

July 6, 2020

Council Vice-President Gordon Chilson called the **Regular Meeting** of the Lawrenceville Borough Council, held at 174 Water Tower Road, to order at 7:02 pm. Councilman Robert Penzone, Councilwoman Kathy Helgemo, Councilman Mansel O'Dell and Councilman Cleo Russell were present as well as Secretary/Treasurer Penny Jeffers. Council President Michael Kirwin, Councilman Terry Gleason and Mayor Robert Scott were absent.

Pledge of Allegiance.

Approval of Minutes: Motion was made by Councilman Russell, seconded by Councilman Penzone to accept the June 16th Meeting Minutes. Roll call vote: all in favor. Motion carried.

Visitors Open Forum Agenda Items:

- Lucy Losey: Need garbage receptacle at Ballfield, by temporary mailboxes.
- Ambulance Association: Ambulance added to Department Reports.

Add Ambulance Association to Department Reports: Motion was made by Councilwoman Helgemo, seconded by Councilman O'Dell to add the Ambulance Association to the Department Reports on Monthly Agenda. Roll call vote: all in favor. Motion carried.

For the Information of the Board:

- Borough requested a check, in the amount of \$2638.26, from PA Department of Revenue – Employer Withholding – Pending
- Received letter from Amy Southard – Library
- Ford Motor Company extended warranty on the steering linkage damper on 2018 F-550
- Jan – May Financial Comparison – 2018, 2019, 2020. Council Vice-President Chilson has the Financial Comparison; he will give a report later in the Meeting.

Treasurer's Report:

- **Transfer from Water Fund and Sewer Fund to General Fund:** Motion was made by Councilman O'Dell, seconded by Councilman Russell to approve the following transfers: Water Fund to General Fund – June - \$2058.73; Sewer Fund to General Fund – June - \$2418.44. Roll call vote: all in favor. Motion carried.
- **Transfer from Water Fund and Sewer Fund to General Checking (LWSD):** Motion was made by Councilman O'Dell, seconded by Councilman Penzone to approve the following transfers: Water Fund to General Checking – June - \$4337.69, Sewer Fund to General Checking – June - \$3528.07. Roll call vote: all in favor. Motion carried.
- **Transfer from Water Fund to Sewer Fund (SF Revenues – June):** Motion was made by Councilman Russell, seconded by Councilman O'Dell to transfer \$12098.45 from the Water Fund to the Sewer Fund, for June SF Revenues. Roll call vote: all in favor. Motion carried.

Payment of Bills:

- **AP/Payroll General Fund; AP/Payroll Water/Sewer Department (WSD):** Motion was made by Councilman O'Dell, seconded by Councilman Russell to approve payment of the AP/Payroll for the General Fund, for the period June 17, 2020 – July 6, 2020, in the amount of \$14,029.47. Roll call vote: all in favor. Motion carried.
Motion was made by Councilman Penzone, seconded by Councilman Russell to approve payment of the AP/Payroll for the LWSD, for the period June 17, 2020 – July 6, 2020, in the amount of \$2702.06. Roll call vote: all in favor. Motion carried.

Councilwoman Helgemo asked the Secretary/Treasurer about transfers from the Water/Sewer Funds.

Department Reports:

- **Mayor:** No one present.
- **Police:** No one present.
- **Fire Department:**
 - **Monthly Report:** Brad Hackett read the Monthly Report.
- **Ambulance Association:**
 - **Monthly Report:** Wendy Six read the Monthly Report. She reported the Ambulance Association purchased the Douglas Storage Unit on Route 287 (former car wash).
- **Lawrenceville Water & Sewer (LWSD):**
 - **Sewer Plant:** No report
 - **Water Plant:** No report
 - **Disconnect Notices – July:** Motion was made by Councilman Russell, seconded by Councilman O'Dell to send out disconnect notices in July. Roll call vote: all in favor. Motion carried.
 - **Hydrant Replacements:** July 13th there will be a loss of water service for the entire Borough and there will be a boil water advisory. Council Vice-President Chilson noted this is the second time there has been a hydrant replacement in the Borough.

Committee Reports:

- **Planning Commission:**
 - Lucy Losey reported they put banners up on Main St. They ordered ten (10) banners but only received five (5). Status of the banners is pending.

Old Business:

- **2019 Audit Agreement – Status:** Pending.
- **Patching Streets – Status:** Council Vice-President Chilson reported the black top that was left over from the project on Cowanesque St was used to patch potholes on Academy St.
- **Keys to Police Car – Status:** Council Vice-President Chilson stated getting the keys, to the Police Car, has been an on-going issue since November. He said the Borough can have keys, for the car, made in Mansfield.
Motion was made by Councilwoman Helgemo, seconded by Councilman O'Dell to table for two (2) weeks. Roll call vote: all in favor. Motion carried.
- **Spectrum Contract – Status:** Council Vice-President Chilson reported the contract did not contain all the requested changes, so he will contact Spectrum. Table.
- **Letter to Fire Department – Clean-Up from Fire – Status:** Council Vice-President Chilson said the letter, submitted by K. Helgemo did not represent the Borough Council, so the Borough will modify/draft a letter.
- **Email Accounts – Gmail – Status:** Table.
- **Truck Repairs:** Council Vice-President Chilson reported: 1) The inspection ran out on the blue truck, it needed a serpentine belt; now it's ready to run; 2) The Sewer/Water Committee agreed to take the drive shaft out of the black truck and drive it until January and then evaluate the status.
- **Purchase "No Parking" Signs & Posts – Status:** Motion was made by Councilman O'Dell, seconded by Councilwoman Helgemo to prepare an estimated cost for signs and posts, for the next Board Meeting. Roll call vote: all in favor. Motion carried.
- **Tioga County CDBG Program – Grant Application – Status:** Table.
- **Tennis Court Lights On – Day and Night – Status:** Council Vice-President Chilson will look at the timer for the lights.
- **Fall Clean-Up – Need to Schedule (Per Real Disposal) – Status:** Motion was made by Councilman O'Dell, seconded by Councilman Russell to schedule Clean-Up for

Saturday, August 29th, tentatively at the Fire Hall, if not available, Clean-Up will be held at the Water Plant. Roll call vote: all in favor. Motion carried.

- **Waive Yard Sale Fee:** Motion was made by Councilwoman Helgemo, seconded by Councilman O'Dell to waive \$2.00 fee for yard sales this weekend. Roll call vote: all in favor. Motion carried.
- **Rescind Clean-Up for August 29th:** Motion was made by Councilwoman Helgemo, seconded by Councilman O'Dell to rescind prior motion to schedule Clean-Up for August 29th. Roll call vote: all in favor. Motion carried.
- **Mile Long Sale – Status:** Motion was made by Councilwoman Helgemo, seconded by Councilman O'Dell to tentatively schedule the Mile Long Sale for September 11th and 12th, pending the end of road construction. Roll call vote: all in favor. Motion carried.
- **Fall Clean-Up – Need to Schedule (Per Real Disposal):** Motion was made by Councilwoman Helgemo, seconded by Councilman O'Dell to tentatively schedule Clean-Up for September 19th, at the Fire Hall, if not available, Clean-Up will be held at the Water Plant. Roll call vote: all in favor. Motion carried.

New Business:

- **Hire Part-time, General Laborer – Deadline July 13th:** Table.
- **Insight Pipe Contracting and Larson Design Group Invoices – Sanitary Sewer Rehabilitation Project:** Council Vice-President Chilson discussed payment of these charges with the Solicitor and this is a repair project and not new construction, so invoices have to be paid.
Motion was made by Councilwoman Helgemo, seconded by Councilman O'Dell to approve payment of the Insight Pipe Contracting and Larson Design Group invoices. Roll call vote: all in favor. Motion carried.
- **Purchase Fence Topper – Ball Field:** Council were provided two (2) quotes from the Cinderella Association, for the fence topper: 1) BSN Sports – \$721.11, 2) On Deck Sports - \$689.95.
Motion was made by Councilman Russell, seconded by Councilwoman Helgemo to purchase fence topper, from On Deck Sports, at a quoted price of \$689.95. Roll call vote: all in favor. Motion carried.
- **Close Project Account at C&N:** Motion was made by Councilman Russell, seconded by Councilman O'Dell to approve closing out the Project Account at C&N and transferring the funds to the General Fund Checking. Roll call vote: all in favor. Motion carried.
- **Update Hazard Mitigation Plan List of Opportunities – Return by August 28, 2020:** Council Vice-President Chilson will review the current List of Opportunities.
- **Tall Bushes – 26 Mechanic St:** Motion was made by Councilman Penzone, seconded by Councilman O'Dell to notify the owner of 26 Mechanic St they are in violation of the Borough Ordinance. Roll call vote: all in favor. Motion carried.

Council Vice-President Chilson reported on the Financial Condition of the Borough for the first five (5) months of 2018, 2019, 2020: 2020 – Expenses \$585.95/day, Budgeted \$680.82/day; 2019 – Expenses \$1367.65/day, Budgeted \$686.62/day; 2018 – Expenses \$1204.87/day, Budgeted \$663.62/day. This is an update on where the Borough stands, financially, compared to 2018 and 2019.

New Business:

- **Purchase Bound Lab Books for WP & SP:** Motion was made by Councilwoman Helgemo, seconded by Councilman Russell to purchase bound lab books for the water and sewer departments, for integrity and for logging daily issues. Roll call vote: all in favor. Motion carried.
- **Person to Order Supplies for Water & Sewer Departments:** Motion was made by Councilman Russell, seconded by Councilman Penzone to appoint Council Vice-President Chilson as the person to order for the water/sewer department. Roll call vote: Council

Vice-President Chilson – Abstain, Councilman Penzone – Yes, Councilwoman Helgemo – No, Councilman O’Dell – No, Councilman Russell – Yes. Two (2) voted Yes, Two (2) voted No, One (1) Abstained. Motion failed.

Motion was made by Councilwoman Helgemo, seconded by Councilman O’Dell to appoint Councilman O’Dell to take over responsibility for ordering for the water/sewer department. Roll call vote: Council Vice-President Chilson – No, Councilman Penzone – No, Councilwoman Helgemo – Yes, Councilman O’Dell – Abstain, Councilman Russell – No. Three (3) Voted No, One (1) Voted Yes, One (1) Abstained. Motion failed.

Visitors Open Forum:

Lisa McArthur: Ordinance for stray cats

- **Ordinance for Stray Cats:** Motion was made by Councilman Russell, seconded by Councilman O’Dell to research an ordinance for stray cats. Roll call vote: all in favor, except Council Vice-President Chilson voted No. Motion carried.

Ed Wetzel: 1) Fireworks in the Borough, 2) Neighbors lawn hasn’t been mowed, 3) When is dike going to be mowed. Council Vice-President Chilson will look in tax rolls for name of property owner; the dike will be mowed before the inspection.

Adjournment:

Motion was made by Councilman O’Dell, seconded by Councilwoman Helgemo to adjourn the meeting at 8:31 pm. Motion carried. Meeting adjourned.

Attest:

Secretary

Council Vice-President