

DRAFT AGENDA
LEWISBURG BOROUGH COUNCIL
ADMINISTRATION AND PUBLIC SAFETY COMMITTEE MEETING
Friday, January 10, 2025 at 8:30 AM in Borough Council Chambers

The Administration and Public Safety Committee is responsible for personnel related matters/issues, Borough policy and procedure development/review, contract and agreement discussions, financial related matters, budget discussions, parking related matters, police matters, fire department matters, emergency management, and other items of public safety concern in Lewisburg Borough.

MEMBERS

Jamie Grobes - Chairperson	William Lowthert, Borough Manager
Leo Armbruster	Kathy Wendt, Borough Secretary
Jordi Comas	Tiffany Hawn, PEO (as needed)
David Heayn	Steve Beattie, EMC (as needed)
Kendy Alvarez, Ex-Officio as Mayor	Paul Yost, BVRPD (as needed)
	Jamie Blount, WCEC (as needed)

I. NEW BUSINESS

- a. Discussion of a request from a Borough employee to eliminate employee pension contribution requirements during military deployment.
- b. Recommendation to adopt Resolution No. 25-XX to appoint J.H. Williams & Co, LLC as the Lewisburg Borough auditor for fiscal year 2025 (**attachment**).
- c. Recommendation to approve a proposal from J.H. Williams & Co, LLC in the amount of \$1,750.00 to undertake the compliance audit related to the Borough's ARPA funds (**attachment**).
- d. Initial discussion of two possible lease options for a new street sweeper (**attachments**).
- e. Discussion of any changes to the Lewisburg Borough Tax Collector Compensation or use of Borough Council Chambers for tax collection purposes.
 - i. Any changes to take effect for the next Tax Collector need to be approved by Borough Council before the spring primary filing deadline.
- f. Discussion of any changes to the Lewisburg Borough Council Member or Mayor Compensation for those positions that will be filled beginning January 1, 2026.
 - i. Previously approved new compensation rates for all Borough Council positions will take effect January 1, 2026 per previous actions taken by Borough Council.
 - ii. Any changes to take effect for the next Borough Council Members or Mayor need to be approved by Borough Council before the spring primary filing deadline.
- g. Recommendation to Update the Lewisburg Borough Right to Know Policy as recommended by the Pennsylvania Office of Open Records (**attachment**).
- h. Discussion of a recommendation from CK-COG to increase the Lewisburg Borough Zoning Fees (**attachment**).
- i. Recommendation to approve Resolution No. 25-XX for the Lewisburg Borough 2025 Disposition of Records (**attachment**).

- j. Recommendation to approve the January 2025 Lewisburg Borough Surplus Property List for auction on Municibid or for disposal and permission to advertise the digital auction in a local newspaper (**attachment**).

II. UPCOMING BOROUGH COUNCIL WORK SESSION TOPICS

- a. January 2025 – Topics: Discussion of items from the Borough Council President: a. Borough Council Rules of Order; b. Borough Council By-Laws; c. Lewisburg Borough Code of Conduct; and d. Management Assessment Process.

III. OLD BUSINESS

- a. Request from Tim Turner (owner of the property where the Townhomes are being built along St. Anthony Street) for the Borough to remain Hazel Tree Alley from Beck Street to St. Anthony Street.
- b. Discussion of Animal Control Officer Services – EBT has advertised for the position with costs to be split between EBT, Lewisburg Borough, and Bucknell University.
- c. Empty Store Front Ordinance for Lewisburg Borough – in partnership with LDP.
- d. Official Rules of Borough Council for use of the Lewisburg Tri-globe Street Light Image.
- e. Supplemental Borough Employee 457 Retirement Plans.
- f. Continued discussion of Lewisburg Borough's Emergency Alert System/Siren protocols and policies.
- g. Modifications to the Lewisburg Loan Program.
- h. CK-COG Complaint-Based Model Discussion.
- i. Continued discussion of proposed changes to Lewisburg Borough Code Chapter 345 (Vehicles and Traffic) under Section 345-7 – use of streets by processions and assemblages.
- j. Continued discussion of the Lewisburg Borough Neighborhood Blight Ordinance.
- k. RFP required to select a new attorney for the Borough's Non-uniform Pension Plan.
- l. CK-COG's recommendations to update the Borough's Codes related to property maintenance and building code.
- m. Ordinance adopted by East Buffalo Township for the regulation of animals.
- n. Discussion of setting a daily rate to rent all metered parking spaces – 345 parking meters in Lewisburg Borough.
- o. Discussion of an Accident Repeater Program in Lewisburg Borough.

IV. VACANCY

- a. HARB with a term expiring 12/31/25
- b. Zoning Hearing Board with a term expiring 12/31/27
- c. Zoning Hearing Board Alternate with a term expiring 12/31/26
- d. Zoning Hearing Board Alternate with a term expiring 12/31/26

V. ADJORNMENT