

BOROUGH OF LAWRENCEVILLE  
 REORGANIZATIONAL & REGULAR MEETING  
 JANUARY 2, 2018

CALL TO ORDER: The meeting was called to order 4:00 pm by Mayor Robert Scott, Jr.

ROLL CALL:

Council Members:

Jack Young  
 Larry Barnes  
 Judy Kenyon-ABSENT  
 Anneliese Hotelling

Kris Davis  
 Kat Helgemo

Mayor:

Robert Scott, Jr

Secretary:

Jill Hall

Police Department:

Chief Scott Shutt-absent  
 Stevan Mengee-absent

Visitors:

Paul King	Amy Southard	Koleen Short
Cyndy Burrows	Donna Blend	Dee McCullough

REORGANIZATIONAL MEETING:

Mayor Robert Scott, Jr. swore in Kathryn Helgemo and Kris Davis to the office of Borough Council Member.

NOMINATION OF OFFICERS:

- o Jack Young nominated Kathryn Helgemo to the Office of President. Anneliese Hotelling seconded the motion. A roll call vote was taken, and the results are as follows: Jack Young-Yes, Larry Barnes-Yes, Anneliese Hotelling-Yes, Kris Davis-Yes, and Kathryn Helgemo-Abstain due to not wishing to vote for herself. Motion carried.
- o Jack Young nominated Larry Barnes to the Office of Vice-President of the Lawrenceville Borough Council. The motion was seconded by Kathryn Helgemo. A roll call vote was taken, and the results are as follows: Jack Young-Yes, Larry Barnes-Yes, Anneliese Hotelling-Yes, Kris Davis-Yes, and Kathryn Helgemo-Yes. Motion carried.
- o Larry Barnes motioned to re-appoint Christopher Lantz as the Lawrenceville Borough Solicitor. The motion was seconded by Anneliese Hotelling. A roll call vote was taken, and the results are as follows: Jack Young-Yes, Larry Barnes-Yes, Anneliese Hotelling-Yes, Kris Davis-Yes, and Kathryn Helgemo-Yes. Motion carried.
- o Anneliese Hotelling nominated Kris Davis to the Office of 3<sup>rd</sup> President Pro-tempore. The motion was seconded by Kathryn Helgemo. A roll call vote was taken, and the results are as follows: Jack Young-Yes, Larry Barnes-Yes, Anneliese Hotelling-Yes, Kris Davis-Yes, and Kathryn Helgemo-Yes. Motion carried.
- o Kathryn Helgemo nominated Anneliese Hotelling to the Office of 4<sup>th</sup> President Pro-Tempore of the Borough of Lawrenceville. A roll call vote was taken, and the results are as follows: Jack Young-Yes, Larry Barnes-Yes, Anneliese Hotelling-Yes, Kris Davis-Yes, and Kathryn Helgemo-Yes. Motion carried.
- o A motion was made by Jack Young to re-appoint Guthrie & Co as the Borough auditor for 2018 & 2019. Anneliese Hotelling seconded the motion. A roll call vote was taken, and the results are

as follows: Jack Young-Yes, Larry Barnes-Yes, Anneliese Hotelling-Yes, Kris Davis-Yes, and Kathryn Helgemo-Yes. Motion carried.

- o Larry Barnes nominated Bradley Hackett as the Borough of Lawrenceville's Emergency Management Coordinator and Tim Short as Bradley Hackett's replacement in Bradley's absence for 2018 & 2019. Jack Young seconded the motion. A roll call vote was taken, and the results are as follows: Jack Young-Yes, Larry Barnes-Yes, Anneliese Hotelling-Yes, Kris Davis-Yes, and Kathryn Helgemo-Yes. Motion carried.
- o Jack Young nominated Cyndy Burrows to the Vacancy Board position to be held by a borough resident. Anneliese Hotelling seconded the motion. A roll call vote was taken, and the results are as follows Jack Young-Yes, Larry Barnes-Yes, Anneliese Hotelling-Yes, Kris Davis-Yes, and Kathryn Helgemo-Yes. Motion carried.
- o Kris Davis directed Anneliese Hotelling, Larry Barnes, Kathryn Helgemo and Jack Young to be Lawrenceville Borough check signors on the accounts held at Citizens and Northern Bank and PLGIT for January 2018 – January 2020. The motion was seconded by Jack Young. A roll call vote was taken, and the results are as follows: Jack Young-Yes, Larry Barnes-Yes, Anneliese Hotelling-Yes, Kris Davis-Yes, and Kathryn Helgemo-Yes. Motion carried.
- o Jack Young motioned to re-appoint Loomis-Koernig Group as the Zoning Board Solicitor for 2019-2019. Annaliese Hotelling seconded the motion. A roll call vote was taken, and the results are as follows: Jack Young-Yes, Larry Barnes-Yes, Anneliese Hotelling-Yes, Kris Davis-Yes, and Kathryn Helgemo-Yes. Motion carried.

The following committees were formed:

Public Works-Streets

Kris Davis  
Larry Barnes

Public Works-Dikes

Jack Young  
Eddie Wetzal

Public Fire/Safety

Robert Scott, Jr  
Koleen Short  
Diana McCullough

Finance

Anneliese Hotelling  
Cyndy Burrows  
Larry Barnes

Personnel & Appointment

Anneliese Hotelling  
Larry Barnes  
Kris Davis  
Cyndy Burrows

Building

Jack Young  
Kris Davis

Library

Amy Southard  
Anneliese Hotelling  
Sophia Davis

Recreation

Jack Young  
Robert Scott, Jr

REGULAR MEETING

APPROVAL OF MINUTES: Larry Barnes motioned to approve the minutes dated December 4, 2017 and continued to December 18, 2017. Jack Young seconded the motion. A roll call vote was taken, and the results are as follows: Jack Young-Yes, Larry Barnes-Yes, Anneliese Hotelling-Yes, Kris Davis-Yes, and Kathryn Helgemo-Yes. Motion carried.

Jack Young motioned to accept the December 26, 2017 minutes as presented. Anneliese Hotelling seconded the motion. A roll call vote was taken, and the results are as follows: Jack Young-Yes, Larry Barnes-Yes, Anneliese Hotelling-Yes, Kris Davis-Yes, and Kathryn Helgemo-Yes. Motion carried.

**PUBLIC PRESENTATIONS:**

- KOLEEN SHORT questioned as to why all council members were not in attendance. She was told that the council did not know. JUDY KENYON will be contacted to be assured that she is welcomed at the meetings. ROBERT PENZONE, JR attendance and eligibility is unknown.

**COMMUNICATIONS:** No discussion.

**TREASURER'S REPORT:** JACK YOUNG moved to accept the treasurer's report as presented. ANNELIESE HOTELLING seconded the motion. All present were approved, none were opposed. Motion carried.

**PAYMENT OF BILLS:** LARRY BARNES motioned to pay the bills in the amount of \$6011.35. ANNELIESE HOTELLING seconded the motion. All present were in favor, none were opposed. Motion passed.

**MAYOR'S REPORT:** The mayor vocalized to all present that this council was open to public opinion and that this council would like to move forward with change.

**POLICE REPORT:** See attached.

**FIRE DEPARTMENT REPORT:** See attached

- The fire banquet is being held January 27, 2018.
- Congratulations to Kathryn Helgemo as she has attained EMT status!

**COMMITTEE REPORTS:**

A. Library:

- A new director of library is possibly imminent. Kayla Peterson will be contacted for a letter of resignation if she is giving up the position.
- Kreiger Grant ideas need to be submitted by February 2018. A motion was made by Jack Young to approve Amy Southard to contact Jay Erb of Erb Inspections to inspect the structural integrity of the library. Kris Davis seconded the motion. This could possibly lead to a list of safety hazards that warrant grant monies. A roll call vote was taken, and the results are as follows: Jack Young-Yes, Larry Barnes-Yes, Anneliese Hotelling-Yes, Kris Davis-Yes, and Kathryn Helgemo-Yes. Motion carried.
- Applying for the Kreiger Grant for funds for the Story Hour was also discussed.

B. Code Enforcement/Zoning Officer:

- The draft zoning ordinance needs to be reviewed by council members and input needs to be given so that a new ordinance can be adopted.
- It was reported that there are no grants for street rehabilitation. To complete the rebuild of Mill Street, a loan should be considered.

C. Public Works/Streets and Dikes:

- The levee inspection report has been received. A copy of it can be obtained in the borough office. The levee received a rating of "Unacceptable". Jack Young is going to work with Benton Best to create a new Emergency Action Plan to become compliant with the DEP. This is one of the action items on the levee report.
- No update on ground hog hole filling-this is an action item on the levee inspection report.

D. Public Works/Parks & Recreation:

E. Planning Committee:

F. Personnel & Appointment:

UNFINISHED BUSINESS:

- The growing of marijuana is subject to review by the zoning board.

NEW BUSINESS:

- The Council needs to be considering suggestions for applying for the Kreiger Grant. Upgrading at the State Street Park was discussed and mulch at the Cherry Street Park was discussed. The Recreation Committee will meet to determine which park is in the most need and bring a recommendation back to the council.
- An agreement with Lawrenceville Township is being discussed where the Borough police would have jurisdictional rights in the Township and the Township police would have jurisdictional rights in the borough. This agreement will offer the borough for up to 40 hours of police coverage per week. Stay tuned.
- A motion was made by Jack Young to continue the borough's membership with the PSAB (PA State Association of Boroughs). The motion was seconded by Larry Barnes. A roll call vote was taken, and the results are as follows: Jack Young-Yes, Larry Barnes-Yes, Anneliese Hotelling-Yes, Kris Davis-Yes, and Kathryn Helgemo-Yes. Motion carried.
- A motion was made by Jack Young to adopt Tax Levy Ordinance 280-2017 now that it has been officially advertised. The motion was seconded by Larry Barnes. A roll call vote was taken, and the results are as follows: Jack Young-Yes, Larry Barnes-Yes, Anneliese Hotelling-Yes, Kris Davis-Yes, and Kathryn Helgemo-Yes. Motion carried.
- A motion was made by Anneliese Hotelling to sign the Sewer Management Agreement taking control of the Lawrenceville Borough Authority assets, projects, financials, systems and employees. Jack Young seconded the motion. A roll call vote was taken, and the results are as follows: Jack Young-Yes, Larry Barnes-Yes, Anneliese Hotelling-Yes, Kris Davis-Yes, and Kathryn Helgemo-Yes. Motion carried.
- A motion was made by Anneliese Hotelling to sign the Water Management Agreement taking control of the Lawrenceville Borough Authority assets, projects, financials, systems and employees. Jack Young seconded the motion. A roll call vote was taken, and the results are as follows: Jack Young-Yes, Larry Barnes-Yes, Anneliese Hotelling-Yes, Kris Davis-Yes, and Kathryn Helgemo-Yes. Motion carried.

At 5:30 pm:

**MEETING CONTINUED UNTIL JANUARY 3, 2018 AT 5:00 PM**

-Continued –

The meeting was called to order by Kathryn Helgemo, President at 5:01 pm.

**ROLL CALL:**

**Council Members:**

Jack Young  
Larry Barnes  
Judy Kenyon-ABSENT  
Anneliese Hotelling

Kris Davis  
Kat Helgemo

**Mayor:**

Robert Scott, Jr

**Secretary:**

Jill Hall

**Police Department:**

Chief Scott Shutt-absent  
Stevan Mengee-absent

**Visitors:**

Paul King	Amy Southard	Koleen Short
Cyndy Burrows	Donna Blend	Tim Short

**Library:**

- Larry Barnes motioned to accept the Kayla Petersen’s resignation as the director of the Bostwick-Memorial Library. Anneliese Hotelling seconded the motion. A roll call vote was taken, and the results are as follows: Jack Young-Yes, Larry Barnes-Yes, Anneliese Hotelling-Yes, Kris Davis-Yes, and Kathryn Helgemo-Yes. Motion carried.
- Anneliese Hotelling motioned to appoint Amy Southard as the Director of the Bostwick-Perry Memorial Library. Jack Young seconded the motion. A roll call vote was taken, and the results are as follows: Jack Young-Yes, Larry Barnes-Yes, Anneliese Hotelling-Yes, Kris Davis-Yes, and Kathryn Helgemo-Yes. Motion carried.

**Personnel:**

- Charlotte Keyes submitted a letter of interest in becoming a member of the Personnel and Finance committee.
- Kathryn Helgemo reported that she is still searching for persons that may be interested in joining the Planning Committee.
- Anneliese Hotelling motioned to ratify the appointment of Cynthia Burrows to the Board of the Lawrenceville Borough Authority. A roll call vote was taken, and the results are as follows: Jack Young-Yes, Larry Barnes-Yes, Anneliese Hotelling-Yes, Kris Davis-Yes, and Kathryn Helgemo-Yes. Motion carried.

**Water & Sewer Department:**

- A motion was made by Larry Barnes to pay the Lawrenceville Water & Sewer Department Bills –LWSD (formerly known as Lawrenceville Borough Authority) for December 2017 once the LWSD computer is able to be accessed. Kris Davis seconded the motion. . A roll call vote was taken, and the results are as

follows: Jack Young-Yes, Larry Barnes-Yes, Anneliese Hotelling-Yes, Kris Davis-Yes, and Kathryn Helgemo-Yes. Motion carried.

- Jack Young motioned to direct Stephanie DiVittore with Barley & Snyder to proceed with the process of deferring the Appeal against the Lawrenceville Borough from the former Lawrenceville Borough Authority Board. Kris Davis seconded the motion. . A roll call vote was taken, and the results are as follows: Jack Young-Yes, Larry Barnes-Yes, Anneliese Hotelling-Yes, Kris Davis-Yes, and Kathryn Helgemo-Yes. Motion carried.
- The LWSD Superintendent reported to the council the following:
  - Both facilities are currently being operated in compliance with DEP requirements
  - Crowley's have their operator's hung in both facilities
  - Both full time employees are working and happy
  - Both permit transfer applications are complete and awaiting signatures
  - The day-to-day maintenance technicians bring lots of knowledge to the facilities and know the best about what needs to be done.
  - The drying beds are insufficient in the winter months—Costs about \$1k per trip to remove. New solutions should be researched.
  - OSHA compliance is very shaky
  - Manganese is very critical issue requiring instant attention and investment and this both a water and sewer plant issue.
  - There is a lot of unused equipment taking up space in both plants-should consider removing
  - Replacing the Greensand may not be the best solution at the Water Plant for filtration. This needs more research.
  - More updates next month---very busy!

Adjourn: Anneliese Hotelling motioned to adjourn at 5:58 pm. Kris Davis seconded the motion. All were in favor. None were opposed.