

January 4, 2021

Council Vice-President Gordon Chilson called the **Regular Meeting** of the Lawrenceville Borough Council, held at 174 Water Tower Road, to order at 7:12 pm. Councilman Robert Penzone, Councilwoman Kathy Helgemo, Councilman Terry Gleason and Councilman Cleo Russell were present as well as Mayor Robert Scott and Secretary/Treasurer Penny Jeffers. Council President Michael Kirwin and Councilman Mansel O'Dell were absent.

Pledge of Allegiance.

Approval of Meeting Minutes: Minutes will be approved later, after review.

Public Comments on Agenda Items:

For the Information of the Board:

- 2020 Audit – February 15th – 17th

Treasurer's Report:

- **Transfer from Water Fund and Sewer Fund to General Fund:** Motion was made by Councilman Penzone, seconded by Councilman Russell to approve the following transfers: Water Fund to General Fund – December - \$4915.43; Sewer Fund to General Fund – December - \$6257.39; Water Fund to General Fund – SS Med, UC (2020 Annual) - \$2720.09; Sewer Fund to General Fund – SS Med, UC (2020 Annual) - \$4348.67. Roll call vote: all in favor. Motion carried.
- **Transfer from Water Fund and Sewer Fund to General Checking (WSD):** Motion was made by Councilman Russell, seconded by Councilman Penzone to approve the following transfers: Water Fund to General Checking – December - \$8467.68 (Already transferred \$1725.00); Sewer Fund to General Checking – December - \$5874.68 (Already transferred \$1725.00); Sewer Fund to General Checking – February Adjustment - \$3.60. Roll call vote: all in favor. Motion carried.
- **Transfer from Water Fund to Sewer Fund – SF Revenues – December) (WSD):** Motion was made by Councilman Penzone, seconded by Councilman Russell to approve the following transfers: Water Fund to Sewer Fund (December Revenue) - \$14,168.16; Water Fund to Sewer Fund (November Revenue) - \$183.85. Roll call vote: all in favor. Motion carried.
- **Transfer from Water Fund to Water Fund Maintenance (2020 Annual); Transfer from Sewer Fund to Sewer Fund Maintenance (2020 Annual); Transfer from General Fund Deposits to Impact Fee MM (Received in 2019):** Motion was made by Councilman Penzone, seconded by Councilman Russell to approve the following transfers: Water Fund to Water Fund Maintenance – 2020 Annual - \$28,846.49; Sewer Fund to Sewer Fund Maintenance – 2020 Annual - \$9524.00; General Fund Deposits to Impact Fee MM – Received in 2019 - \$8313.52. Roll call vote: all in favor. Motion carried.

Payment of Bills:

- **AP/Payroll General Fund; AP LWSD:** Motion was made by Councilman Russell, seconded by Councilman Penzone to approve payment of the AP/Payroll General Fund, for the period December 8, 2020 – January 4, 2021, in the amount of \$31,391.94 and approve payment of the AP LWSD, for the period December 8, 2020 – January 4, 2021, in the amount of \$10,437.85. Roll call vote: all in favor. Motion carried.

Department Reports:

- **Mayor:**
- **Police:**
 - **Monthly Report:** December Police Report
- **Fire Department:**
 - **Fire Department Contract – Status:**
- **Ambulance Association:**
- **Lawrenceville Water & Sewer (LWSD):**
 - **Sewer Plant:** No report
 - **Water Plant:** December Report
 - **Monthly Report:** Council Vice-President Chilson reported the Committee meet with Caleb Geist on Wednesday night: 1) Positive how things are going; 2) Ian's training going well.
 - **Auxiliary Heater Purchase – Lab at Sewer Plant:** Councilman Penzone noted the Borough had a heater. Take off the Agenda.

Committee Reports:

- **Planning Commission:**
- **Library:**
 - Albert S. and Mary G. Krieger Foundation Application
 - Borough needs to submit Completion Report for 2020 Annual Story Hour Grant

- **Cemetery Association:**
 - **Albert S. and Mary G. Krieger Foundation Application (Eagle Scouts – Memorial Garden):** Councilman Penzone noted the Cemetery Association is not a non-profit association, so they need to apply through the Borough.
Motion was made by Councilman Russell, seconded by Councilwoman Helgemo to approve the Cemetery Association applying for the Albert S. and Mary G. Krieger Foundation Grant under the auspices of the Borough. Roll call vote: all in favor. Motion carried.

Department Reports:

- **Fire Department:** Brad Hackett read the monthly report.
- **Fire Department Contract:** Lee Strange asked the status of the Fire Department Contract. Council Vice-President Chilson asked what the changes are in the contract and said Council needs to review the contract and will contact the Fire Department. Lee requested Council make a decision before next month's meeting; he said he presented the contract to the Borough at the September meeting.
Motion was made by Councilwoman Helgemo, seconded by Councilman Gleason to have Council decide on the Fire Department Contract by the third Tuesday of January. Roll call vote: all in favor. Motion carried.
Motion was made by Councilwoman Helgemo, seconded by Councilman Gleason to have a meeting the third Tuesday of January. No roll call vote.
Council Vice-President Chilson stated the Borough should write the contract, then votes to present the contract to the Fire Department.
Lee Strange said even without a contract the Borough increased the millage to .75; he stated the Borough did the right thing and said, "thank you".
Motion was made by Councilwoman Helgemo, seconded by Councilman Gleason to rescind the prior motion" to have Council make a decision on the Fire Department Contract by the third Tuesday in January". Roll call vote: all in favor. Motion carried.

Approval of Meeting Minutes: Motion was made by Councilman Russell, seconded by Councilman Penzone to accept the December 7th Meeting Minutes. Roll call vote: all in favor. Motion carried.

Old Business:

- **Tioga County CDBG Program – Grant Application – Status:** Table.
- **Dike Inspection – Status:** Take off Agenda.
- **Ordinance Enforcement – Status:** Council Vice-President Chilson asked for volunteers to review the ordinances and access fines. Councilwoman Helgemo and Councilman Gleason volunteered.
- **Sale of Traffic Lights – Status:** Table.
- **22 State St – Intermingling Water – Status:** The issue at 22 State St has been resolved.
- **Hire Zoning/Code Enforcement Officer – Status:** Council Vice-President Chilson stated the Personnel Committee needs to be contacted.
- **Sewer Plant Heating Unit – Status:** Table.

New Business:

- **Zoning Permit Application Approvals:**
 - **Daniel Butz – Pole Barn:** Motion was made by Councilwoman Helgemo, seconded by Councilman Gleason to accept the Zoning Permit Application for Daniel Butz to build a pole barn. Roll call vote: all in favor. Motion carried.
 - **Derick D'Haene – Porch:** The application submitted by Derick D'Haene was incomplete, requires additional drawings.
 - **Kyle Blakeslee – Pool:** Council Vice-President Chilson said the pool is being installed in the 30-foot ROW, there are high tension wires above the pool and there are no perimeter numbers. He said Council Members need to go and inspect the property.
Motion was made by Councilman Russell, seconded by Councilman Penzone to reject the Zoning Permit Application submitted by Kyle Blakeslee due to safety issues and the 30-foot ROW. Roll call vote: all in favor. Motion carried.
 - **Terry Gleason – Sign:** Council Vice-President Chilson said the sign needs to be out of the ROW and include a plot plan with the application. Councilman Gleason said he will take down the sign and put on the building.
- **Refund – Water/Sewer Services Deposit – Adam Butters:** Council Vice-President Chilson said the trailer owned by Adam Butters is currently in the name of a tenant and he is requesting a refund of his \$150.00 water/sewer services deposit. Per Council Vice-President Chilson, no motion is required to refund the deposit.
- **2021 Mileage Reimbursement Rate – IRS Rate 56 cents/mile:** Motion was made by Councilman Russell, seconded by Councilman Penzone to approve the IRS rate of 56 cents/mile, for mileage reimbursement for 2021. Roll call vote: all in favor. Motion carried.

- **2021 Board Meetings – Day and Time:** Motion was made by Councilwoman Helgemo, seconded by Councilman Gleason to schedule the 2021 Board Meetings for the 1st Monday of the month at 7:00 pm and, if Monday is a holiday, the meeting will be held the following Tuesday. In addition, to schedule a Board Meeting for the 3rd Tuesday of the month at 7:00 pm, as needed. Roll call vote: all in favor. Motion carried.
- **Tioga County Election/Registration – Official Notice – Elected Officials up in 2021:** The information provided by Tioga County Election/Registration was reviewed and is correct. Motion was made by Councilman Russell, seconded by Councilman Penzone to return the “Official Notice” provided by Tioga County Election/Registration. Roll call vote: all in favor. Motion carried.
- **MAC – Project Opportunity Requests – Due by March 1, 2021:** Council requested additional information for the February Board Meeting.
- **Jeffrey Loomis, Zoning Hearing Board Retainer – \$250.00:** Motion was made by Councilman Russell, seconded by Councilman Penzone to approve retaining Jeffrey Loomis as Zoning Hearing Board Solicitor and pay the retainer fee, in the amount of \$250.00. Roll call vote: all in favor, except Council Vice-President Chilson voted No. Motion carried.

Council Vice-President Chilson called an Executive Session at 8:59 pm to discuss Personnel. Meeting resumed at 9:23 pm.

- **Review and Adjust Salaries:** Motion was made by Councilman Gleason, seconded by Councilwoman Helgemo to review, and adjust the salaries for Borough employees. Roll call vote: all in favor. Motion carried.
- **Review Penny Jeffers Salary:** Motion was made by Councilman Gleason, seconded by Councilwoman Helgemo to adjust the 2021 salary per hour for Penny Jeffers from \$19.10/hr to \$19.60/hr. Roll call vote: all in favor, except Council Vice-President Chilson voted No. Motion carried.
- **Review Scott Gleason Wages:** Motion was made by Councilwoman Helgemo, seconded by Councilman Penzone to amend Scott Gleason’s 2021 wages from \$16.00/hr to \$16.50/hr. Roll call vote: all in favor, except Councilman Gleason abstained. Motion carried. Councilman Gleason is related to Scott Gleason.

Council Vice-President Chilson stated that Chris Fabian’s wages will remain the same; Ian Morgan and David Birdsall are still on probation.

Visitors Open Forum:

Adjournment:

Motion was made by Councilman Russell, seconded by Councilman Penzone to adjourn the meeting at 9:29 pm. Meeting adjourned.

Attest:

Secretary

Council Vice-President