

**August 2, 2021**

Council President Kathryn Helgemo called the **Regular Meeting** of the Lawrenceville Borough Council, held at 174 Water Tower Road, to order at 7:06 pm. Councilman Gordon Chilson, Councilman Robert Penzone, Councilman Mansel O'Dell, Councilman Cleo Russell and Councilman Eddie Wetzel were present as well as Secretary/Treasurer Penny Jeffers. Councilman Terry Gleason and Mayor Robert Scott were absent.

**Pledge of Allegiance.**

**Minutes of Previous Meeting:** Motion was made by Councilman Russell, seconded by Councilman Wetzel to accept the July 6<sup>th</sup> Meeting Minutes, as presented. Roll call vote: all in favor. Motion carried.

**Public Comments on Agenda Items:**

Council President Helgemo read Resolution # 2021-3 and stated the minimum charge, per dwelling unit, is \$57.15.

Shelley Haslund: How much revenue will the Borough receive? Discussion: Revenue amount doesn't matter; No reason landlords don't pay minimum fee.

Anna Hotelling: Why wouldn't each family pay minimum fee?

Shelley Haslund: How is Borough going to police customers moving in and out?

Discussion: Funds needed for up-keep and maintenance of Sewer and Water Plan; Adopt equitability resolution; Every individual dwelling responsible for fair share.

Councilman Chilson questioned if the Borough will bill Brownie's for each unit? Councilman Chilson reported: 1) The Borough currently has language in the ordinance that the Borough can charge the minimum fee, per dwelling unit; 2) There was no need for the Solicitor to draft this resolution; 3) Council is responsible for ordinances; 4) Ordinances 131-136 deal with water/sewer.

Shelley Haslund: When is the new billing effective? Asked for three (3) month extension.

Anna Hotelling: Who makes the schedule of hours for workers? Council President Helgemo stated that Mike Kirwin, Prior Council President, assigned Councilman Penzone as Supervisor of the water/sewer department; Councilman Penzone does the schedule.

**For the Information of the Board:**

- Certified Letter – DCED – American Rescue Plan Act of 2021 (ARPA) – Status
  - Council President Helgemo signed the paperwork required to obtain the grant.
- **Rescind Motion – Mayor Sign DCED Grant Forms:** Motion was made by Councilman O'Dell, seconded by Councilman Wetzel to rescind the prior motion to approve having the Mayor sign the DCED ARPA grant forms. Roll call vote: all in favor. Motion carried.

**New Business:**

- **Adopt Resolution # 2021-3:** Discussed earlier, the Borough already has an ordinance, which the Borough needs to enforce.
  - **Enforce All Ordinances:** Motion was made by Councilman Chilson, seconded by Councilman Russell to enforce all ordinances but Ordinance # 136 is effective with the billing due date of October 15<sup>th</sup>. Roll call vote: Councilman Chilson – Abstain; Councilman Penzone – Yes; Councilman O'Dell – No; Councilman Russell – Yes; Councilman Wetzel – No; Council President Helgemo – Abstain. Motion failed.
  - **Enforce Ordinance # 136:** Motion was made by Councilman O'Dell, seconded by Councilman Wetzel to enforce Ordinance # 136, effective with the billing due date of October 15<sup>th</sup>. Roll call vote: Councilman Chilson – Abstain; Councilman Penzone – No; Councilman O'Dell – Yes; Councilman Russell – No; Councilman Wetzel – Yes; Council President Helgemo – Abstain. Motion failed.
  - **Adjust Billing – Comply with Ordinance # 136:** Motion was made by Councilman Penzone, seconded by Councilman O'Dell to adjust billing to comply with Ordinance # 136, effective with the billing due date of October 15<sup>th</sup>. Roll call vote: Councilman Chilson – Abstain; Councilman Penzone – Yes; Councilman O'Dell – Yes; Councilman Russell – Yes; Councilman Wetzel – Yes; Council President Helgemo – Abstain. Motion carried.
- **International Zoning Code Ordinance:** Council President Helgemo stated the Zoning Solicitor reviewed the International Zoning Code Ordinance and read the "Council Review Guide" drawn up by the Solicitor. Councilman Chilson said he was not in favor of replacing BOCA Code with International Property Maintenance Code. Council President Helgemo responded that the

advantage to adopting the International Zoning Code it that Terrica Jones, said she would accept the position of Zoning Officer if this Code is adopted. The International Zoning Code Ordinance is in the office to review for possible advertisement at the September Board Meeting. Councilman Penzone questioned the fines and asked is the chart of fees up-to-date and has the schedule of fees been evaluated? The Ordinance can be reviewed for 30 days in the Borough Office.

- **Lien Payment – Deposit Funds:** Motion was made by Councilman O'Dell, seconded by Councilman Wetzel to approve the lien payment, for 49 Mechanic St, being deposited, as follows: Solicitor fees, Mowing – General Fund checking; Water/Sewer charges – Water Fund checking. Roll call vote: all in favor. Motion carried.
- **Truck Sale Payments – Deposit :** Council agreed that the two (2) trucks sold at the July Board Meeting, were both purchased with Water/Sewer funds, so the payments will be deposited to the Water Fund checking and earmarked for "Equipment Purchase".
- **PaWarn Dues – \$35.00:** Motion was made by Councilman O'Dell, seconded by Councilman Wetzel to pay the PaWarn Dues, in the amount of \$35.00. Roll call vote: all in favor. Motion carried.
- **Zoning Permit Applications:**
  - **Dandy Mini Mart Zoning Permit Application:** Motion was made by Councilman Chilson, seconded by Councilman O'Dell to approve the Zoning Permit Application submitted by the Dandy Mini Mart, for the installation of a drive thru window on the South side of the building. Roll call vote: all in favor. Motion carried.
  - **Logan, Jeffrey and Janette Crawford Zoning Permit Application:** Councilman Chilson said they submitted the wrong permit (Sign Permit) and they need to submit a plot plan and construction drawing. Councilman Penzone stated they need to follow the ordinance. Discussion: General maintenance, no permit is required; May need Building Permit not Zoning Permit. Table.
- **Abatement Request – Terry Gleason:** The Borough received an abatement request from Terry Gleason, effective July 20, 2021.
- **Additional Crime Limits Coverage:** Motion was made by Councilman O'Dell, seconded by Councilman Penzone to increase the crime limits coverage by \$100,000.00, at an additional cost of \$253.00/yr. Roll call vote: all in favor. Motion carried.
- **Employee's Work Schedule:** Council President Helgemo stated the employee's work schedule should include the name and the hours they are scheduled to work (Example 7:30 – 4:00 or 8:00 – 4:30). Discussion: Time study was done; Emergencies.
- **Employee Pay – Timeclock:** Council President Helgemo stated the employees are paid based on when they clock in and out on the timeclock and they need to clock in and out according to their work schedule. Discussion: Clock in and out ¼ hour, ½ hour or on the hour; Employee Manuel.
- **2020 Audit – Management Representation Letter:** The Borough received the 2020 Audit from J H Williams. After review, the Borough Council President has to sign the Management Representation Letter.
- **Critical Skills Concepts, LLC – Municipality Aerial Imaging:** Mayor Scott requested this item be included on the Agenda. He was not present. Table.
- **Uninterrupted Electrical Service – Water Plant:** Jimmie Joe Carl reported: 1) Osceola Township Municipal Authority (OTMA) has a generator for sale; 2) Is 11 yrs old; 3) Not much run time; 3) Councilman Chilson and Councilman Russell inspected; 4) Price \$5000.00; 5) New generator costs \$17,000 - \$20,000 without transfer switch; 6) Has transfer switch. Anna Hotelling questioned why Osceola isn't using the generator. It was noted that OTMA had issues with paying a maintenance service contract. Councilman Chilson said they researched documents and want to offer OTMA \$3650.00, for the generator. Discussion: New generator has maintenance agreement; Cost if something major goes wrong; Transfer switch costs \$5000.00; May never use generator. Councilman O'Dell requested the Borough talk with a Caterpillar dealer and have Jimmie Joe's electrician look at the generator. Councilman Chilson said he will give the Borough the money up front, for the cost of the generator. Jimmie Joe said that DEP wants to see the Borough making progress. Motion was made by Councilman Russell, seconded by Councilman Chilson to approach Osceola Township Municipal Authority to purchase the generator for \$3650.00, with the transfer switch. Roll call vote: Councilman Chilson – Yes; Councilman Penzone – Yes; Councilman O'Dell – No; Councilman Russell – Yes; Councilman Wetzel – No; Council President Helgemo – No. Motion failed.

- **Sealed Bids – Flow Meters:** Councilman Penzone reported that last month the Borough motioned to purchase flow meters; however, the Township may need to obtain sealed bids. Jimmie Joe contacted Melanie Kesler and the Borough can purchase the flow meters with the remaining grant funds. Secretary/Treasurer contacted Melanie and she said the Borough has to abide by the bidding guidelines. The Borough will advertise for sealed bids in the Corning Leader. Jimmie Joe will provide the Secretary/Treasurer with the necessary information to advertise for sealed bids for flow meters.

#### **Treasurer’s Report:**

- **Transfer from Water Fund and Sewer Fund to General Fund; Transfer from General Fund to WSD General Checking; Transfer from Water Fund and Sewer Fund to WSD General Checking; Transfer from Water Fund to Sewer Fund – SF Revenues (WSD):** Motion was made by Councilman O’Dell, seconded by Councilman Wetzel to approve the following transfers, as presented: Water Fund to General Fund – July - \$4463.92; Sewer Fund to General Fund – July - \$5860.03; General Fund to WSD General Checking - \$131.62 (Debit card charges); Water Fund to WSD General Checking – July - \$2409.57; Sewer Fund to WSD General Checking – July - \$6054.48; Water Fund to Sewer Fund (SF Revenues) – July - \$13,307.73. Roll call vote: all in favor. Motion carried.

#### **Payment of Bills:**

- **AP/Payroll General Fund; AP LWSD:** Motion was made by Councilman O’Dell; seconded by Councilman Wetzel to approve payment of the AP/Payroll General Fund, for the period July 7, 2021 – August 2, 2021, in the amount of \$24,215.47; approve payment of the AP LWSD, for the period July 7, 2021 – August 2, 2021, in the amount of \$8800.11 (Plus debit card charges). Roll call vote: all in favor. Motion carried.

#### **Department Reports:**

- **Mayor:** Table
- **Police:**
  - **Monthly Reports:** July Police Report.
- **Fire Department:**
- **Ambulance Association:**
  - Council President Helgemo reported the Open House was very good, well attended and well received. She also reported they had 54 dispatches in July.
- **Lawrenceville Water & Sewer (LWSD):**
  - **Sewer Plant:** August report.
    - Flow meters – Sewer Lines – Status (Discussed earlier)
  - **Water Plant:** August report.
    - Uninterrupted electrical service – Water Plant – Status
  - **Monthly Report – Generator:** Councilman Penzone asked if the Borough is open to any used generator. Councilman Wetzel said a generator that is serviced and maintained. Councilman Penzone asked if the Borough wants a brand new or used generator. The Borough wants to verify that it runs.

#### **Committee Reports:**

- **Planning Commission:**
- **Library:** Story Hour held July 30<sup>th</sup>.
- **Cemetery Association:**

#### **Old Business:**

- **Sale of Traffic Lights – Status:** Councilman Chilson said he can sell the traffic lights tomorrow for \$100.00. Motion was made by Councilman Russell, seconded by Councilman Wetzel to sell both traffic lights for \$100.00. Roll call vote: all in favor, except Councilman Chilson abstained. Motion carried.
- **Purchase Mulch – State St and James St Parks – Status:** Council President Helgemo reported the Borough received a quote from Hall’s for playground mulch. The Borough has to purchase the entire truck load for \$30.00/yd. The load can be between 90 – 110 yds. Secretary/Treasurer contacted River Valley Landscapes but never received a quote. Councilman Chilson requested the telephone number. Table.

- **Dike Maintenance – Removal Trees/Woody Shrubs – Status:** Council President Helgemo spoke with Amos and requested a quote. Table.
- **Ehrlich Quotes – Status:** Council President Helgemo stated that Amos wants to break up the work into four (4) year cycle. He is working on a plan.
  - **Treat Rip/Rap:** Motion was made by Councilman O'Dell, seconded by Councilman Penzone to approve the quote from Ehrlich to treat rip/rap from bridge to bridge, in the amount of \$4268.00. Roll call vote: all in favor. Motion carried. Council requested notification of the date of service.
  - **Treat Culvert/Ditch:** No motion.
  - **Treat Knot Weed:** Motion was made by Councilman Wetzel, seconded by Councilman O'Dell to approve the quote from Ehrlich to treat knot weed from railroad bridge to bank, in the amount of \$590.00. Roll call vote: Councilman Chilson – No; Councilman Penzone – No; Councilman O'Dell – Yes; Councilman Russell – Yes; Councilman Wetzel – No; Council President Helgemo – No; Motion failed.
- **Forensic Audit:** Councilman Chilson reported: 1) In 2018, the Water Authority paid the Borough \$57,863 on September 26<sup>th</sup>; 2) In 2018, between August 27<sup>th</sup> and December 1<sup>st</sup> Water Authority paid Borough \$140,000.00; 3) Water Authority was taken over on 1/1/2018, Balance Sheet had \$140,000.00 that was absorbed and spent; 4) Borough kited from Water Department; 5) Borough siphoned off funds. Councilman Chilson requested a Forensic Audit of 2018-2019 and said when they do an Audit they don't look at where funds came from or went to; audit says "fraud".  
 Motion was made by Councilman Chilson, seconded by Councilman Russell to perform a 2018-2019 Forensic Audit, detailing who owes who. Roll call vote: Councilman Chilson – Yes; Councilman Penzone – No; Councilman O'Dell – No; Councilman Russell – No; Councilman Wetzel – No; Council President Helgemo – No. Motion failed.
- **2019 Lawrenceville Borough WSD Checks Payable to Lawrenceville Borough – \$41,614.81 – Status:** Council President Helgemo stated the \$41,614.81 were from bills paid from the grant. Table.
- **Eliminate Transfer of Funds – Status:** Councilman Chilson made a motion to eliminate the transfer of funds - \$99,213.09 and \$30,753.60; would be a wash in 2018-2019. Motion died for a lack of a second.
- **J H Williams Recommendation – 2019 Audit – Transfer \$99,213.09 from Water Fund to General Fund – Status:** Table.
- **J H Williams Recommendation – 2019 Audit – Transfer \$30,753.60 from Sewer Fund to General Fund – Status:** Table.
- **Feasible Payment Plan – Status:** Motion was made by Councilman O'Dell, seconded by Councilman Wetzel to, per the Auditor and Solicitor, transfer the funds with a feasible payment plan. Roll call vote: Councilman Chilson – No; Councilman Penzone – No; Councilman O'Dell – Yes; Councilman Russell – No; Councilman Wetzel – Yes; Council President Helgemo – Yes. Motion failed.
- **Payment of PennDOT Invoices – Status:** Councilman Chilson said he tried to call PennDOT. Motion was made by Councilman Penzone, seconded by Councilman O'Dell to send a letter to PennDOT requesting a meeting to review the video, walk the project and discuss close out issues. Roll call vote: all in favor. Motion carried.
- **Street Sweeping – Status:** Motion was made by Councilman O'Dell, seconded by Councilman Chilson to pay Dane's Lawn Care, for street sweeping, in the amount of \$1000.00. Roll call vote: all in favor. Motion carried.
- **Telecommunication Device to Attend Meetings – Status:** Borough purchased Bluetooth speaker.
- **CDBG – Due No Later Than October 31, 2021 – Status:** Jimmie Joe Carl is working on the CDBG for the Borough.
- **Dwelling Unit – Minimum Charge – Status (New Business – Adopt Resolution):**
- **Zoning Hearing Board Appeals – Status:** Council President Helgemo reported: 1) She contacted each ZHG Member and next week they will meet to organize; 2) Glenard and Sharon Wetzel's time clock starts when the appeal goes on their desk. Sharon Wetzel commented that with each different step, the clock starts over. Councilman Chilson said the Zoning Solicitor has the appeal, so it's out of the Borough Council's hands. Discussion: Follow Zoning laws; Zoning Permit first, Building Permit after Zoning Permit.
  - **Edward Kessler – Jennifer Gonzales – Sign**
  - **Kaitlyn Wetzel – Glenard and Sharon Wetzel – Double Wide**
- **Mush Ball League – Status:** Take off the Agenda.

- **Signatories – Bank Accounts – Status:** The paperwork was taken to C&N Bank; everyone except Councilman Penzone signed the forms, so he has to go to the Bank to sign the forms.
- **Appoint Zoning Hearing Board – 3 Members – Status:** Council President Helgemo contacted Maryann Gontarz last week, so the Borough has a three (3) member ZHB.

**Visitors Open Forum:**

**Adjournment:**

Motion was made by Councilman O'Dell, seconded by Councilman Penzone to adjourn the meeting at 10:51 pm. Meeting adjourned.

Attest:

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Secretary

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Council President