

September 8, 2020

Council Vice-President Gordon Chilson called the **Regular Meeting** of the Lawrenceville Borough Council, held at 174 Water Tower Road, to order at 7:00 pm. Councilman Robert Penzone, Councilman Terry Gleason, Councilwoman Kathy Helgemo and Councilman Cleo Russell were present as well as Secretary/Treasurer Penny Jeffers. Council President Michael Kirwin, Councilman Mansel O'Dell and Mayor Robert Scott were absent.

Pledge of Allegiance.

Approval of Minutes: Vote later in the meeting.

Visitors Open Forum Agenda Items:

For the Information of the Board:

- Borough requested a check, in the amount of \$2638.26, from PA Department of Revenue – Employer Withholding: Received \$2250.26, Penalty \$69.15, Received \$318.85.
- Ambulance Association W/Comp Insurance still not cancelled – May take up to 30 days to process.

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 Russell, seconded by Councilman Penzone to approve the following transfers: Water Fund to General Fund – August - \$1823.89; Sewer Fund to General Fund – August - \$4169.68; Water Fund to General Checking (WSD) – August - \$3015.79; Sewer Fund to General Checking (WSD) – August - \$3429.09; Water Fund to Sewer Fund (SF Revenues – August) - \$12282.70. 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 August 4, 2020 – September 8, 2020, in the amount of \$15917.44 and to approve payment of the AP/Payroll for the LWSD, for the period August 4, 2020 – September 8, 2020, in the amount of \$35857.36. Roll call vote: all in favor. Motion carried.

Department Reports:

- **Mayor:** Not present
- **Police:**
 - **Monthly Report:** July and August Police Reports
- **Fire Department:**
 - **Monthly Report:** Lee Strange read the Monthly Report
- **Ambulance Association:**
 - **Monthly Report:** No one present
- **Lawrenceville Water & Sewer (LWSD):**
 - **Sewer Plant:** No report
 - **Water Plant:** August Report

Committee Reports:

- **Planning Commission:** Grace Kirwin reported the Mile-Long Sale is scheduled.
- **Library:** Amy Southard emailed the Borough a "Bostwick-Perry Library Report".

Old Business:

- **2019 Audit Agreement – Status:**
 - J.H. Williams - \$11,500.00 plus out-of-pocket expenses; Request for 2019 QuickBooks File. Table.
- **Letter from Tioga Borough (VSPEC Timing Device) – Status:** Motion was made by Councilman Penzone, seconded by Councilman Russell to retain the VSPEC timing device. Roll call vote: all in favor. Motion carried.
- **Letter to Fire Department – Clean-Up from Fire – Status:** Council Vice-President Chilson said the letter, drafted by K. Helgemo did not represent the Borough Council, so the Borough will modify/draft a letter to send to the Fire Department.
- **Email Accounts – Gmail – Status:** Councilman Penzone reported the Borough set up a new email account for Chris Fabian.
- **Purchase “No Parking” Signs & Posts – Status:** The Borough will obtain three (3) phone quotes. Table.
- **Tioga County CDBG Program – Grant Application – Status:** Councilwoman Helgemo noted that nothing has been turned over to her. Table.
- **Chlorine System to Automatically Change Bottles – Status:** Council Vice-President Chilson and Councilman Penzone met with the Engineer. The cost to change is too much money, put in budget for next year.
- **Dike Mowing – Status:** Motion was made by Councilman Chilson, seconded by Councilman Gleason to hire Phil Egleston, to mow the dike, from Mechanic St to the guardrails, for \$900.00/cut. Roll call vote: all in favor. Motion carried. The Borough will obtain a Certificate of Insurance and Workers Comp paperwork.
- **Dike Inspection – Status:** Council Vice-President Chilson stated the Borough needs to hire a laborer and their first job is to get the dike ready for inspection.

Approval of Minutes: Motion was made by Councilman Gleason, seconded by Councilman Russell to accept the August 3rd Meeting Minutes. Roll call vote: all in favor. Motion carried.

New Business:

- **Advertise Sealed Bids – Street Patching:** Motion was made by Councilman Penzone, seconded by Councilman Russell to advertise for sealed bids for street patching with bid packet prepared by PennDOT Municipal Services. The advertisement will run two (2) times in the Corning Leader, two (2) times in the Williamsport Sun-Gazette and one (1) time in the Mansfield Penny Saver. Bids will be accepted until Friday, September 25th. Special Meeting will be held on Monday, September 28th at 7:00 pm. Roll call vote: all in favor. Motion carried.

Councilwoman Helgemo reported there is storm sewer subsidence on Mechanic St. Council Vice-President Chilson said the issue may be in the PennDOT ROW.

- **Lenard Ally – Maintenance – Ordinance # 2 – June 7, 1910:** The Borough will put gravel, on Lenard Ally, which is located behind Dinkle Dog Grooming.
- **Debit Card – Councilman Penzone – Water/Sewer Department Purchases:** Motion was made by Councilman Russell, seconded by Councilman Gleason to approve a Debit Card, in the name of Councilman Penzone, for Water/Sewer Department purchases. Councilwoman Helgemo said before you finish with the motion, can he just make purchases. It was noted the Debit Card is the same Debit Card as Council approved for Councilman Gleason. Roll call vote: all in favor, except Councilman Penzone – Abstained. Motion carried.

- **Ordinance Enforcement:** Council Vice-President Chilson stated the Borough Code Book (Ordinance) does not have a penalty for violations. In order to enforce, need to add a penalty to the ordinance. Discussion: Who enforces ordinances; Borough currently has three (3) complaints; Adoption of Borough Codification of Ordinances.
- **Playground – Insurance Requirements:** Council Vice-President Chilson noted there is not a 12" compound landing area at the playground on Mechanic St. Council received an email with the requirements for playground surface protection.
- **Hire General Laborer:** Motion was made by Councilman Penzone, seconded by Councilman Gleason to hire David Birdsall as the Borough laborer @ \$12.00/hr, with a start date of September 9th. Roll call vote: all in favor. Motion carried.
- **Deposit Checks – Charter Communication Franchise Fee:** Motion was made by Councilman Gleason, seconded by Councilwoman Helgemo to deposit the Charter Communication Franchise fee checks, in the amount of \$1997.93 (1st Qtr) and \$2040.12 (2nd Qtr). Roll call vote: all in favor. Motion carried.

Visitors Open Forum:

Kelly Wilkins: Sewer hook-up on Mill Street; Engineer needs to go back to DEP to request two (2) more EDU's; Requested three (3) way call with DEP and Engineer. Discussion: Borough EDU list; Chapter 94; Larson Design gave information to Jimmie Jo; Larson Design gave zero (0) information to Jimmie Joe.

New Business:

- **DEP 3-Way Call – EDU:** Motion was made by Councilman Russell, seconded by Councilwoman Helgemo to approve a 3-way call with DEP, Kelly Wilkins and the Borough engineer to discuss additional EDU's, at the convenience of the 3. Roll call vote: all in favor. Motion carried.

Visitors Open Forum:

Jody Fisher: Deposit for 88 Mechanic St. Jody was told to have his attorney contact the Borough Solicitor.

Lee Strange: No turn on red at new traffic light, why? Needs to ask the State.

Eddie Wetzel: Pole at the intersection. Council Vice-President said the wire to the pole needed to be re-routed before it is removed. Gave photos to Borough for 49 Mechanic St, someone living there.

Adjournment:

Motion was made by Councilman Russell, seconded by Councilwoman Helgemo to adjourn the meeting at 8:30 pm. Motion carried. Meeting adjourned.

Attest:

Secretary

Council Vice-President