

**BOROUGH OF ST. LAWRENCE
MEETING MINUTES
THURSDAY, APRIL 12, 2018**

ATTENDANCE: Mr. Robert J. May, Council President
Mr. David W. Eggert, Council Vice President
Mr. Rick Davidson, Councilman
Mr. Michael Fritz, Councilman
Mr. Steve Geibel, Councilman
Mr. Warren Lubenow, Councilman

OTHERS IN ATTENDANCE: Ms. Pamela Stevens, Borough Engineer, SDE
Ms. Joan London, Borough Solicitor, Kozloff Stoudt
Ms. Allison A. Leinbach, Borough Manager
Mrs. Susan Eggert, Borough Secretary
Chief Raymond Serafin, Central Berks Police

ABSENT: Mr. Gregory Zawilla, Borough Mayor
Rev. D. Michael Bennethum, Councilman

CALL TO ORDER: The meeting of the St. Lawrence Borough Council was called to order by Council President, Mr. Robert J. May, at 7:30 PM.

APPROVAL OF THE MINUTES: The meeting minutes from the previous meeting, Thursday, March 9, 2018, were distributed to the members of Council prior to the meeting for review. There were no questions, corrections or clarifications to the minutes. **MOTION:** Mr. David Eggert made the motion to approve the minutes as presented; seconded by Mr. Warren Lubenow; 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 and clarifications to the treasurer's report. **MOTION:** Mr. Eggert made the motion to approve the treasurer's report as presented and file it for audit; seconded by Mr. Rick Davidson; all were in favor and the motion carried. As a note the sewer loan and debt consolidation information was provided on the report.

**GENERAL: \$130,723.16 SEWER: \$245,819.14 RESERVES: \$74,087.82
LIQUID FUELS: \$277,272.51 FIRE TAX: \$6,300.80 FIRE ESCROW: \$24,079.30**

APPROVAL AND PAYMENT OF THE BILLS: All bills requiring payment and ratification were distributed to the members of Council prior to the meeting for review. Bills requiring payment and ratification from the general fund totaled \$74,605.72; all bills requiring payment and ratification from the sewer fund totaled \$7,415.29. There were no questions, corrections or clarification to the bills. **MOTION:** Mr. Eggert made the motion to approve payment and ratification of all bills presented from both the general and sewer funds; seconded by Mr. Davidson; all were in favor and the motion carried.

REPORT OF THE BOROUGH ENGINEER - PAMELA STEVENS, SDE

TURKEY HILL - Ms. Leinbach has reached out to Turkey Hill for verification of the canopy and its placement. It appears to be in the right of way which would require zoning relief from the Zoning Hearing Board. No applications or response has been received back from property owner.

UGI - It appears that UGI has continued to perform work without obtaining street opening permits. These are being caught through PA One calls. Since UGI has continued to not follow the process the Borough will begin charging them a triple permit fee on work being done without following the process.

CURB/STREET RESTORATION - Exeter Supply and Arro Engineering require guidance for installation of Borough side walk and driveway aprons as well as street restoration for proposed improvements being done. Also Mt. Penn Water Authority would like to repair a failed water main on Bingaman Street in front of the Arbor Inn about 200 feet and would like to dig and replace this line. They were given permission with the condition that the Borough gets added an additional insured for the project.

UPCOMING PENN DOT ROAD PROJECTS - Chief Serafin was in attendance and indicated that he would be attending a meeting with Penn DOT to address concerns about grid lock in the area with all of the different overlapping projects. He will keep the Borough informed of the outcome.

REWIRING - The high tension lines are being restrung.

MCDONALD'S - There is going to be some exterior work done and after review will not require any further permits. The signs will actually be smaller than what is currently there.

SURVEYING - SDE is currently performing the survey of the woodlands above Pine Avenue. Mr. Lubenow expressed his displeasure that he was not contacted about the surveying after asking several times to be included. He indicated that he had a map that would have been of great assistance to them and time was wasted. He spoke directly with the surveyor and they now have the map.

REPORT OF THE BOROUGH SOLICITOR - JOAN LONDON, KOZLOFF STOUTT

COI ARRO - Ms. Leinbach indicated that Mt. Penn Water will be doing a change order and repairing and replacing a 200 foot section of the water main on Bingaman Street. In order to do this project it is required that the contractor add the Borough as an additional insured. Ms. London indicated that she has just received the COI and will forward it to Ms. Leinbach.

LEASE OF SPACE - The lease is prepared for 3562 St. Lawrence Avenue for the rental of garage space. Council previously authorized the signing of this lease. The lease was signed this evening and a copy will be given to Ms. London.

REPORT OF THE ZONING/CODE ENFORCEMENT OFFICER - ALLISON LEINBACH

Ms. Leinbach indicated that the Borough has received two commercial zoning permit applications and six residential zoning permits. There were also 18 building permits; two of which were commercial building permits. One burn permit was issued as well as two street opening permits.

BUDGET & FINANCE - ALLISON LEINBACH

FEE SCHEDULE - Ms. Leinbach indicated that we need to update the fee schedule again to include fees for zoning permits. The fee schedule was updated and is included as part of the official minutes. The fee schedule was distributed to the members of Council for their review. All questions were answered. This will be adopted by Resolution, Resolution 801-2018. **MOTION:** Mr. Eggert made the motion to adopt Resolution 801-2018 updating the fee schedule; seconded by Mr. Davidson; all were in favor and the motion carried.

BOROUGH AUDIT 2017 - The Borough audit for calendar year 2017 was available for review. **MOTION:** Mr. Michael Fritz made the motion to accept the 2017 Borough audit; seconded by Mr. Eggert; all were in favor and the motion carried.

RECREATION - DAVID EGGERT

PLAYGROUND - The playground will open on June 18 this year because of the amount of snow days that need to be made up; Exeter will only be ending school on June 13 or 14. The playground program will be 9 weeks now instead of 10.

MUNICIPAL LANDS

AILANTHUS TREES - Mr. Lubenow indicated that he tracked down Mr. Jeff Leinbach who actually helped him cut down between 10 to 12 ailanthus trees in the woods and destroyed egg masses.

HERB DAVIS TREE SERVICE - Mr. Davis is working on removing trees from the Borough lands down by the Berks Catholic stadium. This project is not yet completed because he was called off the job for emergencies with all of the high winds that we have been receiving as of late.

NEWSLETTER

The next newsletter will be going out late May or early June which will include playground and summer information.

LIBRARY LIAISON - WARREN LUBENOW

Mr. Lubenow noted that Exeter Township has taken a more controlling role in the operation of the library especially in getting additional board members approved. Recently two board members needed to be approved by the township. The two individuals have been involved in the library system but are not actually Exeter Township or St. Lawrence Borough residents.

SPOTTEN LANTERNFLY

Mr. Lubenow attended a seminar and the Borough is now certified. A permit was received to be put in the truck indicating the certified inspector status.

BUSINESS UNFINISHED

VOLUNTEER FIREFIGHTERS TAX RELIEF - Mr. Geibel indicated that he will be sending Ms. London copies of what Exeter has done. Mr. Geibel indicated that Exeter Township is looking at adopting an ordinance which will give volunteers a \$500 income tax credit and 15% off of the real estate taxes. He will keep the Borough updated on the adoption of their ordinance and thinks that it would be great if the Borough would adopt the same ordinance so that the volunteers who live in the Borough would receive the same relief as those who live in Exeter Township. Mr. Geibel also noted that he doesn't think that it would cost the Borough any more than \$2000.

EXETER FIRE DEPARTMENT BOARD - The fire company has adopted new bylaws and is going to be forming a board. Mr. Fritz had indicated that he would be interested in representing the Borough. They are in the process of forming this board. **MOTION:** Mr. Eggert made the motion to appoint Mr. Michael Fritz to represent the Borough on the Exeter Fire Department Board of Directors; seconded by Mr. Lubenow; all were in favor and the motion carried.

NEW BUSINESS

PA REDISTRICTING MAPPING - This will be tabled until the May meeting. Ms. Leinbach will get the sample Resolution that is needed.

NO PARKING IN FRONT OF 3531 JACKSONWALD AVENUE - Mr. May indicated that this is his property. He is requesting that the Borough make this no parking because in the past a resident from the John Lutz Apartments parked in front of his home at 3531 Jacksonwald Avenue during a winter storm and never shoveled out or move the vehicle all winter. He claims that the post office and UPS would not deliver packages to his home because there was nowhere for them to park. Mr. May indicated that he painted his curb yellow and purchased a no parking sign and placed in this area. There was some discussion. **MOTION:** Mr. Robert May made the motion to make it no parking in front of 3531 Jacksonwald Avenue; this motion died for a lack of a second. Mr. May indicated that the Lutz Apartments received a zoning variance on parking and that they are not abiding by the parking variance that they received and he would like this variance to be enforced so that he does not continue to have problems. After more discussion it was decided that the Lutz Apartments would receive a letter indicating that they are in violation of their zoning variance. **MOTION:** Mr. Eggert made the motion authorizing the Zoning Officer to send the Lutz Apartments a letter indicating that they are in violation of the zoning variance and asking them to comply with the decision; seconded by Mr. Geibel; Mr. Geibel, Mr. Eggert, Mr. Davidson, Mr. Lubenow, and Mr. Fritz voting in favor; Mr. May abstained since this directly affects him; the motion passed. **MOTION:** Mr. Lubenow made the motion to send the resident at 3531 Jacksonwald Avenue a letter as well indicating that they need to remove the no parking sign and restore the curb; seconded by Mr. Eggert; Mr. Eggert, Mr. Davidson, Mr. Lubenow, Mr. Fritz, and Mr. Geibel voting in favor; Mr. May abstained because this is his residence.

ANTIETAM VALLEY STORMWATER IMPROVEMENTS - There was an e-mail distributed to the members of Council for review. Ms. Stevens recommended that the Borough send Mr. Rhoads to the meeting to take notes and report back to Council in May for Council's decision whether or not to do a letter of support for the project.

ZTR JOHN DEER MOWER - The Borough would like to purchase a ZTR John Deer mower with a bagger and spare parts for \$6000 from Scott Hart Lawn Designs. The mower has been serviced and only has 437 hours on it. **MOTION:** Mr. Eggert made the motion authorizing the purchase of the ZTR John Deer mower for \$6000 from Scott Hart Land Designs; seconded by Mr. Lubenow; all were in favor and the motion carried.

PEW BENCHES - The Borough has 26 pew benches. Ms. Leinbach has expressed an interest in trying to eliminate the benches because they take up a lot of room and we are storing numerous benches upstairs in closets. Ms. Leinbach believes we have 26 benches in our possession. Mr. May indicated that he knows someone who indicated that they would pay \$5 a piece for them. Chief Serafin indicated that he suggests placing them on Municibid to see what you can get for them and that the police department would assist the Borough since they are members. This will be done in the next few days.

GENERAL COMMENTS TO COUNCIL

THANK YOU - Mr. Geibel indicated that the fire company responded to a cardiac arrest call during the last snow storm and wanted to thanked Central Berks Police for their assistance with the call and indicated how appreciative the fire department was for their assistance.

ANNUAL HIKE - Mr. Lubenow will be conducting the hike through the Borough woodlands on Saturday, April 21 at 9:00 AM.

EXECUTIVE SESSION - Mr. May asked for an executive session to discuss potential litigation. **MOTION:** Mr. Eggert made the motion to go into executive session to discuss potential litigation; seconded by Mr. Davidson; all were in favor and the motion carried. Council went into executive session at 8:45 PM. Council came out of executive session at 9:14 PM.

ADJOURNMENT: MOTION: Mr. Eggert made the motion to adjourn; seconded by Mr. Davidson; all were in favor and the motion carried. The St. Lawrence Borough Council adjourned at 9:15 PM.

Respectfully submitted,



Susan D. Eggert
Borough Secretary