

**February 1, 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, Councilman Mansel O'Dell, Councilwoman Kathy Helgemo, Councilman Terry Gleason and Councilman Cleo Russell were present as well as Secretary/Treasurer Penny Jeffers. Mayor Robert Scott was absent.

**Pledge of Allegiance.**

Councilman Gordon Chilson joined the meeting via Councilman Penzone's cell phone. Councilman O'Dell wanted it included in the meeting minutes that he was informed he could not join the November Meeting via phone. Councilwoman Helgemo was asked how it was handled in the past; she said it was stipulated that you could listen and only members present could vote. Council President Kirwin said the Borough can record the vote until the matter is figured out.

**Approval of Meeting Minutes:** Motion was made by Councilman Russell, seconded by Councilman O'Dell to accept the January 4<sup>th</sup> Meeting Minutes. Roll call vote: all in favor. Motion carried.

**Public Comments on Agenda Items:**

**Department Reports:**

- **Fire Department:**
  - **Monthly Report:** Lee Strange read the Monthly Report.
  - **Insurance Update:** Lee reported they have not settled with the insurance company; the major issue is the building codes. The insurance company said they don't write policies this way anymore.
  - **Fire Department Contract – Status:** Motion was made by Councilman Russell, seconded by Councilman O'Dell to sign the Fire Department Contract based on a rate of 0.75 mills. Roll call vote: all in favor, except Councilwoman Helgemo voted No. Motion carried. Councilwoman Helgemo voted no because her preference was a higher rate.

**For the Information of the Board:**

- 2020 Audit – February 15<sup>th</sup> – 17<sup>th</sup>
- J. H. Williams – Audit Recommendations – Board will review
- Need to Complete and Submit Statement of Financial Interests – Councilman Penzone said all employees need to complete the Statement of Financial Interests

**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 – December) (WSD):** Motion was made by Councilman Penzone, seconded by Councilman Gleason to approve the following transfers: Water Fund to General Fund – January - \$3269.12; Sewer Fund to General Fund – January - \$5655.19; Water Fund to General Checking (WSD) – January - \$6149.04 (Already transferred \$1200.00); Sewer Fund to General Checking (WSD) – January - \$5721.90; Water Fund to Sewer Fund (SF Revenues – January) - \$11,218.54. Roll call vote: all in favor. Motion carried.

**Payment of Bills:**

- **AP/Payroll General Fund; AP LWSD:** Motion was made by Councilman Gleason, seconded by Councilwoman Helgemo to approve payment of the AP/Payroll General Fund, for the period January 5, 2021 – February 1, 2021, in the amount of \$23,339.75 and approve payment of the AP LWSD, for the period January 5, 2021 – February 1, 2021, in the amount of \$11,903.96. Roll call vote: all in favor. Motion carried.

**Department Reports:**

- **Mayor:** Not present
- **Police:**
  - **Monthly Report:**
- **Fire Department:**
  - **Fire Department Contract – Status:** Discussed earlier in the meeting
- **Ambulance Association:**
  - **Report:** Councilwoman Helgemo noted it's the tail end of the winter season, please stay off roads, use extra caution and common sense. There was a bad accident at the end of December.
- **Lawrenceville Water & Sewer (LWSD):**
  - **Sewer Plant:**
  - **Water Plant:** January Report

- **Monthly Report:** Councilman Penzone provided a written report, a copy is on file in the Office, which included a long-range tentative project plan.

**Quotes for Snow Blower Attachment:** Councilman Penzone requested Council approve obtaining quotes for a snow blower attachment for the New Holland tractor. Discussion: Purchase a snow blower; Transporting the snow blower.

Motion was made by Councilman Russell, seconded by Councilman Gleason to approve Councilman Penzone obtaining quotes for a snow blower attachment for the New Holland tractor. Roll call vote: all in favor. Motion carried.

**Committee Reports:**

- **Planning Commission:** Nothing to report
- **Library:**
  - **New Volunteer:** Grace Kirwin, Librarian, reported they have a new volunteer – Kim O’Dell.
  - **Albert S. and Mary G. Krieger Foundation Application:** Grace reported they applied for a \$500.00 grant for Story Hour.
- **Cemetery Association:**
  - **Albert S. and Mary G. Krieger Foundation Application (Eagle Scouts – Memorial Garden) – Status:**

**Old Business:**

- **Tioga County CDBG Program – Grant Application – Status:** Council President Kirwin reported he is going to receive grant education training from an employee of Williamsport.
- **Sale of Traffic Lights – Status:** Council President Kirwin said the eight (8) lights are still available. Four (4) are certified and four (4) are damaged.
- **Hire Zoning/Code Enforcement Officer – Status:** Council President Kirwin announced they interviewed three (3) applicants. He will contact the applicant, they chose, to see if he accepts the position.
- **Sewer Plant Heating Unit – Status:** Work was done on the heating unit at the Sewer Plant.
- **Borough Trucks:** Councilman O’Dell informed Council the frame on the black truck needs repaired and two (2) vehicles are not inspected. Need to get quotes for repairs. Councilman Penzone stated they need to review this on Thursday.
- **Zoning Permit Application Approvals – Status:**
  - **Kyle Blakeslee:** Council President Kirwin noted Kyle needs to submit a new drawing. Table.
  - **Derick D’Haene:** Motion was made by Councilman Gleason, seconded by Councilwoman Helgemo to approve the Zoning Permit Application submitted by Derik D’Haene for a front porch at 44 Ryon Circle. Roll call vote: all in favor. Motion carried. Council said he needs a railing.
- **MAC – Project Opportunity Requests – Due by March 1, 2021 – Status:** The Borough currently has eight (8) projects submitted.

**New Business:**

- **Hamlin Bank and Trust Company – Adoption of Investment Policy Statement:** Motion was made by Councilwoman Helgemo, seconded by Councilman O’Dell to sign and adopt the Hamlin Bank and Trust Company Investment Policy Statement. Roll call vote: all in favor. Motion carried.
- **Borough Website Upgrade:** Motion was made by Councilman Penzone, seconded by Councilman O’Dell to approve Councilman Gleason obtaining quotes for a Borough website. Roll call vote: all in favor. Motion carried.
- **Dandy Mini Marts – Sign:** Motion was made by Councilman Penzone, seconded by Councilman Gleason to respond to the email from Dandy Mini Marts and inform them it’s their responsibility to maintain and furnish the sign, with the same dimensions as the current one. Roll call vote: all in favor. Motion carried.
- **Purchase Mulch – State St and James St Parks:** Motion was made by Councilman Penzone, seconded by Councilman Russell to obtain quotes for mulch for the State St and James St Parks. Roll call vote: all in favor. Motion carried.

**Visitors Open Forum:**

**Adjournment:**

Motion was made by Council President Kirwin to adjourn the meeting at 8:08 pm. Meeting adjourned.

Attest:

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Secretary

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Council President