

**BOROUGH OF ST. LAWRENCE**  
**MEETING MINUTES**  
**Thursday, November 14, 2024**

**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, November 14, 2024.

**ROLL CALL:** Council President Robert May did roll call; the following members were present; Robert J. May, Council President, Michael Fritz, Member, Steve Geibel, Member, Gregory Zawilla, Member, Rev. D. Michael Bennethum, Member, Warren Lubenow, Corrie Zana, Borough Mayor, Derrek Rhoads, Roadmaster, Allison Leinbach, Borough Manager /Treasurer, Borough Solicitor Joan London, and Amanda Muso, Borough Secretary. Borough Engineer Pamela Stevens was late to tonight's meeting and David W. Eggert, Council Vice President, was absent for tonight's meeting.

**APPROVAL OF THE MINUTES:** The minutes from the October 21 special meeting were presented to the Council for review. There were no corrections or additions.

**MOTION:** Mike Fritz made the motion to approve the minutes as presented; seconded by Warren Lubenow; Robert May abstained due to meeting absence; majority of the council was in favor so the motion carried.

**APPROVAL AND PAYMENT OF THE BILLS:** All bills requiring payment and ratification up to and including November 13, 2024 were presented to Council prior to the meeting for review. Bills requiring payment and ratification from the general fund up until November 13, 2024 totaled \$110,744.30; sewer fund totaled \$11,724.21; liquid fuels fund totaled \$121,654.67; fire tax fund totaled \$0.00; EMS tax fund totaled \$0.00.

**MOTION:** Mike Fritz made the motion authorizing payment and ratification of all bills presented; seconded by Warren Lubenow; all were in favor and so the motion carried.

**TREASURER'S REPORT:** The treasurer's report was presented to Council prior to the meeting for review. There were no questions, corrections or clarifications to the report.

**MOTION:** Steve Geibel made the motion to approve the treasurer's report as presented and file it for audit; seconded by Mike Fritz; all were in favor and the motion carried.

**GENERAL:** \$488,854.25 **SEWER:** \$186,141.07 **RESERVES:** \$197,686.21 **LIQUID FUELS:** \$131,777.54 **FIRE TAX:** \$5,609.95 **EMS TAX FUND:** \$1,355.49; **TOTAL FUND BALANCE:** \$1,011,424.51

**PUBLIC COMMENT:** There were no public comments made.

**REPORT OF THE BOROUGH ENGINEER - PAMELA STEVENS, SDE**

Pamela Stevens submitted her report which was added to council's packet for review prior to the meeting. Pamela gave an update regarding the MORE Grant. The grant has been approved to carry over to the new building. Pamela is also working with a company that will make putting in the pole barn a smooth process in the future. We will also be getting a survey on the current borough hall done for the future sale of the property.

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

Joan reported updates on the purchasing of 135 N. Prospect St.. The loan settlement was signed on Wednesday, November 13, and the building settlement will be signed on Friday, November 15, 2024.

#### **REPORT OF THE BOROUGH MAYOR - CORRINE ZANA**

Mayor Zana submitted her report prior to the meeting which has been added into council's packet for review. Kyle Reeves was hired as a new police officer for Central Berks. Chief Serafin gave a comprehensive review of the department and all of the personnel and services growth of the police department. He along with all of the staff are appreciated and valued in the St. Lawrence Community.

#### **PUBLIC WORKS - DERREK RHOADS**

Derrek Rhoads submitted his report which was added to council's packet for review prior to the meeting. This includes putting in a shipping container at the top of Adams for extra storage for the Borough. Initial meetings were done with ATS and Garland communications for the Building on Prospect. They will be there Monday, November 18<sup>th</sup> to install and upgrade the current systems.

#### **PLANNING COMMISSION**

The Planning Commission does not have any new business to discuss.

#### **ZONING AND CODE ENFORCEMENT: ALLISON LEINBACH, BOROUGH MANAGER**

A resident of the Borough was given an application for Zoning to be able to put a shed on his property line. Once that application is complete, the zoning committee will schedule a hearing.

#### **UNFINISHED BUSINESS: NONE**

#### **NEW BUSINESS**

Joint Comprehensive Plan: There was a meeting last week for all of Berks. One of their main priorities is the Bridge in our Borough. They are also looking at finding a way to safely add bike lanes throughout the county. One of the roads in question is 562 and how they can add a safer way to travel on foot/ bike. We were also tasked with updating the County Wide Usage Map for our Borough.

The new Exeter Library Executive Director will start on Monday November 18, 2024

**MOTION** was made by Warren Lubenow to amend the agenda; seconded by Steve Geibel; all were in favor and so the motion carried. The amended agenda will allow for SDE to do the property survey at 3540 St. Lawrence Ave. Reading PA 19606 for its future sale

**MOTION:** To allow for SDE to do the property survey at 3540 St. Lawrence Ave. Reading PA 19606  
The motion was made by Steve Geibel; seconded by Mike Fritz; all were in favor so the motion carried.

**MOTION:** To appoint Kevin Beyer as an SDE Staff Sewage Enforcement Officer  
The motion was made by Warren Lubenow; seconded by Mike Fritz; all were in favor and so the motion carried.

**MOTION:** To approve the Preliminary 2025 Budgets for the General Fund, Sewer Fund, Liquid Fuels Fund, Fire Tax Fund and EMS Tax Fund.  
The motion was made by Greg Zawilla; seconded by Mike Fritz; all were in favor so the motion carried

**MOTION:** to advertise the 2025 proposed budgets

The motion was made by Mike Fritz; followed by Greg Zawilla; all were in favor so the motion carried.

**MOTION:** To authorize the advertising of Ordinance 458 Setting the 2025 Tax Mills

The motion was made by Warren Lubenow; seconded by Steve Geibel; all were in favor and the motion carried

**MOTION:** To authorize PLIGT Account Check writing authorization

The motion to allow specific members to be signers on the PLIGT account was made by Greg Zawilla; seconded by Warren Lubenow; all were in favor so the motion carried.

**MOTION:** To approve Resolution 903-2024 authorized signers for all municipal business transactions

The motion was made by Mike Fritz; seconded by Greg Zawilla; all were in favor and the motion carried.

**MOTION:** To approve Resolution 904-2024 authorized signers for the 135 N. Prospect ST Mid Penn Bank Loan of \$710,000.00.

The motion was made by Steve Geibel; seconded by Mike Fritz; all were in favor and so the motion carried.

**MOTION:** To authorize IT upgrades to 135 N. Prospect St with an estimated cost of \$20,000.00

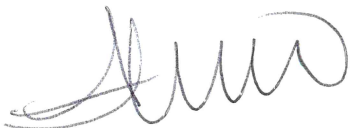
The motion for upgrades was made by Greg Zawilla; seconded by Warren Lubenow; all were in favor so the motion carried.

**ADJOURNMENT:**

**MOTION:** Greg Zawilla made the motion to adjourn; seconded by Steve Geibel; all were in favor and the motion carried.

The meeting of the St. Lawrence Borough Council adjourned at 8:50 pm.

Respectfully submitted,



Amanda Muso  
Borough Secretary