

**BOROUGH OF ST. LAWRENCE
REORGANIZATION MEETING MINUTES
TUESDAY, JANUARY 2, 2018**

ATTENDANCE: Mr. Robert J. May, Councilman
Rev. D. Michael Bennethum, Councilman
Mr. Rick Davidson, Councilman
Mr. David W. Eggert, Councilman
Mr. Michael Fritz, Councilman
Mr. Steve Geibel, Councilman
Mr. Warren Lubenow, Councilman

OTHERS IN ATTENDANCE: Mr. Gregory Zawilla, Resident
Ms. Pamela Stevens, Borough Engineer, SDE
Ms. Allison Leinbach, Borough Manager
Mrs. Susan Eggert, Borough Secretary

ABSENT: Ms. Joan London, Borough Solicitor, Kozloff Stoudt

CALL TO ORDER: The meeting of the St. Lawrence Borough Council was called to order by Mr. Robert J. May, Councilman, at 7:31 PM. Mr. May presided over the reorganization meeting as the past Council President.

WELCOMING OF RE-ELECTED COUNCILMAN: Mr. May welcomed back the re-elected Councilmen, Mr. David Eggert, Rev. D. Michael Bennethum, Mr. Michael Fritz, and Mr. Warren Lubenow.

VACANCY OF MAYOR SEAT: Mr. May indicated that Council needs to declare the seat of Borough Mayor vacant, since Mr. Michael Fritz decided to take the seat on Council and not the seat as Mayor.
MOTION: Mr. David Eggert made the motion to declare the seat of Borough Mayor vacant; seconded by Mr. Michael Fritz; all were in favor and the motion carried.

NOMINATIONS FOR COUNCIL PRESIDENT: At this time, Mr. May indicated that Council needed to elect a Council President and he opened up the nominations. **MOTION:** Mr. Eggert nominated Mr. Robert May for Council President; seconded by Mr. Fritz; all were in favor and the motion carried. Mr. May will be the Council President for the next two years.

NOMINATIONS FOR COUNCIL VICE PRESIDENT: Mr. May asked for nominations for Council Vice President. **MOTION:** Rev. Bennethum nominated Mr. David Eggert for Council Vice President; seconded by Mr. Michael Fritz; all were in favor and the motion carried.

APPOINTMENTS FOR 2018: Mr. May read the list of appointments for 2018. There is an attached list of all of the appointments for the official minutes. The appointments will be done by Resolution. This will be Resolution 795-2018. **MOTION:** Mr. Warren Lubenow made the motion to adopt Resolution 795-2018 setting all of the one year appointments; seconded by Rev. Bennethum; all were in favor and the motion carried.

SETTING THE TIME OF MEETINGS: This was done in December and was advertised in the Reading Eagle on December 20, 2017. **MOTION:** Mr. Eggert made the motion setting the time for monthly meetings on the second Thursday of each month at 7:30 PM; seconded by Mr. Lubenow; all were in favor and the motion carried.

ORDER OF BUSINESS: Mr. May indicated that he will keep the order of business as previously done.

ADJOURNMENT: MOTION: Rev. Bennethum made the motion to adjourn; seconded by Mr. Lubenow; all were in favor and the motion carried. The reorganization of the St. Lawrence Borough Council adjourned at 7:35 PM.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Susan D. Eggert', written in a cursive style.

Susan D. Eggert
Borough Secretary

**BOROUGH OF ST. LAWRENCE
MEETING MINUTES
TUESDAY, JANUARY 2, 2018**

ATTENDANCE: Mr. Robert J. May, Council President
Mr. David W. Eggert, Council Vice President
Rev. D. Michael Bennethum, Councilman
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. Allison Leinbach, Borough Manager
Mrs. Susan Eggert, Borough Secretary
Mr. Gregory Zawilla, Borough Mayor

CALL TO ORDER: The regular meeting of the St. Lawrence Borough Council started immediately following the reorganization meeting.

APPOINTMENT OF THE BOROUGH MAYOR: At this time, Mr. May indicated that Council needed to appoint a Mayor. Mr. Gregory Zawilla filled the vacancy left by Mr. Fritz for the last half of the year 2017. Mr. May indicated that he would like to reappoint Mr. Zawilla to serve a two year term as Borough Mayor at which time Mr. Zawilla would need to run at the next municipal election cycle. This would be done by Resolution 796-2018. **MOTION:** Mr. David Eggert made the motion to adopt Resolution 796-2018 appointing Mr. Gregory Zawilla to a two year term as Borough Mayor; seconded by Mr. Michael Fritz; all were in favor and the motion carried.

APPROVAL OF THE MINUTES: The minutes of the December 14, 2017, meeting were presented to Council prior to the meeting for review. There were no questions, corrections or clarifications to the minutes. **MOTION:** Mr. 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 presented to Council prior to the meeting for review. There were no questions, corrections or clarifications to the report. The fund totals are noted on the treasurer's report and the sewer loan balances are on the bottom of the report for review. **MOTION:** Mr. Eggert made the motion to approve the treasurer's report as presented; seconded by Mr. Rick Davidson; all were in favor and the motion carried.

GENERAL: \$175,244.76 **RESERVES:** \$74,051.30 **SEWER:** \$236,141.41 **LIQUID FUELS:** \$225,141.25 **FIRE TAX:** \$830.12

APPROVAL AND PAYMENT OF THE BILLS: All bills requiring payment and ratification from December 15 through December 31, 2017 for both general and sewer funds were presented to Council for review. Bills requiring payment and ratification from the general fund for the first two days of January were

presented as well for review. Bills requiring payment and ratification from the general fund for December 15-December 31, 2017 totaled \$42,935.90. Bills requiring payment and ratification from the sewer fund totaled \$7,694.24. Bills requiring payment from the general fund for January 1 – January 2, 2018 totaled \$28,372.84. **MOTION:** Mr. Davidson made the motion to approve all bills for payment and ratification; seconded by Mr. Lubenow; all were in favor and the motion carried.

REPORT OF THE BOROUGH ENGINEER - PAMELA STEVENS

TURKEY HILL - At last month's meeting Ms. Leinbach had received an inquiry from Turkey Hill who wishes to increase the size of the canopy and add two gasoline pumps. The initial canopy was a deemed approval because the Zoning Hearing Board failed to meet. By increasing the size of the canopy and adding more pumps would make this even more non-conforming and would require a variance.

494 PARKVIEW ROAD - The Borough received an incomplete plan from the owner of 494 Parkview Road. The owner dropped off plans with no applications with the intention of bringing complete applications back within a few days. Nothing has been received. Ms. Stevens briefly looked at the plans which are actually for building permits and not a variance. Ms. Stevens recommended that the plans be returned to the owner because of starting the clock on UCC building permit applications.

WOLFE DYE & BLEACH - Apparently the Wolfe's are upset with the Borough about the memo that is being used for inquiries. Council authorized the creation of this memo back a few years ago because of the time and money being spent to answer questions with regard to the property. Mr. May indicated that if the Wolfe's would like to come before Council to discuss they are more than welcome to do so.

HAFER HEIGHTS LOT 5 - Lot 5 has now been developed and is occupied. They received their building U&O but received a temporary zoning U&O because of outstanding storm water inspections. This has to do with the water bars and will need to be investigated later in the spring with heavy rains to be sure that they are working properly before the Borough will completely sign off on the plan however they are living there and there are no problems at this time.

SURVEYING - The surveying of the municipal lands for the easement is on the schedule and can be done as soon as there is no snow on the ground.

PLANNING COMMISSION

The annual report for the Planning Commission was submitted to Council for review. Mrs. Eggert indicated that the Planning Commission only had one official meeting in 2017. At this meeting the Exeter Rentals Conditional Use Hearing application was the only topic of discussion. There was also one unofficial meeting in June where Exeter Supply came for an informal discussion with the Planning Commission with a plan for expansion at their business located on Prospect Street.

SANITARY SEWER

Ms. Leinbach indicated that Mr. Rehab did do some televising of the sewer lines. There was heavy root cleaning done in the alley between St. Lawrence Avenue and Patton Street. There was also one pipe that was found broken and cracked on St. Lawrence Avenue at Chestnut Street. This repair will be done in the spring.

LIBRARY LIAISON

Mr. Lubenow indicated that at the library board meeting he brought up the issue that we had with finding the information for the newsletter on their website. He indicated that they are well aware of the

issue with the website and will be providing us with information for our newsletter in the future until the website issues are resolved. Apparently the County did an overhaul of the website which has created a problem.

UNFINISHED BUSINESS

TAX CREDIT FOR EMERGENCY RESPONDERS – Mr. Geibel indicated that Exeter Township is not completely done with their ordinance yet. Ms. London is going to be doing a sample ordinance to review. Ms. Leinbach indicated that this most likely would not be able to take effect until 2019; Mr. Geibel indicated that Ms. London said it might be able to take effect for 2018.

EXETER TOWNSHIP FIRE DEPARTMENT - The Exeter Fire Department is currently redoing their by-laws and would like a Borough representative to assist with that process. They would also help with making decisions related to the fire department officers. Mr. May asked Mrs. Eggert to please put this on February’s agenda to have someone appointed. If anyone knows of a Borough resident who would be interested in serving to please let Mr. May know prior to the next meeting.

GENERAL COMMENTS TO COUNCIL

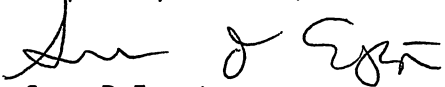
THANK YOU – Mrs. Eggert indicated that a thank you from Crime Alert Berks was received thanking the Borough for its donation.

EXECUTIVE SESSION: Mr. May asked for an executive session to discuss personnel. **MOTION:** Mr. Eggert made the motion to go into executive session; seconded by Mr. Davidson; all were in favor and the motion carried. Borough Council went into executive session at 8:04 PM. Council came out of executive session at 8:20 PM.

PERSONNEL: The following action was made after Council came out of executive session. Borough employees, Mrs. Susan Eggert and Ms. Allison Leinbach will receive at 2.5% increase. Mr. Derrek Rhoads will be given the title of Senior Road Master and will receive an increase to \$18.50 per hour. **MOTION:** Mr. Lubenow made the motion for the wage increases as noted above; seconded by Mr. Davidson; Mr. May, Mr. Lubenow, Mr. Davidson, Mr. Fritz, Rev. Bennethum and Mr. Geibel voting in favor; Mr. Eggert abstaining on Mrs. Eggert’s increase due to a personal relationship. Ms. Leinbach asked for direction with Mr. Rhoads salary in case of snow how he should be paid for extended daily hours if he does not reach 40 hours in the week. Council discussed and this will be done on a case by case basis.

ADJOURNMENT: MOTION: Rev. Bennethum made the motion to adjourn; seconded by Mr. Lubenow; all were in favor and the motion carried. The regular meeting of the St. Lawrence Borough Council adjourned at 8:24 PM.

Respectfully submitted,



Susan D. Eggert
Borough Secretary

**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 19th & Friday, April 20th. **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.

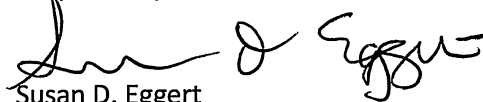
NEW BUSINESS

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

**BOROUGH OF ST. LAWRENCE
MEETING MINUTES
THURSDAY, MARCH 9, 2018**

ATTENDANCE: Mr. Robert J. May, Council President
Mr. David W. Eggert, Council Vice President
Rev. D. Michael Bennethum, Councilman
Mr. Rick Davidson, 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 D. Eggert, Borough Secretary
Mr. Gregory Zawilla, Borough Mayor

ABSENT: 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 7:32 PM.

APPROVAL OF THE MINUTES: The minutes from the Thursday, February 9, 2018, meeting were distributed to 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 for their review. There were no questions, corrections or clarifications to the report. **MOTION:** Mr. Rick Davidson made the motion to approve the treasurer's report as presented and file it for audit; seconded by Mr. Eggert; all were in favor and the motion carried.

**GENERAL: \$102,660.51 RESERVE: \$74,075.23 SEWER: \$246,066.69 LIQUID FUELS: \$225,144.06
FIRE TAX: \$1,492.53 FIRE ESCROW: \$24,079.30**

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 to the bills presented. Bills requiring payment and ratification from the general fund totaled \$56,860.02. Bills requiring payment and ratification from the sewer fund totaled \$6,000. **MOTION:** Mr. Eggert made the motion authorizing payment and ratification of all bills presented; seconded by Mr. Warren Lubenow; all were in favor and the motion carried.

REPORT OF THE BOROUGH ENGINEER - PAMELA STEVENS – SDE

TURKEY HILL - The zoning review denial letter was sent to Turkey Hill. This is already a non-conforming property however with what work is proposed it would make the property even more non-conforming therefore they need to seek a zoning variance and go before the Zoning Hearing Board.

ST. LAWRENCE BOROUGH COUNCIL

11 RANOR COURT - The lot at 11 Ranor Court has been sold to another builder who has stopped in to pick up permit applications for building a new home on this lot.

FEE SCHEDULE – There was discussion about establishing a fee to review a commercial zoning permit. It was decided that this should be a first submittal fee since sometimes numerous submittals are required. This will have to be done by Resolution. Ms. Stevens, Ms. London and Ms. Leinbach will work together to establish a fee for adoption at the April meeting.

REPLACEMENT OF HIGH VOLTAGE LINES – The Borough received notification that the high voltage line behind N. Bingaman is going to be replaced. A copy of the letter is in the minutes for complete review.

ARRO GROUP - The Borough has received a request from the Arro Group who are the engineers for Mt. Penn Water Authority. The Mt. Penn Water Authority is doing a large project; replacement of a water main on Oley Turnpike Road. They have run into some complications and would like to close OTR and use the Borough streets for detours except they want to the Borough to sign off on an agreement that the Borough will be responsible for the impact on the roads caused by the detour. There will be a letter sent to Arro indicating that the Borough will sign off on such an agreement.

PENN DOT PROJECTS - There are numerous PennDOT projects that will be going on throughout the spring and summer. There is a letter included in the minutes from PennDOT about such projects. Ms. Stevens was advised to send a letter to PennDOT about the overlapping of all of these projects through the Borough for more information. Mr. Rhoads has also been talking to a project manager about the Green Light Go Grant and helping to coordinate this work that needs to be completed by 2019.

MCDONALDS - Dynamic Engineering has reached out to Ms. Leinbach for information regarding proposed work at the McDonalds. Most of the work will be done to the exterior with signage and such.

GOODWILL - Ms. Stevens indicated that in her packet she has included a copy of the maintenance report for review. This will be made part of the official minutes.

REPORT OF THE BOROUGH SOLICITOR - JOAN LONDON, KOZLOFF STOUTD

EXETER SEWER - Ms. London has asked for an executive session at the end of the meeting to discuss potential litigation.

BUDGET & FINANCE

LEASE OF SPACE - The Borough has an opportunity to lease space at 3562 St. Lawrence Avenue from Jeffrey Leinbach at a price of \$450 per month. This space will allow for the truck, plow, salter and various signs to be stored in doors. This is very close in location to the Borough Hall and would allow more space in the downstairs. **MOTION:** Mr. Eggert made the motion authorizing Ms. London to draw up a one year lease for the property at 3562 St. Lawrence Avenue for \$450 per month; seconded by Mr. Rick Davidson; all were in favor and the motion carried.

STREETS & LIGHTS

There was a report of wires that were exposed on a street light down in Penns Grant. Mr. Golashovsky was notified and repaired the light.

PLANNING COMMISSION

RESOLUTION 800-2018 - Resolution 800-2018 reappoints Mr. Barrie Kinsey to the Planning Commission for another 5-year term set to expire 4/1/23. **MOTION:** Mr. Eggert made the motion to adopt Resolution 800-2018 reappointing Mr. Barrie Kinsey to the Planning Commission for another 5-year term set to expire on 4/1/23; seconded by Mr. Davidson; all were in favor and the motion carried.

ST. LAWRENCE BOROUGH COUNCIL

3/18

11

SANITARY SEWER

POTENTIAL PROJECT - Ms. Leinbach indicated that she has been working with Mr. Conrad and Mr. Conrad is recommending a project which will cost anywhere from \$50,000 - \$80,000. During videoing of the lines some leaking manholes were discovered as well as some issues with the line that runs in the alley between Walnut Street and Elm Street behind the homes on St. Lawrence Avenue and Patton Street which required extensive root cleaning. Mr. Conrad recommends that this line be relined. We are looking at a summer time frame for this project.

RECREATION - DAVID EGGERT

EASTER EGG HUNT - The Easter Egg Hunt is scheduled for Good Friday, March 30th at 9:00 AM.

PLAYGROUND PROGRAM - There is some discussion about possibly doing away with the morning playground program and going with an evening program that will run from 5:00 PM to 9:00 PM. A decision will need to be made at the next meeting. We may put an article in the newsletter to get some feedback.

EMERGENCY MANAGEMENT COORDINATOR - DAVID EGGERT

Mr. Eggert stated that he attended the February workshop and is only a few classes away from obtaining his local basic EMC certification.

NEWSLETTER

The newsletter will hopefully be going out at the end of next week. Ms. Leinbach stated that she is waiting for the updated spotted lantern fly and ailanthus information. Mr. May stated that he did an article for the newsletter and would like to be more aggressive with the monitoring of ailanthus and spotted lantern fly. Mr. May indicated that he would like to hire an individual to monitor properties and photograph ailanthus trees. Mr. May with the assistance of Mr. Lubenow will coordinate. There was discussion also about whether or not Mr. Lubenow could hold a class on how to deal with the spotted lanternfly since he has more experience in dealing with the ailanthus trees.

UNFINISHED BUSINESS

VOLUNTEER TAX RELIEF FOR FIRE FIGHTERS - Mr. Geibel indicated that he has seen and is gathering more information from what other municipalities have adopted and would like to move on this so that it can into effect for the next calendar year.

INCOMING & OUTGOING COMMUNICATIONS

JOINT MUNICIPAL MEETING - The discussion at the Joint Municipals meeting was how to get more volunteer fire fighters.

NEW BUSINESS

ENGINEERING INTERNSHIP - Ms. Leinbach indicated that she knows of an engineering student who is looking for an internship for the summer, May through August. Mr. Justin Leinbach is a Penn State student. Mr. Leinbach will work with the sign maintenance program which was started last summer.

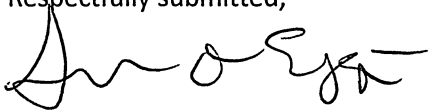
MOTION: Rev. Bennethum made the motion to hire Mr. Leinbach for an engineering internship at a rate of \$10.00 per hour from May until August; seconded by Mr. Davidson; all were in favor and the motion carried.

MS STEERING COMMITTEE - Mr. May announced that he will be resigning as the Vice President of the MS Steering Committee since the Borough has opted not to join for this year since a waiver was granted.

EXECUTIVE SESSION: MOTION: Mr. Eggert made a motion to go into executive session to discuss potential litigation; seconded by Mr. Davidson; all were in favor and the motion carried. Borough Council went into executive session at 8:43 PM. Council came out of executive session at 8:58 PM.

ADJOURNMENT: MOTION: Mr. Lubenow made the motion to adjourn; seconded by Mr. Davidson; all were in favor and the motion carried. The St. Lawrence Borough Council adjourned at 8:58 PM.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Susan D. Eggert". The signature is fluid and cursive, with a long horizontal stroke at the end.

Susan D. Eggert
Borough Secretary

**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

**BOROUGH OF ST. LAWRENCE
MEETING MINUTES
THURSDAY, MAY 10, 2018**

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

OTHERS IN ATTENDANCE: Ms. Pamela Stevens, SDE, Borough Engineer
Mr. Andrew George, Kozloff Stoudt, Borough Solicitor
Mr. Gregory Zawilla, Borough Mayor
Ms. Allison Leinbach, Borough Manager
Mrs. Susan Eggert, Borough Secretary

ABSENT: 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 minutes from the April 12, 2018 meeting were distributed 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. 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 treasurer's report. **MOTION:** Mr. Warren Lubenow made the motion to approve the treasurer's report as presented; seconded by Mr. Eggert; all were in favor and the motion carried.

GENERAL: \$392,708.34 **SEWER:** \$273,861.65 **RESERVES:** \$74,100.00 **LIQUID FUELS:** \$272,275.88
FIRE TAX: \$40,888.28 **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 their review. There were no questions, corrections or clarifications to the bills presented. Bills requiring payment and ratification from the general fund totaled \$101,111.04. Bills requiring payment and ratification from the sewer fund totaled \$8,448.24. Bills requiring payment from the fire tax fund totaled \$3,536.37. **MOTION:** Mr. Eggert made the motion to approve all bills presented for payment and ratification from general , sewer and fire tax funds as noted above; seconded by Mr. Michael Fritz; all were in favor and the motion carried.

REPORT OF THE BOROUGH ENGINEER - PAMELA STEVENS

TURKEY HILL - Turkey Hill still has not submitted all of the information needed to do a proper zoning review. Another letter was sent requesting the information however they have paid the \$200 zoning review fee.

UGI - UGI was billed a triple permit fee for a road opening permit since the work was done without a permit. They were supposed to come before Council this evening however no one from UGI was in attendance.

PLANNING COMMISSION - The Planning Commission will meet on June 27, 2018 at 7:30 PM since the Commission has not met since June 2016. The Commission will start to review the SALDO which needs to be updated.

GREEN LIGHT GO GRANT - The Borough needs to do a request for proposal for professional services for engineering design. According to documents from PennDOT we would be able to hire TPD to do the engineering. This will be verified by the Borough Solicitor, Ms. Joan London. **MOTION:** Mr. Eggert made the motion authorizing the Borough Manager to hire Traffic Planning and Design for their professional engineering services after being given the clearance by the Borough Solicitor; seconded by Mr. Davidson; all were in favor and the motion carried.

STORMWATER REVIEWS - Ms. Stevens indicated that Mr. Rhoads has completed the storm water reviews on Hafer Heights, 11 Ranor Court and the cell tower. The Borough needs to contact Ms. London for execution of Operation and Maintenance agreements for these properties. The lower water bar was reviewed by Mr. Rhoads and a report is attached.

SURVEYING OF ADAMS – The area needs to be surveyed. Ms. Stevens had a map showing the area. The recommendation is to get the map sealed, mark out the area of disturbance for the potential leaf dump with rebar to the maximum disturbance area as stated in the agreement with Berks Nature and show the proposed right of way.

LIQUID FUEL MAPPING - SDE has started the investigation into this matter. Ms. Stevens asked if she could get a copy of the Maci Way street dedication.

MID ATLANTIC INTERSTATE TRANSMISSION - Derrek will be taking photos of this area.

MCDONALDS - McDonalds experienced a fryer fire this week. There was no significant damage because the fire suppression system kicked in and did what it was supposed to do limiting the damage.

TREES IN ROW - There are trees in the Borough ROW which existed at the time of dedication of the road. The question was raised as to the Borough's responsibility with regards to maintaining the trees which are a problem. Ms. London will be asked to look into the situation.

9-1-1 ADDRESSING – There is a letter that is attached for review. This will be edited for the newsletter as an article. It appears that the County does not want any letters used in addresses. Mr. Eggert will also look into this from the emergency management coordinator standpoint. Also will need to find out how the County is planning on dealing with the changes and getting it recorded with the Recorder of Deeds office.

REPORT OF THE BOROUGH SOLICITOR - ANDY GEORGE (SUBSTITUTING FOR JOAN LONDON)

CELL TOWER - Mr. George indicated he would like authorization to contact the tax assessment office with regard to the cell tower in order to get the tax assessment changed for the areas that are utilized since currently all of that area is tax exempted. **MOTION:** Mr. Eggert made the motion authorizing Mr. George or Ms. London to contact the tax assessment office with regard to the tax status of the cell tower areas; seconded by Mr. Davidson; all were in favor and the motion carried.

STREETS & LIGHTS

STREET SIGN AT THE BRIDGE - Mr. Geibel indicated that the street sign at the Oley Turnpike Road bridge is still down. This was knocked over by trees which still need to be removed. Ms. Leinbach indicated that Mr. Rhoads is aware and it is on the agenda of items to be completed.

STREET LIGHT AT TEAK AND PATTON STREETS - Mayor Zawilla asked about the street light in this area. Ms. Leinbach noted that the Borough is aware that this street light has not worked for quite a long time and that is an underground wire issue. At this time the Borough is still contemplating whether or not to repair the light or replace it with a solar light. This will be investigated further and discussed at that June meeting.

PLANNING COMMISSION

The Planning Commission has not met since June 2017. It has been discussed and the Commission will meet on June 27, 2018 and will start to review and update the SALDO. Commission members will be sent a reminder e-mail to be sure of the availability of the members.

RECREATION - DAVID EGGERT

The playground summer program will begin on June 18. It was decided to push the opening back one week because the Exeter schools will be going to school until June 13 due to snow make up days.

EMERGENCY MANAGEMENT COORDINATOR - DAVID EGGERT

Mr. Eggert will be reviewing the letter from the Department of Emergency Services so the Borough can further investigate addressing issues.

MUNICIPAL LANDS

Trees were removed from the Borough owned land off of Lynn Avenue and Hunters Run. Trimming and removal of approximately eight trees were done by Herb Davis Tree Service.

INSURANCE

Ms. Leinbach indicated that she is currently reviewing with PIRMA the Borough's insurance policy to be assured that all of the equipment that was purchased recently is covered under the policy.

NEWSLETTER

The next newsletter will be going out the end of May or the first week of June. This newsletter will include information regarding the summer playground program.

LIBRARY LIAISON - WARREN LUBENOW

Mr. Lubenow indicated that the Library is currently reviewing their bylaws. It appears that board members are only allowed to serve two terms on the board. Mr. Lubenow indicated that he has been a board member for more than two years so it is quite possible that the Borough would need to appoint someone new to serve on the board. It was agreed that St. Lawrence Borough would be given one board seat. Mr. Lubenow will update the board's decision at the June meeting.

BOROUGH MANAGER'S REPORT

TAX COLLECTION BY TAX CLAIM - Ms. Leinbach reported that she just became aware of an issue with the collection of delinquent taxes by County Tax Claim. It appears that when the Borough exonerated the tax collector for the collection of the 2016 taxes to be collected by tax claim and the fire tax to be collected by the Borough however the County Tax Claim office continued to bill and collect the delinquent fire tax on behalf of the Borough. The Borough also billed residents for the outstanding fire tax. There are five property owners who paid tax claim and the Borough for the delinquent fire tax and that she will present at the June meeting the residents that need to be reimbursed. This has now been worked out with tax claim that they are not to be collecting delinquent fire tax in the future.

STORM WATER - Mr. Rhoads asked Ms. Leinbach to give SDE and Pamela Stevens a big thank you for all of the work done on the waiver submittal to DEP. Many people from other municipalities offered their congratulations to the Borough.

UNFINISHED BUSINESS

REDISTRICTING MAP RESOLUTION – This sample resolution was forwarded to Ms. London. This will be tabled until the June meeting. The resolution will be sent out to Council to review prior to the meeting.

VOLUNTEER FIRE FIGHTER RELIEF ORDINANCE – This was discussed briefly. Mr. Geibel indicated that he had spoken to Mt. Penn and Lower Alsace and no action has been taken by either of those municipalities. Exeter Township tabled this until their next meeting. It was decided to table this action until Exeter Township actually adopts their ordinance.

EXETER FIRE BOARD OF DIRECTORS - Mr. Fritz indicated that he has spoken to Mr. Chris Chamberlain and was invited to attend a meeting to establish the Board of Directors. Mr. Fritz will attend and then decide whether or not he would like to serve when all the details are worked out with the roles of board members.

CODE ENFORCEMENT LETTERS - Mr. Lubenow asked whether or not the code enforcement letters that were authorized at last month's meeting were sent out; one to Lutz Apartments and the other to the resident at 3531 Jacksonwald Avenue. The letters were not sent to date because other more pressing matters came up during the month. Mr. Lubenow was upset because he feels that this should have been done since it was voted on at last month's meeting.

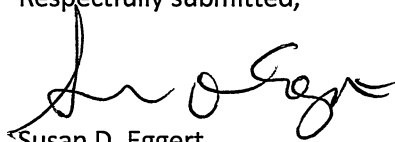
PARKVIEW ROAD RESIDENCE - Mr. Lubenow asked about the property on Parkview Road that has a lot of debris in the yard and around the home. The debris piles are just getting bigger and he wants to know when action will be taken against this property owner. Ms. Leinbach indicated that she will be sending Mr. Rhoads out to take more recent photographs.

3425 ST. LAWRENCE AVENUE - Mr. Lubenow also asked when action was going to be taken against the home on St. Lawrence Avenue with the fallen in garage roof. He felt this was an unsafe structure and asked whether or not we are going to enforce our property maintenance issues. Ms. Stevens explained that there is a process that needs to be followed; SDE can take the lead on this by sending out someone to look at the structure and send a letter to the homeowner. **MOTION:** Mr. Lubenow made the motion authorizing SDE to begin the process with regard to the property at 3425 St. Lawrence with the fallen in garage to force demolition of the structure; seconded by Mr. Robert May; all were in favor and the motion carried.

EXECUTIVE SESSION - Council went 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. Lubenow; all were in favor and the motion carried. Council went into executive session at 8:32 PM. Council came out of executive session at 8:59 PM. The following action was taken by Council following the executive session. **MOTION:** Mr. Eggert made the motion authorizing the Borough Solicitor to go before the PUC and Office of Consumer Protection and rate stabilization committee to discuss sewer rates; seconded by Mr. Davidson; all were in favor and the motion carried.

ADJOURNMENT: MOTION: Mr. Eggert made the motion to adjourn; seconded by Mr. Steve Geibel; all were in favor and the motion carried. The meeting of the St. Lawrence Borough Council adjourned at 9:02 PM.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Susan D. Eggert". The signature is fluid and cursive, with a large initial "S" and "E".

Susan D. Eggert
Borough Secretary

**BOROUGH OF ST. LAWRENCE
MEETING MINUTES
THURSDAY, JUNE 14, 2018**

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

OTHERS IN ATTENDANCE: Ms. Joan London, Borough Solicitor, Kozloff Stoudt
Ms. Pamela Stevens, Borough Engineer, SDE
Ms. Allison Leinbach, Borough Manager
Mrs. Susan D. Eggert, Borough Secretary
Mr. Gregory Zawilla, Borough Mayor
Mr. Keith Stunz, Member of the POS of A
Mr. Robert Rivers, Member of the POS of A

ABSENT: Mr. Rick Davidson, Councilman

CALL TO ORDER: The meeting of the St. Lawrence Borough Council was called to order at 7:31 PM by Council President, Mr. Robert J. May.

APPROVAL OF THE MINUTES: The minutes from the May 10, 2018 meeting 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 the minutes as presented; seconded by Mr. David Eggert; all were in favor and the motion carried.

TREASURER'S REPORT: The treasurer's report was presented to Council prior to the meeting for review. There were no questions, corrections or clarifications to the report. Mr. May indicated that the sewer loan balances are also included on the report for Council's review. **MOTION:** Mr. Eggert made the motion to approve the treasurer's report as presented and file it for audit; seconded by Mr. Michael Fritz; all were in favor and the motion carried.

**GENERAL: \$363,141.54 RESERVE: \$74,088.59 SEWER: \$308,591.29 LIQUID FUELS: \$277,276.78 FIRE TAX: \$42,229.14
FIRE ESCROW: \$24,079.30**

APPROVAL AND PAYMENT OF THE BILLS: All bills requiring payment and ratification from both the general fund and sewer fund were presented to Council for review. There were no questions, corrections or clarifications. The total amount to be paid or ratified from the general fund is \$73,658.96. The total amount of bills requiring payment and ratification from the sewer fund is \$94,525.39. **MOTION:** Mr. Fritz made the motion to approve payment and ratification of all bills presented from both the general and sewer funds; seconded by Mr. Lubenow; all were in favor and the motion carried.

PUBLIC HEARINGS, PETITIONS:

KEITH STUNZ - Mr. Stunz presented before Council on behalf of the Patriotic Sons of America Camp 230. The POS of A is upset about the removal of the benches from their meeting room. Mr. Stunz along with Mr. Rivers claim that all of the benches belong to the POS of A and that they would like to have the nine benches that were removed from their room put back into their room because they use and need them for their meetings. Mr. Rivers gave the background of the ownership of the benches to Council and showed a newspaper photograph of the POS of A using the benches. Mr. Rivers also indicated that the POS of A has done a lot for the Borough over the years. Mr. May apologized to Mr. Stunz and Mr. Rivers on behalf of the Borough Council with regard to the benches indicating that the Borough Council did not know that the benches belonged to the POS of A. Ms. London will draw up an agreement with regard to the possession of nine of the benches to the POS of A. In addition there was further discussion about the monument. Mr. Rivers indicated that the monument does not belong to the POS of A but does belong to the Borough. There have been talks in the past about removing the plaque and hanging it somewhere in the Borough Hall. There will be further discussion next month about moving forward with this action.

REPORT OF THE BOROUGH ENGINEER - PAMELA STEVENS

TURKEY HILL - Turkey Hill is definitely going to need zoning relief for installation of additional gas pumps. This would encroach into the right of way even further than it already does; a draft letter is being done for Ms. London to review since this will have to go before the Zoning Hearing Board if they decide to pursue the project.

NOV - A notice of violation was sent to the resident at 3425 St. Lawrence Avenue for the garage that is falling down that states that the structure has been deemed unsafe and needs to be removed in 60 days.

PLANNING COMMISSION MEETING - There will be a Planning Commission Meeting on Wednesday, June 27, at 7:30 PM.

STORMWATER – There is information needed for the cell tower, 33 N. Bingaman Street and 11 Ranor Court.

LIQUID FUELS – Ms. Stevens needs more information to aid in getting Maci Way added to the liquid fuels map and it needs to be determined whether or not it would be worthwhile to move forward.

HARVEY AVENUE BRIDGE – Since this project has started there has been traffic congestion issues with the detour especially on Prospect Street. There has been complaints and the Borough has received a phone call from Central Berks Police about the timing of the traffic signal at Prospect and St. Lawrence Avenue. Ms. Leinbach indicated that she did have a lengthy conversation with the traffic signal contractor. During that conversation the contractor indicated that PennDOT had no plan and that the plan was just to “wing it” and see how it goes; the police have been given the contact information for the contractor and right now it was decided to let the police handle the matter.

OLEY TURNPIKE ROAD PROJECT - The contractor for the road project for Oley Turnpike Road tore out all of the manhole risers when milling and then asked the Borough for the new risers. There was no notification that this was going to be done and the risers have been ordered. All of the manholes require custom made risers and will take approximately two weeks to arrive. Apparently PennDOT has been on the contractor about this but since the Borough was given no notification of this there is not much else we can do at this point.

TREES IN ROW OF STREETS - Ms. London indicated that the trees in the right of way would fall under the property owner for maintenance however fallen limbs of such trees on the street or in the right of way would be the Borough's responsibility. Ms. London will work on a sample ordinance on tree responsibility for the next meeting.

SEIDEL STREET - There has been a parking issue on Seidel Street especially with school buses being able to make the turn. The property owners have been contacted and they agreed to park above the driveway to alleviate this problem in the future. Discussions about opening up parking on the other side of the street was discussed and then making no parking on the other side where potential problems occur due to the layout of the street was discussed as well. There are a few other streets where the same problem arises and therefore all of the streets that have problems will be addressed in one ordinance rather than having to do multiple ordinances. It was noted that there are problems with Ganster and Jacksonwald Avenue at Chestnut; others will be looked at before an ordinance is proposed for adoption.

REPORT OF THE BOROUGH SOLICITOR - JOAN LONDON, KOZLOFF STOUTD

DRAFT ORD VOLUNTEER FIREFIGHTERS - Ms. London and Mr. Geibel have been working on a draft ordinance which will give volunteer firefighters tax relief. Exeter Township has passed an ordinance and this draft ordinance is giving pretty much the same relief. Copies were given to Council for review. It was noted that ambulance personnel should also be added to this ordinance as they volunteer as well. There is a list of requirements that Mr. Geibel and Ms. London read that would qualify an individual to get the tax relief. Mr. Eggert will contact Mt. Penn Fire Department for a list of requirements as some of the ones on the Exeter list would not apply to Mt. Penn. Ms. London indicated that Mt. Penn Borough and Lower Alsace Township have not adopted an ordinance. Information would be needed for Lower Alsace Ambulance personnel as well.

3614/3616 Jacksonwald Avenue - Mr. Fritz indicated that Mr. Wyllie, who is a resident of the Borough has complained about not being able to access his garage because of the apartments in the alley who park in front. This is also a dedicated fire lane. When the apartments were established there was a variance granted however the fire lane designation was done by ordinance. Ms. London indicated that the ordinance would take precedence. A letter will be sent to the tenants and property owner and the police will be notified to enforce the fire lane designation.

REPORT OF THE CODE ENFORCEMENT/ZONING OFFICER

There are multiple enforcements in progress currently.

REPORT OF THE BOROUGH MAYOR

SPEEDING - The police report was reviewed and discussed. Mr. Fritz commented on the amount of citations vs. warnings with regard to speed. Also Mr. Fritz commented about the speed sensory sign going down closer to the stadium because since the detour has been in place Mr. Fritz indicated that the speed of vehicles has worsened through this area.

BUDGET & FINANCE - ALLISON LEINBACH

NATIONAL NIGHT OUT – Central Berks Police have requested a donation of \$500 for National Night Out. The Borough has contributed to National Night Out for the last few years. **MOTION:** Mr. Fritz made the motion to give Central Berks Police a \$500 donation toward National Night Out; seconded by Mr. Lubenow; all were in favor and the motion carried.

ST. LAWRENCE BOROUGH COUNCIL

EXETER TOWNSHIP SCHOOL DISTRICT - Exeter Township School District has sent the Borough a request for reimbursement of the Borough taxes that they paid on the property at 200 Elm Street. A portion of that building is rented to an alternative school and the County has taxed that portion of the school. In the past, the Borough has always reimbursed the Borough portion of the tax bill in the amount of \$179.93. **MOTION:** Mr. Eggert made the motion to reimburse the Exeter Township School District in the amount of \$179.93; seconded by Mr. Lubenow; all were in favor and the motion carried.

STREETS & LIGHTS

PATTON & TEAK STREET LIGHT – Ms. Leinbach told Council that she contacted Independence Lighting to give us a quote on a solar light. This is the same company that we purchased the solar light from that is in Orchard Court. We are waiting for a quote on the solar light for this location.

ELM STREET - The upper portion of Elm Street is very dark. Ms. Leinbach is also getting a quote for LED street lights in this location because there is easy access to electricity in this area. We are also waiting for a quote on these lights.

PLANNING COMMISSION

JUNE 27 - The Planning Commission will meet on Wednesday, June 27 at 7:30 PM.

SANITARY SEWER - Mr. Lubenow indicated that he had attended an event with PA American Water and they would like to have a sit down. Ms. London indicated that she would like to attend the meeting as well; it was determined that this would be the right thing to do since the sewer plant has been sold and to at least listen to what they have to say at this point.

TRASH & RECYCLING

We are coming up on option year #2 of the trash contract. The annual cost for trash pickup for option year #2 is \$123,660.00. **MOTION:** Mr. Lubenow made the motion authorizing the Borough office to send a letter to J P Mascaro indicating that the Borough would like to enter into option year #2 of the trash contract; seconded by Rev. Bennethum; all were in favor and the motion carried.

RECREATION

PLAYGROUND OPENING - The playground will open on June 18. We will be having a morning and evening program again this year depending on attendance and then make the decision for next year.

DRAG RACING - Mr. Geibel indicated that he saw teenagers drag racing on Jacksonwald Avenue. The police will be notified of this occurrence since the playground will be opening next week.

EMERGENCY MANAGEMENT COORDINATOR - DAVID EGGERT

PAGER - Mr. Eggert asked if the pager was located because the County will be placing an order for pagers. Mr. Eggert was looking for authorization to purchase a pager. **MOTION:** Rev. Bennethum authorized Mr. Eggert to spend up to \$1000 for a pager; seconded by Mr. Fritz; all were in favor and the motion carried.

EXETER FIRE DEPARTMENT - Mr. Fritz indicated that he attended a bylaws meeting. Mr. Fritz is concerned and would like to have Ms. London review the bylaws since he was told that by having a seat on the board of directors could hold board members responsible if something goes wrong such as an accident with fire apparatus. He would like to be clarify whether or not he could be held responsible. Upon Ms. London's review he will decide whether or not he really wants to be on the board of directors.

ZONING HEARING BOARD

ALTERNATES - The Zoning Hearing Board does not have any alternates currently; we have a married couple Kristin and Matthew Livingood who have been residents of St. Lawrence for over 15 years who would be interested in serving as alternates on the board. Council wishes to name both Kristin and Matthew as alternates. A Resolution will be prepared for the next meeting.

MUNICIPAL LANDS

AILANTHUS TREES - Ms. Leinbach indicated that the road crew namely Mr. Rhoads and Mr. Meers have been out cutting ailanthus trees down in the open area off of Lynn Avenue. There were a lot of nymphs on the trees.

ROAD CREW ATTIRE - Mr. May indicated he would like to see the Borough implement a dress code for the road crew. He feels that they should be wearing long pants and steel tip shoes for safety reasons. He indicated that he knows of several incidences that workman's compensation will deny claims if injuries occur and proper attire is not being worn. There was a discussion and it was determined that the Borough will cover the cost of the first pair of steel tipped boots up to \$100. **MOTION:** Mr. Fritz made the motion to implement a dress code for all road crew to wear long pants and steel tipped boots when doing work for the Borough; seconded by Mr. Robert May; all were in favor and the motion carried.

NEWSLETTERS

The newsletters will be taken to the post office tomorrow. This contains all summer related information.

UNFINISHED BUSINESS

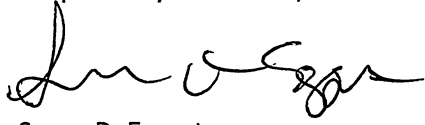
CONGRESSIONAL REDISTRICTING – A Resolution to support the citizen's commission for legislative and congressional redistricting was prepared for adoption. Each Council member was given a copy to review and a copy of the Resolution is included in the minutes for review. **MOTION:** Mr. Lubenow made a motion to adopt Resolution 802-2018 giving support of the citizen's commission for legislative and congressional redistricting; seconded by Rev. Bennethum; all were in favor and the motion carried.

CODE ENFORCEMENT LETTERS - Mr. Lubenow asked whether or not the code enforcement letters to the Lutz Apartments and the residents at 3531 Jacksonwald Avenue. Ms. Leinbach indicated that upon further review of the zoning variance decision for the Lutz Apartments that there is nothing that can be enforced. As far as the residents at 3531 Jacksonwald Avenue; they will be asked to paint the curb. Ms. London indicated that this is the only action that can be taken at this time.

NEW BUSINESS

FIRE/EMS PROPOSALS - This year is the end of the three year proposal for fire and EMS services. Mr. Fritz asked whether or not any reports were received from Lower Alsace Ambulance; Ms. Leinbach indicated that no reports were ever received however no reports were received from Exeter Fire or Mt. Penn Fire either. This will be discussed further at next month's meeting.

ADJOURNMENT: MOTION: Mr. Fritz made the motion to adjourn; seconded by Mr. Eggert; all were in favor and the motion carried. The meeting of the St. Lawrence Borough Council adjourned at 9:03 PM. Respectively submitted,

A handwritten signature in black ink, appearing to read "Susan D. Eggert". The signature is fluid and cursive, with a large initial "S" and "E".

Susan D. Eggert
Borough Secretary

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

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

OTHERS IN ATTENDANCE: Ms. Joan London, Borough Solicitor, KS – Arriving at 8:20 PM
Ms. Pamela Stevens, Borough Engineer, SDE
Mr. Gregory Zawilla, Borough Mayor
Ms. Allison Leinbach, Borough Manager
Mrs. Susan Eggert, Borough Secretary
Mr. Michael Clemens, Borough Resident
Mr. Valdis Laxis, Reading Eagle

ABSENT: Mr. Michael Fritz, Councilman

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

APPROVAL OF MINUTES: The minutes from the June 14, 2018 meeting 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. 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 their review. There were no questions, corrections or clarifications to the report. **MOTION:** Mr. Warren Lubenow made the motion to accept the treasurer’s report as presented and file it for audit; seconded by Rev. Bennethum; all were in favor and the motion carried.

GENERAL: 334,681.82 **RESERVE:** \$74,324.80 **SEWER:** \$223,140.03 **LIQUID FUELS:** \$278,429.52 **FIRE TAX:** \$42,997.07
FIRE ESCROW: \$24,079.30

APPROVAL AND PAYMENT OF THE BILLS: All bills requiring payment and ratification from the general fund, sewer fund and fire tax fund were presented to Council for their review. There were no questions or clarifications to the list of bills that were provided for review. Bills requiring payment and ratification from the general fund totaled \$69,420.16. Bills requiring payment and ratification from the sewer fund totaled \$6,412.56. Bills requiring payment from the fire tax fund totaled \$32,000.00. **MOTION:** Mr. Davidson made the motion to approve all bills for payment and ratification; seconded by Mr. David Eggert; all were in favor and the motion carried.

PUBLIC HEARINGS, PETITIONS:

MICHAEL CLEMENS - Mr. Clemens resides at 3450 Jacksonwald Avenue. He presented before Council with a couple of concerns. His first concern was grass in the street which he feels is a safety concern especially for bicycle riders and motorcycle riders. He indicated that he feels that the Borough should be going after those who are indeed blowing their grass into the street. Mr. May indicated that the Borough's MS 4 permit would require the Borough to actively go after those who are doing this because of the grass getting into the stormwater system however the Borough has received a waiver on the MS4 permit for a period of five years. Mr. Clemens indicated that he understands the importance of the grass getting into the stormwater system however he thinks that this presents a danger especially to motorcycle drivers. Ms. Leinbach indicated that the Borough will be working on a quality of life ordinance which will allow the Borough office to issue tickets on the spot without having to go through the district justice which makes enforcement a little bit easier. Secondly, Mr. Clemens indicated that he has repeatedly asked for copies of an ordinance that does not permit boats on the street. A copy will be sent to him. He was visited by the police and was told that this was not permitted. Mr. Clemens indicated that he feels that the grass clippings on the street should be just as enforceable as the boat on the street. Once again Ms. Leinbach indicated that this will be addressed in the quality of life ordinance.

REPORT OF THE BOROUGH ENGINEER - PAMELA STEVENS

PLANNING COMMISSION - The Planning Commission did meet in June and various issues were discussed including McDonalds, Exeter Supply and Turkey Hill as well as a nuisance of outdoor burning.

MUNICIPAL LANDS - Ms. Stevens had with her this evening a draft plan of the water shed property. Ms. Stevens also noted she would like to have Ms. London's input on the request made by Mr. Stillman who presented a few months ago looking for an easement to access his land through the Borough land. Also Ms. Stevens would like to review the agreement with Berks Nature with regard to the placement of the leaf dump for recycling. The land will be staked and perhaps Mr. Larry Lloyd from Berks Nature should be contacted to accompany the surveyor through the land.

TURKEY HILL - The zoning letter has been sent out to the property owner.

MCDONALDS - The plans were received however sidewalk was included on this plan. Sidewalk would require an HOP from PennDOT. They may be resubmitting plans eliminating the sidewalks.

EXETER SUPPLY - Plans have been submitted. Ms. Stevens indicated that these plans were very well done and approval will most likely be issued to move forward from a zoning perspective.

OUTDOOR BURNING - The Planning Commission discussed this issue. There is a burn ordinance and it was decided that this would be a police matter.

NO PARKING ORDINANCE - This ordinance is going to be reopened. A hand out of potential streets to add to this ordinance were distributed to Council. There were also maps included with this to explain further why this is necessary. There was a lengthy discussion with regard to these proposed no parking areas. In addition there was a discussion about Patton Street; Council decided to go with no parking on the north side of Patton 282' from Walnut Street. **MOTION:** Mr. Eggert made the motion authorizing all of the proposed no parking areas that were presented to Council from the list that is part of the official minutes; seconded by Mr. Davidson; the motion was amended to include no parking in front of 28 Walnut Street; motion was amended again to authorize advertisement of this ordinance which will be Ordinance 440; seconded by Mr. Davidson; all were in favor and the motion carried.

EASEMENT - Upon Ms. London's arrival the easement for Mr. Stillman was discussed. Ms. London recommended that the easement must be a description of a path for pedestrian use only and include dimensions. This should be recorded on the drawing and filed with the recorder of deeds. Ms. Stevens would like to borrow Mr. Stillman's plan again to get more information that is needed for the easement.

ST. LAWRENCE BOROUGH COUNCIL

REPORT OF THE BOROUGH SOLICITOR - JOAN LONDON, KOZLOFF STOUDT

SEWER - Ms. London indicated that the Borough had a meeting with PA American. She would like to have an executive session to discuss in details.

POS of A - The POS of A agreement has been prepared. It was approved at last month's meeting. This will be signed and sent to the POS of A for their signatures.

STORMWATER MAINTENANCE OPERATIONS - Agreements will be prepared for 33 N. Bingaman Street and 11 Ranor Ct for maintenance of the stormwater facilities.

ACRYLABS - The Conditional Use Decision gave them two years to have sidewalks installed. It was the property owner's understanding that they had two years from the date that they moved into the facility however it is the Borough's understanding that it is two years from the date of the decision which has passed. Ms. Leinbach will work with Ms. London to get a letter out to the property owner for installation of the sidewalks. They will be given 60 days to get the sidewalks installed.

VOLUNTEER FIREFIGHTERS ORDINANCE - The draft volunteer firefighters ordinance was distributed to the members of Council for review. Mr. May suggested that instead of going through this process that the individuals will be reimbursed a percentage of the property taxes paid after they have paid the taxes. This will be discussed further at the August meeting.

BUDGET & FINANCE

TAX COLLECTOR 2016 AUDIT - The 2016 audit of the tax collector was presented to Council for review. There were no questions, corrections or clarifications to the audit and there were no findings.

MOTION: Mr. Lubenow made the motion to accept the audit of the tax collector; seconded by Mr. Davidson; all were in favor and the motion carried.

PLANNING COMMISSION

The Planning Commission did meet and discussed the various projects with McDonalds, Turkey Hill and Exeter Supply.

RECREATION - DAVID EGGERT

Mr. Eggert reported that the attendance at the playground started out really slow but has picked up. The morning attendance is averaging 10-12 children and the evening attendance is averaging 18-22 children.

EMERGENCY MANAGEMENT COORDINATOR - DAVID EGGERT

Mr. Eggert reported that he did purchase a new radio at a cost of \$657.46. This new radio will be in service sometime in November.

ZONING HEARING BOARD

RESOLUTION 803-2018 - Resolution 803-2018 appoints Mr. Matthew Livingood and Mrs. Kristen Livingood as alternates to the Zoning Hearing Board in the absence of a regular member. **MOTION:** Mr. Eggert made the motion to adopt Resolution 803-2018 appointing alternates to the Zoning Hearing Board; seconded by Mr. Davidson; all were in favor and the motion carried.

NEWSLETTER

The next newsletter will most likely go out at the end of August containing all of the fall information. There was a discussion about the fireworks and the new state law. There have been numerous complaints about the fireworks this month. It was determined that there are very few properties in the Borough where these fireworks could actually be set off from since the law states it must be 150 feet from any structure. We will encourage residents to call the non-emergency number to report all incidences of fireworks in the future.

LIBRARY LIAISON

Mr. Lubenow asked that during the budget process that the Borough consider giving \$5.00 per person since that is what Exeter is giving. This will be discussed further during the budget process.

EXECUTIVE SESSION: MOTION: Mr. Eggert made the motion to go into executive session to discuss sewer; seconded by Mr. Davidson; all were in favor and the motion carried. Council went into executive session at 8:48 PM. Council came out of executive session at 9:08 PM.

ADJOURNMENT: MOTION: Mr. Lubenow made the motion to adjourn; seconded by Mr. Eggert; all were in favor and the motion carried. The St. Lawrence Borough Council adjourned at 9:08 PM.

Respectfully submitted,



Susan D. Eggert
Borough Secretary

**BOROUGH OF ST. LAWRENCE
MEETING MINUTES
THURSDAY, AUGUST 9, 2018**

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

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

ABSENT: Mr. Michael Fritz, Councilman
Mr. Rick Davidson, Councilman
Mr. Warren Lubenow, Councilman
Mr. Gregory Zawilla, Borough Mayor

CALL TO ORDER: The meeting of the St. Lawrence Borough Council was called to order by Council President, Mr. Robert J. May at 7:32 PM.

APPROVAL OF THE MINUTES: The minutes from the previous meeting of Thursday, July, 12, 2018, were presented to Council prior to the meeting for review. There were no questions, corrections or clarifications to the minutes. **MOTION:** Mr. Steve Geibel made the motion to approve the minutes as presented; seconded by Mr. David Eggert; all were in favor and the motion carried.

TREASURER'S REPORT: There were two treasurer's reports distributed prior to the meeting for review. There as a corrected June report which is included in the minutes for review. There is also a July treasurer's report including the sewer loan balances for Council's review. **MOTION:** Mr. Eggert made the motion to approve the corrected June treasurer's report as well as the July treasurer's report and file them for audit; seconded by Rev. Bennethum; all were in favor and the motion carried.

GENERAL: \$355,090.76 **RESERVES:** \$74,337.43 **SEWER:** \$249,454.14 **LIQUID FUELS:** \$278,430.44
FIRE TAX: \$12,596.30 **FIRE ESCROW:** \$24,079.30

APPROVAL AND PAYMENT OF THE BILLS: All bills requiring payment and ratification from the general, sewer and fire tax funds were presented to Council for review. Bills requiring payment and ratification from the general fund totaled \$70,153.02. Bills requiring payment and ratification from the sewer fund totaled \$7,164.36. Bills requiring payment from the fire tax fund totaled \$6,622.30. **MOTION:** Mr. Eggert made the motion approving all bills for payment and ratification from the general, sewer and fire tax funds; seconded by Mr. Geibel; all were in favor and the motion carried. Ms. Leinbach also indicated that she has been working on the refunds that need to be made from the fire tax account since the County collected those monies as well even though they were not authorized to do so.

ST. LAWRENCE BOROUGH COUNCIL

PUBLIC HEARINGS, PETITIONS:

RONALD IVISON - Dr. Ivison is a former Councilman and Mayor of the Borough. Dr. Ivison presented to Council on behalf of the Community Panel for Juvenile Probation. Dr. Ivison indicated that they have had two cases appear before the panel regarding the Wolfe Dye & Bleach property. Apparently these teens were arrested for being in the building on this property however the building is not secure and the doors are wide open. Dr. Ivison indicated that he feels that this could be present a liability for the Borough since this is a vacant property if someone were to be hurt. This has been a problem in the past and calls were made however Council agreed that the time has come to issue a letter requesting that this building be secured as well as be checked and monitored every 30 days. Ms. London will be sending the letter. Mr. May thanked Dr. Ivison for bringing this to the attention of Council.

REPORT OF THE BOROUGH ENGINEER - PAMELA STEVENS

EXETER SUPPLY – Ms. Stevens indicated that Exeter Supply will soon be starting their curbing, driveway and sidewalk project. Mr. Rhoads will be doing the inspections for this project and provide field reports.

MUNICIPAL LANDS - Ms. Stevens asked about the easement for Mr. Stillman that was discussed at the last few meetings. There was a discussion and it appears that Mr. Stillman is really not looking for a formal easement; at this time nothing else will be done however the Borough will need to provide a passage way when a recycling center for leaves is done on the municipal lands.

REPORT OF THE BOROUGH SOLICITOR - JOAN LONDON – BOROUGH SOLICITOR

ORD 440 NO PARKING - Ordinance 440 was advertised in the Reading Eagle on August 1, 2018 and establishes all of the no parking areas on Borough streets. The Ordinance is included in the minutes for review. **MOTION:** Rev. Bennethum made the motion to adopt Ordinance 440 establishing no parking areas on Borough Streets; seconded by Mr. Eggert; all were in favor and the motion carried.

RFP FIRE SERVICE - Ms. Leinbach and Ms. London discussed proposals for fire service. The three year proposal for fire service is coming to an end this year. Because the proposal has a dollar value involved and extensions of the proposal were not written into the original you cannot offer and extension of it at this time. There was a discussion about writing it into that next proposal. **MOTION:** Mr. Eggert made the motion to authorize Ms. London to do a RFP for fire service for a three year agreement with two optional years; seconded by Mr. Robert May; all were in favor and the motion carried.

RFP FOR EMS - The three year proposal for EMS is also going to expire at the end of the year. Because no money changed hands a letter can be sent to Lower Alsace Ambulance to inquire whether or not they would be interested in entering into another proposal with the same terms. **MOTION:** Mr. Eggert made the motion authorizing the Borough Secretary to send a letter to Lower Alsace Ambulance asking if they would like to enter into another three year agreement to provide ambulance services with the same terms as the previous one; seconded by Mr. May; all were in favor and the motion carried.

STREETS & LIGHTS - Ms. Leinbach indicated that she has received a quote for a solar light for Teak and Patton Streets. The quote is for over \$6,600. She indicated that she has been in discussion with Mr. Golashovsky about perhaps using LED lights and stringing electric overhead. This would be more economical at this time. There is also plans to add two LED lights on Elm Street in the area of the alley between St. Lawrence Avenue and Patton Street as well as closer to the intersection at Lynn Avenue. This area is extremely dark. These would be lights that would be overhead wires. There was a lengthy

discussion and Mr. May felt that we should not use overhead wiring in an area that does not already have overhead wiring and would like to have Ms. Leinbach get additional pricing on solar lighting and this can be discussed further at the September meeting.

SANITARY SEWER

The Borough is still talking with PA American; nothing new to report. In addition there has been no information from the PUC standpoint.

RECREATION - DAVID EGGERT

The playground program will end on August 10. Attendance has been spotty given the extreme weather issues this summer.

EMERGENCY MANAGEMENT COORDINATOR - DAVID EGGERT

Mr. Eggert indicated that he did check the Parkview Road bridge for scour during the most recent rain events and there was none. He has been looking at the addressing standards and is in agreement with the memo that was prepared by Ms. Leinbach.

NEWSLETTER

The next newsletter will go out in the September timeframe.

UNFINISHED BUSINESS

DRAFT FIRE FIGHTERS ORDINANCE - A revised draft was prepared. At this time, Ms. Leinbach felt that this should be tabled until the RFP for fire service is done. Ms. Leinbach also wanted to review the changes further to address the process and documentation that is going to be required.

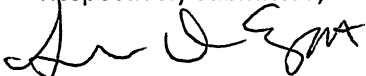
NEW BUSINESS

FERAL CATS - Mr. May told Council that he has received a complaint about feral cat colonies from a resident. Mr. May indicated that the complainant lives at 3371 Oley Turnpike Road and indicated that the neighbor at 3379 Oley Turnpike Road has a feral cat colony and the cats are migrating to her property and doing damage. Ms. London will send letters to each property owner. However the complainant will need to provide documentation.

EXECUTIVE SESSION - Mr. May asked for an executive session to discuss sewer. **MOTION:** Mr. Eggert made the motion to go into executive session; seconded by Rev. Bennethum; all were in favor and the motion carried. Council went into executive session at 8:28 PM. Council came out of executive session at 8:35 PM.

ADJOURNMENT: MOTION: Rev. Bennthum made the motion to adjourn; seconded by Mr. Eggert; all were in favor and the motion carried. The St. Lawrence Borough Council adjourned at 8:36 PM.

Respectively submitted,



Susan D. Eggert
Borough Secretary

**BOROUGH OF ST. LAWRENCE
MEETING MINUTES
THURSDAY, SEPTEMBER 13, 2018**

ATTENDANCE: Mr. Robert J. May, Council President
Mr. David W. Eggert, Council Vice President
Rev. D. Michael Bennethum, 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 Leinbach, Borough Manager
Mrs. Susan D. Eggert, Borough Secretary
Mr. Gregory Zawilla, Borough Mayor
Chief Raymond Serafin, Central Berks Police
Mr. James Leinbach, Resident

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 minutes from the previous meeting, Thursday, August 9, 2018, were presented to 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. Robert J. May; all were in favor and the motion carried.

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

GENERAL: \$310,341.71 **RESERVES:** \$74,350.02 **SEWER:** \$290,244.45 **LIQUID FUELS:** \$278,431.37
FIRE TAX: \$6,015.34 **FIRE ESCROW:** \$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 and clarifications. Bills requiring payment and ratification from the general fund totaled \$72,833.09. Bills requiring payment and ratification from the sewer fund totaled \$7,612.85. **MOTION:** Mr. Eggert made the motion authorizing payment and ratification of all bills presented for payment and ratification from both the general and sewer funds; seconded by Mr. Michael Fritz; all were in favor and the motion carried.

PUBLIC HEARINGS AND PETITIONS:

MR. JAMES LEINBACH - Mr. Leinbach presented this evening with a few concerns. Mr. Leinbach is a resident of Stoner Avenue at the corner of Ridge Street. Mr. Leinbach's first concern has to do with the stones that are washing down Ridge Street from the Mt. Penn Borough Municipal Authority's land. There has been an extreme amount of rain over the last few months and a lot of stone debris is washing down. Mr. Rhoads has been out to clean up the stones however Mr. Leinbach indicated that there is a lot of mud debris in the street which is causing some issues. Mr. Leinbach also indicated that it is starting to undermine the roadway. There was a discussion about placing water bars and/or possible rip rap on Ridge Street. Ms. Leinbach indicated that we will need to work with Mt. Penn Water Authority to come up with a resolution to this problem since the debris is coming from their property. Mr. Leinbach's second concern has to do with low hanging trees at the end of Stoner Avenue by Adams Street. This is causing him an issue with moving his motor home through this area. Mr. May asked whether not the Borough has received any other complaints from the trash company about low hanging trees. Mrs. Eggert was asked to contact Mascaro to find out if they are experiencing any problems with low hanging trees anywhere in the Borough so that there is continuity when dealing with this issue.

REPORT OF THE BOROUGH ENGINEER - PAMELA STEVENS

TURKEY HILL - There is no update on their zoning application at this time.

EXETER SUPPLY – There work has been done for running of a water line. We are expecting that the work that is upcoming on the driveway apron and sidewalks will be done without any problems.

MCDONALD'S - McDonald's is planning on putting in a duel drive thru. These plans have been approved.

SMOKING LOUNGE – There has been an inquiry made for putting a bar/restaurant/smoking lounge in the shopping center at the old Maurena's location. There has been no formal application and the police will be kept in the loop on this project.

GREEN LIGHT GO GRANT – The mast arm at St. Lawrence Avenue and Perkiomen Avenue in the Auto Zone parking lot needs to be replaced because it was hit and damaged. There is no police report and we are not sure when this happened. This was brought to the attention of the Borough by PennDOT during the Perkiomen Avenue construction project. The traffic signal control box is damaged as well and will need to be replaced. Ms. Leinbach has been in communication with Mr. Chris Lincoln from TPD and liquid fuels money may be used to replace the traffic control signal box as part of the match for the Green Light Go Grant. The replacement of the mast arm will cost approximately \$28,500 and can be done as an insurance claim and according to PIRMA will not increase the insurance premium significantly. Chief Serafin who was in attendance indicated that he would find out first if this is going to be replaced as part of the road project before ordering the pole. There was also discussion about how the traffic signal control box can be protected in the future. TPD will spec out options for the installation of the box. There was also discussion about defining a walking path through the parking lot in this area or perhaps installation of sidewalk. This will be discussed further in the future.

HARVEY AVENUE BRIDGE PROJECT - The Harvey Avenue bridge project is completed. North Prospect Street was being used as a detour for this project.

911 ADDRESSING - This is still being reviewed.

COMCAST ROAD OPENING PERMIT - A vault and facilities are being proposed behind the curb on Prospect Street. It has not been determined yet whether or not a road opening permit will be required.

RESIGNATION - Ms. Stevens announced that she will be leaving SDE to pursue a career change as a Township Manager for Lower Heidelberg Township. Ms. Stevens did say that she will always be available to the Borough for any questions. Ms. Stevens is recommending a junior engineer to take over her duties as Borough Engineer. Council wished her well in her new career.

NO PARKING ORDINANCE – Mr. Lubenow asked about the curbs being painted and the signs being installed. Ms. Leinbach explained that with all of the weather and rain events there was no way to paint the curbs and some of the signs have already been installed and the others are scheduled.

FIRE LANE ALLEY BETWEEN GANSTER AND ADAMS STREET - This was discussed previously and needs to be enforced.

REPORT OF THE BOROUGH MAYOR - GREGORY ZAWILLA

RESOLUTION 804-2018 - Resolution 804-2018 sets the Halloween Curfew and Trick or Treat nights for 2018. The Halloween Curfew will go into effect on Saturday, October 20th and will end on Sunday, November 4th. The Halloween Curfew hours are 9:00 PM until 6:00 AM. Trick or Treat nights will be Tuesday, October 30th and Wednesday, October 31st from 5:00 PM until 9:00 PM. **MOTION:** Mr. Eggert made the motion to adopt Resolution 804-2018 setting the 2018 Halloween Curfew and Trick or Treat Nights; seconded by Mr. Lubenow; all were in favor and the motion carried.

CHIEF RAYMOND SERAFIN – Chief Serafin was in attendance and wanted to report that the utility cut that was made on Prospect Street for the Exeter Supply project is sinking and they have had a few issues. The Borough will contact the contractor to make them aware that a repair is needed. Mr. Rhoads has contact information and Mrs. Eggert will ask Mr. Rhoads to contact the utility to rectify the problem.

BUDGET & FINANCE - ALLISON LEINBACH

Resolution 805-2018 - Resolution 805-2018 will update zoning review fees. There is a copy of the Resolution and fee schedule in the formal minutes for review. **MOTION:** Mr. Eggert made the motion to adopt Resolution 805-2018 with additions to the fee schedule for zoning review fees; seconded by Mr. Fritz; all were in favor and the motion carried.

STREETS & LIGHTS

POPLAR AT TEAK - Ms. Leinbach did research on additional solar lights as requested by Council at the last meeting. Ms. Leinbach indicated that she did find a solar light that will most likely work for \$750 and the same pole could be used that is currently in place. Ms. Leinbach also indicated that if Council decides to go with this particular solar lights that there are trees that will need to be trimmed in this area since it is not as large as the other solar light. **MOTION:** Mr. Eggert made the motion authorizing the Borough to purchase the solar light for \$750 to be installed on the existing pole at Poplar and Teak; seconded by Mr. Lubenow; all were in favor and the motion carried.

PLANNING COMMISSION

OCTOBER - There will be an October Planning Commission meeting. The Commission does need to start updating the SALDO. Also this will give the Commission an opportunity to meet the new engineer.

SANITARY SEWER

SSO - There was a sanitary sewer overflow during one of the rainfalls. This happened in the field on Bobby Bieber's property. The overflow was reported to DEP. It is the Borough's opinion that this happens because Exeter Township locks down all of their manhole covers and therefore the system backs up into the Borough.

EVALUATION OF THE SEWER SYSTEM - Mr. May indicated that he did some research with companies who could evaluate our sewer collection system in case the Borough wants to sell the system to PA American. Mr. May has contacted HRG who would be willing to give an evaluation of the Borough's sewer collection system however the Borough would need to hire the company so that all of the supporting documents could be turned over to them in order to make an estimated evaluation.

MOTION: Mr. Eggert made the motion authorizing the Borough to hire HRG to give an evaluation of our sewer collection system; seconded by Mr. Lubenow; all were in favor and the motion carried.

TRASH & RECYCLING

ONE YEAR EXTENSION - Mrs. Eggert informed Council that Mascaro has signed the one year extension agreement. This is the second one year extension; the trash contract will need to go out for bid next year.

RECREATION - DAVID EGGERT

PLAYGROUND MULCH - The playground mulch has really sunk and washed away due to the enormous amount of rain that we have been receiving this season. This may need to be mulched again this fall.

EMERGENCY MANAGEMENT COORDINATOR - DAVID EGGERT

911 ADDRESSING - Mr. Eggert indicated that he is still reviewing and working on the 911 Addressing.

NEWSLETTER

The next newsletter will be going out late September or during the first few weeks of October.

UNFINISHED BUSINESS

VOLUNTEER FIREFIGHTERS TAX RELIEF - This has been put on hold until after the RFP for fire service is completed.

POS of A - The POS of A is not willing to sign the agreement that Ms. London prepared for the ownership of the benches. Mr. Lubenow indicated that he felt that this was not done the way he had anticipated and that all of the legal comments were over the top. Ms. London indicated that this was done the way agreements need to be done with regard to municipal property. It appears that the problem that the POS of A had was with the right of first refusal. This clause will be removed and sent back to the POS of A. Council agreed that this would be the last attempt to get the agreement signed.

FERAL CAT ISSUE - Mr. May asked if the letter was sent to the resident at Oley Turnpike Road with the feral cat issue. Ms. London indicated that the letter was sent and the resident did come to the Borough office. Mr. May asked to have something in writing as to a reply to the letter that was sent so that there is a paper trail when dealing with this issue.

JACKSONWALD AVENUE STUB - Mr. Lubenow asked if anything was sent to the resident who has been parking vehicles and storing campers in the Jacksonwald Avenue stub. Ms. Leinbach indicated that we need to pull plans to be sure that this is actually a Borough street. There is a sewer line in this area and therefore at very best there would have to be an easement. A letter will need to be sent to have these vehicles removed.

ST. LAWRENCE BOROUGH COUNCIL

9/18

NEW BUSINESS

MAST ARM POLE - Ms. Leinbach asked for authorization to purchase the mast arm and pole for the traffic signal at the Auto Zone since there is going to be at least an eight week wait time. **MOTION:** Mr. Eggert made the motion authorizing Ms. Leinbach to order the pole if this is not part of the PennDOT project and to file an insurance claim; seconded by Mr. Lubenow; all were in favor and the motion carried.

ADJOURNMENT: MOTION: Mr. Eggert made the motion to adjourn; seconded by Mr. Lubenow; all were in favor and the motion carried. The meeting of the St. Lawrence Borough Council adjourned at 9:11 PM.

Respectfully submitted,



Susan D. Eggert
Borough Secretary

**BOROUGH OF ST. LAWRENCE
MEETING MINUTES
MONDAY, OCTOBER 15, 2018**

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

OTHERS IN ATTENDANCE: Mr. Zachary Sullivan, Borough Engineer, SDE
Ms. Joan London, Borough Solicitor, Kozloff Stoudt (Arriving 8:15 PM)
Ms. Allison Leinbach, Borough Manager
Mr. Gregory Zawilla, Borough Mayor
Mrs. Susan D. Eggert, Borough Secretary
Mr. Christopher Bickings, Exeter Fire Department
Mr. John Theodossiou, Mt. Penn Fire Department
Mr. Matt Stairiker, Lower Alsace Ambulance
Mrs. Missy Szabo, Director of Operation Lower Alsace Ambulance

ABSENT: Mr. Warren Lubenow, Councilman

The meeting of the St. Lawrence Borough Council was scheduled for Thursday, October 11, 2018 at 7:30 PM however the meeting needed to be rescheduled due to the lack of a quorum. It was rescheduled for Monday, October 15, 2018, at 7:30 PM.

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 minutes for the previous meeting, Thursday, September 13, 2018, were presented to 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. 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. Sewer loan balances were also provided. **MOTION:** Mr. Michael Fritz made the motion to approve the treasurer's report was presented and file it for audit; seconded by Mr. Eggert; all were in favor and the motion carried.

GENERAL: \$303,740.29 **RESERVES:** \$74,362.27 **SEWER:** \$286,699.67 **LIQUID FUELS:** \$279,761.91 **FIRE TAX:** \$721.29 **FIRE ESCROW:** \$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 \$76,600.45. Bills requiring payment and ratification from the ST. LAWRENCE BOROUGH COUNCIL

sewer fund total \$6,314.50. Bills requiring payment from the fire tax fund totaled \$238.00. **MOTION:** Mr. Eggert made the motion approving ratification and payment of all bills presented; seconded by Mr. Rick Davidson; all were in favor and the motion carried. Ms. Leinbach also presented a bill for Traffic Planning and Design for the Green Light Go Grant to be paid from the liquid fuels fund totaling \$7,878.79. This would also be included as part of the match that needs to be met. **MOTION:** Mr. Eggert made the motion authorizing payment of the invoice to Traffic Planning and Design in the amount of \$7,878.79; seconded by Mr. Michael Fritz; all were in favor and the motion carried.

PUBLIC HEARINGS, PETITIONS:

LOWER ALSACE AMBULANCE - Mr. Matt Stairiker presented before Council to give Council an update on the ambulance service. Mr. Stairiker indicated that to date 148 patients were transferred to the hospital; there is a very low percentage of dropped calls which are covered by mutual aid. He also indicated that Mt. Penn and Lower Alsace have changed their run cards to make the City of Reading next due since Life Lion is not accepting the ambulance memberships. This way patients with memberships are not being billed. There was a brief discussion and Council decided to make the same change and review the decision in six months. **MOTION:** Mr. May made the motion to change the second due for EMS to City of Reading to review again in six months; seconded by Rev. Bennethum; all were in favor and the motion carried. Mr. Stairiker also introduced Missy Szabo as the new Director of Operations and indicated she is available to answer any questions that Council may have about services. Lower Alsace Ambulance has also indicated that they are willing to enter into another three year proposal with the same conditions as the previous agreement with no exchange of tax dollars; this is attached to the minutes for review. **MOTION:** Mr. Steve Geibel made the motion to accept the proposal by Lower Alsace Ambulance to provide ambulance service to the Borough of St. Lawrence for a three year period with no exchange of tax dollars; seconded by Rev. Bennethum; all were in favor and the motion carried.

EXETER FIRE/MT. PENN FIRE - Mr. Christopher Bickings and Mr. John Theodossiou presented to Council representing Exeter Fire Department and Mt. Penn Fire Department regarding the three year proposal that was submitted to provide fire protection to the Borough. The proposal is based on a millage rate. The proposal was made to provide fire protection at a millage rate of .64 for the calendar year 2019, which is the same as we are currently paying; 2020 and 2021 would increase to .66 and the two optional years would increase to .68. There was a discussion; Mr. May asked questions regarding their reason for the increase since the number of calls are not increasing. Mr. Eggert indicated that the number of fire calls in 2016 was 53, 2017 was 46 and to date 2018 is 50. Mr. May indicated that he has concerns about the automatic increases Mr. Bickings and Mr. Theodossiou indicated that this was done to accommodate increasing costs so that there will not be a need to increase dramatically after the end of the proposal. **MOTION:** Rev Bennethum made the motion to accept the proposal for fire service received by Exeter Fire and Mt. Penn Fire pending review by the Borough Solicitor; seconded by Mr. Fritz; all were in favor and the motion carried.

REPORT OF THE BOROUGH ENGINEER - ZACHARY SULLIVAN/ALLISON LEINBACH

TURKEY HILL - There has been no further action taken by Turkey Hill. If they chose to move forward with the plan to install additional gas pumps they will need to go before the Zoning Hearing Board for a variance.

EXETER SUPPLY - The work has begun at Exeter Supply; so far all of the work has been according to plan.

MCDONALDS - The permits are currently being pulled for the work at McDonalds.

ST. LAWRENCE BOROUGH COUNCIL

GREEN LIGHT GO - The mast arm was not included in the PennDOT road project. The proposal given by Telco was signed and sent to Telco; the cost of the arm is \$28,500. An insurance claim will be filed to cover this cost.

JACKSONWALD AVENUE STUB - The police cannot enforce the parking of the trailers and campers because this is not a Borough ordained street. A draft ordinance will be prepared for ordaining this street for the next Council meeting.

STORMWATER - The reviews of the stormwater facilities for the Cell Tower and Hafer are being resolved.

CELL TOWER - The filings of this facility are in progress; this will become a taxable property once this filing has been done.

911 ADDRESSING - Mr. Eggert and Ms. Leinbach indicated that this is currently in progress.

TREES IN ROW – This still has not been resolved. Ms. London will be doing more research on the matter.

RECYCLING AREA - There are some potential issues with establishing the leaf recycling area. Ms. London will be doing additional research on this matter.

COMCAST - Comcast will be installing underground service to 135 North Prospect. This line will run in the right of way and will not require a permit.

BUDGET & FINANCE - ALLISON LEINBACH

BUDGET MEETING - The budget meeting will be held on Wednesday, November 7 at 7:00 PM at the Borough Hall. **MOTION:** Mr. Eggert made the motion authorizing the Borough office to advertise the budget meeting for Wednesday, November 7 at 7:00 PM; seconded by Mr. Davidson; all were in favor and the motion carried.

FOREIGN FIRE MONIES - The foreign fire money needs to be distributed. As per the proposal the monies are split 50/50 with Exeter Township Volunteer Fire Company and Mt. Penn Fire Company. The total amount of the check was \$8,560.76 which would be \$4,280.38 for each department. **MOTION:** Mr. Eggert made the motion authorizing the Borough Manager to distribute the foreign fire insurance monies 50/50 between Exeter Township Volunteer Fire Department and Mt. Penn Fire Company; seconded by Mr. Davidson; all were in favor and the motion carried.

STREETS & LIGHTS

STREET LIGHT AT TEAK/PATTON - There was further discussion about using a solar light at this intersection. Council does not want to explore the idea of using overhead wiring at this time and stay the course with the solar. There is discussion and more research is needed because the best course of action would be to move the pole to a different location.

EMERGENCY MANAGEMENT COORDINATOR - DAVID EGGERT

FIRE RUN CARDS - Chief Eric Lessig submitted some changes that he would like to make to the run cards. Mr. Eggert indicated that he has reviewed these changes and determined that the proposed changes are to basically “clean up the run cards”. **MOTION:** Mr. Eggert made the motion to authorize Ms. Leinbach to sign off of the proposed changes and submit them to the County Department of Emergency Services; seconded by Mr. Steve Geibel; all were in favor and the motion carried.

RESOLUTION 806-2018 - Resolution 806-2018 would adopt the Berks County Hazard Mitigation Plan. This was reviewed. **MOTION:** Mr. Eggert made the motion to adopt Resolution 806-2018 which is Berks County Hazard Mitigation Plan; seconded by Mr. Fritz; all were in favor and the motion carried.

UNFINISHED BUSINESS

FERAL CATS - Mr. May asked what has been done about the feral cat situation. He is still receiving complaints from the resident on Oley Turnpike Road. Ms. London indicated that the letter was sent; a response was received from the property owner. Mr. May would like to have the information that she relayed verified with pictures.

VOLUNTEER FIRE FIGHTERS TAX CREDIT - Ms. London indicated that this would need to be done by the end of year in order to have it in place for 2019. Berks EIT is still trying to sort out how they are going to deal with the reimbursement. It was decided to have the ordinance advertised and adopted at the November or December meeting. **MOTION:** Mr. Fritz made the motion authorizing Ms. London to advertise the Ordinance for adoption at the November meeting in the latest draft that was presented to Council for review; seconded by Mr. Davidson; all were in favor and the motion carried. This will be Ordinance 441.

NEW BUSINESS

ANIMAL RESCUE LEAGUE - The Animal Rescue League has sent new agreements to all of the municipalities and are now setting a baseline fee plus the ability to bill municipalities for additional money based on how many animals are taken into their facility. Ms. London indicated that this has been discussed and her recommendation is to not sign an agreement and take no further action at this time.

ADJOURNMENT: MOTION: Mr. Fritz made the motion to adjourn; seconded by Mr. Davidson; all were in favor and the motion carried. The meeting of the St. Lawrence Borough Council adjourned at 8:58 PM.

Respectfully submitted,



Susan D. Eggert
Borough Secretary

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

ATTENDANCE:

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

OTHERS IN ATTENDANCE:

Mr. Zachary Sullivan, Borough Engineer, SDE
Ms. Joan London, Borough Solicitor, Kozloff Stoudt
Ms. Allison Leinbach, Borough Manager
Mr. Gregory Zawilla, Borough Mayor
Mr. Steven Klein, Resident
Mrs. Susan D. Eggert, Borough Secretary
Mr. James Leinbach, Resident

ABSENT:

Mr. Rick Davidson, 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 minutes from the previous meeting, Monday, October 15, 2018, were distributed to Council prior to the meeting for review. There were no questions, corrections or clarifications. **MOTION:** Mr. David Eggert made the motion to accept the minutes as presented; seconded by Mr. Michael Fritz; 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. **MOTION:** Mr. Eggert made the motion to accept the treasurer's report as presented and file it for audit; seconded by Mr. Warren Lubenow; all were in favor and the motion carried.

GENERAL: \$249,176.80 **RESERVES:** \$74,374.90 **SEWER:** \$285,635.86 **LIQUID FUELS:** \$271,884.51 **FIRE TAX:** \$739.76 **FIRE ESCROW:** \$10.00

APPROVAL AND PAYMENT OF THE BILLS: All bills requiring payment and ratification from all accounts were presented to Council for approval. There were no questions, corrections or clarifications. Bills requiring payment and ratification from the general fund totaled \$79,485.27. Bills requiring payment and ratification from the sewer fund totaled \$43,983.74. Bills requiring payment from the liquid fuels account totaled \$7,878.79. **MOTION:** Mr. Fritz made the motion authorizing payment and ratification of all bills presented; seconded by Mr. Eggert; all were in favor and the motion carried.

PUBLIC HEARINGS, PETITIONS

MR. STEVEN KLEIN - Mr. Klein resides at 3641 St. Lawrence Avenue in the second floor apartment. Mr. Klein prepared and distributed a letter to Council asking for a handicap parking space along Ganster Street which is where he enters his apartment due to long standing issues with COPD and Sarcoidosis as well as lumbar and cervical issues. Mr. Klein claims that since the Borough eliminated one parking space along Ganster Street that he has had an issue with parking and having to walk from Jacksonwald Avenue is causing him issues. There was a short discussion; Council explained that if the handicap parking space is granted that it is a public parking space and does not belong to Mr. Klein. Mr. Klein indicated that he was well aware of that but is still asking for the space to be granted. **MOTION:** Mr. Eggert made the motion authorizing the Borough to mark out the parking area on Ganster Street as handicap with all of the proper signage and ADA requirements; seconded by Rev. Bennethum; all were in favor and the motion carried.

MR. JAMES LEINBACH - Mr. Leinbach is a long time resident of the Borough. He presented this evening to thank the Borough for their help with the tree issue, which he has previously complained about a few months ago. The problem has been taken care of and he stated that he was very appreciative for the Borough's help with the situation. Secondly, Mr. Leinbach wanted to know if there is a permanent solution for the run off problem on Ridge Street. Ms. Leinbach indicated that Mr. Rhoads is working with Mt. Penn Water Authority to come up with a solution however the water company has really been busy with the project on Perkiomen Avenue. Mr. Leinbach indicated that there has been some work done and that the problem is improved but was inquiring on the status of a permanent solution and was inquiring as to whether or not the property owner bears any responsibility. Ms. London indicated that she did not feel that the property owner bears any responsibility.

REPORT OF THE CODE ENFORCEMENT OFFICER - ALLISON LEINBACH

Ms. Leinbach indicated that there has been numerous voluntary compliance with regard to property maintenance once a harsher letter was sent to the owners.

REPORT OF THE BOROUGH SOLICITOR - JOAN LONDON

LIQUOR LICENSE TRANSFER HEARING - Ms. London reminded Council that the Liquor License Transfer Hearing is scheduled for Thursday, December 13th at 7:00 PM. This was advertised and confirmed with the current holders of the license.

EMS TAX RELIEF – Ms. London indicated that this Ordinance will be proposed for adoption at the December meeting since it requires a 30 day notice and a public hearing. Since there will be a stenographer at the December meeting this will be done at this time.

ORDINANCE 442 - A copy of the proposed property maintenance updates was provided to Council for their review. This would be updating to the 2015 property maintenance code. Mr. May asked if the appeals process is included in this proposed ordinance; the answer to that question is yes it is included. Mr. Lubenow asked whether or not motor vehicle violations are included in this ordinance. Ms. Leinbach indicated that a lot of the motor vehicle things would be an entirely different ordinance.

MOTION: Mr. Eggert made the motion authorizing the Borough office to advertise Ordinance 442 – Property Maintenance 2015; seconded by Rev. Bennethum; all were in favor and the motion carried.

JACKSONWALD AVENUE STUB - Ms. Leinbach indicated that she was asked by Council at the October meeting to prepare a draft ordinance to ordain this section of Jacksonwald Avenue as a Borough street. The draft ordinance was distributed to the members of Council prior to the meeting for review. This would be Ordinance 443. **MOTION:** Rev. Bennethum made the motion authorizing the Borough office to advertise Ordinance 443 ordaining the stub end of Jacksonwald Avenue as a Borough street after proper measurements are obtained; seconded by Mr. Fritz; all were in favor and the motion carried.

TREES IN THE RIGHT OF WAY - Ms. London is still doing research on this matter.

PA AMERICAN WATER - Ms. London indicated that she is working on the memorandum of understanding for PA American.

BUDGET & FINANCE - ALLISON LEINBACH

2019 PROPOSED BUDGETS - Ms. Leinbach distributed the proposed budgets for 2019. She was projected for everyone to review. The budgets for fire tax, liquid fuels, sewer and general. It was noted that in the liquid fuels there is a contingency of \$10,000 for emergency repairs. The sewer budget was reviewed and Ms. Leinbach noted that there was a sewer main collapse which needed repair. Mr. Conrad is recommended some relining and televising of the lines. There was discussion about the general fund. The budget is showing a deficit of \$120,000 however that was with budgeting high for expenses and low for revenue. There was a lengthy discussion and it was decided to do a 4% tax increase to make up some of the deficit. Council felt that it was better to make a small increase rather than having to do a larger tax increase later in the future. The new general fund tax millage rate will be 6.25 and a .64 millage tax rate for fire tax. The Ordinance for the 2019 tax millage will be Ordinance 444. **MOTION:** Mr. Eggert made the motion authorizing the Borough office to advertise the budgets in the short form as well as Ordinance 444 setting the tax millage rates for 2019; seconded by Mr. Fritz; all were in favor and the motion carried.

2018 CONTRIBUTIONS - Last year's contributions were presented to Council for their review. It was decided to give the same contributions as 2017 with the exception of the Animal Rescue League. Ms. London indicated that that this time she would not recommend doing anything about the Animal Rescue League. The memberships will be the same as well as the Borough News. **MOTION:** Mr. Eggert made the motion to give the same contributions as 2017 with the exception of the Animal Rescue League as well as maintain all of the same memberships; seconded by Rev. Bennethum; all were in favor and the motion carried.

DISTRICT JUSTICE AUDIT - The 2017 audit is available for review and is included as part of the minutes.

STREETS & LIGHTS

RESOLUTION 807 - Resolution 807 will authorize the Borough Manager to sign the PennDOT agreements for the Green Light Go grant. **MOTION:** Mr. Lubenow made the motion to adopt Resolution 807 authorizing the Borough Manager to sign the documents for the Green Light Go grant; seconded by Mr. Eggert; all were in favor and the motion carried.

RESOLUTION 809 - Resolution 809 authorizes the Borough to be the agent for Dynamic Engineering to apply for the HOP for McDonald's. The Borough would be the holder of the HOP. Mt. Penn Borough would like to piggy back along for the HOP. **MOTION:** Mr. Eggert made the motion to adopt Resolution 809 authorizing the Borough as the agent for Dynamic Engineering for the application of the HOP for McDonald's; seconded by Rev. Bennethum; all were in favor and the motion carried.

RESOLUTION 810 - Resolution 810 establishes the change of the address of 2900 A St. Lawrence Avenue to 2890 St. Lawrence Avenue because of the new 911 addressing changes. **MOTION:** Mr. Eggert made the motion to adopt Resolution 810 to change the address of the property at 2900 A St. Lawrence Avenue to 2890 St. Lawrence Avenue; seconded by Rev. Bennethum; all were in favor and the motion carried.

NEWSLETTER

The next newsletter will go out in December.

LIBRARY LIAISON

The library is offering electronic books and movies and this is becoming very popular.

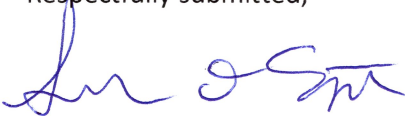
NEW BUSINESS

RESOLUTION 811 - Resolution 811 authorizes the sale of the last remaining bench that has no value to the Borough to Mrs. Linda Bossler for the average of the sales of the benches at a cost of \$170.

MOTION: Mr. Eggert made the motion to adopt Resolution 811 authorizing the sale of the last remaining bench to resident, Mrs. Linda Bossler; seconded by Mr. Lubenow; all were in favor and the motion carried.

ADJOURNMENT: MOTION: Mr. Eggert 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 8:50 PM.

Respectfully submitted,



Susan D. Eggert
Borough Secretary

**BOROUGH OF ST. LAWRENCE
MEETING MINUTES
THURSDAY, DECEMBER 13, 2018**

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

OTHERS IN ATTENDANCE: Ms. Allison Leinbach, Borough Manager
Ms. Joan London, Borough Solicitor, Koloff Stoudt
Mr. Zachary Sullivan, Borough Engineer, SDE
Chief Raymond Serafin, Central Berks Regional Police

ABSENT: Mr. Michael Fritz, Councilman
Mr. Gregory Zawilla, Borough Mayor

LIQUOR LICENSE TRANSFER HEARING: There was a liquor license transfer hearing involving Miami Restaurant & Lounge, LLC requesting an inter-municipal liquor license transfer. There was a court reporter present for the hearing. The hearing began at 7:00 PM.

CALL TO ORDER: The meeting of the St. Lawrence Borough Council was called to order at 7:26 PM following a liquor license transfer hearing held at 7:00 PM.

RESOLUTION 813-2018 - Resolution 813-2018 would approve of a liquor license transfer into the Borough for a proposed license at the Antietam Shopping Center at 3000 St. Lawrence Avenue, Unit 23, Reading, PA 19606. **MOTION:** Rev. Bennethum made the motion to adopt Resolution 813-2018 approving the transfer of a liquor license from Miami Restaurant & Lounge, LLC formerly operating at 201-203-205 N. 8th Street, Reading, Berks County, PA to 3000 St. Lawrence Avenue, Unit 23, Reading, PA 19606; seconded by Mr. Rick Davidson; all were in favor and the motion carried.

The meeting was now recessed to enter into a public hearing for Ordinance 441 establishing a volunteer service credit program enacting tax credits for volunteer members of a volunteer fire company and/or emergency responders and establishing administrative procedures and appeals. This hearing was open to the public and the ordinance was explained in detail. The hearing ended at 7:40 PM. The Borough Council meeting reconvened at 7:48 PM.

ORDINANCE 441 - Council briefly discussed the Ordinance granting a volunteer fire fighter/emergency responder tax credit program. **MOTION:** Mr. Warren Lubenow made a motion to adopt Ordinance 441 granting a volunteer fire fighters/emergency responders a tax credit; seconded by Rev. Bennethum; Mr. Robert May, Mr. Warren Lubenow and Rev. Bennethum voted in favor; Mr. David Eggert voted against; Mr. Steve Geibel and Mr. Rick Davidson abstaining due to conflict of interest. The motion carried with a vote of 3-1.

APPROVAL OF THE MINUTES: The minutes from the November 8, 2018 meeting were presented to Council prior to the meeting for review. There were no questions, corrections or clarifications to the minutes. **MOTION:** Mr. Eggert made the motion to approve the minutes as presented; seconded by Mr. 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 treasurer's report and can be approved as presented. Mr. May also noted the sewer loan balances are available for review at the bottom of 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. Davidson; all were in favor and the motion carried.

GENERAL: \$182,183.48 RESERVE: \$74,387.13 SEWER: \$281,501.37 LIQUID FUELS: \$271,885.96 FIRE TAX: \$884.89 FIRE ESCROW: \$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 to the bills. Bills requiring payment and ratification from the general fund totaled \$79,089.07. Bills requiring payment and ratification from the sewer fund totaled \$14,580.58. Bills requiring payment from the fire tax fund totaled \$10.00. Ms. Leinbach indicated that the payment from the fire tax fund was for administrative purposes. **MOTION:** Mr. Davidson made the motion authorizing payment and ratification of all bills presented for payment and ratification; seconded by Mr. Eggert; all were in favor and the motion carried.

REPORT OF THE BOROUGH ENGINEER - ZACHARY SULLIVAN, SDE

3000 OLEY TURNPIKE ROAD – Mr. Sullivan indicated that there was a PA One call made for the property at 3000 Oley Turnpike Road for stormwater work. There was piping that did not exist prior to or appear on the original plan for the property and this was referred to DEP.

RATIFY ADVERTISEMENT FOR TRAFFIC SIGNAL UPGRADE PROJECT - Council needs to ratify the advertisement that was done for the Traffic Signal Upgrade Project. The opening of the bids was advertised for January 3, 2019 and will be discussed at the January 10, 2019 regular monthly Council meeting. **MOTION:** Mr. Eggert made the motion to ratify the advertisement for the traffic signal upgrade project; seconded by Mr. Lubenow; all were in favor and the motion carried.

REPORT OF THE BOROUGH SOLICITOR – JOAN LONDON, KOZLOFF STOUTT

ORDINANCE 443 - Ordinance 443 would ordain as a public street the area of Jacksonwald Avenue between Seidel Street and Trout Street for the length of 145 feet and the width of 36 feet. There is a main sewer line that goes through this area. There were no questions. **MOTION:** Mr. Eggert made the motion adopting Ordinance 443; seconded by Mr. Davidson; all were in favor and the motion carried.

ORDINANCE 442 – Ordinance 442 adopts the 2015 international property maintenance code. There were no questions. **MOTION:** Mr. Eggert made the motion to adopt Ordinance 442; seconded by Mr. Davidson; all were in favor and the motion carried. There was further discussion about having do another ordinance picking out what sections of the code that we want to be able to enforce. This will be discussed at a later date.

REPORT OF THE BOROUGH MAYOR - GREGORY ZAWILLA

The Mayor was unable to attend this evening however the police report was available for review and Chief Serafin was present to answer any questions.

ST. LAWRENCE BOROUGH COUNCIL

BUDGET & FINANCE - ALLISON LEINBACH

ARL PROPOSAL - The latest proposal sent by the Animal Rescue League was included in the packet for review and discussion. After a short discussion it was decided to table the agreement until the Co Op Purchasing Council meets. They will be putting out a proposal for service. Ms. Leinbach indicated that ARL has extended the timeframe to sign the agreement.

2019 BUDGETS – There are four budgets that need approval. The General Fund budget was reviewed and includes a .25 mill increase. **MOTION:** Mr. Lubenow made the motion to adopt the 2019 general fund budget; seconded by Mr. Davidson; all were in favor and the motion carried. The sewer fund budget was reviewed. There were no questions. **MOTION:** Mr. Eggert made the motion to adopt the 2019 sewer budget; seconded by Mr. Davidson; all were in favor and the motion carried. The liquid fuels budget was reviewed. There were no questions. **MOTION:** Mr. Eggert made the motion to adopt the 2019 liquid fuels budget; seconded by Mr. Lubenow; all were in favor and the motion carried. The fire tax budget was reviewed. There were no questions. **MOTION:** Mr. Eggert made the motion to adopt the 2019 fire tax budget; seconded by Rev. Bennethum; all were in favor and the motion carried.

ORDINANCE 444 - Ordinance 444 sets the 2019 general fund millage rate at 6.25 mills and the fire tax millage rate at 0.64. **MOTION:** Mr. Eggert made the motion to adopt Ordinance 444; seconded by Mr. Lubenow; all were in favor and the motion carried.

COUNTY COST SHARING AGREEMENT - The County cost sharing agreement for the printing and mailing of the 2019 property taxes needs to be signed by an elected official and sent to the County.

MOTION: Mr. Eggert made the motion to authorize Mr. May to sign the cost sharing agreement with the County for the printing and mailing of the 2019 tax bills; seconded by Mr. Davidson; all were in favor and the motion carried.

TRASH & RECYCLING

CHRISTMAS/NEW YEARS WEEK - The trash pickup during Christmas week and New Year's week will be on Wednesday because of the holiday.

TREE PICKUP - Christmas tree pick will occur during the regular yard waste pickups on Thursdays weather permitting.

EMERGENCY MANAGEMENT COORDINATOR - DAVID EGGERT

Mr. Eggert indicated that the Borough did purchase a new radio however this has been delayed but will keep Council updated on the matter.

MUNICIPAL LANDS

Mr. Lubenow indicated that he has seen much less of the spotted lantern fly egg masses as compared to prior years.

NEWSLETTER

The newsletter should be going out next week containing holiday and winter information.

LIBRARY LIAISON

Mr. Lubenow indicated that there has been a mold problem on the outside of the library. They are currently working with the township to resolve the issue since the township owns the building.

NEW BUSINESS

RESOLUTION 812-2018 - Resolution 812-2018 will permit the Borough to list items on Municibid for sale that no longer have any value to the Borough. **MOTION:** Mr. Eggert made the motion to adopt Resolution 812-2018; seconded by Mr. Davidson; all were in favor and the motion carried.

2019 MEETING SCHEDULES - A list of the meeting dates for Borough Council and Planning Commission for 2019 were presented to Council for review. Borough Council meetings will be on the second Thursday of each month. Planning Commission will be on the fourth Wednesday of each month with the exception of November and December which will be on the third Wednesday of the month due to holiday conflicts. Mrs. Eggert asked for authorization to advertise the meeting schedule. **MOTION:** Mr. Eggert made the motion authorizing the advertisement of the 2019 meeting schedule for both Borough Council and Planning Commission; seconded by Mr. Davidson; all were in favor and the motion carried.

INCOMING & OUTGOING COMMUNICATIONS

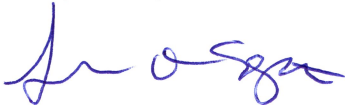
Mrs. Eggert indicated that a thank you was received from Berks Nature and Berks Conservancy for the donation that was given to them.

EXECUTIVE SESSION: Mr. May asked for an executive session to discuss personnel. **MOTION:** Mr. Eggert made the motion to enter into executive session to discuss personnel; seconded by Mr. Davidson; all were in favor and the motion carried. Council went into executive session at 8:30 PM.

Council came out of executive session at 8:54 PM and the following action was taken by Council. The office staff will be receiving a 3% increase in wages for the calendar year 2019 with the exception of Mr. Derrek Rhoads who will be taken to \$20.00 per hour. **MOTION:** Mr. Davidson made the motion to authorize A 3% increase in wages for all Borough staff with the exception of Mr. Rhoads who will be taken to \$20.00 per hour; seconded by Mr. Geibel; Mr. May, Mr. Davidson, Mr. Lubenow, Mr. Geibel and Rev. Bennethum voting in favor and Mr. Eggert abstaining due to personal relationships with Borough employees.

ADJOURNMENT: MOTION: Mr. Davidson made the motion to adjourn; seconded by Rev. Bennthum; all were in favor and the motion carried. The meeting of the St. Lawrence Borough Council adjourned at 8:58 PM.

Respectfully submitted,



Susan D. Eggert
Borough Secretary