

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

### **Pledge of Allegiance.**

**Approval of Minutes:** Motion was made by Councilman Russell, seconded by Councilman O'Dell to accept the January 6<sup>th</sup> Reorganization Meeting Minutes. Roll call vote: all in favor. Motion carried. Motion was made by Councilman Gleason, seconded by Councilman Penzone to accept the January 21<sup>st</sup> Special Meeting Minutes. Roll call vote: all in favor. Motion carried.

**Communication/Correspondence:** 1) Erb Inspections, Inc. – December 2019 Activity Report – No Permits Issued. 2) DEP Letter dated January 3, 2020 – Chapter 94 Report.

### **For the Information of the Board:**

- Tioga Borough TCAB Dinner/Meeting – February 20<sup>th</sup> – Council President Kirwin and Councilman Gleason will attend
- Submitted all DCED Reports
- Submitted Elected and Appointed Officials and Survey of Financial Condition Reports for Last Year – The Borough will receive 2019 Liquid Fuels Allocation
- Submitted 2019 MS-965 – Liquid Fuels Report
- Completed and Quarterly and Year End Payroll Reports
  - Borough received a credit of \$333.73 from PSAB – Employer Unemployment Contribution
  - Borough requested a check, in the amount of \$2556.32, from PA Department of Revenue – Employer Withholding
- Requested a Reversal of Charges on Dormant Account
- Submitted a Tax Exempt Certificate to UGI – Need to submit additional Certificates
- Mailed W-2's and W-3, Mailed 1099's and 1096
- Reconciled December 2019 Bank Statements (entered numerous entries for December, based on bank statements)
- Submitted Invoice # 3 and Invoice # 4, from Insight Pipe Contracting, to PA Small Water and Sewer Grant for reimbursement

**Treasurer's Report:** Motion was made by Councilman Russell, seconded by Councilman O'Dell to accept the Treasurer's Report. Roll call vote: all in favor. Motion carried.

Councilman O'Dell thanked Secretary Jeffers for going above and beyond in obtaining Liquid Fuels allocation for last year.

**Payment of Bills:** Motion was made by Councilman Penzone, seconded by Councilman Gleason to approve the payment of the C&N Bank Loan on January 2, 2020, in the amount of \$4842.75. Roll call vote: all in favor. Motion carried. This amount was not included in the motion on January 21<sup>st</sup>. Motion was made by Councilman O'Dell, seconded by Councilman Russell to approve the payment of the following: General Fund A/P and Payroll - \$15,544.38, LWSD A/P - \$2614.69. Roll call vote: all in favor. Motion carried.

### **Department Reports:**

- **Police:**
  - **Police Report:** Mayor Scott reported there were eleven (11) incidents in Lawrenceville Borough.
- **Mayor:**
  - **Appoint EMC:** Motion was made by Councilman O'Dell, seconded by Councilwoman Helgemo to re-appoint Brad Hackett as EMC for Lawrenceville Borough. Roll call vote: all in favor. Motion carried.



- **Tioga County Development Corporation – Develop Tioga 2020 Membership - \$100.00:** Motion was made by Councilman Russell, seconded by Councilwoman Helgemo to approve paying the TCDC Develop Tioga 2020 membership dues, in the amount of \$100.00. Roll call vote: all in favor. Motion carried.
- **Ehrlich – Proposals and Agreements:** Table. Council President Kirwin will set up an appointment to meet with Ehrlich.
- **Daily Labor Break Down Sheet, Customer Complaint Form:** Councilman Penzone requested that all employees break down their time – to know where resources are being spent. He also drafted a Complaint Form for the water/sewer department. Motion was made by Councilman Russell, seconded by Councilman Gleason to approve the Customer Complaint Form and Worker Break Down Sheet. Roll call vote: all in favor. Motion carried.

**Visitors Open Forum:**

**Anna Hotelling:** DEP letter, no fines. Took equipment for scrap, wasn't operable.

**Cyndie Burrows:** Someone called DEP.

**Donna Blend:** How was filter press operable; How did you know location of water leak.

**Al Losey:** Who set new electric poles.

**Adjournment:**

Motion was made by Councilman Gleason, seconded by Councilwoman Helgemo to adjourn the meeting at 8:24 pm. Motion carried. Meeting adjourned.

Attest:

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Secretary

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Council President