

BOROUGH OF LAWRENCEVILLE  
 REGULAR MEETING  
 February 4, 2019

CALL TO ORDER: The meeting was called to order 7:02 PM by Council President, Kathryn Helgemo, with the Pledge of Allegiance.

ROLL CALL:

Council Members:

Kathryn Helgemo  
 Larry Barnes – A  
 Diana McCullough  
 Cyndy Burrows  
 Anneliese Hotelling  
 Kris Davis – A  
 Robert Penzone - A

Mayor:

Robert Scott, Jr

Secretary:

Meagan A Hutcheson

Police:

Chief Scott Shutt  
 Zachary Mosso

Visitors:

Marty Burrows	Brandon Reed	Lucy Losey
Terry Gleason	Zach Mosso	Thomas Howe

**APPROVAL OF MINUTES:** Diana McCullough made a motion to accept the November minutes as amended. Anna Hotelling seconded the motion. All were in favor. None were opposed. Motion carried. Diana McCullough made a motion to accept the December minutes. Anna Hotelling seconded the motion. All were in favor. None were opposed. Motion carried. Diana McCullough made a motion to accept the January minutes. Cyndy Burrows seconded the motion. All were in favor. None were opposed. Motion carried.

**COMMUNITCATIONS:** Kathryn Helgemo pointed out several webinars she felt were worthwhile to other council members, stating that many of them are free. Anna Hotelling asked to have LWSD see if the deposit had been put towards the bill of the customer that had left with no forwarding address. Robert Scott added that if it was a rental to have the remaining bill be billed to the landlord.

**TREASURE’S REPORT:** Kathryn Helgemo directed the \$175,000 dollar amount discussion to Donna Blend. Stating that it would be on treasure’s report until after the yearly audit was complete. Diana McCullough made a motion to accept treasure’s report as presented. Cyndy Burrows seconded the motion. All were in favor. None were opposed. Motion carried.

**PAYMENT OF BILLS:** Diana McCullough made a motion to pay the bills. Anna Hotelling seconded the motion. All were in favor. None were opposed. Motion carried. Anna Hotelling made a motion to accept the LWSD Treasure’s Report. Diana McCullough seconded the motion. All were in favor. None were opposed. Motion carried. Anna Hotelling made a motion to pay LWSD bills. Diana McCullough seconded the motion. All were in favor. None were opposed. Motion carried.

**MAYOR’S REPORT:**

- Robert Scott spoke on behalf of the Public Safety Committee making it aware that two more members were needed. Discussion of importance of these committee meeting to give Chief Scott Shutt the opportunity to explain the police needs. Scheduled a meeting for Friday, February 8<sup>th</sup> 12N, at the Borough Office.
- Discussion that the Public Safety Committee would determine need for part time police officer and create a third police position. In the mean time would like to advertise for part time police officer to acquire a pool of applications. Diana McCullough made a motion to advertise for a part time police officer. Anna Hotelling seconded the motion. All were in favor. None were opposed. Motion carried.

**POLICE REPORT:** See Attached

- Chief Scott Shutt mentioned that technician had been into the office to attempt to fix police printer with no success. Diana McCullough made a motion to purchase a printer/fax given a limit of \$500. Anna Hotelling seconded the motion. All were in favor. None were opposed. Motion carried.
- Chief Scott Shutt brought up that changes were made to transportation requirements and that officers are now required to have a transportation belt. Diana McCullough made a motion to purchase one transportation belt per courthouse order. Robert Scott stated that there should be an allotted amount in budget for Chief Shutt to purchase the belt without motion. Treasurer would be asked to look at budget and order accordingly.

**FIRE DEPARTMENT REPORT:** See Attached

- Discussion on requirement for council and employees of the borough to have NIMS and hazmat training. Chief Brad Hackett clarified that these trainings could be done online. Robert Scott expressed that he would get website links for each training to secretary.

**COMMITTEE REPORTS:**

- **Water & Sewer:** Report read by Kathryn Helgemo.
  1. Fix flow diverter at sewer plant.
  2. Change controllers at water plant on flocculators, so they will automatically restart when power goes off.
  3. Working on descaling pipes at the water plant.
  4. Working on getting information for a generator at the water plant.
  5. Clean storm drains.
  6. Patch pot holes.
  7. Pricing for closing in the drying bed **Diana McCullough made a motion to \$1400.00 for sewer plant to purchase a drying bed. Cyndy Burrows seconded the motion. All were in favor. None were opposed. Motion carried.**
  8. Change starter and battery in blue truck.
  9. Conduit and electrical wires in water plant have deteriorated and need replaced immediately. Chad's Mechanical estimated between \$1,500 - \$4,000. **Diana McCullough made a motion to approve up to \$4,000.00 to replace wires and conduit in water plant. Cyndy Burrows seconded the motion. All were in favor. None were opposed. Motion carried**
- Anna Hotelling made a request to get an estimate to replace the platform in the water plant.
- **Library Report:** (Amy, Kris, Sophia) Kathryn Helgemo shared, from Amy Southard, that the heater had been repaired and internet issue has been resolved.
- **Personnel:** (Cyndy, Anna, Diana)
- **Zoning:** Zoning Officer position has been advertised in Mansfield Penny Saver.
- **Planning Committee:** (Terry, Lucy Losey, Amy, vacant, vacant) Newsletter will return in March; include featuring a business each month.
- **Parks & Recreation Committee:** (Kris, Robert Scott, Robert Penzone) Robert Scott stated that he would like to schedule a meeting to discuss expense we are incurring at the ball field.
- **Public Works Streets (Kris, Larry, Robert) and Dikes:** (Eddie Wetzel, Kris, Larry)
  - o Ground hog hole filler-Larry (on Levee inspection report)
  - o Tree Mitigation Plan (on Levee Inspection Report) – Army Corp would like dike built inside tree
  - o Update Levee Emergency Action Plan –Bobby Scott (on Levee inspection report)
  - o Sluicing the culvert through the levee by the sewer plant (on the dike inspection report)
    - PARWA will do video at no charge when machine is back up and running.
  - o Fill washouts along the dike -up along Old Tioga Back Road (on dike inspection report)
  - o Flood Mitigation Program is open from February 1 – May 31<sup>st</sup>.

- o More information will be coming on all of these topics after conference (Friday, February 22<sup>nd</sup> @ 1pm) with DEP and ACOE.

**UNFINISHED BUSINESS: NONE**

**NEW BUSINESS:**

- Cyndy Burrows made a motion for LWSD to cancel the resubmit option for non sufficient funds checks. Diana McCullough seconded the motion. All were in favor. None were opposed. Motion carried.
- Anna Hotelling made a motion to advertise for part time Borough Laborer. Diana McCullough seconded the motion. All were in favor. None were opposed. Motion carried.
- Diana McCullough made a motion to register borough secretary for Comprehensive Training for Municipal Secretaries and Administrators with an \$80 registration fee. Anna Hotelling seconded the motion. All were in favor. None were opposed. Motion carried.
- Diana McCullough made a motion to register Chris Fabian for Pa Rural Water System Maintenance Training. Using the credit we have of \$95 to pay for the class. Anna Hotelling seconded the motion. All were in favor. None were opposed. Motion carried.
- Diana McCullough made a motion for borough council to enter into contract with PennDot for the Rt. 49 Project. Anna Hotelling seconded the motion. All were in favor. None were opposed. Motion carried.
- Motion to approve Ehlich 2019 Contracts was tabled. Council will read through contracts closely before signing.
- Entered into Executive Session.

**ADJOURN:** Diana McCullough made a motion to adjourn meeting. Anna Hotelling seconded the motion. All were in favor. None were opposed. Meeting adjourned at 8:38pm.

Respectfully Submitted,

Meagan A. Hutcheson  
Secretary

