

# MUNICIPAL AUTHORITY OF THE BOROUGH OF MANSFIELD

October 15, 2025

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The monthly meeting of the Municipal Authority of the Borough of Mansfield was held on Wednesday, October 15, 2025, in the Council Room of the Municipal Building, Mansfield, Pennsylvania with the following people present:

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

Casandra Cowles, Borough Manager  
Kurtis Tice, Superintendent  
Jackie Kurzejewski, Administrative Assistant/Secretary-Treasurer  
Terra Koernig, Solicitor (via phone)  
Steve Sargent, Lead Water Operator

**Absent:** Kevin Green, Assistant Secretary-Treasurer, Vaughn Hoyt, Chairman

**Visitors:** no visitors

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

The minutes of the regular meeting held on September 17, 2025, the Treasurer's Report and Bills Paid Report, were reviewed. Farrer made a motion to approve the minutes, Treasurer's Report, and Bills Paid Report. Carleton seconded the motion, and it was approved.

**Managers' Report:** this was included in the packet. Rugar asked how the SRBC Grant was going. Kurtis updated the board that items needed have been ordered. A meeting is estimated to be held in December to go over more details and what still needs to be done. Kurtis is hoping for a launch of the new system in Spring. 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. Steve updated the board on some items he had noted. The VFD pumps still need some work now that the clay valves have been removed. He is looking to regulate flow better by being able to open the valves more after the gallons per minute that flow through have been better mediated. This would reduce costs and increase the lifetime of the valves. He is working on finishing a quote for this specific job. He wanted to bring to attention that the operators have been working manually each night for shut down at the plant because there are no actuators installed with the valves, this will be included in the quote. District metering on four sites has been completed and they are working very well. The metering that was supposed to be at Mann Creek Heights has been placed at the tower to accommodate the low funds left from the grant while still being able to get data they need. In regard to the line relocation, DOT has concerns about changing the 6-inch line to an 8-inch. Steve explained this needs to be done because moving the line will make it our main line. They see this as an upgrade to the line and not a necessity, therefore they are okay with paying for the relocation but not the change in sizing.

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**Old Business:**

- A. After a discussion among the board about revisiting the fifty percent water bill reduction already granted to Lewis Brill at 3780 Lambs Creek Road, it was decided that a copy of the forgiveness policy will be sent to the customer with an explanation of what we have looked into and the suggestion that they consult with a professional to avoid future issues.

Rupar called the board into executive session to discuss legal and personnel matters at 10:14 AM. Regular session reconvened at 10:42 AM.

**New Business:**

- A. The request for a one-time water bill reduction for Costy's Energy Services at 2329 South Main Street was discussed among the board. Farrer made a motion to table the discussion until a meeting with Costy's Energy Services can be held. Carleton seconded the motion and it was approved.
- B. Farrer motioned to accept the Truck Quote for the 2025 Chevrolet Silverado 3500HD without the snowplow. Carleton seconded the motion and it was approved. Kurtis let the board know that this purchase is through CoStar with the plan to keep either the car or truck as a back up vehicle. Rupar suggested fixing the current work vehicles we have for rust, ripped seats, etc. to make them last as long as possible. Cassie is going to look into a discussion with council about splitting the costs of the car as it is being used as a multipurpose vehicle for all of the operators. This will include gas, insurance, and maintenance.

**Correspondence:** There was no correspondence.

Farrer motioned to adjourn the meeting at 10:57 AM.

Respectfully Submitted,



Gerald Farrer, Secretary