

**BOROUGH OF ST. LAWRENCE  
MEETING MINUTES  
THURSDAY, FEBRUARY 8, 2018**

**ATTENDANCE:** Mr. Robert J. May, Council President  
Mr. David W. Eggert, Council Vice President  
Rev. D. Michael Bennethum, Councilman  
Mr. Steve Geibel, Councilman  
Mr. Warren Lubenow, Councilman

**OTHERS IN ATTENDANCE:** Ms. Pamela Stevens, Borough Engineer, SDE  
Ms. Allison A. Leinbach, Borough Manager  
Ms. Joan London, Borough Solicitor, Kozloff Stoudt  
Mr. Gregory Zawilla, Borough Mayor  
Mrs. Susan D. Eggert, Borough Secretary  
Mr. David Kostival, Reading Eagle

**ABSENT:** Mr. Rick Davidson, Councilman  
Mr. Michael Fritz, Councilman

**CALL TO ORDER:** The meeting of the St. Lawrence Borough Council was called to order by Council President, Mr. Robert J. May, at 7:35 PM.

**APPROVAL OF THE MINUTES:** The minutes from the reorganization meeting and the regular business meeting on Tuesday, January 2, 2018, were presented to Council for their review. There were no questions, corrections, or clarifications to the minutes. **MOTION:** Mr. Warren Lubenow made the motion to approve both sets of minutes as presented; seconded by Mr. David Eggert; all were in favor and the motion carried.

**TREASURER'S REPORT:** The treasurer's report was distributed to the members of Council prior to the meeting for review. There were no questions, corrections or clarifications to the report. Mr. May read the account balances and noted the sewer loan balances as well. **MOTION:** Mr. Eggert made the motion to approve the treasurer's report as presented and file it for audit; seconded by Mr. Lubenow; all were in favor and the motion carried.

GENERAL: \$132,401.88 RESERVES: \$74,063.88 SEWER: \$228,875.09 LIQUID FUELS: \$225,142.72 FIRE TAX: \$1,441.58 FIRE LOSS: \$10.00

**APPROVAL AND PAYMENT OF THE BILLS:** All bills requiring payment and ratification were presented to Council for review. There were no questions, corrections or clarifications. Bills requiring payment and ratification from the general fund totaled \$79,653.15. Bills requiring payment and ratification from the sewer fund totaled \$40,818.27. Bills requiring payment from the fire tax fund totaled \$67.50.

**MOTION:** Mr. Eggert made the motion to approve payment and ratification of all bills presented; seconded by Rev. Bennethum; all were in favor and the motion carried.

**REPORT OF THE BOROUGH ENGINEER – PAMELA STEVENS, SDE**

**TURKEY HILL** - Ms. Stevens and Ms. Leinbach indicated that there has been no communication or response from Kroger (Turkey Hill) to the letter that was sent informing them that they needed zoning approval before any building permits could be obtained. Mr. May indicated that he believes that Kroger has sold all of the Turkey Hills so that it is possible that the information may come shortly or from a new owner depending on the agreement of sale.

**494 PARKVIEW ROAD** - There has been no movement on the project at 494 Parkview Road.

**SIDEWALK/CURB MAP** - Attached to the report is the plan specifying the details for placement of sidewalk and curbing. This is a very old plan and Ms. Stevens will review in detail. This was forwarded to the engineers who are working on plans for Exeter Supply.

**PENN DOT** - Penn DOT was witnessed by the Borough shoving road debris down into the storm drains. A letter was sent to them but no response was received to date.

**MS 4 STORM WATER PERMIT** - The Borough was notified that they have been granted the waiver that was requested for the next 5 years. At that time the Borough needs to reapply for the waiver and or permit. The Borough will continue to do storm water management.

**MUNICIPAL LANDS** - Ms. Stevens indicated that her firm has begun doing the prep work for the surveying and will be ready to move forward as soon as the weather allows them to do the work.

**MACI WAY LIQUID FUELS** - Apparently Maci Way is still not included in the Borough's liquid fuels. Ms. Stevens will review and assist Ms. Leinbach on doing the proper paperwork to submit to PennDOT.

**GOODWILL INDUSTRIES** - Goodwill has issued a plan with regard to sewer and they are planning to install an alarm to warn them of any potential sewer overflows.

**ARROR ENGINEERING** - The Borough received a letter from Arro Engineering requesting a recommendation letter for Mt. Penn Water to apply for a Pennsylvania Small Water and Sewer Grant Application. Ms. Stevens and Ms. London will assist the Borough with proper wording for the recommendation letter.

**REPORT OF THE CODE ENFORCEMENT OFFICER - ALLISON LEINBACH**

Ms. Leinbach indicated that she spoke with Mr. Newman and will keep track of progress on his property maintenance issues.

**REPORT OF THE BOROUGH SOLICITOR - JOAN LONDON**

Ms. London has requested an executive session at the end of the meeting to discuss potential litigation.

**BUDGET & FINANCE - ALLISON LEINBACH**

**RESOLUTION 797-2018** – Resolution 797-2018 would adopt a new fee schedule for the calendar year 2018. The fee schedule reflects some changes to the administrative fees, truck with a man fee and was attached for Council's review. **MOTION:** Mr. Eggert made the motion to adopt Resolution 797-2018 which is a fee schedule for 2018; seconded by Rev. Bennethum; all were in the favor and the motion carried.

**BERKS COUNTY TAX CLAIM** - Mrs. Eggert indicated that she needed authorization to turn \$2,236.80 over to Berks County Tax Claim for collection of unpaid real estate tax. **MOTION:** Mr. Eggert made the motion authorizing that \$2,236.80 be turned over to Berks County Tax Claim for collection of unpaid real estate tax; seconded by Mr. Lubenow; all were in favor and the motion carried. Mrs. Eggert also asked for authorization to turn \$238.59 of unpaid fire tax over to the Borough of St. Lawrence for collection. **MOTION:** Mr. Eggert made the motion authorizing that \$238.59 be turned over to the Borough for collection; seconded by Rev. Bennethum; all were in favor and the motion carried.

**RESOLUTION 798-2018** - Resolution 798-2018 authorizes the setup of a fire loss escrow account. This needs to be done because there was a fire in the Borough and a portion of the claim is kept in escrow and turned over to the homeowner after all of the inspections are done. **MOTION:** Mr. Lubenow made the motion to adopt Resolution 798-2018 to setup a fire loss escrow account; seconded by Rev. Bennethum; all were in favor and the motion carried.

## **STREETS & LIGHTS**

**INDUSTRIAL GROUNDS MAINTENANCE** - Mrs. Eggert presented a quote from Industrial Grounds Maintenance for the annual street sweeping. The cost is \$200 more than last year at \$2250. There is an additional cost of \$400 for St. Lawrence Avenue. There is also a fee for a skid loader; Mr. Rhoads is in communication with them to determine whether or not they can dump right into our truck. This is setup for Thursday, April 19<sup>th</sup> & Friday, April 20<sup>th</sup>. **MOTION:** Mr. Eggert made the motion to accept Industrial Grounds Maintenance quote for our annual street sweeping; seconded by Rev. Bennethum; all were in favor and the motion carried.

**EMERGENCY MANAGEMENT COORDINATOR** - Mr. Eggert took the online training classes and attended the January meeting.

**MUNICIPAL LANDS** - Mr. Lubenow told Council that he attended the Borough's Association meeting and the subject was spotted lanternfly. Mr. May indicated that he saw in the newspaper where the state will be offering grant money and suggested that maybe Mr. Rhoads can look into what we need to do to get a grant. Also Mr. Lubenow indicated that at the meeting they discussed being able to use property maintenance to go after people with ailanthus trees. Ms. London indicated that she will do some research to be sure that you can go after residents with ailanthus as a property maintenance issue.

**NEWSLETTERS** - The next newsletter will go out the first week of March and will include the egg hunt and spring time information.

## **STORMWATER**

**MS 4 STEERING COMMITTEE** – Even though we received a waiver Mr. May thought that the Borough should still join. Mr. May felt that perhaps by staying in that it could help to push the County to take over so that there is one permit for the entire county. There was discussion and it was decided that the Borough would not join the MS 4 Steering Committee this year.

**UNFINISHED BUSINESS**

**TAX RELIEF FOR VOLUNTEER FIRE FIGHTERS** - There was no new information but Mr. Geibel indicated that he is still very much interested in moving forward with offering this relief to volunteer fire fighters. Ms. London indicated that other municipalities have done this and she will create an ordinance for Council to review at the March meeting.

**EXETER FIRE COMPANY BY-LAWS** – Mr. Geibel indicated that Mr. Fritz said that he was interested in this appointment. Mr. May indicated that since Mr. Fritz was absent this evening he would like to table this appointment until he is present so that we can confirm that he would like to take the position.

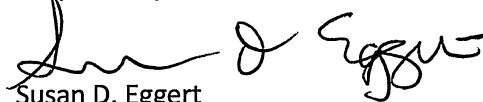
**NEW BUSINESS**

**RESOLUTION 799-2018** - Resolution 799-2018 is a Resolution for municipal records destruction. The list of records to be destroyed was sent to Council prior to the meeting for review. There were no questions about the list that was provided for review. **MOTION:** Mr. Eggert made the motion to adopt Resolution 799-2018 for municipal records destruction; seconded by Rev. Bennethum; all were in favor and the motion carried.

**EXECUTIVE SESSION: MOTION:** Mr. Eggert made the motion to go into executive session to discuss potential ligation; seconded by Rev. Bennethum; all were in favor and the motion carried. The Council went into executive session at 8:13 PM. Council came out of executive session at 8:33 PM.

**ADJOURNMENT: MOTION:** Mr. Lubenow made the motion to adjourn; seconded by Rev. Bennethum; all were in favor and the motion carried. The meeting of the St. Lawrence Borough Council adjourned at 8:34 PM.

Respectively submitted,



Susan D. Eggert  
Borough Secretary