

**BOROUGH OF LAWRENCEVILLE
REGULAR MEETING
April 1, 2019**

CALL TO ORDER: The meeting was called to order 7:02 PM by Council President, Kathryn Helgemo, with the Pledge of Allegiance. Robert Penzone stated that he would be recording the meeting.

ROLL CALL:

Council Members:

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

Mayor:

Robert Scott, Jr - A

Secretary:

Meagan A. Hutcheson

Police:

Chief Scott Shutt – A
Zachary Mosso - A

Fire Department:

Chief Brad Hackett - A

Visitors:

Bev Shoup	Marty Burrows	Cleo Russell
Karin Penzone	Bobby Penzone III	Grace Kirwin
Michael Kirwin	Stephen Huels	Erica Buchanan
Paula Thomas	Donna Blend	

Paula Thomas has a concern with Mill Street. They will be paving their driveway and are looking for answers pertaining to permit and drainage questions . Diana McCullough stated that she will talk with Jim Frew and Streets and Dikes committee to get a short term and long-term plan together. Robert Penzone also stated that Mill Street was his concern. Would like to come up with a reasonable solution.

Cleo Russell lives on Mill Street has complained every month of the condition of his street. In the next two weeks he is having his driveway resurfaced. Stanley's in Corning, Ny is doing the work, he is hoping someone could speak with them about patching a few of the holes, bigger problem areas. Michael Kirwin stated he can vouch for Stanley's they are good, and prices are reasonable. Diana McCullough responded and said that we could definitely look into working with them while they were there.

Kat Helgemo spoke to Cleo Russell in response to his March meeting question regarding Kwik Fill contract to put the land back to the way it was found. It was asked that he please let council know if he has any paperwork that shows a different agreement.

Erica Buchanan with Lawrenceville Softball attend to address two fundraiser tournaments that they will be hosting. They asked to have permission to extend lights being on passed curfew May 18th, June 15th and 16th. She also brought to council's attention a couple of trees that hang over into the ball field and are making a mess of the field. Erica stated they have no problem taking care of the field however the trees are not on their property. Council assured Erica that the Borough would reach out and work with them to take of the overhanging trees and leaves that are in-between private property and the ballfield fence. Diana McCullough made a motion to extend light to 11pm. Robert Penzone seconded the motion. Larry Barnes: Absent, Anna Hotelling: Absent, Diana McCullough; Yes, Cyndy Burrows; Yes, Kathryn Helgemo; Yes. All were in favor. None were opposed. Motion carried.

Public Presentation's were closed at 7:25pm.

APPROVAL OF MINUTES: Diana McCullough made a motion to accept minutes as presented. Cyndy Burrows seconded the motion. Diana McCullough; Yes, Cyndy Burrows; Yes, Robert Penzone; No, Kathryn Helgemo; Yes. Majority were in favor. Motion carried.

COMMUNICATIONS: Kathryn Helgemo shared communications.

TREASURE'S REPORT: Robert Penzone asked to ensure that all assets are listed. Meagan Hutcheson, borough secretary and Kathryn Helgemo assured him that all are listed. Diana McCullough made a motion to accept LWSD and Borough treasure report. Cyndy Burrows seconded the motion. Diana McCullough; Yes, Cyndy Burrows; Yes, Robert Penzone; Yes, Kathryn Helgemo; Yes. All were in favor. None were opposed. Motion carried.

PAYMENT OF BILLS: Robert Penzone stated that the LWSD total of bills seemed to be higher than normal, he asked what the change is. Diana McCullough stated that the cost depends on safety and repairs that need immediate attention. Diana McCullough made it clear that until we get our infiltration system in control we are going to be paying out because we are overworking out plants. We are actively working on submitting grants. Robert Penzone stated that we should figure out what is wrong, make a list, and get it out to the public. Cyndy Burrows stated that majority of the list has been complete, however most of it has been put aside to deal with I & I situation. Kathryn Helgemo cleared the conversation up by stating that there is a "corrective action plan" in place. We as a council approved Larson Design to compile our 537 plan, we look it over, ask questions, and have a full plan. Robert Penzone is concerned about oversight and allowing engineers to tell us what we need. Diana McCullough made a motion to accept bills. Cyndy Burrows seconded. Diana McCullough; Yes, Cyndy Burrows; Yes, Robert Penzone; No, Kathryn Helgemo; Yes. Majority were in favor. Motion carried.

MAYOR'S REPORT: Tabled to May monthly borough meeting.

POLICE REPORT: Tabled to May monthly borough meeting.

FIRE DEPARTMENT REPORT: Tabled to May monthly borough meeting.

COMMITTEE REPORTS:

- **Water & Sewer:** Cyndy Burrows explained that we were fined \$9,500 by DEP, talked all the way up to the state level, not willing to except anything other than payments. We also explained all of our current projects and plans updating the plants. We understand the threat that if the I & I doesn't come down they will be fining us again next year. Robert Penzone stated that we have had these numbers in the past and we have been able to run the plant in compliance. He then asked how often are we cleaning the chlorine tank? Jim Frew stated that the trash pump has been ordered. Robert Penzone asked for a minute to look over the water rate increase ordinance. Diana explained why the rate is necessary. The original suggestion was to raise it by 44% it was agreed upon to raise it 9%. Robert Penzone asked where the 9% was going to fall, over all? Each category? Diana responded by explaining that it was water and sewer and that it was across the board. We have a major amount of repairs that we need to help cover. We haven't had a rate increase since 2005. If we don't want to continue to fix our issues, DEP will come in and take over and set the rates at least to 44%. Diana McCullough made a motion to advertise rate increase for WSD. Cyndy Burrows seconded the motion. Diana McCullough; Yes, Cyndy Burrows; Yes, Robert Penzone; No, Kathryn Helgemo; Yes. Majority was in favor. Motion was carried.
- **Library Report:** (Amy, Kris, Sophia) Kat Helgemo stated that the Kreiger Grant was approved.
- **Personnel:** (Cyndy, Anna, Diana) Diana McCullough made a motion to hire Marisa Gilliland April 2, 2019 at \$12 per hour for approximately 32 hours but no more than 40 hours. Cyndy seconded the motion. Robert Penzone asked for the motion to be repeated. Kathryn Helgemo repeated the motion. Robert Penzone asked if he could look over the resume. Cyndy Burrows and Diana McCullough stated that it was with the personnel committee. Diana McCullough; Yes, Cyndy Burrows; Yes, Robert Penzone; No, Kathryn Helgemo; Yes. Majority was in favor. Motion carried. Diana then stated that there was a second interview for zoning officer, he is from Nelson, works as a general contractor, he is a project manager, he is very qualified. Position would be an on-call basis, residents would call office and schedule an appointment. Diana McCullough made a motion to hire Michael Harkenrider as our Zoning Officer at \$15 per hour for on call basis. Cyndy Burrows seconded the motion. Robert Penzone opened up the discussion wanting to see resume. Kat Helgemo opened the discussion to Donna Blend and asked procedure of school board hire. The committee brings a recommendation to the meeting, no one asks to see the resume. Kathryn Helgemo apologized to Robert however, this is how hiring is handle the council members look to their personnel committee to give the best recommendation. Diana McCullough; Yes, Cyndy Burrows; Yes, Robert Penzone; No, Kathryn Helgemo; Yes. Majority were in favor. Motion passed.
- **Zoning:** Proposed Zoning Ordinances are with Jeffrey Loomis
- **Planning Committee:** (Terry, Lucy Losey, Amy, vacant, vacant)

- **Parks & Recreation Committee:** (Kris, Robert Scott, Robert Penzone)
- **Public Works Streets (Kris, Larry, Robert) and Dikes:** (Eddie Wetzel, Kris, Larry)

UNFINISHED BUSINESS: NONE

NEW BUSINESS:

Diana McCullough made a motion that we adopt the Code of Lawrenceville Borough. Cyndy Burrows seconded the motion. Cyndy Burrows; Yes, Diana McCullough; Yes, Robert Penzone; Yes, Kathryn Helgemo Yes. All were in favor. None were opposed. Motion was carried.

Diana McCullough made a motion to write off the \$48 unpaid water bill. Cyndy Burrows seconded the motion. Diana McCullough Yes, Cyndy Burrows Yes, Robert Penzone Yes, Kathryn Helgemo Yes. All were in favor. None were opposed. Motion was carried.

Kathryn Helgemo read the payment agreement letter from DEP. Cyndy Burrows made motion to accept and sign the agreement. Diana McCullough seconded the motion Diana McCullough Yes, Cyndy Burrows Yes, Robert Penzone Yes, Kathryn Helgemo Yes. All were in favor. None were opposed. Motion was carried.

Kathryn Helgemo read the ordinance of how we handle residents who don't call to schedule an inspection. Diana McCullough made a motion to send 2nd letter and phone call to residents who haven't scheduled an inspection. With a deadline to respond to Jim Frew by April 15th. Cyndy Burrows seconded the motion. Diana McCullough Yes, Cyndy Burrows Yes, Robert Penzone Yes, Kathryn Helgemo Yes. All were in favor. None were opposed. Motion was carried.

Diana McCullough made a motion to complete address change for Sewer Plant to Waste Water Lane. Cyndy Burrows seconded the motion. Diana McCullough Yes, Cyndy Burrows Yes, Kathryn Helgemo Yes, Robert Penzone Yes. All were in favor. None were opposed. Motion carried.

Diana McCullough made a motion to send approve Larson Design to proceed with bid process. Sealed bids are to be opened in meeting. Cyndy Burrows seconded the motion. Robert Penzone opened the discussion to see if Larson Design could bring bids to meeting. It was brought up at the meeting that this is how they were going to do it. May 6th Larson Design will be here. Diana McCullough Yes, Cyndy Burrows Yes, Robert Penzone Yes, Kathryn Helgemo Yes. All were in favor. None were opposed. Motion was carried.

ADJOURN: Diana McCullough made a motion to adjourn at 9:14 Cyndy Burrows seconded the motion. Meeting was adjourned.

Respectfully Submitted,

Meagan A. Hutcheson
Secretary

