

May 19, 2020

Council President Michael Kirwin called the **Board Meeting** of the Lawrenceville Borough Council, held at 174 Water Tower Road, to order at 7:00 pm. Councilman Gordon Chilson, Councilman Robert Penzone, Councilwoman Kathy Helgemo, Councilman Mansel O'Dell, Councilman Cleo Russell were present as well as Secretary/Treasurer Penny Jeffers. Councilman Terry Gleason and Mayor Robert Scott were absent.

Pledge of Allegiance.

Approval of Minutes: Motion was made by Councilman Russell, seconded by Councilman Chilson to accept the May 19th Meeting Minutes. Roll call vote: all in favor. Motion carried.

Payment of Bills:

- **AP/Payroll General Fund – May 5th - May 19, 2020 – \$2914.83; AP/Payroll LWSD – May 5, 2020 - May 19, 2020 – \$4761.20:** Motion was made by Councilman Russell, seconded by Councilman O'Dell to approve payment of the AP/Payroll for the General Fund, for the period May 5, 2020 - May 10, 2020, in the amount of \$2914.83 and AP/Payroll LWSD, for the period May 5, 2020 - May 19, 2020, in the amount of \$4761.20. Roll call vote: all in favor. Motion carried.

Visitors Open Forum:

Robert Eckman: Requested Council proclaim, with approval of members of the Lawrenceville Fire Department # 8, that from this day forward July 27th or the last Saturday of July be forever known as "Recovery Day".

Motion was made by Councilman Chilson, seconded by Councilman O'Dell to proclaim July 27th or the last Saturday of July as Recovery Day. Roll call vote: all in favor. Motion carried.

Jennifer Johnson – Owner Rotsell's: Asked if the person selling produce, in the Borough, has the required certificates and licenses. Last Saturday, sales were down, due to chicken barbecue; does he have the permits needed. Businesses in the Borough are trying everything to keep places, that are always in town, open. Council President Kirwin read from a Borough Ordinance, Section 6-2042, "farmers selling their own produce" does not require a permit from the Borough. Discussion: Barbecue was for a charity; Has to have valid licenses; Restaurants are suffering; Welcome to sell with proper permits, three days at a time, twice a year. Council President Kirwin and Councilman O'Dell with speak with the person on Saturday, when he sets up to sell.

Ed Kessler: Regulations on "No Parking" signs on private property. Councilman Chilson said he needs to contact Al Losey, Zoning Officer.

Old Business:

- **Part-time, As-needed General Laborer – Status:** The applicant, who was interviewed, did not accept the position.
- **2019 Audit Agreement – Lisa Guthrie, CPA – Status:** Council President Kirwin reported he reached out to three (3) companies to prepare the 2019 audit. Pending.
- **TCAB Dinner in Lawrenceville – June 2020 – Location and Speaker – Status:** Motion was made by Councilman Russell, seconded by Councilman Chilson to cancel the June 2020 TCAB Meeting/Dinner in Lawrenceville Borough, due to COVID-19. Roll call vote: all in favor. Motion carried.
- **Debit Card – C&N Bank – Status:** Councilman Gleason completed the necessary paperwork at C&N Bank and has the new Debit Card in his possession.
- **Library – Different Internet Service Request – Status; Charter Contract:** Councilman Chilson stated he spoke with Spectrum, two (2) weeks ago regarding a new contract and has not heard anything since then.

- Repairs – Softball Field – Status:** Councilman O’Dell reported the Cinderella/Softball Association will mow the softball field. He volunteered to use an auger to put the fence up.
Discussion: Mush ball league; Past years paid \$300.00 fee per team; Borough needs waivers and rosters; COVID-19 regulations.
Motion was made by Councilman Chilson, seconded by Councilman O’Dell to close the Cowanesque St ballfield until further notice. Roll call vote: all in favor except Councilman Penzone voted No. Motion carried.
- Larson Design Invoice – Status:** Councilman Chilson said he looked over invoices and Larson Design did not act in good faith for the Borough; Council President Kirwin agreed.
Motion was made by Councilman Chilson, seconded by Councilman O’Dell to turn payment of the Larson Design and Insight Pipe Contracting invoices over to the Solicitor, for his recommendation, on how to proceed. Roll call vote: all in favor, except Councilwoman Helgemo vote No. Motion carried.
- Patching Academy St – Status:** Councilman Chilson reported the Borough may use Liquid Fuels funds and PennDOT was contacted to prepare bid packet. Brian Haight, Municipal Services, will put together a bid packet for patching Academy St, Center St, Cross St, Cherry St and State St. Discussion: Solicitor said you do not have to bid; Labor and material together goes over bid amount; Purchase blacktop through CoStars. Motion was made by Councilman O’Dell, seconded by Councilman Russell to bid the patching, both material and labor, and obtain a bid packet from PennDOT. Roll call vote: all in favor. Motion carried. The Borough will bid the paving three (3) ways.
- Purchase New Sweeper – Status:** Motion was made by Councilman Russell, seconded by Councilman Penzone to purchase a new vacuum cleaner, for \$120.00 or less. Roll call vote: all in favor. Motion carried.
- Meter Issue – 88 Mechanic St – Status:** Councilman Chilson reported that according to DEP the Borough cannot have any new hookups and the landlord already turned the property at 88 Mechanic St into two (2) addresses. The Borough would have to perform a sewage study before he can have a second hook-up.
If a lot in the trailer park had water in the past, it is considered existing but if the lot never had a trailer, considered new hook-up. The meter on State St is existing even though it was unhooked for ten (10) years.
Council President Kirwin requested DEP send, in writing, what the Borough needs to do for the sewage study.
- Remove Police Officers/Police Car from Insurance – Status:** Borough Secretary sent information to DGK Insurance to remove the Police Officers from workers comp and insurance. The Police Car belongs to the Borough and still has a license place, so the car will still be insured.
- Slip Lining Project – Status:** Discussed under Larson Design Invoice.

New Business:

- Spectrum Contract:** Borough has not heard anything from Spectrum in two (2) weeks.
- Disconnects Scheduled for May 26th:** Motion was made by Councilman Chilson, seconded by Councilman O’Dell to disconnect service, on May 26th, for failure to pay the amount due, pending the legality during the COVID-19 pandemic. Roll call vote: all in favor except Council President Kirwin voted No. Motion carried.
- Financial Reports Included in Minute Book:** Motion was made by Councilman Penzone, seconded by Councilman O’Dell to approve including the Balance Sheet and Payment of Bills report in the Minute Book. Roll call vote: all in favor. Motion carried.

- **Building Savings and Project Fund – Bank Accounts:** Discussion: Accounts were designed for earmarked location; Keep tight eye, specifically with subcategories; Five (5) years of a dormant account does not make sense.
Motion was made by Councilman Chilson, seconded by Councilman O’Dell to close out the Building Savings and Project Fund bank accounts and transfer the funds to the General Checking. Roll call vote: all in favor. Motion carried.
- **Street Sweeping Invoice – Dane’s Lawn Care and Landscaping:** Discussion: Council never took action; Never brought to vote; Too early in the year. Table.
- **Letter to Fire Department – Clean-Up from Fire:** Council President Kirwin noted that Lee Strange asked for a letter, from the Borough, requesting they clean-up from the fire. Discussion: What is object of the letter; Complaint needs to be filled out; Fire Dept given so much leeway to clean-up.
Motion was made by Councilman Penzone, seconded by Councilman Russell to draft a letter to the Fire Department, with language from the proper ordinances and with assistance from Councilwoman Helgemo and Councilman Chilson. Roll call vote: all in favor. Motion carried.
- **PSAB – Website Service:** Motion was made by Councilman O’Dell, seconded by Councilman Penzone to complete the “Website Design Change of Contact Form”, with Secretary/Treasurer Jeffers as the Primary Contact, Councilman Penzone as Secondary Contact and Council President Kirwin as Tertiary Contact. Roll call vote: all in favor. Motion carried. The form is authorizing these people to make changes to the website.
- **Email Accounts – Gmail:** Discussion: Why were emails changed to “Gmail” accounts; PSAB has free email accounts; If someone moves on, may not have access. Table.
- **Street Sweeping:** Councilwoman Helgemo asked to go back to street sweeping. She received a text message from Mayor Scott who said Council President Kirwin said it was okay to have the streets swept.
Councilman Penzone remarked the Borough should not be responding via email because four (4) responses is a quorum.
- **Cold Spring Environmental Invoice – Water and Sewer Plant Equipment Calibration:** Motion was made by Councilman Penzone, seconded by Councilman O’Dell to approve payment of \$600.00 invoices to Cold Spring Environmental. Roll call vote: all in favor. Motion carried. A copy of the calibration invoice needs to be given to Chris Fabian.
- **Advertise – Part-time, As-needed General Laborer:** Motion was made by Councilman Penzone, seconded by Councilman Russell to advertise for a Part-time, As-needed General Laborer, in the Mansfield Penny Saver and on the Borough website. Roll call vote: all in favor, except Councilman O’Dell voted No. Motion carried.
- **Pool Filling – Rates, Process:** Brad Hackett, Fire Chief, said the people have to pay the Borough before they will haul water. The Borough will continue with past practice.
- **Anti-virus, Adobe Writer Purchase:** Council will have to do research. Table.
- **Purchase Smoke Bombs to Exterminate Pests on Dike:** Councilman Chilson reported the smoke bombs have a couple toxic chemicals, other additives and DEP approves. Council requested that the Borough receive this information in writing from DEP.
- **Ryon Circle – Cars & Trucks in No Parking Zone:** Councilman Chilson said the Borough needs to put up “No Parking” signs on Ryon Circle, according to the ordinance. Council requested the cost for the next Council Meeting.
- **Sewer Issue – Center St:** Councilman Chilson and Councilman O’Dell checked the sewer issue. Councilman O’Dell wants to camera the main line, not the lateral, thru Rural Water; it is a free service to the Borough for being a member.
- **Fire Hydrants – Route 49:** Cowanesque St, Weaver St and Ryon Circle may have boil water advisory. Fire Hydrant in front of Guaranteed Tire may be moved in front of bay door. Councilman Chilson noted there are four (4) other hydrants in the area; cap off that one (1) and eliminate it. Brad Hackett stated the Fire Department has no control over hydrants.

- **Injectors – Water Plant:** Councilman O’Dell said that Caleb Geist needs injectors for the Water Plant and was told no by Councilman. These are things he needs and were in his April report. Employees should be able to order these. Discussion: Have brand new chemical pump; Cleaned injectors; Feed pump. Motion was made by Councilman Russell, seconded by Councilman O’Dell to authorize the purchase of four (4) injectors. Roll call vote: all in favor. Motion carried.

It was noted that Councilman O’Dell will contact Rural Water to camera the sewer issue on Center St.

Visitors Open Forum:

Ed Kessler: Construction on Route 49 is major issue for businesses. Councilman Chilson noted the Borough’s concern is the hydrants only. He said they are refurbishing the berms only. Weekend after Memorial Day, they start the hydrants; the Route 49 project ends in September.

Adjournment:

Motion was made by Councilwoman Helgemo, seconded by Councilman Russell to adjourn the meeting at 9:35 pm. Motion carried. Meeting adjourned.

Attest:

Secretary

Council President