

**BOROUGH OF ST. LAWRENCE  
REORGANIZATION MEETING MINUTES  
MONDAY, JANUARY 3, 2022**

**CALL TO ORDER:** The reorganization meeting of the St. Lawrence Borough Council was called to order by Mayor Barrie C. Kinsey, at 7:30 PM.

**ROLL CALL:** Mayor Kinsey did roll call and those present were Mr. Robert J. May Member, Mr. Michael Fritz, Member, Mr. Gregory Zawilla, Member, Ms. Allison Leinbach, Borough Manager, Mr. Steve Geibel, Member, Mr. Ty Leinneuber, Borough Engineer, Mr. D. Michael Bennethum, Member, Mr. Warren Lubenow, Member, Mr. Derrek Rhoads, Road Master, Mr. David Eggert, Member by Zoom and Mrs. Susan Eggert, Borough Secretary by Zoom. Those absent were Ms. Joan London, Borough Solicitor.

**NOMINATION FOR COUNCIL PRESIDENT:** Mayor Kinsey opened the nominations for Council President. Rev. Bennethum nominated Mr. Robert J. May for Council President; seconded by Mr. Michael Fritz. There were no other nominations for Council President so the nominations were closed.

**NOMINATION FOR COUNCIL VICE PRESIDENT:** Mr. Fritz nominated Mr. David Eggert for Council Vice President; seconded by Rev. Bennethum. There were no other nominations for Council Vice President and the nominations were closed. **MOTION:** Mr. Michael Fritz made the motion for Mr. Robert May and Mr. David Eggert for Council President and Council Vice President respectfully; seconded by Rev. Bennethum; all were in favor and the motion carried.

**MEETING TURNED OVER TO COUNCIL PRESIDENT:** At this time Mayor Kinsey turned the meeting over to the Council President, Mr. Robert May. The meeting was turned over to Council President at 7:35 PM.

**2022 BOROUGH APPOINTMENTS:** Borough appointments to be made for 2022 were disturbed to the members of Council prior to the meeting. Mr. May read aloud all of the appointments to be made for 2022 by Resolution 858-2022. **MOTION:** Rev. Bennethum made the motion to adopt Resolution 858-2022 Borough appointments for 2022; seconded by Mr. Warren Lubenow; all were in favor and the motion carried.

**BOROUGH MEETING SCHEDULE:** The meeting schedule needs to approved by Council for the second Thursday of the month at 7:30 PM. **MOTION:** Mr. David Eggert made the motion to approve the meeting date as the second Thursday of the month; seconded by Rev. Bennethum; all were in favor and the motion carried. This schedule was advertised in the Reading Eagle.

**ADJOURNMENT: MOTION:** Mr. Lubenow made the motion to adjourn; seconded by Mr. Fritz; all were in favor and the motion carried. The reorganization meeting of the St. Lawrence Borough Council adjourned at 7:36 PM.

Respectfully submitted,



Susan D. Eggert

Borough Secretary

ST. LAWRENCE BOROUGH COUNCIL

1/22

**BOROUGH OF ST. LAWRENCE  
MEETING MINUTES  
MONDAY, JANUARY 3, 2022**

**CALL TO ORDER:** The regular meeting of the St. Lawrence Borough Council was called to order by Council President, Mr. Robert J. May, at 7:37 PM.

**ROLL CALL:** Roll Call was done by Council President, Mr. May and indicated that the following Council members were present; Mr. Robert May, Council President, Mr. David Eggert, Council Vice President by Zoom, Rev. D. Michael Bennethum, Mr. Michael Fritz, Mr. Steve Geibel, Mr. Warren Lubenow and Mr. Gregory Zawilla. Others in attendance included the Borough Mayor, Mr. Barrie Kinsey, Borough Engineer, Mr. Ty Leinneweber, Road Master, Mr. Derrek Rhoads, Borough Manager, Ms. Allison Leinbach, and Borough Secretary, Mrs. Susan Eggert by Zoom. Those absent this evening included Borough Solicitor, Ms. Joan London.

**APPROVAL OF THE MINUTES:** The minutes from the December 9, 2021, 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:** Rev. Bennethum made the motion to approve the minutes as presented; seconded by Mr. David Eggert; Mr. May, Mr. Eggert, Rev. Bennethum, Mr. Fritz, Mr. Geibel, and Mr. Zawilla voting in favor; Mr. Lubenow abstained due to his absence at the December 9, 2021 meeting.

**APPROVAL AND PAYMENT OF THE BILLS:** Bills requiring payment and ratification were presented to Council prior to the meeting for review. Bills requiring payment from the general fund totaled \$47,719.43. Bills requiring payment and ratification from the sewer fund totaled \$1,621.61. This includes bills up to and including 1/3/22. **MOTION:** Mr. Steve Geibel made the motion authorizing payment and ratification of all bills presented for payment and ratification; seconded by Mr. Fritz; all were in favor and the motion carried.

**TREASURER'S REPORT:** The consolidated treasurer's report for December 2021 was distributed to the members of Council prior to the meeting for review. There were no questions, corrections or clarifications. **MOTION:** Rev. Bennethum made the motion approving the consolidated treasurer's report for December 2021 and file it for audit; seconded by Mr. Zawilla; all were in favor and the motion carried.

**GENERAL:** \$438,383.12 **RESERVES:** \$77,174.55 **SEWER:** \$336,318.38 **LIQUID FUELS:** \$255,427.54 **FIRE TAX:** \$4,441.09

**REPORT OF THE BOROUGH ENGINEER - TY LEINNEWEBER**

**READING REAL ESTATE -** Mr. Leinneweber indicated that the plan has not yet been filed with the County. The reason this plan has not yet been filed is because there are outstanding invoices with regard to the planning process. Mr. May indicated that he would like to authorize Ms. Leinbach to communicate with the property owner with regard to the outstanding invoices to see what the property owner's intentions are with regard to filing the final plan.

**PUBLIC WORKS/SEWER - DERREK RHOADS**

Mr. Rhoads gave Council an update on the sewer project with Mr. Rehab and work will be occurring over the next couple of weeks.

ST. LAWRENCE BOROUGH COUNCIL

1/22

**OLD BUSINESS**

**SMALL WIRELESS COMMUNICATION ORDINANCE** - The sample ordinance was distributed to the members of Council prior to the last meeting. There will be further discussion at the February meeting with regard to this ordinance.

**BERKS NATURE** - Mr. May indicated that he would like to table the discussion about the Berks Nature agreement until February.

**NEW OPENING BURNING ORDINANCE** - This ordinance is now ready to be reviewed by the Solicitor and authorized for advertisement and adoption at the February meeting. **MOTION:** Mr. Eggert made the motion authorizing advertisement of the new open burning ordinance; seconded by Mr. Geibel; Mr. May, Mr. Eggert, Mr. Geibel, Mr. Lubenow, and Rev. Bennethum voting in favor; Mr. Fritz abstained because he has not reviewed the ordinance.

**2022 No Nonsense Neutering Agreement** – This was reviewed by both parties and the voucher system is the system that they would prefer to use to keep track of services that are provided to our residents. **MOTION:** Mr. Eggert made the motion authorizing the Borough to sign the agreement with No Nonsense Neutering; seconded by Mr. Geibel; all were in favor and the motion carried.

**NEW BUSINESS**

**RESOLUTION 859-2022** -Resolution 859-2022 is a 2022 Fee Schedule. The new updated fee schedule includes a fee for the administration of building permits to cover costs done by office staff. Ms. Leinbach also indicated that there is an increase in sewage enforcement fees. There was a discussion about the fee schedule. **MOTION:** Mr. Fritz made the motion to adopt Resolution 859-2022 a 2022 fee schedule which is attached to the minutes for review; seconded by Rev. Bennethum; all were in favor and the motion carried.

The next Council meeting will be held on Thursday, February 10, 2022 at 7:30 PM in the Council Chambers of St. Lawrence Borough Hall.

**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 8:02 PM.

Respectfully submitted,



Susan D. Eggert  
Borough Secretary

**BOROUGH OF ST. LAWRENCE  
MEETING MINUTES  
THURSDAY, FEBRUARY 10, 2022**

**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.

**ROLL CALL:** Mr. May did roll call and the following people were present; Mr. Robert J. May, Council President, Mr. David W. Eggert, Council Vice President, Rev. D. Michael Bennethum, Member, Mr. Michael Fritz, Member, Mr. Steve Geibel, Member, Mr. Warren Lubenow, Member, Mr. Gregory Zawilla, Member, Mr. Barrie Kinsey, Borough Mayor, Mr. Ty Leinneweber, Borough Engineer, Ms. Joan London, Borough Solicitor, Ms. Allison Leinbach, Borough Manager, Mr. Derrek Rhoads, Road Master and Mrs. Susan Eggert, Borough Secretary.

**APPROVAL OF THE MINUTES:** The minutes from the Monday, January 3, 2022, Reorganization meeting were presented to Council for review. There were no questions, corrections or clarifications to the minutes. **MOTION:** Mr. David Eggert made the motion to approve the minutes from the reorganization meeting; seconded by Mr. Warren Lubenow; all were in favor and the motion carried. The minutes from the regular meeting on Monday, January 3, 2022, 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 from the January 3, 2022, meeting as presented; seconded by Rev. Bennethum; all were in favor and the motion carried.

**APPROVAL AND PAYMENT OF THE BILLS:** Bills requiring payment and ratification were presented to Council prior to the meeting for review. Bills requiring payment and ratification from the general fund totaled \$112,991.89. Bills requiring payment and ratification from the sewer fund totaled \$158,421.34. Bills requiring payment and ratification from the liquid fuels fund totaled \$6,478.34. Bills requiring payment and ratification from the fire tax fund totaled \$2,750.00. There were no questions, corrections or clarifications of the bills presented for payment and ratification. **MOTION:** Mr. Eggert made the motion authorizing payment and ratification of all bills presented; seconded by Mr. Lubenow; all were in favor and the motion carried.

**TREASURER'S REPORT:** There was a revised December 2021 treasurer's report presented to Council for approval. Ms. Leinbach indicated that there was an error in the reserve account balance and therefore a revised report was presented. **MOTION:** Mr. Eggert made the motion to approve the revised December 2021 treasurer's report; seconded by Mr. Fritz; all were in favor and the motion carried.

**GENERAL:** \$438,383.12 **RESERVE:** \$82,191.79 **SEWER:** \$336,318.38 **LIQUID FUELS:** \$255,427.54 **FIRE TAX:** \$4,441.09  
The treasurer's report from January 2022 was presented to Council for review. There were no questions, corrections or clarifications to the treasurer's report. **MOTION:** Mr. Eggert made the motion to approve the January treasurer's report as presented; seconded by Mr. Lubenow; all were in favor and the motion carried.

**GENERAL:** \$387,738.21 **RESERVE:** \$82,209.25 **SEWER:** \$212,117.27 **LIQUID FUELS:** \$250,875.15 **FIRE TAX:** \$1,988.72

**REPORT OF THE BOROUGH ENGINEER - TY LEINNEWEBER, SDE**

Mr. Leinneweber told Council that he has nothing new to report.

ST. LAWRENCE BOROUGH COUNCIL

#### **REPORT OF THE BOROUGH SOLICITOR - JOAN LONDON, KOZLOFF STOUTD**

**ORDINANCE 450** - Ordinance 450 is the new open burn ordinance. Ms. London has reviewed and Council has previously authorized the Ordinance for advertisement. The open burn ordinance will be advertised for adoption at the March 2022 meeting.

**DRAFT ORDINANCE FOR MUNICIPAL FEES, LIENS** - Ms. London indicated that she had sent a draft ordinance for municipal fees and liens. This will be forwarded to Council after Ms. Leinbach has a chance to review.

#### **REPORT OF THE BOROUGH MAYOR - BARRIE KINSEY**

The Mayor read his report which is part of the minutes for review. Also the police report was available for review.

#### **PLANNING COMMISSION**

The Planning Commission will meet on Wednesday, February 23, 2022, at 7:30 PM. The small communication ordinance will be the topic of discussion.

#### **RECREATION - DAVID EGGERT**

The Borough is planning on having the annual Easter Egg hunt this year. It will take place on Friday, April 15, 2022, at 9:00 AM at the playground.

#### **LIBRARY LIAISON - REV BENNETHUM**

The library will be having their book by the bag sale this coming weekend.

#### **UNFINISHED BUSINESS**

**SMALL WIRELESS COMMUNICATION ORDINANCE** - The Planning Commission will be reviewing this at their February 23, 2022, meeting.

**BERKS NATURE AGREEMENT** - This will be discussed in executive session.

#### **NEW BUSINESS**

**CERTIFICATE OF UNPAID REAL ESTATE TAXES** - The tax collector reported that there were two unpaid real estate tax bills totaling \$898.73. These bills will be turned over to Berks County Tax Claim for collection. **MOTION:** Mr. Eggert made the motion ratifying the certificate of unpaid real estate taxes to Berks County Tax Claim totaling \$898.73; seconded by Mr. Fritz; all were in favor and the motion carried.

**CERTIFICATE OF UNPAID FIRE TAX:** The tax collector reported that there were two unpaid fire tax bills totaling \$86.60. These bills will be turned over to the Borough of St. Lawrence for collection.

**MOTION:** Mr. Eggert made the motion ratifying the unpaid fire tax bills totaling \$86.60 to be turned over to the Borough of St. Lawrence for collection; seconded by Mr. Lubenow; all were in favor and the motion carried.

**AEP ENERGY** - The contract for electricity will expire in 2023. We have received a quote and have locked in with a price of \$0.05388 for a new five-year contract. Authorization is needed to ratify this contract. **MOTION:** Mr. Lubenow made the motion authorizing the signing of a contract/agreement for electricity at a price of \$0.05388; seconded by Rev. Bennethum; all were in favor and the motion carried.

**DISBURSEMENT OF ARPA FUNDS** - There has been a request from the Central Berks Police Association for \$14,444.35 which is 7.5% of the funds the Borough has received to be used as premium pay for essential workers that bear the greatest health risk during COVID. There was a short discussion and all

questions were answered. **MOTION:** Mr. Eggert made the motion authorizing \$14,444.53 to cover premium pay for essential workers during COVID to Central Berks Regional Police Association; seconded by Mr. Fritz; all were in favor and the motion carried.

**REIMBURSE SEWER FUND FROM ARPA FUNDS** - Ms. Leinbach is requesting that a reimbursement be made to the sewer fund out of ARPA monies to cover the cost of the sewer infrastructure project totaling \$75,225.00. This would pretty much wipe out the ARPA funds that have been received to date however another \$92,000 is expected around the March timeframe. Mr. May indicated that he is opposed to doing this because once the reimbursement is made to the sewer fund it can be transferred out if the Borough has another project that they would like to do with those funds. **MOTION:** Mr. Eggert made the motion authorizing the reimbursement of \$75,225.00 to the sewer fund from ARPA monies to cover the sewer project costs; seconded by Rev. Bennethum; Rev. Bennethum, Mr. Eggert, Mr. Fritz, Mr. Lubenow, Mr. Geibel and Mr. Zawilla voting in favor; Mr. May opposed; the motion carried with a vote of 6-1.

**EXECUTIVE SESSION:** Mr. May indicated that at this time he is requesting an executive session to discuss the Berks Nature Agreement, real estate and personnel issues. **MOTION:** Mr. Eggert made the motion to go into executive session to discuss personnel, Berks Nature and Real estate; seconded by Mr. Fritz; all were in favor and the motion carried. Council went into executive session at 8:04 PM. Council came out of executive session at 8:49 PM.

**PERSONNEL:** After a lengthy discussion, Council has decided to make a current part time employee full time to the road crew. **MOTION:** Mr. Eggert made the motion authorizing Ms. Leinbach to make the appropriate changes to the road crew taking a part time employee, Jennifer Ulrich, to full time status; seconded by Mr. Fritz; 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 8:50 PM.

Respectfully submitted,



Susan D. Eggert  
Borough Secretary

**BOROUGH OF ST. LAWRENCE  
MEETING MINUTES  
THURSDAY, MARCH 10, 2022**

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

**ROLL CALL:** Mr. May did the roll call and the following were present, Mr. Robert J. May, Council President, Mr. David W. Eggert, Council Vice President, Rev. D. Michael Bennethum, Member, Mr. Michael Fritz, Member, Mr. Steve Geibel, Member, Mr. Warren Lubenow, Member, Mr. Barrie Kinsey, Borough Mayor, Mr. Ty Leinneweber, Borough Engineer, SDE, Ms. Joan London, Borough Solicitor, Kozloff Stoudt, Ms. Allison Leinbach, Borough Manager, Mr. Derrek Rhoads, Road Master, and Mrs. Susan Eggert, Borough Secretary. Mr. Gregory Zawilla, Member, was not in attendance this evening.

**APPROVAL OF THE MINUTES:** The minutes from the February 10, 2022, were presented to Council for 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. Michael Fritz; all were in favor and the motion carried.

**APPROVAL AND PAYMENT OF THE BILLS:** Bills requiring payment and ratification were distributed to Council prior to the meeting for review. There were no questions, corrections or clarifications to the bills that were presented. Bills requiring payment and ratification from the general fund totaled \$75,923.39. Bills requiring payment and ratification from the sewer fund totaled \$80,767.73. Bills requiring payment and ratification from the liquid fuels fund totaled \$8,027.62. **MOTION:** Mr. David Eggert made the motion authorizing payment and ratification of all of the bills presented; seconded by Mr. Fritz; all were in favor and the motion carried.

**APPROVAL OF THE 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 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:** \$306,508.20 **RESERVE:** \$82,221.87 **SEWER:** \$334,122.92 **LIQUID FUELS:** \$243,899.67 **FIRE TAX:** \$2,156.84

**REPORT OF THE BOROUGH ENGINEER – TY LEINNEWEBER, SDE**

**SMALL COMMUNICATION ORDINANCE** - The Planning Commission met to discuss the small wireless communication ordinance and there was a lot of language in the ordinance that the Commission wanted more information on or frankly just didn't apply to a municipality our size. Mr. Leinneweber and Ms. Leinbach will be working on the ordinance and the plan is to have the Commission meet again in April for further discussion.

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

**ORDINANCE 450** - Ordinance 450 is the open burn ordinance. This was reviewed by the Borough Council a few times as well as Ms. London. The ordinance was advertised in the Reading Eagle on 3/22/22. **MOTION:** Mr. Eggert made the motion to adopt Ordinance 450 Open Burning; seconded by Mr. Fritz; all were in favor and the motion carried.

**REPORT OF THE BOROUGH CODE ENFORCEMENT/ZONING OFFICER - ALLISON LEINBACH**

**TRAISSER** - Ms. Leinbach and Mr. Rhoads sat in on a Webinar with Traisser which is a software program to use for zoning and permitting. There is a handout that is included in the packet for review. There was a lengthy discussion with regard to the use of this software and the website was provided for Council to review more about the product. Mr. Rhoads is trying to contact one of the municipalities that are using the software to gain some feedback from them. This will be further discussed at the next Council meeting.

**RECREATION - DAVID EGGERT**

**EGG HUNT** - The Egg Hunt will take place on Friday, April 15 at 9:00 AM.

**NEW BUSINESS**

**RESOLUTION 860-2022** - Resolution 860-2022 reappointed Mr. Warren Lubenow to the Planning Commission to a five year term expiring 4/1/27. **MOTION:** Mr. Fritz made the motion to adopt Resolution 860-2022 reappointing Mr. Lubenow to the Planning Commission; seconded by Mr. Eggert; all were in favor and the motion carried.

**RESOLUTION 861-2022** - Resolution 861-2022 appoints Ms. Lynn Leinbach and Ms. Jennifer Ulrich as assistant code enforcement and zoning officers. **MOTION:** Mr. Eggert made the motion to adopt Resolution 861-2022 appointing Ms. Leinbach and Ms. Ulrich as assistant code enforcement and zoning officers; seconded by Rev. Bennethum; all were in favor and the motion carried.

**LETTER OF SUPPORT** - Chief Serafin of the Central Berks Police Department is requesting a letter of support for grant applications to the County and the State for financial assistance of general Police Operations. **MOTION:** Mr. Eggert made the motion authorizing Ms. Leinbach to draft a letter of support to the Central Berks Police Department for the grant application process for funding for Police Operations; seconded by Mr. Fritz; all were in favor and the motion carried.

**EXECUTIVE SESSION** - Mr. May requested an executive session to discuss real estate, easements and the a Berks Nature Agreement. **MOTION:** Mr. Eggert made the motion to enter executive session; seconded by Mr. Lubenow; all were in favor and the motion carried. Borough Council entered executive session at 8:12 PM. Council came out of executive session at 9:07 PM.

**ACTION FOLLOWING EXECUTIVE SESSION**

**MOTION:** Mr. Eggert made the motion authorizing Mr. Leinneweber of SDE to do surveying on the Borough Land at a cost not to exceed \$10,000; seconded by Mr. Fritz; 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 9:08 PM.

Respectfully submitted,



Susan D. Eggert  
Borough Secretary



**BOROUGH OF ST. LAWRENCE  
MEETING MINUTES  
THURSDAY, APRIL 14, 2022**

**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.

**ROLL CALL:** Mr. May did roll call and the following people were present, Mr. Robert J. May, President, Mr. David W. Eggert, Vice President, D. Michael Bennethum, Member, Mr. Michael Fritz, Member, Mr. Steve Geibel, Member, Mr. Warren Lubenow, Member, Mr. Gregory Zawilla, Member, Mr. Barrie Kinsey, Mayor, Mr. Ty Leinneweber, Borough Engineer, Ms. Joan London, Borough Solicitor, arriving at 7:40 PM, Ms. Allison Leinbach, Borough Manager, Mr. Derrek Rhoads, Roadmaster and Mrs. Susan Eggert, Borough Secretary.

**APPROVAL OF THE MINUTES:** The minutes from the previous meeting held on Thursday, March 10, 2022, 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. Warren Lubenow; all were in favor and the motion carried.

**APPROVAL AND PAYMENT OF THE BILLS:** 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 \$102,174.77. Bills requiring payment and ratification from the sewer fund totaled \$201,061.90. Bills requiring payment and ratification from the liquid fuels fund totaled \$2,891.73. **MOTION:** Mr. Eggert made the motion authorizing payment and ratification from the general, sewer and liquid fuels funds; 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 to the treasurer's report. **MOTION:** Mr. Eggert made the motion approving the treasurer's report as presented and file it for audit; seconded by Mr. Lubenow; all were in favor and the motion carried.

**GENERAL:** \$353,885.57 **RESERVE:** \$82,235.83 **FIRE TAX:** \$12,890.06 **SEWER:** \$320,657.95 **LIQUID FUELS:** \$241,055.41

**PUBLIC HEARINGS, PETITONS:**

**MR. JAN PLUTO** - Mr. Pluto who resides at 3817 Patton Street sent in a request to the Borough to post the police activity report with the number of calls and types of calls in the next newsletter. This was discussed and this will appear in the next newsletter and will also be available on the Borough website.

**REPORT OF THE BOROUGH ENGINEER - TY LEINNEWEBER**

**READING REAL ESTATE** – This was initially deferred until Ms. London arrived. When Ms. London arrived, it was discussed. The plans were initially signed in April of 2021. A deed of consolidation has been prepared. A reaffirmation needs to be approved for another 90-day period and a copy of the consolidation deed is needed for the files. **MOTION:** Mr. Eggert made the motion reaffirming another 90-day period; seconded by Mr. Steve Geibel; all were in favor and the motion carried.

**WOODLAND SURVEY:** The survey has been completed on the land off of Church Lane Road. The original easement was not correct. Mr. Koch has granted the Borough access to the Borough staff and professionals to complete the survey. They still need to put two to three pins to complete the survey.

**REPORT OF THE BOROUGH MAYOR - BARRIE KINSEY**

The Mayor reported to Council that the police report shows the Borough being 13 percent of the calls in March. He also indicated that Exeter Township has waived all permit fees to Central Berks Police for the building of an evidence garage at the AVMA property; the garage will be on the Exeter Township side of the property. He also read an article that was in the Reading Eagle with regard to the Animal Rescue League and that they are awaiting three test results for rabies in addition to the one positive result from a few weeks ago. There was also a discussion about the Jacksonwald Avenue property that was also part of the rabies investigation by the Animal Rescue League. Mr. May feels that the Animal Rescue League should investigate further whether or not cats were harbored in the home and not taken to be checked and neutered; this was brought to his attention by a neighboring property.

**REPORT OF THE BOROUGH ZONING OFFICER - ALLISON LEINBACH**

There were eight zoning permits done in the first quarter three of which were denied.

**REPORT OF PUBLIC WORKS - DERREK RHOADS**

Mr. Fritz indicated that he witnessed Mr. Rehab not following proper PPE and had a concern that the Borough could be liable if something happens to an individual working in the Borough. Ms. London indicated that the Borough would not be liable but Mr. Rhoads will talk to the foreman. Mr. Rhoads indicated that Comcast Cable is going to be running cable throughout the Borough over the next two years.

**BUDGET & FINANCE – ALLISON LEINBACH**

**SMALL BORROWING FOR CAPITAL IMPROVEMENTS** - Ms. Leinbach was in touch with Mid Penn Bank and we can loan up to 30% of revenue which would be approximately \$125,000 which would be enough to pay for the sewer rehabilitation project. The interest rate is around 4% for 5 years. The paperwork should be ready for the May meeting. There was a discussion about considering a sewer rate increase during the budget process to rebuild the sewer funds for projects of a similar nature. **MOTION:** Mr. Eggert made the motion authorizing Ms. Leinbach to obtain the paperwork for the small borrowing loan; seconded by Mr. Lubenow; all were in favor and the motion carried.

**PLANNING COMMISSION**

Mr. Lubenow is the new chairman of the Planning Commission. The Commission met in March to work on the small wireless communication ordinance. In the future they will be working on a complete overhaul of the zoning ordinance especially since over 50% of all properties in the Borough are pre-existing non-conforming. Ms. London suggested addressing solar in the zoning ordinance. Mr. Lubenow commented on the height of the new poles that Met Ed are putting in and asked whether or not we had a height restriction. Ms. London will investigate as to whether or not you can restrict height of utility poles.

**RECREATION - DAVID EGGERT**

**EGG HUNT** – The egg hunt is scheduled for tomorrow, April 15, at 9:00 AM at the playground.

## **OLD BUSINESS**

**BERKS NATURE** - Ms. London prepared an amendment to the agreement which needs to be recorded. Mr. May is still opposed to the statement that Berks Nature can turn the easement over to someone else. There was a discussion and it was noted that the Council would like there to be a physical presence in Berks County and would like there to be a statement that no assignment of the easement can be made without consent of both parties. Ms. London will send a letter to Berks Nature addressing the questions that arose. **MOTION:** Mr. Lubenow made a motion authorizing Ms. London to send the amendment to Berks Nature; seconded by Rev. Bennethum; Rev. Bennethum, Mr. Eggert, Mr. Lubenow, Mr. Zawilla, Mr. Fritz and Mr. Geibel voting in favor and Mr. May opposed.

**TRAISSER PROPOSAL** - The proposal was e-mailed to all the members of Council prior to the meeting for review as well as part of the packet to be reviewed this evening. This software will make the permitting process easier as well as document management, code enforcement, Municipay, asset management, traffic signs, and citizen complaints. There was a lengthy discussion and Mr. Fritz expressed a concern about the price and whether or not we could financially afford to purchase the software. Ms. Leinbach indicated that just the time it would save her from processing the permits will more than make up for the price of the software. Ms. Leinbach indicated that she has been looking at software for quite some time and even though we looked into Civic GOV it never really worked out the way that we would have liked it to. This software will basically support 30 users which is more than sufficient for what we need. All of the questions and concerns that were raised by Mr. Fritz and Mr. Lubenow were addressed and answered. **MOTION:** Rev. Bennethum made the motion to approve the purchase of the Traisser software; seconded by Mr. Eggert; all were in favor and the motion carried.

## **NEW BUSINESS**

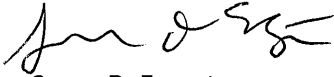
**EXETER FIRE ADVISORY COMMITTEE** - Mr. Geibel indicated that Exeter Township is interested in starting up the Fire Advisory Committee again. The question being asked is if St. Lawrence would like to have representation on the committee as it had in the past. There was a discussion and it was decided that since Exeter Fire Department is getting St. Lawrence tax dollars that we would indeed like to have representation on the committee. **MOTION:** Mr. Geibel made the motion indicating that St. Lawrence would indeed like to have representation on the fire advisory committee; seconded by Mr. Lubenow; all were in favor and the motion carried. It was noted that Mr. May was the representative from St. Lawrence in the past and he is willing to be a representative again; Mr. Lubenow indicated that he would indeed like to serve as the alternate if Mr. May is unable to attend.

**BOROUGH HALL STRUCTURAL ASSESSMENT** - Mr. May indicated that last month there was discussion about getting the Borough Hall assessed for what upgrades would be needed to actually bring the building up to code. If we are going to stay at this current location upgrades and repairs need to be done to the building. Mr. May put out a few feelers and only one submitted a proposal. The proposal received was from SSM Group and the proposal is in the minutes for review. There was a lengthy discussion; the proposal was broken down into two and the existing building condition assessment would cost \$16,000 and the master planning study for the site and building upgrades would cost \$23,800. Mr. Fritz indicated that he would like to go on record by stating that he thinks that this is a huge amount of money to spend to find out the condition of the building. Mr. Leineweber and Mr. May, who are both professional engineers indicated that they did not feel like that this figure is out of line because this is a professional service. It was decided that we will go with the option of \$16,000 for the condition of the building and wait on the master plan. **MOTION:** Mr. Eggert made the motion authorizing the assessment of the condition of the building at a price of \$16,000 by SSM Group; seconded by Mr. Fritz; all were in favor and the motion carried.

ST. LAWRENCE BOROUGH COUNCIL

**ADJOURNMENT: MOTION:** Rev. Bennethum made the motion to adjourn; seconded by Mr. Fritz; all were in favor and the motion carried. The meeting of the St. Lawrence Borough Council adjourned at 9:18 PM.

Respectfully submitted,

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

Susan D. Eggert  
Borough Secretary

**BOROUGH OF ST. LAWRENCE  
MEETING MINUTES  
THURSDAY, MAY 12, 2022**

**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.

**ROLL CALL:** Mr. May did roll call and the following people were present; Mr. Robert J. May, Council President, Rev. D. Michael Bennethum, Member, Mr. Michael Fritz, Member, Mr. Steve Geibel, Member, Mr. Warren Lubenow, Member, Mr. Ty Leinneweber, Borough Engineer - SDE, Ms. Joan London, Borough Solicitor - Kozloff Stoudt, Ms. Allison Leinbach, Borough Manager, Mr. Derrek Rhoads, Road Master, Mrs. Susan D. Eggert, Borough Secretary and Chief Ray Serafin, Central Berks Police. Mr. David Eggert, Council Vice President, Mr. Gregory Zawilla, Member and Mr. Barrie Kinsey, Borough Mayor were absent this evening.

**APPROVAL OF THE MINUTES:** The minutes from the Thursday, April 14, 2022, meeting were presented to Council prior to the meeting for review. There were no questions, corrections or clarifications to the minutes. **MOTION:** Mr. Warren Lubenow made the motion approving the minutes as presented; seconded by Mr. Michael Fritz; all were in favor and the motion carried.

**APPROVAL AND PAYMENT OF THE BILLS:** All bills requiring payment and ratification were presented to Council for approval. Bills requiring payment and ratification from the general fund totaled \$95,755.04. Bills requiring payment and ratification from the sewer fund totaled \$138,438.54. Bills requiring payment and ratification from the liquid fuels fund totaled \$2,887.59. Bills requiring payment and ratification from the fire tax fund totaled \$4,048.78. There were no questions, corrections or clarifications to the bills that were presented. **MOTION:** Mr. Fritz made the motion authorizing payment and ratification of all bills presented; seconded by Mr. Steve Geibel; all were in favor and the motion carried.

**TREASURER'S REPORT:** The treasurer's report was presented 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. Lubenow made the motion approving the treasurer's report as presented and file it for audit; seconded by Mr. Fritz; all were in favor and the motion carried.

**GENERAL:** \$641,448.67 **SEWER:** \$99,416.92 **RESERVE:** \$82,248.89 **LIQUID FUELS:** \$238,201.69 **FIRE TAX:** \$39,531.27

**REPORT OF THE BOROUGH ENGINEER - TY LEINNEWEBER, SDE**

**SURVEY OF THE PROPERTY FOR THE EASEMENT** - There is a property off of Church Lane Road who was previous granted an easement from the Borough however the easement was done incorrectly and needs to be fixed. The property has since sold. Mr. Leinneweber presented a map detailing the easement. Ms. London will need to prepare an easement agreement according the survey map. There are two pins that still need to be placed and this was discussed in detail. SDE will place the pins according to the survey. Mr. May also suggested that the Borough get its own easement from the property owner in question who is Mr. Henry Koch, for Borough use by employees and possible contractors for the Borough. Mr. May also suggested that the easement expand to lat and long which can be accessed by cell phone.

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

**LETTER TO BERKS NATURE** - Ms. London indicated that she has sent a letter to Berks Nature regarding the agreement that is currently in place. She is awaiting response from them at this time.

**REPORT OF BOROUGH CODE ENFORCEMENT/ZONING OFFICER - ALLISON LEINBACH**

Ms. Leinbach discussed with Council the various properties that were for sale and were sold or have sale pending proposals in place and the potential for zoning issues with each of those properties. This was discussed in detail and all questions were answered.

**REPORT OF THE BOROUGH MAYOR - BARRIE KINSEY**

Mayor Kinsey was absent this evening. The police report was available for review. Ms. Leinbach also noted that the resident's request for detailed police reports in the newsletters are now posted on the website.

**PUBLIC WORKS - DERREK RHOADS**

Mr. Rhoads report was reviewed. Tests were done by MJ Reider for the MS 4 waiver where the water comes in and exits the Borough to prove there is no change added by the Borough. This information will add in obtaining a waiver on MS 4 stormwater. It was also noted that the Borough uses Mt. Penn's backhoe but shares in the maintenance cost of the equipment. Ms. London was directed to work on an agreement with regard to shared equipment with other municipalities to aid in the workman's comp issues that could arise from accidents with using such equipment.

**SANITARY SEWER - ALLISON LEINBACH**

Ms. Leinbach indicated that she received e-mails from PA American about sewer rates. They have submitted rate increases before the PUC (Public Utility Commission). Ms. Leinbach prepared a handout with regard to rates showing current rates and rates that are being presented to the PUC. There is a significant change in the rates, which shows a 30% increase. At this point we will have no choice but to raise sewer rates this year and possible raise them again next year. The sewer fund has been used to maintain the system and has been pretty much depleted at this point. Mr. May explained that there has not been a rate increase since 2009 and that a lot of work has been done to the maintenance of the system since that time. Mr. May is suggesting that we send Ms. London to the PUC hearing showing how much work the Borough has done to the collection system and prove that we only flow through such a small section of what was the Exeter collection system to argue the kind of increase that PA American is proposing to the PUC. **MOTION:** Mr. May made the motion authorizing Ms. London to go to the PUC hearing to represent the Borough in the matter of sewer rate increases; seconded by Mr. Geibel; all were in favor and the motion carried. Mr. Rhoads also indicated that manholes are being pulled and monitored during significant rain fall events looking for additional I & I.

**PLANNING COMMISSION**

There will be no Planning Commission meeting in May. The Commission did meet to discuss the small communications ordinance and there have been a lot of questions with regard to restricting height of poles and units. Ms. Leinbach and Mr. Leinneweber will be doing more research on this matter. There may be a June meeting which will be determined after the next Council meeting.

**RECREATION**

**PLAYGROUND PROGRAM** - At this time we have only been able to recruit one playground leader. We cannot run the playground with only one leader. This was discussed and if we cannot find reliable good candidates for leaders by June 1, 2022, the playground program for summer 2022 will be canceled. Mrs. Eggert indicated that she has reached out to Exeter High School for help in recruiting leaders for the summer program.

**ZONING HEARING BOARD**

Ms. Leinbach indicated there is a possibility that two applicants may go before the Zoning Hearing Board since their zoning permit applications were denied and variances will be required if they want to do what was requested on the application.

**MUNICIPAL LANDS**

Mr. Lubenow indicated that he did take 10 to 12 people on his annual hike in the woods on April 23<sup>rd</sup>.

**LIBRARY LIAISON – REV BENNETHUM**

Mr. Lubenow and Rev. Bennethum were helping the library move books today getting ready for their book sale this weekend.

**UNFINISHED BUSINESS**

**EXETER ADVISORY BOARD** - Exeter Township has tabled the matter at this time.

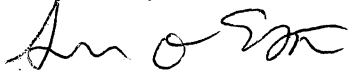
**AGREEMENT WITH MUNICIPALITY** - Ms. Leinbach indicated that we have entered into agreement with Municipality for people to pay for permits online with the use of the Traiser system. They will also have the option of dropping off checks or mailing them in. This agreement has fees being charged to the individual when using credit cards or e checks. **MOTION:** Rev. Bennethum made the motion to confirm the signing of the Municipality agreement; seconded by Mr. Lubenow; all were in favor and the motion carried.

**GENERAL COMMENTS**

Mr. Fritz just wanted to comment on the continuity of the Borough Council to work together to get things done in the best interest of the residents of the Borough since neighboring municipalities are having so many issues among themselves and how proud he is of Council’s ability to work together. Mr. Geibel was in agreement.

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

Respectfully submitted,



Susan D. Eggert  
Borough Secretary

**BOROUGH OF ST. LAWRENCE  
MEETING MINUTES  
THURSDAY, JUNE 9, 2022**

**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.

**ROLL CALL:** Mr. May did roll call and the following members and professionals were present; Mr. Robert May, Council President, Mr. David W. Eggert, Council Vice President, Rev. D. Michael Bennethum, Member, Mr. Steve Geibel, Member, Mr. Warren Lubenow, Member, Mr. Gregory Zawilla, Member, Mr. Ty Leineweber, Borough Engineer – SDE, Mr. Derrek Rhoads, Road Master, Ms. Allison Leinbach, Borough Manager, Mrs. Susan Eggert, Borough Secretary, and Mr. Brian Boland, Borough Solicitor-Kozloff Stoudt. Those absent this evening included Mr. Michael Fritz, Member and Mr. Barrie Kinsey, Borough Mayor. Others present this evening were Mr. Andrew Hafer and Mrs. Amanda Hafer, Borough Residents.

**APPROVAL OF THE MINUTES:** The minutes from the Thursday, May 12, 2022, meeting were presented to Council prior to the meeting for review. There were no questions, corrections or clarifications to the minutes that were presented. **MOTION:** Mr. Warren Lubenow made the motion to approve the minutes as presented; seconded by Rev. Bennethum; all were in favor and the motion carried.

**AMENDING AGENDA:** At this time the agenda was amended to discuss and approve the stormwater operation and maintenance agreement with Andrew and Amanda Hafer, residents at 33 N. Bingaman Street, Reading, PA 19606. **MOTION:** Mr. David Eggert made the motion to amend the agenda to discuss and approve the stormwater O&M agreement with the Hafer's who reside at 33 N. Bingaman Street; seconded by Mr. Steve Geibel; all were in favor and the motion carried. This agreement was put in place a number of years back but was never signed by the property owners. **MOTION:** Mr. Eggert made the motion to approve and sign the stormwater O&M agreement with the Mr. and Mrs. Hafer who reside at 33 N. Bingaman Street; seconded by Mr. Lubenow; all were in favor and the motion carried.

**APPROVAL OF THE BILLS:** All bills requiring payment and ratification were presented to Council prior to the meeting for review. Bills requiring payment and ratification from the general fund totaled \$75,938.30. Bills requiring payment and ratification from the sewer fund totaled \$78,107.50. Bills requiring payment and ratification from the liquid fuels fund totaled \$266.00. **MOTION:** Mr. Eggert made the motion approving all bills presented for payment and ratification; seconded by Mr. 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. **MOTION:** Mr. Eggert made the motion to approve the treasurer's report as presented and file it for audit; seconded by Mr. Geibel; all were in favor and the motion carried.

**GENERAL:** \$624,165.59 **RESERVE:** \$82,263.31 **FIRE TAX:** \$44,993.75 **SEWER:** \$75,888.22 **LIQUID FUELS:** \$235,355.53



**REPORT OF THE BOROUGH ENGINEER - TY LEINNEWEBER, BOROUGH ENGINEER – SDE**

**EASEMENT OF CHURCH LANE ROAD** - Mr. Leinneweber had a handout with the legal description and map for the easement of Church Lane Road for Council to review. Ms. London will be having a meeting with Mr. Koch tomorrow, Friday, June 10 to discuss the plan. All the pins were placed.

**SURVEY AND DESCRIPTION** - The Borough needs to do a survey and description to vacate the portion of Funke Street from Kline Avenue to Pine Avenue. There are stormwater facilities on the lower end of paper Funke Street which cannot be vacated. Ms. Leinbach indicated that this area needs to be cleaned up so that we can maintain the facilities that we have in this area. **MOTION:** Mr. Eggert made the motion authorizing Mr. Leinneweber to do the survey of the lower end of Funke as well as the area of Funke that can be vacated from Kline Avenue to Pine Avenue; seconded by Rev. Bennethum; all were in favor and the motion carried.

**REPORT OF THE BOROUGH SOLICITOR - BRIAN BOLAND, KOZLOFF STOUTD**

**BERKS NATURE** - Mr. Boland reported that Ms. London is working on the revised agreement and will have it ready for the next meeting.

**READING REAL ESTATE** – Reading Real Estate is looking for a letter confirming the reaffirmation of the plans that were filed for the 90-day extension which was done at the April meeting.

**BERKS CONSERVATION** - There is a Berks County Conservation memorandum of understanding that was reviewed and needs to be signed. **MOTION:** Mr. Eggert made the motion authorizing the Council President to sign the memorandum of understanding with Berks County Conservation; seconded by Mr. Lubenow; all were in favor and the motion carried.

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

There was a zoning review done for the addition to the home located at 450 Parkview Road. The public works department has placed 18 door tags for high grass/weeds. Mr. Rhoads reported that Mr. Rehab has completed the sewer project which was actually at \$503,000 project.

**REPORT OF THE BOROUGH MAYOR**

The Mayor was not present this evening however the police report was available for review.

**BUDGET & FINANCE**

ARPA - Ms. Leinbach indicated that the ARPA money should be coming in relatively soon.

**RECREATION - DAVID EGGERT**

Mr. Eggert said that the playground is ready to open. We have hired four playground leaders to be sure that the playground is covered. The leaders are being paid \$12.00.

**NEW BUSINESS**

**VOLUNTEER SERVICE TAX** - Ms. Leinbach presented a report of those that are to receive the volunteer Service Tax credit. Those receiving the tax credit included Mr. Steve Geibel and Mr. Tyler Neiswender.

**MOTION:** Mr. Eggert made the motion to accept the volunteer service tax credit report; seconded by Rev. Bennethum; all were in favor and the motion carried.

**PAYMENT OF THE VOLUNTEER SERVICE TAX CREDIT:** Ms. Leinbach indicated that Mr. Steve Geibel will be receiving \$676.01 and Mr. Tyler Neiswender will be receiving \$630.23. **MOTION:** Mr. Eggert

made the motion authorizing the distribution of the volunteer tax credits to Mr. Geibel and Mr. Neiswender; seconded by Mr. Lubenow; Mr. May, Mr. Eggert, Rev. Bennethum, Mr. Lubenow and Mr. Zawilla voting in favor; Mr. Geibel abstained due to personal gain.

**CELG** - Ms. Leinbach indicated that she needs authorization to be a donor sponsor at the cost of \$500. **MOTION:** Mr. Eggert made the motion authorizing the Borough to be a donor sponsor to CELG at a cost of \$500; seconded by Mr. Lubenow; all were in favor and the motion carried.

**SIGNS** - Mr. Rhoads has received a quote for signs to replenish the supply for replacement. The quote is for \$9,839.35. **MOTION:** Mr. Eggert made the motion to accept the quote of \$9,839.35; seconded by Rev. Bennethum; all were in favor and the motion carried.

**LASTING IMPRESSIONS BY JOSH** - We have a few property maintenance enforcements regarding high weeds and grass throughout the Borough. By hiring an outside contractor if the invoice goes unpaid a lien can be placed on the property. A question was asked of the solicitor with regard to what type of notification is required in order to recoup money spent; Mr. Boland is going to research and talk to Ms. London and will have Ms. London get back to us with the answer. **MOTION:** Mr. Eggert made the motion to contract with Lasting Impressions by Josh for property maintenance issues; seconded by Rev. Bennethum; all were in favor and the motion carried.

**FEE SCHEDULE – Resolution 862-2022** – Resolution 862-2022 is the new Fee Schedule to include the pricing for Lasting Impressions by Josh. **MOTION:** Mr. Lubenow made the motion to adopt Resolution 862-2022 Fee Schedule; seconded by Rev. Bennethum; all were in favor and the motion carried.

**MS 4 WAIVER** - Borough Council needs to sign a notice of intent with the MS4 Application indicating the desire to obtain a waiver. **MOTION:** Mr. Lubenow made the motion authorizing Mr. May to sign the notice of intent to obtain the waiver; seconded by Rev. Bennethum; all were in favor and the motion carried.

**AMEND THE AGENDA** - **MOTION:** Mr. Eggert made the motion to amend the agenda to discuss new run cards for fire service; seconded by Mr. Geibel; all were in favor and the motion carried. It was discussed that there were really no changes to the run cards other than submitting them in the new format. **MOTION:** Mr. Eggert made the motion authorizing Ms. Leinbach to reaffirm the existing run cards in the new format to Department of Emergency Services; seconded by Mr. Lubenow; all were in favor and the motion carried.

**BOROUGH COUNCIL JULY/AUG MEETINGS** - Mrs. Eggert asked Council members for their availability for the months of July and August to insure that there is a quorum for the July and August meeting. Mr. May and Mr. Lubenow are not available for the month of July. Mr. Zawilla is unavailable for the month of August. Mrs. Eggert will check with Mr. Fritz on his availability and send out reminders to be sure that we have enough members present for a quorum at each meeting.

**EXECUTIVE SESSION:** Mr. May asked for an executive session to discuss sewer rates and other sanitary sewer issues. **MOTION:** Mr. Eggert made the motion to enter executive session to discuss sewer rates and other sanitary sewer matters; seconded by Mr. Zawilla; all were in favor and the motion carried. Borough Council entered executive session at 8:13 PM. Council came out of executive session at 8:32 PM.

**USDA APPLICATIONS FOR GRANTS** - Grants are available for refurbishing buildings and building new buildings. Mr. Rhoads was authorized to look into grant opportunities.

**SEWER RATES** - Ms. Leinbach was authorized by Council to discuss sewer rates with PA American.

**MOTION:** Mr. Eggert made the motion authorizing Ms. Leinbach to discuss sewer rates with PA American; seconded by Mr. Zawilla; all were in favor and the motion carried.

**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.

Respectfully submitted,



Susan D. Eggert  
Borough Secretary

**BOROUGH OF ST. LAWRENCE  
MEETING MINUTES  
THURSDAY, JULY 14, 2022**

**CALL TO ORDER:** The meeting of the St. Lawrence Borough Council was called to order on Thursday, July 14, 2022, at 7:30 PM by Council Vice President, Mr. David Eggert.

**ROLL CALL:** Mr. Eggert did roll call and the following members, professionals and staff were present; Mr. David Eggert, Council Vice President, Rev. Bennethum, Member, Mr. Steve Geibel, Member, Mr. Gregory Zawilla, Member, Mr. Barrie Kinsey, Borough Mayor, Mr. Ty Leinneweber, Borough Engineer, SDE, Ms. Joan London, Borough Solicitor, Kozloff Stoudt, Ms. Allison Leinbach, Borough Manager, Mr. Derrek Rhoads, Road Master and Mrs. Susan Eggert, Borough Secretary. Those not present include Mr. Robert May, Council President, Mr. Michael Fritz, Member, and Mr. Warren Lubenow, Member.

**APPROVAL OF THE MINUTES:** The minutes from the Thursday, June 9, 2022, meeting were presented to Council prior to the meeting for review. There were no questions, corrections or clarifications to the minutes. **MOTION:** Rev. Bennethum made the motion to approve the minutes as presented; seconded by Mr. Steve Geibel; all were in favor and the motion carried.

**APPROVAL AND PAYMENT OF THE BILLS:** All bills requiring payment and ratification were presented to Council for review. Bills requiring payment and ratification from the general fund totaled \$108,395.85. Bills requiring payment and ratification from the liquid fuels fund totaled \$4,608.23. Bills requiring payment and ratification from the fire tax fund totaled \$58.67. There was an addition to the liquid funds bills for the signs that were approved last meeting. The invoice totaled \$9,983.47. **MOTION:** Rev. Bennethum made the motion authorizing payment and ratification of all bills presented; seconded by Mr. Gregory Zawilla; 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. **MOTION:** Mr. Geibel made the motion approving the treasurer's report as presented and file it for audit; seconded by Mr. Zawilla; all were in favor and the motion carried.

**GENERAL:** \$578,633.81 **RESERVES:** \$47,272.42 **FIRE TAX:** \$45,521.39 **SEWER:** \$37,912.64 **LIQUID FUELS:** \$281,204.35

**PUBLIC HEARINGS, PETITIONS:**

**JILL KEMP/JOHN LALCUP** - Residents lives at 3945 Lynn Avenue and 3946 Lynn Avenue. They both e-mailed in with a concern about the speeding on Lynn Avenue. This was discussed and addressed about a year and a half ago when we did a speed study with the speed sensory sign in this area. The top speed was about 42 but the study revealed that only 1.2% of the vehicles were traveling over 30 MPH. This was discussed and Council asked Mr. Rhoads to put the speed sensory sign back up to deter people from speeding and to post a Watch Children sign in this area. Copies of the past study and the new study will be sent to the concerned residents. **MOTION:** Mr. Geibel made the motion to put the speed sign back up in this area after new batteries are obtained and to place a Watch Children sign in this area as well as provide to those concerned copies of the past and present speed study; seconded by Rev. Bennethum; all were in favor and the motion carried.

**REPORT OF THE BOROUGH ENGINEER - TY LEINNEWEBER, SDE**

Mr. Leinneweber indicated that he really had nothing new to report. He indicated that they are working on the survey of Pine Avenue and Funke Street but needs to get any official maps the Borough may have in their possession to help with the survey. Mr. Rhoads will look for the maps and get them to Mr. Leinneweber.

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

**PUC HEARINGS** – Ms. London indicated that she did intervene on the Borough’s behalf for the PUC hearings regarding PA American and the proposed sewer rate increases. They are going to be holding public hearings over the next two weeks and Ms. London will be in touch with Mr. May to get his availability to attend these hearings.

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

Ms. Leinbach did submit a written Borough Manager’s report; all information is included in this report.

**PUBLIC WORKS REPORT** – Mr. Rhoads submitted a written report. Mr. Rhoads indicated that Ms. Leinbach, Mr. May and himself attended a PennDOT preconstruction meeting involving the resurfacing of St. Lawrence Avenue as well as placement of handicap ramps. It was noted that they will be installing 31 handicap ramps along St. Lawrence Avenue this fall and will do the resurfacing in May of 2023. It was noted that the Borough has given them permission to work at night in order to get the paving done in a much smoother fashion than working through the day because of traffic conditions. Mr. Rhoads also indicated that Comcast is moving forward with the project and are in the process of pulling the necessary permits.

**AMENDING THE AGENDA** - At this time a motion to amend the agenda to authorize Mr. May to sign the MS4 permit. **MOTION:** Mr. Zawilla made the motion to amend the agenda to discuss the MS 4 stormwater permit; seconded by Mr. Geibel; all were in favor and the motion carried. **MOTION:** Mr. Zawilla made the motion authorizing Mr. May to sign the MS4 application for stormwater; seconded by Mr. Geibel; all were in favor and the motion carried.

**REPORT OF THE BOROUGH MAYOR - BARRIE KINSEY**

The Mayor gave his report which is included in the minutes. The police report was available for review as well.

**BUDGET & FINANCE - ALLISON LEINBACH**

Ms. Leinbach indicated that the ARPA funds are expected to be deposited into the Borough account shortly.

**RECREATION - DAVID EGGERT**

Mr. Eggert reported that the playground program is running very well and attendance has been overall very good.

**UNFINISHED BUSINESS**

**READING REAL ESTATE** - It was noted that the improvements agreement with Reading Real Estate needs to be filed. Ms. London indicated that her paralegal was assigned to that duty today.

**NEW BUSINESS**

**BERKS NATURE** - Ms. London noted that the amended Berks Nature Agreement with all of the changes requested is ready to be signed. **MOTION:** Rev. Bennethum made the motion authorizing Mr. May to sign the amended agreement with Berks Nature; seconded by Mr. Geibel; all were in favor and the motion carried.

**REQUEST TO REMOVE HANDICAP PARKING ON GANSTER STREET** - Mr. Rhoads is looking for authorization to remove the handicapped parking sign on Ganster Street. This was requested by a tenant who is no longer living at that residence. Ms. Leinbach indicated that parking on Ganster Street is limited and that is the reason for asking to eliminate the handicap parking space. **MOTION:** Rev. Bennethum made the motion authorizing Mr. Rhoads to remove the handicap parking sign and space from Ganster Street; seconded by Mr. Geibel; all were in favor and the motion carried.

**BAMBOO** - Ms. Leinbach indicated that she received an e-mail from a resident who is concerned about her neighbors bamboo taking over her yard. This was discussed and Pennsylvania law does not declare it an evasive. The resident was encouraged to keep it trimmed back off her property which is allowed by Borough Ordinance.

**SEWER PAYMENT FORGIVENESS** - The Borough received an e-mail request that was included in the packet from a resident whose daughter and granddaughter live at the property. Apparently, they had a sprinkler timer malfunction resulting in a \$400 water/sewer bill. They are asking for forgiveness of the sewer portion since the water never entered the sewer system. Council discussed and felt that since we are billed by PA American based on water usage that forgiveness could not be given because the Borough still needs to pay that amount for sewer processing and suggested that the resident call Mt. Penn Water for a payment plan.

**RATE CALCULATION FOR SEWER** - Ms. Leinbach prepared a spreadsheet with sewer rate calculations. This was discussed; Ms. Leinbach told Council what was needed to be brought in to cover the expenses and that a sewer rate increase is going to be have to be done at some point. It was further noted that the Borough has not done a sewer rate increase since 2007. It would be easier to justify small increases over time versus a large increase all at once which typically angers the residents.

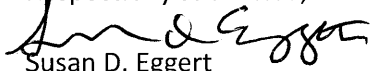
**TRAISSER** – There was a meeting with Traisser and they are actively working on the software. Apparently, the online portal is complete and the GIS material is in the process for being inputted. Ms. Leinbach said that she is very interested in getting the tenant/landlord application up and running and that will be a large focus once the software is ready to be used by the Borough.

**MASCARO TRASH CONTRACT** - Mascaro has verbally expressed interest in extending the one year option of the 2019 trash contract. Information was mailed out to be signed.

**COUNCILS AVAILABILITY FOR MEETINGS** - It was noted that Mr. Zawilla will not be available for the August meeting and Rev. Bennethum will not be available for the October meeting. The next meeting is scheduled for Thursday, August 11, 2022 at 7:30 PM.

**ADJOURNMENT: MOTION:** Mr. Zawilla made the motion to adjourn; seconded by Mr. Geibel; all were in favor and the motion carried. The meeting of the St. Lawrence Borough Council adjourned at 8:21 PM.

Respectfully submitted,



Susan D. Eggert

Borough Secretary

ST. LAWRENCE BOROUGH COUNCIL

7/22

**BOROUGH OF ST. LAWRENCE  
MEETING MINUTES  
THURSDAY, AUGUST 12, 2022**

**CALL TO ORDER:** The meeting of the St. Lawrence Borough Council was called to order on Thursday, August 12, 2022, at 7:30 PM by Council President, Mr. Robert J. May.

**ROLL CALL:** Mr. May did roll call and the following members, staff and professionals were present; Mr. Robert J. May, Council President, Mr. David W. Eggert, Council Vice President, Rev. D. Michael Bennethum, Member, Mr. Michael Fritz, Member, Mr. Steve Geibel, Member, Mr. Warren Lubenow, Member, Mr. Ty Leinneweber, Borough Engineer – SDE, Ms. Joan London, Borough Solicitor – Kozloff Stoudt, Mr. Derrek Rhoads, Roadmaster, Ms. Allison A. Leinbach, Borough Manager, and Mrs. Susan D. Eggert, Borough Secretary. The following members were not present; Mr. Gregory Zawilla, Member and Mr. Barrie C. Kinsey, Borough Mayor.

**APPROVAL OF THE MINUTES:** The minutes from the previous meeting, Thursday, July 14, 2022, 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. Michael Fritz; Mr. Eggert, Rev. Bennethum, Mr. Fritz and Mr. Steve Geibel were in favor; Mr. Robert J. May and Mr. Warren Lubenow abstaining since they were not present for the July meeting.

**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 that were presented. Bills requiring payment and ratification from the general fund totaled \$94,551.88. Bills requiring payment and ratification from the sewer fund totaled \$2,438.24. Bills requiring payment and ratification from the fire tax fund totaled \$38,888.82. Bills requiring payment and ratification from the liquid fuels fund totaled \$15,640.87. **MOTION:** Mr. Eggert made the motion to approve the bills for payment and ratification as presented and file them for audit; seconded by Mr. 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 treasurer's report. Ms. Leinbach indicated that the treasurer's report could be approve as presented and filed for audit. **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:** \$555,147.70 **RESERVE:** \$47,279.93 **FIRE TAX:** \$47,151.06 **SEWER:** \$57,987.33 **LIQUID FUELS:** \$266,719.50

**REPORT OF THE BOROUGH ENGINEER - TY LEINNEWEBER, SDE**

**3301 PERKIOMEN AVENUE** – There has been no action of the land development plan and an extension is going to be needed in order to keep it current. It was noted that the property is for sale and there is currently potential for change of ownership.

**PINE AVENUE/FUNKE STREET** – Mr. Leinneweber indicated that the survey should be underway in the next 2-3 weeks.

**3209 OLEY TURNPIKE ROAD** - This property has sold. The Borough is currently in receipt of permits for interior work and the contractor has been reminded that exterior work needs to be done as well.

ST. LAWRENCE BOROUGH COUNCIL

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

**PUC** - Ms. London indicated that the PUC has scheduled a hearing on the PA American rate increase issue. A settlement conference has been scheduled for August 18, 2022. This will be discussed further in executive session.

**ANTIETAM VALLEY SHOPPING CENTER** - This matter will be discussed under new business.

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

Ms. Leinbach indicated that there were six enforcement notices sent out this past month. Two of those have been resolved. Two have filed for permits. One may require enforcement action.

**REPORT OF PUBLIC WORKS - DERREK RHOADS**

The public works report was reviewed by Council. At last month’s meeting there were two complaints from residents on Lynn Avenue with regard to speeding. The speed sensory sign was placed again and the report shows that 98% of the vehicles are traveling at less than 30 mph. No further action will be taken with regard to this issue. Also Mr. Rhoads indicated that Met Ed has removed the poles at Adams Street and Ganster Street after Mr. Rhoads reached out to Senator Judy Schwank’s office who then put pressure on Met ED who finally came out to look at the poles in question and decided to remove the poles.

**BUDGET & FINANCE**

**ARPA FUNDS** – Ms. Leinbach indicated that we have received a little over \$300 as a settlement on the first round of ARPA Funds and the second round of ARPA funds that we expected to receive in August is delayed for an unknown amount of time.

**PLANNING COMMISSION**

**JOINT COMPREHENSION PLAN** - Apparently, there are talks of starting up the Joint Comprehension Plan again. Ms. Leinbach indicated that much of it does not really apply to the Borough however she was asked by Council to reach out to Mr. Bingaman who is the manager of Amity Township to see if having St. Lawrence Borough take part will be helpful to them. Mr. Leinneweber was directed to give the Borough an estimate on the cost of having our own plan rather than joining in with Amity and Exeter.

**MUNICIPAL LANDS**

**BERKS NATURE** - Mr. Lubenow asked now since the Berks Nature Agreement was signed if we could do something about the motorized vehicles namely the motorcycles that ride through the woodlands. He would like to see if we can at least get them to sign a waiver limiting the recreational use of their riding.

**LIBRARY LIAISON**

Rev Bennethem told Council that the library has received a grant to put an amphitheater to hold programs at the library.

**UNFINISHED BUSINESS**

**FIRE ADVISORY BOARD** - Exeter Township still has this in a holding pattern.



**NEW BUSINESS**

**ANTIETAM SHOPPING CENTER** - It appears that the shopping center is filing for a reduction on their assessment for tax purposes. Ms. Leinbach indicated that she is recommending that Council authorize Ms. London to attend this hearing on behalf of the Borough arguing the Borough's best interest and using documents that were used when the Borough was interested in purchasing the bank property as proof of value. **MOTION:** Mr. Eggert made the motion authorizing Ms. London to attend the appeals hearing on behalf of the Borough; seconded by Mr. Lubenow; all were in favor and the motion carried.

**PETITION BERKS COUNTY ASSESSMENT OFFICE:** It appears that the assessment office somehow changed Borough properties to Exeter properties. This appeared on the documents on the Berks Nature agreement where land that it is clearly in the Borough having been changed to Exeter property PINs.

**MOTION:** Mr. Eggert made the motion authorizing Ms. London to petition the Berks County Assessment Office to change those properties back to Borough properties; seconded by Rev. Bennethum; all were in favor and the motion carried.

**FIRE TAX DISPERSEMENTS:** This also appeared on the approval of the bills document however Ms. Leinbach is looking for authorization of disbursements of \$17,000 to each Exeter Fire Department and Mt. Penn Fire Department. **MOTION:** Mr. Eggert made the motion authorizing the disbursements of monies to Exeter Fire and Mt. Penn Fire departments; seconded by Mr. Fritz; all were in favor and the motion carried.

**RESOLUTION 863** - Resolution 863-2022 is an updated Fee Schedule. The updates include fees under street opening for traffic signal override of \$100 for each action. **MOTION:** Mr. Eggert made the motion authorizing the adoption of Resolution 863-2022; seconded by Mr. Fritz; all were in favor and the motion carried.

**RESOLUTION 864** – Resolution 864 sets the Borough Halloween Curfew and Trick or Treat nights. The curfew of 9:00 PM and 6:00 AM will go into effect on Monday, October 24<sup>th</sup> through and including Tuesday, November 1<sup>st</sup>. Trick or Treat nights will be Sunday, October 30<sup>th</sup> and Monday, October 31<sup>st</sup> from 5:00 PM until 9:00 PM. **MOTION:** Mr. Eggert made the motion to adopt Resolution 864 the 2022 Halloween Curfew and Trick or Treat nights; seconded by Mr. Geibel; all were in favor and the motion carried.

**RESOLUTION 865** - Resolution 865 agrees to option year 2023 for the 2020 residential trash and recycling contract with Solid Waste Services, Inc. d/b/a/ J. P. Mascaro & Sons. The annual fee for trash collection will be \$168,865.80. **MOTION:** Mr. Eggert made the motion to adopt Resolution 865; seconded by Mr. Lubenow; all were in favor and the motion carried.

**AMEND THE AGENDA:** Ms. Leinbach prepared an Ordinance regarding proposed sewer rate increase which needs to be discussed. **MOTION:** Mr. Eggert made the motion amend the agenda to discuss proposed Ord. 451; seconded by Mr. Lubenow; all were in favor and the motion carried.

**ORD. 451** - Ordinance 451 is a proposed ordinance regarding sewer rate increase. There was discussion about the need to do a sewer rate increase. There has not been a sewer rate increase since 2009. The Borough was able to build up funds for maintenance, repairs and projects; the Borough has just completed a \$300,000 project which has depleted the sewer fund. At this time, the funds need to be rebuilt to cover emergencies, maintenance to the system and future projects for the next 10 years. This proposed ordinance will raise base sewer amount to \$37.50 and a per thousand gallon charge to \$7.50. These rates will still be about 40% of what Exeter Township residents are paying using the same sewer system. **MOTION:** Mr. Eggert made the motion authorizing Ms. Leinbach to advertise Ordinance 451; seconded by Mr. Fritz; all were in favor and the motion carried.

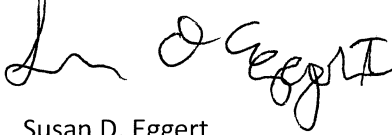
**EXECUTIVE SESSION: MOTION:** Mr. Eggert made the motion to enter executive session to discuss the PUC Settlement hearing and code enforcement issues; seconded by Mr. Fritz; all were in favor and the motion carried. Council went into executive session at 8:07 PM. Council came out of executive session at 8:31 PM.

**ACTION TAKEN AS A RESULT OF EXECUTIVE SESSION: AMEND THE AGENDA: MOTION:** Mr. Eggert made the motion to amend the agenda to take action from the executive session; seconded by Mr. Lubenow; all were in favor and the motion carried.

**MOTION:** Mr. Fritz made the motion authorizing Ms. London to file court proceedings for the demolition of 490 Parkview Road; seconded by Mr. Eggert; 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 8:32 PM.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Susan D. Eggert". The signature is written in a cursive, flowing style.

Susan D. Eggert  
Borough Secretary

**BOROUGH OF ST. LAWRENCE  
MEETING MINUTES  
THURSDAY, SEPTEMBER 8, 2022**

**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 on Thursday, September 8, 2022.

**ROLL CALL:** Mr. May did roll call and following members and professionals were present; Mr. Robert J. May, Council President, Mr. David W. Eggert, Council Vice President, Rev. D. Michael Bennethum, Member, Mr. Michael Fritz, Member, Mr. Steve Geibel, Member, Mr. Warren Lubenow, Member, Mr. Gregory Zawilla, Member, Mr. Barrie C. Kinsey, Borough Mayor, Mr. Derrek Rhoads, Road Master, Ms. Allison Leinbach, Borough Manger, Mrs. Susan Eggert, Borough Secretary, Mr. Ty Leinneweber, Borough Engineer – SDE, and Ms. Joan London, Borough Solicitor – Kozloff Stoudt.

**APPROVAL OF THE MINUTES:** The minutes from the Thursday, August 12, 2022, were presented to Council prior to the meeting for review. There were no questions, corrections or clarifications to the minutes. Mr. Kinsey asked about the ARPA funds; Ms. Leinbach indicated that we should be receiving the new ARPA fund monies in the next few days. The \$300 mentioned in the August minutes was a final disbursement from round one where certain municipalities did not apply for funds. **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.

**APPROVAL AND PAYMENT OF THE BILLS:** All bills requiring payment and ratification were presented to Council prior to the meeting for review. Bills requiring payment and ratification from the general fund total \$70,445.91. Bills requiring payment and ratification from the sewer fund total \$83,629.36. Bills requiring payment from the liquid fuels fund total \$266.00. **MOTION:** Mr. Eggert made the motion authorizing payment and ratification of all bills presented; seconded by Mr. Michael Fritz; 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 treasurer’s report and Ms. Leinbach indicated the report could be approved as presented and filed for audit. **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.

**REPORT OF THE BOROUGH ENGINEER - TY LEINNEWEBER, SDE**

**494 PARKVIEW ROAD** - Ms. Leinbach has asked Mr. Leinneweber to do a zoning review of the application and plans submitted by Mr. Daniel Molnar, for 494 Parkview Road. She has completed a review and a letter needs to be sent on SDE letterhead indicating that this will require him to do a land development plan, address stormwater and address the flood plain.

**PINE AVENUE/FUNKE STREET** - The office work has been completed and the actual survey in the field should begin next week.

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

**VOLUNTEER WAIVER** - A copy of the volunteer waiver was included in the packet for review by Council. This waiver is waiving liability assumption of risk and limiting the recreational use of four wheelers and motorcycles. **MOTION:** Mr. Steve Geibel made the motion to approve the release and indemnification for volunteer activities; seconded by Mr. Fritz. Mr. Eggert then questioned the wording of limitation of recreational use. This was discussed. At this time a **MOTION** to amend the agenda was made by Mr. Warren Lubenow; seconded by Mr. Fritz; all were and the motion carried. **MOTION:** A motion to amend the original motion was made by Mr. David Eggert to change the following wording in paragraph 4, I agree to limit my use of such vehicles to that which is associated with my volunteer activities to I agree to assist in keeping trails clear of litter and obstacles and clean of debris whenever possible; seconded by Mr. Fritz; unanimously approved by Council.

**ASSESSMENT APPEAL FOR SHOPPING CENTER** – The Antietam Shopping Center filed an assessment appeal to lower the value of their property. In the past, Council has authorized Ms. London to attend all commercial property appeals. The main reason for attending this particular appeal was to argue the value based on the appraisal and proposed offers the Borough offered for the purchase of the bank property and the counteroffer made by the shopping center. The lawyer and appraiser for the shopping center was unaware of this offer and counteroffer and it was entered into exhibits when considering the taxable value of the property. The school district also sent representation but did not offer any testimony.

**PA AMERICAN/PUC** -Ms. London indicating that she has been participating in the settlement conference for PA American sewer rate increases and Mr. May’s testimony has been submitted, filed a term of proposed settlement based on processing of sewer and not transportation of sewer since we own our own collection system. An update will be given at the October meeting.

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

Ms. Leinbach reported that there were 13 notices of violation. Eleven of those have been resolved and two are in the process of zoning review and permitting.

**REPORT OF THE BOROUGH MAYOR - BARRIE KINSEY**

The police report was available for review. Mayor Kinsey noted that the Borough still remains a lower percentage of calls.

**REPORT OF PUBLIC WORKS - DERREK RHOADS**

Mr. Rhoads noted that the streets project will begin next week and run over the course of the next three weeks. Written report available for review. It was also noted that 36 manholes were pulled and inspected to be sure that everything is working correctly.

**BUDGET & FINANCING - ALLISON LEINBACH**

**ARPA** - Ms. Leinbach noted that the ARPA money should be in the Borough account tomorrow, Friday, September 9, 2022, in the amount of \$96,600.14. She also noted that there is only 2.3% of the 2022 tax duplicate to be collected as of this date.

**PLANNING COMMISSION**

The Planning Commission will meet on Wednesday, September 28, 2022, at 7:30 PM. The topics of the meeting will be to release the land development plan on 3001 Perkiomen Avenue since there has been no movement on the property, the small wireless communication ordinance and a quick overview of the zoning ordinance.

**EMERGENCY MANAGEMENT COORDINATOR - DAVID EGGERT**

Mr. Eggert noted that Berks DES is currently looking to hire more telecommunicators. If anyone knows anyone interested in becoming a 9-1-1 operator, please have them apply through the County of Berks website.

**NEW BUSINESS**

**ORDINANCE 451** - Ordinance 451 addresses a sewer rate increase. There has been no increase in sewer rates in the Borough of St. Lawrence since 2009. The new base charge will be \$37.50 per quarter eliminating a base sewer processing amount and setting the thousand-gallon processing fee charge at \$7.50. With the increase processing fee proposed by PA American the Borough really has no choice but to increase the rates at this time. **MOTION:** Mr. Eggert made the motion to adopt Ordinance 451; seconded by Mr. Robert May; all were in favor and the motion carried.

**BUDGET MEETING** - There will be a budget meeting held on Monday, November 7, 2022, at 10:00 AM to discuss the budget for the 2023 calendar year. **MOTION:** Mr. Eggert made the motion authorizing the Borough office to advertise the Budget Meeting for Monday, November 7, 2022, at 10:00 AM; seconded by Mr. Lubenow; all were in favor and the motion carried.

**RFP FIRE SERVICE** - The RFP for fire service has one more option year left. Mrs. Eggert was authorized to send a letter to both Exeter Township Volunteer Fire Company and Mt. Penn Fire Company to agree on year option 5 of the agreement.

**ADJOURNMENT:** Mr. Lubenow 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 8:11 PM.

Respectfully submitted,



Susan D. Eggert, Borough Secretary

**BOROUGH OF ST. LAWRENCE  
MEETING MINUTES  
THURSDAY, OCTOBER 13, 2022**

**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 on Thursday, October 13, 2022.

**ROLL CALL:** Mr. May did roll call and the following members and professionals were present; Mr. Robert J. May, Council President, Mr. David W. Eggert, Council Vice President, Mr. Michael Fritz, Member, Mr. Steve Geibel, Member, Mr. Warren Lubenow, Member, Mr. Gregory Zawilla, Member, Mr. Ty Leinneweber, Borough Engineer, SDE, Ms. Joan London, Borough Solicitor, Kozloff Stoudt, Ms. Allison Leinbach, Borough Manager, Mr. Derrek Rhoads, Road Master and Mrs. Susan Eggert, Borough Secretary. Those absent include Rev. D. Michael Bennethum, Member and Mr. Barrie Kinsey, Borough Mayor.

**APPROVAL OF THE MINUTES:** The minutes from the Thursday, September 8, 2022, meeting were distributed to 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.

**APPROVAL AND PAYMENT OF THE BILLS:** All bills requiring payment and ratification were presented to Council prior to the meeting for review. Bills requiring payment and ratification from the general fund total \$175,981.71. Bills requiring payment and ratification from the sewer fund total \$58,260.97. Bills requiring payment and ratification from the liquid fuels fund total \$15,340.04. There were no questions about the bills presented for payment and ratification. **MOTION:** Mr. Lubenow made the motion authorizing payment and ratification of all bills presented; seconded by Mr. 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 and Ms. Leinbach indicated that the treasurer's report could be approved as presented and filed for audit. **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:** \$566,786.46 **RESERVE:** \$83,308.08 **SEWER:** \$64,821.40 **LIQUID FUELS:** \$259,591.13 **FIRE TAX:** \$9,183.76

**REPORT OF THE BOROUGH ENGINEER - TY LEINNEWEBER**

**DANIEL MOLNAR** - Mr. Leinneweber reviewed Ms. Leinbach's zoning review letter and agreed with everything stated in the letter. Ms. London indicated that she has had a conversation with Mr. Molnar's attorney, Attorney Muvdi with regard to what is being required as far as codes, variances and so forth. The main thing that needs to be done is floodplain compliance. We are expecting to receive more information from Mr. Molnar in the near future with regard to his zoning review letter.

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

**RESOLUTION 866-2022** - Resolution 866-2022 addresses Act 57 which addresses First year homeowners and not receiving their tax bills timely or not at all and only having to pay nothing more

than the flat rate. This is state law and needs to be adopted. A copy of the resolution is included in the minutes for review. **MOTION:** Mr. Eggert made the motion to adopt Resolution 866-2022; seconded by Mr. Lubenow; all were in favor and the motion carried.

**PA AMERICAN** – Ms. London indicated that there has been a settlement with PA American and the PUC with regards to sewer rates. PA American initially was going to charge 43 cents and with the Borough’s argument and documentation the PUC and PA American has settled for 40 cents which is a win for the Borough. We do know that there will most likely be an increase in sewer rates with PA American every year but this is a great place to start.

**PUBLIC WORKS**

Mr. Rhoads report was available for review. The Borough has successfully gotten another 5- year waiver for the MS 4 stormwater permitting.

**BUDGET & FIANCE**

The budget meeting is scheduled for Monday, November 7<sup>th</sup> at 10:00 AM at Borough Hall. This was voted on at the September meeting and Mrs. Eggert will advertise this month.

**PLANNING COMMISSION**

The Planning Commission sent a letter to Borough Council requesting that they deny the land development plan submitted for 3001 Perkiomen Avenue. This plan was submitted in 2021 and included in the minutes is the review letter sent to the applicant on 5/26/21 with no action taken on the items listed that needed to be addressed. The applicant has also never asked for an extension and therefore this should be denied based on no action. **MOTION:** Mr. Lubenow made the motion to deny the land development plan submitted for 3001 Perkiomen Avenue in 2021; seconded by Mr. Eggert; all were in favor and the motion carried.

**LIBRARY LIAISON**

The library is holding their large book sale tomorrow, Friday, October 14.

**NEW BUSINESS**

**RESOLUTION 867-2022** - Resolution 867-2022 updates the fee schedule. The fee schedule updates include road opening fees as well as sewer rates. Mr. Rhoads also indicated that there is a problem with UGI and other utilities creating bores in the roadway for exploratory purposes. It was discussed and a fee will be added to the fee schedule for \$100 per bore hole so that the Borough can fill those holes.

**MOTION:** Mr. Eggert made the motion to approve Resolution 867-2022 updated fee schedule including the added fee of \$100 per bore hole under road opening fees; seconded by Mr. Steve Geibel; all were in favor and the motion carried.

**RESOLUTION 868-2022** – Resolution 868-2022 agrees to option year 2023 of the 2018 RFP for fire protection with Exeter Fire and Mt. Penn fire at a millage rate of 0.68 mills fire tax. **MOTION:** Mr. Eggert made the motion to adopt Resolution 868-2022; seconded by Mr. Michael Fritz; all were in favor and the motion carried.

**DISBURSEMENT OF FOREIGN FIRE INSURANCE MONIES** - The foreign fire insurance money this year totals \$10,285.72. As per the RFP this gets split 50/50 between Exeter Fire and Mt. Penn Fire which gives each company \$5,142.86 to their respective relief associations. **MOTION:** Mr. Lubenow made the motion to disburse the foreign fire insurance monies 50/50 between Exeter Fire and Mt. Penn Fire; seconded by Mr. Fritz; all were in favor and the motion carried.

ST. LAWRENCE BOROUGH COUNCIL

**ARL** - The new contract with ARL for 2023 at the same tier level as 2022 will now be \$2.50 per capita based on the new census. Mr. May commented that sticking with the ARL and the same tier after the response that we received with the rabies issues earlier this year would absolutely be the right thing to do; everyone was in agreement. This contract gets signed via Docu-sign and Ms. Leinbach will sign.

**MOTION:** Mr. Eggert made the motion to enter into the same tier level as 2022 with the ARL at a price of \$2.50 per capita and authorized Ms. Leinbach to sign the contract via Docu-sign; seconded by Mr. Lubenow; all were in favor and the motion carried.

**RESOLUTION 869-2002** – Resolution 869-2022 names Ms. Sarah Busch from Exeter Township as the primary delegate to the Tax Collection Committee and Ms. Allison Leinbach as the alternate. **MOTION:** Mr. Eggert made the motion to adopt Resolution 869-2022; seconded by Mr. Fritz; all were in favor and the motion carried.

**2022 CONTRIBUTIONS** – There are four contributions that the Borough will make this year. The first contribution is a budgeted item to the Exeter Library at a \$5.00 per person fee which would be a contribution of \$9,460.00; other contributions to be made are for Berks County Conservation District, Berks County Solid Waste Authority and Crime Alert Berks all for \$250.00. **MOTION:** Mr. Eggert made the motion to authorize the above contributions for 2022; seconded by Mr. Lubenow; all were in favor and the motion carried.

#### **GENERAL COMMENTS TO COUNCIL**

**WOMEN'S CLUB** – Mr. Lubenow indicated that he was contacted by the Women's Club and asked if they would be allowed to sell out of the room upstairs for the November election. Mr. Rhoads said that his only concern was the entrance and exiting that is set up for election and that if they could stick to the same methods that should not be a problem. Keeping the stairwells open and using the elevator and/ or exiting from the front of the building. Mrs. Eggert indicated that she will discuss this with the Women's Club at the upcoming board meeting. **MOTION:** Mr. Eggert made the motion allowing the Women's Club to sell out of the meeting room upstairs on election day as long the entrance and exiting is done as laid out; seconded by Mr. Fritz; all were in favor and the motion carried.

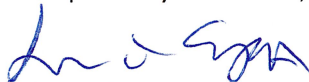
**BERKS MUNICIPAL PARTNERSHIP** – Mr. Lubenow indicated that he attended the meeting. The topic of discussion was development issues which did not really pertain to the Borough since we are basically built out.

**TRAISSER** – Mr. Fritz asked whether or not we are up and running with Traisser. Ms. Leinbach indicated that there is a scheduled meeting with them next week. We are very close to being up and running, however there are a few bugs that they are still trying to work out.

**SALT** – Mr. May asked whether or not we have had salt delivered yet. Mr. Rhoads indicated that we have and the salt shed is full.

**ADJOURNMENT: MOTION:** Mr. Lubenow made the motion to adjourn; seconded by Mr. Fritz; all were in favor and the motion carried. The meeting of the St. Lawrence Borough Council adjourned at 8:09 PM.

Respectfully submitted,



Susan D. Eggert  
Borough Secretary



**BOROUGH OF ST. LAWRENCE  
MEETING MINUTES  
THURSDAY, NOVEMBER 10, 2022**

**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 on Thursday, November 10, 2022.

**ROLL CALL:** Mr. May did roll call and the following members and professionals were present; Mr. Robert J. May, Council President, Rev. D. Michael Bennethum, Member, Mr. Michael Fritz, Member, Mr. Steve Geibel, Member, Mr. Warren Lubenow, Member, Mr. Gregory Zawilla, Member, Mr. Ty Leinneweber, Borough Engineer, SDE, Ms. Joan London, Borough Solicitor, Kozloff Stoudt, Ms. Allison Leinbach, Borough Manager, Mr. Derrek Rhoads, Road Master, and Mrs. Susan Eggert, Borough Secretary. Those absent this evening include Mr. David W. Eggert, Council Vice President and Mr. Barrie C. Kinsey, Borough Mayor.

**APPROVAL OF THE MINUTES:** The minutes from the Thursday, October 13, 2022, 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. Warren Lubenow made the motion to approve the minutes as presented; seconded by Mr. Michael Fritz; all were in favor and the motion carried.

**APPROVAL AND PAYMENT OF THE BILLS:** All bills requiring payment and ratification were distributed to the members of Council for review. There were no questions, corrections or clarifications to the bills presented. General fund bills totaled \$108,498.46. Sewer fund bills total \$66,714.47. Liquid fuels bills total \$16,773.90. Fire tax bills total \$20.00; Ms. Leinbach indicated that that was for administrative fees. **MOTION:** Mr. Lubenow made the motion authorizing payment and ratification of all bills presented; seconded by Rev. Bennethum; all were in favor and the motion carried.

**TREASURER'S REPORT:** There were two treasurer reports submitted for approval this evening. The first one was a revised September report which showed a difference in the balance in the sewer fund. The correct balance in the sewer fund should be \$84,324.22 not \$83,308.08. The October treasurer's report was also submitted for review. There were no questions, corrections or clarifications to the report. **MOTION:** Mr. Fritz made the motion approving both the revised September treasurer's report and the October treasurer's report as presented; seconded by Mr. Lubenow; all were in favor and the motion carried.

**GENERAL:** \$514,037.30 **RESERVE:** \$84,356.45 **FIRE TAX:** \$9,240.38 **SEWER:** \$34,696.09 **LIQUID FUELS:** \$241,054.37

**REPORT OF THE BOROUGH ENGINEER - TY LEINNEWEBER, SDE**

Mr. Leinneweber indicated that he had no additions to the report that was submitted except that the Funke Street survey is ongoing.

**REPORT OF PUBLIC WORKS:** Mr. Rhoads submitted his report. He only added that we have been tagging people who are putting leaves into the street if it appears that it is being done intentionally and not blowing there.

**BUDGET & FINANCE**

**2023 BUDGET FOR GENERAL, SEWER, LIQUID FUELS and FIRE TAX FUNDS:** The budget was projected and reviewed. There will be an additional item added to the general budget for municipal celebrations since the Borough will be celebrating 100 years in 2027. The Borough will start to budget \$5,000 a year for the next few years for that purpose.

**LIBRARY LIASON – REV BENNETHUM**

The library will be holding their budget meeting next week. They were very appreciative of our contribution this year.

**NEW BUSINESS**

**EXECUTIVE SESSION:** Mr. Lubenow made a motion to enter executive session for the purpose of discussing personnel and public safety; seconded by Rev. Bennethum; all were in favor and the motion carried. Council entered executive session at 8:06 PM. Council came out of executive session at 8:32 PM.

**2023 BUDGET:** There was discussion earlier in the evening. **MOTION:** Mr. Lubenow made the motion to approve the preliminary general fund, sewer fund, fire tax fund and liquid fuels fund 2023 budgets and authorized advertisement of such budgets for adoption at the December 8, 2022 meeting; seconded by Rev. Bennethum; all were in favor and the motion carried.

**RENTAL OF 3562 ST. LAWRENCE AVENUE REAR:** Ms. Leinbach indicated that the Borough is currently paying \$450 a month to rent the small garage space at 3562 St. Lawrence Avenue. The rent will be going up to \$500 for the same space next year however the larger space adjacent to it is available now for \$700 a month or both units for \$1000. If the Borough would rent both sides of the garage the signs that are in the container at the playground could be removed and stored in that space and both trucks can be parked inside during bad weather. Currently the lawn equipment and snow plows are being stored indoors in the small space. **MOTION:** Mr. Gregory Zawilla made the motion to rent both sides of the space at a cost of \$1000; seconded by Mr. Steve Geibel; all were in favor and the motion carried.

**GENERAL COMMENTS TO COUNCIL**

Mr. Fritz indicated that he saw Mr. Tony Garipoli, the former Central Berks Police Chief and he said hello to everyone. He will be retiring completely at the end of the year; he is currently a County Detective.

**ADJOURNMENT: MOTION:** Mr. Lubenow made the motion to adjourn; seconded by Mr. Fritz; all were in favor and the motion carried. The meeting of the St. Lawrence Borough Council adjourned at 8:41 PM.

Respectfully submitted,



Susan D. Eggert  
Borough Secretary

**BOROUGH OF ST. LAWRENCE  
MEETING MINUTES  
THURSDAY, DECEMBER 8, 2022**

**CALL TO ORDER:** The meeting of the St. Lawrence Borough Council was called to order at 7:30 PM by Council President, Mr. Robert J. May, on Thursday, December 8, 2022.

**ROLL CALL:** Mr. Robert May did roll call and the following members of Council and professionals were present; Mr. Robert J. May, Council President, Rev. D. Michael Bennethum, Member, Mr. Steve Geibel, Member, Mr. Warren Lubenow, Member, Mr. Gregory Zawilla, Member, Ms. Joan London, Borough Solicitor, Kozloff Stoudt, Mr. Ty Leinneweber, Borough Engineer, SDE, Ms. Allison Leinbach, Borough Manager, Mr. Derrek Rhoads, Road Master and Mrs. Susan D. Eggert, Borough Secretary. Those absent this evening included Mr. David Eggert, Council Vice President, Mr. Michael Fritz, Member and Mr. Barrie Kinsey, Borough Mayor.

**APPROVAL AND PAYMENT OF THE BILLS:** All bills requiring payment and ratification were presented to Council prior to the meeting for review. Bills requiring payment and ratification from the general fund total \$81,038.94. Bills requiring payment and ratification from the sewer fund total \$15,316.26. Bills requiring payment from the fire tax fund total \$5,500.00. There were no questions, corrections or clarifications to the bills presented. **MOTION:** Mr. Warren Lubenow made the motion authorizing payment and ratification of all bills presented; seconded by Rev. Bennethum; all were in favor and the motion carried.

**TREASURER'S REPORT:** The treasurer's report was presented to the members of Council prior to the meeting for review. There were no questions, corrections or clarifications. **MOTION:** Mr. Lubenow made the motion to approve the treasurer's report as presented; seconded by Rev. Bennethum; all were in favor and the motion carried.

**GENERAL:** \$443,667.67 **SEWER:** \$87,586.07 **RESERVE:** \$100,557.12 **LIQUID FUELS:** \$232,045.89 **FIRE TAX:** \$9,499.05

**REPORT OF THE BOROUGH ENGINEER - TY LEINNEWEBER**

**494 PARKVIEW ROAD** - Plans were received from Mr. Daniel Molnar for 494 Parkview Road. The plan addresses the flood plain, the building was moved back five feet however the items needing to be addressed in the letter dated 10/12/22 have not been addressed. Mr. Leinneweber advised Council to have him hold off on the review of this plan until the property owner submits a land development plan. Mr. Leinneweber also recommends that an escrow account be set up to cover the engineering costs for this property. **MOTION:** Mr. Steve Geibel made the motion to establish an escrow account for engineering costs for 494 Parkview Road; seconded by Rev. Bennethum; all were in favor and the motion carried.

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

**PUC** - Ms. London indicated that the decision from the PUC has been finalized with regard to the rates for PA American.

**REPORT OF THE BOROUGH MAYOR - BARRIE KINSEY**

The Mayor was not in attendance this evening due to illness. Police report was available for review.

## REPORT OF PUBLIC WORKS - DERREK RHOADS

Mr. Rhoads reported that the PennDOT project involving replacement of the handicap ramps along St. Lawrence Avenue began the week of Thanksgiving. They are hoping to finish up what they have started before Christmas and finish up in the spring. The road project is supposed to start in May however the contractor doing the ramps highly doubts that that project will start on time and it cannot start until all of the ramps are completed.

## NEW BUSINESS

**2023 BUDGETS** - The 2023 budgets for the general, sewer, liquid fuels and fire tax funds were advertised and posted. **MOTION:** Mr. Geibel made the motion to adopt the 2023 budgets as proposed and advertised; seconded by Rev. Bennethum; all were in favor and the motion carried.

**2023 MEETING SCHEDULE** - The 2023 meeting schedule for Borough Council and Planning Commission were presented to Council for review. There were no questions or corrections. **MOTION:** Mr. Lubenow made the motion to advertise the 2023 meeting schedules for Borough Council and Planning Commission as presented; seconded by Mr. Geibel; all were in favor and the motion carried.

**JOINT BILLING MUNICIPAL DATA SHEET FOR TAXES:** The municipal data sheet for joint billing with the County for the 2023 real taxes was presented to Council. **MOTION:** Mr. Lubenow made the motion authorizing Council President to sign the municipal data sheet for joint billing on tax bills for the 2023 real estate taxes with the County; seconded by Mr. Geibel; all were in favor and the motion carried.

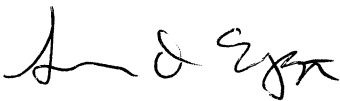
**RESOLUTION 870-2022** – Resolution 870-2022 establishes the 2023 tax millage rates for both Borough and Fire Tax the same as 2022. **MOTION:** Mr. Lubenow made the motion to adopt Resolution 870-2022 establishing the tax millage rates for 2023; seconded by Rev. Bennethum; all were in favor and the motion carried.

**RESOLUTION 871-2022** – Resolution 871-2022 reappoints Mrs. Kristin Livingood to the Zoning Hearing Board for a 3-year term. **MOTION:** Mr. Lubenow made the motion to adopt Resolution 871-2022; seconded by Rev. Bennethum; all were in favor and the motion carried.

**PROPOSED RESOLUTION 872-2022** – The proposed resolution would address the banning of hunting on Borough Municipal Land. There was a recent issue with a hunter and a tree stand close to residential properties. The gentleman has removed the tree stand. There was a discussion and Council has decided to waiver adoption of the Resolution. This will be further addressed in January and Ms. London was asked to look into a possible resolution for hunting out of season as a municipality to help with herd control.

**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 7:59 PM.

Respectfully submitted,



Susan D. Eggert  
Borough Secretary