

**September 28, 2020**

Council President Michael Kirwin called the **Special 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 Terry Gleason, Councilwoman Kathy Helgemo, Councilman Mansel O'Dell and Councilman Cleo Russell were present as well as Secretary/Treasurer Penny Jeffers. Mayor Robert Scott was absent.

**Pledge of Allegiance.**

**Purpose of Meeting:** Open Sealed Bids and any other Business brought before Council.

**New Business:**

- **Open Sealed Bids – “Base Repairs”:** The Borough received three (3) Sealed Bids: Nelson & Streeter Construction Co Inc. - \$59,898.00; Stuart Lisowski Excavating & Garage, LLC - \$30,960.03; Glenn O. Hawbaker, Inc. - \$39,637.20. Councilman Chilson reported there is an issue with the area marked and tonnage for Academy St. Repairs would be over and above the tonnage on the Bid. Motion was made by Councilman Chilson, seconded by Councilman Penzone to accept the low bid, if everything is correctly in-line, from Stuart Lisowski, in the amount of \$30,960.03. Roll call vote: all in favor, except Councilman Gleason and Councilwoman Helgemo voted No. Motion carried.
- **Trick or Treat:** Lawrenceville Borough will hold a “trunk or treat” on Saturday, October 31<sup>st</sup>, from 5:00 pm – 7:00 pm, at the Ballfield. Proof of residency is required, so there is “no mixing of other communities”.
- **Chris Fabian - Holiday Pay:** Councilman O'Dell wanted to discuss the Holiday Pay for Chris Fabian. Discussion: Pay according to Employee Handbook; 8 hrs Holiday pay and 1½ for hours worked on the Holiday; Do away with Holidays, have Personal Days; Fix wording in Employee Handbook; Have Personnel Committee review; Verbiage unclear; Add example to verbiage in handbook; Owe Chris eight (8) hours – Four (4) for July 4<sup>th</sup> and four (4) for Labor Day. Jerry Bryant made several comments: 1) The Borough can't afford to pay them; 2) Plan on not having that payment; 3) Pre-planning saves a lot; Have back-up to eliminate \$200/day pay. Motion was made by Councilman O'Dell to keep in force, until new verbiage - eight (8) hours holiday pay, plus time and a half (1½) for any hours worked. No second to motion. Motion was made by Councilman Penzone to put an example of Holiday Pay and overtime for hours work to clarify Holiday policy in manual – eight (8) hours Holiday straight time, time and a half (1½) for hours worked and must work the day before and the day after the Holiday. Roll call vote: all in favor. Motion carried. Motion was made by Councilman Penzone, seconded by Councilman O'Dell to retro pay Chris Fabian for July 4<sup>th</sup> and September 7<sup>th</sup>. Councilman Chilson requested an Executive Session before voting. Councilman Penzone rescinded his motion. Council President Kirwin called an Executive Session at 7:49 pm, to discuss Personnel issues. Council returned from Executive Session at 8:11 pm.
- **Secretary ½ Hour Paid Lunch; Four (4) Hour Minimum Pay When Called in to Work & Meetings:** Motion was made by Councilman Chilson, seconded by Councilman Russell to pay the Secretary a ½ hour lunch (paid lunch) and minimum of four (4) hours when called in to work and for meetings. Roll call vote: all in favor. Motion carried.
- **Enforce Disconnect Policy:** Motion was made by Councilman Chilson, seconded by Councilman Penzone to enforce the disconnect policy for customers who don't pay the amount due on the due date. Roll call: all in favor. Motion carried.

- **J.H. Williams – 2019 Audit and 2020 Audit:** Motion was made by Councilman Chilson, seconded by Councilman Russell to approve J.H. Williams to perform the 2019 and 2020 Audit, in the amount of \$11,500.00, with no out-of-pocket expenses. Roll call vote: all in favor. Motion carried.
- **Snowplowing and Cindering Roads:** Motion was made by Councilman Penzone, seconded by Councilman Gleason to advertise for sealed bids for snowplowing and cindering Borough streets, to include a rate per hour for services. There will be three (3) bids: 1) Snowplowing, 2) Cindering, 3) Snowplowing and Cindering. Roll call vote: all in favor. Motion carried. The advertisement will run in the Penny Saver, Corning Leader and Williamsport Sun-Gazette with a deadline for submission of October 29<sup>th</sup>.
- **Secretary Hours – Tues – Thurs – 8:00 am – 4:00 pm:** Motion was made by Councilman Chilson, seconded by Councilman Russell to permanently change the Secretary's hours to Tuesday – Thursday from 8:00 am – 4:00 pm. Roll call vote: all in favor, except Councilwoman Helgemo and Councilman O'Dell voted No. Motion carried.
- **Sewer Rehabilitation Project Status:** Motion was made by Councilman O'Dell, seconded by Councilwoman Helgemo to close the Sewer Rehabilitation Project. Roll call vote: all in favor. Motion carried.
- **November Election Polling Place:** Councilman Chilson suggested the Borough move the polling place, from Lawrence Township, to either the church in Lawrenceville or Erb Inspections. Secretary will check with Tioga County to see if the Borough can make that change for the November election.
- **Al Losey, Zoning Officer – Turned in Key:** Motion was made by Councilman Russell, seconded by Councilman Penzone to accept the verbal resignation (turned in key) of Al Losey, Zoning Officer, effective today. Roll call vote: all in favor. Motion carried.
- **Retro Pay – Al Losey – January – September 2020 - \$25.00/month:** Motion was made by Councilwoman Helgemo, seconded by Councilman Gleason to Al Losey retroactive pay from January – September 2020, at \$25.00/month. Roll call vote: all in favor. Motion carried.
- **Advertise for Zoning Officer:** Motion was made by Councilman Chilson, seconded by Councilman Russell to advertise for a Zoning Officer, for Lawrenceville Borough, rate of pay to be negotiated. Roll call vote: all in favor. Motion carried.

Councilman Gleason, Councilwoman Helgemo and Councilman Gleason left at 8:37 pm.

- **Academy St – Street Repairs:** Councilman Chilson said the bid is not complete for Academy St. He will discuss this with Stuart Lisowski and then contact the Council members to get a consensus.

**Adjournment:**

Motion was made by Council President Kirwin to adjourn the meeting at 8:43 pm. Meeting adjourned.

Attest:

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Secretary

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Council President