

**BOROUGH OF LAWRENCEVILLE
ORGANIZATIONAL & REGULAR MEETING
January 3, 2012**

CALL TO ORDER

Mayor Diana Barnes called the Organizational Meeting/Regular Meeting of the Lawrenceville Borough Council to order at 7:05 PM with the Pledge of Allegiance.

ROLL CALL

Council Members:

**Jack Young
Marian Russell
Maxine Smith
Gordon Chilson
Larry Barnes
Brad Hackett
Ron Gontarz**

Mayor:

Diana Barnes

Secretary:

Judy Woythal

Visitors:

Bev & Bill Shoup

Bill Dincher

Mayor Diana Barnes swore in the elected Council Members: Jack Young, Larry Barnes, Gordon Chilson, Brad Hackett and Ron Gontarz.

Marian Russell made a Motion to open nominations for officers, seconded by Larry Barnes. All members present voted yea.

Gordon Chilson nominated Marian Russell as Council President, seconded by Ron Gontarz. Marian Russell declined because she is gone 2 months of the year. Larry Barnes nominated Jack Young as Council President, seconded by Marian Russell. With no other nominations, a Roll Call Vote was taken with all members present voting yea, except Jack Young abstained.

Gordon Chilson nominated Marian Russell as Council Vice-President, seconded by Larry Barnes. With no 2nd nominations, a Roll Call Vote was taken with all members present voting yea, except Marian Russell abstained.

Jack Young nominated Larry Barnes as 3rd Council President Pro-Tempore, seconded by Marian Russell. With no 2nd nominations, a Roll Call Vote was taken with all members present voting yea, except Larry Barnes abstained.

Larry Barnes nominated Maxine Smith as 4th Council President Pro-Tempore, seconded by Marian Russell. With no 2nd nominations, a Roll Call Vote was taken with all members present voting yea, except Maxine Smith abstained.

Mayor Diana Barnes handed the meeting over to the Council President, Jack Young.

APPROVAL OF MINUTES – Larry Barnes made a Motion to approve the minutes of December 5th, 9th and 29th 2011, seconded by Marian Russell. All members present voted yea.

PUBLIC PRESENTATIONS – Bill Dincher, code enforcer, read his report and recommended the zoning chapter and zoning map be updated.

The Council discussed collection of Earned Income Tax and Local Service Tax. Council is concerned with uncollected taxes and how to track who has paid and who has not paid. The new tax collection agency for 2012 is Keystone Collections and they will have an on-line system that we will be able to log into.

COMMUNICATIONS – Association dinner will be held on January 19, 2012 in Mansfield.

TREASURER’S REPORT- Marian Russell made a Motion to accept the Treasurer’s report, seconded by Maxine Smith. All members present voted yea.

PAYMENT OF BILLS – Marian Russell made a Motion to pay the bills in the amount of \$ 7,884.10, seconded by Maxine Smith. All members present voted yea.

MAYOR’S REPORT- none.

COMMITTEE REPORTS

- A. Library- Custom Building & Remodeling will be starting on the library steps. Diana Barnes will be contacting Chilson Brothers for their start date. A letter will be sent to the Krieger Foundation with an update of the repairs.**
- B. Building Enforcement/Zoning Officer**
- C. Public Works: Streets and Dikes – Hole in Rip Rap on the dike near the Historic tree. The maintenance man will be contacted to talk with a member of the dike committee about where the hole is located.**

Pothole repair – Jack Young had contacted Dennis Deats and he filled in some holes on James Street and Franklin Street. Gordon Chilson reported a pot hole on Weaver Street, which could be filled with cold patch.
- D. Personnel and Appointment – The council discussed an additional signer on the bank accounts. Melvin Davis and Mildred Bliss will be removed as signers. Gordon Chilson made a Motion to add Maxine Smith as a signer, seconded by Larry Barnes. A Roll Call Vote was taken with all members present voting yea, except Maxine Smith abstained.**

Marian Russell made a Motion to appoint Robert Penzone to another 5 year term to the Water Authority Board, seconded by Maxine Smith. All members present voted yea.

Gordon Chilson made a Motion to appoint Don Stewart, Karin Penzone and Marian Russell to another 4 year term to the Planning Commission, seconded by Brad Hackett. All members present voted yea. Marian Russell stated that she would be resigning from the Planning Commission this year.

Larry Barnes made a Motion to appoint Lynn Warso to another 3 year term to the Zoning Hearing Board, seconded by Marian Russell. All members present voted yea.

Gordon Chilson made a Motion to reappoint Mansel Odell to the Vacancy Board, seconded by Maxine Smith. All members present voted yea.

Marian Russell made a Motion to approve Lisa Guthrie to perform the audit for 2011, seconded by Larry Barnes. All members present voted yea.

The Council discussed updating the Council Committee list and agreed to the following list:

Streets-Chairman Gordon Chilson, Brad Hackett, Ron Gontarz

Dikes-Chairman Larry Barnes, Brad Hackett, Gordon Chilson, Ron Gontarz

Finance-Chairman Marian Russell, Maxine Smith, Judy Woythal

Building-Chairman Larry Barnes, Ron Gontarz, Gordon Chilson

Personnel-Chairman Marian Russell, Maxine Smith, Diana Barnes

Public Safety-Chairman Gordon Chilson, Marian Russell,

Maxine Smith, Diana Barnes

Library Upkeep-Chairman Ron Gontarz, Gordon Chilson, Larry Barnes

Recreation-Chairman Brad Hackett, Larry Barnes, Gordon Chilson,

Ron Gontarz, Kris Davis (alternate)

UNFINISHED BUSINESS –

Veryl Davis Estate – waiting for information from Attorney Lantz.

Recodification-Attorney Lantz's office has the information to review.

Police Protection – Township – Diana Barnes to contact the Lawrence Township to set up a meeting to discuss police protection.

FEMA-Levee Report regarding Flood Insurance Rate Map needs to be completed. Tim Steed from Hunt Engineers has been contacted for his input.

FEMA-Operation & Maintenance Manual-Levee-Dike Committee to review.

Dewberry-Goodkind, Inc.-binder regarding Map revision for the Tioga River needs to be reviewed. Tim Steed from Hunt Engineers has been contacted for his input.

Ball field – In order for the electric to be extended to the new ball field Penelec is requesting an Easement form be completed by Lawrenceville Borough. Larry Barnes made a Motion to authorize Jack Young to sign the easement form, seconded by Marian Russell. All members present voted yea.

Sample Earned Income Tax Ordinance was received from Attorney Lantz’s office. Council members need to review. Keystone Collection Group is requesting that municipalities consider this ordinance to make the penalties provision consistent.

Reminder-Flood Plain Ordinance – Council members need to review.

NEW BUSINESS

Ordinance amendment regarding building height in an agricultural district. Bill Dincher stated he spoke with Larson Design and they are not looking for an ordinance change. They will pursue this through the conditional use application.

Ordinance amendment regarding boarding houses. The Council discussed getting a sample ordinance and reviewing it.

At 8:25 PM, the meeting was continued until January 23, 2012 at 7:00 PM.

January 23, 2012 the Council meeting reconvened at 7:00 PM.

ROLL CALL

Council Members:

Jack Young

Marian Russell

Maxine Smith

Gordon Chilson - absent

Larry Barnes

Brad Hackett

Ron Gontarz

Mayor:

absent

Secretary:

Judy Woythal

Visitors: Bill Dincher

Communications – The council discussed a letter regarding Mosher state street property. Larry Barnes suggested sending a response letter listing reasons the application was denied previously.

Payment of bills – Northwest Bank – safe deposit box fee - \$ 20. Larry Barnes made a Motion to pay the bill, seconded by Marian Russell. All members present voted yea.

Veryl Davis Estate – letter from Attorney Lantz regarding a previous zoning change that was started back in January 2002. It is recommended to re-advertise and conduct a public hearing regarding an ordinance amendment. Marian Russell reported that she spoke with the Tioga County planner, Jim Weaver, regarding the Veryl Davis Estate maps and he agreed with Attorney Lantz’s recommendation. Marian Russell made a Motion to have

Attorney Chris Lantz properly enact the change regarding the Davis Estate with advertising and a public hearing, seconded by Larry Barnes. A Roll Call Vote was taken with all members present voted yea.

Police Protection – Larry Barnes reported that the Lawrence Township is no longer interested in discussing police protection for Lawrenceville Borough. It was suggested maybe Tioga Borough would be a possibility. Marian Russell reported information she received from the Tioga County Association of Boroughs meeting. If legislation is passed regarding an impact fee on companies that are drilling for natural gas in the state, the Borough may receive a small percentage of the impact fee.

Flood Plain Ordinance Draft – Ron Gontarz recommended that it specify civil engineer instead of professional engineer.

FEMA-Levee report regarding flood insurance rate map – Tim Steed from Hunt Engineers is reviewing this.

Dewberry-Goodkind, Inc. – binder regarding Map Revision for the Tioga River – Tim Steed from Hunt Engineers is reviewing this and will prepare a response letter.

FEMA – Operation & Maintenance Manual –Levee- Dike Committee to review.

Earned Income Tax Sample Ordinance – Council reviewed the sample ordinance. Maxine Smith would like clarification from Attorney Chris Lantz if this would have an effect on retirement income.

Library – Tim Short and Chilson Brothers are working on the repairs. The \$ 6,200 we received from the Krieger Foundation last year will be applied to the repair invoices. An application was submitted to the Krieger Foundation this year for story hour expenses, books, updating computers and outdoor book return. Total cost of project \$ 3,650 with a request for \$ 3,000 from the Krieger Foundation, with the Borough share of \$ 650.

Tax Abatement Ordinance – need a sample to review

NEW BUSINESS

Lighting problem at the Borough Office – Tim Short will be contacted to repair it.

Library doors – It was reported that the doors need scraping and painting. It was suggested that it could be a senior project.

Sample Boarding House Ordinance –Council members were given a copy to review.

Traffic light and control box – Wellsboro Borough has donated traffic light equipment and a used control box to Lawrenceville Borough. The Wellsboro Borough secretary would like to arrange to have someone from the Council meet to have a news release with a picture of the items being donated to Lawrenceville Borough. The items are currently in the

Wellsboro garage. Someone knowledgeable with traffic light parts needs to be able to sort through all the parts and take what would be needed for our traffic light project. Cameron (repairman for traffic light) was contacted and he suggested we contact the company that removed the equipment from Wellsboro. We received a quote from Kucharchik Construction (the company that had removed the equipment) in the amount of \$ 5,443.00 (\$ 6,443.00 minus \$ 1,000 discount). Brad Hackett made a Motion to accept the quote from Kucharchik Construction, seconded by Larry Barnes. A Roll Call Vote was taken with all members present voting yea.

DEP letter regarding TARM application mailer – public sewage service. The application mailer must be signed by a representative of Lawrenceville Borough. Brad Hackett made a Motion to authorize Jack Young, Council President, to sign the application mailer, seconded by Marian Russell. All members present voted yea.

The Conditional use application from TARM was received and a public hearing has been scheduled for February 29, 2012 at 7:00 PM.

Gannon Insurance – In regards to the public liability insurance, supervisory training is required regarding employment policies and procedures. Maxine Smith stated that she has had supervisory training.

Executive Session

At 8:15 PM, Jack Young called a recess from the regular meeting to go into executive session to discuss personnel matters. The regular meeting reconvened at 8:25 PM.

Jack Young stated that money had been budgeted for a part-time clerk to help the office staff. Marian Russell made a Motion to hire a part-time clerk at minimum wage, seconded by Maxine Smith. All members present voted yea.

Marian Russell made a Motion to pay the zoning/code enforcement officer an hourly rate of minimum wage on special projects, seconded by Larry Barnes. All members present voted yea.

The mile long sale will be held on July 6th and July 7th this year.

The Borough office was contacted regarding a meeting regarding Shell's work in Tioga County. The Council commented that we would put them on the agenda for one of our Council meetings if they wished to attend.

Larry Barnes made a Motion to adjourn the meeting at 8:30 PM, seconded by Marian Russell.

Minutes reported by and printed by Judy Woythal, Secretary