

## Lawrenceville Borough Council Meeting

Monday March 3<sup>rd</sup>, 2025 @ 7pm

**Call to Order/Pledge of Allegiance:** President Hotelling called the meeting to order at 7pm on March 3<sup>rd</sup>, 2025, followed by the Pledge of Allegiance.

**Roll Call Council Members:** Council President Hotelling, Present; Council Vice President Gleason, Present; Councilwoman Burrows, Present; Councilman Urbano, Present; Councilman Penzone, Present; Councilman Wetzel, Present; Councilman O'Dell, Absent; Mayor Davis, Present; Secretary Rumsey, Present

**Approval of Previous Minutes:** Motion was made by Councilman Urbano, Seconded by Councilman Gleason to approve the February 3, 2025, minutes. Roll Call Vote: 6/0 with Councilman O'Dell absent. Motion Carried.

**Approval of Special Meeting minutes:** Motion was made by Councilman Gleason, Seconded by Councilman Urbano to accept the February 17, 2025, Special meeting minutes. Roll Call Vote: 6/0 with Councilman O'Dell absent. Motion carried.

**Payment of Bills:** Motion was made by Councilman Gleason, Seconded by Councilman Urbano to pay the bills as presented. Roll Call Vote: 6/0 with Councilman O'Dell absent. Motion Carried.

**Treasurer's Report:** Motion was made by Councilman Gleason, Seconded by Councilman Penzone to table the report until corrections/update information can be presented. Roll Call Vote: 6/0 with Councilman O'Dell absent. Motion Carried.

**Public Comments on Agenda Items:** None

### **Committee/Department Reports:**

**Mayor -** Mayor Davis asked about the incident with the sign on James Street from February. He was wondering if the report was completed. Davis also addressed the Council about an individual who might be interested in mowing the dike. He will get a quote for the service and present it to the dike committee for review.

**Police -** Office Brackman was absent, President Hotelling read his submitted report.

**Fire Dept -** Lee Strange provided a monthly report to Council. He also read the report, provided an overview of current/upcoming training, and spoke about a training center coming to Westfield area.

**Library –** Lucy Losey provided a report to Council and read the upcoming events including an Easter Egg Hunt on April 12<sup>th</sup> at 2pm, winners of the Silent Auction will be announced at this time.

**Water/Sewer -** President Hotelling stated that the Annual Tier II Reports were completed and sent.

**SWPP Approval -** Motion was made by Councilman Gleason, Seconded by Councilwoman Burrows to approve the SWPP (Source Water Protection Plan). Roll Call Vote: 6/0 with Councilman O’Dell absent. Motion Carried.

**Grant meeting -** President Hotelling said that council committee members met with Dan Styborski about possible grants the Borough is eligible for. She stated a survey will be mailed out to the residence of the Borough, it is important that the survey be filled out and sent back, if you shall receive one. Letters will be going out to residence about the survey for the grant. It was suggested that a meeting be set up at the library to help residence fill the survey out properly.

It was addressed by Council to contact Apex via letter with concerns, questions, and deadline due dates.

Motion was made by Councilman Penzone, Seconded by Councilman Gleason that the requested information for Apex be sent to the LWSD committee and presented at next meeting. Roll Call Vote: 5/1, Councilman Urbano No, and Councilman O’Dell absent. Motion Carried.

**Finance/Personnel -**

**PLGIT –** Pcard application & Credit limit - Motion was made by Councilman Gleason; Seconded by Councilwoman Burrows to set the credit limit at \$5,000 and approve the Pcard application. Roll Call Vote: 4/2 with Councilmen Penzone and Urbano No, Councilman O’Dell absent. Motion Carried.

**LEMC (Quarterly: April/June/Sept/January) –** No report presented

**Recreation – No report**

**Dikes/Levies –** Councilman Penzone asked if there were specs for bidding established and if there is documentation for the committee.

**Roads/Streets – No report**

**Shade Tree Commission – No report**

**Public Safety – No report**

Councilman Penzone asked if each committee could have a binder with information relevant to that specific committee.

### **Old Business:**

**Generator Installation – Status Update** – President Hotelling stated the installation of the generator was complete and the unit operational on February 11, 2025. Maintenance/repairs for the unit shall be preformed by Hunter & Lomison from Williamsport, they are the Generac Dealer for Commercial units.

**Frontier – Fiber Optics – Status update** – No update, check with Jimmie Joe.

**Confined Space Training Employees – Training Update – Tabled**, until a cost analysis can be completed including all necessary training, once information has been received submit to LWSD committee for review/recommendation.

**PSAB Annual Conference June 1-4 Attendance** – President Hotelling asked if any member was interested, she also stated the Hotel referenced in flyer was full and member would have to make other arrangements. It was suggested to email all Council members this information for their decision.

**Printer Purchase Treasure – liquid fuels -** Motion was made by Councilwoman Burrows; Seconded by Councilman Gleason to approve the purchase of a printer for the Treasure from general funds, because it is not an allowable purchase from liquid fuels. Roll Call Vote: 5/1 with Councilman Penzone No, Councilman O’Dell absent. Motion Carried.

### **New Business:**

**Website updating/changes** – President Hotelling addressed Council that the Borough has a \$700 credit with CourseVector for the Lawrencevillepa.com website. Motion was made by Councilman Urbano; Seconded by Councilman Gleason to accept the website updating and changes. Roll Call Vote: 6/0 with Councilman O’Dell absent. Motion Carried.

**Diversified Invoices 2024 and 2025** – Motion was made by Councilman Urbano; Seconded by Councilman Gleason to approve the \$700 payment for year 2024 and 2025 for a total of \$1400 to Diversified. Roll Call Vote: 6/0 with Councilman O’Dell absent. Motion Carried.

**Medical Stipend amount** – Motion was made by Councilman Urbano; Seconded by Councilman Gleason to set the medical stipend at \$250 for full time employees. Roll Call Vote: 6/0 with Councilman O’Dell absent. Motion Carried.

Motion was made by Councilman Urbano; Seconded by Councilman Gleason to add the medical stipend amount to the employee handbook. Roll Call Vote: 6/0 with Councilman O’Dell absent. Motion Carried.

**Tioga County Ordinance 2024-1 Installation of Outdoor Lighting in the County –**  
Tabled

**State Ethics Financial Report Interest for 2024 Public Office/Employment –**  
President Hotelling stated that there are still a couple of outstanding reports that need completed.

**Street Sweeping Quote –** President Hotelling presented a quote from NTWS (Northern Tier Waste Services) for \$175 an hour starting from the time they leave the company's facility to the time they return.

Motion was made by Councilman Urbano; Seconded by Councilman Penzone to set the number of hours up to 10 hours for street sweeping the Borough streets. Roll Call Vote: 6/0 with Councilman O'Dell absent. Motion Carried.

**Spring Clean Up dates –** Motion was made by Councilman Urbano; Seconded by Councilman Gleason to set the Spring Clean Up with 2 dumpsters and 1 metal dumpster for April 26, 2025, at the water plant from 8am-1pm. Roll Call Vote: 6/0 with Councilman O'Dell absent. Motion Carried.

**Impact Fee Expenses –** President Hotelling stated that the funds are \$17,163.12. She asked Council if they want a portion to pay the fire or police department or leave it in general fund per the treasurer. All council members stated leave it in general fund as it has been done in the past.

**Costars Salt Contact –** President Hotelling read to Council the agreement and price for Salt from Costars, it was suggested from Council members that forego for the 2026 year and research for possible 2027. Need a storage place for the salt.

**Tioga County Association of Boroughs Meeting March 20 –** President Hotelling read the invite for the meeting located at the Thin Line Tavern in Mansfield at 6pm cost \$24 per person. Councilmen Urbano and Wetzel are interested in attending.

**Resolution 2025-1 Stock Sale –** Motion was made by Councilwoman Burrows; Seconded by Councilman Urbano to accept resolution 2025-1 for the stock sale between Marathon Oil and ConocoPhillips per their request for the Library stock transfer. Roll Call Vote: 6/0 with Councilman O'Dell absent. Motion Carried.

**Visitors Open Forum:**

Lucy Losey addressed Council about the Welcome sign coming into Lawrenceville Borough on Rt49. She stated it was in a right-a-way area and needed to be removed.

Councilman Penzone asked about surveys for the Ballfield located on Cowanesque Street because the trees were cut down by a boarding property owner. Who is responsible for those trees?

IonU Media asked Council what the balance of the liquid fuels account was? Reply was around \$16,000.

**Adjourn:** Motion was made by Councilman Gleason; Seconded by Councilwoman Burrows to adjourn the meeting at 9:13pm. Roll Call Vote: 6/0 with Councilman O'Dell absent. Motion Carried.

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Secretary

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Council President

APPROVED