

May 4, 2020

Council President Michael Kirwin called the **Regular Meeting** of the Lawrenceville Borough Council to order at 7:00 pm. Councilman Gordon Chilson, Councilman Robert Penzone, Councilman Terry Gleason, Councilwoman Kathy Helgemo, Councilman Mansel O'Dell, Councilman Cleo Russell and Mayor Robert Scott as well as Secretary/Treasurer Penny Jeffers joined the meeting electronically, via Conference call.

Pledge of Allegiance.

Council President Kirwin noted that anyone who wants a copy of the minutes, should contact the Borough. A copy will be emailed or left on the deck.

Approval of Minutes: Motion was made by Councilman Penzone, seconded by Councilman Russell to accept the April 21st Meeting Minutes. Roll call vote: all in favor. Motion carried. The April 21st Meeting was held via Conference Call.

Communication/Correspondence: 1) Erb Inspections, Inc. – March Activity Report – Two (2) Permits Issued.

For the Information of the Board:

- 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 – Waiting for Approval from Council
 - Councilman Chilson said to hold off on submitting Larson Design and Insight reimbursement requests.
- Statement of Financial Interests Forms were due May 1, 2020
- Act 13 – Submitted 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 – Received
- Act 13 – Submitted 2018 Calendar Year Board Approved Budget

Treasurer's Report:

- **Transfer from Water Fund and Sewer Fund to General Fund:** Motion was made by Councilman O'Dell, seconded by Councilman Penzone to approve the following transfers: Water Fund to General Fund – Apr - \$1830.23; Sewer Fund to General Fund – Apr - \$4132.66. Roll call vote: all in favor. Motion carried.
- **Transfer from Water Fund and Sewer Fund to General Checking (WSD):** Motion was made by Councilman Chilson, seconded by Councilman Russell to approve the following transfers: Water Fund to General Checking – Apr - \$3943.00; Sewer Fund to General Checking – Apr - \$4946.54337.214. Roll call vote: all in favor. Motion carried.
- **Transfer from Water Fund to Sewer Fund (SF Revenues Apr):** Motion was made by Councilman O'Dell, seconded by Councilman Chilson to approve the transfer of \$10,623.56, from the Water Fund to the Sewer Fund. Roll call vote: all in favor. Motion carried.

Payment of Bills:

- **AP/Payroll General Fund:** Motion was made by Councilman Chilson, seconded by Councilman Gleason to approve payment of the AP/Payroll for the General Fund, for the period March 3April 22, 2020 – May 4, 2020, in the amount of \$8264.56. Roll call vote: all in favor. Motion carried.
- **AP/Payroll Water/Sewer Department (LWSD):** Motion was made by Councilman Chilson, seconded by Councilman O'Dell to approve payment of the AP/Payroll for the LWSD, for the period April 22, 2020 – May 4, 2020, in the amount of \$991.72. Roll call vote: all in favor. Motion carried.

Department Reports:

- **Mayor:** Mayor Scott thanked the Secretary for communication and emails and noted that communication from Council is not reflected in emails.
- **Police:**
 - **Monthly Report:** Received April Police Report.
 - **Police Car, Police Information:** Mayor Scott said he would get the keys to the Police car to Council President Kirwin. He said the confidential information will be removed on Wednesday.
 - **Street Signs & Stop Signs:** Mayor Scott said there are aging street signs and stop signs that the Borough can replace with Liquid Fuels funds.
- **Fire Department:**
 - **Monthly Report:** No one called in.
- **Lawrenceville Water & Sewer (LWSD):**
 - **Monthly Report:** Councilman Penzone reported: 1) Infiltration is back up; 2) Plants are running well; 3) Borough is looking for laborer. Council President Kirwin reported there will be copies of the iron and magnesium reports in the Borough Office. Borough needs to flush hydrants to clean the lines.
 - **Hire Part-time, As-needed, General Laborer:** Councilman Chilson, Councilman Gleason and Councilman Penzone interviewed Jim Locey, via Conference Call, for the position of part-time, as-needed General Laborer. Motion was made by Councilman O'Dell, seconded by Councilman Chilson to request authority from Council to hire Jim Locey, after a meet and greet interview. Roll call vote: all in favor. Motion carried.
 - **Water Plant:** April 2020 Operator's Report
 - **Sewer Plant:** April 2020 Operator's Report
 - **New Hydrants – Rt 49:** Motion was made by Councilman Penzone, seconded by Mansel O'Dell to draft a letter to Glenn Hawbaker requesting the Borough receive all the salvage rights from the hydrants being replaced on Route 49. Roll call vote: all in favor. Motion carried.

Committee Reports:

- **Planning Commission:**
 - Received Meeting Minutes. Council President Kirwin reported the benches are built.

Council President Kirwin will talk with Al Losey, Zoning Officer, about submitting a request to be paid.

Old Business:

- **Part-time, As-needed General Laborer – Status:** Discussed earlier in the meeting.

- **Ehrlich – Proposals and Agreements – Status; Pest Job Agreement – Status:** Councilman Chilson and Councilman Penzone walked all the areas related to the Ehrlich agreements. Also, Councilman Chilson talked to DEP about treating the ground hogs. Motion was made by Councilman Chilson, seconded by Councilman Penzone to table the Ehrlich agreements. Roll call vote: all in favor. Motion carried.
- **2019 Audit Agreement – Lisa Guthrie, CPA – Status:** Council President Kirwin reported the Borough received an email from Sri stating they do not have time to prepare the 2019 audit.
- **TCAB Dinner in Lawrenceville – June 2020 – Location and Speaker – Status:** On hold, pending clarity of COVID-19.
- **Ehrlich – Pest Job Agreement – Status:** Councilman O’Dell informed Council that he spoke with Ehrlich and they reduced the price from \$1950.00 to \$1400.00; they wanted to negotiate the vegetation. Council President Kirwin said the Borough needs to get comparable quote then negotiate.
- **Spring Clean-Up April 25th – Postponed – Reschedule – Status:** Discussion: Hazardous waste; Communicate to residents; Need volunteers. Motion was made by Councilman Chilson, seconded by Councilman Penzone to table Spring Clean-Up indefinitely until COVID issue is over. Roll call vote: all in favor, except Councilman Gleason and Councilwoman Helgemo voted No. Motion carried.
- **Debit Card – C&N Bank – Status:** Councilman Gleason agreed to apply for a Debit Card in his name, with the conditions that the card remain in his possession at all times and Chris has to contact him to order parts. Motion was made by Councilman Chilson, seconded by Councilman O’Dell to approve obtaining a Debit Card from C&N Bank, in the name of Councilman Gleason. Roll call vote: all in favor, except Councilman Gleason abstained and Councilman Russell voted No. Motion carried.
- **Library – Different Internet Service Request – Status; Charter Contract:** Councilman Chilson explained: 1) The contract with Charter should include free internet service to the Borough Office, Sewer Plant and Library; 2) Should be five (5) year contract, renewable every five (5) years; 3) Charter pays a franchise fee of 1% but current bill has a 2½% to 3% fee, the Borough should be receiving a higher franchise fee. He asked if anything else should be written into the new contract.
- **Quote – SCT Computers – Status:** Died for lack of a motion.
- **Repairs – Softball Field – Status:** Councilman Chilson said they need to get together to go over issues.
- **Empire Access Meeting – Status:**
- **Larson Design Invoice – Status:** Councilman Chilson said the Borough needs additional information from Larson Design – bid specs and bids and need to review the maps. Also, there are issues with trenching and high flows.
- **Patching Academy St – Status:** Councilman Chilson reported the Borough budgeted for street repairs and he received a rock-solid price for black top, which does not have to be bid. Councilman Chilson will obtain figures for the next Board Meeting.

There was a call, for the Fire Department, so Councilwoman Helgemo left the Conference Call at 8:29 pm.

- **Purchase New Sweeper – Status:** Table.
- **Move Recycle Dumpsters – Status:** The dumpsters will remain where they are. Maybe the owner can paint them or get us better looking dumpsters.

New Business:

- **Chris Fabian – Day Off – May 20th:** Motion was made by Councilman Chilson, seconded by Councilman Penzone to approve the day off, on May 20th, for Chris Fabian. Roll call vote: all in favor. Motion carried.

- **Tax Resolution # 2020-4 – Extend Real Estate Tax Bill Face Period:** Motion was made by Councilman O’Dell, seconded by Councilman Penzone to adopt Resolution # 2020-4 - A Resolution Extending 2020 County/Municipal Real Estate Tax Bill Face Period. Roll call vote: all in favor. Motion carried.
- **Zoning Officer – Pay:** Council President Kirwin will talk with Al Losey.
- **New Water Meter – 88 Mechanic St:** Councilman Chilson reported the house was subdivided and Council was not aware, and the Borough is not allowed any new water hook-ups. According to Ordinance # 135, the house can be on one (1) meter but the bill has to remain in the landlord’s name. The Borough needs to get the water meter back that was installed.
Motion was made by Councilman Chilson, seconded by Councilman Penzone to contact the property owner, highlight the area of the ordinance to follow and have the owner return the meter. Roll call vote: all in favor. Motion carried.
- **Write-Off Customer # 99999 – \$177.84:** Motion was made by Councilman Russell, seconded by Councilman O’Dell to write-off customer # 99999, in the amount of \$177.84. Roll call vote: all in favor. Motion carried. The account has no name or address associated with it.
- **Insurance Quote – Gannon Associates:** Motion was made by Councilman O’Dell, seconded by Councilman Penzone to seek an insurance quote, from Gannon Associates, at their request. Roll call vote: all in favor. Motion carried.
- **Police Officers – Remove from Insurance:** Motion was made by Councilman Penzone, seconded by Councilman O’Dell to remove the police officers from the insurance and workers comp policy. Also, check options for auto insurance on the police car. Roll call vote: all in favor. Motion carried.
- **Slip Lining Project:** Councilman Chilson said the Borough needs information and answers from Larson Design Group related to the slip lining project. Need the original bid, bid scope of services, who authorized, where they camera’d, bid rate, price for linear pipe, why Borough was billed twice for mobilization and why the Borough paid a retainer.
- **Cub Scouts – Approved Container – Collect 5¢ Bottle Deposit:** Motion was made by Councilman Chilson, seconded by Councilman Russell to approve the Cub Scouts placing an approved container on Borough property to collect deposit from 5¢ bottles. Roll call vote: all in favor, except Councilman Penzone abstained. Motion carried.

Adjournment:

Motion was made by Councilman Chilson, seconded by Councilman Russell to adjourn the meeting at 9:02 pm. Motion carried. Meeting adjourned.

Attest:

Secretary

Council President