

Lawrenceville Borough Council Meeting

Monday April 7th, 2025 @ 7 pm

Call to Order/Pledge of Allegiance:

Council President Hotelling called the meeting to order at 7 pm, followed by the Pledge of Allegiance

Roll Call – Council Attendance:

Councilman Gleason; Present, Councilman Urbano; Present, Councilman Wetzel; Present, Councilman Penzone; Present, Councilman O'Dell; Present, Councilwoman Burrows; Present, Council President Hotelling; Present, Mayor Davis; Present; Secretary Rumsey; Present

Approval of previous minutes:

Motion was made by Councilman Gleason; Seconded by Councilwoman Burrows to approve the March minutes. Roll Call Vote: 7/7 Carried

Payment of bills:

Motion was made by Councilman Gleason; Seconded by Councilman Wetzel to approve the payment of the bills. Roll Call Vote: 7/7 Carried

Public Comment on Agenda Items:

Pastor Michael Denelsbeck from the Elkland Presbyterian Church spoke about Resolution 2025-3 Tioga County New Tourism Agency. He provided data and stats on the current "Visit Potter/Tioga County Agency" and how it has increased the visitors within the County. He also referenced Act 18, stating that the funds from the hotels and Airbnb within Tioga County must be used more than 50 miles outside the county.

Mayor Davis suggested the Council vote down the Resolution 2025-3 at this time, until further information can be obtained. This Resolution is presented under new business.

Treasurer's Report

- March (Tabled)
- April

Motion was made by Councilwoman Burrows; Seconded by Councilman O'Dell to accept March and April Treasurer's Reports as presented. Roll Call Vote: 7/7 Carried.

Department Reports:

→ Mayor

Mayor Davis discussed the CAP (Corrective Action Plan), he presented a letter request for a 60-day extension. He also noted that the charges from APEX were being separated between regular working hours and CAP hours accordingly.

Motion was made by Councilman Urbano; Seconded by Councilman Gleason to add to the agenda under new business the CAP Draft presented for the 60-day extension. Roll Call Vote: 7/7 Carried

→ **Police**

Officer Brackman presented his monthly report. He also stated that two more officers might be starting within the next couple of weeks

→ **Fire Department**

Brad Hackett presented the fire department report. He also addressed the issue with the FD meter, stating that it is hooked to the Fire Station Sprinkler System therefore, it does not reflect usage. The Borough would need to replace the meter with a new meter that can handle a 3" incoming line.

→ **Library**

Lucy Losey presented the library report. She mentioned the upcoming events scheduled and that they have a couple of young people providing community service. She also stated that the library needed bids for replacing the windows.

→ **LEMC Quarterly**

Councilman Gleason read the LEMC Report. Training is ongoing, her report noted that the storm drains needed to be cleaned and that a final plan needs in place for the dike and the Burr Oak which is preventing the Borough from completing the dike certification.

Committee Reports:

→ **Finance/Personnel**

- Employee Stipend payment – Motion was made by Councilman O'Dell; Seconded by Councilman Urbano to pay the stipend biweekly at \$125.00 for eligible employees. Roll Call Vote: 7/7 Carried

→ **Water & Sewer**

- Apex letter – TABLED – Mayor Davis stated he would consult with the LWSD committee

→ **Parks & Recreation**

- Survey 32 Cowanesque St – Councilman Urbano presented a quote for \$2,000 from Land Survey Group Wellsboro for the Ballfield. Councilman Penzone stated it would be a good idea to know our boundaries to protect and preserve the Borough.

Motion was made by Councilman Urbano; Seconded by Councilman Penzone to accept the \$2,000 survey quote from Land Survey Group in lieu of finding the pins prior to establishing a date to survey. Roll Call Vote: 4/3 with Councilman O:Dell; No, Councilwoman Burrow; No, and Council President Hotelling; No. Carried.

→ **Dikes/Levies**

Councilman Penzone presented a 2025 Dike Maintenance Proposal; he stated that it would require about 80 hours of workers time to cut dike. The Personnel Committee is to handle the scheduling of the hours. He also asked about purchasing smoke bombs for the animal holes. The other Council members believe it would be a concrete slurry for the holes, not smoke bombs.

→ **Public Safety NONE**

→ **Shade Tree Commission**

Discussed above with the survey for the property lines. It was also suggested to contact the resident who cut the trees.

→ **Roads/Streets NONE**

Old Business:

Frontier – Fiber Optics – Ryon Circle - Status Update

No update from Jimmy Joe. Check ordinance for underground utilities in Ryon Circle

Confined Space Training - Update

Council members decided to use Sheeley's for any confined space work.

Tioga County Ordinance 2024-1 Outdoor Lighting – Approve/Deny

Motion was made by Councilman Urbano; Seconded by Councilman Gleason to approve the Tioga County Ordinance 2024-1 Outdoor Lighting. Roll Call Vote: 6/1 with Councilman O'Dell, No.

New Business:

NIMS Training Council Members – Federal grants

President Hotelling stated that any councilmember still needing to take NIMS training please complete promptly.

NFIP Training for Floodplain Administrators - Wellsboro April 14th

President Hotelling notified that Erbs will no longer be doing Floodplain paperwork, it is advised that a member of Council learn this process in case it is needed. Councilman Gleason and Council President Hotelling stated they would attend this

RDPC Training Disaster Recovery Rural Jurisdictions - Wellsboro

President Hotelling presented the training information as follows - Registration deadline April 30th, Course date May 14 8a-5p Tioga County Emergency Services

Gas Disconnection - removal of gas cooking stove

President Hotelling addressed council about disconnecting the gas cooking stove in the Office and donating it to the library. This would save the Borough approximately \$30.00 from UGI's monthly charges.

Motion was made by Councilman Gleason; Seconded by Councilman Wetzel to disconnect the gas to the cooking stove and donated the stove to the library. Roll Call Vote: 7/7 Carried

Resolution 2025-2 W/S Billing Revision

75/25% split (\$42.86 sewer/\$14.29 water) NO increase in rate. This needs to be added to the next budget meeting for the fall 2025.

Borough Office Parking Lot Repair

Quote was included in the ARPA funding, start date has not been determined

Purchase Practices for the Borough

Councilman Urbano stated purchases for the Borough should use the Borough address. Councilmen Urbano and Penzone will write up a purchasing policy and present to Council.

Trough Replacement

Councilman O'Dell presented that the trough cost of \$10,000 (\$5,000 each). The flow needs to be below 7500 to be able to get the measurements.

Audit 2022 – Competed, Additional hours/cost

President Hotelling stated that the 2022 Audit was complete however, there was an additional cost of \$8,740 due to additional hours.

Motion was made by Councilman Urbano; Seconded by Councilman O'Dell to approve the additional expense for the 2022 audit. Roll Call Vote: 7/7 Carried

Audit 2024 Contract –

President Hotelling read the agreement for the 2024 Audit stating the cost of \$18,500 for 110 hours with additional fee if over the allowed hours. Audit will be performed by EFPR Group.

Motion was made by Councilman Gleason; Seconded by Councilwoman Burrows to approve the 2024 Audit Contract with EFPR Group. Roll Call Vote: 7/7 Carried

Billing Adjustments per Account

President Hotelling stated this was for information only. It was suggested that the finance committee approve system adjustments

Lecce 2025 Traffic Signal Maintenance Agreement

Motion was made by Councilman Urbano; Seconded by Councilman Gleason to accept the 2025 Traffic Signal Maintenance Agreement by Lecce. Roll Call Vote: 7/7 Carried

Resolution 2025-3 Tioga County New Tourism Agency

Motion was made by Councilman Gleason; Seconded by Councilman O'Dell to Accept Tioga County resolution 2025-3 for a New Tourism Agency. Roll Call Vote: 0/7 Denied

Loan Payment – Specific details

President Hotelling asked council members what account(s) the funds should be coming from? The response was to make the payment from the General Fund.

CAP Draft – added via motion by council under Mayor report.

Motion was made by Councilman Urbano; Seconded by Councilman Gleason to approve the rough draft of the CAP (Correction Action Plan). Roll Call Vote: 7/7 Carried

Visitors Open Forum:

Cleo Russell – Asked if the generator came on when the electric recently went out. Response – It did come on.

Gordon Chilson – 1. Asked how many loads of sludge was removed. Response by Councilman O'Dell - 2 loads of sludge. 2. What was the cost per load? Response – Council members were unable to get the exact amount at time of asking.

Adjournment:

Motion was made by Councilman Gleason; Seconded by Councilman Burrows to adjourn the meeting at 9:35 pm. Roll Call Vote: 7/7 Carried

Jennifer Rumsey

Secretary

May 5, 2025

Anneliese Hotelling

Council President

May 5, 2025

APPROVED