

June 1, 2020

Council President Michael Kirwin called the **Regular 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, Councilman Cleo Russell and Mayor Robert Scott were present as well as Secretary/Treasurer Penny Jeffers.

Pledge of Allegiance.

Approval of Minutes: Motion was made by Councilman Russell, seconded by Councilman Penzone to accept the May 19th Meeting Minutes. Roll call vote: all in favor, except Councilman Gleason voted No. Motion carried.

Visitors Open Forum Agenda Items:

Hal Hurlburt: Transient sales in the Borough – Produce, etc. Per Borough Ordinance transient permit is \$10, two (2) times a year, three (3) days per permit.

Motion was made by Councilman Chilson, seconded by Councilwoman Helgemo to change the ordinance for transient sales. Roll call vote: all in favor. Motion carried.

Ken Leone: Businesses, parking on Ryon Circle.

Department Reports:

• **Fire Department:**

- **Monthly Report:** Lee Strange commented the Fire Department Building is an eye soar and the building is "not salvageable". The new building needs to be "built up to code". Letter to the Fire Department should address "safety is essential". Someone asked if the Ambulance Association is splitting from the Fire Department; Lee said the Association is looking at a property in Lawrence Twp.

For the Information of the Board:

- Completed Quarterly and Year End Payroll Reports
 - Borough requested a check, in the amount of \$2638.26, from PA Department of Revenue – Employer Withholding – Pending
- Purchased new sweeper
- No services were disconnected on May 26th – Advise of Solicitor
- Submitted paperwork to close Building Savings and Project Fund – Transfer funds to General Savings – Paperwork submitted included incorrect routing #
- General Primary Election – June 2, 2020

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 Apr):** Motion was made by Councilman Chilson, seconded by Councilman Russell to approve the following transfers: Water Fund to General Fund – May - \$1834.90; Sewer Fund to General Fund – May - \$3127.59; Water Fund to General Checking (WSD) – May - \$4154.82; Sewer Fund to General Checking (WSD) – May - \$3067.63; Water Fund to the Sewer Fund – May SF Revenues - \$12,098.56. 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 Councilwoman Helgemo, seconded by Councilman O'Dell to approve payment of the AP/Payroll for the General Fund, for the period March 20, 2020 – June 1, 2020, in the amount of \$14,298.06 and approve payment of the AP/Payroll for the WSD, for the period May 20, 2020 – June 1, 2020, in the amount of \$3067.63. Roll call vote: all in favor. Motion carried.

Department Reports:

- **Mayor:** Mayor Scott noted the Police Report broke out the hours worked.
 - **Proclamation:** Mayor Scott reported he is the one who makes a Proclamation; he will re-write and re-do the Proclamation approved by Borough Council.

- **Police:**
 - **Monthly Report:** Received May Police Report.
- **Fire Department:**
 - **Monthly Report:** Discussed earlier in the meeting.
- **Lawrenceville Water & Sewer (LWSD):**
 - **Monthly Report:** Councilman Penzone reported: 1) they are putting storm sewers in hydrants; 2) water will be shut down and Caleb is working on a plan.
 - **Sewer Plant:** No report
 - **Water Plant:** April 2020 and May 2020 Operator's Report

Committee Reports:

- **Planning Commission:**
 - Lucy Losey reported they have a meeting in June. They want to put benches out, order banners for both spring/summer and winter. The banners will be imprinted with "1831".

Old Business:

- **2019 Audit Agreement – Status:** Council President Kirwin reported the Borough contacted seven (7) companies; four (4) have promised a quote.
- **Library – Different Internet Service Request – Status; Charter Contract:** Council President Kirwin noted the only provider is Spectrum. Take off Agenda.
- **Repairs – Softball Field – Status:** Council President Kirwin reported they set the posts for the fence. Councilman O'Dell said trimming the two (2) trees would cost between \$800.00 - \$1000.00.
- **Patching Streets – Status:** Councilman Chilson reported the Borough received an estimated cost for street repairs from PennDOT. Street Committee needs to walk the streets and determine which streets to bid.
- **Meter Issue – 88 Mechanic St – Status:** Councilman Chilson noted 88 Mechanic St increased from one (1) unit to two (2) units. Per DEP, the Borough is not permitted to add any new hook-ups. Council President Kirwin stated the Borough has to follow DEP's recommendation.
- **Remove Police Officers/Police Car from Insurance – Status:** There were forms to sign to remove the Police Officers from the insurance. Council President Kirwin signed the forms; they were emailed to DGK Insurance. Insurance will remain on the Police Car as long as it has a valid license plate.
- **Spectrum Contract – Status:** Pending.
- **Street Sweeping Invoice – Dane's Lawn Care and Landscaping – Status:** Motion was made by Councilwoman Helgemo, seconded by Councilman Russell to approve payment, of the invoice from Dane's Lawn Care, in the amount of \$1100.00. Roll call vote: all in favor. Motion carried.
- **Letter to Fire Department – Clean-Up from Fire – Status:** Discussed earlier.
- **Email Accounts – Gmail – Status:** Table.
- **Anti-virus, Adobe Writer Purchase – Status:** Motion was made by Councilman Penzone, seconded by Councilman Chilson to approve the purchase of anti-virus protection, for up to \$100.00/yr for five (5) computers. Roll call vote: all in favor. Motion carried.
- **Sewer Issue:** Councilman O'Dell contacted Rural Water to camera the sewer issue.
- **Purchase Smoke Bombs to Exterminate Pests on Dike – Status:** Motion was made by Councilman Penzone, seconded by Councilman Chilson to purchase 48 smoke bombs to exterminate pests on the dike, pending a letter from DEP approving such action. Roll call vote: all in favor. Motion carried.
- **Vendor Selling Produce, etc. – Status:** Discussed earlier in the Meeting.

New Business:

- **Hire Part-time, As-needed General Laborer:** No applications were received.
- **Re-seed Lawn – Main St – Water Leak:** Motion was made by Councilman Russell, seconded by Councilman Penzone to approve re-seeding the lawn on the corner of Main St and State St, after putting topsoil and leveling the area. Roll call vote: all in favor. Motion carried.
- **Mile Long Sale Status:** Motion was made by Councilman Chilson, seconded by Councilwoman Helgemo to postpone the "Mile Long Sale" until Fall. Roll call vote: all in favor. Motion carried.
- **Remove Fire Hydrant:** Mayor Scott said for insurance reasons, the Borough should not remove the Fire Hydrant. Table, for additional research.

- **Debit Card Charge – Intuit Payroll Fees - \$2.00/paycheck:** Motion was made by Councilwoman Helgemo, seconded by Councilman O'Dell to approve payment of the \$2.00/paycheck Intuit Payroll fee with the Borough's Debit Card, in the name of Terry Gleason. Roll call vote: all in favor. Motion carried.
- **Employee Handbook:** Councilman O'Dell stated he has a different interpretation on the Employee Handbook and Council can't un-due what's in the book. Councilman Penzone is in charge of the employees at the Sewer & Water Plant. The Employee Handbook needs to be reviewed by the Personnel Committee.
- **Time Clock for All Employees:** Motion was made by Councilwoman Helgemo to have the time clock, at the Sewer Plant, used equitably, by all employees. Motion died for lack of a second. Motion was made by Councilman Russell, seconded by Councilman O'Dell to purchase a time clock for the Borough Office. Roll call vote: all in favor. Motion carried.
- **Bulk Water Sales:** Motion was made by Councilman Penzone, seconded by Councilman Chilson to approve only meter on garden hose, no water out of fire hydrants, no bulk water sale. Roll call vote: all in favor. Motion carried.
- **Replace Fire Hydrants – Jimmie Joe, Engineer:** Councilman Chilson said Caleb is working on the process for replacing the fire hydrants. Councilman O'Dell said Jimmie Joe, Borough Engineer, said the Borough needs a pressure relief valve, so they don't blow any lines. Councilman Penzone noted that the Certified Operator has a plan, need to have faith in Caleb's recommendation.
- **Boil Water Notice:** Council President Kirwin noted the Borough will put out the notice via "reverse 911".
- **Truck Repairs:** Councilman O'Dell reported the truck has a frame issue. Table.
- **Pump Alarm Invoice - \$49.99:** Councilman Penzone has to look at the pump alarm for the Water Plant. Table.
- **Purchase "No Parking" Signs and Posts:** Councilman Chilson reported he needs 20 – 30 "No Parking" signs @ \$11:00/sign but didn't know the cost for the posts. Table.
- **PA Rural Water Association Membership Dues - \$399.00:** Motion was made by Councilman Penzone, seconded by Councilman O'Dell to approve payment of the PA Rural Water Association Membership Dues, in the amount of \$399.00. Roll call vote: all in favor. Motion carried.
- **Community Park Account – Balance - \$252.26 – Transfer Funds into Account:** Motion was made by Councilman Chilson, seconded by Councilman Russell to approve the transfer of \$1500.00 from the General Fund Checking to the Community Parks Checking. Roll call vote: all in favor. Motion carried.
- **Driver's List for Insurance – Name, DOB, Driver's License #:** Chris Fabian and Scott Gleason's names will be on the driver's list for insurance.
- **Day Care Graduation – June 11th – Street Closing 5:30 pm – 7:30 pm:** Motion was made by Councilman Chilson, seconded by Councilman Penzone to approve closing Franklin St from Academy St to State St, for Day Care Graduation, on June 11th from 5:30 pm – 7:30 pm. Roll call vote: all in favor. Motion carried.
- **Charter Communication – Franchise Fee Check – 1st Qtr 2020:** Motion was made by Councilman Chilson, seconded by Councilman Penzone to approve contacting the Borough Solicitor to determine if cashing the franchise fee check commits the Borough to a new contract with Charter Communication. Roll call vote: all in favor. Motion carried.
- **Tioga County CDBG Program – Grant Application:** Council President Kirwin asked who want to be on the Committee to apply for the CDBG. Councilman O'Dell and Councilwoman Helgemo are on the Committee.
- **Tennis Court Lights on – Night and Day:** Motion was made by Councilman Penzone, seconded by Councilwoman Helgemo to obtain an estimated cost for a photo eye, for the lights at the Park, on State Street. Roll call vote: all in favor. Motion carried.
- **Resident – Water Leak – Relief from Sewer Charges:** The Borough received a letter from a resident regarding a water leak with total consumption over 30,000 gallons and requesting "a break on the payment". Motion was made by Councilman Chilson, seconded by Councilman Russell to approve relief from the sewer charges over the normal average consumption, due to a water leak, for the resident living at 50 Buffards. Roll call vote: all in favor. Motion carried.

- **Temporarily Close Both Borough Parks:** Motion was made by Councilman Chilson, seconded by Council Russell to approve temporarily closing both Borough Parks, for repairs, until they are upgraded to safe condition. Roll call vote: all in favor, except Councilman O'Dell noted No. Motion carried.
- **Open Cowanesque Street Ballfield:** Motion was made by Councilman Chilson, seconded by Councilman Penzone to open the Cowanesque St ballfield that the Borough closed two (2) weeks ago. Roll call vote: all in favor, except Councilwoman Helgemo and Councilman O'Dell voted No. Motion carried.

Visitors Open Forum:

Annie Fisher: Did Dinkle Dog pay for signage; When is office opening back up

New Business:

- **Open Borough Office to Public:** Motion was made Councilman Penzone, seconded by Councilwoman Helgemo to open the Borough Office up to the Public. Roll call vote: all in favor. Motion carried. Wearing a mask is required.

Visitors Open Forum:

Anna Hotelling: Water bill, high consumption. Council President Kirwin said to wait and see next month.

Donna Blend: What did Dane's Lawn Care do? Is re-seeding due to water leak?

Adjournment:

Motion was made by Councilman Russell, seconded by Councilman Penzone to adjourn the meeting at 9:49 pm. Motion carried. Meeting adjourned.

Attest:

Secretary

Council President