

Laceyville Borough Council Meeting  
Tuesday, January 6, 2026  
342 Church St Laceyville, PA 18623

Reorganizational Meeting called to order at 6:04pm.

Council Members Present: Kristy Fassett, Jeffrey Shotwell, Phillip Brewer, ShellyAnn Shotwell

Others: Lisa Mapes, Secretary/Treasurer, Jaye Buter, Water Operator

Public: Warrant Howler, Rocket Courier

## **2026 Reorganization Meeting**

Kristy Fassett swore in Jeffrey Shotwell as Mayor for another four-year term

Mayor, Jeffrey Shotwell swore in Phillip Brewer for another four-year council term

Phillip Brewer nominated Kristy Fassett for Council President. ShellyAnn Shotwell seconded and the motion carried

Nomination for Vice President was tabled for the regular Council Meeting.

### **Committee's**

Water – Kristy Fassett/?

Streets – Phil/ShellyAnn

Parks – ShellyAnn/?

### **Other**

Treasurer/Water Billing Specialist – Lisa Mapes

Secretary – Lisa Mapes

Open Records Officer – Lisa Mapes

Building/Yard Sale Permit Officer – Lisa Mapes

Tax Representative – Nichole Edkin

Auditors – Hallock & Shannon

Bradford Co TCC Rep – Kenneth Johnson

Volunteer Fire Co – Goodwill Fire Company

Ambulance Coverage – Meshoppen Ambulance

Financial Institution – Community Bank NA

Millage Rate – remains at 22.6

Meetings - remain on the first Tuesday of each month at 7:00pm

Office Hours/Days – Water Department Wednesdays, 4:30-7:00pm

Treasurer's Bond - \$500k

Solicitor – McCormick Law Firm

Mileage Rate - \$.725/mile

Secretary/Treasurer/Water Billing Specialist Pay Rate – Combined at \$1,125/month

Tax Collector Pay Rate – 5% of Collectibles

Meeting Pay Rate – \$40.00/Meeting

County Convention Pay Rate - \$50.00 + Mileage

Seminars/Training Pay Rate - \$40.00 + Mileage

Motion to Adjourn Reorganizational Meeting at 6:20pm made by Phillip Brewer, 2<sup>nd</sup> by ShellyAnn Shotwell

## **Regular Monthly Meeting**

Meeting called to order at 6:21pm followed by Pledge of Allegiance led by Council President, Kristy Fassett.

Council Members Present: Kristy Fassett, Jeffrey Shotwell, Phillip Brewer, Lisa Mapes

Others: Lisa Mapes, Secretary/Treasurer, Jaye Butler, Water Operator

Public: Warren Howler, Rocket Courier, Jaime Lopez

**Secretary Minutes** from the December 2, 2025 meeting were reviewed and approved, 1<sup>st</sup> Phillip Brewer, 2<sup>nd</sup> ShellyAnn Shotwell, with no changes recommended.

**Treasurer's report** was presented by Lisa Mapes, who had provided information for Council review prior to the meeting. Lisa noted that gas royalties received were \$6,457. Invoices for payment by water company are Larson Engineering \$1,160 and Vogel Water \$5,740.

Motion to approve the Treasurer's Report as presented made by Phillip Brewer, 2<sup>nd</sup> ShellyAnn Shotwell.

## **Water**

1. Boil Advisory was lifted on December 7, 2025. A robo-call went out, and a notice was posted at Laceyville Library. Council is still requesting water conservation with no unnecessary water use.
2. Larson Engineering will be providing proposals for new filtration systems.
3. Jaye Butler, Water Operator, provided an update on water items:
  - Water testing results are coming back very good. Uncertainty why DEP is still requiring certain chemicals/treatments.
  - Jaye has been blending the wells and it is working well. The wells are being blended manually, which requires him to complete the process several times each day. Jeff will contact DR Brown to run the wire so water can be blended automatically.
  - The water trailer was left to make sure water testing was good. Jaye will contact Vogel Farms by end of this week to come and pick up the water trailer.
4. Kristy reported that the water ordinance is ready for the rate increase of \$.005 + \$10 Capital Improvement Fee.
  - The new rate and fee will not be applied until the 1<sup>st</sup> reading in 2026. Lisa will put notice in with January 2026 invoices that increase will appear on March 2026 invoices.
  - Notice of the ordinance will be in the paper in January and will be put up for a vote at February 3, 2026, Council Meeting.
5. Kristy has found some grants for funding that will be available in February/March.

## **Streets**

1. Kristy will remind residents on the Council Facebook page to move vehicles for snow plowing and ensure sidewalks are shoveled.
2. Christmas items: Dave Brown will be contacted to take down the Christmas Lights. Phil will take care of the Christmas tree. A new extension cord will need to be purchased for the tree next year.
3. It was reported that some of the garbage cans were overflowing. Kristy will follow up with Duane Shrimp about this.

**Mayor's Report** - Nothing to Report

**Sewer Update** – Nothing to Report

## Community Events

1. ShellyAnn announced that Crystal Ruhf and Jeanne DeRemer will assist with community activities.
2. Easter March 28, 2026, at 1:00pm.
3. Block Party July 18, 2026. Event will be run by Laceyville Giving Back again this year.
4. Halloween Event October 31, 2026
5. Witches Tea Event – might hold this event on October 24, 2026
6. Christmas Event will be December 12, 2026

## Parks

1. The parks are closed for the season
2. Kristy reported that the new swings are at Borough Office and will need to be put up when the weather breaks.

## Correspondence

1. Hallock & Shannon services agreement for the 2025 Audit was received, signed, and returned.
2. Joseph P. Lehman Services agreement was received. All agreed to continue using services provided by Joseph P. Lehman for projects like bridge work, etc. The agreement will be completed, signed by Council President Kristy Fassett, and Lisa will return.
3. Larson Design Group agreement to provide engineering services for 2026-2027. All agreed to continue using services provided by Larson Design Group. The agreement will be signed by Council President, Kristy Fassett and Lisa will return.
4. McCormick Law Firm provided notice of increase in billing rates for 2026. Attorney time for professional services, \$130/hour and \$110/hour for Associates. Paralegal services \$75/hour.
5. The 2026 Ambulance Contract with Meshoppen Ambulance is \$4,000, same as last year. This was signed by Council and Lisa will return with payment.

## Old Business

1. Second Street Crack & Seal will now be completed when weather breaks
2. New Laptop was purchased; however the operating system is not compatible with QuickBooks. Kristy and Lisa will get the new laptop returned. Josh from Forcen Technologies will provide another option.

## New Business

1. Motion to approve signature of the annual resolution to appoint Hallock & Shannon as Independent Auditors made by Phillip Brewer, 2<sup>nd</sup> by ShellyAnn Shotwell.
2. Vacant Council Seat left by Jaime Lopez, because paperwork was not submitted to Wyoming County Board of Elections.

Motion was made to appoint Jaime Lopez to fill the vacant seat for a 2-year term expiring in 2030 made by Phillip Brewer, 2<sup>nd</sup> by ShellyAnn Shotwell.

Mayor Jeffrey Shotwell swore in Jaime Lopez for a 2-year Council term.

3. Phillip Brewer nominated Jaime Lopez for Council Vice President, ShellyAnn Shotwell seconded.
4. Jaime Lopez will fill the second committee position for Parks and Water.
5. Lawn Bids will go out for bid in March 2026.

Motion to Adjourn at 7:15pm was made by Phillip Brewer, 2<sup>nd</sup> by ShellyAnn Shotwell  
Next meeting Tuesday, February 3, 2026, at the Borough office, 342 Church Street Laceyville, PA 18623  
Minutes recorded by Secretary, Lisa Mapes