

AGENDA

ST. LAWRENCE BOROUGH COUNCIL

September 11, 2025 – 7:30 P.M.

This meeting will be conducted and recorded via remote audio and video conference services (Zoom). Live-stream of the Zoom feed on the Borough's YouTube Channel at:
<https://www.youtube.com/channel/UC47chxePrF2JS6NKMO3uS8w>

* Call to order

* Pledge of Allegiance

* Roll call

- | | | |
|--|---|---|
| <input type="checkbox"/> Robert J. May, President | <input type="checkbox"/> David Eggert, Vice-President | <input type="checkbox"/> D. Michael Bennethum, Member |
| <input type="checkbox"/> Michael Fritz, Member | <input type="checkbox"/> Steve Geibel, Member | <input type="checkbox"/> Warren Lubenow, Member |
| <input type="checkbox"/> Gregory Zawilla, Member | <input type="checkbox"/> Corrie Zana, Mayor | <input type="checkbox"/> Joan London, Esq. Solicitor |
| <input type="checkbox"/> Allison Leinbach, Manager/Treasurer | <input type="checkbox"/> Pamela Stevens, PE. Borough Engineer | |
| <input type="checkbox"/> Derrek Rhoads, Roadmaster | <input type="checkbox"/> Amanda Muso, Borough Secretary | |

* Council Minutes

Motion: to approve Borough Council Meeting Minutes for August 14, 2025

* Approval and Payment of Bills:

Motion: to approve the Consolidated Payment of Bills Report as

PAYABLES REPORT AS OF SEPTEMBER 10, 2025			
General Fund	-	\$	87,746.57
Liquid Fuels	-	\$	4,110.94
Sewer Fund	-	\$	12,714.93
Fire Tax Fund	-	\$	-
EMS Tax Fund	-	\$	-

* Approval of Treasurer's Report

Motion: To accept and file for audit the Consolidated Treasurer Report – 2025

FUND BALANCES AS OF			
August 31, 2025			
General Fund	-	\$	381,619.21
Liquid Fuels	-	\$	142,008.81
Fire Tax Fund	-	\$	3,881.97
EMS Tax Fund	-	\$	4,430.66
Sewer Fund	-	\$	278,688.53
Reserve Accounts	-	\$	209,842.38
TOTAL FUND BALANCES		\$	1,020,471.56
LOAN BALANCE AS OF 09/02/2025			
135 N PROSPECT LOAN		\$	682,906.62

* Public Comment – If any

* Consultant's Reports

Borough Engineer's Report

Recommendation from Planning Commission regarding Adam Kraut's property at 3613 Stoner Ave.

1. Variance Application for a pole barn for 3613 Stoner Ave. Reading, PA 19606,

property of Adam Kraut.

He would like to build a pole barn that exceeds the dimensions allowed for a detached garage. He would like a variance of 5ft in height to allow space for a storage loft and width by 8ft to a total of a 30x40 pole barn. He is looking for a dry location for storage due to his current basement having water infiltration issues, he also does not have a current garage. Application and deed documentation sent prior to meeting.

POTENTIAL MOTION: Council may indicate to the Zoning Hearing Board that they have no position, or whether to intervene with a positive or negative position by letter and they may have the Solicitor attend, if they feel it is necessary. The Zoning Officer will be attending the Zoning Hearing.

Borough Solicitor's Report

*** Borough Mayor's Report**

*** Department/Staff Reports**

Finance

Borough Zoning/ Local Codes Enforcement Officer's Report

Public Safety- Emergency Management

Public Works – Sewers, Streets, Stormwater, etc.

*** Committee/Commission Reports**

Library – Mike Fritz

Joint Comprehensive Plan – Warren Lubenow

Municipal Lands – Warren Lubenow

Recreation – David Eggert

Planning Commission – Warren Lubenow

Zoning Hearing Board - Meeting at 6:00 pm on September 22, 2025

*** General Comments**

***Public Meetings - Announcements**

All public meetings held at the St. Lawrence Borough Municipal Building at 135 N Prospect St.

***Changes to Office Hours**

Borough Office is open for normal business hours for the rest of September. ^t

***Executive Session** - Discussion on Health Insurance Benefits, Old Borough Hall Update, and Grant Opportunities

MOTION: To enter executive session to discuss Health Insurance Benefits

***Old Business**

***New Business**

1. 2025 Trash Bid Specs Review

MOTION: To approve the 2025 Trash and Recycling Bid Specs and approve to advertise twice in the newspaper

2. Tax Collector, Susan Eggert, is requesting that if a tax payment is received, and the amount paid is over by \$2.00 or less, no refund will be issued. The overage will remain in the account and be given to the school district at the end of the tax year. Many other municipalities do this with a larger amount due to the cost of the stamp, envelope, and paper per each refund.

MOTION: To no longer refund a tax payment that paid over the amount due by \$2.00 or less. Any payment over \$2.00 will receive the refunded amount due.

3. Authorization to release the escrow account for the sidewalks to Muddy Paws Investments LLC, 3209 Oley Turnpike Rd. Reading, PA 19606 in the amount of \$15,712.50

MOTION: To approve the release of \$15,712.50 from the escrow account to Muddy Paws Investments LLC., 3209 Oley Turnpike Rd. Reading PA 19606 for the sidewalk installation which is complete and has passed all inspections.

4. Authorization to add an administration fee to permits- There are an increasing amount of permits, and with new residents moving in, more questions need to be answered and help with the paperwork. This takes time and the Borough does not see any money from the permits. Moving forward, as of October 1, an administration fee of \$25.00 be added to all UCC permits both Residential and Commercial.

POSSIBLE MOTION: To authorize Resolution 921-2025 Amendment to the fee schedule of January 2025, adding administration fees to permits.

5. Central Berks Police Department Contract Renewal 2025-2030

MOTION: To approve the Central Berks Police Department new contract pricing with the same contract terms.

6. Truck Tailgate needs to be replaced, Roadcrew is requesting to upgrade the tailgate to put a lift in with it since it needs to be replaced now anyway.

MOTION: To approve the purchase of a liftgate with the new tailgate

7. LSA Equipment Grant-Local- to purchase a John Deere Gator, a Tractor and a trailer, plus accessories with a 0% match to the Borough

MOTION: Approve Resolution 923-2025 Authorizing a grant for a Statewide Local Share Grant from the Commonwealth Financing Authority in the amount of \$74,767.50 to purchase a John Deere Gator, a Tractor, a trailer, with accessories.

8. Safety Net Animal Control Contract is up for renewal. They asked to continue to service St. Lawrence at the same rate of \$3,000.00. The contract will remain the same as 2025 for the 2026 calendar year.

MOTION: To approve Resolution 924-2025 the Animal Control Agreement Renewal of 2026 with Safety Net Sanctuary with no changes to the current contract for \$3,000.00 for 2026.

*Adjournment: **Motion** – Adjourn meeting