

**July 6, 2021**

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

**Pledge of Allegiance.**

**Minutes of Previous Meeting:** Motion was made by Councilwoman Helgemo, seconded by Councilman Gleason to accept the transcript of the Secretary's February 1<sup>st</sup> Meeting Minutes. Roll call vote: all in favor, except Councilman Penzone and Council Vice-President Chilson voted No. Motion carried.

Council Vice-President Chilson questioned why Glenard (Eddie) Wetzel wasn't sitting at the table.

**New Business:**

- **Adopt Resolution # 2021-2:** Motion was made by Councilwoman Helgemo, seconded by Councilman O'Dell to adopt Resolution # 2021-2, appointing Glenard Wetzel to fill the vacancy on Council until January 2022. Roll call vote: all in favor. Motion carried.

Mayor Scott administered the Oath of Office to Glenard (Eddie) Wetzel.

- **Vote to Appoint President of Council:** Councilman O'Dell made a request to appoint a President of Council. Council Vice-President Chilson stated that is not on the Agenda. Mayor Scott said you do not have a President of Council. Motion was made by Councilman O'Dell, seconded by Councilman Gleason to vote to appoint the President of the Borough Council. Roll call vote: Councilman Penzone – No, Councilman Gleason – Yes, Councilwoman Helgemo – Yes, Councilman O'Dell – Yes, Councilman Russell – No, Councilman Wetzel – Yes, Council Vice-President Chilson – No. Motion carried.

**Accept Meeting Minutes:** Motion was made by Councilwoman Helgemo, seconded by Councilman Gleason to accept the June 7<sup>th</sup> Meeting Minutes. Roll call vote: all in favor. Motion carried.

**Public Comments on Agenda Items**

Cyndy Burrows: Clean-up the Park; Pull weeds around the Borough Office; Clean out sewer drains; Was lift station repaired. Response will be discussed under "Visitors Open Forum".

**For the Information of the Board:**

- Received Invitation – Lawrenceville Firemen's Ambulance Association Open House – July 24<sup>th</sup>
- Certified Letter – DCED – American Rescue Plan Act of 2021 (ARPA). Council Vice-President Chilson did not feel comfortable signing forms for the funds because the wording on the forms said, "will be responsible" and didn't state "the best of your knowledge".
- **Mayor Sign DCED Grant Forms:** Motion was made by Council Vice-President Chilson, seconded by Councilwoman Helgemo to appoint the Mayor to sign the DCED ARPA grant forms. Roll call vote: all in favor. Motion carried.

### **Treasurer's Report:**

- **Transfer from Water Fund and Sewer Fund to General Fund; Transfer from Water Fund and Sewer Fund to General Checking (WSD); Transfer from Water Fund to Sewer Fund – SF Revenues (WSD); Transfer from Water Fund to Water Fund Maintenance (Quarterly); Transfer from Sewer Fund to Sewer Fund Maintenance (Quarterly):** Motion was made by Councilwoman Helgemo, seconded by Councilman Gleason to approve the following transfers, as presented: Water Fund to General Fund – June - \$2224.35; Sewer Fund to General Fund – June - \$2724.35; General Fund to General Checking (WSD) - \$158.27 (Debit card charges); Water Fund to General Checking (WSD) – June - \$3490.90 (Plus Debit card charges); Sewer Fund to General Checking (WSD) – June - \$6799.40 (Plus Debit card charges); Water Fund to Sewer Fund (SF Revenues) – May - \$108.48; Water Fund to Sewer Fund (SF Revenues) – June - \$10,908.81; Water Fund to Water Fund Maintenance (Quarterly – April - June) - \$6540.03; Sewer Fund to Sewer Fund Maintenance (Quarterly – April - June) - \$2161.78. Roll call vote: all in favor. Motion carried.

### **Payment of Bills:**

- **AP/Payroll General Fund; AP LWSD:** Councilwoman Helgemo questioned if Martin Price is working over 30 hours. Council Vice-President Chilson responded they need to get training in by November 11<sup>th</sup> and Councilman Penzone stated they are up against a timeline. Discussion: Hired for set # of hrs; Work schedule; Michael hired with two (2) weeks' vacation; Street sweeping – came twice, equipment broke down – will touch up when back down this way.  
Motion was made by Councilman Penzone; seconded by Councilman Russell to approve payment of the AP/Payroll General Fund, for the period June 8, 2021 – July 6, 2021, in the amount of \$16,597.65; approve payment of the AP LWSD, for the period June 8, 2021 – July 6, 2021, in the amount of \$13,425.02 (Plus debit card charges). Roll call vote: all in favor, except Councilwoman Helgemo and Councilman O'Dell voted No. Motion carried.

### **Department Reports:**

- **Mayor:**
- **Police:**
  - **Monthly Report:** June Police Report.
- **Fire Department:**
- **Ambulance Association:**
- **Lawrenceville Water & Sewer (LWSD):**
  - **Sewer Plant:** No report.
  - **Water Plant:** No report.
  - **Jimmie Joe Carl, Engineer:**
    - **Uninterrupted Electrical Service – Water Plant:** Backup generator; DEP letter dated June 15<sup>th</sup>; Acceptable plan for uninterrupted service; Looking for grant money; Tele-conference with Mark Accettulla, DEP; Use CDBG funding; Electrical engineer – transfer switch; Used generator. Council Vice-President Council stated that without funding, won't get generator; Borough has five (5) – ten (10) days' worth of water if there is a power outage.
    - **Flow meters – Sewer Lines:** Provided maps to Council; Use PA Small Water & Sewer Grant funds; Dots on maps are placement of flow meters; Renting or purchasing flow meters; Meters record depth and velocity; SP is hydraulically overloaded; Reduce amount of I & I; Chapter 94 – CAP; Additional EDU request in Chapter 94 Report; Flow meters mentioned in Act 537; Additional cost for installation of flow meters.

- **Purchase Flow Meters:** Motion was made by Councilwoman Helgemo, seconded by Councilman Penzone to purchase five (5) flow meters from Cold Spring Environmental, for \$27,800.00, pending Jimmy Joe's verification of grantor releasing the grant funds. Roll call vote: all in favor. Motion carried.
- **De-chlorination – Treatment Plant:** Jimmie Joe Carl explained there are new requirements for de-chlorination and the amount of chlorine you can discharge to the river. Two (2) options: 1) Tablets – expensive; 2) Liquid chemical – need chemical room. Caleb Geist feels Borough can reduce chlorine and get kill.
- **Monthly Report:** Councilman Penzone reported: 1) Lift station # 1 is repaired, spare parts ordered; 2) Equipment is functional; 3) Ventilation blower is hooked up; 4) Vacuum pump was not working, was rebuilt; 5) Lift station was not priming, is priming and functional. Councilman O'Dell questioned the "straw" leaking. Councilman Penzone responded: 1) Has been working for months; 2) Went with recommendation of service guy; 3) Sealed twice, have spare parts. The CCR report was mailed out but was submitted to the Borough late. Upcoming work: Painting well # 2 and water plant; Work on levees; Change water meters; Hydrant prep work.

#### **Committee Reports:**

- **Planning Commission:**
- **Library:** Borough received Story Hour invoice; payment from Krieger grant.
- **Cemetery Association:**

#### **Old Business:**

- **Sale of Traffic Lights – Status:**
- **Purchase Mulch – State St and James St Parks – Status:** Councilwoman Helgemo reported that she and Councilman O'Dell measured the Parks. Discussion: No cost available; Large Park never had mulch; Mulch small Park. Table.
- **Dike Mowing – Status (New Business – Sealed Bids):** Councilman O'Dell stated he had someone interested in mowing the dike for \$1600.00/mowing, \$3200.00 total. Council Vice-President Chilson said you can't hire someone who doesn't know what the job is. Councilwoman Helgemo reported she, Councilman O'Dell and Eddie Wetzel met with Leon Skinner, Army Corp and had constructive discussion. Borough needs to get rid of growth in rock structure down to "toe" of the dike. Discussion: Quote from Amos Rodriguez; Culvert was repaired; Demonstrate good faith; Rt 287 down to osprey nest; Mowed everything Borough can mow; Obtain updated Ehrlich quote for stretch discussed.
- **2019 Lawrenceville Borough WSD Checks Payable to Lawrenceville Borough – \$41,614.81:** Table.
- **J H Williams Recommendation – 2019 Audit – Transfer \$99,213.09 from Water Fund to General Fund:** Table.
- **J H Williams Recommendation – 2019 Audit – Transfer \$30,753.60 from Sewer Fund to General Fund:** Table.
- **Feasible Payment Plan:** Table.
- **Payment of PennDOT Invoices – Status:** Council Vice-President Chilson reported he left a message for PennDOT. Borough is requesting itemized bill and uncover risers. Table.
- **Electric Generator – Status:** Discussed earlier. Table.
- **Street Sweeping – Status:** Discussed earlier.
- **Sale of Borough Trucks – Status – (New Business – Sealed Bids):**
- **Telecommunication Device to Attend Meetings – Status:**

- **CDBG – Due No Later Than October 31, 2021 – Status:** Table.
- **Dwelling Unit – Minimum Charge – Status:** Discussion: Multiple units pay one (1) \$57.15 charge; Commentary period; “Fair share” on all residents, pay equally; Everybody pays the minimum charge.  
Motion was made by Councilman O’Dell, seconded by Councilman Wetzel to authorize the Borough Solicitor to draft a resolution for a minimum charge, per dwelling unit, of \$57.15. Roll call vote: all in favor, except Council Vice-President Chilson abstained. Motion carried. Council Vice-President Chilson abstained due to conflict of interest.
- **Zoning Hearing Board Appeals – Status:** Table.
  - **Edward Kessler – Jennifer Gonzales – Sign**
  - **Kaitlyn Wetzel – Glenard and Sharon Wetzel – Double Wide**
- **Mush Ball League – Status:** TJ Riley stated: 1) Councilman Penzone said, at the last meeting, he would look into a couple things; 2) If the funds are not used, money goes into the General Fund, why are they paying \$400.00/team; 3) Two (2) lights are out; 4) Tree branches need to be removed.  
Council Vice-President Chilson responded that Mush ball is second fiddle to Cinderella; he called someone about trees, they will call in a week to schedule.  
TJ said the Borough received the waivers and fees from the mush ball league and asked why “stuff is not fixed” and “trim trees”.  
Motion was made by Councilwoman Helgemo, seconded by Councilman Gleason to approve TJ Riley obtaining an estimate from Josh King or anyone interested in tree trimming and bulb replacements provided they submit a certificate of insurance. Roll call vote: all in favor. Motion carried.

#### **New Business:**

- **Adopt Resolution # 2021-2:** Adopted earlier in the meeting.
- **Signatories – Bank Accounts:** Motion was made by Councilman O’Dell, seconded by Councilman Gleason to add Councilwoman Helgemo’s name to signatories on all bank accounts. Roll call vote: all in favor, except Councilwoman Helgemo abstained. Motion carried.
- **Open Sealed Bids – Dike Mowing:** No sealed bids.
- **Open Sealed Bids – Borough Trucks:** Borough received three (3) sealed bids: 1) Walt Beach bid \$501.00 for 2001 Dodge D1500; 2) Mansel O’Dell bid \$100.00 for 2004 Dodge Dakota and bid \$200.00 for 2001 Dodge D1500; 3) Scott Gleason bid \$101.00 for 2001 Dodge D1500.  
Motion was made by Councilwoman Helgemo, seconded by Councilman Gleason to accept the bid of \$501.00 from Walt Beach for 2001 Dodge D1500 and accept the bid of \$100.00 from Mansel O’Dell for 2004 Dodge Dakota. Roll call vote: all in favor, except Councilman O’Dell abstained. Motion carried.
- **Updated EDU Waiting List:** The Update EDU Waiting List has been updated: David and Shelley Haslund 1 EDU; Kelly Wilkins – 1 EDU; Gordon Chilson and Teri Davis – 2 EDU’s; Buffard’s Riverside Estates – 4 EDU’s; Glenard and Sharon Wetzel – 1 EDU.
- **Abatement Request – Gordon Chilson:** The Borough received an abatement request and \$10.00 fee, from Gordon Chilson, for 52B Main St, effective June 16<sup>th</sup>.
- **Lawrenceville Fireman’s Ambulance Association – 2021-2022 Annual Subscription Request – \$60.00/yr:** Motion was made by Councilman O’Dell, seconded by Councilman Russell to approve payment to the Lawrenceville Fireman’s Ambulance Association for the 2021-2022 annual subscription, in the amount to \$60.00/yr. Roll call vote: all in favor, except Councilwoman Helgemo abstained. Motion carried. Councilwoman Helgemo is a member of the Ambulance Association.
- **DGK Insurance Renewal:** The Borough will verify that the Water Treatment Plant and Sewer Plant are on the Statement of Values and remove the two (2) truck, sold today, from the insurance policy.

Motion was made by Councilman O'Dell, seconded by Councilman Gleason to renew the liability insurance, in the amount of \$13,042.00; the workers comp policy, in the amount of \$17,957; the Treasurer's bond, in the amount of \$375.00 with DGK Insurance. Roll call vote: all in favor. Motion carried.

- **Appoint Zoning Hearing Board – 3 Members:** Motion was made by Councilman Penzone, seconded by Councilman O'Dell to appoint the following residents to the Zoning Hearing Board: Zack Jespersen – 1 yr term; MaryAnn Gontarz – 2 yr term; Craig Stage – 3 yr term. Roll call vote: all in favor. Motion carried.
- **2022 Dirt and Gravel Road Program and Low Volume Road Program:** No discussion, no motion.
- **Appoint Borough Council President:** Motion was made by Councilman O'Dell, seconded by Councilman Gleason to appoint Councilwoman Kathryn Helgemo as the President of the Lawrenceville Borough Council. Roll call vote: Councilman Penzone – No; Councilman Gleason – Yes; Councilwoman Helgemo – Abstain; Councilman O'Dell - Yes; Councilman Russell – No; Councilman Wetzell – Yes; Council Vice-President Chilson – No. Councilwoman Helgemo changed her vote to Yes. Motion carried.

**Visitors Open Forum:**

Cyndy Burrous: Weeds at the Parks and Borough Office. Council President Helgemo and Council Vice-President Chilson will inspect the Parks.

**Adjournment:**

Motion was made by Council President Helgemo to adjourn the meeting at 10:32 pm. Meeting adjourned.

Attest:

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Secretary

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Council Vice-President