

August 3, 2020

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 Gordon Chilson, Councilman Robert Penzone, Councilman Terry Gleason and Councilman Cleo Russell were present as well as Secretary/Treasurer Penny Jeffers. Councilman Mansel O'Dell arrived at 7:01 pm. Councilwoman Kathy Helgemo and Mayor Robert Scott were absent.

Pledge of Allegiance.

Approval of Minutes: Motion was made by Councilman Russell, seconded by Councilman Gleason to accept the July 21st Meeting Minutes. Roll call vote: all in favor. Motion carried.

Visitors Open Forum Agenda Items:

For the Information of the Board:

- Borough requested a check, in the amount of \$2638.26, from PA Department of Revenue – Employer Withholding – Pending
- No communication, from Solicitor, since July 21st Board Meeting

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 – June):** Motion was made by Councilman Chilson, seconded by Councilman O'Dell to approve the following transfers: Water Fund to General Fund – July - \$3102.81; Sewer Fund to General Fund – July - \$5354.25; Water Fund to General Checking (WSD) – July - \$3594.89; Sewer Fund to General Checking (WSD) – July - \$1344.74; Water Fund to Sewer Fund(SF Revenues – July) - \$12673.67. Roll call vote: all in favor. Motion carried.

Payment of Bills:

- **AP/Payroll General Fund; AP/Payroll Water/Sewer Department (WSD):** Motion was made by Councilman Chilson, seconded by Councilman Gleason to approve payment of the AP/Payroll for the General Fund, for the period July 22, 2020 – August 3, 2020, in the amount of \$8098.31 and to approve payment of the AP/Payroll for the LWSD, for the period July 22, 2020 – August 3, 2020, in the amount of \$3543.43. Roll call vote: all in favor. Motion carried.

Department Reports:

- **Mayor:** Not present
- **Police:**
 - **Monthly Report:** June Police Report
 - **Police Property:** Motion was made by Councilman Chilson, seconded by Councilman Penzone to request a list of inventory, from the Chief of Police, that includes police equipment and firearms. Roll call vote: all in favor. Motion carried. Council President Kirwin will contact Police Chief Shutt.
- **Fire Department:**
 - **Monthly Report:** No one present
- **Ambulance Association:**
 - **Monthly Report:** No one present
- **Lawrenceville Water & Sewer (LWSD):**
 - **Sewer Plant:** No report
 - **Water Plant:** June and July reports

- **Monthly Report:** Councilman Penzone reported the hydrants were replaced; infiltration numbers are way down (result of drought); Councilman Chilson got the Dakota back today; water meter replacements and hydrant work is progressing too slow; Water/Sewer Committee meet on a weekly basis. Councilman Chilson discussed the steady flow, due to infiltration, at the lift station on Weaver St.
- **Work Schedule for LWSD Employees:** Secretary will email LWSD work schedule, prepared by Councilman O'Dell, to Council.

Committee Reports:

- **Planning Commission:**

Old Business:

- **2019 Audit Agreement – Status:** Pending.
- **Spectrum (Charter Communications) Franchise Agreement – Status:** Motion was made by Councilman Chilson, seconded by Councilman Gleason to accept the five (5) Franchise Agreement with Charter Communications with a five (5) percent franchise fee. Roll call vote: all in favor. Motion carried.
- **Letter to Fire Department – Clean-Up from Fire – Status:** Council Vice-President Chilson said the letter, drafted by K. Helgemo did not represent the Borough Council, so the Borough will modify/draft a letter to send to the Fire Department.
- **Email Accounts – Gmail – Status:** Table.
- **Purchase “No Parking” Signs & Posts – Status:** Motion was made by Councilman Russell to purchase 126 “No Parking” signs and 50 long and 50 short posts. Motion died for lack of a second. Discussion: Bid signs with street patching, Obtain true costs, No Borough labor. Table.
- **Tioga County CDBG Program – Grant Application – Status:** Council President Kirwin and Councilwoman Helgemo are working on the grant application. Table.
- **Tennis Court Lights On – Day and Night – Status:** Councilman O'Dell reported there are no light on; lights were turned off with the breaker.
- **Appoint Person to Purchase Supplies for Water/Sewer Department:** Motion was made by Councilman Chilson, seconded by Councilman Russell to appoint Councilman Penzone to purchase supplies for the water/sewer department. Roll call vote: all in favor, except Councilman Gleason voted No and Councilman O'Dell voted No. Motion carried.
- **Dike Mowing – Status:** Motion was made by Councilman Chilson, seconded by Councilman Gleason to hire Phil Egleston, to mow the dike, from Mechanic St to the guardrails, for \$900.00/cut. Roll call vote: all in favor. Motion carried. The Borough will obtain a Certificate of Insurance and Workers Comp paperwork.
- **Pay Insight Invoice – \$20,450.00 – Status:** Motion was made by Councilman O'Dell, seconded by Councilman Gleason to pay the Insight Pipe Contracting invoice, in the amount of \$20,425.00. Roll call vote: all in favor. Motion carried.
- **Chlorine System to Automatically Change Bottles – Status:** Councilman O'Dell contacted Airgas regarding the cost to automatically change the bottle for the chlorine system. They sent the name of another company that would better assist with this matter. Councilman Chilson suggested the Water/Sewer Committee review the matter. Table.

New Business:

- **eCode 360 – General Code - \$695.00 (Ordinances On-line):** Died for lack of a motion.
- **Ambulance Association – Workers Comp – Now in Lawrence Twp:** Motion was made by Councilman Chilson, seconded by Councilman Penzone to notify Lawrence Township they need to insure the Ambulance Association, since they moved to Lawrence Township and approve the Borough cancelling the workers comp insurance as soon as they have coverage with the Township. Roll call vote: all in favor. Motion carried.

- **Liability Insurance – Glatfelter Public Practice – \$12,403.00:** Motion was made by Councilman Russell, seconded by Councilman Gleason to approve the liability insurance with Glatfelter Public Practice, in the amount of \$12,403.00. Roll call vote: all in favor. Motion carried.
- **Workers Comp Renewal – AmTrust North America – \$18,229.00:** Motion was made by Councilman Gleason, seconded by Councilman O’Dell to approve the Workers Comp renewal with AmTrust North America, in the amount of \$18,229.00. Roll call vote: all in favor. Motion carried.
- **Meeting Dates – August - December 2020:** Motion was made by Councilman Russell, seconded by Councilman Gleason to eliminate the Board Meeting on the 2nd Tuesday in August and September. Roll call vote: all in favor, except Councilman O’Dell voted No. Motion carried.
- **Library Grant Expenses:** Motion was made by Councilman Gleason, seconded by Councilman O’Dell to approve paying the expenses associated with the Library Grant and Story Hour. Roll call vote: all in favor. Motion carried.
- **PaWarn Dues – \$35.00:** Motion was made by Councilman Gleason, seconded by Councilman O’Dell to pay the PAWarn Dues, in the amount of \$35.00. Roll call vote: all in favor. Motion carried.
- **Close PLGIT Library Checking – Transfer Funds to C&N Library Checking:** Motion was made by Councilman Russell, seconded by Councilman Penzone to close the PLGIT Library Checking and transfer the funds to C&N Library Checking. Roll call vote: all in favor. Motion carried.
- **Exception to the Ban – Tom Howe:** Tom Howe presented Council with documentation that the property located at 43 State St was four (4) rental units with one (1) meter. The property currently has two (2) units and Tom is requesting a 2nd water meter.
Motion was made by Councilman Gleason, seconded by Councilman O’Dell to approve Tom Howe’s request and notify DEP this qualifies as an “exception to the ban”. Roll call vote: all in favor. Motion carried.
- **Update EDU Waiting List:** Motion was made by Councilman Penzone, seconded by Councilman Gleason to remove Tom Howe, from the list, and update the EDU Waiting List. Roll call vote: all in favor. Motion carried.

Visitors Open Forum:

Jerry Bryant: 1) Parking restrictions, spoke with Montoursville and they told him as long as you can see next sign, don’t need so many signs; 2) Things not being done in the Borough - Mechanic & Cherry St – tall bushes; 3) State St, by Dandy - hole in the road; 4) Library taken care off - lawn mowed, tall weeds; 5) Hard to hire someone, set their own hours.

Cyndie Burrows: Pull weeds at Borough sign; Weeds covering fire hydrants; Sidewalks on State St sinking.

New Business:

- **Bids – Road Repairs & Installing Signs:** Motion was made by Councilman O’Dell, seconded by Councilman Gleason to bid the road repairs and installing 126 signs, as follows: 1) Material and labor together, 2) Material separate, 3) Labor separate. Roll call vote: all in favor. Motion carried.

Adjournment:

Motion was made by Councilman Penzone, seconded by Councilman O’Dell to adjourn the meeting at 8:49 pm. Motion carried. Meeting adjourned.

Attest:

Secretary

Council President