

March 2, 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 Bob Penzone, Councilman Terry Gleason, Councilman Mansel O'Dell and Councilman Cleo Russell were present, as well as Secretary/Treasurer Penny Jeffers. Councilman Gordy Chilson and Councilwoman Kathy Helgemo were absent. Mayor Robert Scott was present toward the end of the meeting.

Pledge of Allegiance.

Approval of Minutes: Motion was made by Councilman Gleason, seconded by Councilman Russell to accept the February 3rd Meeting Minutes. Roll call vote: all in favor. Motion carried.

Communication/Correspondence: 1) Erb Inspections – January Activity Report – No Permits Issued; 2) Tioga County Assessment Office Change Listing – 02/19/2020; 3) Tioga County Assessment Office Municipal Property Type Summary – 02/20/2020; 4) Erb Inspections – February Activity Report – No Permits Issued.

For the Information of the Board:

- Submitted Elected & Appointed Officials and Survey of Financial Condition Reports – Borough will be receiving 2019 Liquid Fuels Allocation; Received Allocation - \$19,238.26
- Completed Quarterly and Year End Payroll Reports
 - Borough requested a check, in the amount of \$2556.32, from PA Department of Revenue – Employer Withholding – Pending
- Submitted Invoice # 3 and Invoice # 4, from Insight Pipe Contracting, to PA Small Water and Sewer Grant for reimbursement – Pending
 - Received email from DCED – Waiting for Executed Change Orders from Insight Pipe and/or Larson Design to Submit to DCED
- Blossburg Borough TCAB Dinner/Meeting – March 19th – No one is attending
- Statement of Financial Interests Forms are due May 1, 2020
- Need to submit Act 13 – Usage Report for Calendar Year Reporting 2018
- Act 13 – 2016 Calendar Year Board Approved Budget Usage Report – Past Due
- Act 13 – Usage Report for Calendar Year Reporting 2017 – Past Due
- Liquid Fuels Tax Fund Payment Notice – \$18,723.53 – March 2, 2020

Council President Kirwin reported the vegetation control with Ehrlich is approx. \$6000.00; Council is unclear where they are going and has a "due diligence for charges" to the Borough.

Treasurer's Report:

- **Accounts Payable/Payroll Amended:** Motion was made by Councilman Penzone, seconded by Councilman O'Dell to amend the total Accounts Payable/Payroll for the period January 1, 2020 – February 3, 2020 to \$34,805.10. Roll call vote: all in favor. Motion carried.
- **Transfer from Water Fund and Sewer Fund to General Fund:** Motion was made by Councilman O'Dell, seconded by Councilman Russell to approve the following transfers: Water Fund to General Fund – Jan - \$2469.61, Feb - \$2783.02; Sewer Fund to General Fund – Jan - \$7990.56, Feb - \$4414.36. Roll call vote: all in favor. Motion carried.
- **Transfer from Water Fund and Sewer Fund to General Checking (LWSD):** Motion was made by Councilman Gleason, seconded by Councilman O'Dell to approve the following transfers: Water Fund to General Checking – Jan - \$3728.79, Feb - \$6341.78; Sewer Fund to General Checking – Jan - \$1666.92, Feb - \$4425.82. Roll call vote: all in favor. Motion carried.

Payment of Bills:

- **AP/Payroll General Fund; AP Water/Sewer Department (LWSD):** Motion was made by Councilman Penzone, seconded by Councilman O'Dell to approve payment of the following: AP/Payroll for the General Fund for the period February 4, 2020 – March 2, 2020 in the amount of \$12,282.60; AP LWSD for the period February 4, 2020 – March 2, 2020 in the amount of \$12,189.20. Roll call vote: all in favor. Motion carried.

Department Reports:

- **Mayor:** The Mayor is on a search mission with the Fire Department.

- **Police:**
 - **Monthly Report:** No Police Report.
- **Fire Department:**
 - **Monthly Report:** Council President Kirwin noted that Lee Strange and Brad Hackett provided him with the Fire Department Report; they were also on the search mission. Council President Kirwin read the Monthly Report.
- **Lawrenceville Water & Sewer (LWSD):**
 - **Monthly Report:** Councilman Penzone reported: 1) Council received a monthly report from Chris and Caleb; 2) The Borough received a "Circuit Rider General Work Plan" from Caleb, which documents different plants he services; 3) Need to repair aeration blower, which hasn't been operational for years; 4) Sewer Plant running well, flows are down; 5) In the spring, will tell the difference in the success of slip lining; 6) Sludge pump was broke, but is fixed; 7) The Borough had a boil water order for a few houses, due to water leak. Councilman O'Dell had customers sign release order and documented contact with the residents.
 - **Water Plant** – February 2020 Operator's Report
 - **Sewer Plant** – February 2020 Operator's Report

Committee Reports:

- **Planning Commission:** Lucy Losey reported Bobby Jo Carey resigned; they have a meeting tomorrow, looking into new banners for Main St, preparing Spring Newsletter and want to order garbage cans.

Old Business:

- **Part-time, As-needed General Laborer – Status:** Council President Kirwin noted maybe next month can hire someone.
- **Ehrlich – Proposals and Agreements – Status:** Discussed earlier in the meeting.

New Business:

- **PSAB Extended Listing in the Membership Directory – \$40.00:** Motion was made by Councilman O'Dell, seconded by Councilman Russell to approve payment of \$40.00 for the PSAB Extended Listing in the Membership Directory. Roll call vote: all in favor. Motion carried.
- **Fees for Insufficient Funds Checks and ACH Payments:** Motion was made by Councilman Penzone, seconded by Councilman Russell to draft a Resolution, to adopt at the April Board Meeting, to charge a \$35.00 fee for insufficient fund checks and ACH payments. Roll call vote: all in favor. Motion carried.
- **Spring Clean-Up – Time and Location:** Spring Clean-Up is scheduled for April 25th, in the parking lot, beside the Fire Hall. Time to be determined.
- **2019 Audit Agreement – Lisa Guthrie, CPA:** Council President Kirwin reported the Borough has tried numerous times, via email, to obtain an agreement with Lisa Guthrie, CPA to perform the 2019 Audit. Councilman Penzone spoke with Sri, who said there were 2018 audit questions to address, which he requested but hasn't received. Pending.
- **DGK Accident Coverage for Volunteers:** Secretary Jeffers obtained an Accident Coverage Policy for Volunteers from DGK. Council President Kirwin reported there is supplemental coverage from the State of PA. Table.
- **TCAB Dinner in Lawrenceville – June 2020 – Location and Speaker:** Council President Kirwin noted that possibly the Borough could invite a Grant Writer to be the speaker. Table.
- **Ehrlich – Pest Job Agreement:** The Agreement, in the amount of \$1950.00, is to control ground hogs on the dikes. Board wasn't sure if the agreement is one (1) time or two (2) times. Table.
- **Library – Grant Agreement - \$400.00:** Council President Kirwin will sign the grant agreement.
 - **Approve Checking Account – Library Grant Check:** Motion was made by Councilman Russell, seconded by Councilman O'Dell to approve opening a checking account for the Library Grant check. Roll call vote: all in favor. Motion carried.
- **Jodie Fisher Invoice:** The Borough received an invoice, in the amount of \$5024.18, from Jodie Fisher. The invoice had the following note: "As a result of Lawrenceville Borough Sewer Slip Line Project". Councilman O'Dell said he doesn't know the details of the issue. Council President Kirwin asked Annie Fisher, Jodie's wife, to have him contact him to discuss this issue. Table.

Visitors Open Forum:

John Gleason: Cable service with Empire Access, cheaper, faster, better. The Borough will contact Empire Access to set up a meeting. It was noted that the contract with Spectrum has expired.

Danielle Southard: Represents Lawrenceville Softball League. She has dates for softball games and has safety issues with the field. They are more than happy to share costs with repairs; she will email a list to Council President Kirwin. Council President Kirwin will inspect the field on Saturday. Danielle has a schedule of upcoming tournaments and will email the schedule to Council President Kirwin and the Borough.

Adjournment:

Motion was made by Councilman Gleason, seconded by Councilman O'Dell to adjourn the meeting at 8:09 pm. Motion carried. Meeting adjourned.

Attest:

Secretary

Council President