

BOROUGH OF LAWRENCEVILLE  
REGULAR MEETING  
February 5, 2018

CALL TO ORDER: The meeting was called to order 7:01 PM by Council President, Kathryn Helgemo with the Pledge of Allegiance.

ROLL CALL:

Council Members:

Jack Young-ABSENT  
Larry Barnes  
Judy Kenyon  
Anneliese Hotelling

Kris Davis  
Kathryn Helgemo  
Robert Penzone

Mayor:

Robert Scott, Jr

Secretary: Jill Hall

Police Department:  
Chief Scott Shutt-  
Stevan Mengee-

Visitors:

|                |                              |                |
|----------------|------------------------------|----------------|
| Bev Shoup      | Cleo Russell                 | Jerry Bryant   |
| Bill Shoup     | Jon Cox-Borough Bond Council | Koleen Short   |
| Cyndy Burrows  | Grace Kirwin                 | AJ Leonard     |
| Charlotte Keys | Michael Kirwin               | Brad Hackett   |
| Sophia Davis   | Paul King                    | Lucille Wagers |
| Donna Blend    | Tim Short                    |                |
|                |                              |                |

APPROVAL OF MINUTES: Anna Hotelling motioned to approve the January 2, 2018 minutes as presented. Larry Barnes seconded the motion. A roll call vote was taken, and the results are as follows: Jack Young-absent, Larry Barnes-Yes, Judy Kenyon-abstained, Anneliese Hotelling-Yes, Kris Davis-Yes, Robert Penzone-abstained, and Kathryn Helgemo-Yes. Motion carried.

PUBLIC PRESENTATIONS:

- After Kathryn Helgemo opened the discussion to public questions and requested that the public keep their comments to 5 minutes or less, Mansel O'Dell said he called Shelly "someone" at PSAB and was told that comments cannot be limited to 5 minutes. Mansel also wanted to know the status of the water leak on State Street. The answer: PA Rural Water will arrive on Tuesday, February 6, 2018 to pinpoint exact location of leak (i.e. in the main line or lateral) so that the appropriate action can be taken. Mansel also wanted it known that he felt any fences within 15 feet of the dikes would need to be removed. The dike inspection was reviewed at last month's meeting and moving fences was not listed as one of the
- Sharon Wetzel reported that there are wheelers riding up and down the dike. She wanted to know if signs could be erected to notify the offenders the penalty of driving motorized vehicles upon the dikes. Scott Shutt requested the secretary put a notice in the newsletter reminding everyone that motorized vehicles are prohibited from being on the dikes.

Minutes approved with the following amendments: Jack Young marked absent. Motion regarding payment of EMT funds-Kathryn Helgemo abstained from voting. Motion to purchase Diversified Technology Software: Robert Penzone voted NO.

- Michelle Courtright wanted an explanation of why the real estate taxes were increasing so dramatically within the borough after being static for 10 years. Michelle also wanted to express her concerns regarding the condition of Mill Street. An engineering study to repair Mill Street is complete. To repair Mill Street correctly, the cost is estimated at \$350,000. Currently, there are no grants available to the borough for the rebuilding of roads so this is a cost that the borough will have to bear. Michelle also wanted to know why a transition manager was hired at \$25 per hour. What was this gaining the borough and Lawrenceville Water & Sewer Department and what are Paul King's qualifications? At this time, the meeting was turned over to Paul and his presentation is attached. There were no questions after the presentation. Paul began the presentation with his qualifications: he is a project manager who started his career at N.A.S.A. and has 47 years of world-wide engineering project management in the electronics industry managing multi-million dollar projects.

#### ACTIONS TAKEN DURING PUBLIC PRESENTATION

- Larry Barnes motioned to adopt Resolution 381-2018 to move forward with applying for the PA Small Water & Grant for the I & I issues within the sewer lines in the Borough of Lawrenceville. Anna Hotelling seconded the motion. A roll call vote was taken and the results are as follows: Jack Young-absent, Larry Barnes-Yes, Anna Hotelling-Yes, Judy Kenyon-Yes, Kris Davis-Yes, Robert Penzone-Yes, and Kathryn Helgemo-Yes. Motion carried.

COMMUNICATIONS: No discussion.

TREASURER'S REPORT: Anna Hotelling moved to accept the treasurer's report as presented. Larry Barnes seconded the motion. A roll call vote was taken and the results are as follows: Jack Young-absent, Larry Barnes-Yes, Anna Hotelling-Yes, Judy Kenyon-Yes, Kris Davis-Yes, Robert Penzone-Yes, and Kathryn Helgemo-Yes. Motion carried.

MAYOR'S REPORT: The mayor is concerned regarding the intersection of Cherry Street and James Street. There is no clear right-of-way and this is a very popular area within the Borough for children and pedestrians due to the presence of the Cherry Street playground. Robert Scott contacted PennDot and they feel a four-way stop sign intersection is appropriate and they are not requiring a traffic study prior to the erection of the signs.

- Anna Hotelling motioned to permit the borough solicitor to create an ordinance for a four-way stop sign intersection at the intersection of James and Cherry Streets in the Borough of Lawrenceville, PA. Kris Davis seconded the motion. A roll call vote was taken and the results are as follows: Jack Young-absent, Larry Barnes-Yes, Anna Hotelling-Yes, Judy Kenyon-Yes, Kris Davis-Yes, Robert Penzone-Yes, and Kathryn Helgemo-Yes. Motion carried.

The mayor also thanked all of the attending community members for attending the meeting. Their voices will continue to be heard and the mayor wanted to encourage teamwork between council members and the members of the community. He felt a high attendance was a positive move forward.

POLICE REPORT: See attached.

- Anna Hotelling motioned to permit Police Chief, Scott Shutt, to purchase a light visor for the police car since the current light bar is intermittently acting inappropriately. Kris Davis seconded the motion. A roll call vote was taken and the results are as follows: Jack Young-absent, Larry Barnes-Yes, Anna Hotelling-Yes, Judy Kenyon-Yes, Kris Davis-Yes, Robert Penzone-Yes, and Kathryn Helgemo-Yes. Motion carried.

Minutes approved with the following amendments: Jack Young marked absent. Motion regarding payment of EMT funds-Kathryn Helgemo abstained from voting. Motion to purchase Diversified Technology Software: Robert Penzone voted NO.

Scott Shutt recommended that the Larry's Locksmithing be contacted regarding the cost of a security system for the borough office since the recent trespassing issues.

FIRE DEPARTMENT REPORT: See attached

Larry Barnes motioned to reimburse EMT funds for the cost of schooling for new EMT Kathryn Helgemo to the Lawrenceville Ambulance Association in the amount of \$849, Kris Davis seconded the motion. A roll call vote was taken and the results are as follows: Jack Young-absent, Larry Barnes-Yes, Anna Hotelling-Yes, Judy Kenyon-Yes, Kris Davis-Yes, Robert Penzone-Yes, and Kathryn Helgemo-Abstained. Motion carried.

#### COMMITTEE REPORTS:

- A. Library:-Jay Erb, of Erb Inspections, inspected the library and found the building to be very sound. He suggested that the breaker box and panel be replaced as the current one is extremely old and unsafe. Amy Southard, Library Chairman, is going to submit the cost of replacement to the Kreiger Grant Foundation.
- B. Code Enforcement/Zoning Officer:
- C. Public Works/Streets and Dikes:
  - o No update on progress of researching equipment for ground hog filler for dike.
  - o No update on mitigation for historic tree on dike-it was suggested that dike committee meet with LDG
  - o No update on Levee Emergency Action Plan from Jack as he was not in attendance.
- D. Public Works/Parks & Recreation:
- E. Planning Committee: Members are still needed. Please come to the borough office if interested.
- F. Personnel & Appointment:

#### UNFINISHED BUSINESS:

- The secretary is to apply to the Kreiger Foundation for mulch for the Cherry Street Playground.

#### NEW BUSINESS:

- A motion was made by Robert Penzone to research a drug policy suitable for employees and council members. The motion was seconded by Kris Davis. . A roll call vote was taken and the results are as follows: Jack Young-absent, Larry Barnes-Yes, Anna Hotelling-Yes, Judy Kenyon-Yes, Kris Davis-Yes, Robert Penzone-Yes, and Kathryn Helgemo-Yes. Motion carried. The research will be completed by the personnel committee.
- A motion was made by Larry Barnes and seconded by Anna Hotelling to authorize Jon Cox of Eckert & Siemans to proceed with the creation and advertisement of an ordinance for the acceptance to move forward with financing not more than \$800,000 with Citizens & Northern Bank at a fixed rate of 3.93% for 20 years. . A roll call vote was taken and the results are as follows: Jack Young-absent, Larry Barnes-Yes, Anna Hotelling-Yes, Judy Kenyon-Yes, Kris Davis-Yes, Robert Penzone-Yes, and Kathryn Helgemo-Yes. Motion carried.
- A motion was made by Anna Hotelling and seconded by Kris Davis to purchase Diversified Technology billing software for the Lawrenceville Water and Sewer Department. A roll call vote was taken and the results are as follows: Jack Young-absent, Larry Barnes-Yes, Anna Hotelling-Yes, Judy Kenyon-Yes, Kris Davis-Yes, Robert Penzone-No, and Kathryn Helgemo-Yes. Motion carried.
- Robert Penzone motioned to write a specification sheet for a truck for purchase to be reviewed at the next meeting. Judy Kenyon seconded the motion. A roll call vote was taken and the results are as follows: Jack Young-absent, Larry Barnes-No, Anna Hotelling-No, Judy Kenyon-Yes, Kris Davis-Yes, Robert Penzone-Yes, Kathryn Helgemo-No. Vote is tied so the vote goes to the Mayor-Robert Scott-No. Motion did not pass.

Minutes approved with the following amendments: Jack Young marked absent. Motion regarding payment of EMT funds-Kathryn Helgemo abstained from voting. Motion to purchase Diversified Technology Software: Robert Penzone voted NO.

- Larry Barnes motioned to proceed with the purchase of a new truck for the Lawrenceville Water and Sewer Department and to pay no more than \$66,547. And the truck will have the attached specifications, at a minimum. Anna Hotelling seconded the motion. A roll call vote was taken and the results are as follows: Jack Young-absent, Larry Barnes-Yes, Anna Hotelling-Yes, Judy Kenyon-No, Kris Davis-Yes, Robert Penzone-No and Kathryn Helgemo-Yes. Motion carried.
- The secretary commented on the closing of the Kwikfill in Lawrenceville. This impacts the operations of the borough and water & sewer departments for the purchase of fuel. The borough is tax exempt in PA for fuel tax, but not in NY so going to the Kwikfill in NY is not a viable option. Diesel is available only at the Exxon Station in the Township of Lawrence, but there is one remaining gas station in Lawrenceville, The Dandy Mini-Mart. Corporate cards for both stations have been requested for the maintenance, police and water & sewer departments so the local borough business can continue to be supported yet diesel fuel can also be purchased.
- Carl Cox, 1<sup>st</sup> Vice President of PSAB, met with the secretary regarding more efficient energy pricing for the borough. A cost estimate was provided to the council and there is an offer of a yearly savings of at least \$3,000 a year by moving all Penelec accounts to the energy supplier Constellation.
- A motion was made by Larry Barnes to allow the Borough Secretary to proceed with the Energy Contract with Constellation for all Penelec bills. Judy Kenyon seconded the motion. . A roll call vote was taken and the results are as follows: Jack Young-absent, Larry Barnes-Yes, Anna Hotelling-Yes, Judy Kenyon-Yes, Kris Davis-Yes, Robert Penzone-Yes, and Kathryn Helgemo-Yes. Motion carried.

Executive session for personnel and financial reasons: entered approximately 9:15 pm. Exited approximately 10:00 pm

- A motion was made by Kris Davis and seconded by Larry Barnes to pay up to \$275.00 per water and sewer maintenance employee for health insurance, payable directly to the health insurance provider. . A roll call vote was taken and the results are as follows: Jack Young-absent, Larry Barnes-Yes, Anna Hotelling-Yes, Judy Kenyon-Yes, Kris Davis-Yes, Robert Penzone-Yes, and Kathryn Helgemo-Yes. Motion carried.
- A motion was made that employee holidays will follow the county schedule of holidays and employees will be paid 1.5X for time worked on a holiday. Kris Davis seconded the motion. . A roll call vote was taken and the results are as follows: Jack Young-absent, Larry Barnes-Yes, Anna Hotelling-Yes, Judy Kenyon-Yes, Kris Davis-Yes, Robert Penzone-Yes, and Kathryn Helgemo-Yes. Motion carried.
- Anna Hotelling motioned for Amy Southard, Steve Mengée, Scott Shutt, Jerry Jones, and Jill Hall to receive a 3% cost of living increase in 2018 to begin immediately. Kris Davis seconded the motion. A roll call vote was taken, and the results are as follows: Jack Young-absent, Larry Barnes-Yes, Anna Hotelling-Yes, Judy Kenyon-Yes, Kris Davis-Yes, Robert Penzone-Yes, and Kathryn Helgemo-Yes. Motion carried.

At 10:45 pm:

**MEETING CONTINUED UNTIL FEBRUARY 9 2018 AT 6:00 PM**

Minutes approved with the following amendments: Jack Young marked absent. Motion regarding payment of EMT funds-Kathryn Helgemo abstained from voting. Motion to purchase Diversified Technology Software: Robert Penzone voted NO.

-Continued –

The meeting was called to order by Kathryn Helgemo, President at 6:04 pm.

**ROLL CALL:**

**Council Members:**

Jack Young-ABSENT

Larry Barnes

Judy Kenyon-ABSENT

Anneliese Hotelling

Kris Davis

Kat Helgemo

Robert Penzone-ABSENT

**Police Department:**

Chief Scott Shutt-ABSENT

Stevan Mengee-ABSENT

**Mayor:**

Robert Scott, Jr -ABSENT

**Secretary:**

Jill Hall

**Visitors:**

|             |               |                |
|-------------|---------------|----------------|
| Paul King   | Brian Wittle  | Todd Cook      |
| Donna Blend | Cyndy Burrows | Koleen Short   |
| Bev Shoup   | Bill Shoup    | Charlotte Keys |
|             |               |                |
|             |               |                |

**Personnel:**

- Larry Barnes motioned to hire Dan Cranmer as the new sewer & water maintenance technician employee effective immediately. Anna Hotelling seconded the motion. A roll call vote was taken and the results were as follows: Larry Barnes-Yes, Anna Hotelling-Yes, Kris Davis- No, and Kathryn Helgemo-Yes. Motioned carried.
- Larry Barnes motioned to accept the Organizational Chart as presented (see attached). Anna Hotelling seconded the motion. A roll call vote was taken and the results were as follows: Larry Barnes-Yes, Anna Hotelling-Yes, Kris Davis-Yes, and Kathryn Helgemo-Yes. Motion carried.

**NEW BUSINESS:**

- A letter was received in the borough office detailing that Route 15, north and south, from the NY State Line to the PA Welcome Center will be under construction in the upcoming months. It was decided that a representative from the borough will meet with PennDot to discuss impacts to the borough.
- The secretary notified the borough council that the Auditor is fine with direct deposit payroll being withdrawn from the General Fund account that is held at Citizens and Northern bank. The council gave their permission for direct deposit payroll to be offered to employees.
- Signatures were acquired to release the bond for former Lawrenceville Borough Authority Employee Pamela Jeffers.
- Signatures were acquired for the new Source Water Protection Plan in the Borough of Lawrenceville.
- Check to Barnes Heating and & Air Conditioning (no relation to Larry Barnes, Council Member) was signed for work completed at the water plant.

Minutes approved with the following amendments: Jack Young marked absent. Motion regarding payment of EMT funds-Kathryn Helgemo abstained from voting. Motion to purchase Diversified Technology Software: Robert Penzone voted NO.

- The new billing software, Diversified Technology, has been ordered. The water & sewer department expects to complete a data conversion in March, dual billing in March and be completely transferred from UB Pro to Diversified Technology in May. This will open the door to credit card payments; on-line account management and so much more in the future. Stay tuned!
- The chlorine room at the sewer plant will have motion detectors installed by Tuesday, February 6, 2018. This eliminates the risk of accidental poisoning of the LWSD workers because now when an employee enters the room, circulation of fresh air will automatically occur. This is giant step in correcting an enormous HAZMAT issue.

Adjourn: Anneliese Hotelling motioned to adjourn at 6:16 pm.

Minutes approved with the following amendments: Jack Young marked absent. Motion regarding payment of EMT funds-Kathryn Helgemo abstained from voting. Motion to purchase Diversified Technology Software: Robert Penzone voted NO.