

Lawrenceville Borough Council Meeting

Monday June 2nd, 2025 @ 7 pm

Call to Order/Pledge of Allegiance - Council President Anna Hotelling called the meeting to order at 7pm followed by the Pledge of Allegiance.

Roll Call – Council Attendance

Councilman Wetzel, Present; Councilman O'Dell, Present; Councilman Penzone, Present; Councilman Gleason, Absent; Councilman Urbano, Present; Councilwoman Burrows, Present; Council President Hotelling, Present; Mayor Davis, Absent; Secretary Rumsey, Present

Council President Hotelling read a letter from the Calvery Community Church to the Council and Attendees addressing the Church is open again under a new name, Sunday service starts June 8, 2025. They also wanted to thank the Borough for its support during the months leading to its purchase and reopening and let the community know there is a Day of Celebration scheduled for June 29, 2025, more information will be sent out by the Church in the coming weeks.

Approval of previous minutes

Motion was made by Councilman O'Dell; Seconded by Councilwoman Burrows to approve the prior minutes. Roll Call Vote 6/0 with Councilman Gleason Absent. Motion Carried

Treasurer's Report

Councilman Penzone reviewed the financial reports and addressed the Council members with concerns on the income and spending. He asked the Finance Committee if they were looking at the budget and had a plan to get a handle on the spending and ways to cut cost? He also questioned the amount of \$5500 on the finance report labeled weed control repaired/maintenance services.

Motion was made by Councilwoman Burrows; Seconded by Councilman O'Dell to approve the Treasurer's report. Roll Call Vote 6/0 with Councilman Gleason Absent. Motion Carried

Payment of bills

Motion was made by Councilman O'Dell; Seconded by Councilman Urbano to pay the bills as presented with the added amount of \$350.40 for the new bills presented. Roll Call Vote 6/0 with Councilman Gleason Absent. Motion Carried

Public Comment on Agenda Items ONLY

Gordy Chilson asked if the Borough was legally able to give donations, he suggested to check the borough codes.

Mr. Harpster presented an invoice showing the amount that he would be willing to pay along with the contractor insurance to cut down a rotted Norway spruce tree between his property on Cowanesque street and the Ballfield located at 32 Cowanesque Street. He is concerned that it will fall onto his house and cause more damage.

Councilman Urbano made a motion to add the tree cutting to the agenda under new business for further discussion; Seconded by Councilman O'Dell. Roll Call Vote 5/1 with Councilman Penzone No, and Councilman Gleason absent. Motion Carried

Department Reports

- Mayor – No report, Mayor Davis was absent
- Police – Officer Brackman was Absent, the report was read by Council President Hotelling
- Fire Department- No report provided, No member present
- Library- Lucy Losey presented an overview report of last month's activities and stated there are currently three students doing community service for their senior project. She also noted that Retta Bostwick Perry's Great Nephew Charles Rosenblum visited the library, he gave a donation and would like to stay informed about the library.
- LEMC Quarterly – Diana provided an overview of her report; she is still working on the necessary training for the LEMC. She made a few recommendations for the Borough Council to consider. First, the Burr Oak tree on the dike, she states it needs to be removed to receive any federal funding shall a flooding occur, and it will also allow for the dike inspection to pass. Second; the storm drains need to be cleaned, either rent a machine or have the borough workers clean them out.

Committee Reports:

→ Finance/Personnel –

Employee handbook – TABLED

Councilman Penzone asked if there was a list of changes being made, have the employees been presented with new handbook. Councilwoman Burrows replied no, the employees have not been addressed yet, the revision has not been approved yet.

Councilman Urbano addressed the Council that he has some corrections for the revised handbook, he suggests the Personnel Committee have a meeting for the handbook revisions.

DGK Insurance Delegation –

Motion was made by Councilwoman Burrows; Seconded by Councilman O'Dell to appoint the Council President and Vice President as the authorized DGK delegates. Roll Call Vote 4/2 with Councilmen Penzone and Urbano No, and Councilman Gleason absent. Motion Carried

Hire Grounds Keeper/Maintenance Worker –

Councilman Urbano asked is if the hiring process was followed, Personnel Committee speaker Council President Hotelling stated that the hiring process was followed, the applicants were called and interviewed. The posting was listed in the paper and on online at PA Career link.

Councilman Urbano asked about the job description, if was posted for what new hire will be doing, he also asked if the Committee worked out a budget for the new hire. Councilman Penzone addressed the Council to review the application/resume presented.

Motion was made by Councilman Urbano; Seconded by Councilman O'Dell to hire the committee recommended applicant for part time on the job training for grounds keeper/maintenance worker at \$18 an hour. Roll Call Vote 0/6 with Councilman Gleason absent. Motion Failed.

→ **Water & Sewer**

Hydrant Flushing –

Discussion about evening is the best time to flush all the hydrants, Councilman Urbano will work on setting a date for the end of June. Notice will go to citizens/businesses via the June water bill mailing. Possible 2nd hydrant flushing around September of this year.

Water/Sewer deposit waiver –

Discussion was for the Calvary Community Church having the water/sewer deposit waived for the Church property. Councilman Penzone stated that the Borough needs to follow the ordinance, this is a new purchase/owner.

→ **Parks & Recreation –**

Mulch – Volunteer Work-bee

Councilwoman Burrows stated that the Borough was unable to purchase mulch this summer because the parks still need to be updated and the Borough does not have the funds readily available for the purchase.

Survey 32 Cowanesque Street – TABLED

Councilman Urbano presented a new quote to survey at 32 Cowanesque Street with an estimated cost between \$700-\$900. It was stated by Councilman Urbano that the location of the property pin(s) was unable to be found. Councilman O'Dell commented that he would like to look for the pins himself.

According to the regular monthly meeting minutes for April 2025, if the pins were not found a survey can be completed. See inserts from prior minutes:

April 7th, 2025, minute motion on survey of property:

“Motion was made by Councilman Urbano; Seconded by Councilman Penzone to accept the \$2,000 survey quote from Land Survey Group in lieu of finding the pins prior to establishing a date to survey. Roll Call Vote: 4/3 with Councilman O:Dell; No, Councilwoman Burrow; No, and Council President Hotelling; No. Carried”

May 5th, 2025, minutes on survey:

“Survey Contract – 32 Cowanesque Street – Council had a discussion as to whether to proceed with the survey or not. Comment was stated for the Borough safety it would be best to know the exact boundaries around the Property. Motion was made by Councilman Penzone to move forward with the survey company. There was no second for the motion, therefore the motion failed.”

→ **Dikes/Levees –**

Mowing/Maintenance Advertisement

Councilman Penzone asked the Personnel Committee for an update on the prior suggestion of the borough employees mowing the dikes/levees. Committee member Hotelling stated that the mowing would be advertised.

Motion was made by Councilman Urbano; Seconded by Councilman Penzone to approve the ad presented for advertisement of the mowing/maintenance bids and to add June 12, 2025, at 10am for a pre-bid meeting walk through for the scoop of work. Roll Call Vote 6/0 with Councilman Gleason absent. Motion Carried

→ **Roads/Streets –**

Street Sweeping Recap – Council President Hotelling stated that the streets were swept, and the final cost was \$1,235.00 for 9.5 hours.

Councilman O'Dell left the meeting at approximately 8:29 and returned approximately 8:31pm

Old Business:

Frontier – Fiber Optics, Ryon Circle, Update - Jimmie Joe is still working with the Company for a good solution to running the lines.

Borough Office Parking Lot Repair – Update – Secretary Rumsey addressed the Council with the anticipate date being mid-June for work to begin, this depends on our rainy weather. Councilman Penzone asked what was the dollar amount? \$10,000 included in the ARPA funds.

Fire Department donation for new UTV – TABLED

Councilman Penzone stated that the fire department was given a tax increase this year. Question was asked if the Borough was legally allowed to give a “donation”? Table until further research has been completed on this topic.

Volunteer Insurance DGK – Total amount due would be \$500 for 89 people, after that number the price changes. This is an addition to the current insurance. There was a discussion about a list of volunteers, only the borough needs this list.

Motion was made by Councilman Urbano; Second by Councilman Penzone to add the additional Volunteer Insurance through DGK for the year 2025. Roll Call Vote 6/0 with Councilman Gleason absent. Motion Carried

New Business:

Mile Long Yard Sale July 11-12 – Council approved the dates

Removal of Cyber Insurance DGK – TABLED

Councilman Urbano stated to have the appointed delegates speak with DGK and learn more about this insurance and possible options.

DGK Bond Renewal Treasurer – TABLED

Council President Hotelling stated that the amount of renewal is \$393 for \$285,000 coverage. The council discussed the amount being high and would like to know what the renewal price would be if the coverage was lowered. It was suggested by Councilman Urbano that the appointed delegates speak with DGK about this and present it back to council.

TCAB meeting June 19th Invite – Blossburg – \$20 per person

Councilmen Urbano and O'Dell would like to attend

Added to Agenda

Tree Cutting Cowanesque Street –

Properties between 22 and 32 Cowanesque Street. Mr. Harpster states he would like to cut down the rotted Norway Spruce before it falls on his house. Council discussed this in length, Councilman Urbano raised the question as to whether the trees were on the Borough property or Mr. Harpster's property. It was also asked if it was legal for the resident to cut down the tree. It was suggested by Councilmen Penzone and Urbano that the survey mentioned earlier would assist in this situation. Councilman O'Dell asked about who would be responsible for the clean-up of the debris, since the contract presented stated, the debris would be left on property. Question came back to who owns the tree Mr. Harpster or the Borough?

Motion was made by Councilwomen Burrows; Seconded by Councilman O'Dell that the Borough will pay to have the rotted Norway Spruce cut down located between 22 and 32 Cowanesque Street whether it is on Borough property or Mr. Harpster's property. Roll Call Vote 4/2 with Councilmen Penzone and Urbano No and Councilman Gleason absent. Motion Carried

Visitors Open Forum

Penny Jeffers stated that the Borough would need the contractor for the tree cutting to name the Borough as Insured on his insurance. Council President Hotelling replied that she would make sure to get that from the contractor.

Donna Blend asked if the Volunteer Insurance covered both the Firemen and the Library. Council responded that the Borough already has Insurance coverage on the Firemen.

Gordy Chilson addressed the council on the financial statements while he is on Council. He also addressed the council on the loan payment of \$4,000 being about 60% of the budget. There was a discussion about the unclaimed funds being the library funds not the boroughs funds.

He also asked about the trailer park and the maintenance of the lines, stating that the Borough is responsible for the curb stops to the trailer park not the lines within the park.

Robert Penzone Jr. stated that even though the agenda and financials are sent electronically, there still should be a paper copy of the agenda and the financials for the council to review during the meeting. The financials should be year-to-date, and the packet should include the agenda and the financials for the meeting

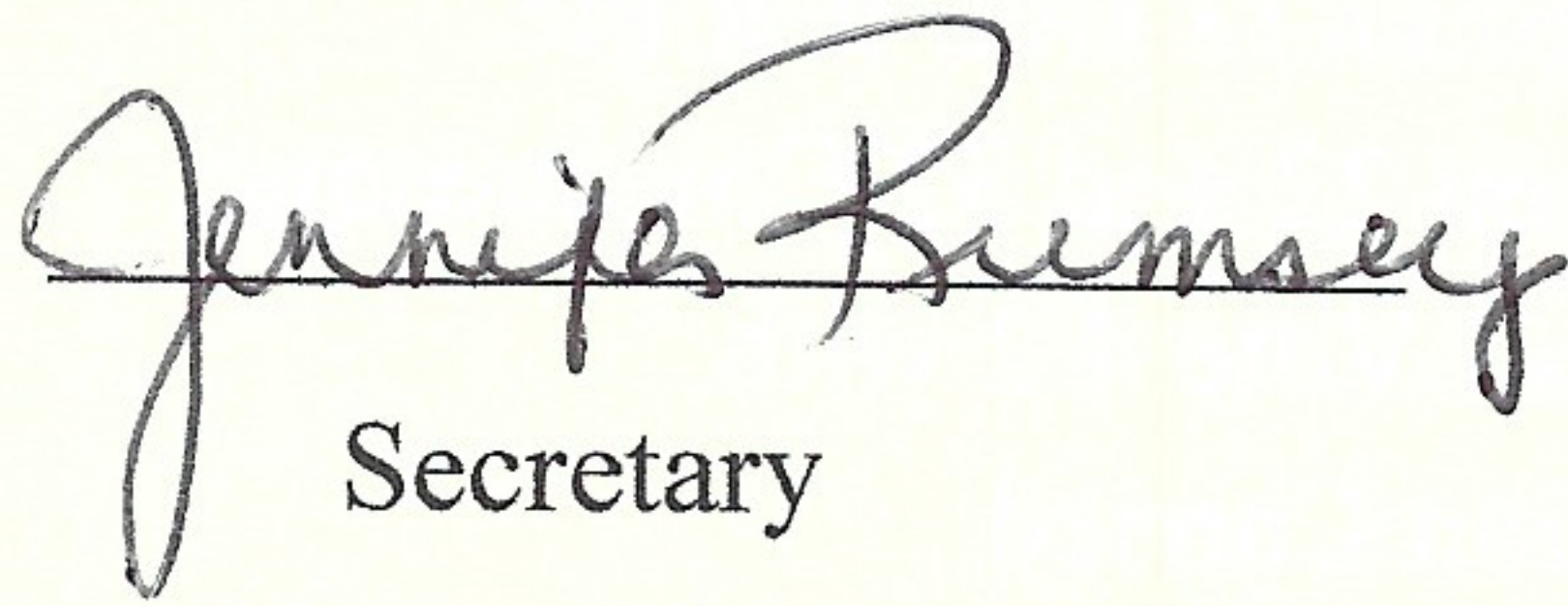
He also asked why a Right-To-Know request had redacted account numbers. The Right-To-Know Officer stated that the current training states that the redaction is allowed per the RTK laws.

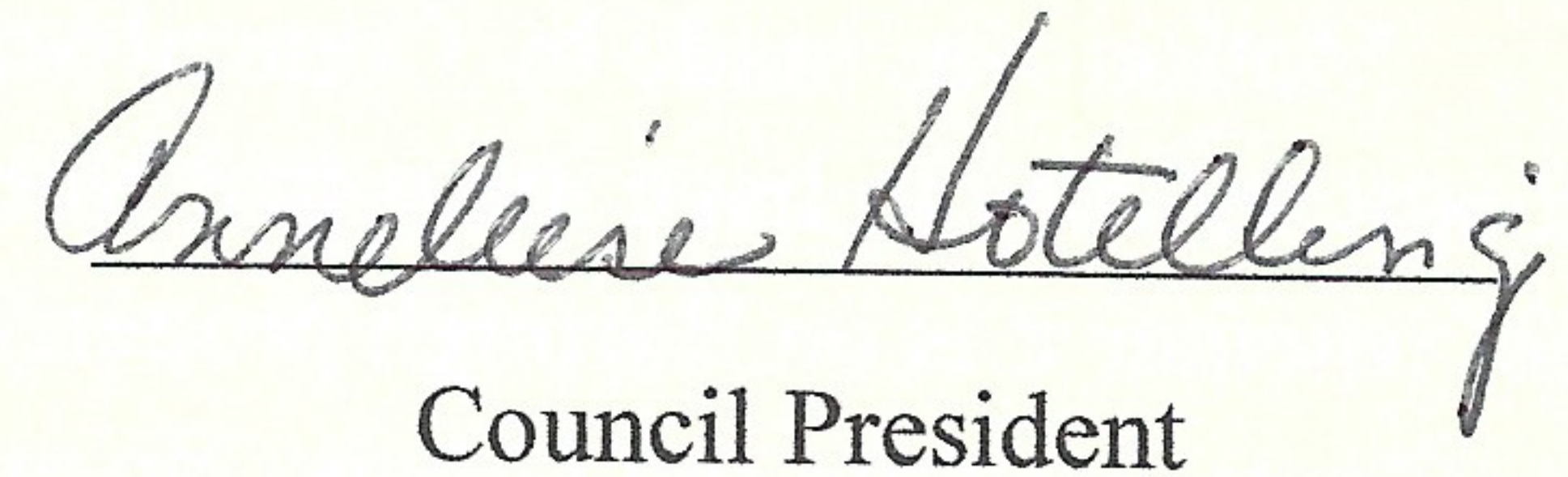
Gordy Chilson commented that he just paid for RTK documents, only to have the account numbers blacked out. He made the comment that funds/monies were being kitted from one account to another and wanted to know why.

Cleo Russel asked Council why the Ballfield had portable toilets on the property when they have bathrooms already, is there an issue with the sewage? Councilman Urbano stated that the bathrooms on site were not working properly, they have since been fixed and they are utilizing the time allowed/paid for the portable toilets. It was also discussed at this time that the discovery of a possible 4th lift station located on the property and that another location has been utilizing the sewer system that was put in place for the ballfield. Further investigation into this situation is needed.

Councilman Wetzel left the meeting at approximately 9:30 pm and returned approximately 9:32 pm.

Adjourn – Motion was made by Councilman Wetzel; Seconded by Councilwoman Burrows to Adjourn at 9:33 pm Roll Call Vote 6/0 with Councilman Gleason Absent. Motion Carried.


Secretary


Council President

