

April 5, 2021

Council Vice-President Gordon Chilson, Councilman Robert Penzone and Councilman Cleo Russell as well as Secretary/Treasurer Penny Jeffers were present at the **Regular Meeting** of the Lawrenceville Borough Council, held at 174 Water Tower Road. Due to lack of quorum, there was no Board Meeting.

April 20, 2021

Council President Michael Kirwin called the **Regular Meeting** of the Lawrenceville Borough Council, held at 174 Water Tower Road, to order at 7:00 pm. Councilman Robert Penzone, Councilwoman Kathy Helgemo, Councilman Terry Gleason, Councilman Cleo Russell were present as well as Secretary/Treasurer Penny Jeffers. Councilman Gordon Chilson joined the meeting via a speaker connected to Councilman Penzone's cell phone. Councilman Mansel O'Dell arrived at approx. 7:09 pm and stated he is recording the meeting. Mayor Robert Scott was absent.

Pledge of Allegiance.

Accept Meeting Minutes: February 1st Meeting Minutes were tabled. Motion was made by Councilman Russell, seconded by Councilman Gleason to accept the March 16th Meeting Minutes. Roll call vote: all in favor. Motion carried.

Public Comments on Agenda Items

For the Information of the Board:

- Need to Complete and Submit Statement of Financial Interests – Due by May 1st
- Need to Complete and Submit 2021 Boundary and Annexation Survey – US Census Bureau – Status
- Requested Refund – State Sales Tax Paid 2018 & 2019 (UGI) – \$471.30
- Requested Refund – IRS 940 2018 FUTA – \$152.33

Treasurer's Report:

- **Transfer from Water Fund and Sewer Fund to General Fund; Transfer from Water Fund and Sewer Fund to General Checking (WSD); Transfer from Water Fund to Sewer Fund – SF Revenues (WSD); Transfer from Water Fund to Water Fund Maintenance (Quarterly); Transfer from Sewer Fund to Sewer Fund Maintenance (Quarterly):** Motion was made by Councilman Penzone, seconded by Councilman Gleason to approve the following transfers, as presented: Water Fund to General Fund – March - \$3284.89; Sewer Fund to General Fund – March - \$5034.21; Water Fund to General Checking (WSD) – March - \$5259.34; Sewer Fund to General Checking (WSD) – March - \$6292.18; Water Fund to Sewer Fund (SF Revenues) – March - \$12,906.47; Water Fund to Water Fund Maintenance (Quarterly) - \$7163.25; Sewer Fund to Sewer Fund Maintenance (Quarterly) - \$2348.01. Roll call vote: all in favor. Motion carried.

Payment of Bills:

- **AP/Payroll General Fund; AP LWSD:** Councilwoman Helgemo asked if there will be late bill associated with the bills; response was yes. Motion was made by Councilman Russell; seconded by Councilwoman Helgemo to approve payment of the AP/Payroll General Fund, for the period March 17, 2021 – April 5, 2021, in the amount of \$15,301.12 and April 6, 2021 – April 20, 2021, in the amount of \$7597.47; approve payment of the AP LWSD, for the period March 17, 2021 – April 5,

2021, in the amount of \$4841.24 and April 6, 2021 – April 20, 2021, in the amount of \$5811.47. Roll call vote: all in favor. Motion carried.

Department Reports:

- **Mayor:** Not present.
- **Police:**
 - **Monthly Report:** March Police Report.
- **Fire Department:**
 - Council President Kirwin reported the Fire Department needs to put up a temporary building, while building new structure; need to hook to existing line.
 - **Waive Fees:** Motion was made by Councilman Chilson, seconded by Councilwoman Helgemo to waive the fees for demolition, new construction, and temporary construction permits. Roll call vote: all in favor. Motion carried.
- **Ambulance Association:**
 - **Monthly Report:** Councilwoman Helgemo reported they will participate in an event at Annie's on May 1st with health checks. In addition, they are planning an Open House to coincide with Tioga Old Home Days, actual date pending. She also stated that when driving an ATV or UTV, "use a great deal of caution".
- **Lawrenceville Water & Sewer (LWSD):**
 - **Sewer Plant:**
 - **Water Plant:** March Report
 - **Monthly Report:** Councilman Penzone had a written report, which included an update on meter replacements, proposal from engineer, grease pumped out from Lift Station on Cherry & James St; technician on site to inspect Lift Station # 1, "straw" repairs. Discussion: Grease and flushable wipes are an issue in the sewer; What is "straw"; Time frame to repair lift station – next 2 – 3 weeks; Pumps switch back and forth.

Committee Reports:

- **Planning Commission:** Grace Kirwin reported they are planning on meeting.
- **Library:**
 - **Monthly Report:** Grace Kirwin reported they have a couple new volunteers, still removing books and will install the air conditioner. She also has a summer plan to hand out books to kids.
- **Cemetery Association:**

Town Wide Sale (Mile Long Sale) was discussed, not sure who handles the details. Grace said the Planning Commission will discuss the "Mile Long Sale".

Old Business:

- **Tioga County CDBG Program – Grant Application – Status:** Table.
- **Sale of Traffic Lights – Status:** The Borough will re-list and lower the price of the traffic lights.
- **Borough Trucks – Repairs – Status:** Discussion: Repairs to trucks are more than trucks are worth; Sell both trucks for what they are worth; Borough will look for ¾ ton truck to purchase.
Motion was made by Councilman Chilson, seconded by Councilman Russell to list the trucks for sale. Roll call vote: all in favor. Motion carried. Additional details will be available at the May Board Meeting.

New Business:

- **Payment of Stuart Lisowski Invoice – Payable to Adam Butters:** Motion was made by Councilman O'Dell, seconded by Councilwoman Helgemo to reimburse Buffard's

Riverside Estates \$690.00 for invoice from Stuart Lisowski pertaining to curb stop at 12 Buffard's Riverside Estates. Roll call vote: all in favor. Motion carried.

- Adam asked the Board if there is anything that can be done with cats in the trailer park and a resident riding a side-by side in the Borough.

Old Business:

- **Purchase Mulch – State St and James St Parks – Status:** Council President Kirwin reported they measured the mulch for the parks, need 173 yds of mulch and 68 feet of pressure treated lumber. Council President Kirwin is waiting for a call back from the vendor regarding the cost of the mulch.
- **Policy – Attend Meeting Via Telecommunication Device – Status:** Motion was made by Councilman Penzone, seconded by Councilman Russell to request the Borough Solicitor write up the policy for meeting attendance via telecommunication device. Before roll call vote there was a discussion dealing with Austin White and whether or not it is a Councilman's personal attorney and whether Austin currently represents anyone in the Borough. Roll call vote: all in favor, except Councilwoman Helgemo and Councilman O'Dell voted No. Motion carried. Councilman O'Dell voted No because he doesn't know which attorney will be used.
- **Ehrlich – Proposals/Agreements:** Discussion: Cost of three (3) agreements; Cut trees Main St to railroad bridge; Mow dike first; Council walk dike next Monday evening at 6:00 pm. Table.
- **Spring Clean-Up:** Spring Clean-Up is scheduled for May 8th.
- **Develop Tioga - \$100.00 Membership:** Council did not approve.
- **TCAB Dinner – June:** Council cancelled TCAB dinner in June.

Councilwoman Helgemo had Profit and Loss reports for 2017 – 2020 and reported the net profit and losses, per year. Councilman Chilson stated he wants to look the numbers over.

- **2019 Lawrenceville Borough WSD Checks Payable to Lawrenceville Borough – \$41,614.81:** Table.
- **J H Williams Recommendation – 2019 Audit – Transfer \$99,213.09 from Water Fund to General Fund:** Table.
- **J H Williams Recommendation – 2019 Audit – Transfer \$30,753.60 from Sewer Fund to General Fund:** Table.
- **Payment of PennDOT Invoices – Status:** Discussion: Zero to do with sewage; Borough pays 15% of moving hydrants; Borough's charge is 25% of project; Did not put risers on manholes; 5 shut-off valves paved over. Motion was made by Councilman Penzone, seconded by Councilman O'Dell to write a letter to PennDOT regarding five (5) shut-off valves that need to be uncovered. Roll call vote: all in favor. Motion carried.
- **Electric Generator Water Treatment Plant – Status:** Councilman Penzone reported they are getting a timeline to have this done for next week.
- **Street Sweeping – Status:** Table.
- **Dike Mowing – Status:** Motion was made by Councilman Russell, seconded by Councilman Penzone to advertise for sealed bids for mowing 13.2 acres of the dike, banks on both sides. Roll call vote: all in favor. Motion carried.

New Business:

- **PA Small Water and Sewer Grant – 15% Borough Expense:** Motion was made by Councilwoman Helgemo, seconded by Councilman O'Dell to approve the extension given for the PA Small Water and Sewer Grant and continue in good faith the 15% Borough expense. Roll call vote: all in favor. Motion carried
- **PennDOT Letter – Traffic Signal Maintenance:** No action is required.

- **Gannon Associates – 21-22 Crime Policy – \$250.00:** Motion was made by Councilman Penzone, seconded by Councilwoman Helgemo to renew the 21-22 Crime Policy with Gannon Associates for \$250.00. Roll call vote: all in favor. Motion carried.
- **Offer of Terrorism Insurance Coverage and Rejection Form:** Motion was made by Councilman Russell, seconded by Councilman Penzone to reject the Terrorism Insurance Coverage. Roll call vote: all in favor. Motion carried.
- **Zoning Officer – Cellular Phone:** Councilman Chilson stated the Zoning Officer would prefer a land line over cell phone. Councilwoman Helgemo said she has an extra trac phone.
Motion was made by Councilman O'Dell, seconded by Councilman Gleason to purchase minutes for a trac phone for \$35.00/purchase. Roll call vote: all in favor. Motion carried.
- **Main Water Shut-off – Annie's Deli & Ryon Circle:** Discussion: Need riser; No water in the hole; New riser on Ryon Circle and riser at the surface; Need new riser for Annie's; New risers are ordered; Rural Water check for leak.
- **Smoke Free Policy – Borough Parks:** Council did not approve.
- **Adult Ball League:** Motion was made by Councilman O'Dell, seconded by Councilwoman Helgemo to revise the fee, per team, for the adult ball league to \$400.00/team - \$300.00 fee and \$100 maintenance fee. Roll call vote: all in favor, except Councilman Penzone voted No. Motion carried.
- **Adult Ball League Tournaments:** Motion was made by Councilman Chilson, seconded by Councilman Penzone to approve the following: no teams play without pre-approved roster, no tournaments for adults, lights turned off at 10:00 pm, Cinderella has first chance for the field and adult league must have Certificate of Insurance. Roll call vote: all in favor. Motion carried.
- **LCSL Parade Request – May 8th, Who will Attend Ceremony:** Motion was made by Councilwoman Helgemo, seconded by Councilman Chilson to approve the LCSL Parade on May 8th from Main St to Cowanesque St. Roll call vote: all in favor. Motion carried. Councilwoman Helgemo and Councilman O'Dell will attend the Opening Ceremony.
- **Hire LWSD Employee:** Councilman Penzone reported he took the applicant on a tour of the sewer plant and water plant, defined his roll, and informed him he worked under the operator. He has no backhoe experience.
Motion was made by Councilman Russell, seconded by Councilman Chilson to hire Michael Hindman as a full-time LWSD employee at \$17.00/hr, two (2) weeks' vacation and \$250.00 toward insurance. Secretary Jeffers questioned if he received two (2) weeks' vacation immediately. Response was yes. Roll call vote: all in favor except Councilman Gleason and Councilman O'Dell voted No. Motion carried.

Councilwoman Helgemo asked if after new employee was hired, he could clean out storm drains. Councilman Penzone noted he is hired for maintenance – mechanical. Councilman Penzone requested a list of the storm drains that are plugged.

Visitors Open Forum:

Adjournment:

Council President Kirwin adjourned the meeting at 9:25 pm. Meeting adjourned.

Attest:

Secretary

Council President