

**MUNICIPAL AUTHORITY OF THE BOROUGH OF MANSFIELD**

December 17, 2025

Page One

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

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

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

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

**Visitors:** No visitors

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

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

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

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

**Old Business:**

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

**B. CU Water Plant Old Business:**

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

**C. Board Member Term Expiration**

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Page Two

**New Business:**

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

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

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

**Correspondence:** There was no correspondence.

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

Respectfully Submitted,

A handwritten signature in cursive script that reads "Gerald Farrer".

Gerald Farrer, Secretary