

**BOROUGH OF LAWRENCEVILLE
REGULAR MEETING
March 4, 2019**

CALL TO ORDER: The meeting was called to order 7:01 PM by Council President, Kathryn Helgemo, with the Pledge of Allegiance. Robert Penzone made it aware he was recording the meeting.

ROLL CALL:

Council Members:

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

Mayor:

Robert Scott, Jr

Secretary:

Meagan A Hutcheson

Police:

Chief Scott Shutt
Zachary Mosso

Fire Department:

Chief Brad Hackett

Visitors:

Gerald Bryant	Marty Burrows	Karin Penzone
Beverly Shoup	Bill Shoup	Thomas Howe
Grace Kirwin	Mike Kirwin	Cleo Russell
Terry Gleason	Lucy Losey	Kim O'Dell
Mansel O'Dell	Kathie Null	Donna Blend

PUBLIC PRESENTATIONS:

- Cleo Russell asked to have council look into Kwik Fill original agreement. He's sure the contract states that when the business moved out the original agreement was that it was their responsibility to put lot back to the way it was. Stated that agreement/contract would have been made in the 1980's. Cleo also would like our plow truck driver to take a class on correct plowing.
- Mansel O'Dell asked for number of times Water and Sewer has been out of compliance in the last two years? Anna Hotelling addressed the recent DEP violation and fine. Mansel went on to complain that our plow truck driver is going too fast and sending snow and ice up onto his yard. Mayor Robert Scott responded that Jim Frew (Supervisor) is doing an excellent job plowing and that he gets out early in the morning before most residents are clearing sidewalks and driveways. Robert Penzone referred to Mansel O'Dell's compliance question stating that according to DEP website there were five violations and fine.
- Michael Kirwin asked when the minutes from November through to current would be available to read on the Borough website. Meagan Hutcheson, Secretary, responded by explaining November, December, and January minutes had just recently been approved in February meeting and they would be posted on website soon.
- Karin Penzone made a complaint that the sidewalks from Post Office to corner were not be shoveled.
- Joyce Nichols wanted to let council know that the garbage on Cowanesque Street is piling up again. With warm weather coming neighbors are concerned with rat problem returning. Anna Hotelling made it aware that Ehrlich had just filled traps and there is an upcoming appointment with Jeffery Loomis to discuss further action.

APPROVAL OF MINUTES: Diana McCullough made a motion to accept the February minutes. Cyndy Burrows seconded the motion. Roll call vote: Cyndy Burrows: yes, Anna Hotelling: yes, Kris Davis: yes, Robert Penzone: no, he stated he was absent for February Meeting. Kathryn Helgemo: yes. Majority were in favor. Motion carried.

COMMUNITCATIONS: Kathryn Helgemo spoke about a letter from Penelec concerning rate increases with generation supplier. Anna Hotelling made a motion for LWSD and Borough Secretary to get quotes for other generation supplier's. Diana McCullough seconded the motion. All were in favor. None were opposed. Motion carried. Kathryn Helgemo brought up unpaid water customers, Robert Penzone asked how much, Meagan Hutcheson responded with two totals: one for \$11.40 and one for \$48.86. Council asked for the \$11.40 to be billed

to Randy Jelliff (Landlord), no motion was made for bill of \$48.86. Kathryn Helgemo informed public and council of Confined Space Training for both water and sewer employee's that is needed for them to enter manholes and well 2. Diana McCullough made a motion to register both water and sewer employee's for the Confined Space Training. Cyndy Burrow's seconded the motion. All were in favor. None were opposed. Motion carried.

TREASURE'S REPORT: Diana McCullough made a motion to accept both the LWSD and Borough report's as presented. Anna Hotelling seconded the motion. Roll Call vote taken Diana McCullough; yes, Cyndy Burrows; yes, Anna Hotelling; yes, Kris Davis; yes, Robert Penzone; no, Kathryn Helgemo; yes. Majority were in favor. Motion carried.

PAYMENT OF BILLS: Diana McCullough made a motion to pay the LWSD and Borough bills as presented. Cyndy Burrow's seconded the motion. Roll Call vote taken Diana McCullough; yes, Cyndy Burrows; yes, Anna Hotelling; yes, Kris Davis; no, Robert Penzone; no,(Kris Davis and Robert Penzone both stated that there isn't an adequate amount of time to review bill's) Kathryn Helgemo; yes. Majority were in favor. Motion carried.

MAYOR'S REPORT: Nothing to report.

POLICE REPORT: See Attached

- Officer Zach Mosso went through monthly report. He then brought up trouble they are having with lights in police vehicle. Robert Scott mentioned that there are funds budgeted for vehicle and to get with secretary/treasurer regarding that.

FIRE DEPARTMENT REPORT: Chief Brad Hackett went through Fire Department monthly report of calls.

COMMITTEE REPORTS:

- **Water & Sewer:** Report read by Kathryn Helgemo.
 1. Remove old rusted out and unused conduits form pump control center and water tanks. Bend and install new pvc conduit and rerun necessary wires in conduits. Run new conduit from main panel to pump control center and run new wire in conduit., Test all work and bring into operations.
 2. Painted pipes.
 3. Got materials to close in drying bed.
 4. Estimate for iron separation platform. Structural repair (beams missing, very unsafe) \$6,000.
 5. Well #2 Project is waiting on permission from DEP.
 6. Pa Small Water and Sewer Grant: Plan of action for monies granted. Our engineer will be attending future public meeting to be able to answer any and all questions, so we are all up to date and are on the same page.
 7. Complaint. Anna Hotelling addressed the complaint of cloudy water on Mill Street. She went on to explain that from now on before and flushes there would be a swift 911 call sent out so all residence would be aware that they may have cloudy water. Kathryn Helgemo went on to give out her personal cell phone number for emergencies after business hours and on weekends.
 8. Fine. \$9,500 for 14 months of being out of exceedance for fecal matter. We are exceeding the amount of infiltration that our plant can handle by 100,00 – 200,000 gallons because of infiltration. We need to be equipped o handle the amount of infiltration we are receiving. The Small Water and Sewer Grant will get us back on track.
 9. Schedule a tour of Water and Sewer Plant. The operators, Anne and Pat Crowley, will be in control of the tour. Two dates were given: March 9th or March 23rd. After discussion of personal schedules March 9th was agreed upon at 9:00am. It was made aware that this tour would not be open to the public.
- **Library Report:** (Amy, Kris, Sophia) Kathryn Helgemo shared, from Amy Southard, that the Krieger Grant was submitted to purchase a new computer and to update current software.
- **Personnel:** (Cyndy, Anna, Diana)
- **Zoning:** Zoning Officer position has continued to be advertised. There has been one interview.
- **Planning Committee:** (Terry, Lucy Losey, Amy, vacant, vacant) Lucy Losey informed council and public that Financial Sheet for 2018 was complete (Attached). She also spoke about a survey that they would be including with the newsletter to help them give our community what they would like to see in Lawrenceville.
- **Parks & Recreation Committee:** (Kris, Robert Scott, Robert Penzone): Nothing to report.
- **Public Works Streets (Kris, Larry, Robert) and Dikes:** (Eddie Wetzel, Kris, Larry) Rehabilitation and Inspection Program Plan. Kathryn Helgemo shared that our realistic goal is to have a request into the Army Corp by Fall for inspection with the following steps:

- o DEP Survey to determine where tie out is. Once surveyed remove and clean up vegetation.
 - o Sluicing the culvert through the levee by the sewer plant. PARWA will do video at no charge when machine is back up and running.
 - o Ground hog hole filler- "Slurry Mix" (90% Earth; topsoil/sand and 10% bentonite). Work on filling smaller areas first, once grant is acquired work on filling larger areas.
 - o Floodgates: Sanding and painting will be completed when weather breaks.
 - o Culvert: reseeding complete.
- Robert Penzone stated that he attended this conference and that not all of these steps were required, and that the sanding and repainting he last knew was going to cost over \$1,200.

OLD BUSINESS: State Rt 49 Project, PaDOT had a few corrections to make. Contract from February has been voided, new contract signed this meeting and sent in immediately. Robert Penzone raised the question as to if our 25% responsibility has been budgeted in or if there is a fund we would be paying it out of. If figures are correct he believes we will be paying close to \$59,000. It was agreed to have Secretary/Treasurer look into that and get specifics.

UNFINISHED BUSINESS: NONE

NEW BUSINESS:

- Kathryn Helgemo shared that Ehrlich District Manager came and went over each map and determined what each contract covered. Discarded two of the contracts as they don't apply. We also learned that contract automatically covers a Spring and Fall treatment, however if vegetation needs treated in between all we have to do is call and set up an appointment. The in between will be covered under contract without additional charges. Diana McCullough made a motion to approve Ehrlich 2019 Proposal and Agreements Dris Davis seconded the motion. All were in favor. None were opposed. Motion carried.
- Introduction of Code of the Borough of Lawrenceville was made. Kathryn Helgemo stated that the plan is to adopt the Code in April. She also shared that copies are available in the office for Council Members and the public to view.
- Kathryn Helgemo shared the need for internet to be turned back on at the Sewer Plant. Diana McCullough made a motion to have the internet turned back on at the Sewer Plant. Cyndy Burrows seconded the motion. All were in favor. None were opposed. Motion carried.
- Diana McCullough made a motion for Jim Frew to temporarily hold position of Zoning Officer so Borough is able to enforce Zoning Ordinances until appointment with solicitor. Discussion opened by Kris Davis and Robert Penzone asking specifics of Jim Frew holding a few position's at once with borough. Discussed that it would be by appointment only and under the same pay of his supervisor title. Diana then made a motion to have Jim Frew temporarily fill Zoning Officer position until March 14th. Cyndy Burrows seconded the motion. Roll Call vote: Diana McCullough; yes, Cyndy Burrows; yes, Anna Hotelling; yes, Kris Davis; no, Robert Penzone; no, Kathryn Helgemo; yes. Majority were in favor. Motion carried.
- Diana McCullough made a motion to accept resignation letters from: Jeremy Cook, Steven Mengee, and Corey Mosher. Robert Scott made it clear that they have not been employed with the borough that this was for clerical purposes. Anna Hotelling seconded the motion. All were in favor. None were opposed. Motion carried.
- Entered into Executive Session: Personnel issue with Tax Collector Service Fee, at 8:35pm. Council entered back into session at 8:58pm/ Robert Penzone made a motion to authorize the Lawrenceville Borough solicitor to review the sample ordinance entitled, "Tax Collector Service Fees" and prepare a resolution for Lawrenceville Council o adopt at the April Council meeting. Diana McCullough seconded the motion. All were in favor. None were opposed. Motion carried.

ADJOURN: Anna Hotelling made a motion to adjourn meeting. Diana McCullough seconded the motion. All were in favor. None were opposed. Meeting adjourned at 9:01pm.

Respectfully Submitted,

Meagan A. Hutcheson
Secretary

BOROUGH OF LAWRENCEVILLE
SPECIAL MEETING
March 9, 2019

CALL TO ORDER: The meeting was called to order 10:31 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
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:

Michael Kirwin	Jim Frew	Lena Lewis

NEW BUSINESS:

- Kathryn Helgemo explained that Larson Design needs confirmation to move forward with Sanitary Sewer Rehabilitation Opinion of Probable Project Cost. She went on to explain that:
 - Once Larson Design is given Confirmation approximate schedule will be as follows:
 - 1 ½ - 2 Moths to complete final Design Plan and Schedule
 - 3 – 4 weeks for bid process
 - 2 Months until contractors begin (No later than August 2019)
 - Actual construction should only take 2 – 3 weeks.

All in attendance looked over CCTV color coded maps of problem areas throughout the borough. The CCTV printed inspection report was also reviewed. It was once again made aware that residence of the borough are welcome to come in to look at the maps and inspection report as well. They are located in our office lobby.

Diana McCullough made a motion to give Larson Design confirmation to move forward with Sanitary Sewer Rehabilitation Opinion of Probable Project Cost. Robert Penzone seconded the motion. All were in favor. None were opposed. Motion carried.

Diana McCullough made a motion to adjourn at 11:01am. Anna Hotelling seconded the motion. All were in favor. None were opposed. Meeting was adjourned.