

May 3, 2021

Council Vice-President Gordon Chilson, Councilman Robert Penzone and Councilman Cleo Russell as well as Secretary/Treasurer Penny Jeffers were present at the **Regular Meeting** of the Lawrenceville Borough Council, held at 174 Water Tower Road. Due to lack of quorum, there was no Board Meeting.

May 20, 2021

Councilman Terry Gleason, Councilman Mansel O'Dell and Councilwoman Kathy Helgemo as well as Secretary/Treasurer Penny Jeffers were present at the **Special Meeting** of the Lawrenceville Borough Council, held at 174 Water Tower Road. Due to lack of quorum, there was no Special Meeting.

May 26, 2021

Councilman Terry Gleason, Councilman Mansel O'Dell and Councilwoman Kathy Helgemo as well as Secretary/Treasurer Penny Jeffers were present at the **Special Meeting** of the Lawrenceville Borough Council, held at 174 Water Tower Road. Due to lack of quorum, there was no Special Meeting.

June 7, 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 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. Councilman Robert Penzone joined the meeting via a speaker connected to Councilman Russell's cell phone. Also present Austin White, Borough Solicitor. Councilman O'Dell reported he was recording the meeting.

Pledge of Allegiance.

Minutes of Previous Meetings: February 1st Meeting Minutes were tabled. Motion was made by Councilwoman Helgemo, seconded by Councilman Gleason to accept the April 20th Meeting Minutes. Roll call vote: all in favor, except Council Vice-President Chilson voted No. He requested the due date for Ethics Forms be changed. Motion carried. Motion was made by Councilman Russell, seconded by Councilman O'Dell to accept the April 23rd Emergency Meeting Minutes. Roll call vote: all in favor Motion carried.

Public Comments on Agenda Items

Anna Hotelling: Who requested Mr. White be present? Why wasn't Council notified? How much per hour does he charge? Council Vice-President Chilson said he requested his presence due to issues with regular meeting quorum. Mr. White stated he is present due to vacancy coming up and is paid \$145.00/hr.

Discussion: Telecommunication implemented before adopted; Mr. White has done business with Mr. Chilson; Solicitor represented LBA; Solicitor is present for legal issues, vacancy not easy process; When did Solicitor know he was attending meeting.

Cynthia Burrows: Requested the minutes reflect her objecting to Solicitor due to him presenting, personally and legally, the Authority. Mr. White responded that no one said it's a problem or conflict; he doesn't see any issue with him representing the Borough.

Brad Hackett: Budget cuts for streets & dike. Council Vice-President said he scheduled street sweeping, next week, with the same company as before, same price as last year. Councilwoman Helgemo responded with unilateral decision.

Discussion: Three (3) meeting requests to Vice-President; March – May meetings other side didn't attend.

TJ Riley: Head of mush ball league; Borough upped fee; Lights need re-adjusted; Trees need trimmed; 2 years ago, paid \$1200.00 to Borough, funds are missing; Had \$2400.00, paid two (2) invoices: \$115.00 for balls, \$640.00 for absorbent, \$1645.00 remaining; Since 80's, submitted waivers instead of certificate of insurance.

Council responded: 1) Secretary/Treasurer will look at 2019 Parks & Recreation revenue; 2) TJ submit paperwork this week; 3) Borough does buying; 4) It's not their money to spend, Borough pays expenses; 5) They pay what Borough charges, have use of the field; 6) \$100.00 is maintenance fee.

Ed Wetzel: Gate valve on his property. Does gate open/close properly? Ditch maintenance. Council Vice-President Chilson responded the gate is to keep water out and the Borough will trim around gate (concrete basin).

Discussion: Base of levy, 15' toe Borough's responsibility. Councilwoman Helgemo requested a walk through with Army Corp and DEP, which she will record and turn into a document for the Borough.

Michelle Courtright: Lawyer being here. Secretary paid four (4) hours for 15 minutes.

For the Information of the Board:

- Requested Refund – State Sales Tax Paid 2018 & 2019 (UGI) – \$471.30
- Requested Refund – IRS 940 2018 FUTA – \$152.33
- PennDOT – Yearly Maintenance of Traffic Signals
- Liquid Fuels Audit – June 29th
- Need to Complete Liquid Fuels Tax Fund List of Officials

Treasurer's Report:

- **Transfer from Water Fund and Sewer Fund to General Fund;** Motion was made by Councilman Russell, seconded by Councilman Gleason to approve the following transfers, as presented: Water Fund to General Fund – April - \$2843.23; Water Fund to General Fund – May - \$2592.75; Sewer Fund to General Fund – April - \$5118.30; Sewer Fund to General Fund – May - \$4791.00. Roll call vote: all in favor. Motion carried.
- **Transfer from Water Fund and Sewer Fund to General Checking (WSD):** Motion was made by Councilwoman Helgemo, seconded by Councilman O'Dell to approve the following transfers, as presented: Water Fund to General Checking (WSD) – April - \$5937.52 (\$2200.00 already transferred) (Plus debit card charges not recorded); Water Fund to General Checking (WSD) – May - \$5895.83 (\$2400.00 already transferred) (Plus debit card charges not recorded); Sewer Fund to General Checking (WSD) – April - \$4229.72 (\$500.00 already transferred) (Plus debit card charges not recorded); Sewer Fund to General Checking (WSD) – May - \$3799.66 (\$1610.40 already transferred) (Plus debit card charges not recorded). Roll call vote: all in favor. Motion carried.
- **Transfer from Water Fund to Sewer Fund (SF Revenue) (WSD):** Motion was made by Councilwoman Helgemo, seconded by Councilman O'Dell to approve the following transfers, as presented: Water Fund to Sewer Fund (SF Revenues) – April - \$10,245.52; Water Fund to Sewer Fund (SF Revenues) – May - \$11,153.33. Roll call vote: all in favor. Motion carried.

Payment of Bills:

- **AP/Payroll General Fund; AP LWSD:** Motion was made by Councilman O'Dell; seconded by Councilwoman Helgemo to approve payment of the AP/Payroll General Fund, for the period April 21, 2021 - May 3, 2021, in the amount of \$14,477.67; May 4, 2021 - May 20, 2021, in the amount of \$7262.80; May 21, 2021 - June 7, 2021, in the amount of \$17,390.47; approve payment of the AP LWSD, for the period April 21, 2021 - May 3, 2021, in the amount of \$3519.48 (Plus debit card charges); May 4, 2021 - May

20, 2021, in the amount of \$4316.89 (Plus debit card charges); May 21, 2021 - June 7, 2021 (Plus debit card charges). Roll call vote: all in favor. Motion carried.

- **Jimmie Joe Carl (Engineer) Invoice:** Motion was made by Councilman Russell, seconded by Councilman O'Dell to pay the 3rd invoice from Jimmie Joe Carl, in the amount of \$600.00. Roll call vote: all in favor. Motion carried.

Department Reports:

- **Mayor:** Mayor Scott wanted to discuss street sweeping, residents falling on rocks. Council Vice-President Chilson reported the Borough has contracted with Dane's to sweep all streets swept in 2020, for \$1100.00.
- **Police:**
 - **Monthly Report:** May Police Report.
- **Fire Department:**
 - Brad Hackett verbally reported there were 62 calls this year, issues with truck, apparatus in service, sold a truck and are attending training. Brad asked about the Borough fixing the fire hydrants that are out of service. Council Vice-President Chilson said he will look into that. Council Vice-President Chilson asked the status of the new building. Brad responded they are waiting for materials.
- **Ambulance Association:**
- **Lawrenceville Water & Sewer (LWSD):**
 - **Sewer Plant:**
 - **Water Plant:** Operator said water is as good as he's even seen.
 - **Monthly Report:** Councilman Penzone reported: 1) Mike starts up and shuts down under direction of certified operator; 2) Training is done; 3) Water plant running best in years; 4) Need to get help hired; 5) There is still high infiltration, which they plan to figure out. Councilwoman Helgemo requested the monthly Water & Sewer reports be forwarded to Council.
 - **Appoint Sewer Plant Operator – Geist Water Consulting:** Councilman O'Dell wanted to make the following fact clear – the Engineer said Chris Fabian had the best paperwork. Council Vice-President Chilson said: 1) He offered Caleb \$50.00/hr but there was no negotiating; 2) He would like the Borough to have 60 days' notice before resigning. Motion was made by Councilman Russell, seconded by Councilman Penzone to appoint Geist Water Consulting as the licensed Sewer Plant Operator. Roll call vote: all in favor. Motion carried.
 - **Approve Geist Water Consulting Proposal – Sewer Plant Operator - \$3800.00/month:** Motion was made by Councilman Penzone, seconded by Councilman Russell to hire Geist Water Consulting as the Sewer Plant Operator at a flat fee of \$3800.00/month. Roll call vote: all in favor. Motion carried.

Committee Reports:

- **Planning Commission:**
 - **Mile Long Sale – Status:** Motion was made by Councilman Russell, seconded by Councilman O'Dell to designate that annually the Mile Long Sale will be held the weekend following the Fourth of July. Roll call vote: all in favor. Motion carried. This year, the Mile Long Sale will be held on July 9th and 10th.
- **Library:**
- **Cemetery Association:**
 - Council Vice-President Chilson reported that next Saturday at 2:00 pm will be a ceremony at the Flower Garden, Powers Cemetery. The project was completed by Bobby Jr, as an Eagle Scout Project.

Old Business:

- **Tioga County CDBG Program – Grant Application – Status:** Take off the Agenda.
- **Sale of Traffic Lights – Status:** Motion was made by Councilman Penzone, seconded by Councilman Gleason to advertise for sealed bids, in the Mansfield Penny Saver, the sale of traffic lights to the highest bidder. Roll call vote: all in favor. Motion carried.
- **Purchase Mulch – State St and James St Parks – Status:** Motion was made by Councilman Penzone, seconded by Councilman O'Dell to have the Parks & Recreation Committee mark out the Parks. Roll call vote: all in favor. Motion carried.
Motion was made by Councilman Russell to purchase mulch for James & Cherry St, after the Parks & Recreation Committee meeting. After some discussion, the motion died.
- **Policy – Attend Meetings Via Telecommunication – Status (New Business)**
- **Ehrlich – Proposals and Agreements – Status:** Take off the Agenda.
- **Dike Mowing – Status:** Motion was made by Councilman Penzone, seconded by Councilman Gleason to advertise for sealed bids, in the Mansfield Penny Saver, for mowing the levee. Mandatory Pre-Bid Meeting is scheduled for June 28th at 7:00 pm at the Borough Building with the deadline for bids July 1st and bids will be opened at the July 5th Board Meeting. Secretary Jeffers stated the Borough cannot advertise a legal notice in the Penny Saver; Austin White, Solicitor, said it is under the bidding requirements, so legal notice is not required. Roll call vote: all in favor. Motion carried.
- **2019 Lawrenceville Borough WSD Checks Payable to Lawrenceville Borough – \$41,614.81:** Motion was made by Councilman Russell, seconded by Councilman Penzone not to cash the 2019 Lawrenceville Borough WSD checks, in the amount of \$41,614.81. Roll call vote: Council Vice-President Chilson – Yes, Councilman Penzone – Yes, Councilman Gleason – No, Councilwoman Helgemo – No, Councilman O'Dell – No, Councilman Russell – Yes. Tie vote – Mayor Scott vote No. Motion failed.
- **J H Williams Recommendation – 2019 Audit – Transfer \$99,213.09 from Water Fund to General Fund:**
- **J H Williams Recommendation – 2019 Audit – Transfer \$30,753.60 from Sewer Fund to General Fund:**

Austin White, Borough Solicitor, stated the Auditor's recommendation was when practical to liquidate the transfers.

Discussion: \$61,000 loan Borough took over to absorb Authority; Borough assumed all debts of the Authority; \$200,000 loan; Borough overcharging Authority; Borough paying back debt.

- **Feasible Payment Plan:** Motion was made by Councilman O'Dell, seconded by Councilwoman Helgemo to direct the Borough Treasurer to recommend, to Council, a feasible payment plan for the \$99,213.09 from the Water Fund and \$30,753.60 from the Sewer Fund. Roll call vote: all in favor. Motion carried.
- **Determine What Authority Owes Borough:** Motion was made by Councilman Penzone, seconded by Councilman Russell to have the Finance Committee figure out the dollar amount the Borough Authority owes the Borough. Roll call vote: Council Vice-President Chilson – Yes, Councilman Penzone – Yes, Councilman Gleason – No, Councilwoman Helgemo – No, Councilman O'Dell – No, Councilman Russell – Yes. Tie vote. Mayor Scott voted No. Motion failed.
- **Payment of PennDOT Invoices – Status:** The letter to PennDOT needs to include the location of the risers, which is part of the reason the Borough has not paid the invoices.
- **Electric Generator – Status:** Table.
- **Street Sweeping – Status:** Motion was made by Councilman Russell, seconded by Councilman Gleason to have Dane's Lawn Care and Landscaping sweep streets of the Borough of Lawrenceville, including Rt 287 (Main St), for \$1100.00. Roll call vote: all in favor, except Councilman O'Dell voted No. Motion carried.
- **Sale of Borough Trucks – Status:** Council Vice-President Chilson will provide the details for the advertisement for the sale of Borough trucks.

New Business:

- **Accept Chris Fabian's and Rodney Heindel's Resignations:** Councilman Penzone questioned if all the Borough property was returned by Chris. Austin White stated that anyone can make an inquiry and also questioned what he could have. Motion was made by Councilman O'Dell, seconded by Councilwoman Helgemo to accept Chris Fabian's and Rodney Heindel's resignations, effective April 22nd (Last day of work). Roll call vote: all in favor. Motion carried.
- **Accept Scott Gleason's Resignation:** Motion was made by Councilwoman Helgemo, seconded by Councilman O'Dell to accept the resignation of Scott Gleason, effective May 9th (Last day of work). Roll call vote: all in favor, except Councilman Gleason abstained. Motion carried. Councilman Gleason is related to Scott.
- **Borough Council Crime Policy – Additional Coverage:** No action.
- **Adopt Resolution and Policy – Attend Meetings via Telecommunication Device:** Councilman O'Dell stated the Borough did this before the Policy was adopted. Austin White, Solicitor, stated the Borough Code allows attendance via telecommunication, the Resolution implements the Borough Code, and the Resolution is built into the policy. Motion was made by Councilman Russell, seconded by Councilman Penzone to adopt Resolution # 2021-1 and the Policy. Roll call vote: all in favor, except Councilman Gleason and Councilman O'Dell voted No. Motion carried.
- **Telecommunication Device to Attend Meetings:** Motion was made by Councilwoman Helgemo, seconded by Councilman O'Dell to purchase equipment for purposes of telecommunication, not to exceed \$75.00. Roll call vote: all in favor. Motion carried.
- **Zoning Permit Applications:**
 - **David Birdsall – Deck:** Per Council Vice-President Chilson – No Zoning Permit required.
 - **Brad & Dee Hackett – Robert Burket – Replace Roof on Front Porch:** No Zoning Permit required.
- **Additional PennDOT Verbiage – LCSL Parade Approval Letter:** Motion was made by Councilwoman Helgemo, seconded by Councilman O'Dell to approve additional PennDOT verbiage in letter, per Solicitor. Roll call vote: all in favor. Motion carried.
- **EDU Requests:** Motion was made by Councilman Penzone, seconded by Councilman Russell to approve the following EDU requests submitted: Gordon Chilson & Teri Davis – 2 EDU's; Buffard's Riverside Estates – 4 EDU's; Glenard & Sharon Wetzel – 1 EDU. Roll call vote: all in favor, except Council Vice-President Chilson abstained. Motion carried.

There was a discussion regarding the names on the current list, Secretary Jeffers stated Tom Howe's name was removed from the list. Council Vice-President Chilson said his name should be on the list.
- **Lawrenceville Fireman's Ambulance Association – 2021-2022 Annual Subscription Request:** No action.
- **PA Rural Water Membership Renewal – \$499.00:** Motion was made by Councilman O'Dell, seconded by Councilwoman Helgemo to pay the PA Rural Water membership renewal, in the amount of \$499.00. Roll call vote: all in favor. Motion carried.
- **CDBG Application – Due No Later Than October 31, 2021:** Councilwoman Helgemo and Councilman Gleason will work on the grant application.
- **Penelec Notification – June 16th – 8:00 am - 12:00 pm:** Motion was made by Councilwoman Helgemo, seconded by Councilman O'Dell to bolt sign on posts, per Gordon Chilson's recommendation, to be in place before power outage.

Discussion: The Borough is required, when there is a power outage that affects the traffic signal, to put up stop signs on Route 49 and Mechanic St; Can't post signs on electric poles. After some discussion, the motion was rescinded.

Motion was made by Councilwoman Helgemo, seconded by Councilman O'Dell to place stops signs in buckets & cement, as done in the past, at a cost not to exceed \$100.00, with work to be done by Dave. Roll call vote: all in favor. Motion carried.

- **DGK Insurance Renewal – June 24th:** Council Vice-President Chilson will meet with DGK Insurance, for the renewal, on June 24th.
- **Billing Unit – Minimum Charge:** Motion was made by Councilman Penzone, seconded by Councilman O'Dell to approve the Borough Solicitor review the Sewer Ordinance related to billing unit – minimum charge. Roll call vote: all in favor. Motion carried.
- **Accept Michael Kirwin's Resignation:** Motion was made by Councilman Gleason, seconded by Councilman O'Dell to accept the resignation of Michael Kirwin. Roll call vote: all in favor. Motion carried.
- **Appointment – Borough Council Vacancy:** Austin White, Borough Solicitor, stated the Borough has 30 days, from today, to fill the position by Resolution – 30 days Borough Council, 15 days Vacancy Board. He also, said the Borough can appoint someone.

Motion was made by Councilwoman Helgemo, seconded by Councilman O'Dell to appoint Glenard Wetzel to fill the vacant Council seat. Roll call vote: all in favor. Motion carried.

- **Zoning Permit Applications:**
 - **Calvin Thomas – Shed:** Per Council Vice-President Chilson, no Zoning Permit is required because it's less than 256 sq ft. Secretary Jeffers noted that 256 sq ft pertaining to a Building Permit; Zoning Permit and Building Permit are two different permits, you may require one without the other.
 - **Lewis Homes – Connie Randall – Single Wide:** Per Council Vice-President Chilson, the new trailer and porch do not require a Zoning Permit. The new trailer is smaller than the trailer that was previously on that lot.
 - **Edward Kessler – Jennifer Gonzales – Sign:** Council Vice-President Chilson said there are a couple issues. A free-standing sign needs to be 10 feet inside the sidewalk. You can hang the sign on the building. Mr. Kessler needs to request, in writing, a Zoning Hearing.
 - **Kaitlyn Wetzel – Sharon Wetzel – Double Wide:** Discussion: Two (2) different deeds; Turn over to Solicitor.
Motion was made by Councilwoman Helgemo, seconded by Councilman Gleason to deny Sharon Wetzel's Zoning Permit application, not clear that it meets requirements of Zoning. Roll call vote: all in favor. Motion carried.
 - **Nate Compton – Buffard's Riverside Estates – Storage Shed:** Per Council Vice-President Chilson, no permit required because it's less than 256 sq ft.
 - **Bobbie Jo Farnsworth – Gordon Chilson – 2 Signs:** Motion was made by Councilman Russell, seconded by Councilman Penzone to accept both 2 x 4 sign permits, mounted on the building. Roll call vote: Council Vice-President Chilson – Abstain, Councilman Penzone – Yes, Councilman Gleason – No, Councilwoman Helgemo – No, Councilman O'Dell – No, Councilman Russell – Yes. Motion failed.
 - **Transfer \$5000.00 from Water Fund to General Checking (LWSD); Transfer \$5000.00 from Sewer Fund to General Checking (LWSD):** Motion was made by Councilman Russell, seconded by Councilman Gleason to approve the transfer of \$5000.00 from the Water Fund Checking to the General Checking (LWSD) and transfer \$5000.00 from the Sewer Fund Checking to the General Checking (LWSD). Roll call vote: all in favor. Motion carried.
 - **Hire Two (2) Part-time, As-Needed Employees:** The Committee received four (4) applications and interviewed two (2).

- **Hire Martin Price:** Motion was made by Councilman Russell, seconded by Councilman Penzone to extend an offer of employment to Martin Price, for an as-needed employee of the Borough and LWSD, at \$14.00/hr. Roll call vote: Council Vice-President Chilson – Yes, Councilman Penzone – Yes, Councilman Gleason – No, Councilwoman Helgemo – No, Councilman O’Dell – No, Councilman Russell – Yes. Tie vote. Mayor Scott voted No. Motion failed.
- **Hire Martin Price – Up to 30 hrs/week:** Motion was made by Councilman Russell, seconded by Councilman Penzone to extend an offer of employment to Martin Price, for up to 30 hours/week, at \$14.00/hr. Roll call vote: all in favor. Motion carried.
- **Hire Ryan Brown – Not to Exceed 16 hrs/week:** Motion was made by Councilwoman Helgemo, seconded by Councilman Gleason to extend an offer of employment to Ryan Brown, not to exceed 16 hrs/week at \$14.00/hr. Roll call vote: all in favor. Motion carried.

Visitors Open Forum:

Adjournment:

Motion was made by Councilman Russell, seconded by Councilman Gleason to adjourn the meeting at 11:35 pm. Meeting adjourned.

Attest:

Secretary

Council Vice-President