

## July 21, 2020

Council President Michael Kirwin called the **Board Meeting** of the Lawrenceville Borough Council, held at 174 Water Tower Road, to order at 7:00 pm. Councilman Gordon Chilson, Councilman Robert Penzone, Councilman Terry Gleason, Councilwoman Kathy Helgemo, Councilman Mansel O'Dell and Councilman Cleo Russell were present as well as Secretary/Treasurer Penny Jeffers. Mayor Robert Scott was absent.

### **Pledge of Allegiance.**

**Approval of Minutes:** Motion was made by Councilman O'Dell, seconded by Councilman Russell to accept the June 1<sup>st</sup> Meeting Minutes. Roll call vote: all in favor, except Council President Kirwin and Councilman Gleason abstained. Motion carried.

**Visitors Open Forum Agenda Items:** No discussion.

### **Payment of Bills:**

- **AP/Payroll General Fund – July 7, 2020 – July 21, 2020 – \$1660.88; AP/Payroll LWSD – July 7, 2020 – July 21, 2020 – \$127,123.18:** Motion was made by Councilman Russell, seconded by Councilman Chilson to approve payment of the AP/Payroll for the General Fund, for the period July 7, 2020 – July 21, 2020, in the amount of \$1660.88; AP/Payroll LWSD, for the period July 7, 2020 – July 21, 2020, in the amount of \$127,123.18. Roll call vote: all in favor. Motion carried.

### **Old Business:**

- **2019 Audit Agreement – Lisa Guthrie, CPA – Status:** Council President Kirwin reported he received one (1) response with no date to start and no cost. Pending.
- **Keys to Police Car – Status:** Council will do inventory of the car and two (2) rooms on Saturday.
- **Letter from Tioga Police Department:** Council President Kirwin noted that Mayor Scott received a letter from the Tioga Police Department. They want to purchase the VSPEC Timing Device for \$250.00. Table for further discussion.
- **Spectrum Franchise Agreement – Status:** Councilman Chilson reported the Borough received a revised Franchise Agreement from Spectrum. They changed the term of the contract from ten (10) years to five (5) years and changed Franchise Fee from two percent (2) to five (5) percent; continuation of courtesy service remains unchanged. Council requested a copy of the agreement to review. Table.
- **Letter to Fire Department – Clean-Up from Fire – Status:** Councilman Chilson noted the Borough needs to send a letter because the property owner is in violation of the ordinance. The Borough will modify Councilwoman Helgemo's letter and put on Borough letterhead.
- **Email Accounts – Gmail – Status:** Table.
- **Purchase "No Parking" Signs & Posts – Status:** Discussion: Send out letters to residents; Police enforce ordinances; Need signs facing traffic on both sides of the street; Change ordinance; No overnight parking, still requires signs; Be in compliance with ordinance. Table.
- **Tioga County CDBG Program – Grant Application – Status:** No update.
- **Tennis Court Lights On – Day and Night – Status:** Council will address.
- **Update Hazard Mitigation List of Opportunities – Status:** Motion was made by Councilman Chilson, seconded by Councilwoman Helgemo not to make any changes to the "List of Opportunities". Roll call vote: all in favor, except Councilman Gleason and Councilman O'Dell noted No. Motion carried.

- Appoint Person to Purchase Supplies for Water/Sewer Department – Status:** Councilman Penzone stated the Committee recommends appointing Councilman Chilson to purchase supplies. Councilman O’Dell schedules the water/sewer employees and Councilman Penzone works with the Engineer.

Motion was made by Councilman Penzone, seconded by Councilman Russell to appoint Councilman Chilson to order supplies for the Water/Sewer Department. Roll call vote: Council President Kirwin – No, Councilman Chilson – Yes, Councilman Penzone – Yes, Councilman Gleason – No, Councilwoman Helgemo – No, Councilman O’Dell – No, Councilman Russell – Yes. Motion failed.

Motion was made by Councilwoman Helgemo, seconded by Councilman Gleason to appoint Councilman O’Dell to communicate with workers at the plant and purchase supplies for the Water/Sewer Department. Roll call vote: Council President Kirwin – No, Councilman Chilson – No, Councilman Penzone – No, Councilman Gleason – Yes, Councilwoman Helgemo – Yes, Councilman O’Dell – Abstain, Councilman Russell – No. Motion failed.

**New Business:**

- Hire Part-time, General Laborer:** Council President Kirwin and Councilman Chilson interviewed two (2) applicants.

Motion was made by Councilman O’Dell, seconded by Councilwoman Helgemo to hire one (1) of the applicants interviewed for Part-time, General Laborer, as needed. Roll call vote: all in favor. Motion carried.
- Dike Mowing – Quote:** The Borough received a quote from Jim Myers for \$3750.00 to mow the dikes. Councilman O’Dell suggested the Borough check on the cost to rent a boom mower and have Scott Gleason operate the mower. Table, so Council can obtain a quote.
- Insight Pipe Contracting Invoice Date 10/31/2019 – Amount Due \$20,425.00:** Council wants to review the payments made to Insight Pipe Contracting. Table for two (2) weeks.
- Calibrate Chlorine Scales:** Council President Kirwin reported the chlorine scales are good until next year.
- Chlorine System to Automatically Change Bottles:** Councilman O’Dell has an appointment with Airgas to look at the chlorine system.

Motion was made by Councilman Chilson, seconded by Councilman Penzone to have the Water/Sewer Committee review the requirements and bring back a proposal and cost to Council. Roll call vote: all in favor. Motion carried.
- Fisher Construction Invoice Dated 129/92019 – \$100.00:** Motion was made by Councilman Russell, seconded by Councilman O’Dell to pay the Fisher Construction Invoice, in the amount of \$100.00. Roll call vote: all in favor. Motion carried.
- Collection System Improvements (Sewer) – Review:** Councilman Chilson reported: 1) Larson Design was not representing the Borough in the Slip Lining Project; 2) Need to re-camera the lines; 3) The cost of Act 537 is ¾ paid, should have only been minor updates; 4) Larson Design won’t permit the Borough to review Act 537 until the Borough pays all outstanding invoices; 5) Act 537 should have been given to DEP, by May 2019; 6) Larson Design can’t do Act 537 Plan without slip lining being done; 7) Engineer (Larson Design) not working for best interest of the Borough; 8) Jimmie Jo, Borough Engineer, would finish Act 537.

Motion was made by Councilman Chilson, seconded by Councilman Penzone to contact the Solicitor regarding the Act 537 Plan and request Larson Design turn over a draft to the Borough. Roll call vote: all in favor. Motion carried.
- Solicitor Response – Standard Practice:** Motion was made by Councilman O’Dell, seconded by Councilman Gleason to have the standard practice be that at least two (2) Councilman/Councilwoman talk to the Solicitor when he is responding to the Borough. Roll call vote: all in favor, except Councilman Chilson voted No. Motion carried.

**Visitors Open Forum:**

Lee Strange: Email to Borough from Engineer for the Fire Department.

Councilwoman Helgemo asked the Secretary/Treasurer if she can have the account balances. She can come into the Borough Office to request and pick up the information. Councilwoman Helgemo also questioned the money from the scrap on the Route 49 Project. The Borough is not selling the scrap.

**Adjournment:**

Motion was made by Councilwoman Helgemo, seconded by Councilman O'Dell to adjourn the meeting at 8:47 pm. Meeting adjourned.

Attest:

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Secretary

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Council President