

**BOROUGH OF LAWRENCEVILLE
REGULAR MEETING
December 5, 2005**

CALL TO ORDER

President Marian Russell called the Regular Meeting of the Lawrenceville Borough Council to order at 7:00 PM with the Pledge of Allegiance.

ROLL CALL

Council Members:

Ed Lockhart
Mildred Bliss
Melvin Davis
Marian Russell
Gordon Chilson
Brad Robinson
Larry Barnes

Chief of Police:

Walter Beach

Mayor:

Bryce Taft

Secretary:

Judy Woythal

Visitors:

Karen Flynn
Alicia Mosher
Corey Mosher
Gene Haley

Donna Blend

Wayne Hopper

Al Beach

APPROVAL OF MINUTES

Mildred Bliss made a Motion to approve the minutes of November 7, 2005 seconded by Melvin Davis. All members present voted yea.

PUBLIC PRESENTATIONS

Al Beach stated that a Notice, to remind Borough residents about removing snow from sidewalks and not plowing snow into the streets, needs to be advertised.

Corey Mosher, part time police officer, read his letter of resignation from the Police Department effective December 31, 2005. Corey Mosher expressed his disappointment with the Borough Council treatment towards the Police Department in regards to wages and benefits for vacation, sick and holiday pay. Brad Robinson explained that according to the Personnel Policy; the benefits are pro-rated for part time employees.

Gordon Chilson made a Motion to Accept the resignation of Corey Mosher, seconded by Larry Barnes. All members voted yea, except for Ed Lockhart voted no.

Marian Russell stated that this is a meeting of the Borough Council and is limited to discussion amongst the Council Members and the Mayor. The Council will not entertain any comments or questions from the public.

COMMUNICATIONS

Communications were reviewed. The Borough Association Dinner Christmas Party will be on December 16, 2005 at Penn Wells.

TREASURER'S REPORT

Larry Barnes made a Motion to accept the Treasurer's Report, seconded by Mildred Bliss. All members present voted yea.

PAYMENT OF BILLS

Ed Lockhart made a Motion to pay the bills totaling \$ 6,324.75, seconded by Brad Robinson. All members present voted yea.

MAYOR'S REPORT

Bryce Taft read the report.

COMMITTEE REPORTS

- A. Library-Karen Flynn reported that the Time Warner Cable was hooked up at the Library and the EPIX is no longer needed.**
- B. Building Enforcement/Zoning Officer-Gene Haley reported 2 permits issued for November, one for a building and one for concrete work. He reported reinspection of one of the junk/safety hazards complaints from last month and it has been cleaned up.**

Gene Haley also checked on a previous complaint on the shed on Ryon Circle, nothing has changed and the owner has until next month to comply. If the owner does not comply, this will be treated as a civil issue and the Zoning Officer will handle the next step.

Gene Haley reported that he had reviewed the proposed: rental inspection ordinance, the assessment ordinance, and the complaint process form. He submitted his suggestions to the Borough Secretary and the Council needs to review this next month.

- C. Public Works: Streets and Dikes-Gordon Chilson and Brad Robinson will attend a CDBG meeting on December 13 in regards to Grant money for the State Street Project.**

Brad Robinson reported on the dike and stated that the trees will be cut down in the spring.

Melvin Davis reported that the Christmas Lights were up and working.

Brad Robinson read the letter from Montoursville regarding removing the NO RIGHT TURN ON RED on route 49 which stated, that due to safety reasons the sign must remain.

D. New Building-Ed Lockhart reported that the Ramp project is completed.

Ed Lockhart reported the following: new handles will be placed on the handicap railing, an automatic closer will be put on the back door, and parking area lights will be installed by Robert Cook.

The Council discussed putting storage units in the basement and looking into having students work on it. The building committee will start working on the driveway project for next year.

Walt Beach asked about protection on the police office window. The Building Committee will get quotes.

E. Public Safety: Fire and Police- Marian Russell read the letter the Borough received from the Lawrenceville Borough Fire Department which stated that they would like to use the rate of 0.7 mil each year through the year 2010. The payments would still be in 12 equal monthly payments.

The Fire Department is also interested in billing for Motor Vehicle Accidents that they have to respond to, at a rate of \$100 per insurance company. The Council discussed if this would be a waste of time for the Borough Office to handle the paperwork

Walt Beach reported that the police car lights are fixed.

F. Personnel and Appointment-

The Borough Council discussed using a uniform time sheet that shows time in and time out. The Council stated that all Borough employees must use the same type of Time Sheet.

Brad Robinson reported that the personnel committee is working on updating the Personnel Policy. Gordon Chilson read the proposed personnel policy and SOME of the PROPOSED changes which are as follows: a full time employee will be someone who works an average of 30 hours a week or more and a part time employee is someone who works an average of less than 30 hours a week, an employee will be on probation for a six month period based on a 40 hour week, 4 hours will be allowed per month for sick pay and allowed to accumulate up to 45 days, no sick time will be allowed for part time and casual employees, a full time employee will be allowed compensation time for hours over their normal schedule, and the Holiday list of days off will be changed. The attorney will be consulted regarding the personnel policy and the final draft of the

updated policy will be presented for Council approval at the next meeting and go in to effect for 2006.

The Council stated that they are still looking for a planning committee member and a LTRV committee member.

G. Unfinished Business

The Council discussed the proposed budget and they agreed some changes needed to be made. Brad Robinson stated that the budgeted income for Franchise Fee from the television cable will be raised to \$5000. The increase will affect all consumers not just taxpayers. The Council trimmed other items on the budget and the proposed millage is 5.125.

Ed Lockhart made a Motion to accept the new proposed budget, seconded by Brad Robinson. A Roll call vote was taken and all members voted yea. The Budget will be advertised and available for public view for 10 business days and the budget will be adopted at the December 28, 2005 7 PM meeting.

H. New Business

The Council discussed charging the Water Authority rent for use of the office space at a rate of \$300 a month and not charging for electric and gas in exchange for water and sewer bill. Brad Robinson made a Motion that the Borough of Lawrenceville lease office space to the Lawrenceville Borough Authority for \$300 per month and no charge for utilities in exchange for water and sewer, seconded by Ed Lockhart. A Roll Call vote was taken and all members voted yea, except for Larry Barnes who abstained.

The Council discussed the Borough Complaint Process and suggested revising the process as follows: The Complaint form will be forwarded to the Borough Office not the Mayors Office; The Code enforcement officer instead of the Mayor will issue a verbal warning to the offender stating that corrective action by taken within 30 days instead of 7 days; If corrective action is still not taken after 30 days instead of 7 days, the Borough Office instead of the Mayor will issue a formal letter stating violation and consequences and the Code Enforcer will turn the complaint over to the Police Department if the complaint has not been corrected.

Mildred Bliss made a Motion to accept the revised changes to the Complaint Process, seconded by Ed Lockhart. All members present voted yea.

At this time in the meeting, Tom Rotsell and Lee Strange from the Fire Department arrived to discuss billing the insurance companies for car accidents. The fire department will submit to the Borough Office the insurance information and the Borough Secretary would submit a bill to the

insurance companies for \$100 for the services of the Fire Department at the scene of an accident. An Ordinance would have to be passed in regards to this. The Fire Department will supply the Borough Council with more information, to see if it is feasible for the Borough to do this.

Tom Rotsell and Lee Strange agreed to keep the payments of the Fire Department Contract on a monthly payment schedule.

Gordon Chilson made a Motion to enter into a Fire Department Contract at a rate of 0.7 mills each year through 2010 in 12 equal monthly payments, seconded by Larry Barnes. All members voted yea.

Marian Russell reported the Election winner results as follows: Larry Barnes, Ed Lockhart, Melvin Davis, Marian Russell, and Steve Hepfer; Gordon Chilson and Brad Robinson were write-ins. At the January Meeting, Gordon Chilson can be appointed to fill the council vacancy, then Steve Hepfers resignation will need to be accepted and then Brad Robinson can be appointed.

The Borough Council discussed the notice from Gannon Insurance regarding terrorism insurance coverage. The Council agreed to reject the purchase of certified terrorism coverage.

At 9:45 PM, the Marian Russell announced that this meeting will be continued on December 28, 2005 at 7:00 PM.

December 28, 2005 Meeting

CALL TO ORDER

President Marian Russell called the continuation of the Regular Meeting of the Lawrenceville Borough Council to order at 7:05 PM.

ROLL CALL

Council Members:

Larry Barnes
Mildred Bliss
Melvin Davis
Marian Russell
Gordon Chilson
Brad Robinson

Chief of Police:

Walter Beach

Mayor:

Bryce Taft

Secretary:

Judy Woythal

Visitors:

David Alexyn-Real Disposal
Donna Blend

Tom Rotsell
Burdett Chamberlain

PUBLIC PRESENTATIONS

Dave Alexyn stated that he will be changing our garbage pickup day to Friday 7 AM, starting the week of January 9th. Due to the increase in Landfill rates he is combining Tioga Borough and Lawrenceville Borough pickup on the same day. He stated that our rates will not go up, but that he needs to change our pick up day. Recycling pickup will be on the 1st Friday of each month and the first week of the change, he will pick up the garbage on Monday and Friday of that week.

Brad Robinson made a Motion to approve changing the garbage day from Monday to Friday, with a pickup on Monday January 9th and Friday January 13th, and then continue picking up on Fridays, seconded by Mildred Bliss. All members present voted yea.

Tom Rotsell stated that he and Burdett Chamberlain are not in favor of the Council approving a Rental Inspection Ordinance, as this would be costly to them. Tom stated that if any tenants or anyone had a problem with his rental properties that they should contact him and he will take care of the problem.

Burdett Chamberlain asked the Council for approval on building another apartment house. The Council stated that he must obtain a building permit through Mansfield. The Council discussed if the zoning permit needed to be obtained from the Borough or from Mansfield. The Mansfield office will be contacted to verify.

UNFINISHED BUSINESS

ADOPTION OF THE BUDGET

Marian Russell reported that once the figures from the trimmed budget were entered in the computer the total millage is 5.001, not 5.125 as was reported at the December 5 meeting. The millage for 2006 will be 5.001 of which .7 is for the fire department. The millage has been increased by .327 from the 2005 millage of 4.674.

Larry Barnes made a Motion to Adopt the presented Budget for 2006, seconded by Brad Robinson. A roll call vote was taken and all members present voted yea.

TIME WARNER CONTRACT

Brad Robinson reported that a 10 year contract, including a 5% of Time Warner Cable's Gross Revenues for a Franchise Fee, will be sent to the Lawrenceville Borough for Council Approval. Free internet and cable service for the Borough Office, the Fire Department and the Library was part of the agreement that Brad Robinson and Gordon Chilson had negotiated with Time Warner.

PERSONNEL POLICY

Gordon Chilson reported that the Personnel Policy was updated. The Personnel Policy had been reviewed by the Borough Solicitor and the changes to the policy were read. Sick pay was removed from the Personnel Policy. Mildred Bliss made a Motion to Approve the Updated Personnel Policy as presented, seconded by Larry Barnes. All members present yea.

NEW BUSINESS

The Council discussed the snow removal on the 2 Ashley properties. It was reported that a Foreclosure Sale is scheduled for January 9th. The Council agreed to have Al Beach plow the sidewalks if needed, until January 9th. The Council will discuss filing a lien after January 9th.

Brad Robinson reported that Ervin Williammee called and requested an extension of 30 days in regards to the Notice he received and said he was making progress. His date to comply was December 27th. Since our Code Enforcer was on vacation, Brad Robinson and Gordon Chilson approved the 30 day extension.

Gordon Chilson suggested to the Council that an Ordinance be adopted that all Signage in the Borough be of the Monument Type. With the new road being built, this would require signs to be of a certain size. Gordon will obtain a copy of the Ordinance that Painted Post, NY adopted, to use as a guideline for ours.

Gordon Chilson made a Motion to adjourn at 7:46 PM, seconded by Brad Robinson.

Minutes were recorded and printed by Judy Woythal, Secretary