

MUNICIPAL AUTHORITY OF THE BOROUGH OF MANSFIELD

November 19, 2025

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The monthly meeting of the Municipal Authority of the Borough of Mansfield was held on Wednesday, November 19, 2025, in the Council Room of the Municipal Building, Mansfield, Pennsylvania with the following people present:

Vaughn Hoyt, Chairman
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
Steve Sargent, Lead Water Operator

Absent: Kevin Green, Assistant Secretary-Treasurer

Visitors: Jason Collister - Costy's Energy Services, 2329 S Main St., Manfield, PA
Rob Fitzgerald – Borough Resident, 131 S Main St., Mansfield, PA

Hoyt called the meeting to order at 10:00 AM.

Hoyt called for recognition of visitors: Discussions with the visitors will be brought up in Old Business.

The minutes of the regular meeting held on October 15, 2025, were reviewed. Rupar made a motion to approve the minutes. Carleton seconded the motion, and it was approved.

The Treasurer's Report was reviewed. Rupar made a motion to approve the report. Farrer seconded the motion, and it was approved.

The Bills Paid Report was reviewed. Rupar made a motion to table the approval until the December meeting after a discussion could be had about certain payments. Carleton seconded the motion and the report was tabled.

Managers' Report: this was included in the packet. Farrer asked what the meeting with MU was to be about. Casandra explained it was a rescheduling of previous meetings that had conflicts and would be a follow-up on previous discussions. Farrer made a motion to approve the Manager's Report. Carleton seconded the motion and it was approved.

Operators Report: There was not a report in the packet. Steve did give an update, however, about the water plant valve replacement. We needed actuated valves and the wrong ones were installed. The company is looking to make it right, but there is no specific timing on when this will be amended. For now, Steve's solution has been to change the operating method with restricting the flow on the gate valve. This is reducing overtime with the workers, but he is concerned about the effect this will have on the valves long term until they can get replaced again. He said he has looked into a possible generator upgrade as well for the plant to help with

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power outages. Steve confirmed with the members that he can proceed with ordering the DEP approved paint for the tank sandblasting. Filter #2 has been cleaned and the anthracite was replaced, the meter upgrade process has started, and we currently are running on the spring water. Steve ended by mentioning looking into a VFD upgrade once all the other main projects are completed and it seems feasible to do. Rugar made a motion to approve the Operators Report. Carleton seconded the motion and it was approved.

Old Business:

A. Water Bill Reduction Request

The visitors were asked to address the members about their requests for bill reductions on recent high usage. Jason Collister, representing Costy's Energy Services, came to discuss what could be done about the bill from the large underground leak at their wash bay. They were using close to 17 Gallons of water per minute according to Steve. The valve was shut off at the time it was brought to their attention until it could be fixed. The Authority members discussed that the wash bay was not initially set up as an isolated line from their initial application for the new bathroom hook up. Rugar suggested that a new application be submitted to change their EDUs to accommodate the wash bay. Collister mentioned that they had applied a few years ago and there were issues coming to an agreement at the time. Rugar assured him that this time would be easier as we have a better understanding of the situation. Rugar made a motion to allow a one-time twenty-five percent reduction to their bill. Further discussion was agreed to be held in executive session.

Hoyt called the board into executive session to discuss legal and personnel matters at 10:43 AM.

Regular session reconvened at 10:58 AM.

After executive session Rugar made a motion to amend his one-time twenty-five percent reduction to a \$2,500 reduction of the last two bills. Farrer seconded the motion and it was approved.

Rob Fitzgerald attended the meeting in support of Mrs. Davis of 5 Townview Drive to discuss reoccurring high water usage. Mrs. Davis was unable to attend the meeting so Fitzgerald gave an overview of what she discussed with him. He was made aware that on three occasions Mrs. Davis was found to have used 40,000 Gallons+, all three were roughly the same consumption each time, we have given her two reductions already, and a plumber came to her home and found no issues. Steve and Kurtis explained that on multiple occasions they have gone to her home to try and explain what they believed the issue was and how to fix that issue. They believe it is a toilet in her basement that is shut off when not in use but is turned on when she has company over. Because of the consistent amount of usage they believe it gets used, something in the toilet gets stuck and then does not get shut off for a few days afterward consistently. She has come into the office and made us aware that she has replaced the shut off valve as well as the "guts" of the toilet. We also replaced her old meter with a new one at her request in August. In October 2021 her first reduction was given for 41,000 Gallon usage. The second reduction was in May 2025 for 40,000 Gallon usage that Rugar made a note was given just short of the 60-month period

stated in Resolution No. 2021-2. Because a formal request for a third reduction has not been provided at the time of the meeting, Terra suggested that we discuss payment plans or other suggestions on how to avoid this problem from further happening with Mrs. Davis.

New Business:

A. 2026 Budget: Rupar made a motion to table the budget discussion until December's meeting. Carleton seconded the motion, and it was approved.

B. St. James Street Final Payment: Rupar made a motion to approve the final payment. Carleton seconded the motion, and it was approved.

Correspondence: There was no correspondence.

Hoyt called the board into executive session to discuss legal and personnel matters at 11:12 AM. Regular session reconvened at 11:43 AM.

Farrer motioned to adjourn the meeting at 11:43 AM.

Respectfully Submitted,

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

Gerald Farrer, Secretary