

October 5, 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, Councilman Mansel O'Dell and Councilman Cleo Russell were present as well as Secretary/Treasurer Penny Jeffers. Councilman Terry Gleason, Councilwoman Kathy Helgemo and Mayor Robert Scott were absent.

Pledge of Allegiance.

Approval of Meeting Minutes: Motion was made by Councilman Russell, seconded by Councilman Penzone to accept the September 8th Meeting Minutes. Roll call vote: all in favor, except Council President Kirwin Abstained and Councilman O'Dell Voted No. Motion carried. Motion was made by Councilman O'Dell, seconded by Councilman Russell to accept the September 28th Meeting Minutes. Roll call vote: all in favor. Motion carried.

Public Comments on Agenda Items:

Dan Michaloski: Sewer hook-up; Was his idea to make a list; How did person first on list get four (4) EDU's; Signed paperwork on October 24th; Are Water/Sewer Committee meetings open to public. Borough response: 1) Borough requested five (5) EDU's and received three (3); 2) EDU list is the same list as the list before this Council took office; 3) Committee meetings can be open to the public.

For the Information of the Board:

- Ambulance Association W/Comp Insurance still not Cancelled
- J.H. Williams (2019 Audit) – October 20th - 21st and November 4th - 6th

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 Chilson, seconded by Councilman Penzone to approve the following transfers: Water Fund to General Fund – September - \$1812.68; Sewer Fund to General Fund – September - \$4059.38; Water Fund to General Checking (WSD) – September - \$5568.43; Sewer Fund to General Checking (WSD) – September - \$21,220.78; Water Fund to Sewer Fund (SF Revenues – September) - \$13,596.69. Roll call vote: all in favor. Motion carried.

Payment of Bills:

- **AP/Payroll General Fund; AP/Payroll Water/Sewer Department (WSD):** Motion was made by Councilman Russell, seconded by Councilman Penzone to approve payment of the AP/Payroll for the General Fund, for the period September 9, 2020 - October 5, 2020, in the amount of \$22,121.15 and to approve payment of the AP/Payroll for the LWSD, for the period September 9, 2020 - October 5, 2020, in the amount of \$33,232.36. Roll call vote: all in favor. Motion carried.

Department Reports:

- **Mayor:** Not present
- **Police:**
 - **Monthly Report:** September Police Report
- **Fire Department:**
 - **Monthly Report:** Lee Strange read the Monthly Report.
 - **Shut-off Water:** Brad Hackett requested the Borough shut off the water at the Fire Department.

Motion was made by Councilman Chilson, seconded by Councilman Penzone to draft a letter to the Fire Department requesting the water at the Fire Station be shut off. Roll call vote: all in favor. Motion carried.

- **Fire Department Contract – Status:** Council President Kirwin will pick a couple dates and correspond with the Fire Department. Two (2) members of Council and two (2) members of the Fire Department will meet to discuss the contract.
- **Ambulance Association:**
 - **Monthly Report:** No one present

Committee Reports:

- **Planning Commission:** Lucy Losey reported no meeting since July; Will coordinate trunk or treat with the Fire Department.
- **Library:** The Borough received a list of things that need to be done.

Create Building Committee: Motion was made by Councilman Penzone, seconded by Councilman O'Dell to create a Building Committee with the following members: Council President Kirwin, Councilman Chilson, Councilman O'Dell and Councilman Russell. Roll call vote: all in favor. Motion carried.

Department Reports:

- **Lawrenceville Water & Sewer (LWSD):**
 - **Sewer Plant:** No report
 - **Water Plant:** September Report
 - **Monthly Report:** Councilman Penzone stated he wants to get to the next level of operation, get beyond current. Councilman Penzone said there are four (4) goals: 1) Improved communication between customers, employees and management; 2) Increased compliance with DEP; 3) Improved operational efficiency by developing best practices; 4) Internal management of projects. Councilman Penzone also reported: 1) He is working on the Drought Contingency Plan with Caleb; 2) Working with Chris on measurements of the lift stations, quantify how long pumps run; 3) Working on written procedures for preventative maintenance, needs to be documented.

Old Business:

- **Chris Fabian – Pay Back Wages:** Motion was made by Councilman O'Dell, seconded by Councilman Chilson to pay Chris Fabian eight (8) hours straight time – four (4) hours for July 4th and four (4) hours for September 7th. Roll call vote: all in favor. Motion carried.
- **Purchase “No Parking” Signs & Posts – Status:** Table.
- **Tioga County CDBG Program – Grant Application – Status:** Table.
- **Dike Inspection – Status:**
- **Ordinance Enforcement:** Table.
- **Snowplowing and Cindering Street – Status (Deadline for submission October 29th):**
- **November Election – Polling Place – Status:** Election/Voter Registration said the polling place for November can't be changed.
- **Zoning/Code Enforcement Officer – Status (Deadline for submission October 16th):**
- **Base Repairs – Academy St – Status:** Councilman Chilson will meet with the lowest bidder tomorrow to discuss Academy St base repairs.

New Business:

- **Chris Fabian Vacation Days – Nov 2nd - 6th:** Councilman Penzone asked if the Borough have back-up for Chris; Councilman O’Dell wrote on the request that Scott Gleason will cover.
Motion was made by Councilman Chilson, seconded by Councilman O’Dell to grant Chris Fabian vacation from November 2nd – November 6th. Roll call vote: all in favor. Motion carried.
- **2021 General Fund, Liquid Fuels and Water/Sewer Department Budgets:** Council President Kirwin, Councilman Chilson and Councilman Gleason have a Budget Workshop scheduled for Tuesday, October 13th at 7:00 pm, at the Borough Office.
- **Shred-It Services:** Motion was made by Councilman Chilson, seconded by Councilman O’Dell to cancel the Shred-It Services. Roll call vote: all in favor. Motion carried.
- **Approve Secretary/Treasurer Work Schedule – Nov 4th - 6th – For J.H. Williams (2019 Audit):** Motion was made by Councilman Chilson, seconded by Councilman Penzone to approve the work schedule of November 4th – November 6th, for the Secretary/Treasurer, to be present for the 2019 Audit. Roll call vote: all in favor. Motion carried.

Visitors Open Forum:

Lucy Losey: “No Right on Red” on new traffic lights.

New Business:

- **Advertise Sale of Traffic Lights:** The Borough has eight (8) single traffic lights to advertise for sale. Table, need to do research.

Adjournment:

Motion was made by Council President Kirwin to adjourn the meeting at 8:55 pm. Meeting adjourned.

Attest:

Secretary

Council President