

Lawrenceville Borough Council Meeting

6 Mechanic Street, Lawrenceville, PA

Organizational & Regular Meeting

Monday January 5, 2026, at 7 pm

Call to Order/Pledge of Allegiance Mayor Davis called the meeting to order at 7 P.M. Followed by standing for the Pledge of Allegiance.

Roll Call – Council Attendance

Councilman Barnes, Present; Councilman Gleason, Present; Councilwoman Burrows, Present; Councilman Urbano, Present; Councilman Wetzel, Present; Councilman O’Dell, Present; Councilwoman Hotelling, Present; Mayor Davis, Present; Secretary Rumsey, Present.

Swearing in of Elected Officials – Mayor Davis swore in Councilman Barnes

Motion to Open Nominations for President and Call for Vote –

Mayor Davis opened nomination for President. Councilman Gleason nominated Councilwoman Hotelling, no other nominations were presented.

Motion made by Councilman Gleason; Seconded by Councilman O’Dell to elect Councilwoman Hotelling as President of the Council. Roll Call Vote: 5/1 with Councilman Urbano No and Councilwoman Hotelling Abstaining. Motion Carried.

Mayor Davis turned the meeting over to Council President Hotelling

Motion to Open Nominations for Vice President and Call for Vote

Councilman O’Dell nominated Councilman Gleason for Vice President, no other nominations were presented.

Motion made by Councilman O’Dell; Seconded by Councilman Wetzel to elect Councilman Gleason as Vice President of Council. Roll Call Vote 6/0 with Councilman Gleason abstaining. Motion Carried.

Motion to Open Nominations for Pro Tem and Call for Vote

Councilman Gleason nominated Councilwoman Burrows for Pro Tem, no other nominations were presented.

Motion made by Councilman Gleason; Seconded by Councilman O’Dell to elect Councilwoman Burrows as Pro Tem of Council. Roll Call Vote 6/0 with Councilwoman Burrows abstaining. Motion Carried.

Appointment of:

- **Vacancy Board Chairman** – Motion was made by Councilman Gleason; Seconded by Councilman O’Dell to appoint Lucy Losey as Vacancy Board Chairman. Roll Call Vote 7/0. Motion Carried.

- **Secretary** – No action needed from Council, Jennifer Rumsey holds position
- **Treasurer** – No action needed from Council, Penny Jeffers holds position
- **Engineer** – Motion was made by Councilman Urbano; Seconded by Councilman Wetzel to appoint Jimmie Joe Carl as the Borough Engineer. Roll Call Vote: 7/0. Motion Carried
- **Open Records Officer** – Council agreed to keep the Secretary, Jennifer Rumsey as the Open Records Officer. No motion was made.
- **Building Codes** – Council agreed to leave this open so residents would be able to decide who to use for building codes inspections. No motion was made.
- **Sewage Enforcement Agency** – Council agreed to continue with North Central Sewage Agency as the SEO for the Borough. No motion was made
- **Emergency Management Coordinator (LEMC)** – Council agreed to continue with Diana Lewis as the LEMC. No motion was made.

Motion was made by Councilman O'Dell; Seconded by Councilman Urbano to add Floodplain Administrator to the Agenda. Roll Call Vote: 7/0. Motion Carried

- Floodplain Administrator – Motion was made by Councilman O'Dell; Seconded by Councilman Barnes to appoint Councilman Gleason as floodplain administrator. Roll Call Vote: 6/0 with Councilman Gleason Abstaining. Motion Carried.

Designate Fire and Ambulance Service – Council agreed to continue with the Lawrenceville Fire Department and Ambulance Services as the designated emergency provider. No motion was made.

Approval Prior Months Regular and Special Minutes

Motion made by Councilman O'Dell; Seconded by Councilman Urbano to approve the prior month regular minutes for December 1st, 2025, as is. Roll Call Vote: 6/0 with Councilman Barnes Abstaining. Motion Carried.

Motion made by Councilman O'Dell; Seconded by Councilman Urbano to approve the prior month special minutes for December 22nd, 2025, as is. Roll Call Vote: 6/0 with Councilman Barnes Abstaining. Motion Carried.

Treasurer's Report

Motion made by Councilman O'Dell; Seconded by Councilwoman Burrows to approve the treasurer's report. Roll Call Vote:6/1 with Councilman Urbano No. Motion Carried.

Payment of bills

Motion made by O'Dell; Seconded by Councilwoman Burrows to approve the payment of the bills presented. Roll Call Vote:7/0. Motion Carried.

Public Comment on Agenda Items Only –

Robert Penzone jr. questioned the treasurer's report asking for the year to date and month of December's spending totals.

Councilman O'Dell thanked everyone who has been involved in getting projects started, and/or completed over the past couple of years.

Department Reports

- ➔ Mayor – No Report
- ➔ Police – No Report
- ➔ Fire Department – Lee Strange presented the department’s report to the Council, he stated the department had 219 calls for 2025, reviewed the training the department participated in for the year. Provided an overview of the Truck Maintenance. Lee also mentioned that beginning February 1st, 2026, the department will cover part of Nelson township to Cummings Creek Road on RT 49 and to Depot Street on Bliss Road. He is not sure how the worker’s comp is to be handled, the fire departments (Lawrenceville and Elkland) have not met with Nelson supervisors yet. Lee suggested to look into the workers comp
- ➔ Library- Lucy Losey presented a summary of activities, visits, and work completed for the past month. She also stated that the heating bids have been reviewed by the Finance Committee and the Library Planning, it will be presented at next month's meeting.
- ➔ LEMC – An overview on updates and planning preparedness was provided. LEMC suggests that Council consider utilizing RAVE mass notification system for town emergencies. She also asked about the mitigation plan for the Burr Oak tree on the Dike.

Committee Reports

- ➔ Finance/Personnel - Grant has been received and award announcement is set for September 2026. Committee is checking on other possible grants that the Borough is eligible for. Councilman Urbano asked about the employee handbook and why it hasn’t been approved.
- ➔ Water & Sewer
 - 64 State Street #3 credit/refund
 - 12 Buffards refund
 - 14 Mill Street credit/refund
 - 6 Chamberlain Lane credit/refund
 - 70 State St Apt B credit/refund

Motion was made by Councilwoman Burrows; Seconded by Councilman Urbano to add to the agenda Remove water & sewer credit/refunds from agenda. Roll Call Vote: 7/0. Motion Carried.

Remove water & Sewer credit/refunds from agenda

Motion made by Councilwoman Burrows ; Seconded by Councilman Gleason to remove the credit/refunds for water/sewer from the agenda and only present them to the LWSD committee for approval to pay out. Roll Call Vote: 7/0. Motion Carried.

- ➔ Roads/Streets – No Report

Old Business:

Police Contract

Motion made by Councilwoman Burrows; Seconded by Councilman Barnes to approve the Police contract for 2026 with 10 hours per month. Roll Call Vote: 6/1 with Councilman Urbano No. Motion carried

Trash Contract – Recycling will cost the Borough \$300 per month for 3 recycling bins if they are emptied once a month. Council decided to have No Recycling.

Motion made by Councilman Gleason; Seconded by Councilman Barnes to approve Real Disposal as the Trash Disposal service for the Borough for the years 2026 and 2027 with no recycling. Roll Call Vote: 6/1 with Councilman Urbano No. Motion Carried.

Transfer Funds from account #56 to #97- Amend motion

Motion made by Councilman Gleason; Seconded by Councilman Urbano to approve the amendment to the December 1st, 2025, meeting minutes to reflect the correct name of each account as follows: #56 impact fee and #97 ARPA. Roll Call Vote: 7/0. Motion Carried.

Close Account ending in #56 – Amend motion

Motion made by Councilman Gleason; Seconded by Councilman Urbano to approve the amendment to the December 1st, 2025, meeting minutes to reflect the correct name of the account as follows: #56 impact fee. Roll Call Vote:7/0. Motion Carried.

New Business:

Resignation of Scott Gleason

Motion made by Councilman O'Dell; Seconded by Councilman Urbano to accept the resignation of Scott Gleason effective January 3rd, 2026. Roll Call Vote: 6/0 with Councilman Gleason abstaining. Motion Carried

Newspaper of Record –

Motion made by Councilwoman Burrows; Seconded by Councilman Urbano to set the newspaper of record as the Williamsport Gazette for 2026. Roll Call Vote:7/0. Motion Carried.

Advertise Regular, Special and Committee meetings

Motion made by Councilman Barnes; Seconded by Councilwoman Burrows to set the regular meeting date and time as the First Wednesday of each month starting at 6pm. Special meetings will be set as needed and Committee meetings will be decided by each Committee Chair. Roll Call Vote: 7/0. Motion Carried.

Committee Officer Appointments - TABLED

Treasurer's Bond Amount - \$285,000

Motion made by Councilman Gleason; Seconded by Councilman Wetzel to set the treasurer's bond amount at \$285,000 for the 2026 year. Roll Call Vote:7/0. Motion Carried.

Resolution 2026-1 Reoccurring Payments

Councilman Urbano asked for discussion – he would like to know what the reoccurring bills are and stated that the vendor should be stated, example electric, gas, phone.

Motion made by Councilman O'Dell; Seconded by Councilman Barnes to approve and adopt Resolution 2026-01 as written for payment of reoccurring bills prior to a monthly meeting. Roll Call Vote: 6/1 with Councilman Urbano No. Motion Carried.

Resolution 2026-2 Signatories for Deposit - TABLED

Account #3197 Impact Fee from checking to Money Market

Motion made by Councilman Urbano; Seconded by Councilman Gleason to change account #3197 impact fee from Money Market to Money Fund. Roll Call Vote: 7/0. Motion Carried.

Motion made by Councilman Gleason; Seconded by Councilwoman Burrows to transfer account #3197 impact fee from checking to Money Fund. Roll Call Vote: 7/0. Motion Carried.

Account #0064 Sewer Fund from checking to Money Market

Motion made by Councilman Urbano; Seconded by Councilman Gleason to change account #0064 sewer fund from Money Market to Money Fund. Roll Call Vote: 7/0. Motion Carried.

Motion made by Councilman Gleason; Seconded by Councilwoman Burrows to transfer account #0064 Sewer Fund from checking to Money Fund. Roll Call Vote: 7/0. Motion Carried

IRS 2026 Mileage Rate 72.5 cents

Motion made by Councilman Urbano; Seconded by Councilman Wetzel to approve the IRS 2026 mileage rate of 72.5 cents for the Borough. Roll Call Vote: 7/0. Motion Carried.

Audit 2025 - \$19,100

Motion made by Councilwoman Burrows; Seconded by Councilman Gleason to approve the payment of \$19,100 to EFPR Group for the 2025 Borough audit. Roll Call Vote: 7/0. Motion Carried.

Microsoft 365 \$129.99 -

Motion made by Councilman Urbano; Seconded by Councilman Gleason to purchase Microsoft 365 in the amount of \$129.99 for the Secretary & Treasurer. Roll Call Vote: 7/0 Motion Carried.

Sam's Club membership Basic \$50/ Plus \$110

Motion made by Councilman Barnes; Seconded by Councilman O'Dell to pay the Sams Club Plus Membership in the amount of \$110 for the year. Roll Call Vote: 7/0. Motion Carried.

Water/Sewer Loan Payment Percentage Split

Motion made by Councilwoman Burrows; Seconded by Councilman Gleason to set the water/sewer loan payment percentage split at Water 60% and Sewer 40%. Roll Call Vote: 7/0. Motion Carried.

Amendment to Ordinance 136 Water

Council President Hotelling read Ordinance 136 amendment aloud to the Council members and Audience. Councilman Urbano asked about the abatement section.

Motion made by Councilman Barnes; Seconded by Councilman O'Dell to approve and adopt the amendment to Ordinance 136 water. Roll Call Vote: 7/0. Motion Carried.

Amendment to Ordinance 146 Part 1 Section 11 (Ord 135 12/27/24) Sewer

Council President Hotelling read Ordinance 146-part 1 section 11 (Ord 135 12/27/24) aloud to the Council members and Audience.

Motion made by Councilman O'Dell; Seconded by Councilwoman Burrows to approve and adopt the amendment to Ordinance 146 Part 1 Section 11 (Ord 135 12/27/24). Roll Call Vote: 6/1 with Councilman Urbano No. Motion Carried.

Correspondences/Training

Hazard Mitigation Plan Tioga County Kick Off Meeting January 26 Wellsboro 6pm (Monday)

G205 – Recovery from Disaster Course January 28 Wellsboro MUST register limited seating (Wednesday)

Lead (Pb) Overview & Data mapping January 21 Webinar 3pm (Wednesday)

Municipal Zoning Workshop January 23 Wellsboro 10:30a-2:30p (Friday)

Tree Masters LLC – New service covering the area.

Visitors Open Forum –

Robert Penzone jr – asked the following questions:

- Why did Council skip the roads/streets on the agenda?
- Stated that the streets are not being plowed as before. He asked if the plow could clear the entire road and not just one path? Clear the intersection of the streets.
- Recurring payments. Has a purchasing procedure been drafted and/or being followed?
- Ordinance 136 - What percentage is the \$8.50 increase to water?
- Can the public receive a handout for the Financials?
- Were the Ordinances posted prior to the meeting and who wrote them?

Adjournment

Motion made by Councilman Gleason; Seconded by Councilwoman Burrows to adjourn the meeting at 8:31 pm. Roll Call Vote: 7/0. Motion Carried.

Next Meeting – Wednesday February 4 @ 6pm

Approved February 4, 2026, at the regular monthly Borough Council meeting. Approved Minutes are at the Borough Office. This electronic copy is provided as a courtesy. The Lawrenceville Borough is not responsible for any alterations to this electronic document.

Jennifer Rumsey, Secretary

Anna Hotelling, Council President