

November 16, 2021

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

Pledge of Allegiance.

Minutes of Previous Meetings: The minutes were revised to contain "motions only". Motion was made by Councilman Wetzel, seconded by Councilman Chilson to accept the September 7th Board Meeting Minutes, September 21st Third Tuesday Board Meeting Minutes, October 4th Board Meeting Minutes and October 19th Third Tuesday Board Meeting Minutes. Roll call vote: all in favor. Motion carried.

Public Comments on Agenda Items:

For the Information of the Board

- Submitted Workers Comp Audit Records – Audit Period 08.01.20 – 08.01.21 – Status. The Borough owes \$318.00.
- Received 2020 Municipal Annual Audit and Financial Report; Additional Correspondence.

Treasurer's Report:

- **Transfer from Water Fund and Sewer Fund to General Fund; Transfer from General Fund to WSD General Checking; Transfer from Water Fund and Sewer Fund to WSD General Checking; Transfer from Water Fund to Sewer Fund – SF Revenues (WSD):** Motion was made by Councilman Chilson, seconded by Councilman Wetzel to approve the following transfers, as presented: Water Fund to General Fund – October - \$2801.64; Sewer Fund to General Fund – October - \$3827.61; Water Fund to WSD General Checking – October - \$3445.46 (Plus Debit Card Charges); Sewer Fund to WSD General Checking – October - \$7913.027143.91 (Plus Debit Card Charges); Water Fund to Sewer Fund (SF Revenues) – October - \$8336.60. Roll call vote: all in favor. Motion carried.

Payment of Bills:

- **Debit Card Receipts:** Motion was made by Councilman Wetzel, seconded by Councilman Chilson that, from this meeting forward, all receipts from the Borough's Debit Cards must be submitted to the Secretary. Roll call vote: all in favor, except Councilman Chilson voted No. Motion carried.
- **AP/Payroll General Fund; AP LWSD:** Motion was made by Councilman Russell; seconded by Councilman Wetzel to approve payment of AP/Payroll for the General Fund, for the period October 5, 2021 - November 16, 2021, in the amount of \$39,088.20; approve payment of AP for the LWSD, for the period October 5, 2021 - November 16, 2021, in the amount of \$14,387.26 (Plus Debit Card Charges). Roll call vote: all in favor. Motion carried.

Department Reports:

- **Mayor:** Not present.
- **Fire Department:**
 - **Flushing Fire Hydrants:** The Fire Department must coordinate flushing hydrants with the Licensed Operator.
 - **2022 Fire Service Contract:** The 2022 Fire Service Contract has been signed by both parties.

- **Police:**
 - **Monthly Report:** October Police Report.
- **Ambulance Association:**
 - **Monthly Report:** Council President Helgemo reported the Ambulance had 30 calls in October – 12 transports, 18 non-transport.
- **Lawrenceville Water & Sewer (LWSD):**
 - **Committee Meetings:** No meetings in October. No advertisement is required for Committee Meetings, LWSD Committee will no longer meet.
 - **Sewer Plant:** October Report.
 - **Flow Meters – Sewer Lines – Status:** The advertisement was placed in the Corning Leader.
 - **Water Plant:** October Report.
 - **Uninterrupted Electrical Service – Water Plant – Status**
 - **Sealed Bids – Generator:**

Committee Reports:

- **Planning Commission:**
- **Library:**
 - **Jackie Fearn:** Five (5) items need to be addressed: 1) Pipes leak under kitchen sink; 2) Lights need replaced on front & side doors; 3) Porch needs painted and new wood; 4) Back porch needs new cement; 5) Smoke alarm needs new battery. Also, Jackie said Lucy Losey requested they put up the Christmas decorations.
- **Cemetery Association:** Cemetery Association had meeting today.

Old Business:

- **J H Williams Recommendation to Evaluate – 2019 Audit – Transfer \$30,753.60 from Sewer Fund to General Fund – Status:** Motion was made by Councilman Chilson, seconded by Councilman Russell to table the transfer until January 2022; need to look at 2018 funds. Roll call vote: Councilman Chilson – Yes; Councilman Penzone – Yes; Councilman Russell – Yes; Councilman Wetzel – No; Council President Helgemo – No. Motion carried.
- **Payment of PennDOT Invoices – Status:** Discussion. No action taken.
- **CDBG – Due No Later Than October 31, 2021 – Status:** Take off Agenda.
- **International Zoning Code Ordinance – Status:** Motion was made by Councilman Chilson, seconded by Councilman Wetzel to table until they review what works for the Borough. Roll call vote: all in favor. Motion carried.
- **2020 Audit – Management Representation Letter – Status:** Council President Helgemo signed the Letter and the Audit was submitted.
- **2022 General Fund, Water/Sewer Department, State Fund Budgets – Status:** Advertise under New Business.
- **Park Maintenance – Status (Sink Hole Repair):** Discussion. No action taken.
- **Mowing Dike – Per Email from Resident – Status:** Take off Agenda.
- **MK Contractors, Inc. Invoice – Status:** Per prior motion by Council, Secretary instructed to send a letter to MK Contractors directing them to send the invoice to their insurance company.
- **De-Chlorination With Dry Chemical Feeds & Solium Sulfite Tablets – Approval to Send to DEP:** Jimmie Joe, Borough Engineer, submitted to DEP.
- **LWSD Committee Meetings – Status:** No more Committee Meetings, addressed earlier in the Meeting.

New Business:

- **Advertise Proposed 2022 Budget:** Motion was made by Councilman Wetzel, seconded by Councilman Chilson to advertise the Proposed 2022 Budget for adoption at the December 6th Board Meeting. Roll call vote: all in favor. Motion carried.

- **2022 Solvency Fee (Unemployment) – \$182.12:** Motion was made by Councilman Penzone, seconded by Councilman Chilson to pay the 2022 Solvency Fee, in the amount of \$182.12 . Roll call vote: all in favor. Motion carried.
- **37 Buffard’s Water Leak – Relief from Sewer Charges:** Motion was made by Councilman Wetzel, seconded by Councilman Chilson to approve relief from sewer charges for 10,400 gallons for the water leak at 37 Buffard’s. Roll call vote: all in favor. Motion carried.
- **Plowing & Cindering Contracts:** Motion was made by Councilman Chilson, seconded by Councilman Wetzel to extend the agreement with Mik-Lill Enterprises for one (1) year for plowing at \$70.00/hr/truck and cindering at \$55.00/hr/truck plus \$25.00/load for anti-skid. Roll call vote: all in favor, except Council President Helgemo voted No. Motion carried.
- **PSAB Borough Membership Dues (2022) – \$128.00:** Motion was made by Councilman Chilson, seconded by Councilman Russell to approve payment of the PSAB Borough Membership Dues, in the amount of \$128.00. Roll call vote: all in favor. Motion carried.
- **PSAB Borough Councils Association Dues (2022) – \$30.00:** Motion was made by Councilman Wetzel, seconded by Councilman Russell to approve payment of the PSAB Borough Councils Association Dues, in the amount of \$30.00. Roll call vote: all in favor. Motion carried.
- **Transfer \$28,000 from WSD to GF (2021 Budget):** Motion was made by Councilman Chilson, seconded by Councilman Russell to transfer \$28,000 from the WSD to the General Fund. Roll call vote: Councilman Chilson – Yes; Councilman Penzone – No; Councilman Russell – No; Councilman Wetzel – No; Council President Helgemo – No. Motion failed.
 - **Contact Solicitor – Transfer from WSD to GF:** Motion was made by Councilman Penzone, seconded by Councilman Chilson to contact the Borough Solicitor for his advice on transferring from the WSD to the General Fund for general use and also provide allowable expenses. Roll call vote: all in favor. Motion carried.
- **Add Councilman Gleason’s Resignation to the Agenda:** Motion was made by Councilman Chilson, seconded by Councilman Wetzel to add Councilman Terry Gleason’s resignation to the Agenda. Roll call vote: Councilman Chilson – No; Councilman Penzone – No; Councilman Russell – No; Councilman Wetzel – No; Council President Helgemo – Yes. Motion failed.

Visitors Open Forum:

Suzette Urbano: Five items: 1) Park closed until Spring, dis-service to community; 2) Need website; 3) Where to make complaints, not on Facebook; what is proper channel; 4) Professionalism from Council; 5) Come prepared.

Jackie Fearn: Can we use the Park?

Donna Blend: Snow plow bids, you extended the old contract?

Adjournment:

Motion was made by Councilman Wetzel, seconded by Councilman Penzone to adjourn the meeting at 9:35 pm. Meeting adjourned.

Attest:

Secretary

Council President