The Borough of Conneaut Lake
Minutes
Conneaut Lake Town Hall
June 10, 2026

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

Members in Attendance:
Richard Holabaugh, Penny Monahan, Mario DeBlasio, Christine Bragg, Jeannie Trudell, Nicole Pierce, Brian Leuthold – Public Works, Michelle Smith - Secretary/Treasurer, Matt Jorden - Solicitor, Jim Tigri – Mayor.

Visitors present:
Jean Shanley- Reporter, Jane Smith, Jim & Darlene Ross, Thomas Fleming, Jeff Bragg, Kaleigh White – Reporter.

Approval of Prior Meeting Minutes:
The monthly minutes from the May 13, 2026 meeting were presented for review and approval.

- **Motion was made by Mario DeBlasio and seconded by Christine Bragg to approve the May 13, 2026 meeting minutes with correction added *5-2026* to Resolution for Management of Passwords for the Borough-Owned Accounts and Accounting Systems. Unanimously Approved. Motion carried.**

Authorization to Pay Bills:
BILLS TO BE PAID

VENDOR	INVOICE DATE		COMMENT	AMOUNT
Brian Leuthhold	6/1/2026		Phone & reimbursement of purchases	40.00
DeSantis Janito Supply	5/31/2026		Supplies for beach	273.71
Encova Insurance	4/27/2026		Workers' Compensation	1,433.00
Jorden Law Group	6/8/2026		May Board Meeting	216.00
Marquette	5/29/2026		Loan	2,142.04
Michelle Smith	5/20/2026		Secretary fingerprint reimbursement	24.95
Microbac Laboratories, Inc	6/5/2026		Water testing at the beach 5/15-6/5	419.00
MACL	6/1/2026		May Water bills & phone/internet	455.27
MM Traffic Consulting	6/2/2026		GLG Project & 3rd Street Knockdown	1,310.00
National Fuel	5/7/2026		Fuel	78.12
Penn Power	5/29/2026		Electricity	271.85
Powell's Sanitation	5/22/2026		Beach portable toilet	1,933.00
Ralstons	6/2/2026		Misc supplies	195.10
U.S. Bank Equipment finance	5/28/2026		Printer lease & copies	141.26
Visa-TCM Bank NA	5/15/2026		Patriot, 3C Graphic, USPS, Tractor Supply, Home Depot	1,191.60
Wilkins Co. Inc.	6/2/2026		3months Alarm monitoring	195.00
Tessa Dilley	6/8/2026		Townhall rental refund	50.00
Jodi Phelps	6/8/2026		Townhall rental refund	50.00
			TOTAL BOROUGH BILLS TO BE PAID	**$10,419.90**
BILLS PREVIOUSLY PAID				
Cash	5/21/2026		Change for Beach	400.00
MM Traffic Consulting	5/29/2026		Consulting fees GLG Project	1,305.00
MACL	5/29/2026		April Water bills & phone/internet	756.67
Patriot Software	5/14/2026		Payroll taxes	3,145.49
Penn Power	5/14/2026		Electricity	1,975.68
Ralstons	5/29/2026		Misc supplies	397.17
Sadsbury Township	5/29/2026		Joint seal bid legal notice	40.43
USI Insurance Services LLC	5/29/2026		Tax Collector's 4yr Bond premium	89.00

WEX Bank	6/1/2026		Vehicle fuel: Borough & Fire Dept	484.17
			TOTAL BOROUGH BILLS PREVIOUSLY PAID	**$8,593.61**

The monthly bills were presented for review and discussion.

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

Visitors: None

Events:
Event Permit - Cork & Pork Grand Opening on 6/13/2026 – no permit required event to be held on private property

Solicitation Permit – Keystone Novelties Distributors, LLC (Firework Sales)

- **Motion was made by Mario DeBlasio and seconded by Nicole Pierce for approval of Solicitation Permit to Keystone Novelties Distributors, LLC to sell fireworks with written proof of property owner. Unanimously approved. Motion carried.**

Bike MS: Escape to the Lake Ride on 6/14/2026

Crawford County Boroughs Association Meeting Notice to be held on 7/16/2026 – notify Secretary by July 5, 2026 if planning on attending and bringing guest.

Standing Committees:

Streets/Public Works:
Construction started on signals at Third & Water streets. Mason work will begin over the next few weeks and there may be areas where there are one lane streets with signage up prior to the work being completed.

Finance:
Penny Monahan gave financial report. We received (2) reports totaling $11,643.43 in property tax payments.

Selective and Encova insurance renewals (7/1/2026-6/30/2027) totaling $26,389.00

- **Motion was made by Penny Monahan and seconded by Mario DeBlasio to renew insurance coverage with Selective and Encova for the next year. Roll call vote: Nicole Pierce Y, Christine Bragg Y, Jeannie Trudell Y, Penny Monahan Y, Richard Holabaugh Y, Mario DeBlasio Y. Unanimously approved. Motion carried.**

Beach:
John Chuey has agreed to stay on the Beach Committee through the end of this year.

Concessions stand is up and running and operating well.

There are no dock rentals available and all have been paid.

Beach committee has agreed to recommend the removal of the chain link fence that runs north and south along the concession stand. Recommending the removal no later than November 1, 2026 by Brian as his schedule allows.

- **Motion was made by Mario DeBlasio and seconded by Nicole Pierce to authorize Public Works to remove the chain link fence. Unanimously approved. Motion carried.**

Additional days may be added to charge for parking. Jan will be looking at the schedule to determine which days make the most sense.

Personnel:
Brian assisted in providing updated job description for the Public Works position in order to update the review process.

Property:
Recommended to remove the category Beach and move under Property.

Next month make recommendation and vote on sealcoat contract.

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

Cell phone restrictions will be enforced within the municipality, no warnings.

Solid Waste, Water & Sewage:
Budget was passed for next year and there will be an approximate $45,000 surplus before taking into consideration the additional payment due to the Joint Municipal Authority which will then put us in a deficiency resulting in possible rate increase next year.

Revitalization:
Update on the Third and Fourth Street Signal Project. M & B Services is here working and the project is moving forward. No dates for delivery of poles. National Fuel was onsite at 4th street to confirm the location and mark of the fuel line. Water lines have already been marked.

Last meeting the plan was to have an Ordinance that would comply with LGUDA requirements to authorize us to go into debt; however, Marquette Savings Bank has not provided us with the commit letter yet and should be available next week. The information is necessary to place in the ordinance to comply with the LGUDA statute. A special council meeting was proposed for 2 weeks.

- **Motion was made by Mario DeBlasio and seconded by Christine Bragg to schedule a special council meeting for June 30, 2026 at 5:30pm for the specific and singular purpose of discussion and approving the LGUDA Ordinance 243 Securing Loan to cover the borough's cost of 3rd & 4th street. Unanimously approved. Motion carried.**

New Business:
John Chuey has submitted a Letter of Resignation effective 6/4/2026 after 32 years of service. The Representive, Senator, and County Commissioners will be providing John with recognition which will be mailed to his home. Thomas Fleming and James Ross submitted letters of interest to fill John's seat.

- **Motion was made by Richard Holabaugh and seconded by Mario DeBlasio to accept the letter of resignation of John Chuey. Unanimously approved. Motion carried.**
- **A nomination was made by Mario DeBlasio to appoint Thomas Fleming as the fill-in for John Chuey's term. Roll call vote: Nicole Pierce Y, Christine Bragg Y, Jeannie Trudell Y, Penny Monahan Y, Richard Holabaugh Y, Mario DeBlasio Y. Unanimously approved. Motion carried.**

Old Business: None

Public Comments: None

Motion was made by Christine Bragg and seconded by Mario DeBlasio to adjourn the June meeting. Unanimously approved. Motion carried.

The June 2026 council session was adjourned at 7:45 p.m.

Respectfully submitted,

Michelle M. Smith
Secretary/Treasurer
Borough of Conneaut Lake