

Laceyville Borough Council Meeting  
Tuesday, October 7, 2025  
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

Council: Kristy Fassett, Tari Trowbridge, ShellyAnn Shotwell, Phillip Brewer, Jaime Lopez & Jeffrey Shotwell

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

Public: Warren Howler- Rocket Courier

**Secretary Minutes** from September 2, 2025, Council Meeting, were reviewed and approved, 1<sup>st</sup> ShellyAnn Shotwell, 2<sup>nd</sup> by Jaime Lopez, with no changes recommended.

### **Treasurer's Report**

1. Lisa provided a summary of all bank accounts through September 30, 2025, and financial reports.
2. Lisa made recommendations for transfer of funds.

-Motion to approve transfer of \$25,000 from Gas Lease to Water Company, for payment of Larson Design Group invoice \$8,276.50 and Berger Septic \$16,800, made by Jaime Lopez, 2<sup>nd</sup> by Phillip Brewer.

-Motion to transfer \$2,500 from Donation Account to Borough General Fund for payment of mulch at Donovan Park, made by ShellyAnn Shotwell and 2<sup>nd</sup> by Phillip Brewer.

-Motion to approve transfer of \$1,415 from liquid fuels account to Borough General Fund for payment of Main Street repair made by Phillip Brewer, 2<sup>nd</sup> by ShellyAnn Shotwell.

-Motion to approve transfer of \$2,280 from Impact Fee to Borough General Fund for payment of DR Brown Hauling services completed at Donovan Park made by ShellyAnn Shotwell, 2<sup>nd</sup> by Jaime Lopez.

3. YTD payments made to Berger Septic for water deliveries=\$129,600 and to Vogel Farm for water tanker =\$23,666.50.

Motion to approve the Treasurer's report as presented, made by Jaime Lopez, 2<sup>nd</sup> Phillip Brewer.

### **Water**

1. Kristy and Jaye had a virtual meeting on October 7, 2025, with DEP. The purpose of the meeting was to get the lower well online and the alarm system installed. DEP outlined what is needed from Laceyville Borough to complete the process.
2. Funding: Grants-Kristy found grant opportunities. There is one available to apply for now, however funds would not be provided until next fall. Loans- Kristy is continuing to talk with banks about revolving lines of credit.
3. Jaye Butler, Water Operator, provided an update on water items:
  - Need to purchase a manganese analyzer for \$900. This will save money with less testing to the lab.
  - Took samples of lead/copper from residents. Lead came back good. Had 2 copper samples come back noticeable but not elevated enough for concern.
  - When lower well is online and start blending the wells it should remove the smell.
  - No leaks reported at this time
  - valve on Main Street is still leaking. It is a pressure release valve, and it is leaking right now because Borough has good water pressure.
4. Jaye discussed idea of a Capital Improvement Fee, which is a flat amount would be included on invoices to cover the cost of a large project.
5. Tari discussed the need for all past due water receivables to be collected in order for Borough to receive grant money.

### **Streets**

1. Lights –Ashley McClain has been notified of need to repair lights at Borough Office and streetlights and pole outlet on Main Street.

2. Bricks – There are 5 bricks that have been purchased and need to be placed. Jeff will work on placing the bricks.
  3. Snow Bids for 2025-2026. The only bid received was from D.R. Brown’s Hauling. Cost of labor \$100/hour and cinders \$100/ton, both remain the same as 2024. Cost of salt increased by \$10/ton to \$140/ton.
- Motion to accept the snow bid from D.R. Brown’s Hauling for the 2025-2026 service period was made by Tari Trowbridge, 2<sup>nd</sup> by ShellyAnn Shotwell.
4. D.R. Brown will clean drains before snow and assist with putting up Christmas lights.

## Mayor’s Report

None

## Sewer Update

None

## Community Events

1. Halloween Event Saturday, October 25, 2025 – Registration for Trunk or Treat 4-4:45, Parade 5-6:00 and Trick or Treating 6-8:00
2. Christmas Vendor Event, Saturday, December 13, 2025 – Shelly is sending out notice to vendors. Vendor setup at 12:00 with shopping at 2:00 until Santa is done. Parade lineup at 4:30 for 5:00 start.

## Parks

1. Extra Mulch: Jaime & Jeff offered to put mulch around Borough Office. Kristy will see if D.R. Brown can provide equipment to load the mulch in truck.
2. Swings: Tony DeRemer waiting for the baby swing to come in.

## Correspondence

None

## Old Business

1. Crack & Seal Second Street – D.R. Brown will be completing this before snow

## New Business

1. Hazard Mitigation Plan-Wyoming County. The incorrect form was sent previously by Wyoming County. The updated form will be signed and returned with the same resolution number of 08-0501 to replace the previously signed document at the August 5, 2025, meeting.
2. 2026 Budget Review: Lisa & Kristy drafted budget for review. Lisa will get actual 2026 EIT rates from Berkheimer and contact Borough Tax Collector for 2026 Real Estate & Per Capita rates. Tom Sekula, backup water operator, contract has not been received yet.
3. Water Rates effective 1/1/2026: 1. Add a \$10/invoice capital improvement fee 2. Increase rates by \$.005/gallon; rates will go from \$.011/gallon to \$.016/gallon. Avg household using 4500 gallons will increase rate by \$32.50 per billing, which will continue to be every other month (6 times per year). Kristy will contact solicitor to start the process for rate increase 1/1/2026.

Motion to Adjourn at 8:39pm was made by ShellyAnn Shotwell, 2<sup>nd</sup> by Phillip Brewer.

Next meeting, Tuesday, November 4, 2025, at the Borough office, 342 Church Street Laceyville, PA 18623.

Minutes recorded by Secretary, Lisa Mapes