Laceyville Borough Council Meeting

Tuesday, November 7, 2023

342 Church St Laceyville, PA 18623

Meeting called to order at 7:07pm followed by the Pledge of Allegiance led by Council President Kristy Fassett.

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

**Secretary Minutes** from the October 3, 2023, meeting were reviewed and approved, 1st Jaime Lopez, 2nd Tari Trowbridge, with no changes recommended.

**Treasurer’s Report**

1. Motion by Tari Trowbridge to discontinue the monthly transfer from Gas Royalty Account to Paving Loan Account until further notice, 2nd by Jaime Lopez.
2. Motion to approve the Treasurer’s Report as presented made by Jaime Lopez, 2nd Tari Trowbridge.

**Community Events**

1. Halloween Event. ShellyAnn reported that everything went well for the event that occurred on, October 28, 2023. The DJ Services that were provided were appreciated. Philip Brewer provided feedback from a resident that wondered why there is both trunk-or-treat and trick-or-treat in the Borough. ShellyAnn stated the way it is done includes everyone and residents do not have to participate in either, or neither.
2. Witches Tea Event. ShellyAnn reported that the event did not happen on October 22, 2023, as was intended, but she hopes that the event can occur next year.
3. Christmas Event. Scheduled for, December 2, 2023, 2:00pm-7:00pm. Parade lineup will start around 5:00pm. Santa will start visiting at 5:30. If firemen cannot take trucks out of the bays, Santa will be in Eb’s with the vendors. Music will be provided in Firehall bay and also in Eb’s Market building. Kristy will call Crawfords for portable toilets.

**Streets**

1. ShellyAnn is cleaning the snowflake flags to be put up on main street.
2. ShellyAnn will see if a sign can be placed over the Meat Hook sign located along Route6 near exit to Laceyville. The date on sign will be “1st Saturday in December” so it can be used again. ShellyAnn will send sign design for Council review.
3. David Brown (DR Brown’s Hauling) completed the parking lot behind firehall. Jeff will get a group of people and complete the line painting, including the fire lane.
4. There is a street sign that has fallen in front of the post office, it has been laid down in front of the building.
5. Brush has been trimmed on main street and the curbs are cleaned up. Still need to get storm drains cleaned when leaves are all down.
6. Garbage in Town. Need to start putting bags in cans along main street. New cans need to be ordered. Discussed having someone empty the 8 cans along main street and check cans at the park until park is closed for winter. The bags should be placed in a dumpster. Lisa will contact Dependable about getting a dumpster. Motion by ShellyAnn Shotwell to temporarily hire, Kenneth Mapes, to empty garbage cans along main street and at Donovan Park for rate of $50/month, 2nd by Jaime Lopez.
7. Snow Bids for 2023-2024. There was only one snow bid received, which was from DR Brown’s Hauling. Cost of snow maintenance presented in bid: $100 for plowing, $130/ton for cinders and $110/ton for salt. DR Brown’s Hauling currently has 5 trucks and 4 skidsteers with plows. The business also provided their insurance with the snow bid, as requested. Benefit of using DR Brown’s Hauling is they are local business and close to town for completing plowing services. Motion to accept snow bid from DR Brown’s Hauling for the 2023-2024 service period was made by Jaime Lopez, 2nd by ShellyAnn Shotwell.
8. Jaime Lopez reported that there is a light out on 2nd street. Tari will get the number on the pole, so Kristy can call it in to Penelec.
9. The sign fell off the rock at Donovan Park and the sign is now in the Laceyville Borough Office.
10. ShellyAnn will be placing a wreath at the memorial stone for Veterans Day.

**2024 Budgets**

1. Laceyville Borough Budget. Lisa will decrease the Ambulance from $7,000 to $3,000. And the difference of $4,000 will go to the Loan Repayment account.
2. Water Budget. Jaye stated there should be more allocated to testing and chemicals, as these costs are rising. Lisa will increase Water Testing from $2,000 to $4,000 and Water Chemicals from $3,500 to $5,000.

Tari Trowbridge made a motion to approve the proposed 2024 budgets for viewing with the changes that were recommended, 2nd by Jaime Lopez.

**Water**

1. Jaye is still looking into qualification to bring the lower well back on.
2. Water meters are being read and billing for November will go out within the week.
3. Jaye reported that the backflow letters that are being received are an individual responsibility at this time, it is not a responsibility of the Water Company.
4. There was discussion about increasing water rates. It was decided that water rates will be increased by 1/10 of a penny ($.001). For example: A customer with usage of 3,000 gallons/month would have an increase of approximately $6.00 more per billing cycle. This will bring additional revenue to Water Company of approximately $5,760. This additional revenue can be used to maintain the current system and the upgrade costs of the current system, when needed. Motion to increase water rates by 1/10 of a penny made by Jaime Lopez, 2nd by ShellyAnn Shotwell. Kristy will call the solicitor and start updating the ordinance. The changes will be effective with the March 2024 water billing.

**Mayor’s Report**

1. Jeff reported that the speed sign is up and running.
2. The pavilion roof project has not yet been completed at Donovan Park, but Jeff is hoping to get this done on the weekend of November 11, 2023.
3. Jeff agreed to do some work on the Laceyville Borough office steps and ramp, as Kristy reported these become slippery with icy weather.

**Sewer**

1. Lisa presented Kristy with the “shut off” list provided by the sewer company, which included 15 names. The list was signed by Kristy. Lisa will prepare letters with the date of November 15, 2023, which will allow Jaye to finish water meter readings before posting notices for sewer.

**Parks**

1. Motion by Jaime Lopez to have Lisa move $2,000 from Laceyville Borough Donation Account to Laceyville Borough General Checking Account to cover the costs of Donovan Park expenses, 2nd by Phillip Brewer.
2. Kristy is still checking with Wyoming County to see if there is available grant money that can be used towards Donovan Park expenses.

**Correspondence**

1. Lisa reported that Laceyville Borough received $100 on November 1 from PA Liquor Control Board.
2. Received a request to update information with P. Joseph Lehman Inc. Lisa will complete this and return it.
3. Lisa asked, Pam Morse at Gannon Associates, if Laceyville Borough has cyber insurance, and she received a response stating that Laceyville Borough does have this coverage.
4. Laceyville Borough received $476.47 for the County Aid-2023 Liquid Fuels Distribution (form MS399). Lisa applied for this to cover the cost of street lighting.
5. Received notice from PA Department of Transportation that the 2024 Liquid Fuels allocation will be $12,766.76. This will be received by March 1, 2024.
6. December 2023 Office Hours. The Office will be closed on Wednesday, December 13. Lisa will instead be working on Tuesday, December 12. The Office will be closed for the week of December 25-December 29.

**New Business**

 Nothing to Report

**Old Business**

1. Wiles Memorial. Jaime reported that Eric Kukuchka can provide a flat grave marker for $550. This will be like the monument that is already at the River Park. Jaime Lopez made a motion to get a monument as presented for the Wiles Memorial, 2nd by Phillip Brewer.
2. Kristy and Lisa have made some progress getting the phones converted from Verizon to Blue Ridge. However, this is still not completed.

Motion to Adjourn at 9:05pm made by Tari Trowbridge 2nd by Jaime Lopez.

Next meeting Tuesday, December 5, 2023, at the Borough office, 342 Church Street Laceyville, PA 18623

Minutes recorded by Secretary, Lisa Mapes