

December 7, 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, Councilwoman Kathy Helgemo, Councilman Mansel O'Dell and Councilman Cleo Russell were present as well as Secretary/Treasurer Penny Jeffers. Councilman Terry Gleason and Mayor Robert Scott were absent.

Pledge of Allegiance.

Approval of Meeting Minutes: Before Minutes were approved, Councilman O'Dell reported that he did not attend the meeting due to possibly being in contact with a person who tested positive for COVID; he said he was in the parking lot. He also wanted it noted that he is not handling the dikes.

Motion was made by Councilman Russell, seconded by Councilman O'Dell to accept the November 2nd and November 17th Meeting Minutes. Roll call vote: all in favor. Motion carried. Before Councilwoman Helgemo voted, she stated it's "not in my memory" that Council President Kirwin called the Executive Session on November 2nd.

Public Comments on Agenda Items:

Department Reports:

- **Fire Department:** Brad Hackett read the Monthly Report; copies were provided to Council. Due to COVID, Christmas tree display only.

For the Information of the Board:

- Seneca Resources – Notification of Water Acquisition for Marcellus Shale Gas Well Development. Councilman Chilson stated the Borough should be paid for withdrawal of water. Council President Kirwin noted the Borough has to find the contract.
- PennDOT Proposed Project – Resurface Roadway. The form will be returned, noting the Borough has no issues.

Councilman Chilson reported the PennDOT project on Route 49 and Main St paved over water valves and they need to put on risers. Four (4) valves are covered. Council President Kirwin will contact PennDOT.

- 2020 Audit – February 15th - 17th

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 – November):** Motion was made by Councilman Russell, seconded by Councilman Penzone to approve the following transfers: Water Fund to General Fund – November - \$2900.21; Sewer Fund to General Fund – November - \$5648.85; Water Fund to General Checking (WSD) – November - \$5812.48 (Already transferred \$4300.00); Sewer Fund to General Checking (WSD) – November - \$2612.06; Water Fund to Sewer Fund (SF Revenues – October) - \$11,595.64. Roll call vote: all in favor. Motion carried.

Payment of Bills:

- **AP/Payroll General Fund; AP LWSD:** Motion was made by Councilman Penzone, seconded by Councilman O'Dell to approve payment of the AP/Payroll General Fund, for the period November 18, 2020 – December 7, 2020, in the amount of \$18,028.75 and approve payment of the AP LWSD, for the period November 18, 2020 – December 7, 2020, in the amount of \$7853.82. Roll call vote: all in favor. Motion carried.

Department Reports:

- **Mayor:** Not present
- **Police:**
 - **Monthly Report:** November Police Report – There were 14 calls in the Borough.
- **Fire Department:**
 - **Fire Department Contract – Status:**

- **Ambulance Association:**
 - **Monthly Report:** Councilwoman Helgemo reported: 1) There were 70 calls and 25 of them were in Lawrenceville and Lawrence Twp; 2) Garage is complete; 3) On the EMS side, be vigilant with COVID – most common calls are related to breathing issues.
- **Lawrenceville Water & Sewer (LWSD):**
 - **Sewer Plant:** No report
 - **Water Plant:** November Report
 - **Monthly Report:** Councilman Penzone reported: 1) Ian is being trained on testing and shadowing Chris; 2) He ordered spare parts; 3) Borough has to submit a change application to DEP for the plate & frame removal permit.
 - **Auxiliary Heater Purchase – Lab at Sewer Plant:** Council will check to see if they have a heater, if not, Councilman Penzone will purchase one (1).

Committee Reports:

- **Planning Commission:** Grace Kirwin requested the Borough employees put up the Christmas decorations & banners.
- **Library:** Motion was made by Councilman O'Dell, seconded by Councilwoman Helgemo to approve the purchase of a dehumidifier, bathroom sink faucet and air fresheners for the Library. Roll call vote: all in favor. Motion carried.

Old Business:

- **Tioga County CDBG Program – Grant Application – Status:** On pause, per Council President Kirwin.
- **Dike Inspection – Status:** Councilman Chilson stated the dike should be mowed one (1) more time before inspection and they did not mow the Borough side of the levy. Discussion: Mow both sides of the dike; Wait until Spring; Mow first of June and again in Sept or Oct; Inspections done by Army Corp of Engineers and DEP; Mow and trim just before inspection.
- **Ordinance Enforcement:** Council President Kirwin reported the Borough received three (3) resumes' for Code Enforcement. Committee will interview the applicants and make a recommendation at the January 2021 Meeting.
- **Sale of Traffic Lights – Status:** Motion was made by Councilman Chilson, seconded by Councilman Russell to advertise the two (2) sets of four (4) traffic lights for \$400.00/set, on the Facebook Marketplace. Roll call vote: all in favor. Motion carried. Council President Kirwin will provide the Secretary will the information on the lights.
- **Snow Plowing and Cindering Streets – Status:** Borough received two (2) sealed bids. # 1. Mil-Lill Enterprise, LLC bid: 1) \$70.00/hour, per truck for snow plowing; 2) \$55.00/hour labor, per truck and \$25.00/load for anti-skid for cindering. # 2. CCK Services: 1) \$80.00/hour, per vehicle for snow plowing; 2) \$95.00/hour/per vehicle, using PennDOT approved anti-skid. Councilman O'Dell informed Council a hopper spreader, tailgate mount costs between \$3000.00 and \$3800.00 and \$8000.00 for a box spreader. Discussion: Borough employees plowing and cindering; Someone has to supervise them; No training for employees; Truck not ready; Borough does not have cinders.
Motion was made by Councilman Chilson, seconded by Councilman Penzone to accept the low bid for snow plowing and cindering – Mik-LLC Enterprises, LLC. Roll call vote: all in favor, except Councilwoman Helgemo and Councilman O'Dell voted No. Motion carried.
- **22 State St – Intermingling Water – Status:** The Police Department is handling the issue at 22 State St.
- **Quotes – Sewer Plant Heating Unit – Status:** Councilman O'Dell obtained one (1) quote for the heating unit. The quote is for the same parts, labor, same size, plus valves.
Motion was made by Councilman Russell, seconded by Councilman Chilson to approve the quote from Mike Gerth for \$2033.00, to purchase and install a new heater at the Sewer Plant. Roll call vote: all in favor except Councilman Penzone voted No. Motion carried. Councilman Penzone wanted to obtain another quote.

New Business:

- **Hire Zoning/Code Enforcement Officer:** Discussed earlier in the Meeting, under Ordinance Enforcement.

- **Adopt 2021 General Fund, Water/Sewer Department and Liquid Fuels Budgets:**
Motion was made by Councilman Chilson, seconded by Councilman Penzone to approve the 2021 General Fund, Water/Sewer Department and Liquid Fuels Budgets. Roll call vote: all in favor. Motion carried.
 - **Adopt Resolution Fixing Tax Rate of 2021:** The real estate tax rate is being decreased .5 mills, 2021 Tax Rate will be 5.6604 mills and Fire Tax is .75 mills. Motion was made by Councilman Chilson, seconded by Councilman Russell to approve Resolution # 2020-5 – Fixing the Tax Rate for the Year 2021. Roll call vote: all in favor, except Councilwoman Helgemo voted No. Motion carried.
- **Water/Sewer Rate Decrease:**
 - **Adopt Resolution Fixing Water/Sewer Rate Decrease for 2021:** Councilwoman Helgemo asked how much of the work recommended by Caleb Geist has been done and also, DEP recommended an onsite generator. Councilman Chilson stated the cost of the generator has been budgeted. Motion was made by Councilman Chilson, seconded by Councilman Penzone to adopt Resolution # 2020-6 – Fixing Water/Sewer Rate for 2021. Roll call vote: all in favor, except Councilwoman Helgemo and Councilman O'Dell voted No. Motion carried. The rate decrease is effective with the billing due February 2021.
- **J.H. Williams Invoice - \$11,500.00 – 2019 Audit:** Motion was made by Councilman Chilson, seconded by Councilman Russell to approve payment of the J. H. Williams invoice, for the 2019 Audit, in the amount of \$11,500.00. Roll call vote: all in favor, except Councilwoman Helgemo voted No. Motion carried.
- **Upper Pine Creek COG 2021 Dues – \$150.00:** Died for lack of a motion.
- **PSAB Borough News Subscription, Listing in Membership Directory, Update Contact Information:** No Council Members want the Borough News subscription. No motion to pay for Listing in Membership Directory. Council will update the contact information.

Visitors Open Forum:

Carmen Gee: Submitted bid for snow plowing and cindering. Handy man, works on an hourly basis, works on dikes, and has a tree service.

Adjournment:

Motion was made by Council President Kirwin to adjourn the meeting at 9:02 pm. Meeting adjourned.

Attest:

Secretary

Council President