

**BOROUGH OF ST. LAWRENCE**  
**MEETING MINUTES**  
**Thursday, May 15, 2025**

**CALL TO ORDER:** The meeting of the St. Lawrence Borough Council was called to order at 6:30 PM by Council President Mr. Robert J. May, on Thursday, May 15, 2025

**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, Member, Allison Leinbach, Borough Manager /Treasurer, Corrie Zana, Borough Mayor, Derrek Rhoads, Roadmaster, Borough Solicitor Joan London, Amanda Muso, Borough Secretary. Borough Engineer Pamela Stevens was late to tonight's meeting. David W. Eggert, Council Vice President, was absent from tonight's meeting.

**APPROVAL OF THE MINUTES:** The minutes from April 10, 2025 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 Rev. Bennethum; all were in favor and so the motion carried.

**APPROVAL AND PAYMENT OF THE BILLS:** All bills requiring payment and ratification up to and including May 13, 2025, were presented to Council prior to the meeting for review. Bills requiring payment and ratification from the general fund up until May 13, 2025, totaled \$128,656.70; sewer fund totaled \$19,999.32; liquid fuels fund totaled \$3,800.69; fire tax fund totaled \$34,570.15 ; EMS tax fund totaled \$25,497.01.

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

**GENERAL:** \$300,646.49 **SEWER:** \$208,678.91 **RESERVES:** \$206,894.28 **LIQUID FUELS:** \$157,063.45 **FIRE TAX:** \$15,305.30 **EMS TAX FUND:** \$11,422.56; **TOTAL FUND BALANCE:** \$903,010.99

**EXECUTIVE SESSION:** Executive session was called for at the beginning of the meeting, directly after roll call before the public portion of the meeting began. A **MOTION** was made by Warren Lubenow to enter into an executive session; seconded by Rev. Bennethum; all were in favor and so the motion passed. An executive session to discuss personnel matters and property maintenance issues began at 6:31 PM.

A **MOTION** to end the executive session was made by Warren Lubenow; seconded by Rev. Bennethum; all were in favor and so the motion passed. Executive session ended at 7:56 PM.

The public council meeting began at 8:00 PM.

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

**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. The MORE Grant – The energy auditors for the MORE Grant did their walkthrough of the building. They are working on their report, which should be available in the upcoming months.

Floodplain updates came back from the reviewer. The Planning Commission will meet on May 28, 2025, to finalize the Floodplain Ordinance to send to the Federal Emergency Management Agency and the Pennsylvania Emergency Management Agency

SDE will work with the Borough on the Multi-Modal Grant to complete all necessary paperwork

**MOTION:** To approve SDE to work with the Borough on the plans and Exhibits for the Grant

Steve Geibel made the motion; seconded by Rev. Bennethum; all were in favor, and so the motion carried.

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

Berks Nature will be meeting on May 21, 2025, and will sign the updated amendment.

**A MOTION** was made to amend the agenda by Bob May, seconded by Rev Bennethum; all were in favor and so the motion carried to amend the agenda. The first added order of business is for Solicitor London to initiate action to file a petition against the owner of 500 Parkview Rd in the Court of Common Pleas.

**A MOTION** was made for Solicitor London to initiate action to file a petition against the owner of 500 Parkview Rd. in the Court of Common Pleas by Steve Geibel; seconded by Rev. Bennethum; all were in favor and so the motion carried.

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

Mayor Zana submitted her report, which was added to Council's packet for review prior to the meeting. The Police Commission meeting for May was canceled. Mayor Zana attended the Municipal Officials Briefing presented by Senator Judy Schwank. The meeting was centered around what programs and grants would be available to help benefit our communities.

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

Derrek Rhoads submitted his report, which was added to Council's packet for review prior to the meeting.

The Small Water and Small Sewer Grant was approved to move ahead to the next round of review.

We will be notified in the near future as to what our next steps will be in order to move forward with the grant process.

PA American will be moving forward with the Parkview Bridge sewer project. Road detour plans will be reviewed and submitted to ensure that residents have adequate notification as to which roads will be closed. Residents directly affected by daily road closures have been contacted by PA American and their contractors. Road closures will not happen until after the school year ends, so that bus routes are not interrupted. They should last 2-3 weeks, weather depending.

#### **PLANNING COMMISSION**

The Planning Commission will meet on May 28, 2025, to finalize the Floodplain Ordinance.

#### **ZONING AND CODE ENFORCEMENT:**

No new business

#### **UNFINISHED BUSINESS:**

A resident of the Borough had a complaint about the unsightliness and maintenance of 2934 Oley Turnpike Rd.

#### **NEW BUSINESS:**

Two council members will be attending the Municipal Breakfast on May 30, 2025

The Borough will be working with The Payment Group, Nuvei, to start accepting online credit card and check payments, as well as in-person credit card payments. Nuvei will handle all compliance and service fees for the Borough. Credit card service fees will be 4.25% per transaction; ACH fees will be \$1.99 per transaction.

**MOTION:** To adopt Resolution 916-2025- Authorizing to Enter into an Agreement with The Payment Group Nuvei and for staff to complete all necessary additional paperwork

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

**MOTION:** To approve the negotiations of the renewal of the Service Electric Franchise Agreement, which expires March 15, 2028 Mike Fritz made the motion; seconded by Steve Geibel; all in favor and so the motion carried

UGI agreed to install a gas line in the street, connecting the existing gas line to the Borough building. The building currently operates on electric heat pumps and would be more economical and efficient if it were converted to natural gas in the future. The cost of adding the gas line is approximately \$63,749.00, which UGI will cover if the Borough signs an agreement to convert the building to natural gas heating systems within 12 months. If the conversion does not occur within that 12-month timeframe, the Borough will be responsible for paying the \$63,749.00. Landis Mechanical submitted a quote for the building's conversion, estimating \$153,249.02. This cost excludes the purchase or installation of a generator or any restoration of the property. Roadmaster Derrek will contact UGI to ensure that we do not need to upgrade the entire building to meet their standards, and we will gather more information and quotes from Landis as well as other contractors to determine the costs and see if we only need to upgrade one or two units instead of all of them to save on costs.

**MOTION:** A motion was made by Bob May to go forward with the UGI contract to install the gas line with the intention that the Borough will convert the building to gas within 12 months; seconded by Mike Fritz; all were in favor and so the motion carried.

Traffic Planning and Design submitted their plan and quote for the removal study of the St. Lawrence and Elm St. light. The study will be conducted over a few months and costs \$7,550.00.

The Council decided they needed more information before signing the contract. Derrek Rhoads will contact TPD for more in-depth information and what we can and can't do with the light with the Green Light Go Grant.

The second added order of business was that it was brought to Council's attention that the Woman's Club will sell their soup and sandwiches during voting hours as they have in previous years; however, they did not use the Borough Hall to prepare those food items. This year, the intention was to use the Borough building, which Council has requested they not do. The Borough Manager has been asked to inform the Woman's Club that they may sell their items, but may not prepare them in the building due to concerns about the smell and cleanliness.

**Recreation:** Summer Playground Program starts June 9, 2025. Please visit the website or stop in to fill out a registration form

**Joint Comprehensive Plan:** Warren Lubenow requested that we provide photographs of the community for the Joint Comprehensive Plan. We will also send the County updated Land use maps for future use.

**Municipal Lands:** Tree stands have been removed

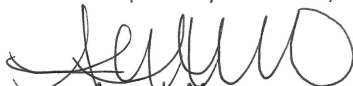
**Library:** Mike Fritz added that the library will be hosting its pop-up sale on Saturday May 24, 2025.

**Public Safety:** None

**ADJOURNMENT:**

**MOTION:** Rev Bennethum made the motion to adjourn; seconded by Mike Fritz; all were in favor and the motion carried. The meeting of the St. Lawrence Borough Council adjourned at 9:22 PM.

Respectfully submitted,

  
Amanda Muso  
Borough Secretary

