

**BOROUGH OF LAWRENCEVILLE
REGULAR MEETING
November 2, 2015**

CALL TO ORDER

Jack Young called the Regular Meeting of the Lawrenceville Borough Council to order at 7:00 PM with the Pledge of Allegiance.

ROLL CALL

	Council Members:	Mayor:
Jack Young, President	Marian Russell, Vice President	Diana Barnes
Larry Barnes	Gordon Chilson	
Brad Hackett	Mansel O'Dell	Secretary:
Maxine Smith		Martha Baker
	Police Department:	
	Chief Robert Gee – absent	

Visitors:

Marty Burrows	Bev Shoup	Bill Shoup
Howard Six	Diana McCullough	Lee Strange – Fire Department
Erica Buchanan	Koleen Short	Barbara Ball

APPROVAL OF MINUTES – Bradley Hackett made a Motion to accept the October 5 minutes as presented; Mansel O'Dell seconded. All members present voted yes; the motion carried.

PUBLIC PRESENTATIONS –

A resident asked about the brush piled along the dike. Council explained that Paul Stermer agreed to haul it away and burn it. The resident stated that the misunderstanding regarding the Cinderella scoreboards has been resolved. Gordon Chilson made a Motion to refund the permit fee and any other fees related to the sign permit; Marian Russell seconded. All members present voted yes; the motion carried. The resident also inquired regarding the water shut off and the line that is leaking; Authority Board members stated that the leak will be repaired in the spring. The resident also inquired regarding the disappearance of one of the “Young Lungs at Play” signs; that was partially resolved.

Lee Strange requested permission to present the Fire Department report at this time. In October they responded to 12 calls, held numerous classes for Fire Prevention Month and have scheduled more for November. They have applied for a Depot Reduction grant and are preparing to apply for others. EMA paperwork has been completed by Lee and the Borough Secretary. Anyone needing NIMS courses will be able to take them at the Fire Hall next year. The Borough Fire Service Contract has been signed. The old well pipes can be cut off and thrown away. When asked, Chief Lee said he would like have one pipe to use in the display at the fire hall. When asked, Chief Lee said he would like to have one pipe to use in the display at the fire hall. Following the presentation, Lee left the meeting.

Another resident inquired about the progress of the lights at the State Street Park; Brad Hackett explained that all should be finished soon.

A resident complimented Jerry Jones on keeping the streets very clean.

Another resident remarked on the condition of the lawn at 44 Ryon Circle. Maxine Smith made a Motion to have the Borough Secretary find out who owned the property and contact them about mowing the lawn; Mansel O'Dell seconded. All members present voted yes, the motion carried. Mansel O'Dell made a Motion to have the Borough permit the Authority to shut off the water at the curb; Larry Barnes seconded. All members present voted yes; the motion carried.

COMMUNICATIONS – The Communications were reviewed; a discussion ensued regarding the new Time-Warner Cable franchise agreement. Maxine Smith suggested that the Borough Secretary ask the TCAB to put Time-Warner on the monthly meeting agenda. Gordon Chilson recommended that Council members stop in the Borough office and read the agreement prior to January.

TREASURER’S REPORT – The Borough Secretary stated that the Treasurer’s report may contain errors and requested a conditional approval. Gordon Chilson made a Motion to conditionally accept the Treasurer’s Report; Marian Russell seconded. All members present voted yes; the motion carried.

PAYMENT OF BILLS – Brad Hackett made a Motion to pay the bills as presented, in the amount of \$22,746.34; Larry Barnes seconded. All members present voted yes; the motion carried.

MAYOR’S REPORT – The Mayor stated her appreciation for the newly-paved Franklin Street and for a quiet Halloween. She performed one wedding; people have donated generously to the CUMC food bank.

POLICE REPORT – the Borough Secretary will check her mail slot for the police report and will distribute it by email on Tuesday. There was one incident that Chief Gee dealt with.

FIRE DEPARTMENT REPORT – previously presented by Fire Chief Lee Strange.

COMMITTEE REPORTS

- A. Library** – the shelves were received and delivered to the library. The remainder of the Krieger grant money will be used for books. Mansel O’Dell remarked that the library floors need work.
- B. Code Enforcement/Zoning Officer** – President Young read Dawn Warriner’s resignation. Brad Hackett made a Motion to accept Dawn’s resignation; Marian Russell seconded. All members present voted yes; the motion carried. Mansel O’Dell offered to ask Dawn if she could take care of two outstanding permit applications before her last day.
- C. Public Works: Streets and Dikes** –
Franklin Street Project – Franklin Street is complete; the \$8,399.95 check was sent to Doug Gross. There is still \$625.05 to be paid in addition to the final amount. The Borough Secretary had a question about how to pay the \$300.00 invoice from the Authority for work done by Authority technicians. Mansel O’Dell stated that something would be worked out. The portion of Weaver Street that needed to be paved was not completed. The Council will table action on the payment to Doug Gross until details on billing have been clarified.

The annual **DEP dike inspection** overall report rating is unacceptable.

- D. Public Works – Parks and Recreation**
Cinderella ball field driveway is complete – Krieger Grant funds used
State Street Park – Krieger Grant funds \$325.20 (as of 11/3/15, balance \$269.84)
- E. Personnel and Appointment** –
Four Planning Commission members are still needed.

The following resignations were read aloud by President Young:

- Martha Baker resigned as Borough Secretary/Treasurer. Gordon Chilson made a Motion to accept Martha’s resignation; Marian Russell seconded. All members present voted yes; the motion carried. Marian Russell is researching a replacement; an ad will be placed in the papers.
- Walter Beach resigned as police officer in good standing, effective October 7, 2013. Brad Hackett made a Motion to accept Walter’s resignation; Larry Barnes seconded. All members present voted yes; the motion carried.
- Maxine Smith resigned from the Finance Committee, effective immediately. Marian Russell made a Motion to accept Maxine’s resignation; Brad Hackett seconded. All members present voted yes; the motion carried.

UNFINISHED BUSINESS:

Ad for Borough Secretary position – the Borough Secretary will compose an ad for the Secretary position, to be placed in newspapers. She will also prepare an ad for the position of Code Enforcement Officer but will not send that to the newspapers until Mansel O’Dell has a chance to speak with Dawn.

2016 Budget – a tentative budget needs to be ready by the end of this month; therefore this meeting will be continued. Tuesday, November 10, at 6:00p.m. at the Borough Office will be a budget workshop.

NIMS classes – classes will be scheduled next year, as per the Fire Department report presented earlier.

LED Lighting Cost Analysis – the Borough Secretary has been asked to contact Penelec to determine the percentage of lights Penelec is willing to change from sodium to LED and the cost thereof.

Fold-up Stop Signs – Brad will call PennDOT to determine if it is acceptable to mount the signs on the power poles.

Borough Tractor – Brad presented an estimate. After discussion, Larry Barnes made a Motion to use IMPACT funds to purchase the tractor for \$21,799.00; **Maxine Smith seconded. A roll call vote followed with all members present voting yes, except for Mansel O’Dell who voted no. The motion carried.

NEW BUSINESS:

Plowing / Cinder bids – Jody Fisher submitted a plowing bid for \$75.00 per hour; this bid was accepted per Motion made by Gordon Chilson, seconded by Marian Russell, and roll call vote with all members present voting yes, except for Brad Hackett, who abstained (conflict of interest). The motion carried. The Borough Secretary will inform Jody.

Jody submitted a bid for cinder sand at \$100 per load if he purchases, \$50 per load if the Borough does. Michael Deats submitted a bid for cinder, \$60 per load if Michael purchases, \$50 per load if the Borough does. Gordon Chilson made a Motion to accept Michael’s bid of \$60 per load; Mansel O’Dell seconded. A roll call vote was taken with all members present voting yes; the motion carried. The Borough Secretary will inform Michael.

Right-to-Know Request – the Borough Secretary presented the right-to-know request she received from American Transparency in Boca Raton, FL. The Borough Secretary contacted the Borough Solicitor, Billy Stokes, who agreed the information should be released, but that the Borough should charge for the service. Gordon Chilson made a Motion that the Borough should charge \$75 per hour for a minimum of 8 hours; Marian Russell seconded. A roll call vote followed with all members present voting yes; the motion carried. The Borough Secretary will inform the company of the charge.

TARM / INNOV Agreement – tabled until next month.

TW Cable Franchise – more discussion needed; this will be addressed at the continued meeting.

FD Hall Rent Donation – In the past the Borough Council has donated \$500 to the Fire Department for the use of the meeting room. Gordon Chilson made a Motion to donate \$500 again this year; Mansel O’Dell seconded. All members present voted yes; the motion carried.

Insurance – The Borough Secretary received applications for renewal of Law Enforcement and Public Officials and Employment Practices Liability insurances. She has requested assistance in completing these forms.

2016 Meeting Dates – the Borough Secretary gave each Council member a list of the proposed meeting dates for 2016 for them to peruse and approve before the dates are published.

**Larry stated, "I make the motion that we buy it."

Gordon replied, "Does PSAB or anything or any, any, any, organization like that with Pennsylvania give us uh a like add,,an additional discount?"

Jack replied, "That, that's the federal bid right there..."

To which Gordon reiterated, "That's the state or federal discount price?"

Jack, "Yes"

Maxine, "I will second Larry's motion to use the impact fees."

A roll call was taken at this time.

At 8:35p.m. the meeting was continued until 6:30p.m. on Tuesday, November 24.

Minutes recorded and reported by Martha Baker.

Continued meeting – 6:30p.m., Tuesday, November 24, 2015:

All Council members were present at 6:30 except for Maxine Smith. Visitors were Bill Shoup, Bev Shoup, Marty Burrows and Diana McCullough.

The first order of business was tentative adoption of the proposed 2016 budget. Council members reviewed the worksheet. Larry Barnes made a Motion to tentatively adopt the proposed budget; Brad Hackett seconded. A roll call vote followed with all members present voting yes; the motion carried. The Secretary will advertise the tentative adoption in the newspaper and hang a copy of the advertisement in the Borough office.

Marian Russell presented information on the person interviewed to be the new Borough Secretary. Her name is Jill Hall. After the presentation, some discussion followed. Marian Russell made a Motion that the Council hire Jill at a rate of \$12.00 an hour, for 30 hours per week (9:00a.m. to 3:00p.m., Monday through Friday). Brad Hackett seconded; a roll call vote followed with all members present voting yes. The motion carried; Marian will inform Jill. Jill will need to give two weeks' notice to her current employer; some discussion followed regarding how to cover the office in the interim.

There was some discussion regarding Jill's training. Martha Baker agreed to train Jill on a flexible schedule, working around Martha's new work schedule. Following the discussion, Brad Hackett made a Motion to authorize Martha to train Jill on a flexible schedule at a rate of \$10.00 per hour. Marian Russell seconded; a roll call vote followed with all members present voting yes. The motion carried; Martha will talk with Jill to arrange times.

At 6:45p.m., Maxine Smith arrived at the meeting.

Dawn Warriner negotiated with the Council to remain as Code Enforcement Officer. Council agreed to Dawn's conditions, one of which is that she not serve as Floodplain Administrator. Council discussed the need to amend the current Floodplain Ordinance (#250) to remove the Code Enforcement Officer as the designated Floodplain Administrator. Following this discussion, Mansel O'Dell made a Motion to reinstate Dawn as Code Enforcement Officer with the provisions on the agreement; Larry Barnes seconded. A roll call vote followed with all members present voting yes; the motion carried. President Jack Young and Dawn will sign the agreement in the Borough Office on Wednesday, November 25.

President Young asked the visitors to present any issues. Diana McCullough thanked Brad Hackett for putting up the new lights at the State Street park and the Christmas lights along Main Street. All present echoed the sentiment with a round of applause for Brad and Tim Short, who assisted. It was suggested that the Fire Department receive a thank you letter from the Borough Council for their assistance; the Secretary will take care of this.

The TARM/INNOV agreement will continue to be tabled until more information regarding the ownership of the building; there was also some discussion regarding the amount TARM/INNOV is willing to pay for

the water drawn from the river. The Secretary will contact Greg Cummings of Larson Design for ownership information, and Council members will contact other communities to determine how much those communities are receiving for water.

Following closing remarks thanking Martha for her service, Brad Hackett made a Motion to adjourn the meeting; Maxine Smith seconded. All members present voted yes; the meeting was adjourned at 7:03p.m.

Minutes recorded and reported by Martha Baker.