

# AGENDA

## ST. LAWRENCE BOROUGH COUNCIL

August 14, 2025– 7:30 P.M.

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

\* Call to order

\* Pledge of Allegiance

\* Roll call

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

\* Council Minutes

**Motion:** to approve Borough Council Special Meeting Minutes

\* Approval and Payment of Bills:

**Motion:** to approve the Consolidated Payment of Bills Report as

PAYABLES REPORT AS OF AUGUST 14, 2025			
General Fund	-	\$	114,905.65
Sewer Fund	-	\$	4,207.04
Liquid Fuels	-	\$	15,505.35
Fire Tax Fund	-	\$	2,750.00
EMS Tax Fund	-	\$	0.00

\* Approval of Treasurer's Report

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

FUND BALANCES AS OF JULY, 2025			
General Fund	-	\$	431,199.82
Liquid Fuels	-	\$	145,281.37
Fire Tax Fund	-	\$	3,825.57
EMS Tax Fund	-	\$	4,388.74
Sewer Fund	-	\$	226,368.60
Reserve Accounts	-	\$	209,099.22
<b>TOTAL FUND</b>			
<b>BALANCES</b>		\$	1,020,163.32

LOAN BALANCE AS OF 08/01/2025		
135 N PROSPECT LOAN	\$	685,965.37

\* Public Comment – If any

\* Consultant's Reports

**Borough Engineer's Report**

## **Borough Solicitor's Report**

### **\* Borough Mayor's Report**

Borough Mayor, Corrie Zana submitted her report and was presented to Council in their packet prior to the meeting

### **\* Department/Staff Reports**

#### **Finance**

#### **Borough Zoning/ Local Codes Enforcement Officer's Report**

There have been many code enforcement tags involving low hanging tree limbs, high grass, and tall weeds. This is a reminder to please maintain your properties and be sure to trim all tree limbs that hang over walkways to above 7ft.

#### **Public Safety- Emergency Management**

**Public Works** – Sewers, Streets, Stormwater, etc.

### **\* Committee/Commission Reports**

Library – Mike Fritz

Joint Comprehensive Plan – Warren Lubenow

Municipal Lands – Warren Lubenow- Archery starts September 20th, Hunting licences and Borough Permits are required on municipal land. Permits are \$15.00 by check or cash; applications can be found online or filled out at the Borough.

Recreation – David Eggert

Planning Commission – Warren Lubenow- Meeting on August 27, 2025 at 7:30 PM

Zoning Hearing Board -

### **\* General Comments**

#### **\*Public Meetings - Announcements**

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

Zoning Hearing Board Meeting -

There will be an upcoming meeting. The schedule has yet to be determined.

#### **Changes to Office Hours**

Borough Office closing at normal business hours for the month of August.

Borough Office closed on September 1, 2025 for Labor Day

**\*Executive Session**- Discuss Borough Hall property at 3540 St. Lawrence Ave.

**MOTION:** To enter into executive session to discuss the property at 3540 St. Lawrence Ave.

**\*Old Business**- none

### **\*New Business**

1. Appoint Amanda Muso as Deputy Tax Collector and reappoint Allison Leinbach as Deputy Tax Collector

The elected Tax Collector, Susan Eggert of St. Lawrence, desires to appoint two deputy tax collectors to serve as tax collectors for the Borough of St. Lawrence if she is unable to perform the duties of tax collector. The Local Tax Collection Law, provides that a tax collector may, with the approval, deputize one or more deputy tax collectors. Susan Eggert desires to appoint Amanda Muso, and reappoint Allison Leinbach as Deputy Tax Collectors until the termination or resignation of either position or party.

**MOTION:** To approve Resolution 919-2025 Authorizing the appointments of Amanda Muso and Allison Leinbach as Deputy Tax Collectors for the Borough of St. Lawrence

2. Halloween Trick or Treat Curfew and Nights

The curfew shall be in effect from Sunday, October 26<sup>th</sup>, 2025 through and including Sunday, November 2<sup>nd</sup>, 2025. The curfew will be between the hours of 9:00 PM and 6:00 AM, to include all persons under the age of 18 years not accompanied by a parent or guardian or other responsible adult, except those going to or coming from a place of employment or a bona fide school activity. All parents and guardians must accompany their children during the Halloween nights "Trick or Treat" on Thursday, October 30<sup>th</sup> and Friday, October 31<sup>st</sup>, 2025, between the hours of 5:00 PM and 8:00 PM.

**MOTION:** To approve Resolution 920-2025 Halloween Trick or Treat Nights and Curfew 2025

3. Woman's Club is requesting permission to sell soup and sandwiches during the November Municipal elections. They will continue to use another facility to make them and will purchase floor mats to put under the tables to prevent any messes.
4. 2025 Trash Bid

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

5. Variance Application for a pole barn for 3613 Stoner Ave. Reading, PA 19606, property of Adam Kraut.

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

**POTENTIAL MOTION:** Council may recommend to the Zoning Hearing Board whether to intervene, take a position, either by letter or having Solicitor and/or Zoning Officer attend.

6. Mower- The current zero turn mower has broken down multiple times. The Road Crew has replaced parts and fixed it as much as possible. Last week it broke down again and left the Road Crew stranded on Lynn Ave. Derrek sent it in for a quote to get fixed, this fix was estimated at \$4,000 at least. With Council's approval they would like to purchase a new zero turn.

**MOTION:** Approve the purchase of a new zero turn mower. Purchase price to not exceed \$16,000.

**\*Adjournment:** Motion – Adjourn meeting