

March 1, 2021

Councilman Robert Penzone and Councilman Cleo Russell as well as Secretary/Treasurer Penny Jeffers were present at 174 Water Tower Road. Due to lack of quorum, there was no Board Meeting.

March 16, 2021

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 Robert Penzone, Councilman Mansel O'Dell, Councilwoman Kathy Helgemo, Councilman Terry Gleason, Councilman Cleo Russell were present as well as Secretary/Treasurer Penny Jeffers. Councilman Gordon Chilson joined the meeting via a speaker connected to Councilman Penzone's cell phone. Mayor Robert Scott arrived after the meeting was called to order.

Pledge of Allegiance.

Participate in Meeting Via Telecommunication Device: Discussion: Whether or not Councilman Chilson could participate via telecommunication device; No Policy was Adopted; Resolution # 371; Sunshine Law; Borough Code; Sunshine Law supersedes Borough Code; Borough Code supersedes Sunshine Law; Violating Borough Code; Ethics Violation. Motion was made by Councilman O'Dell, seconded by Councilman Gleason not to allow Councilman Chilson to participate in the meeting, due to "no policy" to allow participation. Roll call vote: Councilman Chilson – No, Councilman Penzone – No, Councilman Gleason – Yes, Councilwoman Helgemo – Yes, Councilman O'Dell – Yes, Councilman Russell – No, Council President Kirwin – No. Motion did not pass. Councilman Chilson can participate via telecommunication device.

Write Policy – Follow Sunshine Law & Resolution # 371: Motion was made by Councilman Penzone, seconded by Councilman Russell to write a policy that follows the Sunshine Law and Resolution # 371: Roll call vote: all in favor. Motion carried.

Accept Meeting Minutes: Councilman Penzone requested numerous changes to the February 1st Minutes, which were prepared by the Borough Secretary. A copy of the changes was shown to Council. Members of Council will listen to the recording of the February 1st Board Meeting, in the possession of Councilman Penzone. Table.

Public Comments on Agenda Items:

Kris Davis: Mush ball league, TJ Riley helping; Signing waivers; Cinderella teams; Wearing masks

Donna Blend: Councilman's breathing, from speaker, bothers her

For the Information of the Board:

- J. H. Williams – Audit Recommendations – Status (New Business)
- Need to Complete and Submit Statement of Financial Interests
- Need to Complete and Submit 2021 Boundary and Annexation Survey – US Census Bureau – Council President Kirwin will complete
- DGK Insurance – Amendment to Section 104 of Senate Bill 94

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 General Fund to**

General Checking (WSD); Transfer from General Fund Deposits to General Fund Checking: Motion was made by Councilman Gleason, seconded by Councilwoman Helgemo to approve the following transfers: Water Fund to General Fund – February - \$3004.86; Sewer Fund to General Fund – January - \$193.95; Sewer Fund to General Fund – February - \$5219.41; Water Fund to General Checking (WSD) – February - \$4175.00; Sewer Fund to General Checking (WSD) – February - \$3469.27; Water Fund to Sewer Fund (SF Revenues – February) - \$11,213.33; General Fund to General Checking (WSD) – General Fund Expense – \$17.93 (Returned \$235.16); General Fund Deposits to General Fund Checking - \$10,000.00. 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 February 2, 2021 - March 1, 2021, in the amount of \$24,715.59 and March 2, 2021 - March 16, 2021, in the amount of \$8408.97; approve payment of the AP LWSD, for the period February 2, 2021 - March 1, 2021, in the amount of \$7708.89 and March 2, 2021 – March 16, 2021, in the amount of \$7370.08. Roll call vote: Councilman Chilson – No, Councilman Penzone – No, Councilman Gleason – Yes, Councilwoman Helgemo – Yes, Councilman O'Dell – Yes, Councilman Russell – No, Council President Kirwin – Yes. Motion carried. Councilman Russell stated if they take off payment of the snowblower, he would approve.

Department Reports:

- **Mayor:**
- **Police:**
 - **Monthly Report:** Mayor Scott reported the Police painted speed lines on Route 49; Police presence is a good thing.
- **Fire Department:**
 - **Fire Department Contract – Status:** Mayor Scott stated progress on the new building is proceeding at a snail's pace, due to the insurance company.
- **Ambulance Association:**
 - **Report:** Councilwoman Helgemo noted they are planning an Open House at their new location.
- **Lawrenceville Water & Sewer (LWSD):**
 - **Sewer Plant:**
 - **Water Plant:** February Report
 - **Monthly Report:** Councilman Penzone had a written report, which included an update on the backhoe, truck maintenance, painting at the Water Plant, meters being replaced, disposal of old chemicals, Sewer Rehabilitation Project, advertisement for laborer.
 - **Quotes – Snow Blower Attachment – Status:** Councilman Penzone received a quote of \$3400.00 from Lamb & Webster for a snow blower attachment.

Committee Reports:

- **Planning Commission:** Grace Kirwin requested Christmas decorations be taken down.
- **Library:**
 - **Wi-Fi Modem:** Grace Kirwin said they need a new wi-fi modem at the Library.
 - **Meetings at Library:** Grace Kirwin said the Library could be used for Community meetings; Cub Scouts will use the Library in the spring.
 - **Albert S. and Mary G. Krieger Foundation Application:** The Borough received confirmation the Library was awarded a \$500.00 grant. Council President Kirwin has to sign the "Agreement of Grant" and return to the Bank.

- **Cemetery Association:**
 - **Albert S. and Mary G. Krieger Foundation Application (Eagle Scouts – Memorial Garden) – Status:** The Borough received confirmation the Cemetery was awarded a \$4000.00 grant. Council President Kirwin has to sign the “Agreement of Grant” and return to the Bank.

Old Business:

- **Tioga County CDBG Program – Grant Application – Status:** Council President Kirwin reported he finished the paperwork. In limbo.
- **Sale of Traffic Lights – Status:** Motion was made by Councilman Penzone, seconded by Councilman O’Dell to accept the best offer for the four (4) sets of traffic lights. Roll call vote: all in favor. Motion carried.
- **Hire Zoning/Code Enforcement Officer – Status:** Motion was made by Councilwoman Helgemo, seconded by Councilman O’Dell to hire Rodney Heindel as the Zoning/Code Enforcement Officer at \$15.00/hr for a maximum of ten (10) hrs per week or as-needed. Roll call vote: all in favor. Motion carried.
- **Borough Trucks – Repairs – Status:** Discussion: Black truck did not pass inspection; Quotes for repairs; Councilman Penzone purchases for water department; Borough employees driving truck.
 - **Purchases - \$500.00 and Above:** Motion was made by Councilman O’Dell, seconded by Councilman Gleason that purchases \$500.00 and above requires Council approval, unless an emergency. Roll call vote: all in favor, except Councilman Chilson voted No. Motion carried.
 - **Borough and Authority Equipment:** Ram and Dakota truck expenses are 50/50 WP/SP; Dump truck expenses are Borough; Backhoe expenses are 50/50 WP/SP.
- **Zoning Permit Application Approvals – Status:**
 - **Kyle Blakeslee:** Motion was made by Councilwoman Helgemo, seconded by Councilman Russell to approve the Zoning Permit Application submitted by Kyle Blakeslee for a swimming pool, per revised drawing. Roll call vote: all in favor, except Councilman O’Dell voted No. Motion carried.
- **Borough Website – Status:** Motion was made by Councilman Penzone, seconded by Councilman O’Dell to approve the Borough’s website through Envato Market at a cost of \$83.50 for licensing and \$16.50/month. Roll call vote: all in favor. Motion carried.
- **Purchase Mulch – State St and James St Parks – Status:** Table.

New Business:

- **PA Small Water and Sewer Grant – Status of the Grant:** The Borough pays 15% of the cost. Table.
- **Ehrlich – Proposals/Agreements:** Ehrlich submitted three (3) proposals/agreements. Table.
- **Spring Clean-Up:** Motion was made by Councilman Gleason, seconded by Councilwoman Helgemo to schedule Spring Clean-Up for April 24th or May 1st, plus expenditure. Roll call vote: all in favor. Motion carried.
- **Develop Tioga - \$100.00 Membership:** Table.
- **Zoning Permit Application Approval – Jameson Gifford:** Zoning Officer will handle Permit.
- **TCAB Dinner – June:** Table.
- **Walk Behind Snowblower:** Motion was made by Councilman O’Dell, seconded by Councilwoman Helgemo to approve the purchase of the walk behind snowblower, in the amount of \$1149.99. Roll call vote: Councilman Chilson – No, Councilman Penzone – No, Councilman Gleason – Yes, Councilwoman Helgemo – Yes, Councilman O’Dell – Yes, Councilman Russell – No, Council President Kirwin – Yes. Motion carried.

- **Police Car Status:** Motion was made by Councilman O'Dell, seconded by Councilwoman Helgemo to utilize, and decommission the police car for use by Borough employees. Roll call vote: all in favor, except Councilman Chilson voted No. Motion carried.
- **2019 Lawrenceville Borough WSD Checks Payable to Lawrenceville Borough – \$41,614.81:** Table.
- **J H Williams Recommendation – 2019 Audit – Transfer \$2825.03 from General Fund to Library Fund:** Motion was made by Councilwoman Helgemo, seconded by Councilman Gleason to transfer, per the 2019 Audit, \$2825.03 from the General Fund to the Library Fund. Roll call vote: all in favor. Motion carried.
- **J H Williams Recommendation – 2019 Audit – Transfer \$99,213.09 from Water Fund to General Fund:** Council requested a list of the expenses totaling \$99,213.09. Table.
- **J H Williams Recommendation – 2019 Audit – Transfer \$30,753.60 from Sewer Fund to General Fund:** Council requested a list of the expenses totaling \$30,753.60. Table.
- **Ian Morgan Employment Status:** Motion was made by Councilwoman Helgemo, seconded by Councilman Penzone to accept the resignation of Ian Morgan. Roll call vote: all in favor. Motion carried.
- **Payment of PennDOT Invoices:** The PennDOT invoices total over \$10,000.00. Table.
- **How to Charge Equipment Expenses:** Motion was made by Councilman O'Dell, seconded by Councilwoman Helgemo to expense the trucks, backhoe and Police car as follows: Ram and Dakota trucks 50/50 WP/SP; Dump truck Borough expense; Backhoe 50/50 WP/SP and Police car 50/50 WP/SP. Roll call vote: all in favor. Motion carried.
- **Close PLGIT General Savings – Transfer Funds to General Fund:** Motion was made by Councilwoman Helgemo, seconded by Councilman Russell to close out the PLGIT Saving and transfer funds to General Fund. Roll call vote: all in favor. Motion carried.
- **Volunteer Blanket Accident Policy – \$300.00:** Motion was made by Councilwoman Helgemo, seconded by Councilman Penzone to approve the Volunteer Blanket Accident Policy, in the amount of \$300.00. Roll call vote: all in favor. Motion carried.
- **Abatement Option:** Motion was made by Councilman O'Dell, seconded by Councilwoman Helgemo to approve clarification of "temporary" in the abatement option of the water ordinance to mean "no more than six (6) months of a year" for temporary abatement. Roll call vote: all in favor, except Councilman Chilson and Councilman Penzone voted No. Motion carried. The water will be shut off for an abatement, as defined in the ordinance. Also, water that cannot be shut off, will have a lock placed on the meter.
- **Electric Generator – Water Treatment Plant:** Motion was made by Councilwoman Helgemo, seconded by Councilman O'Dell to approve engineering work by Jimmie Joe, Engineer, to size the electric generator for the Water Treatment Plant, NTE \$1000.00. Roll call vote: all in favor. Motion carried.
- **Street Sweeping:** The Borough will obtain phone quotes for the April Board Meeting. Table.
- **Dike Mowing:** The Borough will obtain phone quotes, for mowing in June, for the April Board Meeting. Table.
- **PSAB Basic Web Site Renewal – \$389.00:** Died for lack of a motion to approve.
- **Advertise for Full-time or Part-time, As-needed Employee:** Motion was made by Councilwoman Helgemo, seconded by Councilman O'Dell to advertise for a full-time or part-time, as-needed employee. Roll call vote: all in favor. Motion carried.

Visitors Open Forum:

Anna Hotelling: Where is the Borough with the Army Corp of Engineers. Response: The Borough will mow the dike twice, June & September; Borough is in cycle for DEP; Borough employees have standardized tasks pertaining to the dike.

Cyndy Burrows: Purchase more meters for the Borough. Response: The Borough has a plan to have all worn out meters replaced by the end of this year.

Ed Wetzel: Motorized vehicles on the dike. Response: This is a law enforcement issue.

Councilwoman Helgemo reported someone knocked down the "No Parking" sign on Mechanic St.

Adjournment:

Motion was made by Council President Kirwin to adjourn the meeting at 10:03 pm. Meeting adjourned.

Attest:

Secretary

Council President