

## Lawrenceville Brough Council Minutes

**January 9, 2024, 7:00pm**

**Council Members present:** Barry Mortimer, Anthony Urbano, Michelle Courtright, Robert Penzone Jr., Glenard Wetzel, Terry Gleason, Cyndy Burrows, Mayor- Kris Davis.

**Audience present:** See Attachment 1

**6:59 pm** Borough Council President Barry Mortimer calls the meeting to order- followed by the Pledge of Allegiance.

Council President Mortimer directs council to review the prior meeting minutes of the reorganization meeting held January 2, 2024, to be approved.

A **MOTION** was made by Councilman Anthony Urbano to accept the minutes as written, Second by Councilman Terry Gleason.

- **Roll Call Vote:** Michelle Courtright- Yes, Terry Gleason- Yes, Cyndy Burrows- Yes, Anthony Urbano- Yes, Robert Penzone- **NO**, Eddie Wetzel- Yes, Barry Mortimer- Yes. Motion Carried 6-1. (Penzone only **NO** vote).

**Public Comment on agenda items:** No Comment

**Treasurers Report:** Councilwoman Cyndy Burrows asked if our Workman's Comp payments have gone up? She thinks they are higher than normal. Council President Mortimer stated he will have a discussion with the CPA regarding this. Burrows wants to know what the impact on the Workman's Comp on the insurance- possibly look for another insurance company.

A **MOTION** was made by Michelle Courtright to accept the Treasurer's Report, Second by Anthony Urbano.

- **Roll Call Vote:** Michelle Courtright- Yes, Terry Gleason- Yes, Cyndy Burrows- Yes, Anthony Urbano- Yes, Robert Penzone- Yes, Eddie Wetzel- Yes, Barry Mortimer- Yes. Motion Carried 7-0- All in favor.

**Payment of the Bills:** Council President notified council that they all have access to the bills via the portal provided by the CPA, and for review in person. Councilman Gleason asked about the Verizon Wireless bill- asked where are the phones? Councilman Penzone stated that they are not cell phones, it is wi-fi for the sewer and water plants.

A **MOTION** was made to pay the bills as presented by Terry Gleason, Second by Eddie Wetzel.

- **Roll Call Vote:** Michelle Courtright- Yes, Terry Gleason- Yes, Cyndy Burrows- Yes, Anthony Urbano- Yes, Robert Penzone- Yes, Eddie Wetzel- Yes, Barry Mortimer- Yes. Motion Carried 7-0- All in favor.

**After Roll Call Vote-** Councilwoman Burrows wanted to add a bill to pay Glen Hoehn for his computer services. Hoehn submitted bills to Councilman Urbano, who then submitted them to the CPA. A vote to pay G. Hoehn will take place at the February 2024 council meeting.

## Department Reports:

**Police:** No Report

**Fire Department:** Joyce Nichols presented the amount of calls the Fire Department responded to for the month. The recently went through Air Pack training- and presented a list of the newly elected officers. Joyce also mentioned the check that she mentioned at the previous meeting that was short- she wanted the status of the remaining amount owed. She stated that the check was to be sent to the Fire Department within 90 days of receipt. She also wanted to ensure the council had a copy of the contract and was looking for their monthly check for the Fire Department. She provided a copy again to council.

**Library:** Lucy gave a detailed history of the library for the new council members elected. The Kreger grant was received in 2023, the deadline for that is looming, and she would like to get projects started at the library, along with reimbursed for personal expenses put into the library. She is requesting to meet with the finance committee to go over the funding for the library. Lucy would like to put a locked mailbox up for the library, so they can receive their mail at the library. She is looking forward to a great 2024 with projects for the library, working with the Lions Club for the WRAP program and other community projects.

**Ambulance:** none

**Water/Sewer:** normal business- a few calls for State St lift station. Discussion of writing a letter to those on State Street regarding that lift station.

## New Business:

**Commissioner Marc Rice** discussed with the council the CDBG Grant for water and sewer managed through the housing authority. He wants to set up a meeting with the Housing Authority- what needs to happen to submit. He also mentioned other grant opportunities H2O grants amongst others- need a list of highest priority to start working out the items. He told us there are several people willing to assist us through the grant process.

**Appointment of Committees:** President Mortimer appointed members of council to various committees- see attached document for committees.

**DEP/Environmental Hearing Board- \$4,600 (Resolution):** The check has already been sent to DEP for payment, they just need a motion to accept the resolution.

A **MOTION** to accept the resolution made by Michelle Courtright Second by Terry Gleason.

- **Roll Call Vote:** Michelle Courtright- Yes, Terry Gleason- Yes, Cyndy Burrows- Yes, Anthony Urbano- Yes, Robert Penzone- Yes, Eddie Wetzel- Yes, Barry Mortimer- Yes. Motion Carried 7-0- All in favor.

**APEX- \$5,000 (est.):** update on the AOC: the O & M manual the quote from APEX- the document is complete for the \$5,000 cost. The mayor strongly suggested the council consider this option.

A **MOTION** made by Michelle Courtright to accept the APEX quote of \$5,000 for the O & M manual proposal number 16589831713 Second by Anthony Urbano.

- **Roll Call Vote:** Michelle Courtright- Yes, Terry Gleason- Yes, Cyndy Burrows- Yes, Anthony Urbano- Yes, Robert Penzone- Yes, Eddie Wetzel- Yes, Barry Mortimer- Yes. Motion Carried 7-0- All in favor.

**Appointment of Check Signers:** Council President Barry Mortimer appointed **FOUR (4)** check signers for Lawrenceville Borough. He appointed the four council members who are on the finance committee as check signers: **Michelle Courtright, Terry Gleason, Anthony Urbano, and Barry Mortimer.**

A **MOTION** to accept the check signers made by Anthony Urbano as presented second by Michelle Courtright.

- **Roll Call Vote:** Michelle Courtright- Yes, Terry Gleason- Yes, Cyndy Burrows- Yes, Anthony Urbano- Yes, Robert Penzone- Yes, Eddie Wetzel- Yes, Barry Mortimer- Yes. Motion Carried 7-0- All in favor.

**Designation of Newspaper of Record:** Councilwoman Courtright and Councilman Gleason suggested the Wellsboro Gazette.

A motion was made by Terry Gleason to make the Wellsboro Gazette the newspaper of record Second by Anthony Urbano.

- **Discussion:** Angelina Barton made the comment that they do not have access online without paying for their subscription unlike the Penny Saver, however the Penny Saver is not a paid circulation in the area.
- **Roll Call Vote:** Michelle Courtright- Yes, Terry Gleason- Yes, Cyndy Burrows- Yes, Anthony Urbano- Yes, Robert Penzone- Yes, Eddie Wetzel- Yes, Barry Mortimer- Yes. Motion Carried 7-0- All in favor.

Council President had a discussion regarding former council members to turn over borough property- regarding keys and documents.

Security System for the Borough building, sewer, and water building: **TABLE**

**Advertise a Water/Sewer worker:**

A **MOTION** made by Michelle Courtright to advertise for a water sewer worker per borough handbook Second by Anthony Urbano.

- **Discussion:** Councilman Penzone asked if the handbook/job description that was provided at previous council would be what the guideline is for hiring.

- **Roll Call Vote:** Michelle Courtright- Yes, Terry Gleason- Yes, Cyndy Burrows- Yes, Anthony Urbano- Yes, Robert Penzone- Yes, Eddie Wetzel- Yes, Barry Mortimer- Yes. Motion Carried 7-0- All in favor.

**Water Meter at the Senior Housing Authority:** no motion needed- it is maintenance. Part Numbers will be obtained to place the order to be replaced once it is received. It is a commercial water meter.

**DEP: NOV 1/5/2024- Tank Inspection Report:** Result of the Tank Inspection by Atlantic Underwater Services, Inc. DEP recommends that the screen on the center vent be replaced. Two quotes were obtained, one to replace the vent, and another to replace the entire vent.

A **MOTION** was made by Cyndy Burrows to talk to Jimmie Joe prior to approving the quote, second by Terry Gleason.

- **Roll Call Vote:** Michelle Courtright- Yes, Terry Gleason- Yes, Cyndy Burrows- Yes, Anthony Urbano- Yes, Robert Penzone- Yes, Eddie Wetzel- Yes, Barry Mortimer- Yes. Motion Carried 7-0- All in favor.

**State Street Lift Station:** Per DEP, the lift station belongs to the borough. The light is on often- and borough workers have been cleaning it out often. Council President has been in contact with the property owner- a letter will be drafted to give to residents regarding what they are placing in the sewer. Councilman Urbano suggested that we send the letter borough wide. Councilman Penzone stated it is quite clear where it comes from, as that lift station services only those three residences.

A **MOTION** to amend the agenda to appoint a minute taker going forward of the meetings monthly until a secretary is hired per the employee handbook made by Michelle Courtright Second by Anthony Urbano.

- **Roll Call Vote:** Michelle Courtright- Yes, Terry Gleason- Yes, Cyndy Burrows- Yes, Anthony Urbano- Yes, Robert Penzone- YES, Eddie Wetzel- YES Barry Mortimer- Yes. Motion Carried 7-0- All in favor.

A **MOTION** to appoint Jessica Barron as the minute taker monthly until a secretary is hired per the employee handbook made by Michelle Courtright Second by Anthony Urbano.

- **Roll Call Vote:** Michelle Courtright- Yes, Terry Gleason- Yes, Cyndy Burrows- NO, Anthony Urbano- Yes, Robert Penzone- NO, Eddie Wetzel-NO Barry Mortimer- Yes. Motion Carried 4-3- (Burrows, Wetzel, and Penzone NO votes).

A **MOTION** to amend the agenda to reopen the budget made by Terry Gleason Second by Michelle Courtright.

- **Roll Call Vote:** Michelle Courtright- Yes, Terry Gleason- Yes, Cyndy Burrows- Yes, Anthony Urbano- Yes, Robert Penzone- NO, Eddie Wetzel- Yes Barry Mortimer- Yes. Motion Carried 6-1. (Penzone only NO vote).

A **MOTION** to amend the agenda to add the Settlement Agreement for 57 Mechanic Street. Case 565 CV 2022 made by Cyndy Burrows Second by Terry Gleason.

- **Roll Call Vote:** Michelle Courtright- **NO**, Terry Gleason- Yes, Cyndy Burrows- Yes, Anthony Urbano- Yes, Robert Penzone- **NO**, Eddie Wetzel- abstain, Barry Mortimer- Yes. Motion Carried 4-2-1 abstain. (Courtright, Penzone vote **NO**, Wetzel- abstain).

Immediately following Roll Call vote, council went into an **executive session** for legal matters- no action was taken.

### **Old Business**

**Library Money Return:** There was money recovered from the state, and it was applied to the borough loan. This money came from Curtis Wright, and it is in the will of Retta Bostwick-Perry that the funds belong to the library. Councilman Penzone is requesting a copy of the will for review. Councilwoman Burrows is requesting the paperwork regarding the check that was recovered from the state. Unclaimed funds from the state treasury department which were Curtis Wright funds, and applied to the loan once it was reclaimed. Per Lucy Losey, it belonged to the library. Table until the information requested is presented.

A **MOTION** to table until more information received made by Michelle Courtright Second by Robert Penzone.

- **Roll Call Vote:** Michelle Courtright- Yes, Terry Gleason- **NO**, Cyndy Burrows- **NO** Anthony Urbano- **NO**, Robert Penzone- Yes, Eddie Wetzel- **NO** Barry Mortimer- **NO** Motion Failed (2-5, Gleason, Burrows, Urbano, Wetzel, Mortimer **NO** votes).

A **MOTION** to send the Library Money Return to the finance committee made by Robert Penzone second by Anthony Urbano.

- **Roll Call Vote:** Michelle Courtright- Yes, Terry Gleason- Yes, Cyndy Burrows- **NO**, Anthony Urbano- Yes, Robert Penzone- Yes, Eddie Wetzel- **NO** Barry Mortimer- Yes. Motion Carried 5-2. (Burrows, Wetzel **NO** votes)

### **Public Comment:**

**Cleo Russell-** Regarding the Library Money return the taxpayers of the borough should reap the benefits of the reduced amount of interest being paid on the loan. He states that the library is a branch of the council and has no finances.

**Terry Hartman:** The money should go back to the library. It belongs to them.

**Angelina Barton IonU Media:** The taxpayer's money being utilized properly- the security cameras have been discussed and decided on over the summer. Recommend checking into what

is already in place, and what has already been passed. Per the Mayor, he concurred with the comment, it was voted on, passed, but never acted upon.

**Adjournment:** A **MOTION** was made by Michelle Courtright Second by Anthony Urbano to adjourn the meeting.

- **Roll Call Vote:** Michelle Courtright- Yes, Terry Gleason- Yes, Cyndy Burrows- Yes, Anthony Urbano- Yes, Robert Penzone- YES, Eddie Wetzl- YES Barry Mortimer- Yes. Motion Carried 7-0- All in favor.

Meeting adjourned at 8:59pm January 9, 2024. The next Lawrenceville Borough Council Meeting will be held Monday February 5, 2024, 7:00 pm at the Borough office.

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Barry Mortimer, Council President

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Secretary

### MOTIONS MADE:

A **MOTION** was made by Councilman Anthony Urbano to accept the minutes as written, Second by Councilman Terry Gleason.

- **Roll Call Vote:** Michelle Courtright- Yes, Terry Gleason- Yes, Cyndy Burrows- Yes, Anthony Urbano- Yes, Robert Penzone- **NO**, Eddie Wetzel- Yes, Barry Mortimer- Yes. Motion Carried 6-1. (Penzone only **NO** vote).

A **MOTION** was made by Michelle Courtright to accept the Treasurer's Report, Second by Anthony Urbano.

- **Roll Call Vote:** Michelle Courtright- Yes, Terry Gleason- Yes, Cyndy Burrows- Yes, Anthony Urbano- Yes, Robert Penzone- Yes, Eddie Wetzel- Yes, Barry Mortimer- Yes. Motion Carried 7-0- All in favor.

A **MOTION** was made to pay the bills as presented by Terry Gleason, Second by Eddie Wetzel.

- **Roll Call Vote:** Michelle Courtright- Yes, Terry Gleason- Yes, Cyndy Burrows- Yes, Anthony Urbano- Yes, Robert Penzone- Yes, Eddie Wetzel- Yes, Barry Mortimer- Yes. Motion Carried 7-0- All in favor.

A **MOTION** to accept the resolution made by Michelle Courtright Second by Terry Gleason.

- **Roll Call Vote:** Michelle Courtright- Yes, Terry Gleason- Yes, Cyndy Burrows- Yes, Anthony Urbano- Yes, Robert Penzone- Yes, Eddie Wetzel- Yes, Barry Mortimer- Yes. Motion Carried 7-0- All in favor.

A **MOTION** made by Michelle Courtright to accept the APEX quote of \$5,000 for the O & M manual proposal number 16589831713 Second by Anthony Urbano.

- **Roll Call Vote:** Michelle Courtright- Yes, Terry Gleason- Yes, Cyndy Burrows- Yes, Anthony Urbano- Yes, Robert Penzone- Yes, Eddie Wetzel- Yes, Barry Mortimer- Yes. Motion Carried 7-0- All in favor.

A **MOTION** to accept the check signers made by Anthony Urbano as presented second by Michelle Courtright.

- **Roll Call Vote:** Michelle Courtright- Yes, Terry Gleason- Yes, Cyndy Burrows- Yes, Anthony Urbano- Yes, Robert Penzone- Yes, Eddie Wetzel- Yes, Barry Mortimer- Yes. Motion Carried 7-0- All in favor.

A **MOTION** was made by Terry Gleason to make the Wellsboro Gazette the newspaper of record Second by Anthony Urbano.

- **Roll Call Vote:** Michelle Courtright- Yes, Terry Gleason- Yes, Cyndy Burrows- Yes, Anthony Urbano- Yes, Robert Penzone- Yes, Eddie Wetzel- Yes, Barry Mortimer- Yes. Motion Carried 7-0- All in favor.

A **MOTION** made by Michelle Courtright to advertise for a water sewer worker per borough handbook Second by Anthony Urbano.

- **Roll Call Vote**: Michelle Courtright- Yes, Terry Gleason- Yes, Cyndy Burrows- Yes, Anthony Urbano- Yes, Robert Penzone- Yes, Eddie Wetzel- Yes, Barry Mortimer- Yes. Motion Carried 7-0- All in favor.

A **MOTION** was made by Cyndy Burrows to talk to Jimmie Joe prior to approving the quote, second by Terry Gleason.

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A **MOTION** to amend the agenda to reopen the budget made by Terry Gleason Second by Michelle Courtright.

- **Roll Call Vote**: Michelle Courtright- Yes, Terry Gleason- Yes, Cyndy Burrows- Yes, Anthony Urbano- Yes, Robert Penzone- NO, Eddie Wetzel- Yes Barry Mortimer- Yes. Motion Carried 6-1. (Penzone only NO vote).

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- **Roll Call Vote**: Michelle Courtright- **NO**, Terry Gleason- Yes, Cyndy Burrows- Yes, Anthony Urbano- Yes, Robert Penzone- **NO**, Eddie Wetzel- abstain, Barry Mortimer- Yes. Motion Carried 4-2-1 abstain. (Courtright, Penzone vote **NO**, Wetzel- abstain).

A **MOTION** to table until more information received made by Michelle Courtright Second by Robert Penzone.

- **Roll Call Vote**: Michelle Courtright- Yes, Terry Gleason- **NO**, Cyndy Burrows- **NO** Anthony Urbano- **NO**, Robert Penzone- Yes, Eddie Wetzel- **NO** Barry Mortimer- **NO** Motion Failed (2-5, Gleason, Burrows, Urbano, Wetzel, Mortimer **NO** votes).

A **MOTION** to send the Library Money Return to the finance committee made by Robert Penzone second by Anthony Urbano.

- **Roll Call Vote**: Michelle Courtright- Yes, Terry Gleason- Yes, Cyndy Burrows- **NO**, Anthony Urbano- Yes, Robert Penzone- Yes, Eddie Wetzel- **NO** Barry Mortimer- Yes. Motion Carried 5-2. (Burrows, Wetzel **NO** votes)

A **MOTION** was made by Michelle Courtright Second by Anthony Urbano to adjourn the meeting.

- **Roll Call Vote**: Michelle Courtright- Yes, Terry Gleason- Yes, Cyndy Burrows- Yes, Anthony Urbano- Yes, Robert Penzone- YES, Eddie Wetzel- YES Barry Mortimer- Yes. Motion Carried 7-0- All in favor.