHELLS	WWTP SUPPLIES	-1,837.37
05/27/2026	9848	ABMA MECHANICAL LLC	ELECT SVC REPLACEMENT WWTP	-3,175.00
05/27/2026	9849	SUBURBAN TESTING LABS	MONTHLY LAB FEES	-478.00
05/27/2026	9850	C H REED INC.	ROTARY SCREW COMPRESSOR	-3,942.08
05/27/2026	9851	UGI	GAS - WWTP	-533.54
05/27/2026	9852	CHEMSTREAM, INC.	CHEMICALS	-11,732.31
05/27/2026	9853	PENELEC	SEWER DEPT ELECTRIC	-11,560.06
05/27/2026	9854	WAYNE TOWNSHIP LANDFILL	GRINDER RENTAL 5/4-5/5 2026	-6,215.00
05/29/2026	9855	PENN WORKS PUBLIC	JUNE PENNWORKS PMT	-8,388.08
05/29/2026	9856	KEYSTONE SCALE	SCALE CALIBRATION, CUST MANSF1	-290.00
05/29/2026	9857	AT&T MOBILITY	CELL PHONE	-195.99
Total 100.00 - Sewer Fund Checking Account				-99,176.26
<b>101.00 - SF CHECKING - NW</b>				
Total 101.00 - SF CHECKING - NW				
<b>TOTAL</b>				<b>-99,176.26</b>

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

Date	Num	Name	Memo	Amount
<b>100.000 · LIQUID FUELS FUND CHECKING ACCT</b>				
05/01/2026	790	WATSON DIESEL INC	PW TRUCK UP FITTING VFN	-15 212 67
05/15/2026	791	PENELEC	ELECTRIC	-4 297 80
05/27/2026	792	PENELEC	ELECTRIC	-253 46
05/27/2026	793	LECCE ELECTRIC INC	TRAFFIC SIGNAL REPAIR	-1 101 48
Total 100.000 · LIQUID FUELS FUND CHECKING ACCT				-20,865 41
<b>101.00 · L F CHECKING - NW</b>				
Total 101.00 · L F CHECKING - NW				
<b>TOTAL</b>				<b>-20,865.41</b>

## Mayors Report

- 5-11-26 1:00-2:00 P.M. Special case Shoe Bank
- 5-12-26 7:30 A.M. Chamber
- 5-13-26 6:00 P.M. Council
- 5-14-26 5:00 P.M. Citizen of the Year dinner
- 5-16-26 7:30 A.M.-3:00 P.M. Mill Cove
- 5-17-26 4:00 P.M. 4th of July meeting
- 5-18-26 10:30 A.M. Thrive
- 5-20-26 4:00-6:00 P.M. Thrive
- 5-22-26 4:30 P.M. Mansfield Foundation
- 5-27-26 6:00 P.M. Admin. Council
- 5-28-26 4:30-8:30 P.M. Thrive "Taste of Mansfield"
- 5-29-26 9:00 A.M.-1:30 P.M. Special Olympics  
2:30-8:00 P.M. Final Friday
- 5-31-26 - 6-2-26 PSAB Conference

Mansfield Police Department  
 Monthly Council Report Addendum

Date: May 2026

	Monthly	Total
Miles Patrolled -----→	4,361	23,875
Vehicle Mileage Car 620-----→	3,315	27,525
Car 621-----→	861	65,453
Car 622-----→	185	63,235
Fuel-----→	452	2,334
Felony Arrest-----→	0	18
Misdemeanor Arrest-----→	20	89

ORI:  
Population:

**Monthly Statistics From: 5/1/2026 To: 5/31/2026**

<u>Crime Part 1 Citations:</u>	
Murder:	0
Rapes:	0
Robbery:	0
Assault:	0
Burglary:	0
Larceny:	0
Motor Vehicle Theft:	0
Arson:	0

<u>Total Part 1s/Offenses:</u>	
Total Part 1s/Offenses:	14
Forgery:	0
Fraud:	0
Embezzlement:	0
Stolen Property:	0
Vandalism:	0
Weapons:	0
Prostitution:	0
Sex Offenses:	0
Drugs:	7
Gambling:	0
Family Offenses:	1
DUI:	0
Liquor:	0
Drunkenness:	1
Disorderly:	4
Vagrancy:	0
All Other:	1

Total Calls for Service: 190

Total Cases: 5

Total Arrestees: 4

Total Suspects: 1

Total Victims: 10

DUI Arrests:

Traffic Citations: 78

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: 1/1/2026 To: 5/31/2026**

Total Part 13A Citations:	5
Murder:	0
Rapes:	0
Robbery:	0
Assault:	2
Burglary:	0
Larceny:	3
Motor Vehicle Theft:	0
Arson:	0

Total Part 13A Citations:	79
Forgery:	1
Fraud:	5
Embezzlement:	0
Stolen Property:	3
Vandalism:	0
Weapons:	0
Prostitution:	0
Sex Offenses:	0
Drugs:	35
Gambling:	0
Family Offenses:	2
DUI:	11
Liquor:	1
Drunkenness:	2
Disorderly:	11
Vagrancy:	0
All Other:	8

Total Calls for Service: 1053

Total Cases: 35

Total Arrestees: 36

Total Suspects: 1

Total Victims: 41

DUI Arrests: 5

Traffic Citations: 439

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

May 2026

Total number of properties monitored: 04/01/26 - 04/28/26	14
Number of borough drive through tours: 04/01/26 - 04/28/26	7
Number of attempts to contact residents/owner 04/01/26 - 04/28/26	16
Certified letters sent: 0 4/27/2026	1
Letters sent	0
Citations issued	0
Number of hearings with District Justice attended	0

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

**10 Garside St.** Car registered

**60 N. Main St.** New roof on barn.

**South Main Junkyard.** Clean up along fence.

**55 Decker St.** Building debris clean up.

**217 E. Main, 217 S. Main, 101 St. James, 165 S. Main, 70 E. Wellsboro, 110 Extension St.** All contacted about lawnmowing.

**201 E. Main.** Trailer has *not been* moved off sidewalk.

WWTP REPORT

May 2026

Dewatering Operations

The Belt Filter Press was ran 4 days for 26.25 hours to remove 19416 pounds of solids from the plant  
The Biosolids were sent to NTSWA.

OPERATION REPORT FOR MAY 2026

There were 18,986,141 gallons of sewage treated; this calculates to an average flow of 0.6125 MGD.

There were 2.95" of rain recorded.

Date Sampled	FLOW MGD	INF BOD mg/L	INF LBS/DAY	AVERAGE INF	EFF CBOD mg/L	EFF LBS/DAY	AVERAGE EFF	Removal Efficiency Percent Removal
				LBS MONTH			lbs MONTH	
				Permit Limit 2550 lbs/day			Permit limit 210 lbs/day	
05/05/2021	0.4976	188	780		<2	<8.30		
05/07/2021	0.536	183	818		<2	<8.94		
05/12/2021	0.5027	155	650		<2	<8.39		
05/14/2021	0.638	344	1830		5.8	<30.86		
05/19/2021	0.4191	158	552	770 lbs/day	<2	<6.99		
05/21/2021	0.4423	133	491		<2	<7.38	<12.17 lbs/day	98.4%
05/26/2021	0.9573	83.8	669	30.2%	<2	<15.97		
05/28/2021	0.6314	70.1	369	Average	<2	<10.53		
Total	4.6244	1314.9	6160		<19.8	<97.35		
Average	0.5781	163.4	770		<2.5	<12.17		

Phosphorus Data and Permit Limits May

Date Sampled	FLOW MGD	INF PHOS mg/L	INF LBS/DAY	EFF PHOS mg/L	EFF LBS/DAY	WEEKLY	MONTHLY
						AVERAGE	AVERAGE
						Permit limit 3.0	PERMIT LIMIT 2.0 mg/L
05/05/2021	0.4976	3	12.45	1.140	4.73		
05/07/2021	0.536	2.39	10.68	1.200	5.36	1.17 mg/l	
05/12/2021	0.5027	2.51	10.52	0.820	3.44		
05/14/2021	0.638	2.56	13.62	1.56	8.30	0.61 mg/L	
05/19/2021	0.4191	2.96	10.35	1.13	3.95		1.00 mg/l
05/21/2021	0.4423	2.61	9.63	1.34	4.94	0.75 mg/l	
05/26/2021	0.9573	1.34	10.70	0.63	5.03		
05/28/2021	0.6314	1.69	8.90	0.160	0.84	0.40 mg/L	
Total	4.6244	19.06	86.85	7.98	36.60		
Average	0.5781	2.38	10.86	1.00	4.57		

April 2026 eDMR reports were submitted on 05/08/2026.

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
Apr-26	27180	102021	12842
May-26	23047	79682	11708

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. Guard on D.O./pH Meter  
The guard on the meter fell off while in use. New order requested.
4. Air Compressor leak  
There was found to be an air leak on the #1 Air Compressor. It was found that the control lines that came with the Air Compressor originally have become brittle. A Quote was sent from the Representative.
5. Static Mixer Failure  
There was found to be a Static Mixer that failed. This was in the Pre-Anoxic #2 Tank. This Mixer was ordered and now waiting for it to arrive to be replaced.
6. Motors greased  
All motors at the WWTP were greased
7. Safety Flaps on Fine Screens  
The Safety Flaps on the Fine Screens were found to have failed. A quote was received from the Representative. Waiting on order for replacement.

II. PUMP STATION AND COLLECTION SYSTEM REPAIRS/INSPECTION

1. Brooklyn Street Pump Station  
#1 Pump, Blockage will need to clear. Running #2 Pump Running  
New meter base put on for Electrical, found to have pumps operating in different direction. Repaired in house.  
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

May 20, 2026

Page One

The monthly meeting of the Municipal Authority of the Borough of Mansfield was held on Wednesday, May 20, 2026, in the Council Room of the Municipal Building, Mansfield, Pennsylvania with the following people present:

Chad Rugar, Chairman  
Vaughn Hoyt, Vice-Chairman  
Barbara Carleton, Treasurer  
Jennifer Pellett, Assistant Secretary-Treasurer

Cassandra Cowles, Borough Manager  
Kurtis Tice, Superintendent  
Jackie Kurzejewski, Administrative Assistant/Secretary-Treasurer  
Terra Kocrnig, Solicitor  
Steve Sargent, Lead Water Operator

**Absent:** No absences

**Visitors:** No visitors

Rugar called the meeting to order at 10:00 PM.

Rugar called for recognition of visitors: There were no visitors.

The minutes of the regular meeting held on April 15, 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.

**Superintendents Report:** The report was included in the packet.

**Water Operators Report:** Steve reported that there have been ongoing issues with Well #1 and its controls. There has been loss of power with the back up generator so an entirely new control system was ordered to start fresh. The exact problem cannot be easily located. By replacing the entire control system, it will cover all possible issues causing the main problem, avoid added expenses of hiring a contractor and will prevent wasted time on trouble shooting each individual item. The VFD study on Well #2 indicated that they cannot safely run both wells at the same time on one VFD. This burns up the pumps and the study did not show a good median point to run them both on one VFD. The best-case scenario would be to run them both at 60:60 or 55:55 ratio simultaneously. They did not have any issues switching to back up generation during this process. The springs are running great, but the quality is slightly down meaning they may have to run Well #3 soon for the summer. Steve is currently looking for the Well #3 shutdown for the pass by requirement.

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

**MUNICIPAL AUTHORITY OF THE BOROUGH OF MANSFIELD**

May 20, 2026

Page Two

Rupar called the board into executive session to discuss legal and personnel matters at 10:19 AM. Regular session reconvened at 10:48 AM

**Old Business:** no old business

**New Business:**

**A. Approve Karen Farrer's Appointment:** Hoyt made a motion to approve the appointment of Karen Farrer to Secretary. Carleton seconded the motion, and it was approved.

**B. Approval of Municipal Authority Meeting Time:** Karen Farrer is not able to attend the usual meeting time of the third Wednesday of the month at 10AM. A later time on the third Wednesday did not work for other board members. It was discussed that a special meeting be held in June to accommodate Karen Farrer and further discussion of a more permanent time and day will be addressed. Hoyt made a motion to hold a special meeting June 24, 2026, at 4:30PM in place of the third Wednesday meeting at 10AM. Carleton seconded the motion and it was approved.

**C. Approval of Water Treatment Plant Door Replacement:** Carleton made a motion to approve hiring Ryan Lightner to replace the Water Treatment Plant doors. Hoyt seconded the motion, and it was approved.

**D. Approve MMA 2025 Audit Representation:** Pellett made a motion to approve J. H. Williams & Co., LLC for the MMA 2025 Audit Representation. Carleton seconded the motion and it was approved.

**Correspondence:** there was no correspondence.

Pellett motioned to adjourn the meeting at 10:50AM.

Respectfully Submitted,

Jackie Kurzejewski,  
Mansfield Borough Secretary/Treasurer

## **BOROUGH MANAGER'S REPORT**

### **June 2026**

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

We received notification that we were not awarded this funding. They stated that PennDOT received an overwhelming number of applications for this program, totaling over \$173 million in requests. Given the limited funding available, they could only fund a portion of the applications received.

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

No further information currently.

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

I am working with Hunt Engineers and DCNR on moving forward with the next steps in the feasibility study.

#### **D. Board and Commissions (Information)**

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

#### **E. DEP Growing Greener Grant (Information)**

Nothing further on this at this time.

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

Nothing further at this time.

#### **G. Main Street Matters Program Grant (Information)**

The Chamber was awarded the Main Street Matters Grant. Melissa and I have been working closely together to provide the requested information and documentation, and we are hopeful that the project will be moving forward soon.

#### **H. CCA Street Dedication (Information)**

I am waiting for Solicitor Loomis to get us the paperwork needed to move forward with this.

#### **I. Christ Church (Information)**

I sent a draft Ordinance to Solicitor Loomis for his review/corrections. I am waiting to hear back from him.

#### **J. Final Friday Market (Information)**

I hosted a “Borough Booth” at the Final Friday Market in May. Before the event, I asked Tyler Wood for ideas, and he suggested filling the bucket of the JCB with sand. We did just that and I hid dinosaur eggs and small bubble sticks in the sand for the children to discover. It was a huge hit—the kids absolutely loved it! I am hoping to continue having a Borough Booth at each Final Friday event, featuring different sensory activities for children to enjoy.

**K. PSAB Conference (Information)**

Kathy and I attended the PSAB Conference last week. It was a great opportunity to network with other Borough Managers and municipal officials from across the state. I took a lot of notes during the various educational sessions and discussions.

One topic that generated a lot of interest and discussion was the development and impact of data centers. The sessions we attended covered a wide range of subjects, including blight mitigation, land use planning, artificial intelligence education, fire service updates, junior councilperson programs, and employee management. The conference provided useful information and ideas. Thank you for allowing us to attend.