The Borough of Conneaut Lake
Minutes
Conneaut Lake Town Hall
May 13, 2026

Call to Order

Council President opened the regular meeting at 7:00 p.m.

Members in Attendance:

Richard Holabaugh, Penny Monahan, John Chuey (Zoom), Mario DeBlasio, Christine Bragg, Jeannie Trudell, Nicole Pierce (Phone), Brian Leuthold – Public Works, Michelle Smith - Secretary/Treasurer, Matt Jorden - Solicitor, Jim Tigri – Mayor.

Visitors present:

Jean Shanley- Reporter, Jane Smith, Donna & Jim Murphy, Jim & Darlene Ross, Christine Morian, Bill & Sandy Eldridge, Kaleigh White – Reporter, and Julia Catalano.

Approval of Prior Meeting Minutes:

The monthly minutes from April 8, 2026 meetings were presented for review and approval.

- **Motion was made by Mario DeBlasio and seconded by Penny Monahan to approve the April 8, 2026 meeting minutes without corrections. Unanimously Approved. Motion carried.**

Authorization to Pay Bills:

BILLS TO BE PAID

VENDOR	INVOICE DATE		COMMENT	AMOUNT
Al's Melons	4/28/2026		Plants	148.50
MACL	5/1/2026		Water bills & phone/internet	756.67
Brian Leuthhold	5/1/2026		Phone & reimbursement of purchases	199.99
Carter Lumber	4/30/2026		Drill bits	47.44
DeSantis Janito Supply	5/7/2026		Supplies for town hall	233.84
Haf.Ast	4/15/2026		Dredge sand along seawall	600.00
Jam-Son	4/14/2026		April & May Cleaning	500.00
Jorden Law Group	5/11/2026		April Board Meeting	337.50
Marquette	4/29/2026		Loan	2,142.04
Meadville Medical Center	5/1/2026		Secretary drug test	45.00
Michelle Smith	4/22/2026		Secretary in processing reimbursement	35.00
MM Traffic Consulting	5/6/2026		GLG Project & 3rd Street Knockdown	1,305.00
Powell's Sanitation	5/4/2026		Beach portable toilet	190.00
U.S. Bank Equipment finance	4/28/2026		Printer lease & copies	161.63
Meadville Tribune	4/30/2026		2025 Auditor's Publication	3.25
Penn Power	4/29/2026		Electricity	552.63
Tri-County Industries, Inc.	5/1/2026		Waste removal	105.00
Verdantas	4/15/2026		Professional services/3rd & 4th Eng	1,182.00
			TOTAL BOROUGH BILLS TO BE PAID	**$8,295.49**
BILLS PREVIOUSLY PAID				
Barbara Britton	5/1/2026		2026 Printing Bills	149.85
Brian Leauthold	4/9/2026		Phone & reimbursement of purchases	85.55
Cintas Fire Protection	4/14/2026		Annual Fire Extinguisher Inspection	755.59
Conneaut Lake Regional Police	4/9/2026		2nd QTR 2026	31,750.00
CourseVector, LLC	4/9/2026		Website	29.62
DeSantis Janito Supply	4/9/2026		Water for Meetings	25.29
Jam-Son	4/9/2026		March Building Cleaning	250.00
Jorden Law Group	4/9/2026		Legal services	1,053.00

Marquette	4/9/2026		Loan	2,142.04
McGill Septic Tank Co.	4/9/2026		Storm drain grates 2nd payment	193.00
McGill, Power, Bell & Assocs.	4/14/2026		2025 Annual Audit	8,000.00
MM Traffic Consulting	4/9/2026		Consulting fees GLG Project	500.00
MACL	4/9/2026		Phone/internet	124.57
Patriot Software	4/16/2026		Payroll taxes	3,037.37
Penn Power	4/14/2026		Electricity	683.16
Powell's Sanitation	4/9/2026		Beach portable toilet	190.00
Ralstons	4/9/2026		Misc supplies	93.80
Suit-Kote Corporation	4/9/2026		Cold patch	270.81
U.S. Postal Service	4/9/2026		PO Box renewal	126.00
VISA – TCM Bank	5/6/2026		Amazon, Patriot, Harbor Freight	732.07
WEX Bank	5/6/2026		Vehicle fuel: Borough & Fire Dept	333.79
Willow Reporting Service	3/24/2026		Zoning hearing - Hemmerline	250.00
			TOTAL BOROUGH BILLS PREVIOUSLY PAID	**$50,775.51**

The monthly bills were presented for review and discussion.

- **Motion was made by Mario DeBlasio and seconded by Christine Bragg to pay all bills. Roll call vote: Penny Monahan Y, Mario DeBlasio Y, John Chuey Y, Richard Holabaugh Y, Jeannie Trudell Y, Christine Bragg Y, Nicole Pierce Y. Unanimously approved. Motion carried.**

Visitors:

Julia Catalano with the Conneaut Lake Historical Society gave an update on the Veteran's Banner Program. The work of hanging the banners was completed May 5 – 7, 2026. Public response has been positive. She thanked Council for their support and to Brain Leauthold for his assistance in hanging the banners. 57 poles have a veteran banner. The banners will stay in place through Labor Day with possibility to stay until Veteran's Day.

Bill Eldridge reported on the status of two major ongoing projects of the CLCDC:
1. Completed grant application from Pennsylvania Department Conservation and Natural Resources (DCNR) for funding of a $600,000.00 construction project to upgrade the Conneaut Lake end of Ernst Trail. If this new portion is funded, it will be fully compliant with Americans with Disabilities Act (ADA).

2. Update on the concrete walk way to the Wooly Mammoth sculpture at the beach. Construction plans revised for expansion and reinforcement. The total value of this gift to the community is in excess of $28,000. Work to begin as soon as possible.

Event:

Crawford Country Drug & Alcohol Summer Prevention Program requested the use of Fireman's Beach to provide alternative activities such as jump ropes, coney island (a cornhole-like game), etc. free of charge for kids/families to participate in when taking a break from swimming during the week from 11:00am – 3:00pm weather permitting.

- **Motion was made by Mario DeBlasio and seconded by Penny Monahan to approve the request for the use of Fireman's Beach for the Summer Drug & Alcohol Prevention Program requested by Leah Parker upon the Secretary ensuring there are no conflicts with the use of the shelter. Unanimously approved. Motion Carried.**

Standing Committees:

Streets/Public Works:

Brian Leuthold briefed on the Crawford County bid opening for the seal cote. There were two competitors, Russell Standard and Suit-Kote with Suit-Kote coming out ahead with $2.10 per square yard with the total cost of $17,161 for the roads to be seal coted. Work to begin the middle of August.

May 3rd had 4H out to Memorial Park to clean up, remove the grass and debree, and cleaned up around the Rain Garden down at the beach.

Brian Leuthold requesting approval on the color of paint for the concessions building. The concessions manager is wanting blue for the doors and Turquoise/Aqua for building. Retaining wall will be painted white.

- **Motion was made by Mario DeBlasio and seconded by Jeannie Trudell to approve her 1st choice in colors for building and doors, *Tropics (P450-6)* and *New Age Blue (PPU15)* . Unanimously approved. Motion carried.**
- **Beach committee must approve the logo before painting.**

Finance:
Penny Monahan gave financial report. We received (3) reports totaling $51,221.75 in property tax payments.

The 2025 DCED Audit was sent to Commonwealth of Pennsylvania making us compliant with the state.

Patriot Payroll Software vs. Quickbooks discussion – will go to Quickbooks once we can get set up for Direct Deposit and then cancel Patriot Payroll – Action deferred

Zoom vs Microsoft Teams discussion. Recommended to remove the auto-newel for Zoom – Action deferred

Beach:
Mary Beth Jacobs requesting approval for Swimming Lessons 7/7/26 – 7/22/26 at Fireman's Beach

- **Motion was made by Mario DeBlasio and seconded by John Chuey to approve swim lessons 7/7/26 – 7/22/26. Unanimously approved. Motion carried.**
- **Discussed recognition as being her 50th year of conducting swimming lessons.**

Dock Rental Status: 2 open spaces – 41N & 43S.

Receptacles for fishing line and hooks – requested only one by the boat launch and depends if grant is approved. No cost to borough.

Personnel:
Right to Know Open Records Officer

- **Motion was made by Mario DeBlasio and seconded by Jeannie Trudell to appoint Michelle Smith as the Right to Know Officer for the Borough of Conneaut Lake. Unanimously approved. Motion carried.**

5-2026 ms

Mario DeBlasio proposed Resolution for management of passwords for the Borough-owed accounts and accounting systems. Personnel Committee of the Borough Council is the appropriate body to designate an elected official to hold such passwords for oversight purposes.

- **Motion was made by Mario DeBlasio and seconded by Jeannie Trudell for a Resolution for master passwords for Borough of Conneaut Lake. Roll call vote: Penny Monahan Y, Mario DeBlasio Y, John Chuey Y, Richard Holabaugh Y, Jeannie Trudell Y, Christine Bragg Y, Nicole Pierce Y. Unanimously approved. Motion carried.**

Public Safety:
The mayor gave the public safety report and presented the police and fire call report.

Richard Holabaugh gave update on the traffic signals being pulled out at 3rd & Water due to a hit and run accident. Claim has been turned into insurance company along with bids from A & MP Electric and M & B Services.

Solid Waste, Water & Sewage:
For the remainder of this year, bills will be sent in paper and email. Most likely next year there will be a small charge for paper billing. A meter reader was hired and there is a policy now in place that every meter is to be read monthly. A small increase may be needed to cover the additional loan payment.

Revitalization:
Update on the Third and Fourth Street Signal Project. M & B Services contract manager stated it would be approximately 20-24 weeks before the poles will arrive. M & B is scheduling the underground work to be ready when poles arrive.

LGUDA loan through Marquett Bank is in process. Next meeting will discuss the approval of the ordinance that the borough has to approve for advertising. Now that the audit is complete, they require financial breakdown of revenues of the three preceding fiscal years as well as a detailed inventory of all current non-electoral debts.

Public Comments:
Jim Ross would like to fill the rest of term due to a vacancy coming to the council should he be asked. Jim expressed his concerns if advertisement is being utilized when there is a council vacancy.

- **Motion was made by Mario DeBlasio and seconded by Penny Monahan to adjourn the May 2026 meeting. Unanimously approved. Motion carried.**

The May 2026 council session was adjourned at 8:25 p.m.

Respectfully submitted,

Michelle M. Smith
Secretary/Treasurer
Borough of Conneaut Lake