

**January 6, 2020**

Mayor Robert Scott called the **Reorganization Meeting**, held at 174 Water Tower Road, to order at 7:00 pm. Councilman Michael Kirwin, Councilman Bob Penzone, Councilman Gordy Chilson, Councilman Mansel O'Dell, Councilman Terry Gleason, Councilman Cleo Russell and Councilwoman Kathy Helgemo were present. Councilman Penzone documented the meeting minutes.

**Pledge of Allegiance.**

**Borough Reorganization – Led by Mayor:**

Motion was made by Councilman O'Dell, seconded by Councilman Gleason to nominate Councilman Kirwin as President. Roll call: all in favor. Motion carried.

Councilman O'Dell nominated Councilman Chilson as Vice-President. Councilwoman Kat Helgemo nominated Councilman Gleason. Motion to nominate Councilman Chilson was seconded by Councilman Penzone. Roll call: all in favor. Motion carried.

**Borough Reorganization – Led by new Council President:**

Motion was made by Councilman Chilson, seconded by Councilman O'Dell to nominate Councilman Penzone as 1<sup>st</sup> Pro Tem. Roll call: all in favor. Motion carried.

Motion was made by Councilman O'Dell, seconded by Councilman Russell to nominate Councilman Gleason as 2<sup>nd</sup> Pro Tem. Roll call: all in favor. Motion carried.

Motion was made by Councilman Chilson, seconded by Councilman Gleason to accept the resignation of Meagan Hutcheson, Borough Secretary and Tammy Giardina, LWSD Secretary. Roll call: all in favor, except Councilwoman Helgemo voted No. Motion carried.

Motion was made by Councilman Chilson, seconded by Councilman Russell to hire Penny Jeffers as Borough and LWSD Secretary @ \$19.10/hr, with an annual insurance benefit of \$3250.00 (\$1625.00 Borough and \$1625.00 LWSD), working 24 hrs/week. Roll call: all in favor, except Councilwoman Helgemo voted No. Motion carried.

Motion was made by Councilman Chilson, seconded by Councilman O'Dell to hire Caleb Geist as the Water Plant Licensed Operator @ \$1200.00/month and \$50.00/hr, as per proposal. Roll call: all in favor, except Councilwoman Helgemo voted No. Motion carried.

Motion was made by Councilman O'Dell, seconded by Councilman Penzone to hire Chris Fabian as the Sewer Plant Licensed Operator @ \$21.50/hr, working 40 hrs/week. Roll call: all in favor. Motion carried.

Motion was made by Councilman O'Dell, seconded by Councilman Russell to hire Scott Gleason @ \$16.00/hr, as-needed, as a Borough Maintenance Worker. Roll call: all in favor, except Councilwoman Helgemo voted No and Councilman Gleason abstained. Motion carried. Councilman Gleason is related to Scott Gleason.

Motion was made by Councilman O'Dell, seconded by Councilman Russell to hire Jimmie Joe Carl as the LWSD Engineer. Roll call: all in favor, except Councilwoman Helgemo voted No. Motion carried.

Motion was made by Councilman Chilson, seconded by Councilman O'Dell to hire McCormick Law Firm to represent the Borough as Solicitor @ \$145.00/hr. Roll call: all in favor, except Councilwoman Helgemo voted No. Motion carried.

Motion was made by Councilman Chilson, seconded by Councilman Gleason appoint Mary Ann Gontarz to the Planning Commission. Roll call: all in favor. Motion carried.

Motion was made by Councilman Chilson, seconded by Councilman Gleason to re-appoint the Zoning Hearing Board. Roll call: all in favor. Motion carried.

**Approval of Minutes:** Motion was made by Councilman Gleason, seconded by Councilwoman Helgemo to approve the corrected December 16, 2019 Special Meeting Minutes. Roll call: all in favor, except Council President Kirwin and Councilman O'Dell voted No. Motion carried.

**Communication:** Board tabled the Donna Blake subdivision; need more information, talk with Zoning Hearing Board. Mansfield Borough TCAB Meeting/Dinner.

**Treasurer's Report:** None presented.

**Payment of Bills:** None presented.

**Department Reports:**

- **Mayor:** Mayor reported the Police contract is with Lawrence Township at \$30.00/hr. Discussion: Police equipment.
- **Police:** No Police Report
- **Fire Department:** Brad Hackett presented the contract to Council. Lee Strange reported: 1) Had a meeting December 19<sup>th</sup>; 2) Bring Fire/Ems Program into School; 3) Truck purchase the end of January; 4) \$5.8 mil figure not true or accurate; 5) Going to build "essential building"; 6) Have not raised contract in 15 yrs; 7) Brought contract to Borough in Sept, Borough didn't act in good faith; 8) Asked Borough to plow Fire Department parking lot; 9) Table for one (1) month, bring back in February.

Motion was made by Councilman Chilson, seconded by Councilman Russell to accept increasing the fire tax from 0.7 to 0.75 mils, for 2020, and negotiate the remainder of the contract. Roll call: all in favor, except Councilwoman Helgemo abstained. Motion carried. Councilwoman Helgemo is a member of the Fire Department.

- **Lawrenceville Water & Sewer (LWSD):** Jim Frew reported: 1) Slip lining is wrapped up, paperwork not finalized; 2) Larson Design is not all paid; 3) Additional slip lining was done; 4) All lines were done with camera after slip lined.

The Borough doesn't have a resignation letter from the Crowley's.

Councilman Chilson made a motion to continue the meeting and have Council transfer the keys and passwords at the Borough Office after the meeting tonight. After some discussion, Councilman Chilson rescinded his motion.

Motion was made by Councilman Chilson, seconded by Councilman Russell to approve Council President Kirwin and Councilwoman Helgemo review the packet tonight and transfer keys, etc. to Council President Kirwin. Roll call: all in favor, except Councilwoman Helgemo voted No. Motion carried.

**Committee Reports:**

- **Planning Commission:** Nothing to report.

**Old Business:**

**New Business:**

- **Purchase/Install Time Clock:** Motion was made by Councilman Penzone, seconded by Councilman O'Dell to purchase and install a time clock in the Borough Office for all employees and use Sewer Plant time clock. Roll call: all in favor, except Councilwoman Helgemo voted No. Motion carried.
- **Change Locks WP, SP and Borough Office:** Motion was made by Councilman Russell, seconded by Councilman O'Dell to change the locks at the Water Plant, Sewer Plant and Borough Office and replace all padlocks on Borough and LWSD assets. Roll call: all in favor. Motion carried.
- **Hire Locksmith to Change Locks:** Motion was made by Councilman Chilson, seconded by Councilman O'Dell to hire Larry the Locksmith to change the locks. Roll call: all in favor, except Councilwoman Helgemo voted No. Motion carried.
- **Secretary Change Passwords:** Motion was made by Councilman Russell, seconded by Councilman Penzone to authorize the Secretary to change all passwords on the Borough and

LWSD computers and on the Borough's website and Facebook page. Roll call: all in favor. Motion carried.

- **Powers Memorial Cemetery Association:** Cynthia Losey asked the Borough to sponsor the Cemetery Association and allow them to use the 501c3 to apply for Krieger Grant.  
Motion was made by Councilman Chilson, seconded by Councilwoman Helgemo to have the Borough Secretary work with the Lawrenceville Cemetery Association and use the Borough's 501c3 to obtain a grant. Roll call: all in favor, except Councilman Chilson and Councilman Penzone who abstained. Motion carried. Councilman Chilson is a member of the Grant Foundation and Councilman Penzone is a member of the Cemetery Association.
- **Open Borough and LWSD 2020 Budgets:** Motion was made by Councilman O'Dell, seconded by Councilman Penzone to open the Borough and LWSD 2020 Budgets to make modifications. Roll call: all in favor. Motion carried.
- **Change Borough Office Hours:** Motion was made by Councilman Chilson, seconded by Councilman Penzone to change the Borough Office hours to Monday – Thursday from 8:30 am – 2:30 pm. Roll call: all in favor. Motion carried.
- **Tentatively Adopt Revised Borough and LWSD 2020 Budgets:** Motion was made by Councilwoman Helgemo, seconded by Councilman Penzone to tentatively adopt the Revised 2020 Borough and LWSD Budgets. Roll call: all in favor. Motion carried.
- **Decrease Borough Millage Rate from 6.6604 to 6.1604:** Motion was made by Councilman Chilson, seconded by Councilman O'Dell to decrease the millage rate from 6.6604 to 6.1604. Roll call: all in favor, except Councilwoman Helgemo voted No, Councilman Russell was absent for the vote. Motion carried. Councilwoman Helgemo stated she was not sure "how to make up the revenue".
- **Decrease LWSD Rates from \$1.00 to \$0.90/hundred Gallons:** Motion was made by Councilman O'Dell, seconded by Councilman Penzone to decrease the water and sewer rates from \$1.00 to \$0.90/hundred gallons. Roll call: all in favor, except Councilwoman Helgemo voted No. Motion carried.
- **Resolutions – Borough Millage, Water & Sewer Rates and 2020 Borough and LWSD Budgets:** Motion was made by Councilman Chilson, seconded by Councilman Russell to write Resolutions to set the Borough Millage Rate, Water and Sewer Rates and adopt 2020 Borough and LWSD Budgets. Roll call: all in favor. Motion carried.
- **Appoint Check Signers on Borough & LWSD Accounts:** Motion was made by Councilman O'Dell, seconded by Councilman Russell to appoint the following as check signers on the Borough and LWSD checks: Council President Kirwin, Councilman Gleason, Councilman Penzone and Councilman Chilson. Roll call: all in favor. Motion carried.
- **Advertise 2020 Borough Council Board Meetings:** Motion was made by Councilwoman Helgemo, seconded by Councilman Gleason to advertise the 2020 Borough Council Meeting dates: January – December 1<sup>st</sup> Monday of the month and the 3<sup>rd</sup> Tuesday of the month as-needed. Roll call: all in favor. Motion carried.

#### **Adjourn:**

Motion was made by Councilman Penzone, seconded by Councilman Gleason, at 10:05 pm, to continue the meeting on the 3<sup>rd</sup> Tuesday of the month. Roll call: all in favor. Motion carried.

Attest:

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Secretary

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Council President