

**BOROUGH OF ST. LAWRENCE
MEETING MINUTES
THURSDAY, JANUARY 12, 2023**

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, January 12, 2023.

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, 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. Derrek Rhoads, Roadmaster, Ms. Allison Leinbach, Borough Manager, 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 previous meeting, Thursday, December 8, 2022, were presented to Council 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 Mr. Michael Fritz; all were in favor and the motion carried.

APPROVAL AND PAYMENT OF THE BILLS: All bills requiring payment and ratification up to and including 12/31/22 and bills requiring payment and ratification up to and including 1/10/23 were presented to Council prior to the meeting for review. Bills requiring payment and ratification from the general fund up until 12/31/22 totaled \$38,604.47 and bills requiring payment and ratification up until 1/10/23 totaled \$54,588.57. Bills requiring payment and ratification from the sewer fund up until 12/31/22 totaled \$1,741.60. Bills requiring payment and ratification from the liquid fuels fund up until 12/31/22 totaled \$2,753.35 and bills requiring payment and ratification up until 1/10/23 totaled \$2,757.35.

MOTION: Mr. David 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: The treasurer’s report was presented to Council prior to the meeting for review. There were no questions, corrections or clarifications. **MOTION:** Mr. Steve Geibel made the motion to approve the treasurer’s report as presented and file it for audit; seconded by Mr. Eggert; all were in favor and the motion carried.

GENERAL: \$477,147.39 **SEWER:** \$96,035.56 **RESERVES:** \$100,881.80 **LIQUID FUELS:** \$230,029.69 **FIRE TAX:** \$4,006.29

REPORT OF THE BOROUGH ENGINEER - TY LEINNEWEBER, SDE

DANIEL MOLNAR - Attached to Mr. Leinneweber’s report was his plan review letter for 494 Parkview Road. The items in the original letter were never addressed. Mr. Leinneweber directed Council to the comment on page 4 of the letter indicating the recommendation for a minor subdivision and escrow funds for engineering fees. The architecture plans did show that the proposed building exceeds size and height requirements according to zoning and would most definitely require Mr. Molnar to seek a variance from the Zoning Hearing Board.

REPORT OF THE BOROUGH SOLICITOR – JOAN LONDON, KOZLOFF STOUDT

Ms. London indicated her items are elsewhere on the agenda.

REPORT OF THE BOROUGH MAYOR - BARRIE KINSEY

Mayor Kinsey gave his report which is included in the minutes for review. The police report is also in the minutes for review.

PUBLIC WORKS - DERREK RHOADS

Mr. Rhoads indicated that his report was in the packet for review. Mr. Rhoads also indicated that the PennDOT handicap ramp project has been halted until the weather is more applicable. Mr. Fritz indicated that he noticed that the handicap ramp that they installed on St. Lawrence Avenue in front of the dry cleaners is in direct line to the phone pole and asked whether or not the pole was going to be moved because it cannot really be used as a handicap ramp the way the ramp was installed. Mr. Rhoads indicated that he would look into the matter with the company doing the installations on behalf of PennDOT.

PLANNING COMMISSION

The Planning Commission will be meeting on Wednesday, January 25, 2023, at 7:30 PM. The topics of discussion will be the small communications ordinance and to possibly review a conditional use application if it is received in the timeframe permitted.

UNFINISHED BUSINESS

FIRE ADVISORY BOARD - This is still a tabled action as Exeter Township has not moved forward on recreating the fire advisory board.

NEW BUSINESS

RESOLUTION 872-2023 - Resolution 872-2023 established the Borough Appointments for the calendar year 2023. A list of the appointments are included in the packets for review. **MOTION:** Mr. Eggert made the motion to adopt Resolution 872; seconded by Mr. Geibel; all were in favor and the motion carried.

RESOLUTION 873-2023 – Resolution 873-2023 appoints SDE as the Borough Sewage Enforcement Officers along with their fee schedule. **MOTION:** Mr. Eggert made the motion to adopt Resolution 873-2023; seconded by Mr. Fritz; all were in favor and the motion carried.

RESOLUTION 874-2023 – Resolution 874-2023 is the 2023 Fee Schedule. Ms. Leinbach discussed the changes and updates that were done to the fee schedule which is included in the minutes for review. **MOTION:** Mr. Eggert made the motion to adopt Resolution 874-2023; seconded by Mr. Lubenow; all were in favor and the motion carried.

RESOLUTION 875-2023 – Resolution 875-2023 appoints the Borough Official who is authorized to submit traffic signal maintenance and future modifications with the PA Department of Transportation. This Resolution does appoint the Roadmaster as the authorized individual. **MOTION:** Mr. Eggert made the motion to adopt Resolution 875-2023; seconded by Mr. Lubenow; all were in favor and the motion carried.

2022 UNPAID REAL ESTATE TAXES – The tax collector collected all but 4 real estate tax bills totaling \$3,388. At this time Mrs. Eggert is asking that these bills be turned over to Berks County Tax Claim for collection. **MOTION:** Mr. Fritz made the motion authorizing the turning over of 4 unpaid real estate tax bills totaling \$3,388.00 to Berks County Tax Claim; seconded by Mr. Lubenow; all were in favor and the motion carried.

2022 UNPAID FIRE TAX BILLS – The tax collector collected all but 4 fire tax bills totaling \$362.04. At this time, Mrs. Eggert is asking that these bills be turned over to the Borough for collection. **MOTION:** Mr. Eggert made the motion authorizing the turning over of the 4 unpaid fire tax bills to the Borough for collection; seconded by Mr. Lubenow; all were in favor and the motion carried.

AUTHORIZING ADVERTISING OF THE CONDITIONAL USE HEARING – There is a possibility that the Borough will need to hold a conditional use hearing at the February Council meeting with regard to 3300 Oley Turnpike Road. There is a potential application for a company to do light manufacturing. Ms. Leinbach indicated that she would like to get authorization to advertise a conditional use hearing if the application and fees are received within 2 weeks and 2 days of the conditional use hearing. The conditional use hearing would be held at 8:00 PM; the regular business meeting will start at 7:30 PM and we will get as much of the regular business done as possible before the conditional use hearing and then resume the regular business meeting. **MOTION:** Mr. Eggert made the motion authorizing the advertisement of the conditional use hearing for 8:00 PM; seconded by Mr. Lubenow; all were in favor and the motion carried.

GENERAL COMMENTS TO COUNCIL

BAN ON HUNTING - Mr. Lubenow asked whether or not there was going to be more discussion about the ban on hunting. Mr. Lubenow indicated that he did contact Charles Evans Cemetery as asked by Mr. May to ask how they went about hunting to control the herd population. Apparently, they used DEP (Department of Environmental Protection) and they did have some issues with the whole process. Mr. Lubenow is suggesting that the Borough try to hold a public meeting with the hunters and try to set perimeters for hunting on the Borough lands since currently we have no perimeters and see if we can come up with some type of solution to the hunting issue on the Borough land.

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 8:14 PM.

Respectfully submitted,



Susan D. Eggert
Borough Secretary

**BOROUGH OF ST. LAWRENCE
MEETING MINUTES
THURSDAY, FEBRUARY 9, 2023**

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, 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. Gregory Zawilla, Member, Mrs. Susan Eggert, Borough Secretary, Ms. Allison Leinbach, Borough Manager, Mr. Derrek Rhoads, Road Master, Ms. Joan London, Borough Solicitor - Kozloff Stoudt and Mr. Ty Leineweber, Borough Engineer – SDE. Mayor Barrie Kinsey was absent this evening.

OTHERS IN ATTENDANCE: Mr. Matt Stairiker, President Lower Alsace Ambulance, Mr. Phillip Salamone, Director of Operations Lower Alsace Ambulance, Mr. Logan Waldman, Lower Alsace Ambulance, Mrs. Amy Dolla, Resident, Mr. Daniel Dolla, Resident and Mr. Edward Schwenk, Resident.

APPROVAL OF THE MINUTES: The minutes from the previous meeting, Thursday, January 12, 2023, 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 approving 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 totaled \$68,394.92. Bills requiring payment and ratification from the sewer fund totaled \$58,856.57. Bills requiring payment and ratification from the liquid fuels account totaled \$4,863.52. **MOTION:** Mr. Lubenow made the motion authorizing payment and ratification of all bills presented for payment and ratification; seconded by Mr. Eggert; all were in favor and the motion carried.

TREASURER'S REPORT: Ms. Leinbach indicated that the treasurer's report could be approved as presented and filed for audit. There were no questions, corrections or clarifications to the treasurer's report. **MOTION:** Mr. Michael Fritz made a motion to approve the treasurer's report as presented and file it for audit; seconded by Mr. Eggert; all were in favor and the motion carried.

GENERAL: \$410,402.54 **RESERVE:** \$106,258.50 **SEWER:** \$89,552.93 **LIQUID FUELS:** \$ 227,446.96 **FIRE TAX:** \$4,656.44

PUBLIC HEARINGS

LOWER ALSACE AMBULANCE – Mr. Phil Salamone, Director of Operations and Mr. Matthew Stairiker, President of Lower Alsace Ambulance presented this evening to discuss the financial conditions of ambulance providers which stems from articles that were in the paper for the areas of the County where the ambulance provider, Western Berks, was no longer going to cover their area. Mr. Salamone indicated that currently Lower Alsace Ambulance financial condition is in okay condition but if they were to run into any equipment replacement issues that could affect the service that they currently provide. He went on to explain a lot of the financial problems are really out of the control of the municipality and

a lot more to do with state funding and insurance reimbursement. There was discussion of invoking an EMS tax which is a millage rate to help fund the ambulance which in turn would give every resident a basic ambulance membership; the maximum millage that can be enacted is 0.5. This will be further discussed later in the year prior to budget time. Mr. Salamone and Mr. Stairiker thanked Council for their consideration and time.

EDWARD SCHWENK, AMY DOLLA & DANIEL DOLLA - Mr. Schwenk and Mr. & Mrs. Dolla are residents of the Borough and they presented this evening with regard to the Borough Municipal Lands and the consideration of the ban on hunting. All three of the residents were opposed to banning hunting. There was a lengthy discussion and Mr. Lubenow indicated that he did some research and found that Douglass Township actually has hunters come to the municipality to obtain and permit. Currently the Borough has no control over the hunting that takes place in the woodlands. This will be further investigated by the Borough Solicitor.

LAMAR ADVERTISING PROPERTY - Mrs. Dolla complained about the wood from the trees that Lamar Advertising cut down that they have not cleared out. Ms. Leinbach indicated that the Borough will send a letter to Lamar Advertising asking if they could kindly clean up the area and remove all tree debris.

REPORT OF THE BOROUGH ENGINEER - TY LEINNEWEBER, SDE

Nothing new to report at this time.

REPORT OF THE BOROUGH SOLICITOR – JOAN LONDON, KOZLOFF STOUTD

AVSC APPEAL - Apparently, the Antietam Valley Shopping Center is appealing their assessment change. They feel that it should be reduced further than what was granted by the Assessment Appeals Board. The Exeter Township School District is sending their attorney and Ms. London has received a pre trial memo. Council decided to just let the school district solicitor handle this matter.

REPORT OF THE BOROUGH CODE ENFORCEMENT/ZONING OFFICER – ALLISON LEINBACH

There were two residential zoning permits issued last month.

PUBLIC WORKS - DERREK RHOADS

Mr. Rhoads indicated that he did speak to his PennDOT contact for the handicap ramps and they indicated that the ramp in front of the dry cleaners is an adequate ADA ramp. The ADA ramp at Adams Street is not complete and that they will be installing more cheek walls in the springtime.

RECREATION – DAVID EGGERT

PLAYGROUND LEADERS - At this time we have met and hired three playground leaders for the summer program.

MUNICIPAL LANDS

Mr. Lubenow will forward all of the paperwork that he has on the hunting permitting from Douglass Township to Ms. London for further review.

UNFINISHED BUSINESS

FIRE ADVISORY BOARD - Apparently, at this time Exeter Township has voted to reenact the fire advisory board. We are still in the tabled stage as we have no further information at this time.

NEW BUSINESS

ZONING HEARING VARIANCE APPLICATION - We have received a zoning hearing variance application however this will be further discussed in executive session because it may involve potential litigation.

AMMEND THE AGENDA – MOTION: Mr. Eggert made the motion to amend the agenda to include discussion of potential litigation in executive session; seconded by Mr. Fritz; all were in favor and the motion carried.

EXECUTIVE SESSION – MOTION: Mr. Eggert made the motion to go into executive session to discuss joint municipal operations and potential litigation; seconded by Mr. Fritz; all were in favor and the motion carried. Borough Council entered executive session at 8:33 PM. Borough Council came out of executive session at 9:02 PM.

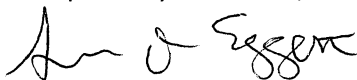
ACTIONS AFTER EXECUTIVE SESSION - MOTION: Mr. Eggert made the motion to authorize both the Borough Solicitor, Ms. Joan London and Borough Engineer, Mr. Ty Leineweber to attend the zoning hearing to represent the Borough’s interests; seconded by Mr. Steve Geibel; all were in favor and the motion carried.

GENERAL COMMENTS TO COUNCIL

Mr. Fritz told Council that former Borough Councilman and Mayor, Dr. Ronald Ivison, has had a stroke and is currently in the hospital. Council wishes him well and a speedy recovery.

ADJOURNMENT: MOTION: Rev. Bennethum made the motion to adjourn; seconded by Mr. Eggert; all were in favor and the motion carried.

Respectfully submitted,



Susan D. Eggert
Borough Secretary

**BOROUGH OF ST. LAWRENCE
MEETING MINUTES
THURSDAY, MARCH 9, 2023**

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 of Council, staff and professionals were present; Mr. Robert May, Council President, Rev. D. Michael Bennethum, Member, Mr. Michael Fritz, Member, Mr. Steve Geibel, Member, Mr. Warren Lubenow, Member, Mr. Gregory Zawilla, Member, Ms. Allison Leinbach, Borough Manager, Mr. Derrek Rhoads, Roadmaster, Mrs. Susan D. Eggert, Borough Secretary, Mr. Barrie Kinsey, Borough Mayor, Mr. Ty Leinneweber, Borough Engineer – SDE, and Ms. Joan London, Borough Solicitor – Kozloff Stoudt.

OTHERS IN ATTENDANCE: Mr. Timothy Waldman, Mt. Penn Fire Company and Chief John Theodossiou, Chief Mt. Penn Fire Company.

ABSENT: Mr. David W. Eggert, Vice President Council

APPROVAL OF THE MINUTES: The minutes from the Thursday, February 9, 2023, meeting were presented to Council for review. There were no questions, corrections or clarifications to the minutes presented. **MOTION:** Mr. Warren Lubenow 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 prior to the meeting for review. Bills requiring payment and ratification from the general fund totaled \$73,368.73. Bills requiring payment and ratification from the sewer fund totaled \$13,507.01. Bills requiring payment and ratification from the liquid fuels fund totaled \$293.00. Bills requiring payment and ratification from the fire tax fund totaled \$2,750.00. **MOTION:** Mr. Lubenow made the motion authorizing payment and ratification of all bills presented for payment and ratification; seconded by Rev. Bennethum; 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. **MOTION:** Mr. Lubenow 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: \$379,873.31 **RESERVES:** \$106,621.27 **FIRE TAX:** \$1,986.48 **SEWER:** \$129,510.97 **LIQUID FUELS:** \$223,638.26

PRESENTATIONS

MT. PENN FIRE COMPANY: Chief Theodossiou and Mr. Timothy Waldman, Treasurer, of the fire company presented this evening with the 2022 annual chiefs report. Chief Theodossiou also asked permission to do a one-time capital campaign drive for funds to purchase their new ladder truck. Council had no problem with them doing a capital campaign drive as long as somewhere in the documents it is stated that the fire company does receive tax dollars to operate.

REPORT OF THE BOROUGH ENGINEER - TY LEINNEWEBER, SDE

Mr. Leinneweber had nothing new to report at this time.

REPORT OF THE BOROUGH SOLICITOR - JOAN LONDON, KOZLOFF STOUDT

Ms. London had nothing to report.

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

Ms. Leinbach reported that there are four code enforcement letters to be sent. There are zoning reviews in process. There will be a Zoning Hearing taking place on May 2, 2023, for Mr. Daniel Molnar, 494 Parkview Road. Council has also authorized Mr. Leinneweber and Ms. London to attend. There will also be a conditional use hearing on April 13, 2023, at 8:00 PM for 3300 Oley Turnpike Road.

REPORT OF THE BOROUGH MAYOR – BARRIE KINSEY

Mr. Kinsey gave his report, which is attached to the minutes for review. The police report was also available for review.

REPORT OF THE PUBLIC WORKS DEPT - DERREK RHOADS

Mr. Rhoads reported that the installation of the handicap ramps on St. Lawrence Avenue have resumed and should be completed by mid April. The milling and paving will begin as soon as the ramps are completed. Mr. Rhoads also reported that he spoke with the foreman of the ramp project and the section of sidewalk discussed last month at Elm Street is being replaced as part of this project. Allen Myers, who is the contractor has asked for permission to stage equipment in the stub of Jacksonwald Avenue, permission was given for them to stage equipment at this location. We are also looking to do a control burn of the Mexican bamboo at Prospect Street by the Exeter Supply yard, the area in question is an area of 20' x 75'. The Borough will work with the fire companies to get this done.

BUDGET & FINANCE

The tax dollars are starting to come in; the majority of the tax dollars will come in during the last two weeks of April.

PLANNING COMMISSION

The Planning Commission will meet on Wednesday, March 22, 2023, at 7:30 PM. The main topics of discussion will be the small wireless communications ordinance and the application for the conditional use hearing for 3300 Oley Turnpike Road. The use is manufacturing of bacon jam.

ZONING HEARING BOARD

There is a Zoning Hearing scheduled for May 2 with regard to 494 Parkview Road.

MUNICIPAL LANDS

Mr. Lubenow asked about the hunting ordinance. He has seen a draft copy that Ms. London sent out; a draft copy will be presented to Council in April.

NEWSLETTER

The newsletter will be going out shortly including the Easter Egg Hunt and the municipal hike scheduled for April 22.

NEW BUSINESS

CONDITIONAL USE HEARING - MOTION: Mr. Lubenow made the motion authorizing the advertisement of the Conditional Use Hearing to take place on Thursday, April 13, 2023, at 8:00 PM; seconded by Rev. Bennethum; all were in favor and the motion carried.

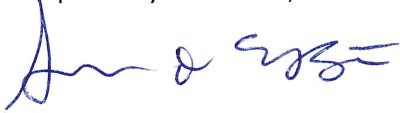
GENERAL COMMENTS TO COUNCIL

XFINITY - Xfinity had asked for permission to set up an event with bouncy houses and food vendors to sell their services to the Borough residents in the rear parking lot. Ms. Leinbach denied their request because we do not allow businesses to use Borough property for business purposes.

APRIL 11 - There will be a joint municipal meeting with County Planning and Douglass Township, Exeter Township, Amity Township, Alsace Township, Mt. Penn Borough and St. Lawrence Borough at the RCC with a meal provided. Anyone interested in attending please let Ms. Leinbach know.

ADJOURNMENT: MOTION: Mr. Geibel 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 8:00 PM.

Respectfully submitted,



Susan D. Eggert, Borough Secretary

**BOROUGH OF ST. LAWRENCE
MEETING MINUTES
THURSDAY, APRIL 13, 2023**

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 of Council 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, Ms. Allison Leinbach, Borough Manager, Mr. Derrek Rhoads, Road Master, Mr. Ty Leinneweber, Borough Engineer – SDE, Mr. Colin McFarlane, Borough Solicitor – Kozloff Stoudt filling in for Ms. Joan London and Mrs. Susan Eggert, Borough Secretary.

ABSENT: Mr. Barrie Kinsey, Borough Mayor

APPROVAL OF THE MINUTES: The minutes from the Thursday, March 9, 2023, meeting were distributed to the members of Council prior to the meeting for review. There were no questions, corrections or clarifications to the minutes. **MOTION:** Mr. 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. Bills requiring payment and ratification from the general fund totaled \$94,358.91. Bills requiring payment and ratification from the sewer fund totaled \$15,551.63. Bills requiring payment and ratification from the liquid fuels fund totaled \$6,245.47. Bills requiring payment and ratification from the fire tax fund totaled \$20.00. Mr. May asked what the \$20.00 bill from the fire tax fund was for; Ms. Leinbach indicated that it is the administrative fee for the collection of overdue fire tax payments. **MOTION:** Mr. David 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: The treasurer’s report was distributed to the members of Council prior to the meeting for review. **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: \$491,324.11 **SEWER:** \$125,499.51 **RESERVES:** \$107,036.63 **LIQUID FUELS:** \$272,195.46 **FIRE TAX:** \$12,143.75

REPORT OF THE BOROUGH ENGINEER - TY LEINNEWEBER, SDE

3300 OLEY TURNPIKE ROAD - Mr. Leinneweber reported that the Planning Commission met with TBJ Gourmet at their meeting on Wednesday, March 22, 2023. The same individuals are also going to having a conditional use hearing at 8:00 PM this evening. At the meeting on March 22, 2023, where there was a presentation and review of the plans for that property. There are going to be no outside changes to the property therefore the Planning Commission has sent a letter to the Borough Council recommending that the Borough Council grant a waiver for land development. There were no questions. **MOTION:** Mr. Eggert made the motion to grant a waiver for land development for 3300 Oley Turnpike Road for TBJ Gourmet; seconded by Mr. Fritz; all were in favor and the motion carried.

FUNKE STREET - There was a discussion about Funke Street and Ms. Leinbach indicated that she would like to have Council authorize Mr. Leineweber and SDE to write the descriptions with all the details required to vacate Funke Street from Pine Avenue to Kline Avenue and all the details required to open Funke Street from Pine Avenue to Jacksonwald Avenue. This is in preparation for a grant that the Borough is applying for to install Funke Street with a low volume road grant. **MOTION:** Mr. Eggert made the motion to authorize Mr. Leineweber and SDE to write the descriptions to vacate Funke Street from Pine Avenue to Kline Avenue and open Funke Street from Pine Avenue to Jacksonwald Avenue; seconded by Mr. Steve Geibel; all were in favor and the motion carried.

REPORT OF THE BOROUGH SOLICITOR - KOZLOFF STOUDT (COLIN MCFARLANE)

HUNTING ORDINANCE - Mr. Lubenow asked about the hunting ordinance. Ms. Leinbach indicated that she had not reviewed the ordinance and will e-mail copies of the draft ordinance that Ms. London sent her to all Councilman to review. This will be discussed further at the May Council meeting scheduled for Thursday, May 11, 2023.

PUBLIC WORKS REPORT - DERREK RHOADS

PENNDOT PROJECT - Mr. Rhoads indicated that PennDOT has started the St. Lawrence Avenue project. They are planning on milling everything first then coming back to do base repair and then pave. They are hoping to be finished up within the next two weeks. Also Mr. Rhoads indicated that he met with Mr. Dean Drunkenmiller of the Berks County Conservation District about applying for a low volume road grant for Funke Street.

REPORT OF THE BOROUGH MAYOR - BARRIE KINSEY

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

PLANNING COMMISSION

The Planning Commission met on Wednesday, March 22, 2023, and did their final review of the small wireless communication ordinance. The Planning Commission is recommending to Borough Council the adoption of this ordinance in the final draft which was distributed to Council this evening for review. Council will review this for further discussion at the May Council meeting.

RECREATION - DAVID EGGERT

Mr. Eggert reported the Easter Egg Hunt was well attended and very successful. There were over 100 children who participated in this year's festivities.

MUNICIPAL LANDS

Mr. Lubenow provided pictures of the woodlands where trees have fallen and the people who ride motorcycles through the woods cleared the trails as was requested of them in the past. The trails are completely cleared of all debris.

LIBRARY LIAISON - REV BENNETHUM

Rev Bennethum indicated that the current library director has resigned and has moved on to another position. They are currently reviewing applicants for the position.

UNFINISHED BUSINESS

EXETER FIRE ADVISORY BOARD - Exeter Township has re-established the Fire Advisory Board and are currently accepting applications for interested parties. **MOTION:** Mr. Eggert made the motion to remove the Exeter Fire Advisory Board from tabled business to unfinished business; seconded by Mr. Fritz; all were in favor and the motion carried.

NEW BUSINESS

RESOLUTION 876-2023 - Resolution 876-2023 reappoints Mr. Barrie Kinsey to the Planning Commission for a 5 year term starting 4/1/23. **MOTION:** Mr. Lubenow made the motion to adopt Resolution 876-2023 reappointing Mr. Barrie Kinsey to the Planning Commission for a 5-year term; seconded by Mr. Eggert; all were in favor and the motion carried.

ORDINANCE TO VACATE FUNKE STREET FROM PINE AVENUE TO KLINE AVENUE – MOTION: Mr. Eggert made the motion to authorize the Borough Solicitor to prepare the ordinance to vacate Funke Street from Pine Avenue to Kline Avenue and all easements; seconded by Mr. Fritz; all were in favor and the motion carried.

ADVERTISE ORDINANCE TO VACATE FUNKE STREET FROM PINE AVENUE TO KLINE AVENUE – MOTION: Mr. Eggert made the motion to authorize the advertisement of the Ordinance to vacate Funke Street from Pine Avenue to Kline Avenue; seconded by Mr. Geibel; all were in favor and the motion carried.

ORDINANCE TO OPEN FUNKE STREET FROM PINE AVENUE TO JACKSONWALD AVENUE – MOTION: Mr. Geibel made the motion to authorize the Borough Solicitor to prepare an Ordinance to open Funke Street from the vacated portion of Pine Avenue to Jacksonwald Avenue; seconded by Mr. Eggert; all were in favor and the motion carried.

ADVERTISE THE ORDINANCE TO ORDAIN FUNKE STREET FROM THE VACATED PORTION OF PINE AVENUE TO JACKSONWALD AVENUE – MOTION: Mr. Eggert made the motion to authorize the Borough Solicitor to prepare the Ordinance to ordain Funke Street from the vacated portion at Pine Avenue to Jacksonwald Avenue; seconded by Mr. Fritz; all were in favor and the motion carried.

JOINT MUNICIPAL MEETING - Mr. Lubenow and Mr. Fritz attended the 2023 Imagine Berks Regional meeting between Berks County Planning and Exeter, Amity, Douglass, St. Lawrence, Mt. Penn and Lower Alsace to discuss joint municipal offerings. Mr. Lubenow presented the maps that were distributed during the meeting. Mrs. Eggert will try to scan the maps and send to the Council members so that they can review in detail.

RECESS THE REGULAR MEETING: MOTION: Mr. Eggert made the motion to recess the general meeting to hold the conditional use hearing with 3300 Oley Turnpike Road; seconded by Mr. Fritz; all were in favor and the motion carried. The meeting recessed at 7:52 PM.

CONDITIONAL USE HEARING 3300 OLEY TURNPIKE ROAD – The hearing was called to order at 8:01 PM. There was a court reporter present for the hearing.

RECONVENE THE REGULAR MEETING – MOTION: Mr. Eggert made the motion to reconvene the regular meeting; seconded by Mr. Geibel; all were in favor and the motion carried. The meeting reconvened at 8:33 PM.

3300 OLEY TURNPIKE ROAD: MOTOIN: Mr. Eggert made the motion to grant the conditional use for food manufacturing with the following conditions

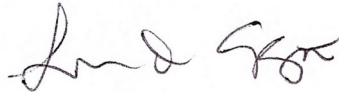
1. Inspection of the sewer and grease trap inspected by the Borough Sewer Engineer
2. Applicant abides by all testimony and evidence produced at the hearing
3. Applicant complies with all requirements and regulations laid out in the Borough Zoning Ordinance
4. Applicant shall use, develop and maintain the property in compliance with state law
5. Applicant shall apply for, obtain and maintain all permits for work being done at the property
6. Applicant may not expand, alter and otherwise use the property inconsistently with the Decision of Conditional use and failure to comply is an immediate revocation of the relief granted

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 personnel; seconded by Mr. Geibel; all were in favor and the motion carried. The Council entered executive session at 8:36. Council came out of executive session at 9:27 PM.

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 9:27 PM.

Respectfully submitted,



Susan D. Eggert
Borough Secretary

**ST. LAWRENCE BOROUGH COUNCIL
MEETING MINUTES
THURSDAY, MAY 11, 2023**

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. Mr. May asked for a moment of silence for the passing of the Borough Mayor, Mr. Barrie Kinsey.

ROLL CALL: Mr. May did roll call and the following Council 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, Ms. Allison Leinbach, Borough Manager, Mr. Derrek Rhoads, Road Master, Mrs. Susan Eggert, Borough Secretary, Ms. Joan London, Borough Solicitor, Kozloff Stoudt, and Mr. Ty Leinneweber, Borough Engineer, SDE.

ABSENT: Mr. Gregory Zawilla, Member

APPROVAL OF THE MINUTES: The minutes from the previous meeting held on Thursday, April 13, 2023, 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 and file them for audit; seconded by Mr. Warren Lubenow; all were in favor and the motion carried. Mr. Lubenow just clarified that under Municipal Lands; he spoke with motorcycle riders and thanked them for clearing the debris from the fire trails and they informed Mr. Lubenow that it was not them who cleared the trail so it must have been others who were out hiking or riding that did the job; either way the trails are clear of debris.

APPROVAL AND PAYMENT OF THE BILLS: All bills requiring payment and ratification were presented to Council for their review. Bills requiring payment and ratification from the general fund total \$99,531.92. Bills requiring payment and ratification from the sewer fund total \$49,588.63. Bills requiring payment and ratification from the liquid fuels fund total \$3,228.17. Bills requiring payment and ratification from the fire tax fund total \$4,307.90. **MOTION:** Mr. Lubenow made the motion approving 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 all 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. Michael Fritz; all were in favor and the motion carried.

GENERAL: \$715,882.96 **RESERVE:** \$107,455.19 **SEWER:** \$142,050.95 **FIRE TAX:** \$41,291.23 **LIQUID FUELS:** \$270,112.29

REPORT OF THE BOROUGH ENGINEER – TY LEINNEWEBER

ZONING HEARING FOR DANIEL MOLNAR – Mr. Leinneweber indicated that he attended the Zoning Hearing for Mr. Molnar at 494 Parkview Road. The Zoning Hearing Board granted all the variances that were requested with conditions; those conditions dealt with stormwater management and erosion and sedimentation control. The Zoning Hearing Board did grant the request for no land development plan.

REPORT OF THE BOROUGH SOLICITOR – JOAN LONDON, KOZLOFF STOUDT

DRAFT ORDINANCES FOR FUNKE STREET - Ms. London has prepared the ordinances for the vacating and opening of portions of Funke Street. These will be ready for review at the June meeting.

HUNTING ORDINANCE - This ordinance will be ready for Council’s review at the June meeting.

REPORT OF THE CODE ENFORCEMENT/ZONING OFFICER - ALLISON LEINBACH

Ms. Leinbach indicated that she has issued several commercial zoning permits as well as residential zoning permits. As far as code enforcement goes grass height hang tags are being issued and for the most part compliance is gained with this process.

REPORT OF THE PUBLIC WORKS DIRECTOR - DERREK RHOADS

Mr. Rhoads indicated that the PennDOT project is winding down over the next two weeks and final inspections will be done on the curbs and streets. There was an issue with the swale and paving was done into the swale and once this was reported the asphalt was removed. Mr. Lubenow commented about the paving and the handicap ramp at Seidel Street and the issues that it is causing at this intersection and that the curb has already been hit several times because of the dip in the road by the handicap ramp. Mr. Rhoads indicated that he will contact the PennDOT inspector and let them know of the problem. The bamboo was burned; there have been a few sprouts which we have been able to control at this time.

PLANNING COMMISSION

The Planning Commission met on April 26, 2023 and discussed the Funke Street vacating and opening. This was discussed in detail with the Commission and the Commission sent a letter to Borough Council endorsing the vacating and opening. Also the Commission discussed the annexation lot plan for the Leinbach family. Mr. Lubenow explained to the Commission the zoning variance that was given to the Leinbach family many years ago when he sat on the Board and with the official vacating of that area of Funke Street Mr. Jeffrey Leinbach can gain the square footage that is needed for the lot size and therefore the property lines can be changed to make it accessible from the rear and the front. There is no need to do a land development plan because there is really nothing being constructed. The Commission has sent a letter to the Borough Council recommending that they grant a waiver for land development and accept their annexation lot plan. **MOTION:** Mr. Lubenow made the motion to grant the wavier of land development and accept the annexation lot plan for the Leinbach family; seconded by Rev. Bennethum; all were in favor and the motion carried.

RESOLUTION 877-2023 - Resolution 877-2023 will appoint Mr. Robert Gaston Jr. to fulfill Mr. Barrie Kinsey’s term on the Planning Commission. The only reason the Borough is able to move this fast on this action is because we were already searching for an alternate to the Commission because of having a hard time getting a quorum and Mr. Gaston was going to be that alternate, at this time we will be searching for another alternate. **MOTION:** Mr. Eggert made the motion to adopt Resolution 877-2023; seconded by Mr. Geibel; all were in favor and the motion carried.

RECREATION - DAVID W. EGGERT

PLAYGROUND LEADERS – At this time, the Borough is looking to hire Gabrielle Smith, Serenity Zawilla and Madison Blair as the 2023 summer playground leaders at an hourly rate of \$14.00. **MOTION:** Mr. Eggert made the motion to hire Gabrielle Smith, Serenity Zawilla and Madison Blair at an hourly rate of \$14.00 an hour; seconded by Mr. Fritz; all were in favor and the motion carried. The summer program will run from June 12 – August 4. The leaders will be starting in May to get the playground ready for opening.

LIBRARY LIAISON - REV BENNETHUM

Rev. Bennethum reported that Saturday is Library Day. They are screening applications currently for an executive director.

UNFINISHED BUSINESS

EXETER FIRE ADVISORY BOARD – At this time they are accepting applications for the Fire Advisory Board therefore this item will be removed from the agenda.

NEW BUSINESS

MAYOR VACANCY – With the passing of Mr. Barrie Kinsey according to the Borough Code the Borough has 30 days to appoint a replacement. Anyone interested in becoming the Borough Mayor should let the Borough Office know and interviews will be held prior to the Council meeting; the committee will be Mr. Warren Lubenow and Mr. Michael Fritz. An appointment can then be made during the regular meeting held on June 8, 2023.

SMALL WIRELESS COMMUNICATION ORDINANCE- The ordinance was sent to Council via e-mail to review prior to the meeting. **MOTION:** Mr. Eggert made the motion authorizing Ms. London to advertise the small wireless communication ordinance, Ordinance 452 for adoption at the June 8 meeting; seconded by Mr. Lubenow; all were in favor and the motion carried.

LEINBACH FAMILY – The annexation lot plan was reviewed by Planning Commission and the Borough Engineer and recommended to Council for approval. **MOTION:** Mr. Eggert made the motion authorizing the final plan for the annexation lot plan for the Leinbach properties belonging to Ms. Lynn Leinbach, Ms. Allison Leinbach and Mr. Jeffrey Leinbach; seconded by Mr. Lubenow; all were in favor and the motion carried.

EXECUTIVE SESSION: MOTION: Mr. Eggert made the motion to go into executive session to discuss legal issues; seconded by Mr. Geibel. Council went into executive session at 8:02 PM. Council came out of executive session at 9:03 PM.

ADJOURNMENT: MOTION: Mr. Lubenow made the motion to adjourn; seconded by Rev. Bennethum; all were in favor and the motion carried. The meeting of the St. Lawrence Borough Council adjourned at 9:03 PM.

Respectfully submitted,

Susan D. Eggert
Borough Secretary

**ST. LAWRENCE BOROUGH COUNCIL
MEETING MINUTES
THURSDAY, JUNE 8, 2023**

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 of Borough Council, staff and professionals were present; Mr. Robert J. May, Council President, Mr. David W. Egger, Council Vice President, Rev. D. Michael Bennethum, Member, Mr. Michael Fritz, Member, Mr. Steve Geibel, Member, Mr. Gregory Zawilla, Member, Ms. Allison Leinbach, Borough Manager, Mr. Derrek Rhoads, Road Master, Mrs. Susan D. Eggert, Borough Secretary, Ms. Joan London, Borough Solicitor, Mr. Ty Leinneweber, Borough Engineer, and Mrs. Pamela Stevens, Borough Engineer.

ABSENT: Mr. Warren Lubenow, Member

OTHERS PRESENT: Mrs. Corrine Crupi-Zana, Incoming Borough Mayor, Mr. Jason Croft, Resident/Candidate for Exeter School Board, Tabitha Symonds, Resident and Nancy Leinbach, Resident

APPOINTMENT OF NEW BOROUGH MAYOR

Mrs. Corrine Crupi-Zana has many years of municipal experience and sent a letter of interest and resume to the Borough office for the position of Borough Mayor. Mayor Barrie Kinsey passed away prior to the May Council meeting and Council indicated that they would look at any candidate who sent a letter of interest. **MOTION:** Mr. Eggert made the motion to appoint Mrs. Zana to the position of Borough Mayor to fill Mayor Kinsey's term which expires 12/31/25; seconded by Mr. Fritz; all were in favor and the motion carried. The motion was then amended by Mr. Eggert to indicate that this appointment was being done by way of Resolution 877-2023; seconded by Rev. Bennethum; all were in favor and the motion carried.

APPROVAL OF THE MINUTES: The minutes from the previous meeting, Thursday, May 11, 2023, were distributed to the members of Council prior to the meeting for review. There were no questions, corrections or clarifications to the minutes. **MOTION:** Mr. David Eggert made the motion to approve the minutes as presented; seconded by Rev. Bennethum; all were in favor and the motion carried.

APPROVAL AND PAYMENT OF THE BILLS: Bills requiring payment and ratification from the general fund totaled \$90,706.59. Bills requiring payment and ratification from the sewer fund totaled \$12,701.60. **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 that it could be approved as presented and filed for audit. **MOTION:** Mr. Eggert made the motion approving the treasurer's report as presented and filing it for audit; seconded by Mr. Fritz; all were in favor and the motion carried.

GENERAL: \$702,494.87 **SEWER:** \$152,591.85 **RESERVES:** \$117,924.98 **LIQUID FUELS:** \$267,971.83 **FIRE TAX:** \$44,581.90

PUBLIC HEARINGS, PETITIONS:

SMALL WIRELESS COMMUNICATION PUBLIC HEARING - This evening there was a public hearing for the adoption of Ordinance 452 which details the fee schedule and layout for small wireless communication facilities. There was a court reporter present for this hearing. All questions were asked and answered by Borough Solicitor, Joan London, Kozloff Stoudt. **MOTION:** Mr. Eggert made the motion to adopt Ordinance 452 Small Wireless Communication Facilities; seconded by Mr. Fritz; all were in favor and the motion carried.

FUNKE STREET PRESENTATION - Mr. Rhoads setup a presentation about the Borough's intentions for the opening of Funke Street. The Borough is currently going for a low road volume grant to open Funke Street from Jacksonwald Avenue to Pine Avenue. This is mainly being done to control stormwater coming off the hillside and to stabilize and protect the sewer line that comes down through that area. The low volume road grant will allow the roadway to be installed and vegetation will be placed to try to slow the flow of stormwater down the hillside. The current stormwater piping has become eroded because of the amounts of water coming off the hillside. Questions were asked about what cost would be out of pocket with the grant; Mr. Rhoads answered that ideally the grant would cover most of the cost of the installation of the road. There are also trees that need to be removed which will most likely be removed regardless of whether or not we get the grant because they are over the sewer line and roots are getting into the system and causing problems. Ms. Nancy Leinbach and Mrs. Tabitha Symonds spoke about the concerns that they have with the road going in; this will not be done until next year because the first rounds of grants aren't until January 2024. It was also noted that if the grant is not received this project will not move forward and is only in the preliminary phase; the project has not even moved into the engineering phase therefore the plans being presented are just design in nature. Ms. Leinbach and Mrs. Symonds did not seem to be in favor of the roadway going through however Mr. David Marsh has requested a public hearing on this matter which will be scheduled for the July meeting. **MOTION:** Mr. Eggert made the motion authorizing the advertisement of a public hearing for the opening of Funke Street from Jacksonwald Avenue to Pine Avenue to take place at the next Borough Council meeting on July 13, 2023, at 7:32 PM; seconded by Mr. Steve Geibel; all were in favor and the motion carried.

ORDINANCE 454 - Ordinance 454 is for the vacating of Funke Street from Pine Avenue to Kline Avenue. This will then revert the property back to the homeowners. **MOTION:** Mr. Eggert made the motion to adopt Ordinance 454 vacating Funke Street from Pine Avenue to Kline Avenue; seconded by Mr. Fritz; all were in favor and the motion carried.

JASON CROFT – 3724 ST. LAWRENCE AVENUE - Mr. Croft presented this evening to inform Council that he is a candidate running for the Exeter School Board and he attended their meeting last week. During this meeting the topic of the Elm Street cross town connector was once again discussed. The board has concerns about school shootings and a way to flee the area quickly. Mr. May gave Mr. Croft a background to the cross-town connector meetings and the interest that the Borough has in discussing this matter again. Mr. May also confirmed Mr. Croft's opinion that the school district has not approached the Borough about this project.

REPORT OF THE BOROUGH ENGINEER - TY LEINNEWEBER

Mr. Leinneweber informed Council that Ms. Pamela Stevens has returned to SDE. Ms. Stevens was the Borough Engineer prior to Mr. Leinneweber taking over after Ms. Stevens left SDE to pursue other things. Now that Ms. Stevens has returned to SDE she will taking over the Borough from Mr. Leinneweber. Council thanked Mr. Leinneweber for his services and welcomed Ms. Stevens back to the Borough.

REPORT OF THE BOROUGH MAYOR

Mr. May informed Mayor Zana that the police report is available every month for review. Mayor Kinsey always gave a short report about events in the Borough. The Borough Council welcomed her on board.

RECREATION - DAVID EGGERT

PLAYGROUND - The playground will open on June 12.

PUBLIC WORKS

RFP FOR FIRE SERVICE - We are in the last year of the RFP for fire service. **MOTION:** Mr. Eggert made the motion to have the Borough Solicitor prepare the RFP for fire service; seconded by Mr. Fritz; all were in favor and the motion carried.

TRASH CONTRACT OPTION YEAR 2024 – The Council was informed that it is time to decide about the trash contract. There are two more optional years on the contract and it is time to decide whether or not the Borough would like to entertain the 2024 optional year of the contract. The annual cost for 2024 would be \$173,804.40 which is a bid cost of \$261.36 per household. Council requests the Borough Secretary to send a letter to J. P. Mascaro requesting an extension of the optional year 2024. **MOTION:** Mr. Fritz made a motion to enter into the option year 2024 with J. P. Mascaro and requests that a letter be sent to them to find out if they are interested in the extension; seconded by Mr. Eggert; all were in favor and the motion carried.

PARKVIEW ROAD BRIDGE: **MOTION:** Mr. Eggert made the motion to amend the agenda to discuss the repairs to the Parkview Road Bridge; seconded by Rev. Bennethum; all were in favor and the motion carried. Mr. Rhoads prepared a repair cost estimate sheet based on the information and specs that he received from the engineer who inspected the bridge last year. It is coming up for another inspection in September. The repairs will be done by the Borough Road crew with help from the Mt. Penn Road crew. Mr. Fritz indicated that he could aid in the purchase of these parts through connections he has if he could get a copy of these specs; Mr. Rhoads will forward the specs to Mr. Fritz. It was also discussed whether or not this bridge would be inspected after the repairs prior to any traffic on the bridge. It was decided that Ms. Stevens, SDE, will inspect the bridge after the repairs are done to insure the safety of traffic on the bridge. In addition, Mr. May indicated that he feels that this bridge is going to see a lot of extra traffic now that Shelbourne Road is closed for work on the traffic signals and the Gibraltar Road bridge is closed for repairs as well as the Carsonia Avenue bridge. Mr. Rhoads indicated that he would like to have the repairs done on the bridge prior to the inspection in September. **MOTION:** Mr. Eggert made the motion authorizing the purchase of materials and rentals for the repairs of the Parkview Road Bridge not to exceed \$11,900; seconded by Mr. Gregory Zawilla; all were in favor and the motion carried.

MUNICIPAL LANDS

HUNTING ORDINANCE – The hunting ordinance was advertised for adoption. This was discussed in detail, questions were asked about how enforceable this Ordinance would be since the majority of the land is in Exeter Township. Ms. London indicated that the majority of this land is in Exeter Township and that Exeter Police would have to do enforcement. Council was of the opinion that this Ordinance is not very enforceable; Mr. Fritz indicated that he felt that Council should table this Ordinance until Mr. Lubenow is present so that his opinion can be heard by Council. **MOTION:** Mr. Fritz made the motion to table Ordinance 453 until the July 13, 2023 meeting; seconded by Mr. Zawilla; all were in favor and the motion carried.

GENERAL COMMENTS TO COUNCIL

SERVICE ELECTRIC – The Borough did receive a letter from Service Electric with regards to an increase in rates for cable television and a decrease in rates for internet services. Ms. Leinbach indicated she just wanted to make Council aware of the rate increase and decrease in services provided by Service Electric.

ADJOURNMENT: MOTION: Mr. Eggert 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 9:14 PM.

Respectfully submitted,

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

Susan D. Eggert
Borough Secretary

**ST. LAWRENCE BOROUGH COUNCIL
MEETING MINUTES
THURSDAY, JULY 13, 2023**

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, staff and professionals were present; Mr. Robert May, Council President, Mr. David W. Eggert, Council Vice President, Rev. D. Michael Bennethum, Member, Mr. Michael Fritz, Member, Mr. Warren Lubenow, Member, Mr. Gregory Zawilla, Mrs. Cori Zana, Borough Mayor, Member, Ms. Pamela Stevens, Borough Engineer SDE; Ms. Joan London, Borough Solicitor Kozloff Stoudt, Mr. Derrek Rhoads, Road Master, Ms. Allison Leinbach, Borough Manager, and Mrs. Susan Eggert, Borough Secretary.

ABSENT: Mr. Steve Geibel, Member

PUBLIC HEARING: Mrs. Tabitha Symons of 3547 Stoner Avenue was present this evening for the public hearing with regards to the opening of Funke Street. Mrs. Symons is still opposed to the opening of Funke Street. The hearing will be next month, Thursday, August 10, 2023 immediately following the opening of the meeting for discussion of the opening of Funke Street; the ordinance will also be advertised for adoption as well at the August meeting.

APPROVAL OF THE MINUTES: The minutes from the June 8, 2023, meeting were distributed to the members of Council prior to the meeting for review. There were no questions, corrections or clarifications to the minutes. **MOTION:** Mr. David Eggert made the motion to approve the minutes as presented; seconded by Mr. 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 prior to the meeting for review. There were no questions, corrections or clarifications to the bills presented. Bills requiring payment and ratification from the general fund totaled \$97,923.62. Bills requiring payment and ratification from the sewer fund totaled \$9,861.24. Bills requiring payment and ratification from the liquid fuels fund totaled \$7,350.16. Bills requiring payment and ratification from the fire tax fund totaled \$2,201.03. **MOTION:** Mr. Eggert made the motion authorizing payment and ratification of all bills presented; seconded by Mr. Fritz; all were in favor and the motion carried.

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

GENERAL: \$691,132.55 **RESERVES:** \$118,409.70 **SEWER:** \$146,090.26 **LIQUID FUELS:** \$264,876.94 **FIRE TAX:** \$43,051.24

BOROUGH ENGINEER REPORT – PAMELA STEVENS, SDE

PARKVIEW ROAD BRIDGE - Ms. Stevens indicated that she went after the storm which produced about eight inches of rain to inspect the bridge. Ms. Stevens reported the bridge actually held up rather well considering the scour and vegetation that surrounded the bridge, in fact, there is now less vegetation

than prior to the storm and the scouring is not any worse than it was prior to the storm. The Borough will be moving forward with the repairs to the bridge that were previously discussed at June's meeting. In addition, Mr. May, Mr. Rhoads and Ms. Leinbach met with Alan Piper, Planner III Transportation with the Berks County Planning Commission, Mr. Piper indicated that the Parkview Road Bridge was on their radar for replacement however this can now be expedited. There is an opportunity to replace the bridge at a five percent cost to the Borough. There were a few options that were discussed; they are looking for a letter of interest to move on to the next step for bridge replacement. Ms. Leinbach indicated that if we budget for a 4 million dollar bridge the Borough cost would be \$200,000. **MOTION:** Mr. Eggert made the motion to authorize the Borough office to send a letter of interest for the bridge replacement to the Berks County Planning Commission so that we can enter into an agreement for replacement of the Parkview Road Bridge; seconded by Mr. Warren Lubenow; all were in favor and the motion carried.

STORM DAMAGE - Ms. Stevens indicated that she had received e-mails from County DES after she reported the damage from the storm and they indicated that they would do the windshield damage report however Sunday evening after the storm Mr. Eggert, the EMC, filed all of the reports required. Mr. Eggert will look into the confusion about this matter.

REPORT OF THE BOROUGH MAYOR - CORI ZANA

Mayor Zana presented a report which is included in the meeting minutes as well as the police report for June. Mayor Zana also talked about the storm and reported that the post office lost their fleet of 33 trucks. Mr. Eggert, the Emergency Management Coordinator, indicated that he had stopped at the post office and they stated that they had no damage; Mayor Zana will share her contact with Mr. Eggert to get the proper information on damage so that it can be reported to County DES.

BUDGET & FINANCE

OPTION 2024 FOR TRASH CONTRACT - J.P. Mascaro is on board to extend the option year 2024 of the trash contract. A letter was received to this effect and an extension agreement will be signed and sent to them for option year 2024. **MOTION:** Mr. Eggert made the motion to send the extension agreement; seconded by Mr. Lubenow; all were in favor and the motion carried.

TAX COLLECTOR AUDIT – The 2022 tax collector audit was e-mailed to all of the Council members for review. There were no findings. **MOTION:** Rev. Bennethum made the motion to accept the tax collector audit for 2022 calendar year; seconded by Mr. Fritz; all were in favor and the motion carried.

VOLUNTEER FIRE SERVICES TAX CREDITS – Ms. Leinbach presented Council with those qualified for the volunteer fire services tax credits. **MOTION:** Mr. Eggert made the motion to approve the certification of the volunteer fire services tax credits; seconded by Mr. Lubenow; all were in favor and the motion carried. **MOTION:** Mr. Eggert made the motion authorizing the disbursement of the actual refunds to those who were certified; seconded by Mr. Lubenow; all were in favor and the motion carried.

EMERGENCY MANAGEMENT COORDINATOR - DAVID EGGERT

STORM DAMAGE - Mr. Eggert indicated that he was out during the storm and assessed the damage that was done and helped to barricade and close off streets that were flooded. At this time, Mr. Eggert is asking for a declaration of local disaster emergency. Mr. Zawilla asked what doing this will get for the Borough; Mr. Eggert explained that this will get funding for damages that occurred and that the County as a whole, needs to reach a certain dollar amount and the state as a whole needs to reach a certain dollar amount. It is really our understanding that Berks County specifically our area got hit the worse during this storm event. **MOTION:** Mr. Eggert made the motion to file a declaration of local disaster emergency; seconded by Mr. Fritz; all were in favor and the motion carried.

ST. LAWRENCE BOROUGH COUNCIL

PUBLIC WORKS - DERREK RHOADS

Mr. Rhoads reported that the Borough did experience an SSO during the storm event and this was reported to DEP today. This back up occurred in the same location as always during a significant rain event because Exeter or now PA American lock their manholes down; we are not sure if they are still being locked down but when the PA American systems backs up it backs up into our system resulting in an overload of the system. Mr. Rhoads also reported that the Antietam Creek through the Borough is now significantly wider than previously, approximately four feet wider.

LIBRARY LIAISON

Rev. Bennethum reported that by next month the library should have a new director.

UNFINISHED BUSINESS

HUNTING ORDINANCE 453 – Mr. May explained that the ordinance did not have enough votes to move forward at the June meeting and since Mr. Lubenow was absent and very much in favor of this ordinance the Council tabled the ordinance until Mr. Lubenow could be present to defend his arguments for the ordinance. Mr. Lubenow indicated that he knows the Council’s main concern about this ordinance is enforcement. He told Council that he spoke with members of the Exeter Police Department and the Game Commission Warden who told him that this would be a great thing to have in place. The Exeter Police representatives said they would respond to calls if they received any calls about people hunting on the land with rifles and the Game Commission Warden said they would respond if called. At this time the timeframe for adoption of this ordinance is crucial so that people can start applying for permits to hunt on our land. **MOTION:** Mr. Lubenow made the motion to readvertise Ordinance 453 Hunting ordinance for adoption at the August meeting; seconded by Rev. Bennethum; all were in favor and the motion carried.

JOINT COMPREHENSION PLAN - Mr. Lubenow indicated that he sat through the Zoom meeting for the Joint Comprehension Plan with Exeter, Amity and Douglass Townships along with Borough of St. Lawrence. The biggest topic of discussion was the cost and whether or not to split the cost by population or acreage. The reason to involve as many municipalities as possible is because the more municipalities involved the greater possibility of receiving grant monies. There was a possible discussion about what could be done if Antietam Shopping Center could be developed as something to consider. The consensus was to pay by acreage which would cost the Borough \$355.38. **MOTION:** Mr. Eggert made the motion authorizing the Borough staff to send a letter of interest to Berks County Planning Commission expressing the interest in being part of the Joint Comprehension Plan; seconded by Rev. Bennethum; all were in favor and the motion carried.

EXECUTIVE SESSION: MOTION: Mr. Eggert made the motion to enter executive session to discuss real estate; seconded by Mr. Fritz; all were in favor and the motion carried. The Borough Council entered executive session at 8:32 PM. Council came out of executive session at 9:12 PM.

ADJOURNMENT: MOTION: Mr. Fritz made the motion to adjourn; seconded by Mr. Lubenow; all were in favor and the motion carried. The Borough Council adjourned at 9:12 PM.

Respectfully submitted,



Susan D. Eggert

Borough Secretary

ST. LAWRENCE BOROUGH COUNCIL

7/23

**ST. LAWRENCE BOROUGH COUNCIL
MEETING MINUTES
THURSDAY, AUGUST 10, 2023**

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 of Council, Borough 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. Gregory Zawilla (Arriving at 7:32 PM), Member; Mrs. Corrine Zana, Borough Mayor; Mr. Derrek Rhoads, Road Master; Ms. Allison Leinbach, Borough Manager; Mrs. Susan Eggert, Borough Secretary; Ms. Pamela Stevens, Borough Engineer, SDE; and Ms. Joan London, Borough Solicitor, Kozloff Stoudt (Arriving at 7:30 PM).

OTHERS IN ATTENDANCE: Mr. Jason Croft, Resident

PUBLIC HEARING ATTENDANCE: Multiple residents; those adjacent property owners to the proposed Funke Street. Details would be recorded by the court reporter who was present for the hearing.

APPROVAL OF THE MINUTES: The minutes from the previous meeting, Thursday, July 13, 2023, were presented to Borough 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 for review. Bills requiring payment and ratification from the general fund totaled \$88,358.62. Bills requiring payment and ratification from the sewer fund totaled \$68,736.25. Bills requiring payment and ratification from the liquid fuels fund totaled \$4,099.92. **MOTION:** Mr. Michael Fritz 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 to the treasurer's report. **MOTION:** Mr. Eggert made the motion to approve the treasurer's report as presented and file it for audit; seconded by Mr. Lubenow; all were in favor and the motion carried.

GENERAL: \$699,466.11 **RESERVES:** \$118,917.54 **SEWER:** \$108,957.45 **FIRE TAX:** \$11,416.99 **LIQUID FUELS:** \$262,067.39 We have received the garage grant; that balance is \$400,622.73, we have already received over \$600 in interest; we are allowed to keep \$500 of the interest and the rest will need to be returned to the state.

REPORT OF THE BOROUGH ENGINEER - PAMELA STEVENS, SDE

ZONING REVIEW LETTER 494 PARKVIEW ROAD - Ms Stevens as Included in the packet a new zoning review letter for 494 Parkview Road. New plans were submitted by Mr. Molnar prior to the flood however the land has changed in this area and these plans may no longer be good. This letter was sent with no replay from the applicant as of yet.

PARKVIEW ROAD BRIDGE/ANTIETAM CREEK/MUNICIPAL GARAGE – Ms. Stevens indicated that there are grant opportunities out there and she is encouraging the Borough to go after for aiding in repairs to the bridge or repairs to the Antietam Creek or possibly the municipal garage to cover costs that will not be covered by the building grant.

REPORT OF THE BOROUGH MAYOR - CORRI ZANA

Mayor Zana reviewed the police report and reported to Borough Council that she attended the Police Commission meeting and the police have reported no concerns involving the Borough of St. Lawrence. The police have increased the traffic enforcement on Route 562, St. Lawrence Avenue.

BUDGET & FINANCE

Approximately 96% of the Borough taxes have been collected.

RECREATION - DAVID EGGERT

The playground program has ended. There were approximately 10-15 children attending in the morning and anywhere from 20-40 children in the evening depending on the weather.

EMERGENCY MANAGEMENT COORDINATOR/PUBLIC WORKS - DAVID EGGERT/ DERREK RHOADS

Mr. Eggert is asking for the declaration of local disaster emergency to be extended for another 30 days.

MOTION: Mr. Eggert made the motion to extend the declaration of local disaster emergency for another 30 days; seconded by Mr. Steve Geibel; all were in favor and the motion carried. It was also noted that the rain event on July 9, 2023, has drastically changed the creek. There will be a presentation of the creek following the public hearing for the Ordinance 455 the opening of portions of Funke Street.

PUBLIC HEARINGS, PETITIONS

Ms. London arrived at 7:30 PM as well as Representative Mark Rozzi. Mr. Rozzi did a short presentation to Borough Council with regards to the grant that was received to do a municipal garage. This was meant to be a joint grant with Mt. Penn Borough but the grant is in St. Lawrence’s name. There was a short discussion and Council promised to reach out if Representative Rozzi could be of any further assistance. Following this presentation Ms. London indicated that she would like to proceed with the public hearing with regards to the opening of Funke Street from Pine Avenue to Jacksonwald Avenue.

MOTION: Mr. Eggert made the motion to recess the public meeting; seconded by Mr. Fritz; all were in favor and the motion carried. The public meeting of the St. Lawrence Borough Council recessed at 7:45 PM. The meeting of the St. Lawrence Borough Council reconvened at 9:36 PM.

ORDINANCE 455 – OPENING OF FUNKE STREET FROM PINE AVENUE TO JACKSONWALD AVENUE

Mr. May just wanted to clarify some of the things that were stated in the public hearing. As far as the Borough not maintaining the property; the property was just surveyed so that the Borough could confirm the boundaries so that upgrades could be done to stormwater maintenance and maintenance of the sewer system. It was the Borough’s intention to install a low volume road to provide better stormwater management with vegetative swales. No experts were hired because if road was not

opened there would be no reason to move forward with design and so forth. Mr. May further indicated that he feels that the street is already opened at the northern end because we have a sewer line running through the area from Pine Avenue to Stoner Avenue. It was argued that this is a paper street on a map but not an opened street. It was further indicated that at the very least tree removal will be done whether or not the street is opened or not over the sewer lines for maintenance reasons. It was further indicated that tree roots and sewer lines do not go together and the Borough just needed to do a lot of work on that particular line due to tree roots. There was some further discussion and Ms. London indicated that the section of Borough Code that was quoted about not opening a paper street within 21 years is a valid argument. After further discussion, Mr. Eggert indicated that he is going to make the motion to adopt Ordinance 455 opening of Funke Street however he would like it on record that he has no intention of voting in favor of this ordinance. **MOTION:** Mr. Eggert made the motion to adopt Ordinance 455 Opening of Funke Street; seconded by Mr. Zawilla; and Mrs. Eggert was asked to do a roll call vote; Mr. Zawilla NAY; Mr. Fritz, NAY; Mr. May, YES; Mr. Eggert, NAY; Mr. Lubenow; NAY; Rev. Bennethum, NAY; and Mr. Geibel, NAY; Vote was 1 – 6; the motion dies.

EMERGENCY MANGEMENT/PUBLIC WORKS' CONTINUATION

Mr. Rhoads did put together slides and pictures of the damage to the Antietam Creek. After the presentation there was discussion about applying to DEP for emergency permitting to get into the creek to clean out debris and repair and stabilize outfalls. Ms. Stevens indicated that this is where applying for LSA grants which are opening up on September 1, 2023 for up to \$1,000,000.00 will be the best option for the Borough to get money to aid in this project. **MOTION:** Mr. Eggert authorized the Borough Manager, Ms. Allison Leinbach and public works department, Mr. Derrek Rhoads, to work on obtaining the emergency permitting from DEP and hire contractors to eliminate the problems with debris in the creek not to exceed a cost of \$125,000.00 in addition authorized SDE to help the Borough Manager and public works department with applying for the LSA grant; seconded by Mr. Fritz; all were in favor and the motion carried.

PUBLIC WORKS – DERREK RHOADS

Mr. Lubenow again mentioned the issue at the corner of Seidel Street and St. Lawrence Avenue where PennDOT installed the handicap ramp and the angle at which the ramp was installed but there is a lot of gouging of the pavement because people are cutting the corner to close. Mr. Rhoads indicated that he had reached out to PennDOT and they indicated that that is what the design was to accommodate the handicap ramp. Mr. Rhoads will paint yellow in this area to delineate traffic away from the curb.

LIBRARY LIAISON - REV BENNETHUM

Rev Bennethum reported that the library is in the process of hiring a new director. This has been a difficult process because the salary is not the problem but the fact that no benefits accompany this position it has been harder to fill the position.

UNFINISHED BUSINESS

ORDINANCE 453 – HUNTING ORDINANCE - Ordinance 453 Hunting Ordinance. This was reviewed at the previous meeting. There have been no changes made to the ordinance but was since advertised for adoption. **MOTION:** Mr. Lubenow made the motion to adopt Ordinance 453 Hunting; seconded by Rev. Bennethum; Mr. Lubenow, Mr. Geibel, Rev. Bennethum, Mr. Eggert, Mr. Fritz, and Mr. Zawilla voting in favor; Mr. May voting against; a vote to 6-1; the motion carried.

RESOLUTION 878-2023 Multimunicipal Comprehension Plan – The joint comprehensive plan is with Amity, Douglas, Exeter and St. Lawrence. This cost will be done by acreage which will cost the Borough no more than \$710.76. **MOTION:** Mr. Eggert made the motion to adopt Resolution 878-2023 the multimunicipal comprehension plan; seconded by Mr. Fritz; all were in favor and the motion carried.

NEW BUSINESS

RESOLUTION 879-2023 FEE SCHEDULE - Resolution 879-2023 is to amend the fee schedule to include the new FEMA fees and the bathroom rental fee for the playground. **MOTION:** Mr. Eggert made the motion to adopt Resolution 879-2023 Fee Schedule; seconded by Mr. Zawilla; all were in favor and the motion carried.

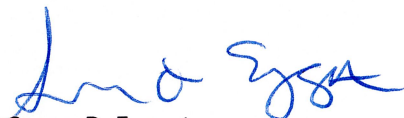
AMMENDMENTS TO THE AGENDA

QUIT CLAIM - MOTION: Mr. Eggert made the motion to amend the agenda to discuss the quit claim deed for the portion of Funke Street that was vacated to Mr. Jeffrey Leinbach; seconded by Mr. Lubenow; all were in favor and the motion carried. **MOTION:** Mr. Eggert made the motion authorizing the signing of the quit claim deed for the portion of Funke Street that was vacated to Mr. Jeffrey Leinbach; all were in favor and the motion carried.

LANDIS MECHANICAL PROPOSAL - MOTION: Mr. Eggert made the motion to amend the agenda to discuss the proposal by Landis Mechanical through costars for the conversion over to gas for the Borough Hall; seconded by Mr. Lubenow; all were in favor and the motion carried. There was a discussion and the quote from Landis Mechanical for the conversion of the heating system over to gas for the Borough Hall at a cost of \$23,101.00 which is costars pricing. **MOTION:** Mr. Eggert made the motion authorizing acceptance of the proposal from Landis Mechanical for conversion of the heating system over to gas; seconded by Mr. Fritz; all were in favor and the motion carried.

ADJOURNMENT: MOTION: Mr. Eggert 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 9:43 PM.

Respectfully submitted,



Susan D. Eggert
Borough Secretary

**ST. LAWRENCE BOROUGH COUNCIL
MEETING MINUTES
THURSDAY, SEPTEMBER 14, 2023**

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

ROLL CALL: Mr. Eggert did roll call and the following members of Council, staff and professionals were present; Mr. David Eggert, Council Vice President, Rev. D. Michael Bennethum, Member, Mr. Michael Fritz, Member, Mr. Steve Geibel, Member, Mr. Gregory Zawilla, Member, Ms. Joan London, Borough Solicitor, Kozloff Stoudt, Ms. Pamela Steves, Borough Engineer, SDE, Ms. Allison Leinbach, Borough Manager, Mr. Derrek Rhoads, Road Master and Mrs. Susan Eggert, Borough Secretary.

ABSENT: Mr. Robert J. May, Council President and Mr. Warren Lubenow, Member.

APPROVAL OF THE MINUTES: The minutes from the Thursday, August, 10, 2023, 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. 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 their review. Bills requiring payment and ratification from the general fund totaled \$85,354.43. Bills requiring payment and ratification from the sewer fund totaled \$12,192.91. Bills requiring payment and ratification from the liquid fuels fund totaled \$3,144.98. There were no questions or clarifications. **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 to the treasurer's report. **MOTION:** Rev. Bennethum made the motion to approve the treasurer's report as presented and file it for audit; seconded by Mr. Fritz; all were in favor and the motion carried.

GENERAL: \$616,035.35 **RESERVE:** \$119,542.73 **SEWER:** \$159,680.18 **FIRE TAX:** \$11,610.38 **LIQUID FUELS:** \$259,747.63

REPORT OF THE BOROUGH ENGINEER - PAMELA STEVENS

494 PARKVIEW ROAD – A review letter was sent to Mr. Daniel Molnar and is attached to the minutes for review. No response to the letter has been received as of 9/14/23.

FLOODPLAIN ORDINANCE UPDATE – Ms. Leinbach is currently working with the PA Municipal League to revise the Floodplain Ordinance. Ms. Stevens indicated that she attended a town hall meeting where there was discussion about funds being made available for armoring up the shore banks where the flood caused damage to aid in stabilizing people's homes.

PARKVIEW ROAD BRIDGE – The new plates were installed on the Parkview Road Bridge and during that time a three-foot hole opened up while doing the scaling. Ms. Stevens inspected the work that was done and all looks good however Mr. Rhoads will be reaching out to Sensenig Metals to get a plate for

that three-foot gap and add more stabilization to hopefully keep the bridge rating the same or improve the rating for end of the month inspection.

REPORT OF THE BOROUGH SOLICITOR - JOAN LONDON, KOZLOFF STOUTD

Items are covered elsewhere on the agenda.

REPORT OF THE BOROUGH MAYOR - CORRIE ZANA

The police report was available for review as well as the Mayor's Report which included attendance of the Police Commission Meeting and comments that Mayor Crupi made about the number of motor vehicle accidents on St. Lawrence Avenue.

PUBLIC WORKS REPORT - DERREK RHOADS

Mr. Rhoads presented his report to Council. The repairs to the Parkview Road Bridge were discussed with the Engineer's report.

BUDGET & FINANCE

BUDGET MEETING - The budget meeting will be held on Monday, November 6 at 9:30 AM in Borough Hall. **MOTION:** Mr. Zawilla made the motion authorizing the Borough office to advertise the budget meeting for Monday, November 6, 2023, at 9:30 AM in Borough Hall; seconded by Rev. Bennethum; all were in favor and the motion carried.

TAXES COLLECTED - Ms. Leinbach reported that 98.4% of the Borough real estate taxes have been collected.

PLANNING COMMISSION

There will be no Planning Commission meeting in September. The Commission is looking to meet in October to review the changes to the zoning ordinance.

EMERGENCY MANAGEMENT COORDINATOR - DAVID EGGERT

911 FUNDING - Mr. Eggert reported that the 911 funding is set to expire the end of this year where there is a \$1.65 charge per month on cell phone lines. The County Commissioners are working on a resolution to continue with this charge since most people are utilizing cell phones.

EMERGENCY DECLARATION - Mr. Eggert asked for an extension of the 30 day declaration for the July 9, 2023 flood event. **MOTION:** Mr. Geibel made the motion to extend the 30 day declaration for the flood event of July 9, 2023; seconded by Mr. Fritz; all were in favor and the motion carried.

MUNICIPAL LANDS

NO HUNTING SIGNS - The no hunting signs have been posted. Mr. Fritz indicated that Mr. Lubenow asked him to inquire about the purple paint to mark the signs. Purple paint is typically used to indicate private property; Ms. London indicated that since the majority of the property is in Exeter Township the Borough would be considered a private property owner therefore the purple paint may be used for that purpose.

LIBRARY LIAISON - REV BENNETHUM

The new director has been hired. Rev. Bennethum indicated that he would like to see someone new take over as the library liaison next year and suggested maybe Charlene Zawaski would be interested as she is already very active at the library with Friends of the Library. Rev. Bennethum also indicated that since they are receiving the \$5.00 per person donation they are able to receive the maximum state funding possible.

NEW BUSINESS

RESOLUTION 881-2023 – Resolution 881-2023 sets an appointment to the Exeter Fire Advisory Board. Borough Council wishes to appoint Mr. Michael Fritz as the Borough’s representative and Mr. David Eggert as the alternate. **MOTION:** Rev. Bennethum made the motion to adopt Resolution 881-2023; seconded by Mr. Zawilla; all were in favor and the motion carried.

RESOLUTION 880-2023 - Resolution 880-2023 sets the Halloween Curfew and Trick or Treat nights. The Halloween curfew takes effect on Saturday, October 21st through to and including Saturday, November 4th, 2023 from 9:00 PM until 6:00 AM and Trick or Treat Nights will be set from Monday, October 30th and Tuesday, October 31st from 5:00 PM until 8:00 PM. **MOTION:** Mr. Zawilla made the motion to adopt Resolution 880-2023; seconded by Mr. Fritz; all were in favor and the motion carried.

FIRE COMPANY RFP – The RFP from Exeter Township Volunteer Fire Company and Mt. Penn Fire Company will be 2024 at 0.68 mills; 2025 at 0.70 mills; 2026 at 0.72 mills as well as three optional years my mutual consent with 2027 at 0.74 mills; 2028 at 0.76 mills and 2029 at 0.78 mills. There was discussion. **MOTION:** Rev. Bennethum made the motion to accept the joint RFP from Exeter Township Volunteer Fire Company and Mt. Penn Fire Company as stated above; seconded by Mr. Geibel; all were in favor and the motion carried.

2022 Magisterial District Judge Sandra Fegley Audit – The audit was e-mailed to all Council members prior to the meeting for review. **MOTION:** Mr. Zawilla made the motion to accept the 2022 Financial District Judge Audit; seconded by Mr. Fritz; all were in favor and the motion carried.

RESOLUTION 882-2023 - This Resolution is a request Category 4 Facilities Local Share Assessment grant of \$137,535.64 for the purchase of a GM Silverado 6500 HD 4WD Reg Cab Work Truck with a chassis upfit and salter/plow package. **MOTION:** Mr. Zawilla made the motion to adopt Resolution 882-2023; seconded by Mr. Fritz; all were in favor and the motion carried.

RESOLUTION 883-2023 – Resolution 883-2023 requests a Category 4 Facilities Local Share Assessment grant of \$222,093.24 from the Commonwealth Financing Authority to be used for a S76 T4 Bobcat Skid Steer Loader up fitted to attach a heavy-duty bucket, backhoe asphalt compactor and mini paver. **MOTION:** Mr. Zawilla made the motion to adopt Resolution 883-2023; seconded by Rev. Bennethum; all were in favor and the motion carried.

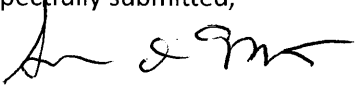
EMS TAX ORDINANCE – Ms. Leinbach asked for the Solicitor to prepare an ordinance for an EMS Tax of 0.5mills to support Lower Alsace Ambulance Association and details to collect delinquent tax collection and giving a household subscription to each household. **MOTION:** Mr. Fritz made the motion authorizing the Borough solicitor to prepare an ordinance for an EMS tax; seconded by Rev. Bennethum; all were in favor and the motion carried.

GENERAL COMMENTS TO COUNCIL

Mr. Fritz indicated that he would like to make comment about the public hearing that was held with regard to the opening of Funke Street. He felt that Council was not properly informed about the criteria of putting a street in and felt that Council was misinformed. In addition, Mr. Fritz indicated that he was upset about the inability to ask questions. Mr. Fritz also apologized to Ms. Leinbach for the opposing attorney's verbal attack on her and was impressed at how well she handled herself during that hearing.

ADJOURNMENT: MOTION: Rev. Bennethum 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 8:28 PM.

Respectfully submitted,



Susan D. Eggert
Borough Secretary

**ST. LAWRENCE BOROUGH COUNCIL
MEETING MINUTES
THURSDAY, OCTOBER 12, 2023**

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 of Borough Council, staff and professionals were present; Mr. Robert J. May, Council President, Mr. David W. Eggert, Council Vice President, Mr. Michael Fritz, Member, Mr. Warren Lubenow, Member, Mr. Gregory Zawilla, Member, Ms. Allison Leinbach, Borough Manager, Mr. Derrek Rhoads, Road Master, Mrs. Susan D. Eggert, Borough Secretary, Ms. Joan London, Borough Solicitor Kozloff Stoudt, and Ms. Pamela Stevens, Borough Engineer SDE.

ABSENT: Rev. D. Michael Bennethum, Member, Mr. Steve Geibel, Member and Mrs. Corrine Zana, Borough Mayor.

OTHERS PRESENT: Mr. Phillip Salamone, Lower Alsace Ambulance Operations Director and Mr. Matthew Stairiker, President of Lower Alsace Ambulance

APPROVAL OF THE MINUTES: The minutes from the September 2023 were presented to Council prior to the meeting for review. There were no questions, corrections or clarification to the minutes. **MOTION:** Mr. David Eggert made the motion to approve the minutes as presented; seconded by Mr. Michael Fritz; Mr. Eggert, Mr. Fritz and Mr. Zawilla voting in favor; Mr. May and Mr. Lubenow abstained; due to the lack of a quorum on the vote the approval of the minutes were tabled until the November meeting. Approval of these minutes will be put on the November agenda.

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 total \$108,753.33. Bills requiring payment and ratification from the sewer fund total \$77,527.24. Bills requiring payment and ratification from the liquid fuels fund total \$3,139.88. **MOTION:** Mr. David Eggert made the motion authorizing payment and ratification of all bills presented; seconded by Mr. Warren Lubenow; all were in favor and the motion carried.

TREASURER'S REPORT: The treasurer's report was distributed to the members of Council prior to the meeting for review. There were no questions, corrections or clarifications to the report and Ms. Leinbach indicated that the treasurer's report could be approved as presented and filed for audit.

MOTION: 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: \$577,694.25 **RESERVE:** \$125,059.36 **SEWER:** \$151,655.23 **LIQUID FUELS:** \$257,682.44 **FIRE TAX:** \$11,728.15

PUBLIC HEARINGS, PETITIONS:

PHIL SALAMONE – LOWER ALSACE AMBULANCE/MATTHEW STAIRIKER – LOWER ALSACE AMBULANCE - Mr. Salamone and Mr. Stairiker presented to this evening to answer any questions that Council may have with regard to implementing an EMS Tax Ordinance and to thank Council for their financial support.

Borough Council discussed and agreed to have the Borough Solicitor prepare an EMS Tax Ordinance at the September meeting to a millage rate of 0.5mills to the tax bill, which would yield approximately \$38,000 to support Lower Alsace Ambulance. After 911 fees, assessment office fees for adding to the bill and administration fees that would leave about \$32,000. Borough Council asked Mr. Salamone which \$32,000 would get the Borough residents as far as an ambulance membership is concerned. Mr. Salamone and Mr. Stairiker discussed with Council the types of memberships that they have and what is offered to the other municipalities. Mr. Salamone did a presentation to Council on how much this financial support would help in providing ambulance service to the residents and thanked the Borough Council for implementing the EMS Tax. Both Mr. Salamone and Mr. Stairiker indicated that this financial support would provide the Borough residents with a full membership.

REPORT OF THE BOROUGH ENGINEER – PAMELA STEVENS, SDE

Ms. Stevens indicated that it was a fairly quiet month in the Borough of St. Lawrence and had nothing new to report at this time.

REPORT OF THE BOROUGH SOLICITOR – JOAN LONDON, KOZLOFF STOUTD

EMS TAX ORDINANCE – Ms. London prepared the ordinance to be reviewed by Council. **MOTION:** Mr. Eggert made the motion authorizing advertisement of the EMS Tax Ordinance; seconded by Mr. Lubenow; all were in favor and the motion carried. This ordinance needs to be advertised two times.

CONDITIONAL USE HEARING - Ms. Leinbach indicated that there is a possible conditional use hearing application for 3301 Oley Turnpike Road for a gymnastic academy. It appears that the Bacon Jam business may have fallen through and this would be a new use of that facility. If the application is received the hearing will start at 7:30 PM with the regular meeting to follow. Ms. Leinbach indicated that she has forwarded the conditional use application and did express the deadlines for receipt of the application so that there is time to review with Planning Commission as well as zoning and engineering. **MOTION:** Mr. Lubenow made the motion authorizing the advertisement of the conditional use hearing for Thursday, November 9, 2023, at 7:30 PM as long as all documentation is received before the deadline; seconded by Mr. Eggert; all were in favor and the motion carried.

REPORT OF THE CODE ENFORCEMENT/ZONING OFFICER - ALLISON LEINBACH

There are a few certified letters for code enforcement that need to be sent. An executive session will be needed at some point to discuss a code enforcement issue but that does not have to be tonight; more information is being obtained for a presentation.

REPORT OF THE BOROUGH MAYOR - CORRINE ZANA

Mayor Zana was not present this evening but the police report and Mayor's report was available for review.

BUDGET & FINANCE – ALLISON LEINBACH

There is only 1.6% of the taxes to be collected to date. The budget meeting is scheduled for Monday, November 6, 2023, at 9:30 AM. This will be advertised next week in the Reading Eagle.

EMERGENCY MANAGEMENT COORDINATOR - DAVID EGGERT

FEMA did not declare our area a disaster because it did not meet the financial threshold, however, they are offering small business loans with very low interest rates. We will need to continue to declare a

ST. LAWRENCE BOROUGH COUNCIL

declaration of emergency because of the work that we need and want to do with the creek. **MOTION:** Mr. Eggert made the motion to do a 30-day extension of the declaration of emergency for the July 9, 2023 storm; seconded by Mr. Michael Fritz; all were in favor and the motion carried.

PUBLIC WORKS – DERREK RHOADS

The report was available for review. Mr. Rhoads also indicated that he was in touch with USDA about the emergency permitting and the armoring of the creek. He sent pictures and they came out and indicated that all of Bingaman Street and over at Weikel Sportswear does indeed qualify for the armoring and appears that this will be 100% funded. The inspector came out to inspect the Parkview Road Bridge and because of the work that we did to the bridge the weight rating of the bridge will be increased. Also Mr. Fritz asked about the debris along the bridge at Oley Turnpike Road; a letter will be sent to PennDOT and all state representatives will be copied on the letter for the clean up of the debris.

LIBRARY LIAISON

Mrs. Eggert spoke with Mrs. Charlene Zawaski about being the Borough liaison starting in January. She was told by the new director that because she was the president of the Friends of the Library that it would be a conflict for her to act in that capacity, therefore she will have to decline at this time. Rev. Bennethum actually suggested Mrs. Zawaski.

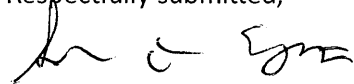
NEW BUSINESS

ANNUAL CONTRIBUTIONS - The Borough does annual donations to the following organizations; Exeter Community Library, Berks County Conservation District, Berks County Solid Waste Authority and Crime Alert Berks. The Exeter Community Library is given a \$5 per person contribution which totals \$9,460. Ms. Leinbach asked to increase the contribution to Berks County Conservation District, Berks County Solid Waste Authority and Crime Alert Berks from \$250 to \$500. This dollar amount has not been increased in a very long time and Ms. Leinbach felt that it was time to increase the Borough's contribution. **MOTION:** Mr. Eggert made the motion to authorize the contributions stated above to Exeter Community Library, Berks County Conservation District, Berks County Solid Waste Authority and Crime Alert Berks; seconded by Mr. Fritz; all were in favor and the motion carried.

MUNICIPAL GARAGE – Mr. Fritz told Council that Mr. Lubenow and himself attended a workshop with Mt. Penn Borough to discuss the municipal garage. There will be another meeting with Mt. Penn Borough Council (3 representatives) and St. Lawrence Borough Council (3 representatives). Mr. Fritz indicated that he felt the conversations so far have been very positive. Mr. Fritz and Mr. Lubenow updated Council on what was discussed; the meeting on Monday, October 16 is to come up with a layout of the building and the needs of each municipality for the garage. Mr. Fritz will keep Council updated about the progress of the meetings.

ADJOURNMENT: MOTION: Mr. Eggert 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
ST. LAWRENCE BOROUGH COUNCIL
10/23

**ST. LAWRENCE BOROUGH COUNCIL
MEETING MINUTES
THURSDAY, NOVEMBER 9, 2023**

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

ROLL CALL: Mr. May did roll call and the following members of Borough Council, 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. Gregory Zawilla, Member, Mrs. Corrie Zana, Borough Mayor, Ms. Allison Leinbach, Borough Manger, Mr. Derrek Rhoads, Road Master, Mrs. Susan Eggert, Borough Secretary, Ms. Pamela Stevens, Borough Engineer, SDE, and Ms. Joan London, Borough Solicitor, Kozloff Stoudt.

OTHERS PRESENT: Conditional Use Applicant and supporters for the hearing portion of the meeting.

APPROVAL OF THE MINUTES: The minutes from the September 14, 2023 meeting and the minutes from October 12, 2023 minutes were presented to Council for their review. There were no questions, corrections or clarifications to the minutes presented. **MOTION:** Mr. Eggert made the motion to approve the minutes from September 14, 2023; seconded by Mr. Fritz; Mr. Eggert, Mr. Fritz, Mr. Geibel, Mr. Lubenow, Rev. Bennethum and Mr. Zawilla voting in favor; Mr. May abstaining because he was not present for the September meeting. The minutes from the October 12, 2023 meeting were present to Council for their review. There were no questions, corrections or clarifications to the minutes. **MOTION:** Mr. Eggert made the motion to approve the minutes from October 12, 2023; seconded by Mr. Lubenow; all were in favor and the motion carried; 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 \$84,836.49. Bills requiring payment and ratification from the sewer fund totaled \$3,476.08. Bills requiring payment and ratification from the liquid fuels fund totaled \$3,139.88. Bills requiring payment and ratification from the fire tax fund totaled \$8,020.00. There were no questions, corrections or clarifications to the bills presented. **MOTION:** Mr. Eggert made the motion to approve the payment and ratification of all bills presented; seconded by Mr. 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 report. **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: \$626,219.24 **RESERVES:** \$125,616.09 **SEWER:** \$107,826.73 **LIQUID FUELS:** \$255,656.98 **FIRE TAX:** \$1,352.33

PLANNING COMMISSION RECOMMENDATION: The Planning Commission met on October 25, 2023 and reviewed the conditional use application for Tri Valley Cheer Club. The Commission Secretary issued a letter of support with a few issues to address to the Borough Council. Council will review the concerns stated by the Planning Commission during the Conditional Use Hearing.

CONDITIONAL USE HEARING FOR 3300 OLEY TURNPIKE ROAD: MOTION: Mr. Eggert made the motion to recess the Borough Council meeting to hold the Conditional Use Hearing for 3300 Oley Turnpike Road for Tri Valley Cheer Club; seconded by Mr. Fritz; all were in favor and the motion carried. The Borough Council meeting was recessed at 7:40 PM. The hearing was convened for the Tri Valley Cheer Club at 7:40 PM. **MOTION:** Mr. Eggert made the motion to reassess the Borough Council meeting; seconded by Mr. Fritz; all were in favor and the motion carried. The meeting of the Borough Council reassessed at 8:03 PM.

CONDITIONAL USE DECISION FOR 3300 OLEY TURNPIKE ROAD – TRI VALLEY CHEER CLUB

There was little discussion by Borough Council; the general discussion was that as long as formalized parking is done in the parking lot, cross hatching for pedestrian traffic is addressed and the lighting of the parking lot is addressed Borough Council is in full support of them occupying the building at 3300 Oley Turnpike Road Suite C. Council has given them permission to start moving their equipment in to the building. **MOTION:** Mr. Eggert made the motion to grant Tri Valley Cheer Club conditional use for the location at 3300 Oley Turnpike Road; seconded by Rev. Bennethum; all were in favor and the motion carried. Ms. London indicated that a formal conditional use decision will be available in 30 days.

REPORT OF THE BOROUGH ENGINEER – PAMELA STEVENS, SDE

There is actually nothing new to report on at this time.

REPORT OF THE BOROUGH SOLICITOR – JOAN LONDON, KOZLOFF STOUTD

PUBLIC WORKS GARAGE – Ms. London is working on setting up a meeting with AVMA, Mt. Penn and ourselves to discuss the municipal garage. Ms. London will report back with an update on a meeting time.

PA AMERICAN RATE INCREASE – Mr. May indicated that he saw the notice that was submitted to the PUC from PA American proposing sewer rate increases which also included Borough of St. Lawrence. Ms. London will look into this matter and represent the Borough’s best interest with regard to rate increases.

REPORT OF THE CODE ENFORCEMENT OFFICER/ZONING OFFICER – ALLISON LEINBACH

Nothing to report at this time.

REPORT OF THE BOROUGH MAYOR - CORRIE ZANA

The police report was available to review. Mayor Zana indicated that she attended the Police Commission meeting and reported to Council the items of interest to the Borough.

PUBLIC WORKS REPORT - DERREK RHOADS

HEAT CONVERSION – Mr. Rhoads reported that the heater conversion is underway.

USDA - All the properties along Bingaman Street and Weikel’s Sportswear has been approved for armoring along the creek bed. The cost will be fully funded and there will be no cost to the residents or the Borough.

EMERGENCY MANAGEMENT COORDINATOR - DAVID EGGERT

Mr. Eggert reported that FEMA has accepted the County’s mitigation plan. There will be an upcoming Resolution that will need to be done in the coming months. Also Mr. Eggert would like to continue the declaration of emergency for the flood of July 9, 2023 because of the work that will be done in the near

future. **MOTION:** Mr. Eggert made the motion to continue the declaration of emergency for the flood storm of 7/9/23 for another 30 days; seconded by Rev. Bennethum; all were in favor and the motion carried.

FINANCE - ALLISON LEINBACH

2024 BUDGETS - The proposed budgets for 2024 for the general, sewer, liquid fuels, fire tax and EMS funds were reviewed and discussed. Ms. Leinbach indicated that health insurance is an estimate since she will be going on Medicare as of March and Mrs. Eggert is retiring as the Borough Secretary. A lot of this will be determined when a replacement is found for Borough Secretary so that is a best guess estimate. There were further discussions about the budgets and all questions were answered. The fire tax and EMS tax budgets were also reviewed. Mr. Rhoads did a presentation on cape sealing. This is listed in the proposed budget. Cape sealing is pretty much like crack sealing but better for prolonging the life of the street and Mr. Rhoads had hand outs of what cape sealing would do for a street.

MOTION: Mr. Eggert made the motion to approve the preliminary general fund, sewer fund, liquid fuels, fire tax and EMS tax funds; seconded by Mr. Lubenow; all were in favor and the motion carried.

MUNICIPAL LANDS: The signs for the archery hunting are up. There is no permit ready at this point but Mrs. Eggert has been compiling a list with names and contact numbers for those that have called in to hunt on the Borough lands.

LIBRARY LIAISON

The library has received our donation and were very thankful. Rev. Bennethum indicated that he is seeking out a younger individual to take over as the library liaison. Rev. Bennethum indicated that he was not suggesting Mrs. Charlene Zawaski be the liaison, as stated in the minutes, but asking for her help to recruit a younger individual to represent the Borough. Rev. Bennethum indicated that he has already spoken with Mrs. Zawaski about helping in the recruitment process.

UNFINISHED BUSINESS

ANIMAL RESCUE LEAGUE - Ms. Leinbach indicated that we need to decide on animal control. The 2024 Animal Rescue League will continue to offer their services in 2024 at a cost of \$2.50 per person which would be an annual cost of \$4730; the proposed amount will be \$7.50 per person in 2025.

MOTION: Rev. Bennethum made the motion to contract with the Animal Rescue League for 2024 at an annual cost of \$4730; seconded by Mr. Geibel; all were in favor and the motion carried.

REAFFIRMATION OF THE LEINBACH FAMILY LOT ANNEXATION PLAN - Borough Council needs to reaffirm the annexation plan for the Leinbach family plan that was originally approved on May 11, 2023. The 90-day period to file the plan has expired. **MOTION:** Mr. Eggert made the motion to reaffirm the Leinbach Family Annexation Plan; seconded by Mr. Fritz; all were in favor and the motion carried.

NEW BUSINESS

2024 PROPOSED BUDGETS - The budgets were previously discussed. **MOTION:** Mr. Eggert made the motion authorizing the Borough office to advertise the proposed budgets for adoption at the December 14, 2023, meeting; seconded by Mr. Fritz; all were in favor and the motion carried.

2024 MEETING SCHEDULES – The 2024 proposed meeting schedule was reviewed by Borough Council. The 2024 Planning Commission meeting schedule was approved by the Planning Commission at their October 25, 2023, meeting and will be advertised along with the Borough Council meeting schedule.

Reorganization will need to be done in 2024 on the first Monday of the month but since the first Monday is the holiday it needs to be held on the first day after that, therefore the meeting will be held on Tuesday, January 2, 2024 at 7:30 PM with the regular meeting to follow. All other meetings will be held on the second Thursday of the month. **MOTION:** Mr. Geibel made the motion to advertise the 2024 meeting schedule for both the Borough Council and the Planning Commission as it was presented; seconded by Mr. Eggert; all were in favor and the motion carried.

LETTER OF SUPPORT FOR THE MT. PENN BOROUGH MUNICIPAL AUTHORITY – The Mt. Penn Borough Municipal Authority was looking for a letter of support for a grant that they are seeking for the Neversink Tank Rehabilitation project. **MOTION:** Mr. Eggert made the motion to give the Mt. Penn Borough Municipal Authority a letter of support for the grant for the Neversink Tank Rehabilitation project; seconded by Mr. Fritz; all were in favor and the motion carried.

PUBLIC WORKS GARAGE – MICHAEL FRITZ/WARREN LUBENOW

Mr. May was looking for an update on the meeting held with Mt. Penn Borough with regards to the public works garage. Mr. Fritz told Council that he felt that it was a very productive meeting and at this point they are in a waiting pattern until Ms. London can setup a meeting with AVMA, Mt. Penn Borough and St. Lawrence. Mr. Okonski has a document showing borings that were done 100 feet away from the proposed site; Mr. Okonski will be asked to forward this to Ms. Stevens for review. Also Mr. Okonski will be in touch with Representative Rozzi to ask for an additional \$100,000 for this project.

COPIER LEASE – Ms. Leinbach asked for permission to renegotiate the copier lease. **MOTION:** Mr. Eggert made the motion authorizing Ms. Leinbach to renegotiate the current copier lease; seconded by Rev. Bennethum; all were in favor and the motion carried.

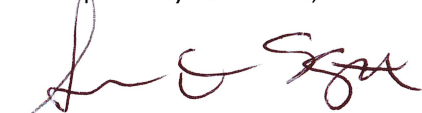
GENERAL COMMENTS TO COUNCIL

MAYOR ZANA - Mayor Zana just wanted to offer her appreciation to Ms. Leinbach and all of those involved in the budget process. She indicated that this is a lengthy, tiring process and she appreciates all of the work that goes into creating the budget.

SANTA TOUR - Mr. Fritz told Borough Council that the donations are now deteriorating from businesses for candy canes. Mr. Fritz was asking if the Borough would be willing to provide 150 candy canes at an approximate cost of \$1.00 per candy cane. **MOTION:** Mr. Lubenow made the motion authorizing a donation of 150 candy canes for the Santa tour spending up to \$150; seconded by Rev. Bennethum; Mr. May, Mr. Lubenow, Mr. Eggert, Mr. Zawilla, Mr. Geibel, and Rev. Bennethum voting in favor; Mr. Fritz abstained due to a conflict of interest.

ADJOURNMENT: MOTION: Mr. Eggert made the motion to adjourn; seconded by Mr. Lubenow; all were in favor and the motion carried. The meeting of the St. Lawrence Borough Council adjourned at 9:04 PM.

Respectfully submitted,



Susan D. Eggert
Borough Secretary

**ST. LAWRENCE BOROUGH COUNCIL
MEETING MINUTES
THURSDAY, DECEMBER 14, 2023**

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 of Council, staff and professionals were present; Mr. Robert J. May, Council President, Mr. David Eggert, Council Vice President, Rev. D. Michael Bennethum, Member, Mr. Michael Fritz, Member, Mr. Steve Geibel, Member, Mr. Warren Lubenow, Member, Mrs. Corrie Zana, Borough Mayor, Mr. Derrek Rhoads, Road Master, Ms. Allison Leinbach, Borough Manager, Mrs. Susan Eggert, Borough Secretary, Ms. Joan London, Borough Solicitor, Kozloff Stoudt; and Ms. Pamela Stevens, Borough Engineer, SDE.

ABSENT: Mr. Gregory Zawilla, Member

OTHERS PRESENT: Mrs. Amanda Muso, New Borough Secretary

APPROVAL OF THE MINUTES: The minutes from the Thursday, November 9, 2023, meeting were presented to Council for review. There were no questions, corrections or clarifications to the minutes and could be approved as presented and filed for audit. **MOTION:** Mr. David Eggert made the motion to approve the minutes as presented and file them for audit; 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 the Council for review. There were no questions, corrections or clarifications to the bills presented. Bills requiring payment and ratification from the general fund totaled \$139,780.39. Bills requiring payment and ratification from the sewer fund totaled \$28,241.42. Bills requiring payment and ratification from the liquid fuels fund totaled \$6,713.34. **MOTION:** Mr. Eggert made the motion to approve 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 for their review prior to the meeting. There were no questions, corrections or clarifications to the treasurer's report and Ms. Leinbach indicated that the report could be approved as presented and filed for audit. **MOTION:** Mr. Michael Fritz made the motion to approve the treasurer's report and public works garage grant as presented and file it for audit; seconded by Mr. Eggert; all were in favor and the motion carried.

GENERAL: \$469,476.47 **SEWER:** \$167,605.76 **RESERVE:** \$126,159.89 **LIQUID FUELS:** \$253,599.14
FIRE TAX: \$1,651.52 **PW GARAGE GRANT:** \$408,048.37

REPORT OF THE BOROUGH ENGINEER - PAMELA STEVENS, SDE

MOLNAR PROPERTY - Ms. Stevens indicated that she received a revised submission including a plan and response letter toward the end of September. The Zoning hearing decision was not included on the plan and the garage overhang was eliminated and the wrap around porch was revised to not increase the non-conforming front yard setback. Ms. Stevens will discuss with Ms. Leinbach before moving forward.

FLOODPLAIN ORDINANCE – Floodplain ordinance will be updated probably around the March timeframe. Ms. Stevens will work with Ms. Leinbach and the Planning Commission with updates.

PUBLIC WORKS GARAGE - Ms. Stevens indicated that the soil boring report that she received from Mt. Penn was incomplete and the rest of the report cannot be located. They are working on finding the rest of the report; however at this time she is recommending the soil borings be done from an engineering standpoint. The quote for this is \$6,200. Mr. Fritz asked if this could be paid out of the grant monies; the answer is yes, however that cuts into the funds available for building. Mr. Fritz indicated that he has 43-years of experience in construction and would like to waive the boring study; Ms. Stevens indicated that professionally she will not recommend that this study be waived. Mr. Fritz indicated that he would recommend not moving forward with anything until there is an agreement in place with AVMA and Mt. Penn Borough. Ms. London indicated that she has reached out to the attorneys and AMVA's agreement would be a land use agreement. Mayor Zana asked how the active merger talks between Lower Alsace and Mt. Penn would affect the agreement; Ms. London indicated that this agreement would run with the land and should not be affected. Ms. London also indicated that the agreement with Mt. Penn would be treating Mt. Penn as a tenant. These two agreements can be done parallel to the other. At this time, we will be in a holding pattern until we have agreements in place.

REPORT OF THE BOROUGH SOLICITOR - JOAN LONDON, KOZLOFF STOUDT

ORDINANCE 456 - Ordinance 456 sets an Emergency Medical Services Tax at 0.5 mills on all real estate property situated in the Borough of St. Lawrence; this will support Lower Alsace Ambulance. The ordinance is included in the minutes for reference. There was no discussion. **MOTION:** Mr. Eggert made the motion to adopt Ordinance 456; seconded by Mr. Fritz; all were in favor and the motion carried.

REPORT OF THE BOROUGH MAYOR – CORRINE ZANA

Mayor Zana indicated that she attended the Commissioner's Breakfast along with Councilman Lubenow on November 17. There was discussion about their plans and hopes of bringing back Amtrak service from Reading to Philadelphia; currently waiting on major funding to be approved. The Commissioner's were also proud to present the county with the "Berks 1st" magazine which is sent out to every household; this is being done with the loss of the Reading Eagle Newspaper. The police report was also available for review.

BUDGET & FINANCE - ALLISON LEINBACH

2024 PROPOSED BUDGETS - The proposed budgets were presented for the general, sewer, liquid fuels, fire tax and EMS tax. These budgets were previously reviewed. **MOTION:** Mr. Eggert made the motion to approve the general fund, sewer fund, liquid fuels fund, fire tax fund and EMS Tax fund budgets as presented; seconded by Mr. Lubenow; all were in favor and the motion carried.

RESOLUTION 884-2023 - Resolution 884-2023 fixes the tax rate for 2024 with no changes from 2023. The general Borough millage rate is set at 7.00 mills and the fire tax mill is set at 0.68 mills. **MOTION:** Mr. Lubenow made the motion to adopt Resolution 884-2023 fixing the tax rates for 2024; seconded by Mr. Eggert; all were in favor and the motion carried.

2024 MUNICIPAL TAX SHEET - The 2024 municipal tax sheet which authorizes the County to include the municipal taxes/levies on the tax bill. This also gives the County the authority to bill the Borough for half of the costs incurred in this tax billing and mailing process. This form needs to be signed by an elected official. **MOTION:** Mr. Eggert made the motion authorizing the Council President to sign the 2024 municipal tax sheet for real estate taxes; seconded by Mr. Lubenow; all were in favor and the motion carried.

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CREDIT CARD PAYMENTS FOR TAXES - Mrs. Eggert explained to Council that the County is now allowing residents to pay by credit card for their county/municipal taxes. Mrs. Eggert indicated that she would prefer to not accept credit card payments because the school district has nothing setup for credit card payments and residents are going to want to pay that way for school taxes as well. Also, there is at least a 2.15% fee attached to this payment which is more than the discount amount. Currently the Borough collects approximately 99.6% of all the taxes without offering credit card options. Mrs. Eggert explained that if the Borough would like to revisit this option at a later time you are able to do that. At this time the Council decided to hold off on offering this option.

EMERGENCY MANAGEMENT COORDINATOR - DAVID EGGERT

CONTINUATION OF THE DECLARATION OF EMERGENCY FOR JULY 9, 2023 STORM - Mr. Eggert is asking for the declaration to continue for the disaster of the storm of July 9, 2023 for another 30 days.

MOTION: Mr. Lubenow made the motion authorizing a 30-day continuation of the disaster declaration for the storm of July 9, 2023; seconded by Mr. Steve Geibel; all were in favor and the motion carried.

COUNTY HAZARD VULNERABILITY ASSESSMENT AND MITIGATION PLAN - The County is asking that all municipalities adopt the updated hazard vulnerability assessment mitigation plan. This will be by way of Resolution 885-2023. **MOTION:** Mr. Eggert made the motion to adopt Resolution 885-2023; seconded by Mr. Fritz; all were in favor and the motion carried.

PUBLIC WORKS - DERREK RHOADS

Mr. Rhoads submitted his report. He indicated that the conversion over to gas is now complete with no problems.

GENERAL COMMENTS TO COUNCIL

EMERGENCY SERVICES TAX CREDIT – Mr. Geibel indicated that Exeter Township will now be giving the Exeter Township Fire Fighters 100% tax credit starting in 2024 and indicated that St. Lawrence has in the past followed what Exeter Township has done. There was a discussion about giving 100% and what the criteria for those eligible for the credit. Mr. May has asked for further information because the taxes are lumped altogether in St. Lawrence but they are not in Exeter. By giving 100% tax credit those individuals would be getting free trash, police service, streetlighting and fire hydrants. Mr. May asked Mr. Geibel to gather more information on the criteria to be eligible and this will be discussed further at the January meeting.

JOINT MUNICIPAL – Mr. Lubenow indicated that they discussed an online news publication at the last meeting. This is being funded by grant money. They will bring reporters in to report on municipal meetings. This is being organized by Spotlight PA, the individual organizing the Berks location is Heather Adams and her email address is heather@spotlightpa.org.

EXECUTIVE SESSION: Borough Council needs an executive session to discuss personnel issues.

MOTION: Mr. Eggert made the motion to enter executive session to discuss personnel issues; seconded by Rev. Bennethum; all were in favor and the motion carried. Council entered executive session at 8:25 PM. Council came out of executive session at 8:41 PM. After executive session the following actions were taken.

RESIGNATION OF SUSAN EGGERT, BOROUGH SECRETARY – Borough Council accepted the resignation of Mrs. Susan Eggert as the Borough Secretary who will move into a part time position as Assistant Secretary and Recreation Director at an hourly rate of \$24.94. **MOTION:** Rev. Bennethum made the

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motion to accept the resignation of Mrs. Susan Eggert as the full time Borough Secretary; seconded by Mr. Steve Geibel; all were in favor and the motion carried.

APPOINTMENT OF AMANDA MUSO – Council appoints Mrs. Amanda Muso as Borough Secretary by Resolution. Resolution 886-2023 appoints Amanda Muso as Borough Secretary effective December 18, 2023 at an hourly rate; annual salary effective December 25, 2023 at an annual salary of \$41,500.

MOTION: Mr. Eggert made the motion to adopt Resolution 886-2023; seconded by Mr. Lubenow; all were in favor and the motion carried.

2024 WAGES – MOTION: Mr. Fritz made the motion to approve the 2024 wage schedule as presented and discussed; seconded by Mr. Geibel; Mr. May, Rev. Bennethum, Mr. Geibel, Mr. Fritz and Mr. Lubenow voting in favor; Mr. Eggert abstaining due to personal conflict.

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 8:43 PM.

Respectfully submitted,



Susan D. Eggert
Borough Secretary