Laceyville Borough Council Meeting

Monday, February 6, 2024

342 Church St Laceyville, PA 18623

Meeting called to order at 7:02pm followed by the Pledge of Allegiance led by Council President Kristy Fassett.

Present: Kristy Fassett, Tari Trowbridge, Phillip Brewer, Lisa Mapes, Jaye Butler, Jaime Lopez, ShellyAnn Shotwell, and Warren Howler.

**Secretary Minutes** from the January 2, 2024, meeting were reviewed and approved, 1st Phillip Brewer, 2nd by ShellyAnn Shotwell, with no changes recommended.

**Treasurer’s Report**

1. Lisa will see if she can move all Borough cash accounts so they are reflected on the same financial reports. She will discuss with Hallock and Shannon and research within QuickBooks as well.
2. Lisa provided current balances of the Gas Lease Money Market and General Money Market accounts. Direction was given for Lisa to transfer from Gas Lease if need for general operating expenditures.
3. Phil will contact Wyoming County Commissioners regarding funds that are still available. These funds could be applied toward the expenses of the Donovan Park project that Laceyville Borough incurred in 2023. Lisa will provide invoices for Phil to present to Wyoming County Commissioners.
4. Motion to approve the Treasurer’s Report as presented made by Tari Trowbridge, 2nd Phillip Brewer.

**Community Events**

1. Easter Event. March 23, 2024 at 1:00pm at Donovan Park. Snow date will be March 30, 2024. Meat Hook will provide a food truck. ShellyAnn is working on eggs. Kristy will work on getting candy. ShellyAnn will solicit businesses for baskets and post on Facebook.
2. Lights on Poles-Main Street. Jaime and Phil will work on getting the Christmas lights off the poles along main streets.
3. The Eb’s Market store front windows will be painted for Valentine’s and also St. Patrick’s Day.

**Water**

1. Jaye reported the water samples are all coming back good.
2. The new sample requirements will be pushed back because the State of PA doesn’t have enough testing facilities.
3. Jaye is almost done with the Chapter 110 Report, which reports water usage for 2023.
4. There is still an issue with the water pressure and Jaye cannot find the problem.
5. Kristy reported that Solicitor will soon have the final ordinance amendment completed for the water increase in the March 2024 water bills.

**Streets**

1. Phil reported that the bulbs in the light poles on Main Street were changed to LED’s awhile ago. Phil asked Ashley McClain to change the bulbs as needed and then turn in to Borough for payment.
2. Trash Cans. Thor Trowbridge will remove the 2 garbage cans on Main Street. The one in front of the Antique Shop and the one with the broken door in front of the Fire Company Banquet Hall door, then slide a can down the sidewalk from the corner to replace it. Kenneth Mapes will continue emptying trash cans only through the end of February 2024. ShellyAnn and Tari will work on getting some local kids to begin the trash services beginning in March 2024 at the same rate of $50 per month.

**Mayor’s Report**

1. Setbacks. Kristy reported, on behalf of Jeff, about questions presented recently regarding setbacks. Currently Laceyville Borough does not have an ordinance that sates a certain distance for setbacks. Council can establish a setback if want to put it in a new ordinance. Discussed and decided not to establish setback in an ordinance at this time.

**Sewer**

1. Shutoffs. Kristy reviewed and signed the shut off notices presented from Sewer Authority. The notices will be placed on doors by 2/15/2024.

2. Received request from Laurie Sands to fill vacant seat from Sandy Lockwood with Russ Hodgson. Motion by ShellyAnn Shotwell to approve Russ Hodgson to fill vacant seat of Sewer Authority, 2nd by Jaime Lopez.

**Parks**

1. Donovan Park is now closed until Spring.
2. Kristy will put a Park Use Form on the Laceyville Borough website for people to use.

**Correspondence**

1. Lisa presented the Hallock & Shannon Engagement Letter for the 2023 Audit. Lisa and Kristy signed the engagement and Lisa will return it to Hallock & Shannon. Lisa will also get the 2023 information together and drop off at Hallock and Shannon for completion of the 2023 Audit.

**New Business**

1. Kristy discussed the New Council Member Training that is offered by PSAB. It is a 2 day course that discusses council member responsibilities. There are remote dates available for training.

2. Change in Office hours for March 2024. Lisa will work Monday, March 25 4:30-7:00pm instead of Wednesday, March 27.

3. Kristy discussed purchase of a Tracfone for Secretary/Treasurer. The expense would be around $150 with the data and does not include a monthly cost. Tari stated that Kristy should proceed with the purchase.

**Old Business**

1. Kristy reported that she has obtained more information needed for Blue Ridge, but need more information from Verizon, before proceeding with transfer of phone services from Verizon to Blue Ridge.

Motion to Adjourn at pm 7:50pm was made by Phillip Brewer, 2nd by Jaime Lopez.

Next meeting, Tuesday, March 5, 2024, at the Borough office, 342 Church Street Laceyville, PA 18623.

Minutes recorded by Secretary, Lisa Mapes