

Lawrenceville Borough Council Minutes

March 4, 2024

Council Members present: Barry Mortimer, Anthony Urbano, Cyndy Burrows, Robert Penzone, Glenard Wetzel, Terry Gleason, and Mayor- Kris Davis - **ABSENT**, Michelle Courtright.

Audience present:

7:00 pm Borough Council President Barry Mortimer calls the meeting to order- followed by the Pledge of Allegiance.

Recognition of Visitors: Council President Mortimer welcomed Mr. Carl Cox and Lucy Losey for attending the meeting.

Council President Mortimer directs council to review the prior meeting minutes of February 5th, 2024, to be approved.

A **MOTION** made by Anthony Urbano, Second by Terry Gleason to approve the minutes from February 5th, 2024.

- **Roll Call Vote:** Michelle Courtright- **ABSENT**, Terry Gleason-yes, Cyndy Burrows-yes, Anthony Urbano-yes, Robert Penzone-yes, Eddie Wetzel-yes, Barry Mortimer- yes. Motion carried. (6-0 Courtright-ABSENT)

Public Comment on Agenda Items: No Public Comment

Treasurer's Report- CPA: A **MOTION** by Robert Penzone, Second by Terry Gleason to have the Secretary forward an electronic copy of the treasurer's report to all council members for review and table approval of financials until the next Council meeting.

- **Roll Call Vote:** Michelle Courtright **ABSENT**, Terry Gleason-yes, Cyndy Burrows-yes, Anthony Urbano-yes, Robert Penzone- yes, Eddie Wetzel- yes, Barry Mortimer- yes. Motion carried (6-0, Courtright- ABSENT)

Payment of Bills/ Financial Report: Department Reports: A **MOTION** by Anthony Urbano, Second by Terry Gleason to approve payment of bills excluding those payments pulled from check run for issues.

- **Roll Call Vote:** Michelle Courtright **ABSENT**, Terry Gleason-yes, Cyndy Burrows-no, Anthony Urbano-yes, Robert Penzone- yes, Eddie Wetzel- no, Barry Mortimer- yes. Motion carried (4-2, no-Cyndy Burrows and Eddie Wetzel, Courtright- ABSENT)

Mayor: Kris Davis reviewed the DEP/EPA CAP Plan. Draft is due on March 16th, 2024. This depicts what can be committed to for the next 272 days to the plant for high-dollar items/repairs. He has spoken with Jimmie Joe Carl regarding maintenance plans, which are different. Mayor states he will send an electronic copy of the draft to council after Wednesday, March 6th, 2024 for

review and he will wait for council to vote on the plan before he signs anything. Once the plan is agreed upon, the clock starts ticking again.

Police Department: Report read by Brad Wilson (15 calls for the borough. There were a total of 42 incidents.)

Fire Department: Not present

Ambulance: Not present

Library: The painting of Amy's Lane was moved downstairs. They was a Senior Coffee held Saturday with about 10 guests. CBBG Zoom meeting was held on March 9th. Continue to receive donations of books and other items, including monetary donations. One of the popular crafts is Gem Dots. The library officially has its own locking mailbox now. Address is 6 Cherry Street and they are already receiving mail. The Krieger Grant compliance report has been sent out and new floors will be put down on Saturday, March 9th by the Calgary United Methodist Church men's group in the main room and kitchen area. With the Curtis Wright monies being returned, there are funds to make some additional improvements. They are currently seeking bids to put on a new roof, and have discussed putting in a heating and cooling system in at some point as well as new windows. An Easter Egg Hunt will be held on 3/31/24.

New Business

Discussion on Generator Quote: An ad will be placed for 2 weeks to accept closed bids for the Generator. Bids will be opened at the public Water/Sewer Committee meeting on March 18th, 2024.

Discussion on contacting the solicitor: If you must contact the solicitor, it was discussed that the council member with the question emails entire council to share information before making any calls. Discussion is tabled for now and may be revisited if there are any issues.

DGK Insurance: DGK has requested that there are 2 council members for contact purposes.

A **MOTION** by Anthony Urbano, Second by Eddie Wetzel to add Cyndy Burrows as the second contact with Anthony Urbano for DGK Insurance.

- **Roll Call Vote:** Michelle Courtright- ABSENT, Terry Gleason-yes, Cyndy Burrows-yes, Anthony Urbano-yes, Robert Penzone- yes, Eddie Wetzel- yes, Barry Mortimer- yes. Motion carried (6-0, Courtright- ABSENT) Motion carried (6-0-Courtright-ABSENT)

PSAB Conference Discussion: Conference is held in June 2-5, 2024 at Hershey Lodge. Carl Cox offered a single gift certificate for one council member to have registration fees waived for the conference. Conference cost is stated to be \$250 per person which includes just the conference. This does not include lodging. This would be the responsibility of the individual(s) choosing to attend. Also, it is indicated that the council name a person attending the conference as the voting delegate for the Lawrenceville Borough.

A **MOTION** made by Eddie Wetzel, Second by Terry Gleason, that Anthony Urbano attend the PSAB Conference with the understanding that he is responsible for paying for his own expenses outside of the registration fees.

- **Roll Call Vote:** Michelle Courtright- ABSENT, Terry Gleason-yes, Cyndy Burrows-yes, Anthony Urbano-ABSTAIN, Robert Penzone- yes, Eddie Wetzel- yes, Barry Mortimer-yes. Motion carried (5-0, Courtright- ABSENT, Urbano-ABSTAIN)

MOTION made by Eddie Wetzel, Second by Cyndy Burrows, to appoint Anthony Urbano as a voting delegate for the Lawrenceville Borough at the PSAB conference in June 2024.

- **Roll Call Vote:** Michelle Courtright- ABSENT, Terry Gleason-yes, Cyndy Burrows-yes, Anthony Urbano-yes, Robert Penzone- yes, Eddie Wetzel- yes, Barry Mortimer- yes. Motion carried (6-0, Courtright- ABSENT)

TCAB Meeting Discussion: Location of the TCAB Meeting to discuss anything of interest within the Boroughs is the Thin Line Tavern in Mansfield, PA on March 21st, 2024 at 6pm followed by dinner a 6:30pm. Eddie Wetzel has stated he will go to this event.

Spring Clean-Up: Real Disposal will host Spring Clean-Up and has offered the date of April 27th, 2024.

A **MOTION** made by Anthony Urbano, second by Terry Gleason, to advertise for the Spring Clean-up for April 27th, 2024 with electronics recycling.

→MOTION RESCINDED

A **MOTION** was made by Anthony Urbano, second by Cyndy Burrows to advertise and hold the date for the Spring Clean-up for April 27th, 2024 handled by Real Disposal Service with no electronics recycling option, at the Water Plant from 8am-1pm.

- **Roll Call Vote:** Michelle Courtright- ABSENT, Terry Gleason-yes, Cyndy Burrows-yes, Anthony Urbano-yes, Robert Penzone- yes, Eddie Wetzel- yes, Barry Mortimer- yes. Motion carried (6-0, Courtright- ABSENT)

State Street Lift Station Discussion: There have been several issues with the lift station. It has been pumped out twice. Scott Gleason is looking into the pump being rebuilt because it is shot. Notices were placed on doors of residents regarding descriptions of items NOT to be placed into the septic/sewer system through toilets and drains within their dwelling(s).

A **MOTION** made by Robert Penzone, Second by Anthony Urbano, that Jimmie Joe Carl obtains quotes to for repair and upgrade the State Street lift station.

- **Roll Call Vote:** Michelle Courtright- ABSENT, Terry Gleason-yes, Cyndy Burrows-yes, Anthony Urbano-yes, Robert Penzone- yes, Eddie Wetzel- yes, Barry Mortimer- yes. Motion carried (6-0, Courtright- ABSENT)

Library Debit Card Discussion: Lucy Losey requested a debit card, which would be tied to the Library account, for use on general purchases for running the library. Cyndy Burrows suggested possibly providing a pre-loaded debit card if it is believed that we are not permitted to give out debit cards. Anthony Urbano suggested that the discussion be forwarded to the Finance Committee for review and discussion. It will be brought back to Council with a recommendation through the Finance Committee.

Hire Treasurer: Penn York has indicated they are resigning in regards to handling the Treasurer's duties so we need a Treasurer. Cheryl Brumbelow was hired as a Secretary, and has been bonded. We need to have a discussion regarding hiring Cheryl to be the Secretary/Treasurer. A discussion was made by Mayor Kris Davis in regards to when duties would be effective-deciding effective date of March 5th, 2024 and indicating increased responsibilities which would warrant an increase in pay. An additional discussion will be held once the 90-day initial hire period ends by the Finance Committee and they will make a recommendation at that time which will be retroactive to March 5th, 2024.

A **MOTION** made by Terry Gleason, second by Cyndy Burrows, to hire Cheryl Brumbelow as Treasurer of Lawrenceville Borough.

- **Roll Call Vote:** Michelle Courtright- ABSENT, Terry Gleason-yes, Cyndy Burrows-yes, Anthony Urbano-yes, Robert Penzone- no (needs more details), Eddie Wetzel- yes, Barry Mortimer- yes. Motion carried (5-1, Penzone-no, Courtright- ABSENT)

Update to Treasurer's Report-Discussion: Anthony Urbano updated that the DCED Audit for 2021 handled by Dan Rogers is now complete. Dan Rogers will be forwarding the information on the audit as well as sending us a proposal for the 2022 and 2023 audits that still need to be completed. He stated that we can still shop around for other auditors for proposals before making a decision. Cyndy Burrows states that Dan Rogers was never voted on by council. Former auditor was J.H. Williams.

→AMEND THE AGENDA

A **MOTION** was made by Anthony Urbano, second by Eddie Wetzel, to amend the agenda to remove Jill Hall from as Officer of the Office of Open Records, which she is listed now, and add another officer.

- **Roll Call Vote:** Michelle Courtright- ABSENT, Terry Gleason-yes, Cyndy Burrows-yes, Anthony Urbano-yes, Robert Penzone- yes, Eddie Wetzel- yes, Barry Mortimer- yes. Motion carried (6-0, Courtright- ABSENT)

Discussion of Open Records Officer: Barry Mortimer stated that this was brought to his attention today by Mr. Cox. Barry stated that there is nothing monetary that comes with this and suggested that because Jill Hall was the secretary years ago, he suggests that Cheryl Brumbelow be appointed as Officer of Open Records.

A **MOTION** was made by Anthony Urbano, second by Terry Gleason, to remove Jill Hall as the Officer from the Office of Open Records and add Cheryl Brumbelow as the Officer of the Office of Open Records.

- **Roll Call Vote:** Michelle Courtright- ABSENT, Terry Gleason-yes, Cyndy Burrows-yes, Anthony Urbano-yes, Robert Penzone- yes, Eddie Wetzel- yes, Barry Mortimer- yes. Motion carried (6-0, Courtright- ABSENT)

Old Business:

Cherry Street Park update: Update regarding the Police Department loaning a game camera that has been installed at the park. There haven't been any additional issues of vandalism at the park since installation. Community members who see people in the park after hours are encouraged to let the police know so that it can be investigated. Talked at the last Parks and Recreation committee meeting about signs being posted stating the park closes at dusk and that the park is being monitored by cameras

Little League Ball Park Fence: This was a privacy issue for Amy Robinson. There was a proposal of a \$200 windscreen that people can't see through. 6' x 50'-need 3 bids to do this job. Cost would be approximately \$600 plus tax. Terry Gleason will obtain more information. This issue has been tabled until more information is received.

Charging Each Dwelling for Water Per Ordinance: This is regarding (for example) the apartment houses: if there are 6 apartments in the entire building, currently there is only one fee for water service. This would change, per the ordinance that was in place, and shouldn't change,, to charging the fee to each individual dwelling/apartment, not one fee per building. Robert Penzone mentioned that the ordinance had been in place but thought that during a past council meeting, he believes it was voted on to be changed. The ordinance is correct and should stand as is and be followed accordingly. This item is being tabled until further research is completed regarding the ordinance.

Public Comment

Angie-IOU Media- Since it has been announced that Penn York Accounting has officially resigned, and with the bounced checks fees, was there an agreement between her (Vickie Willis) and the Borough and the length of contract she had with working with the Borough? Barry Mortimer stated that she had resigned previously and the borough was in a predicament because there was no secretary in place, so she was asked by Michelle Courtright to stay on until a secretary was hired. Once Vickie heard Cheryl was hired, she sent her official resignation today. Angie asked if Vickie resigned because Cheryl was being hired as the secretary. Barry stated that he didn't want to speculate as to the reason she resigned, or to what is going on at Penn York. Angie asked if there were repercussions in regards to the bounced checks etc., while Vickie was

being paid properly and regularly. The Mayor interjected that she was not doing her job correctly. He also mentioned, in conjunction with Barry, that this would be a question for the solicitor. Angie also asked if some of the monies recuperated for the bounced check fees could be utilized for Anthony's trip to the PSAB Conference in June so that the Borough is getting the most out of the conference?

Anna Hotalling- Since Vickie at Penn York has resigned, wouldn't it be smart to Hire Penny (Jeffers) to come in for a couple of months, or a couple of weeks, to help train Cheryl to know Diversified and everything else? Barry, Terry and Anthony all stated that the council could look into that. Barry also stated that he does not intend to solicit that due to her turning it down previously, but if someone wanted to volunteer to do so, for a fee he would entertain the notion. Barry stated the council will look at whatever options they have to review them. This is currently under discussion only. Carl Cox stated that it wouldn't hurt to have Penny come in. The worst that could happen is she could say no.

Carl Cox-For Anthony, there is a person in Tioga County that is running for Second Vice President of PSAB. It is his wife. Public comment asked if he was soliciting a vote and he stated of course.

Donna Blend-Is there a plan to get all items back from Penn York now that they have resigned? Barry responded that once Diversified is migrated to the Borough office, Penn York will no longer have access and that migration is in process. Cyndy Burrows asked if we have all our paperwork back for the last year. Barry stated that it will all come back and we will need to have a chain of custody with those records. Chris Davis mentioned reaching out to the solicitor to request assistance.

Adjournment

A **MOTION** was made by Robert Penzone, second by Terry Gleason, to adjourn.

- **Roll Call Vote:** Michelle Courtright- ABSENT, Terry Gleason-yes, Cyndy Burrows-yes, Anthony Urbano-yes, Robert Penzone- yes, Eddie Wetzal- yes, Barry Mortimer- yes.
Motion carried (6-0, Courtright- ABSENT)

Meeting adjourned at 8:29pm March 4, 2024. The next Lawrenceville Borough Council Meeting will be held Monday April 1, 2024, 7:00 pm at the Borough office.


Barry Mortimer, Council President


Secretary