

**BOROUGH OF ST. LAWRENCE  
MEETING MINUTES  
THURSDAY, MARCH 12, 2015**

**ATTENDANCE:**

Mr. Robert J. May, Council President  
Mr. David W. Eggert, Council Vice President  
Rev. D. Michael Bennethum, Councilman  
Mr. Rick Davidson, Councilman  
Mrs. Joan Eshelman, Councilwoman  
Mr. Warren Lubenow, Councilman  
Mr. Cary G. Whitman, Councilman

**OTHERS IN ATTENDANCE:**

Mrs. Susan Eggert, Borough Secretary  
Ms. Allison Leinbach, Borough Manager  
Ms. Pamela Stevens, SDE, Borough Engineer  
Ms. Joan London, Kozloff Stoudt, Borough Solicitor  
Mr. Michael Fritz, Borough Mayor  
Mr. Matt Stairiker, Lower Alsace Ambulance  
Mr. Steve Geibel, Exeter Township Fire Department  
Mr. John Herbsleb, Exeter Ambulance Association  
Mr. Merv Wertz, Lower Alsace Ambulance

---

**CALL TO ORDER:** The meeting of the St. Lawrence Borough Council was called to order by Mr. Robert J. May, Council President, at 7:34 PM.

**APPROVAL OF THE MINUTES:** The minutes from the February meeting were presented to Council for their review. Mr. Eggert indicated that there was one correction that needed to be made to the minutes. Under Personnel Matters with regard to the motion there should be two abstentions from Mr. Eggert and Mr. Whitman due to personal relationship with Mrs. Eggert. **MOTION:** Mrs. Joan Eshelman made the motion to approve the minutes as presented with the change as noted above; seconded by Mr. Rick Davidson; 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 and Ms. Leinbach indicated that the treasurer's report could be approved as presented and filed for audit. **MOTION:** Mrs. Eshelman made the motion to approve the treasurer's report as presented and file it for audit; seconded by Mr. Davidson; all were in favor and the motion carried.

**GENERAL:** \$88,290.82 **SEWER:** \$209,970.93 **RESERVES:** \$49,693.34 **LIQUID FUELS:** \$96,408.24

**APPROVAL AND PAYMENT OF THE BILLS:** All of the bills requiring payment and ratification were presented to Council for review. There were no questions, corrections or clarifications to the report. Bills requiring payment and ratification from the general fund total \$65,326.70. All bills requiring payment from the sewer fund total \$7,202.51. **MOTION:** Mr. Eggert made the motion to authorize payment and ratification of all bills presented from both the general and sewer funds; seconded by Mr. Cary Whitman; all were in favor and the motion carried.

## **PUBLIC HEARINGS AND PETITIONS**

**MATT STAIRIKER** - Mr. Stairiker from Lower Alsace Ambulance presented before Council this evening to let Council know that they have had their state inspection and did receive their licensure for advanced life support and has taken ownership of a new ambulance . They are going to start to run ALS on 3/15/15 and will definitely be ready to start running in the Borough as of 3/23/15. The authorization of the run card change has to be done and that is on the agenda to be voted on this evening.

**JOHN HERBSLEB** - Mr. Herbsleb presented to Council this evening representing the Exeter Ambulance Association. Mr. Herbsleb came this evening to thank the Borough for all of their years of support and indicated that they are happy to see that Lower Alsace Ambulance is taking over for them on 3/23/15. Mr. Herbsleb also indicated that Exeter Ambulance received approximately \$15,000 - \$18,000 in subscriptions from the Borough each year and that if any resident wanted to be refunded for their membership already paid for the year is welcome to do so. He also informed Council that Exeter Ambulance is staying in service and if there is ever anything that they can do for the Borough in the future to please let them know and they would be happy to do so.

**STEVE GEIBEL** - Mr. Geibel is a Borough resident but presented on behalf of the Exeter Township Fire Department. Mr. Geibel informed Council that the fire department is on schedule with getting all of the equipment and that Muhlenburg will be running two ambulances housed at the Exeter Fire Stations until they are ready to operate on their own. At this time Exeter is working on getting all of the certifications that are required.

## **REPORT OF THE UCC BUILDING CODE OFFICAL - RICK GOLASHOVSKY**

Mr. Golashovsky presented this evening to answer any questions that Council may have about permits. Mr. Golashovsky indicated that of late a lot of people have been caught doing work mainly the out of town roofers without permits. This has slowed down significantly over the winter months. Mr. Golashovsky also wished to address Council with regard to rental inspections and the importance of doing them. It appears that most municipalities are doing inspections for at least fire safety; there are a few properties in the Borough for which there is some concern. Mr. Golashovsky also feels that an inspection of a property should be done on resale as well to insure that there are no problems. There was some discussion but no action taken at this time.

## **REPORT OF THE BOROUGH ENGINEER - PAMELA STEVENS, SYSTEMS DESIGN ENGINEERING**

**130 PROSPECT STREET** - Ms. London indicated that she has communicated with the attorney and that the lighting plan is done and will be sent to the Borough office.

**RESOLUTION 754-2015** - Resolution 764-2015 was adopted last month which amends the conditional use application for R & S Graffius Holdings, LLC for the property on North Prospect Street. A copy of the signed Resolution is attached to the minutes.

**LANDIS PROPERTY** - Mr. Landis's property on Oley Turnpike Road will be a multi-use property and will require a conditional use hearing for the warehouse use. There are permits that were issued and an HOP Application which is in the process.

**TOSCO ZONING VARIANCE** - Attached is a copy of the Tosco Zoning Variance Application. The hearing is scheduled for April 15, 2015. The Planning Commission will meet in March to discuss. Ms. Stevens projected their proposed parking plan for which they are seeking a variance; Council discussed briefly. The application is appealing the decision of the zoning officer as well as asking for relief on the aisle width of parking spaces. Ms. Stevens indicated that she felt it was actually on the length of the space rather than the aisle width of the space, the spaces just aren't really long enough as well as the number of spaces. Ms. Stevens recommended that a traffic count be done on something of a similar nature to compare with such as Little Ceasar's or Papa John's. **MOTION:** Mr. Eggert made the motion authorizing Ms. Leinbach to work with Traffic Planning and Design and Ms. Stevens to have a traffic count done for the zoning hearing because of a concern for the number of parking spaces not to exceed a cost of \$5,000; seconded by Mr. Lubenow; all were in favor and the motion carried. This would also give the Borough and idea of what is a fair number of parking spaces to require for a take-out restaurant.

**UGI** - It appears that UGI has again tried to do work without a permit or even marking out the PA One Call. When Mr. Daniels showed up with a stop work order they had already left the work site.

**REPORT OF THE BOROUGH SOLICITOR – JOAN LONDON, KOZLOFF STOUDT**

**ORDINANCE 431** - Ordinance 431 is an intergovernmental agreement with the Antietam Valley Recreation Commission. **MOTION:** Rev. Bennethum made the motion to adopt Ordinance 431 which is an intergovernmental agreement with the Antietam Valley Recreation Commission; seconded by Mr. Lubenow; all were in favor and the motion carried.

**ORDINANCE 432** - Ordinance 432 is an intergovernmental agreement with the Joint Comprehension 10 year review plan with Amity and Exeter Township. Ms. London indicated that both Amity and Exeter Township will be adopting the same ordinance. **MOTION:** Mr. Lubenow made the motion to adopt Ordinance 432 which is an intergovernmental plan for the Joint Comprehension 10 year review plan; all were in favor and the motion carried.

**REPORT OF THE BOROUGH MAYOR - MICHAEL FRITZ**

Mayor Fritz told Council that he had a meeting with Chief Ray Serafin of the Central Berks Police Department and they would like to continue serving the Borough of St. Lawrence. Mr. May indicated that he would like to get an unsolicited bid from them if that is possible since the contract expires at the end of the year. Mayor Fritz also indicated that he has blue ribbons available to represent Berks Crime Alert if anyone is interested.

**BUDGET & FINANCE**

**DJ MAGISTERIAL AUDIT** - The Audit was available for review and is filed with the minutes.

**RESOLUTION 767-2015** - Resolution 767-2015 is authorizing the setup of two bank accounts for Tompkin's Bank. Ms. Leinbach explained that Mt. Penn Water has moved their accounts to Tompkin's Bank and they are providing us with a scanner free of charge and would make it easier for bank transfers. The tax collector account will be setup here as well as that checks can be scanned to the account instead of having to run to the bank.

**MOTION:** Mr. Eggert made the motion authorizing the setup of bank accounts at Tompkin's Bank; seconded by Mr. Whitman; all were in favor and the motion carried.

**STREETS & LIGHTS**

**ANNUAL SPRING STREET SWEEPING** - There were two proposals received. The lowest proposal was Industrial Grounds Maintenance with a bid of \$2050 with an additional \$400 to do St. Lawrence Avenue and \$175 to provide the Borough with a skid loader to dump into the dumpster. Clarification was asked to be gotten from Industrial Grounds Maintenance with regard to whether or not this was for the sweeper that could dump into the dumpster or the machine that we would need to dump with the skid loader into the dumpster. Mrs. Eggert will clarify that with Industrial Grounds Maintenance. **MOTION:** Mr. Davidson made the motion to accept the proposal of Industrial Grounds Maintenance for the annual street sweeping at a cost of \$2050 and \$400 for St. Lawrence Avenue as well as the \$175 for a skid loader; seconded by Mr. Whitman; all were in favor and the motion carried.

**STREET SWEEPING** - Mr. May asked Mrs. Eggert to please get quote from Industrial Grounds Maintenance to sweep the streets three more times this calendar year and report back to Council. This needs to be done in order to be in compliance with the MS 4 Permit.

**PLANNING COMMISSION** - The Planning Commission will be meeting this month to discuss the variance application.

**RESOLUTION 765-2014** – Resolution 765-2015 reappoints Mr. James Lewars to the Planning Commission for a 5 year term ending on 4/1/20. **MOTION:** Mr. Lubenow made the motion to adopt Resolution 765-2015 reappointing Mr. James Lewars to a 5-year term ending 4/1/20; seconded by Mr. Whitman; all were in favor and the motion carried.

**SANITARY SEWER**

There are ongoing discussions with Exeter over sewer billing.

**TRASH & RECYCLING - CARY WHITMAN**

Mr. Whitman asked whether or not we can enforce putting lids on trash containers to avoid having trash and recycling blowing all around the Borough. Ms. Leinbach said that she is trying to update the Trash & Recycling ordinance however the question is going to be how we are going to be able to enforce it.

**EMERGENCY MANAGEMENT COORDINATOR - ROBERT MAY**

**RADIOS** - Ms. Leinbach indicated that we need to authorize the transfer of the radio from Exeter Ambulance to Exeter Township Fire in order to continue and maintain ownership of the radio. **MOTION:** Mr. Davidson made the motion to transfer the radio from Exeter Ambulance to Exeter Township Fire; seconded by Mrs. Eshelman; all were in favor and the motion carried.

**RUN CARDS** - Ms. Leinbach indicated that she has been communicating with Mr. Gottschall from the County Department of Emergency Services and he indicated that

**RESOLUTION 766-2015** – Resolution 766-2015 authorizes the changeover of the run cards for ambulance service to Lower Alsace Ambulance and authorizes the Borough Manager to make and execute all changes to the run cards. **MOTION:** Mr. Eggert made the motion authorizing the adoption of Resolution 766-2015 authorizing the Borough Manager to make changes to both Fire and EMS run cards; seconded by Mrs. Eshelman; all were in favor and the motion carried.

**RUN CARD CHANGE** - Authorization was need to have Ms. Leinbach change the EMS and fire run cards to name Lower Alsace Ambulance as the primary ambulance provider for the Borough and Exeter Township Fire as the second due. **MOTION:** Mr. Eggert made the motion authorizing Ms. Leinbach to make that change to the run cards with the County naming Lower Alsace Ambulance as the primary ambulance provider for the Borough and Exeter Township Fire as the second due; seconded by Mrs. Eshelman; all were in favor and the motion carried.

**INSURANCE**

**WORKMAN’S COMPENSATION INSURANCE** - Ms. Leinbach indicated that we actually received a \$2000 refund on the workman’s compensation insurance.

**NEWSLETTER**

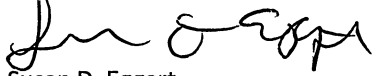
The most recent newsletter containing all of the spring information just went to the post office yesterday and the next newsletter containing summer information will be going out in May.

**ANTIETAM VALLEY RECREATION COMMISSION** - Mr. Lubenow stated that Mr. Charles Waterbury who made the presentation last month has volunteered to serve as the Borough representative on the Commission since he is an active member of the AVRCC. Ms. Leinbach indicated that Mayor Fritz is also very involved in the AVCP and perhaps he would like to be the representative. Mr. Fritz indicated that he was fine with appointing Mr. Waterbury to represent the Borough and that he would be willing to serve as an alternate if need be. **MOTION:** Mr. Lubenow made the motion appointing Mr. Waterbury as the Borough Representative for the Antietam Valley Recreation Commission with Mayor Fritz as an alternate; seconded by Mr. Davidson; all were in favor and the motion carried.

**EXECUTIVE SESSION** - Mr. May indicated that he would like to go into executive session to discuss potential litigation. **MOTION:** Mr. Eggert made the motion to go into executive session to discuss potential litigation; seconded by Mr. Whitman; all were in favor and the motion carried. The Borough Council went into executive session at 8:47 PM. The Council came out of executive session at 9:30 PM.

**MOTION:** Mr. Eggert made the motion to dispute the Exeter Township Sewer billing and to not pay the third and fourth quarter bills; seconded by Mr. Davidson; all were in favor and the motion carried. The Solicitor will be sending a letter to Exeter Township.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Susan D. Eggert". The signature is fluid and cursive, with the first name "Susan" being the most prominent part.

Susan D. Eggert  
Borough Secretary