

**BOROUGH OF LAWRENCEVILLE
REGULAR MEETING
August 3, 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 – absent
Larry Barnes	Gordon Chilson	
Brad Hackett	Mansel O’Dell	Secretary:
Maxine Smith		Martha Baker
	Police Department:	
	Chief Corey Mosher – absent	

Visitors:

Walter Beach	Jerry W. Jones	Bev Shoup
Howard Six	Jeanne Jones	Bill Shoup
Dawn Warriner	Thomas Riley	Koleen Short
Diana McCullough	Dan Styborski – Housing Auth	Hailey Freeman – Reporter
Cleo Russell – Authority		

APPROVAL OF MINUTES –Marian Russell made a Motion to accept the minutes of the July 6 meeting as presented; Maxine Smith seconded. All members present voted yes; the motion carried.

PUBLIC PRESENTATIONS – A resident expressed concern regarding the condition of 26 Mechanic Street; President Young stated that would be addressed under Code Enforcement. Cleo Russell gave a synopsis of the work done by the Authority to repair the leak near the intersection of Route 49 and Main St. Marian Russell complimented all those who took part in the repair. A resident commended the Authority workers and Board members; the same resident also expressed continued concern for the lack of police protection. After much discussion, Brad Hackett stated that the Police Committee was meeting on Tuesday and many of the issues raised would be addressed. Koleen Short expressed interest in participating on the Police Committee. Gordon Chilson made a motion to add Koleen Short to the Police Committee; Mansel O’Dell seconded. A roll call vote followed with all members present voting yes; the motion carried. A resident expressed concern regarding a flower/mailbox on the corner of James and Main. Dawn Warriner, Code Enforcement Officer, stated that the box is six feet from the stop sign and does not restrict vision of the sign or the street. Another resident complimented the Authority for the work done and asked when Franklin Street would be paved; President Young explained that the paving project should be done by fall. Dawn Warriner, Code Enforcement Officer, stated that Jerry Jones, Borough Maintenance, will mow, trim, etc. at 26 Mechanic Street (addressed further under Code Enforcement)

COMMUNICATIONS – The Communications were reviewed – no action needed.

TREASURER’S REPORT – Jack stated that the monthly bank statements have been reconciled and that the DGK Insurance representative recommended that two Council members review and sign off on them. Gordon Chilson recommended that the two members of the Finance Committee do this. The members of the Committee were asked if they would do this: reactions were mixed. Mansel suggested adding Gordon to the Committee (covered under New Business).

Brad Hackett made a Motion to approve the Treasurer’s report as presented; Marian Russell seconded. All members present voted yes; the motion carried.

PAYMENT OF BILLS – Brad Hackett made a Motion to pay the bills in the amount of \$7049.08; Maxine Smith seconded. All members present voted yes; the motion carried.

MAYOR’S REPORT – none

POLICE REPORT – President Young read the Police report. Brad Hackett mentioned that Investigator Shutt’s probationary period is over: he is overdue for a raise. Brad made a Motion that Scott’s pay rate be increased to the amount set in the budget; Gordon Chilson seconded. A roll call vote followed with all members present voting yes; the motion carried. Brad announced the Police Committee will meet Tuesday evening at 7:00p.m. in the Fire Hall meeting room.

FIRE DEPARTMENT REPORT – Brad Hackett verbally presented the monthly FD report.

COMMITTEE REPORTS

A. Library – none

B. Code Enforcement/Zoning Officer – Dawn Warriner distributed her July report. She circulated a demolition permit application for the Council to review and approve. Dawn announced that she has begun a new job that will limit her office time but that she will be able to work from home. She will still issue permits from the office. Regarding 26 Mechanic Street, Dawn reported the procedure followed to try to get the management company to care for the property, without success. Jerry Jones will mow the lawn and trim the bushes and trees, at \$50/hr. He will track his hours.

C. Public Works: Streets and Dikes –

The \$70K for Franklin St. is approved and initial papers signed; bid packages can go out.

The Borough Secretary contacted the four companies whose overweight trucks were using State Street: all companies promised to stop.

No further progress on the Flood Mitigation Grant.

D. Parks and Recreation –

The basketball hoops for the State St. Park have arrived; no further word on the Greenways Grant application. The hoops need to be moved from the garage; Mansel O’Dell offered to store them in the clean room at the Sewer Plant; Brad agreed. (**Correction 8/7/2015: the hoops will be stored in the secondary water pump building at the Water Plant.**) Brad and Jerry will work out a time to move them. Brad also suggested that the rest of the Krieger Grant money be used for lights; he will research costs with the Borough Secretary.

E. Personnel and Appointment – 4 Planning Commission members – nothing further

Council went into Executive Session from 8:10 – 8:38p.m. At 8:38, the meeting resumed –

UNFINISHED BUSINESS:

NIMS Courses – Martha and Mansel – nothing further

Tools for Jerry – The list of tools was distributed to Council; discussion followed as Council is over budget in one Maintenance area. Since a motion was passed on July 6 to purchase the tools, it was decided to get the tools Jerry needs most now and buy the rest in 2016.

Borough Tractor – A new tractor for the Borough was discussed; IMPACT money could be used for this. Mansel O’Dell will contact AJ’s about bringing the tractor to the Borough office for an inspection by Council members.

Tioga County Housing Authority Grant – Dan Styborski from the Housing Authority brought the papers; Jack signed the copies & Dan left. Tim Steed can now prepare bid packages.

NEW BUSINESS:

The Borough can buy a handicapped parking stencil for \$75. Mansel O'Dell made a motion that we purchase it; Marian Russell seconded. All members present voted yes; the motion carried.

The Lawrenceville Fire Department presented Council with a new contract for the next two years. Discussion and voting was tabled until next month.

Martha's and Dawn's probationary periods are up; the Personnel Committee needs to schedule reviews. Gordon Chilson made a Motion that the Personnel Committee review Martha's probation period; Brad Hackett seconded. All members present voted yes; the motion carried. Gordon made a Motion that the Personnel Committee review Dawn's probation period; Brad Hackett seconded. All members present voted yes; the motion carried.

Mansel O'Dell made a Motion to add Gordon Chilson to the Finance Committee; Marian Russell seconded. All members present voted yes; the motion carried. Gordon observed that Martha's name is also on the Finance Committee: this will be clarified as "for research only".

Maxine Smith resigned from the Public Safety: Fire/Police Committee, effective this date.

Chief Mosher will continue to complete reports until a new Police Chief can be hired. Gordon observed that the Borough has several different sets of qualifications for police. Maxine explained that some are old and others are newer. Gordon will bring the Police Personnel handbook to the Police Committee meeting on Tuesday.

Gordon met with Jeff Kyle from DGK: Workers' Compensation will increase 25% in both 2016 and 2017 because of a claim. In light of this, Marian Russell asked Martha to begin a list of items for the 2016 budget. Gordon stated that bringing all of our policies under DGK would increase our liability coverage; also that volunteers are not covered under any Borough policy. The agent also wanted the Borough to have a signed copy of a sexual abuse policy from every employee and that every employee have both a State Police and a Child Abuse Background Check, at a cost of \$10 each. All outside companies who do work for the Borough must present a Certificate of Insurance with Lawrenceville Borough named as additional insured.

Fold-down Stop Signs – need to be installed at the intersection of Route 49 and Main Street. Gordon stated the signs need to be covered by an ordinance. Someone will check with PennDOT for any installation requirements before going to an ordinance.

Gordon discussed the damaged sluice; he suggested a workshop with Tim Steed to discover what cause the slippage. He also requested to see the letter from the Army Corps of Engineers, stating that it is the Borough's responsibility to cover maintenance and repairs of the culverts, etc.

Brad Hackett stated that once the Police car is back in town it cannot be left to sit outside the Borough Office building. Gordon suggested that when not in use by a police officer, the car be parked at the sewer plant and the officer be given a key to the gate. Gordon and Mansel will speak to the Authority Board for their approval. Gordon made a Motion that, if the Authority Board approves, the Lawrenceville Police car be kept inside the gate at the sewer plant; Marian Russell seconded. All members present voted yes; the motion carried.

Having no further business to conduct, Brad Hackett made a Motion to adjourn; Marian Russell seconded. All members present voted yes; meeting was adjourned at 9:21 p.m.

Minutes recorded and reported by Martha Baker.