

**June 16, 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 Robert Penzone, Councilman Mansel O'Dell and Councilman Cleo Russell were present as well as Secretary/Treasurer Penny Jeffers. Councilwoman Kathy Helgemo arrived after the meeting was called to order. Councilman Gordon Chilson and Mayor Robert Scott were absent.

**Pledge of Allegiance.**

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

**Payment of Bills:**

- **AP/Payroll General Fund – June 2, 2020 - June 16, 2020 – \$3337.48; AP/Payroll LWSD – June 2, 2020 - June 16, 2020 – \$8341.01; AP Liquid Fuels – June 2, 2020 - June 16, 2020 - \$3483.24:** Motion was made by Councilman O'Dell, seconded by Councilman Penzone to approve payment of the AP/Payroll for the General Fund, for the period June 2, 2020 - June 16, 2020, in the amount of \$3337.48; AP/Payroll LWSD, for the period June 2, 2020 - June 16, 2020, in the amount of \$8341.04; AP Liquid Fuels – June 2, 2020 - June 16, 2020, in the amount of \$3483.24. Roll call vote: all in favor. Motion carried.

**Visitors Open Forum:**

Anna Hotelling: High grass, house across from Park; Army Corp of Engineers  
Jody Fisher: Status of his invoice to Insight.  
Norman Jones: Why are parks locked.  
Jody Fisher: Garage in Borough, used for warehouse for business.  
Ken Leone: Vehicle parking issue on Ryon's Circle.

Councilwoman Helgemo questioned Secretary/Treasurer about transfers from Sewer/Water Fund to General Fund.

**Old Business:**

- **2019 Audit Agreement – Lisa Guthrie, CPA – Status:** Pending.
- **Repairs – Softball Field – Status:** Repairs to the field are 95% done.
- **Patching Streets – Status:** Councilman O'Dell reported the Borough workers patched Academy Street.
- **Meter Issue – 88 Mechanic St – Status:** The Borough mailed a certified letter to the owner of 88 Mechanic St. Jody Fisher requested answers to questions from person dealing with DEP and wants DEP telephone number. Jody stated the letter from the Borough was not signed. Council President Kirwin explained that you can't change a single-family home into a two (2) family home without DEP approval. Councilwoman Helgemo told Jody to contact Tom at DEP. Jody asked for the list of residents currently on the list to receive EDU.  
Motion was made by Councilman Penzone, seconded by Councilwoman Helgemo to publish the list, in the minutes, of resident requesting an EDU. Roll call vote: all in favor. Motion carried.
- **EDU Waiting List:** Motion was made by Councilman Penzone, seconded by Councilwoman Helgemo to publish the EDU waiting list, in the minutes. Roll call vote: all in favor. Motion carried. EDU Waiting List: # 1 Dave and Shelley Haslund – Four (4) EDU's; # 2 Kelly Wilkins – One (1) EDU; # 3 Tom Howe – One (1) EDU.
- **Remove Police Officers/Police Car from Insurance – Status:** The Borough will receive a cancellation endorsement for the insurance. The Borough may not receive the workers comp credit until after the audit.

- **Keys to Police Car:** Council President Kirwin will contact Mayor Scott to obtain the keys to the police car.
- **Spectrum Contract – Status:** Pending.
- **Letter to Fire Department – Clean-Up from Fire – Status:** Councilwoman Helgemo said she doesn't see any value in the Borough sending a letter. As a resident, she obtained signatures, from over 140 residents, on the letter she drafted.
- **Email Accounts – Gmail – Status:** Table.
- **Sewer Issue – Center St – Status:** Councilman O'Dell reported that Rural Water can't camera the lines during COVID-19.
- **Vendor Selling Produce, etc – Status:** Council President Kirwin stated he is looking at a seasonal ordinance.
- **Re-seed Lawn – Main St – Water Leak – Status:** The lawn has been re-seeded.
- **Remove Fire Hydrant – Status:** The fire hydrant in front of Guaranteed Tire was replaced and moved.
- **Employee Handbook – Status:** Council President Kirwin reported he is working on an Employee Handbook.
- **Truck Repairs – Status:** Table.
- **Pump Alarm Invoice – \$49.99 – Status:** Motion was made by Councilman Penzone, seconded by Councilman O'Dell to cancel the service with Pump Alarm, in the amount of \$49.99. Roll call vote: all in favor. Motion carried. The pumps were upgraded to re-start.
- **Purchase "No Parking" Signs & Posts – Status:** Discussed earlier.
- **Charter Communication – Franchise Fee – 1st Qtr 2020 – Status:** The Borough will not deposit the franchise fee check.
- **Tioga County CDBG Program – Grant Application – Status:** Council President Kirwin made copies and will drop off to Councilwoman Helgemo's. Grant is based on demographics.
- **Tennis Court Lights On – Day and Night – Status:** Not sure the status.

#### **New Business:**

- **Hire Part-time, As-needed General Laborer:** No applicants.
- **Hire Seasonal Worker; Work 20 Hours/Week:** Motion was made by Councilman Penzone, seconded by Councilman Russell to advertise for a seasonal worker. Roll call vote: all in favor. Motion carried. Council President Kirwin will place the ad on "Indeed" and the Borough will advertise in the newspaper.  
Motion was made by Councilman O'Dell, seconded by Councilwoman Helgemo to state in the advertisement, scheduled to work 20 hrs/week. Roll call vote: all in favor, except Councilman Penzone voted No. Motion carried.
- **Purchase Mulch for Parks:** Motion was made by Councilman Penzone, seconded by Councilman Gleason to purchase materials, not to exceed \$2400.00, for repairs to the Parks. Roll call vote: all in favor. Motion carried. Repairs to include: cold patch, chain covers, boards, playground mulch, sand, weed cover.
- **Open Parks – ASAP:** Motion was made by Councilman O'Dell, seconded by Councilman Gleason to open the Parks, asap (today). Roll call vote: all in favor, except Councilman Penzone and Councilman Russell voted No. They both agreed, repairs should be made to the park before being opened. Motion carried.
- **Open Library Checking Account at C&N:** Motion was made by Councilman Gleason, seconded by Councilwoman Helgemo to approve opening a Library checking account at C&N. Roll call vote: all in favor. Motion carried.
- **Fall Clean-Up – Need to Schedule (Per Real Disposal):** Lucy Losey, Planning Commission, requested they have the Mile-Long Sale on Saturday, July 11<sup>th</sup> and Sunday, July 12<sup>th</sup> and have clean-up after the sale. Council needs to check the ordinances. Table.

- **Eliminate One (1) Hall's Homes & Lumber Acct:** Motion was made by Councilman Russell, seconded by Councilman O'Dell eliminate one (1) Hall's Homes & Lumber account. Roll call vote: all in favor. Motion carried.
- **New Penelec Acct – Traffic Control Signal:** Motion was made by Councilwoman Helgemo, seconded by Councilman Gleason to authorize the Borough to apply for a new Penelec Acct, for the new traffic control signal. Roll call vote: all in favor. Motion carried. The Borough will have two (2) Penelec bills during the transition.
- **Order Checks - Lawrenceville WSD:** Motion was made by Councilman O'Dell, seconded by Councilman Penzone to authorize the Secretary to order checks for the Lawrenceville WSD. Roll call vote: all in favor. Motion carried.
- **Water Disconnects – June 25<sup>th</sup> – Yes or No:** Motion was made by Councilman Penzone, seconded by Councilman O'Dell to contact the Solicitor, for his advice, on disconnecting water service. Roll call vote: all in favor. Motion carried.

Lucy Losey reported she met with Amy Southard regarding the Library. The Library open and will have hand sanitizer and five (5) person limit. They need new windows, due to the mold. They may not use grant money by the deadline. Internet service at the Library has issues.

**New Business:**

- **New Work Schedule:** Councilman O'Dell presented a work schedule put together by the two (2) workers, Chris Fabian and Scott Gleason. Councilman Penzone, who currently does the scheduling, said this is the first he heard of this. The new schedule has: 1) An employee doing the testing, how ever long it takes, and being paid for four (4) hours; 2) The employee, being paid for four (4) hrs, will be clocking in but not clocking out; 3) Won't be anyone working every other Friday. Motion was made by Councilman O'Dell, seconded by Councilman Penzone to accept the new work schedule, until further notice. Roll call vote: all in favor, except Councilman Penzone and Councilman Russell voted No. Motion carried.
- **Schedule Hours for Workers:** Motion was made by Councilman Penzone, seconded by Councilwoman Helgemo to designate Councilman O'Dell to schedule the hours for all the workers. Roll call vote: all in favor. Motion carried.

**Visitors Open Forum:**

Anna Hotelling: Water line being replaced, removing old lines.

Councilwoman Helgemo asked about back-up issues with white house owned by Jody Fisher. Councilman Penzone noted that is part of the daily rounds, a whole procedure done by employees.

**Adjournment:**

Motion was made by Councilman Penzone, seconded by Councilwoman Helgemo to adjourn the meeting at 8:45 pm. Meeting adjourned.

Attest:

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Secretary

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Council President