

**Lawrenceville Borough Council Meeting**

**Monday January 06, 2025**

**Call to Order:** Council Vice President Urbano called the Regular Meeting of the Lawrenceville Borough Council, held in the Borough Building, to order at 7:00 pm.

**Pledge of Allegiance**

**Roll Call – Council Attendance:** Council Vice President Anthony Urbano – Present; Councilman Robert Penzone – Present; Councilwoman Cyndy Burrows – Present; Councilman Mansel O’Dell – Present; Councilman Terry Gleason – Present; Councilman Eddie (Glenard) Wetzel – Present; Council President – Vacant; Mayor Kris Davis – Present; Secretary Jennifer Rumsey

**Review and approval of previous minutes:**

Council Vice President (VP) Urbano addressed the council members for any questions or concerns on the November Regular and Special meeting minutes.

Corrections were to be made for the December 2 regular meeting minutes to omit the “note” on pg 3.

Motion was made by Councilman Gleason; Seconded by Councilman Wetzel to accept the December 2, 2024 Regular Meeting Minutes with corrections. Roll Call vote: 6/0 Motion carried

**Review and approval of Special meeting minutes:**

Motion was made by Councilwoman Burrows; Seconded by Councilman Gleason to accept the December 11, 2024 Special meeting minutes. Roll Call Vote: 6/0 Motion Carried

Motion was made by Councilwoman Burrows; Seconded by Councilman Gleason to accept the December 27, 2024 Special meeting minutes. Roll Call Vote: 6/0 Motion Carried

**Payment of bills:**

Motion was made by Councilman Gleason; Seconded by Councilman Wetzel to approve the payment of the bills. Roll Call Vote: 5/1 Councilwoman Burrows No. Motion Carried

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**Public Comment on Agenda Items:**

Donna Blend asked about the Generator project and the expected completion date since the DEP deadline was December 2023. Mayor Davis stated that DEP is working with the Borough as the Generator is being switched from natural gas to propane to be able to complete this project. Council Vice President Urbano also stated that the project could possibly be completed within a month.

**Treasurer's Report:**

Motion was made by Councilman Penzone; Seconded by Councilman Gleason to add the budget year to date, actual, and trial and balance reports to the Treasurer's reports each month starting with January's report. Roll Call Vote: 6/0 Motion Carried

**Committee/Department Reports:**

**Mayor** – Mayor Davis stated he received notification about a possible water leak at the ball field. The concern is flooding and damage again. It was suggested to send water maintenance personal over to check it out.

Flow meters update was provided by Council Vice President Urbano, that Jimmy Joe is still working on this.

Mayor Davis addressed Council with the new police contract, stating there were no changes for 2025

Mayor Davis asked about the office parking lot and the water issue and he asked about the back up pump replacement. Council Vice President Urbano stated the project for the office parking lot and the back up pump was added to the Covid funding plans.

**Police** -Officer Brackman read his report of incidents for the prior month. He also stated that the Police department was hiring.

**Fire Department** – Lee Strange read the incident report for 2024 and stated the fire department planned to attend meetings on a regular basis.

**Library** – Lucy provided a report of activities and updates which was read by Council Vice President Urbano

It was discussed that the \$100,000 Investment CD that the Library opened with C&N Bank was not the correct CD or terms. A new CD is to be issued by the bank

Motion was made by Councilman Gleason; Seconded by Councilwoman Burrows to approve the CD investment for \$100,000.00 for 12 months at C&N Bank for the Library. Roll Call Vote: 5/1 with Councilman Penzone NO. Motion carried.

**Ambulance** – NO one present, No report

**Water & Sewer** – Water/Sewer secretary Rumsey addressed the Council about the ability to provide email billing for the residence. Instead of a paper bill in the US mail, customers can elect to receive their monthly bill via email. Notification will go out with the next monthly billing.

Councilman Wetzel exited the meeting at 7:30 pm and returned to his seat at 7:33 pm.

Water Quality – Councilman Wetzel asked about an email from DEP stating the manganese was out of range, possible violation due to levels. Mayor Davis state there was no violation. It was discussed at this time what is the role of APEX for the Borough. Communication with the Point of Contact has been an issue for the past several years. If there is an operation issue; Apex should be appearing and handling it. It was recommenced and agreed by Council members to send a letter to Apex for answers to all the questions the Council has.

Water/Sewer \$10 Increase reasoning – for public knowledge - Council Vice President stated the audit showed a negative balance for water and sewer, the increase is to help off set that balance.

**Old Business:**

**Generator Installation – Update** The propane tank will be placed inside the fence at the water plant and filled by Williams Oil for the amount of \$1429.60. Swartz Electric will make the modified switch from gas to propane (which has already been paid and was included in the original installation quote) and work with Williams Oil to complete the generator connection of hook ups. It will be up to the Borough to call Williams Oil to have the propane refilled at the current rate, at time of refill. Council Vice President asked about a lease or contract for the generator. There is no lease or contract at this time.

Motion was made by Councilwoman Burrows; Seconded by Councilman O'Dell to pay Williams Oil the quoted amount of \$1,429.60 for the Propane tank and first filling of propane. Roll Call Vote: 4/2 with Councilmen Penzone and Vice President Urbano NO. Motion Carried

**Frontier – Fiber Optics** – Ryon circle – Project Update – No update at this time.

**New Business:**

**Vacancy Board Chair Resignation** Council Vice President read the resignation of the Vacancy Board Chair Anneliese Hotelling.

Motion was made by Councilman Gleason; Seconded by Councilman O'Dell to accept the Vacancy Board Chair, Anneliese Hotelling's resignation. Roll Call Vote: 6/0  
Motion Carried

~~**Appoint Vacancy Board Chair to Council**~~ – Amendment to Agenda

Motion was made by Councilman O'Dell; Seconded by Councilman Wetzel to amend the agenda by removing appoint vacancy board chair to council to nominate a member to council. Roll Call Vote: 6/0 Motion Carried

**Nominate member to Council** Councilwoman Burrows nominated Anneliese Hotelling and Councilman Penzone nominated Robert Penzone III.

Voting for Annelise Hotelling was completed 4/2 with Councilmen Penzone and Vice President Urbano No. Motion Carried.

No voting for second candidate needed.

**Swear in New Council Member by Mayor** Mayor Davis read the oath for Anneliese Hotelling to affirm.

**Ordinance 156 Review – Snow Removal – Reminder** Council Vice President Urbano read Ordinance 156 on the snow removal expectation.

**Complaint – Unpaved ditch** Council Vice President read the complaint from the US Postal Service about the unpaved section between their building and the property the new Dollar General is currently occupying. Council agreed that the complaint was not a Borough issue at this time and that the Post Office should contact the other property owner to resolve.

**PSAB training** Council Vice President Urbano discussed training opportunities from PSAB and encouraged others to partake in the training that is offered.

**PSAB-mileage rate** Council Vice President Urbano stated that the Federal Mileage rate is set at \$0.70 for 2025. He suggests the Borough set the same.

Motion was made by Councilman Penzone; Seconded by Councilman O'Dell to use the Federal standard mileage rate of \$0.70 for 2025. Roll Call Vote: 6/1 with Councilwoman Burrows NO.

### **Set Holiday pay schedule**

Motion was made by Councilman Penzone; Seconded by Councilwoman Burrows to observe the following holidays; New Years day, Memorial day, Independence day, Labor day, Veteran's day, Thanksgiving day, and Christmas day as paid holidays for full time employees. It was also added to the motion that the employee handbook needs to be updated to reflect change

**Signatories for Accounts** – Tabled until February's meeting when the officers are appointed.

**Designate paper of Record** – Williamsport Sun Gazette for legal notices.

Council members agreed that advertising for local events, updates, reminders, etc in the Penny Saver and/or Dollar Saver as needed did not require a vote.

Motion was made by Councilman Penzone; Seconded by Councilman Wetzel to change the paper of record to the Williamsport Sun Gazette and remove the Corning Leader and Wellsboro Gazette. Roll Call Vote: 6/1 with Councilman O'Dell NO. Motion Carried

**C&N bank** – Visa Credit Card Application and Money Market Account – TABLED for further discussion and more information.

**Printer Purchase Treasurer** – TABLED for more information. It was discussed at this time about servicing for the Sharp Copier and possibly utilizing it as the printer.

**Nominate/Appoint Vacancy Board Chair** – Councilman O'Dell nominated George Burrows for Vacancy Board Chair. Mr. Burrows accepted the nomination.


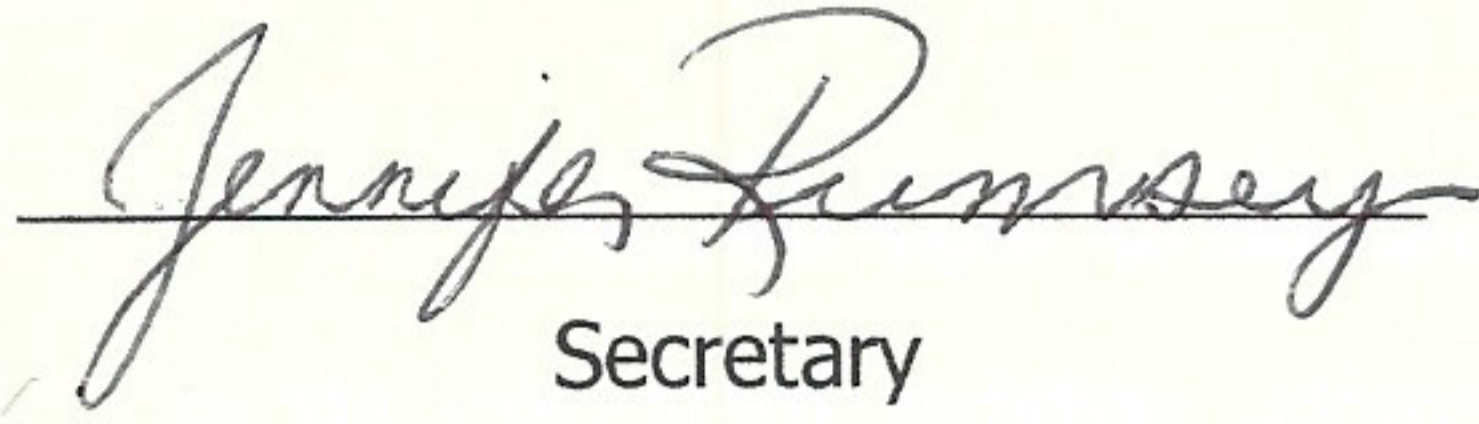
Motion was made by Councilman O'Dell; Seconded by Councilwoman Hotelling to appoint George Burrows to the Vacancy Board Chair. Roll Call Vote: 5/2 with Councilman Penzone NO and Councilwoman Burrows abstaining due to conflict of interest.

### **Visitors Open Forum:**

Angelina Barton from IonU media asked questions about the investment CD by the Library. She wanted to know the why it was completed before it was approved in a regular monthly meeting. What is the interest rate, why was other financial institutions looked at to compare rates. How many months is the CD. Who is overseeing the Library Funds. Councilman Penzone stated that the Borough handles the Library funds.

**Adjourn:**

Motion made by Councilwoman Burrows; Seconded by Councilman Gleason to adjourn the meeting at 9:10 pm. Roll Call Vote: 7/0 Motion Carried

  
  
Secretary

  
Council Vice President