

## Lawrenceville Borough Council Meeting

Monday November 04, 2024

Council President Barry Mortimer call the Regular Meeting of the Lawrenceville Borough Council, held in the Borough Building, to order at 7:00 pm.

### **Pledge of Allegiance**

**Roll Call:** Councilman Anthony Urbano – Present; Councilman; Councilman Robert Penzone – Present; Councilwoman Cyndy Burrows – Present; Councilman Mansel O’Dell – Present; Councilman Terry Gleason – Present; Eddie (Glenard) Wetzel – Present; Council President Barry Mortimer – Present; Mayor Kris Davis – Absent; Secretary Jennifer Rumsey – Present

**Minutes of Previous Meetings:** President Mortimer addressed council members for any questions or concerns on the October Regular meeting minutes.

Motion was made by Councilman Urbano, Seconded by Councilman O’Dell to accept the October 07, 2024 Regular Meeting Minutes Roll Call vote: All in Favor Motion carried 7/0

### **Payment of Bills:**

Motion was made by Councilwoman Burrows, Seconded by Councilman Gleason to approve payment of the bills. Roll Call Vote: All in Favor Motion carried 7/0.

**Treasurer’s Report:** Tabled September, October, and November reports for clarification – Councilman Penzone asked where the large amount in questioning for prior year from the general fund profit/loss on September and October reports went. He also stated the amounts for November are missing compared to the amount in questioning from the last two months. The “missing” amount appears as a debit on the Trail Balance sheet, but nowhere else. It was suggested that the treasure should attend next months meeting to provide some clarification to the report(s) in questioning.

Motion was made by Councilman Penzone, Seconded by Councilman Urbano to table the Treasurer’s report for September, October, and November until the council was able to receive clarification from the Treasurer. Roll Call Vote: All in Favor Motion carried 7/0.

### **Public Comment on Agenda Items:**

Diana Lewis – Thanked the Council members for appointing her as the new Local Emergency Management Coordinator (LEMC). She also asked about grant funding for the generator from PEMA. Councilman Gleason stated that grant was applied for via ARPA. Council President Mortimer addressed the possibility of more research begin done, Ms. Lewis will work on this and report back to Council on the guidelines and requirements to meet the grant.

Angelina Barton – asked about the Treasurer’s reports not being completed, she asked if the treasurer had regular office hours and was still on payroll. She also asked if any council member has spoken to the treasurer about the reports? Lastly, she wanted to know why the reports were not being completed correctly. Councilman Gleason stated that the Treasurer should be at the next meeting to address the public’s and council’s concerns.

## **Committee/Department Reports Mayor:**

No report – Mayor Davis was absent

**Zoning:** President Mortimer presented the zoning permits as follows #8-1 shipping containers for storage, #8-3 garage demolition and rebuild, #10-1 remove/replace porch roof, #10-3 portable storage unit, and #10-4 Sign for Dollar General.

**Police:** Officer Brackman; present – provided the overview of the prior months reporting for the police.

**Fire Department:** No member present. Report was provided for September and October read by Council President Mortimer.

**Library:** Lucy updated council on the completion of the Library Roof and contractor has been paid. The Library will have a holiday craft every Saturday during library hours from now until the Saturday before Christmas. Wreaths Across America will be held at the Williamson High School with a reception following at the Library on December 7. There is also a silent auction being held at the Library.

**Ambulance:** No one present, no documents submitted

**Water & Sewer:** President Mortimer updated the shut-off deadline from October with only 3 accounts remaining unpaid. President Mortimer also discussed the pumps in the wells, stating that well one, the pump was replaced with the spare pump because the pump that was in well one was bad, and the new pump was placed into well two.

## **Old Business:**

**Generator Installation:** President Mortimer provided an update to the propane switch over and quotes, he stated that the propane needs a 25ft off set per municipal building – Erb is in the process for getting quotes.

**Prior Year Audit:** Councilwoman Burrows updated the audit status for 2022/2023 stating that EFPR Group will do the audits necessary, costing \$38,000.

Motion was made by Councilwoman Burrows, Seconded by Councilman Wetzel to Hire EFPR Group to complete the audits for 2022 and 2023. Roll Call Vote: All in Favor 7/0

**DCED – Annual Audit 2023** – Tabled: Councilwoman Burrows updated council stating that the grant for \$18,000 will be released to the Borough once EFPR Groups sends documents to DCED to show they are doing the Audit.

**CDBG Paperwork:** Councilman Gleason stated this is done, the Borough missed the deadline.

## **Tax Collector Ordinance #24-1 adoption:**

Motion was made by Councilman O'Dell, Seconded by Councilwoman Burrows to adopt the Tax Collector Ordinance #24-1, which will start in January 2026, lowering the Tax Collector Compensation to \$2.25 per paying parcel. Roll Call Vote: 5/1 with Councilman Urbano NO and Councilman Penzone Abstaining.

**IRS 2021 Penalty – Tabled:** Councilwoman Burrows stated abatement paperwork was filled out with the IRS, no confirmation from the IRS as of meeting date.

**Snow Removal & Cinder Bids:** President Mortimer opened the bid from 1<sup>st</sup> Choice Lawn LLC and read the rates per unit used to plow average range \$95 an hour.

Motion was made by Councilman O’Dell, Seconded by Councilman Urbano to hire 1<sup>st</sup> Choice Lawn LLC at the rates provided for snow removal and cinder the Borough. Roll Call Vote: 5/2 Councilman Gleason and Councilwoman Burrows voting NO

**Vickie Willis - \$105.00 refund** – Penn York bank fees paid for returned checks for the Lawrenceville Borough.

Motion was made by Councilman Urbano, Seconded by Councilman Penzone to pay the \$105.00 to Vickie Willis at Penn York. Roll Call Vote: 5/2 with Councilman O’Dell and Wetzel voting NO

**Frontier** – Fiber Optic cable – Luck Grove Communications TABLED. Project is supposed to start mid November, President Mortimer has not had heard any further communications. Jimmy Joe is suppose to meet with the company before giving the okay to start.

**Elliott Construction Services LLC – Parking lot quote:** Tabled – President Mortimer read the quote from Elliott Construction Services LLC in the amount of \$17,991.00 to repair the dry well and the parking lot at the Borough Office. Councilman Gleason stated the Council will need at least two more bids due to the quoted amount. - Tabled

#### **New Business:**

**Employee(s) Full Time – Holiday pay day(s):** Councilman Gleason stated that is was discussed back in 2018 during a regular monthly meeting. He also stated this needs to be addressed by the Personal Committee and the handbook updated.

**Budget (s) - Advertise:** President Mortimer stated to table this until after the special meeting.

**Install Flow Meters:** President Mortimer stated EPA and DEP wants testing done. These are confined spaces. If it is possible he would like to have confined space training provided for the Borough employees, so they can do the work necessary. If not then this will have to be bid out.

**Lawrenceville Welcome sign RT 49:** President Mortimer addressed the council about the sign on RT 49 coming into the Borough. It is on private property, the sign needs to be moved. Councilman Penzone asked council if there was written correspondence to the matter, President Mortimer replied no. It was agreed upon by council members that if the property owner truly has an issue then they can put it in writing or come to a regular monthly meeting.

**Complaints:** Need to be signed by complainant for the Borough to access the situation.

#### **PA State Association of Boroughs – Dues 2025:**

Motion was made by Councilman Urbano, Seconded by Councilman Gleason to pay the Boroughs dues and membership of \$158.00 for the year 2025. Roll Call Vote: 7/0 All in Favor.

#### **Association of Mayors of the Boroughs of PA – Dues 2025:**

Motion was made by Councilman Urbano, Seconded by Councilman O'Dell to pay the Mayors of Boroughs in PA dues and membership of \$50 for the year 2025. Roll Call Vote: 7/0 All in Favor.

**Treasurer Training hours for Secretary:** Councilman Urbano stated this would be for the secretary to work on Thursdays to train with the treasurer. This would be in addition to the secretary's regular hours. Council members agreed this is a personal committee discussion. Council will wait for the Personal committee to advise.

**Treasurer Position:** Councilman Urbano addressed the council with regards to training timeline. Council agreed that is a Personal Committee discussion. Council will wait for the Personal Committee to advise.

**Paper of Record:** Councilman Urbano suggested adding Penny and Dollar Savor to paper of record. Council agreed to keep what we already have as paper of record. Council members can jointly discuss placing an ad in the Penny/Dollar Saver on an as needed basis.

**Authority Loan:** question was asked which Fund should be paying the interest and which should be paying the principal. Councilman Penzone asked how was it set up originally and why are we looking at changing it? Council discussed this and agreed to keep it the way it is. Water/Sewer paying the interest and General Fund paying the Principal.

**Traffic Light Maintenance:** Motion was made by Councilman Urbano, Seconded by Councilman O'Dell to hire LECCE to do the Traffic light Maintenance: Roll Call Vote: 7/0 All in Favor

**Electric Agreement:** President Mortimer addressed council on the agreement between Constellation/Penelec. This is for the electric rates from November 2024 – November 2028. Councilman O'Dell spoke with Constellation/Penelec about this agreement.

**Solvency Fee – PA Unemployment Compensation:** Motion was made by Councilwoman Burrows, Seconded by Councilman Wetzel to pay the \$181.63 for the solvency fee. Roll Call Vote: 7/0 All in Favor.

**Collection Process Outstanding Debt:** Collection Agency – President Mortimer stated to contact the Solicitor to how to proceed with this issue and what he recommends.

### **Visitors Open Forum:**

**Angelina Barton:** Asked Council if the Ordinance book was in the office at all times, the Secretary replied yes, the Ordinance book is in the office and available. She also asked what the Treasurer's office hours were. Councilwoman Burrows replied Monday and Thursday 11-3. She also stated that the treasurer's reports have been tabled for three months now, why do the reports seem to change? Lastly, it was stated that the Treasurer was hired for 3 months with a review, it is now 8 months and the community has not seen a review and the treasurer is still working.

**Attendance member:** Asked who do we talk to if we have an issue with our water/sewer billing, do we discuss it with the secretary or the treasurer. President Mortimer replied the Secretary can address your concerns.

**Adjourn:**

Motion was made by Councilwoman Burrows, Seconded by Councilman Gleason to adjourn the Meeting at 9:00 pm. Roll Call Vote. 7/0.

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Secretary

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Council President