

April 21, 2020

Before calling the meeting to order, Council President Michael Kirwin stated that they would address some Agenda Items. Also, due to the nature of the Meeting, via conference call, one (1) person talking at a time and visitor's comments should be emailed to the Borough Office, so everything is documented.

Council President Michael Kirwin called the **Board Meeting** of the Lawrenceville Borough Council to order at 7:01 pm. Councilman Gordon Chilson, Councilman Robert Penzone, Councilman Terry Gleason, Councilwoman Kathy Helgemo, Councilman Mansel O'Dell and Councilman Cleo Russell, as well as Secretary/Treasurer Penny Jeffers joined the meeting electronically, via Conference call. Mayor Robert Scott was absent.

Pledge of Allegiance.

Approval of Minutes: Motion was made by Councilman Penzone, seconded by Councilman Gleason to accept the March 2nd Regular Meeting Minutes. Roll call vote: all in favor. Motion carried.

Communication/Correspondence: Discuss May Meeting

For the Information of the Board: Discuss May Meeting

Treasurer's Report:

- **Transfer from Water Fund and Sewer Fund to General Checking (LWSD):** Motion was made by Councilman Chilson, seconded by Councilman Russell to approve the following transfers: Water Fund to General Checking – Feb - \$957.50, Mar - \$6851.44; Sewer Fund to General Checking – Mar - \$1988.41. Roll call vote: all in favor. Motion carried.
- **Transfer from Water Fund to Sewer Fund (SF Revenues Jan – Mar):** Motion was made by Councilman O'Dell, seconded by Councilman Russell to approve the transfer of \$37,167.86 from the Water Fund to the Sewer Fund. Roll call vote: all in favor. Motion carried.
- **Transfer from Water Fund and Sewer Fund to General Fund:** Motion was made by Councilman Gleason, seconded by Councilwoman Helgemo to approve the following transfers: Water Fund to General Fund – Mar - \$2184.85; Sewer Fund to General Fund – Mar - \$4946.54. Roll call vote: all in favor. Motion carried.
- **Transfer from General Fund to Library Fund:** Motion was made by Councilwoman Helgemo, seconded by Councilman Gleason to approve the transfer of \$2000.00 from the General Fund to the Library Fund. Roll call vote: all in favor. Motion carried.

Payment of Bills:

- **AP/Payroll General Fund:** Motion was made by Councilman Chilson, seconded by Councilman Gleason to approve payment of the AP/Payroll for the General Fund, for the period March 3, 2020 – April 21, 2020, in the amount of \$17,502.63. Roll call vote: all in favor. Motion carried.
- **AP/Payroll Water/Sewer Department (LWSD):** Motion was made by Councilman Chilson, seconded by Councilman O'Dell to approve payment of the AP/Payroll for the LWSD, for the period March 3, 2020 – April 21, 2020, in the amount of \$30,898.03, which includes Jan & Feb payroll. Roll call vote: all in favor. Motion carried.

Department Reports:

- **Mayor:** The Mayor was not present but provided Council President Kirwin with the following information: 1) Added Borough Secretary to Swift 911; 2) Participated in COVID-19 informational meeting; 3) Try to schedule clean-up the end of May.
- **Police:**
 - **Monthly Report:** February and March Police Reports. The reports have incidents for Lawrenceville Borough, Lawrence Township and Nelson Township.
 - **Itemized Monthly Report:** Motion was made by Councilman Chilson, seconded by Councilman O'Dell to request an itemized monthly Police Report that includes the dates and hours worked in Lawrenceville Borough. Roll call vote: all in favor. Motion carried. Borough Secretary will send the request to Lawrence Township Police Department.
- **Fire Department:**
 - **Monthly Report:**

- **Lawrenceville Water & Sewer (LWSD):**
 - **Monthly Report:** Councilman Penzone reported: 1) Council members did a time study; 2) Borough is drying one (1) load of sludge a week; 3) Guys are maintaining equipment; 4) Guys cut grass in their off time; 4) Chet resigned, need to fill the gap; 5) Interviewing next week; 6) Committee Meeting once a week to discuss upcoming events for Spring.
 - **Water Plant:** March 2020 Operator's Report
 - **Sewer Plant**

Committee Reports:

- **Planning Commission:**

Old Business:

- **Part-time, As-needed General Laborer – Status:**
- **Ehrlich – Proposals and Agreements – Status:** Table.
- **PSAB Extended Listing in the Membership Directory – \$40.00 – Status (Rescind Motion):** Motion was made by Councilman Gleason, seconded by Councilman Russell to rescind the motion carried on March 2nd to approve payment of \$40.00 for the PSAB Extended Listing in the Membership Directory. Roll call vote: all in favor, except Councilwoman Helgemo voted No. Motion carried.
- **2019 Audit Agreement – Lisa Guthrie, CPA – Status:** Council President Kirwin stated: 1) The Borough has the 2019 audit information ready; 2) The Borough will reach out with a registered letter to Lisa Guthrie; they did the previous audit; 3) They were on board to do the audit but never forwarded the Borough an agreement to sign. Table until the May Meeting.
- **DGK Accident Coverage for Volunteers – Status:** Councilman Chilson reported it is a simple policy for \$300.00/yr and it covers what a volunteer's own insurance doesn't cover. Motion was made by Councilman Chilson, seconded by Councilman Penzone to purchase Accident Coverage for Volunteers – Plan 2 for \$300.00. Roll call vote: all in favor, except Councilman O'Dell voted No. Motion carried.
- **TCAB Dinner in Lawrenceville – June 2020 – Location and Speaker – Status:** On hold, pending clarity of COVID-19.
- **Ehrlich – Pest Job Agreement – Status:** Motion was made by Councilman Chilson not to accept the Pest Agreement with Ehrlich. Motion died for lack of a second. Motion was made by Councilman O'Dell, seconded by Councilman Russell to seek other quotes or negotiate lower price with Ehrlich. Roll call vote: all in favor. Motion carried. Councilman O'Dell will contact Ehrlich.
- **Jodie Fisher Invoice – Status:** Council President Kirwin stated the invoice needs to be forwarded to Insight.

New Business:

- **Adopt Resolution – Fees for Insufficient Funds Checks and ACH Payments:** Motion was made by Councilman Chilson, seconded by Councilman O'Dell to adopt Resolution # 2020-3, Assessing a Fee for Insufficient Funds. Councilman Penzone noted Council already approved the fee but not a formal copy of a Resolution. Roll call vote: all in favor. Motion carried.
- **Spring Clean-Up April 25th – Postponed – Reschedule:**
- **Uniform, Rugs Rental – Cintas:** Motion was made by Councilman Chilson, seconded by Councilman Gleason to cancel the Uniform and Rug Rental Agreement with Cintas, effective May 4th, and authorize a payment of \$200.00/yr to Chris Fabian to purchase clothing. Discussion: Chris doesn't wear all clothes being rented; Buy-out fraction of the cost; Buy-out well worth it. Roll call vote: all in favor. Motion carried.
- **Close PLGIT Payroll Checking Account:** Motion was made by Councilman Penzone, seconded by Councilwoman Helgemo to close the PLGIT Payroll Checking account. Roll call vote: all in favor. Motion carried.
- **Debit Card – C&N Bank:** Discussion: Card has to be put in someone's name, can't be simply "Lawrenceville Borough". Councilwoman Helgemo said to contact the Fire Department and Ambulance Association; they have the name in the entity and have a set # of signers. Table.
- **Library – Different Internet Service Request:** Councilman Chilson said the Franchise Contract with Spectrum included free internet access, so before spending money check the contract. Council President Kirwin noted this would eliminate a cost to the Borough with the contract. Councilman Chilson will look into this. Table.

- **Quote – SCT Computers:** The Borough received a quote from SCT Computers for \$1850.00. Councilman Chilson noted this was not budgeted. Council President Kirwin said to table.
- **General Code Invoice:** The Borough received an invoice for \$695.00 from General Code. No motion to approve.
- **Repairs – Softball Field:** Councilman Chilson said to turn the repairs over to the Parks & Recreation Committee. Discussion: Cinderella Committee willing to pay a portion; Cinderella getting quotes for repairs; Trees over home plate trimmed; Meet with Cinderella Committee.
- **Empire Access Meeting:** Councilman Penzone said members of Council met with Empire; they quoted a cost for bringing fiber optics to Borough and are working on a feasibility study. Empire Access will get back with the Borough.
- **Larson Design Invoice:** Councilman Chilson reported: 1) He talked with Larson’s about the slip lining; 2) They could not explain why there was a change order on the price per foot; there should not be retainer fees, yet there are fees on the invoices; 3) The Borough requested a copy of the Act 537 Plan and have paid for $\frac{3}{4}$ of the cost but they won’t turn it over. Councilman Chilson requested they put the Act 537 payments toward the outstanding invoices. Table.
- **Patching Academy St:** Motion was made by Councilwoman Helgemo, seconded by Councilman O’Dell to obtain pricing for black top repairs to Academy St, Center St, Cross St and State St. Cold patch repairs, the Borough can do the work. Roll call vote: all in favor. Motion carried.
- **Crime Policy - \$250.00:** Motion was made by Councilman Penzone, seconded by Councilman Russell to approve payment of \$250.00 for the Crime Policy, for one (1) year. Roll call vote: all in favor, except Councilwoman Helgemo and Councilman O’Dell voted No. Motion carried.
- **Purchase New Vacuum Cleaner:** Councilman O’Dell may have fixed. Table.
- **Move Recycle Dumpsters:** Councilman Chilson said they should move the recycle dumpsters to the Sewer Plant. Discussion: Gravel and rock, not the best place; No oversight; Maybe owner of dumpsters can tidy up and paint. Table.
- **Church Clothing Shed:** Councilman Chilson said the building is not on Borough property; property belongs to Guaranteed Tire. Discussion: Why was the building moved; People were sleeping inside the building, issue was fixed; Someone discuss with Glen.
- **Charter Communications – Last Qtr 2019 Check – \$1957.95:** Motion was made by Councilman Chilson, seconded by Councilman O’Dell to deposit the Charter Communications check, in the amount of \$1957.95, into the General Fund. Roll call vote: all in favor. Motion carried. The check is for the 4th quarter 2019 franchise fees.
- **Secretary Summer Hours – Tues - Thurs – 8:00 am - 4:00 pm:** Motion was made by Councilman Penzone, seconded by Councilman O’Dell to change the Borough Secretary hours to Tuesday – Thursday from 8:00 am – 4:00 pm, for the summer. Roll call vote: all in favor. Motion carried.

Adjournment:

Motion was made by Councilman Russell, seconded by Councilman Penzone to adjourn the meeting at 8:33 pm. Motion carried. Meeting adjourned.

Attest:

Secretary

Council President