

November 2, 2020

Council President Michael Kirwin called the **Regular 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 and Councilman Cleo Russell 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.

Approval of Meeting Minutes: Motion was made by Councilman Russell, seconded by Councilman Chilson to accept the October 5th Meeting Minutes. Roll call vote: all in favor. Motion carried.

Public Comments on Agenda Items:

Anna Hotelling: Why bids on snowplowing. Council President Kirwin said: 1) He is all for the Borough plowing the streets; 2) Borough has local employee; 3) They wanted comparability with the bids. Councilman Chilson noted it is cheaper, less upkeep on the Borough truck and no overtime to pay when bidding the snowplowing. In addition, he reported the truck is being paid on a 30-year loan.

Lucy Losey: What was loan for. Councilman Chilson responded to pay Authority loans and \$50,000 was deposited four (4) times to pay ongoing expenses.

Cyndy Burrows: Street signs were supposed to be part of the bids. Council President Kirwin said it was not in the bid and the Borough has better places to spend the money.

For the Information of the Board:

- Ambulance Association W/Comp Insurance – Cancellation in November
- J.H. Williams (2019 Audit) – October 20th - 21st and November 4th - 6th
- 2019 Liquid Fuels Audit Examination Report – One (1) finding. Secretary/Treasurer Hutcheson did not submit the required reports to receive Liquid Fuels funds for 2019

Treasurer's Report:

- **Transfer from Water Fund and Sewer Fund to General Fund; Transfer from Water Fund and Sewer Fund to General Checking (WSD); Transfer from Water Fund to Sewer Fund (SF Revenues – August):** Motion was made by Councilman Penzone, seconded by Councilman Russell to approve the following transfers: Water Fund to General Fund – October - \$2356.65; Sewer Fund to General Fund – October - \$3683.90; Water Fund to General Checking (WSD) – October - \$9266.50; Sewer Fund to General Checking (WSD) – October - \$6275.43; Water Fund to Sewer Fund (SF Revenues – October) - \$11,462.05. Roll call vote: all in favor. Motion carried.

Payment of Bills:

- **AP/Payroll General Fund; AP Water/Sewer Department (WSD):** Motion was made by Councilman Chilson, seconded by Councilman Russell to approve payment of the AP/Payroll General Fund, for the period October 6, 2020 – November 2, 2020, in the amount of \$14,857.92 and to approve payment of the AP LWSD, for the period October 6, 2020 – November 2, 2020, in the amount of \$20,220.86. Roll call vote: all in favor. Motion carried.

Department Reports:

- **Mayor:** Not present
- **Police:**
 - **Monthly Report:** October Police Report – There were 18 calls in October.
 - **Police Contract:** Councilman Penzone questioned if the Police Contract automatically renews. Council President Kirwin will call Police Chief Shutt.
- **Fire Department:**
 - **Fire Department Contract – Status:**
- **Ambulance Association:**
 - **Monthly Report:** Councilwoman Helgemo reported the structure is up for the ambulances. Councilman Chilson noted they haven't been seen at a meeting for months.
- **Lawrenceville Water & Sewer (LWSD):**
 - **Sewer Plant:** No report

- **Water Plant:** October Report
- **Monthly Report:** Councilman Penzone reported: 1) The Committee updated the Drought Contingency Plan, as required by DEP; 2) Submitted paperwork to DEP to remove filter press from the permit, waiting for confirmation; 3) Committee is working with the Engineer, for a tentative plan, to increase EDU's; 4) They are working on updating standard operating procedures and how to better do tests; 5) The Borough is flushing the hydrants on Friday, November 6th starting at 10:00 pm – haven't done the whole cycle, ultimately want to flush once a month.

Committee Reports:

- **Planning Commission:** Lucy Losey reported trunk or treat on Oct 24th was cancelled because schools were closed. Had trunk or treat at Terry Gleason's Cafe'; they gave away books and candy.

Old Business:

- **Purchase "No Parking" Signs & Posts – Status:** Take off the Agenda.
- **Tioga County CDBG Program – Grant Application – Status:** Council President Kirwin reported the Grant Application deadline has been extended, due to COVID, until February 2021.
- **Dike Inspection – Status:** Councilman Chilson stated: 1) Councilman O'Dell is handling the dike inspection; 2) He addressed the woodchucks and weeded the storm grates; 3) The dike should be mowed again.
- **Ordinance Enforcement:** There are no penalties in the ordinances. Borough needs to add one (1) page of fines to the ordinances.
- **Base Repairs – Borough Streets & Academy St – Status:** Councilman Chilson reported: 1) The base repairs are done; the Borough will pay, for the repairs, from Liquid Fuels; 2) They did repairs on Academy St; 3) This is just a five (5) or six (6) year fix, storm drains need to be done first.
- **Sale of Traffic Lights – Status:** Motion was made by Councilman Chilson, seconded by Councilman Russell to advertise the four (4) traffic lights for sale at the December Meeting. Council President Kirwin will forward pictures and information on the lights to the Secretary for advertisement. Roll call vote: all in favor. Motion carried. The ads will run in the Mansfield Penny Saver and Corning Leader.

New Business:

- **Open Sealed Bids – Snow Plowing and Cindering Streets:** No bids were received. Councilman Chilson will contact three (3) or four (4) people.
- **Hire Zoning/Code Enforcement Officer:** No applications received. The Borough will run the advertisement again in the Mansfield Penny Saver for two (2) weeks.
- **Advertise 2021 Proposed General Fund, Water/Sewer Department and Liquid Fuels Budgets:** The Borough will advertise the Budgets at the mid-month meeting.
- **Close Park Account – PLGIT:** Motion was made by Councilman Penzone, seconded by Councilman Chilson to approve closing out the Park Checking Account with PLGIT. Roll call vote: all in favor. Motion carried.
- **Recycle Dumpsters:** David Alexyn, owner of Real Disposal, said he will paint the recycle dumpsters.
- **Transfer from Water Fund and Sewer Fund to Water Maintenance Sub-account and Sewer Maintenance Sub-account – How Often:** Motion was made by Councilman Chilson, seconded by Councilman Russell to transfer the revenues from the Water Fund MM and Sewer Fund MM to Water Maintenance sub-account and Sewer Maintenance sub-account on a quarterly basis. Roll call vote: all in favor. Motion carried.
- **Transfer from Water Fund and Sewer Fund to General Fund:** Motion was made by Councilman Chilson, seconded by Councilman Penzone to transfer \$12,000 from the Water Fund and \$12,000 from the Sewer Fund to the General Fund to pay towards the loan payments. Roll call vote: all in favor. Motion carried. These transfers were included in the 2020 Budgets.
- **Approve Local Rationing Plan and Drought Contingency Plan:** Motion was made by Councilman Russell, seconded by Councilman Chilson to approve the Local Rationing Plan and Drought Contingency Plan. Roll call vote: all in favor. Motion carried.

- **2018 Borough Loan:** Councilman Chilson reported the funds from the Borough loan were supposed to be used for water/sewer repairs but some of the funds were used to pay ongoing bills; they were using borrowed money in \$50,000 increments.
- **2021 PSAB Membership Dues – \$128.00:** Motion was made by Councilwoman Helgemo, seconded by Councilman Russell to approve payment of the 2021 PSAB Membership Dues, in the amount of \$128.00. Roll call vote: all in favor. Motion carried.

Council President Kirwin called an Executive Session at 7:40 pm to discuss Personnel and Finance. The public returned to the Conference Room at 7:47 pm.

Visitors Open Forum:

David Alexyn: What color paint for recycle bins. Requested to adjust rate for stickers; have not adjusted in several years.

New Business:

- **Real Disposal – Garbage Sticker Rate Increase:** Motion was made by Councilman Russell, seconded by Councilwoman Helgemo to accept the garbage sticker rate increase from \$2;00/sticker to \$2.65/sticker for the first year and \$2.85/sticker the second year, effective December 1st. Roll call vote: all in favor. Motion carried.

Visitors Open Forum:

Cyndy Burrows: RTK Request – Sanitation Grant; Does Council have Balance Sheet and Profit and Loss; Are you contacting the Army Corp of Engineers; Library repairs, dehumidifier; Borough answering machine repairs; Add Dave to insurance; Finance Committee meetings; Dumped asphalt at Water Plant; Burying millings – highly toxic on Water Plant; Who told them to bury millings.

Anna Hotelling: Who told them to take millings to Water Plant.

Cyndy Burrows: Who told Dave to dig up millings.

Council President Kirwin said he told Dave to dig up the millings. Councilman Chilson said these are the same millings the State dumped at the Water Plant from Main St and Mechanic St. Councilman Russell said he told Dave to bury one (1) pile. Council President Kirwin stated the Borough will keep the millings, for next Spring, for fill. Councilman Chilson said millings were hauled in during 2017-2018 and spread out.

Ed Wetzel: 49 Mechanic St, abandoned for years, trash in back yard; Storm drains are plugged. Council President Kirwin requested info, from Borough Secretary, on 49 Mechanic St.

Anna Hotelling: Clean-Up Park on State St. Council President Kirwin said there are funds in next years budget for Park maintenance.

Adjournment:

Motion was made by Council President Kirwin to adjourn the meeting at 8:15 pm. Meeting adjourned.

Attest:

Secretary

Council President