

January 21, 2020

Council President Michael Kirwin asked for a motion to adjourn the January 6th **Reorganization Meeting**. Motion was made by Councilman O'Dell, seconded by Councilman Gleason to adjourn the January 6th Reorganization Meeting. Roll call: all in favor. Motion carried. Meeting adjourned.

Councilwoman Helgemo stated that she is recording the meeting.

Council President Michael Kirwin called the **Board Meeting**, held at 174 Water Tower Road, to order at 7:00 pm. Councilman Bob Penzone, Councilman Mansel O'Dell, Councilman Terry Gleason and Councilwoman Kathy Helgemo were present, as well as Secretary/Treasurer Penny Jeffers. Councilman Gordy Chilson, Councilman Cleo Russell and Mayor Robert Scott were absent.

Pledge of Allegiance.

Approval of Minutes: None presented.

Communication/Correspondence: 1) Letter from Lee Strange, Lawrenceville Fire Department; request to move donation shed to Borough property. Borough approved. 2) Letter from DEP dated 01.14.20 – Uninterrupted System Service Plan, CAP Schedule Required. Councilman O'Dell reported: A) Someone removed the sludge press and generator from the facilities, which is a DEP violation; B) These items are in the procedure and can't be removed; C) Borough can try to send a change order to DEP.

For the Information of the Board:

- 2019 Borough Wages - \$148,897.47. Councilman Penzone noted that is roughly the amount of real estate tax revenue received by the Borough.
- Larson Design Group returned a check to the Borough, in the amount of \$6675.49, due to overpayment.
- Tioga Borough TCAB Dinner Meeting – February 20th. Council President Kirwin and Councilman Gleason may attend.

Treasurer's Report:

Payment of Bills: Motion was made by Councilman O'Dell, seconded by Councilman Penzone to approve the payment of the following: Sewer/Water A/P - \$4990.17 and General Fund A/P and Payroll - \$14,820.37. Roll call vote: all in favor. Motion carried.

Department Reports:

- **Mayor:**
- **Police:**
- **Fire Department:**
 - Letter from Lee Strange (Discussed earlier)
- **Lawrenceville Water & Sewer (LWSD):**

Committee Reports:

- **Planning Commission:**

Old Business:

- **Engineer – Jimmie Joe Carl – Rate of Pay:** Motion was made by Councilman O'Dell, seconded by Councilman Penzone to change the rate of pay for the engineer from \$65.00/hr to \$75.00/hr. Roll call vote: all in favor. Motion carried.
- **2020 Amended Budgets:**
 - Advertised – Adopt February 3rd Board Meeting
- **Subdivision – Donna Blake:** Reviewed the subdivision for Donna Blake, no motion to review. Council President Kirwin and Lucy Losey, Planning Commission, will sign after the meeting.
- **Real Estate Tax Decrease – Adopt Resolution at February Meeting**
- **Water/Sewer Rate Decrease – Resolution # 2020-1 (Drafted by McCormick Law Firm):** Motion was made by Councilman Gleason, seconded by Councilman O'Dell to adopt

Resolution # 2020-1 – Water & Sewer Rate for the Year 2020. Roll call vote: all in favor, except Councilwoman Helgemo voted No. Motion carried.

New Business:

- **PSAB 2020 Membership Dues:** Motion was made by Councilman Penzone, seconded by Councilman Gleason to pay the PSAB 2020 Membership Dues, in the amount of \$158.00. Roll call vote: all in favor. Motion carried.
- **Pay Utility Bills and Any other Bills to Receive Discount or Avoid Penalty:** Motion was made by Councilman O'Dell, seconded by Councilman Penzone to approve paying utility bills and any other bills to receive a discount or avoid penalty. Roll call vote: all in favor. Motion carried.
- **Zoning Officer:** Motion was made by Councilman O'Dell, seconded by Councilman Gleason to appoint Al Losey as the Zoning Officer and pay up to \$25.00/month to attend meetings, etc. Roll call vote: all in favor. Motion carried.
- **Bank Depository – C&N Bank:** Motion was made by Councilman O'Dell, seconded by Councilman Penzone to designate C&N Bank as the depository for General Fund and Liquid Fuels and transfer funds from PLIGIT to C&N Bank. Roll call vote: all in favor. Motion carried.
- **Cancel Re-submit:** Motion was made by Councilman O'Dell, seconded by Councilwoman Helgemo to cancel the Re-submit program, for insufficient funds checks. Roll call vote: all in favor. Motion carried.
- **Newspaper Advertisements – Legal Notices Free Press-Courier (When possible), Public Notices Mansfield Penny Saver:** Motion was made by Councilman O'Dell, seconded by Councilman Gleason to approve advertising Legal Notices in the Free Press-Courier and the Corning Leader, when necessary, for Daily paper; Advertise Public Notices in the Mansfield Penny Saver. Roll call vote: all in favor. Motion carried.
- **Change Pay Week – Sunday - Saturday:** Motion was made by Councilman Penzone, seconded by Councilman O'Dell to change the pay week to run from Sunday - Saturday. Roll call vote: all in favor, except Councilwoman Helgemo voted No. Motion carried.
- **Paid Holidays for 2020 - 2021:** Motion was made by Councilman O'Dell, seconded by Councilman Gleason to approve the following seven (7) paid holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Veterans' Day, Thanksgiving Day and Christmas Day. Roll call vote: all in favor. Motion carried.
- **Cancel Verizon Wireless – Police Car:** Motion was made by Councilwoman Helgemo, seconded by Councilman O'Dell to cancel the Verizon Wireless service (\$40.01/month) for the Police Car. Roll call vote: all in favor. Motion carried. It was noted that Secretary Jeffers spoke with Police Chief Shutt about cancelling the service.

Visitors Open Forum:

Donna Blend: 2nd Monthly Meeting; Other seven (7) holidays that were eliminated.

Cynthia Losey: Requested letter stating Borough is willing to be sponsor for Lawrenceville Cemetery Association on Albert and Mary Krieger Grant application.

Ron Gontarz: Sewer Plant filter press size; Requirements of Water Plant Generator.

Anna Hotelling: Requested copy of DEP report regarding sludge press.

Councilman Penzone reported the Water/Sewer Committee met Tuesday with the operator; Need plan that makes sense and can execute; Proposing auto transfer switch; Spoke with Caleb today; Jimmie Joe Working on certification; Borough can't run out of water, tell DEP plan not to run out of water; Two (2) pumps – well pump and clear well pump.

Ken Leone: Questions about plowing/cindering Ryon's Circle.

Council President Kirwin reported: 1) He had a formal meeting with Cindy Burrows; 2) "Kudos with communication" and he appreciated the meeting; 3) He and Councilman Gleason are working on transition documents.

Adjournment:

Motion was made by Councilman Gleason, seconded by Councilman O'Dell to adjourn the meeting at 8:07 pm. Motion carried. Meeting adjourned.

Attest:

Secretary

Council President