

## Lawrenceville Borough Council Meeting

Monday October 07, 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 – Absent Council President Barry Mortimer – Present; Mayor Kris Davis – Present; Secretary Jennifer Rumsey – Present

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

Motion was made by Councilman Urbano, Seconded by Councilwoman Burrows to accept the September 3, 2024 Regular Meeting Minutes Roll Call vote: Motion carried 5/1 with Councilmen Gleason – No and Councilman Wetzel absent.

### **Payment of Bills:**

Motion was made by Councilwoman Burrows, Seconded by Councilman O'Dell to approve payment of the bills. Roll Call Vote: Motion carried 6/0 with Councilman Wetzel Absent.

**Treasurer's Report:** Tabled both September and October reports for clarification – Council Penzone suggests that the general fund profit/loss for prior months is a high amount, he would like clarification on the ending the balances for September and October. He would like to know where the funds came from not just a number. It was suggested that the treasure should attend next months meeting to provide some clarification to the reports in questioning.

Councilman O'Dell called the treasurer during the meeting and asked her questions about the high amount in questioning. It was stated the amount in questioning was from what the previous treasurer Penn York had as an ending balance.

Motion was made by Councilman Penzone, Seconded by Councilman Urbano to table the Treasurer's report for September and October until the council was able to receive clarification from the Treasurer. Roll Call Vote: Motion carried 6/0 with Councilman Wetzel absent.

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

Gordon Chilson stated that Penn York provided the financial records via a flash drive that was handed over the Lawrenceville Borough.

Angelina, IonU Media asked if the treasurer can be called again and asked question via speaker phone for all to hear. She also mentioned that the treasure should attend the next monthly meeting to explain the amount(s) or at least attend a financial meeting so the council can explain the amount(s).

Gordon Chilson asked about the treasurer's position from the agenda. He wanted to know why the Treasurer/Secretary are two different people. Councilman Urbano answered that it was advertised as two positions.

**Committee/Department Reports Mayor:** Mayor Davis spoke with Lisa Bruderly on the sludge reports, we are still lacking 6 reports, working on getting the remaining reports with Real Disposal. We are currently in compliance with DEP and EPA for what they have already provided for us on the checklist. DCED audit blocks our ability for the grants offered.

Luck Grove Communications – Fiber Optics in Ryan Circle – the company wants to use the existing poles to hang the lines.

Report on the zoning – Archer Garage is paid already, the structure is inline with the house. It is a fabricated structure/garage in two pieces on a rock foundation. Permit was approved Motion was made by Councilman O'Dell, Seconded by Councilwoman Burrows to accept permit. Roll Call Vote: 5/1 with Councilman Penzone No and Councilman Wetzel absent.

Family Dollar Sign permit – Councilman Penzon asked if the setbacks are correct for the sign location, Councilman O'Dell stated yes, the setbacks are correct. Motion was made by Councilman Urbano, Seconded by Councilman O'Dell to accept the sign permit for Family Dollar. Roll Call Vote: 5/1 with Councilman Penzone – NO and Councilman Wetzel absent.

Buchanan zoning permit addressed by Councilman Penzone asking where the property dimensions for the setbacks on the lot were. No payment has been received yet, so the permit should not be approved until the necessary dimensions are included. No motion needed since it the permit does not include the proper fee.

**Police:** Officer Brackman was present, he provided the overview of the prior months report for the police.

**Fire Department:** No member present. No report provided in time for the meeting.

**Library:** Lucy stated that September was a quite month for the Library. There were three seniors who finished their Senior Project at the Library. The roof project has started.

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

**Water & Sewer:** President Mortimer stated that 15 water meters have been fixed and are functional. The water/sewer billing is getting regulated. Any account holder that is 30 days past due have been notified Excluding the current shut-off account notices. Water Shut-offs will begin the week of October 21, 2024 for the residents that received notices started in July and who have not satisfied their outstanding balance in full by October 19, 2024.

Going forward, reminders will be sent out to water/sewer account holders of any amount 15 day past the due date of the monthly bill. Land Lords will also be notified if their tenant is 30 days past due. Shut-off notifications will be sent out according Ordinance 136 for non payment 15 days after first notice has been sent. This is to be enforced by the ordinance.

## **Old Business:**

**Generator Installation** – President Mortimer called UGI September 11, 2024 and was told by UGI personal that the paperwork was at engineers office. Jimmie Joe received a call from UGI stating that the gas line coming into the generator would have to be upgraded and the meter would need to be changed, UGI quoted \$145,000 to upgrade. Discussion with Swartz Electrical about converting the generator to propane – was told by Swartz it can be converted. Waiting on quote!

**Prior Year Audit:** Councilwoman Burrows is working through the list of auditors that DCED had supplied her.

**CDBG Paperwork:** President Mortimer stated that Jimmy Joe is still working on the list.

**Fire Dept payment option:** Councilman Urbano stated the council will keep the contact the way it is currently.

**Tioga County Emergency Services – LEMC Attendance:** Bradley Hackett, is unable to attend the meetings due to working and meeting schedule. Discussion was to terminate his role and appoint someone else that is able to satisfy the requirements for Attendance. Motion was made by Councilman Gleason, Seconded by Councilman O'Dell to terminate Mr. Hackett as the LEMC due to unable to attend meetings. Roll Call Vote: 6/0 carried with Councilman Wetzel absent.

Motion was made by Councilman Gleason, Seconded by Councilman Urbano to appoint Diana McCullough as the LEMC for the Borough. Roll Call Vote: 5/1 Councilman Penzone – No and Councilman Wetzel absent.

**20 Cowanesque st** – Ordinance Violation Updated: President Mortimer stated Letter went out to property owner. MCS no longer has possession of the property it was reverted back to homeowners at some point within the year via the conversation on September 9, 2024 with Chris from MCS. As of September 30, 2024 the Borough mowed this down and back away from the sidewalk edge.

Councilwoman Burrows asked if the property taxes were paid for this parcel. She would like this to be checked into.

**Ordinance #24-1** – Tax Collector Compensation – President Mortimer opened this for council discussion. Councilman Penzone asked what this would do to the compensation that the tax collector is currently receiving? Councilman Gleason stated it would take the position from 5% to a flat rate of \$2.25. It was also mentioned that the County will collect the taxes for \$2.25 per parcel. Motion was made by Councilman O'Dell, Seconded by Councilman Gleason to advertise Ordinance #24-1 in the paper of recorded. Roll Call Vote: 6/0 with Councilman Wetzel absent.

**IRS 2021 W2s Penalty** – IRS notice – President Mortimer opened this to council for discussion. It was suggested that the W2s be sent in for 2021 and hold off on making the payment to see if the IRS will accept the documents and possibly reduce the amount of the penalty. Motion was made by Councilman Penzone, Seconded by Councilman O'Dell to submit the W2 documents and hold off on the penalty payment until the IRS has a chance to adjust the account. Roll Call Vote: 6/0 with Councilman Wetzel absent.

**Hanover Engineering – JKLM pipeline** – President Mortimer stated this was approved in August, is there anything else we need to know and/or do for JKLM. Council reviewed and paperwork is good to file.

**Snow Removal & Cinder Bids** – President Mortimer asked for a motion to advertise for the snow removal in paper of recorded. Motion was made by Councilman Urbano, Seconded by Councilwoman Burrows to write up an ad for bids for snow removal to advertise in paper of record. It was also stated that Councilman Urbano would write up the ad. Roll Call Vote: 5/1 Councilman Gleason – NO with Councilman Wetzel absent

**Dike Inspection** – President Mortimer handed this over to Councilman Urbano because he was on the dike inspection with DEP. Councilman Urbano stated that the DEP inspection failed. It will take upto 2 months to get the full report however, the results were the same as last year. Toe of dike 10 foot out and the groundhog holes should be filled in with a concrete slurry mix. President Mortimer stated Justin, the sewer/water employee lubed the flood gates and operated the gates up/down to confirm functionality.

#### **New Business:**

**Resolution #1-24** – Tioga County 2024 Response Operations Plan. Motion was made by Councilman O'Dell, Seconded by Councilman Gleason to accept resolution #1-24 for the Tioga County 2024 Response Operations Plan. Roll Call Vote: 5/1 Councilman Penzone – No with Councilman Wetzel absent.

**Resolution #2-24** – Ordinance 287-2019 water \$20.17 and sewer \$26.98 rates, this is to switch the water/sewer rates so the sewer is the higher rate. Motion was made by Councilman O'Dell, Seconded by Councilwoman Burrows to modify the water/sewer rates starting with the October billing period. Roll Call Vote: 5/1 Councilman Penzone – No with Councilman Wetzel absent.

**Resolution #3-24** -Traffic Signal Maintenance – Motion was made by Councilman O'Dell, Seconded by Councilman Urbano to accept Resolution #3-24 for Traffic Signal Maintenance. Roll Call Vote: 6/0 carried with Councilman Wetzel absent.

**Budget Workshops 2025** – Advertise – Motion was made by Councilman Urbano, Seconded by Councilman Gleason to advertise the budget workshops for 2025 in the paper of recorded. No dates were provided. Roll Call Vote: 6/0 carried with Councilman Wetzel absent.

**Emergency Management Coordinator** – Internet service canceled/transferred and equipment returned. Motion was made by Councilman Urbano, Seconded by Councilman Penzone to cancel the prior EMC services and to collect any Borough equipment from the EMC. Roll Call Vote: 6/0 carried with Councilman Wetzel absent.

**Impact Fee Reporting** – President Mortimer asked council about the submission of these documents. When asked how many years behind Councilwoman Burrows stated three years. Motion was made by Councilman Gleason, Seconded by Councilman O'Dell to have the treasure submit the impact fee reports. Roll Call Vote: 5/1 Councilman Penzon – No with Councilman Wetzel absent.

**IRS W2s submission** – This was already discussed with old business of the IRS Penalty. No further discussion at this time.

**Bonding** – Secretary DGK \$393 same as treasure's amount. Ronda from DGK states the secretary can be bonded individually at the cost above or wait until her title changes to Treasurer. She also noted that the secretary is covered under the employee theft. It was discussed by council that this in not needed at this time.

**Treasurer Position** – Councilman Urbano addressed the council on the treasurers position, he asked the following: Do we mover forward with this position to hire someone from the interviews, move the secretary up and hire to fill her position, or leave the treasurer that is currently there with lower pay. Councilman Penzone suggested that this was a personnel committee issue and they should discuss this then. It was also noted that the current treasurer should be notified of lowering pay and move forward after that.

It was also addressed at this time from Councilman Penzone that the Profit/Loss Vs Budget reports need to be presented to council, it was suggested to the treasurer at the next monthly meeting.

**Recycle Dumpsters** – President Mortimer addressed the issue of the recycle dumpsters, to either remove them because they are not being utilized properly causing Borough parking lot to become a mess with recyclables/garbage/electronics on the ground. OR move the dumpsters to the sewer plant which has set hours of operation. He is looking for suggestions on what to do. Councilman Urbano suggested placing signs for Borough residents only/no dumping. The Mayor suggested setting up times for recycling and having someone there for those set times to handle the recycling. It was also suggested that Real Disposal be called for a pick up prior to a holiday weekend. The question came up by the audience about Real Disposal picking up at residence, Councilman Urbano stated the Borough has a 2yr contract with Real Disposal, changes can be addressed upon end of contract.

**Title request** – Dodge Truck bid purchase 2001 – Meeting minutes from July & August 2001 only states the bid and bid acceptance, nothing found about title possession. Walt would like the Borough to get the title and sign the vehicle over to him so he can move forward with the truck. President Mortimer address this concern with the Council. The title can not be found for the said vehicle. It was agreed upon by the Council that the Lawrenceville Borough will not apply for a duplicate title. It would be upto the purchaser to apply and pay any fees associated with a duplicate title. A letter needs to be sent to requester.

**Trick or Treating** – Council agreed to set trick or treating on October 31, 2024 from 5p-7p for Borough residence.

**DCED – Annual Audit 2023** – Due December 31, 2024 – TABLED for October, need to speak with Jimmie Joe

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

**Larson Design Group** – PennVest Technical Assistance Program – Mayor Davis submitted a letter for Council, he stated that Jimmie Joe is working on the list provided. Nothing is changing as to what is needed for both DEP and EPA. We need a Corrective Action Plan (CAP) in place. Motion was made by Councilman Gleason, Seconded by Councilman Urbano to allow Mayor Davis

to sign the Larson Design document. Roll Call Vote: 5/1 Councilman Penzone – No with Councilman Wetzel absent.

**Frontier** – Fiber Optic cable – Luck Grove Communications TABLED for October until Jimmie Joe has a change to meet with company.

**Veteran's Banners** – Purchase information – Who to contact. President Mortimer addressed the council and audience on this matter. It was thought that the school did these banners, suggestion was to call the school.

**Dandy Mini Marts** – Close Account for a fuel credit card that was active when Dandy Mini Mart was in the Borough. Motion was made by Councilman Penzone, Seconded by Councilman O'Dell to close the account with Dandy Mini Mart. Roll Call Vote: 6/0 with Councilman Wetzel absent.

**Properties Outstanding Water/Sewer Debt** – President Mortimer addressed the Council for clarity on the following water/sewer accounts outstanding and unable to locate.

A. Property owner (1) – water is currently off – Council stated not to turn it back on until the account was paid in full

-B. Sold properties (2) – debt was prior to the sale. New owners already reside in residence – Apply any water/sewer deposit on account to the outstanding debt, then possibly send to collections

C. Rental Properties (6) – Account holder moved out without satisfying account – Unable to locate a forwarding address for tenant. Council states this falls back onto the Land Lords to satisfy the outstanding debt for the property, as long as an agreement was signed. First check to apply any water/sewer deposit to outstanding debt, then confirm agreement has been signed, notify property owner (Land Lord) of outstanding debt and possible water shut off for non payment.

Going forward Land Lords will be notified if their rental properties become 30 days past due per Ordinance 136.

**Ordinance #155 Violation** – Tall Grass/debris/property maintenance – President Mortimer addressed the issue of property maintenance with tall grass/debris etc. Letters were sent the following addresses with concerns:-Vacant Lot Mechanic street (between Bank and Fire Department) Property Owner mowed down. -26 Mechanic street No attempt from property owner to resolve violation. The Borough employees will cut the grass and bill the home owner. The Ordinance states that after 8 days after mailing and the person neglects to comply with notice, borough authorities may remove, trim, or cut the grass and the expense is to be billed to the owner along with any additional fees/penalties.

Councilman Penzone stated that there needs to be a schedule of fees and the ordinance will need to be amended to include such fees. Councilman Gleason asked about this being a resolution and what hourly wage rate is to be billed for this service. It was suggested that the solicitor be contacted about this matter.

### **Visitors Open Forum:**

Councilman Urbano addresses the members of council and the public about the dike and the 400 yr old tree stating the DEP noted that if the tree shall collapse it would take out the dike and cause a bigger issue in the long run of things. It was noted that the tree is a protected tree, being 1 of the 3 giant trees within Tioga County.

Councilman Penzone asked if there was a way to slope the dike to make it easier to maintain and mow. President Mortimer stated that Justin has mowed the dike heat to toe. Councilman Urbano stated in order to qualify for grants the dike needs to pass inspection. Councilwoman Burrows suggested that the Borough look into Tioga County Probation workers to assist with cleaning the dike, moving brush and trees, etc.

**Angelina Barton** – asked about UGI and the generator from July’s meeting. President Mortimer stated that Jimmie Joe spoke with UGI and was given the amount of the upgrade at the last communication.

**Adjourn:**

Motion was made by Councilman Gleason, Seconded by Councilman O’Dell to adjourn the Meeting at 9:37 pm. Roll Call Vote. 5/0 with Councilmen Wetzal absent.

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Secretary

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Council President