

The regular monthly meeting of the Borough Council of Lewisburg, Union County, Pennsylvania, was held at 6:30 PM on **Tuesday, October 15, 2024** in Council Chambers, 55 South Fifth Street, Lewisburg. Present: Council President Heayn; Council Vice President Bilenky Trahan, Councilmembers Armbruster, Pearson (via telecommunications), Powers, Stamm, Grobes, Manager Lowthert, Secretary Wendt, Mayor Alvarez, Community Development Grant Manager Berkey, and Solicitor Lyons. Also present: Ellen Ruby, Martha Barrick, Kevin Gardner, Dora Kreitzer, Norma Butts, Justin Strawser, and Gawhara Abou-Eid.

CALL TO ORDER: Council President Heayn called the meeting to order at 6:31 PM.

APPROVAL OF MINUTES: Councilmember Powers made a motion, seconded by Councilmember Armbruster to approve the September 17, 2024, Regular meeting minutes. Motion was unanimously approved.

PUBLIC COMMENT(S) ON ANY AGENDA ITEM:

Martha Barrick suggested that the “Public Comments on any Agenda Item” be moved to the portion of the Agenda where that item is discussed. Kevin Gardner agreed with Ms. Barrick’s suggestion. Ellen Ruby asked where the Council Agenda can be found on the website and when it is posted each month.

PLANNING AND PUBLIC WORKS COMMITTEE: Councilmember Bilenky Trahan made a motion, seconded by Councilmember Powers to approve HARB items a through c as submitted and recommended by HARB per their minutes dated October 8, 2024. Motion was unanimously approved.

- a. **Reuben Kennel / 160 Brown Street / Garage w/Apartment** (HARB approved and recommends Council approval)
- b. **“Mondragon Books” / 302 Market Street / Sign** (HARB approved and recommends Council approval)
- c. **Rodney Yoder / 206 North Fifth Street / Windows/Doors/Siding** (HARB approved and recommends Council approval)

A lengthy discussion was held regarding the CDBG funded South Eighth Street/White Pine Alley removal of Architectural Barriers Project and the Lewisburg Community Gardens Sidewalk Project. It was decided to move forward with the projects with the future reallocation of 2022 left over funds and the 2023 funds for the S. Eighth Street/White Pine Alley project and the 2024 CDBG funds to the Community Gardens Sidewalk Project as previously decided by Borough Council.

Councilmember Bilenky Trahan made a motion, seconded by Councilmember Powers to include the following streets in the Lewisburg Borough’s 2025 Streets Project and permission to release the project for bid:

- i. St. Anthony Street from the Buffalo Creek Bridge to Five Points Intersection for tar/chip/fog seal.
- ii. North 7th Street from Buffalo Road to Route 15 for mill/overlay.
- iii. North 11th Street from St. Paul Street to Buffalo Road for mill/overlay.
- iv. North Front Street from St. John Street to Market Street for mill/overlay with ADA ramps.
- v. Malcolm Street from University Avenue to Bell Alley for mill/overlay.
- vi. Chestnut Tree Alley from St. John Street to St. Mary Street for mill/overlay.
- vii. Chestnut Tree Alley from St. Mary Street to St. Anthony Street for mill/overlay.
- viii. Hawn Alley from St. Louis Street to Catherine Street for mill/overlay.
- ix. Ludwig Alley from St. Louis Street to White Pine Alley for mill/overlay.
- x. Plum Tree Alley from St. Mary Street to St. Anthony Street for mill/overlay.
- xi. Plum Tree Alley from St. John Street to Cherry Alley for mill/overlay.
- xii. Raspberry Alley from St. John Street to Cherry Alley for mill/overlay.
- xiii. Raspberry Alley from St. Mary Street to St. John Street for mill/overlay.
- xiv. Strawberry Alley from St. Catherine Street to Bucknell University property for mill/overlay with an ADA ramp.

ATTENDANCE

CALL TO ORDER

APPROVAL OF MINUTES

September 17, 2024

PUBLIC COMMENT ON AGENDA ITEM

Martha Barrick

Kevin Gardner

Ellen Ruby

PLANNING AND PUBLIC WORKS
HARB

Kennel

Mondragon Books

Yoder

CDBG funded
Project review

2025 Streets
Project

October 15, 2024

- xv. White Pine Alley from 7th Street to 8th Street for mill/overlay.
- xvi. Pine Street @ 129 Pine Street to St. Catherine for mill/overlay.

There was some discussion. Motion was unanimously approved.

Councilmember Bilenky Trahan made a motion, seconded by Councilmember Powers to accept a proposal from Colliers Engineering & Design in the amount of \$29,760.00 to provide engineering design and bidding services associated with the PennDOT funded TASA Market Street Mid-Block Crossing Project. Motion was unanimously approved.

Councilmember Bilenky Trahan made a motion, seconded by Councilmember Powers to accept a proposal from Livic Civil in the amount of \$86,500.00 to provide traffic studies, traffic analysis, survey, design, and bidding associated with the PennDOT funded Market Street Green-Light-Go Project. Motion was unanimously approved.

Councilmember Bilenky Trahan made a motion, seconded by Councilmember Powers to approve a request from LDP to bag the Borough parking meters in Downtown Lewisburg between Wednesday, November 27, 2024 and January 2, 2025. Motion was unanimously approved.

Councilmember Bilenky Trahan made a motion, seconded by Councilmember Powers to approve Resolution 24-10 at the request of the Lewisburg Area Joint Sewer Authority approving the Act 537 Sewage Facilities Plan Special Study. Motion was unanimously approved.

Councilmember Bilenky Trahan made a motion, seconded by Councilmember Powers to approve the purchase and installation of "Pedestrian Zone" stencils by the Lewisburg Borough Public Works Crew on Market Street sidewalks between Second Street and Fifth Street. There was some discussion. Bilenky Trahan voted No. Motion was approved.

Councilmember Bilenky Trahan made a motion, seconded by Councilmember Powers to appoint Taylor Lightman to the Lewisburg Planning Commission with a term expiring on 12/31/2024 as recommended by the Lewisburg Planning Commission. Motion was unanimously approved.

Councilmember Bilenky Trahan made a motion, seconded by Councilmember Powers to approve a letter of project support and Lewisburg Borough funding commitment as part of the Lewisburg Downtown Partnership Implementation Grant application. Motion was unanimously approved.

ADMINISTRATIVE AND PUBLIC SAFETY COMMITTEE: Buffalo Valley Regional Police (BVRPD) Chief Yost submitted a monthly report.

William Cameron Engine Company (WCEC) Chief Blount submitted a monthly report.

Councilmember Grobes made a motion, seconded by Councilmember Armbruster to approve payment of bills from September 15, 2024 through October 12, 2024, in the amount of \$942,875.32. Motion was unanimously approved.

Councilmember Grobes made a motion, seconded by Councilmember Armbruster to direct the Borough Solicitor to prepare and advertise an Ordinance change to increase the Borough Tax Collector's "bank return check fee" and "tax certification fee" from \$25.00 to \$30.00. Motion was unanimously approved.

Councilmember Grobes made a motion, seconded by Councilmember Armbruster to direct the Borough Solicitor to prepare and advertise Refuse Ordinance changes and to also prepare Resolutions changing Refuse/Special Pick-up Fees to take effect January 1, 2025. Motion was unanimously approved.

Con't.....2025
Streets Project

Accept Colliers
Engineering &
Design proposal for
\$29,760

Accept Livic Civil
proposal for
\$86,500

LDP's request to
cover parking
meters

Approve
Resolution 24-10

Purchase and
Install "Pedestrian
Zone" stencils

Appoint Taylor
Lightman to
Planning
Commission

LDP
Implementation
Grant application

**ADMINISTRATIVE
AND PUBLIC
SAFETY
BVRPD**

WCEC

Approval of Bills

Increase Tax
Collector's Fees

Advertise Refuse
Ordinance changes

October 15, 2024

Councilmember Grobes made a motion, seconded by Councilmember Armbruster to purchase a used 2014 Ventrac 4x4 Tractor from Siegrist Repair Services of Mifflinburg in the amount of \$10,500.00 for winter snow removal activities in parks and the Downtown. Cost to be paid from the Borough's Highway Equipment Depreciation Fund. Motion was unanimously approved.

Purchase 2014
Ventrac 4x4
Tractor

Councilmember Grobes made a motion, seconded by Councilmember Armbruster to accept a proposal from J.H. Williams & Co., LLC in the amount of \$11,750.00 for our 2024 Lewisburg Borough Municipal Audit. There was some discussion. Motion was unanimously approved.

JH Williams & Co.,
LLC - 2024
Auditing Services

Councilmember Grobes made a motion, seconded by Councilmember Armbruster to accept a proposal from J.H. Williams & Co., LLC in the amount of \$2,475.00 for our 2025 Quarterly Tax Filings. Motion was unanimously approved.

JH Williams & Co.,
LLC - 2025
Quarterly Tax
Filings

Councilmember Grobes made a motion, seconded by Councilmember Armbruster to surplus the Borough's 2008 Hustler with plow and mower deck and place the item for bid on Municibid. Motion was unanimously approved.

2008 Hustler on
Municibid

Councilmember Grobes made a motion, seconded by Councilmember Armbruster to accept a proposal from Buffalo Valley Door Service Inc. of Mifflinburg for the purchase and installation of an automatic gate operator with a solar power kit for Wolfe field in the amount of \$5,535.00. Motion was unanimously approved.

Buffalo Valley Door
Service, Inc. for
\$5,535 for
automatic gate
operator

Current vacancies on Zoning Hearing Board Alternate, term expiration December 31, 2026, Zoning Hearing Board Alternate, term expiration December 31, 2026, HARB, term expiration December 31, 2025.

Vacancies

PUBLIC COMMENT(S) ON ANY NON-AGENDA ITEMS:

Ellen Ruby, LDP, thanked the Borough staff, Borough crew, BVRPD, and all who attended the festival.

**PUBLIC
COMMENT ON
NON-AGENDA
ITEMS**
Ruby

BOROUGH MANAGER:

Councilmember Bilenky Trahan made a motion, seconded by Councilmember Powers to approve the proposed 2025 budget with millage rates as follows: General Fund 10.5; Debt Service Fund 0.5; Street Lighting Fund 0.9; Fire Protection Fund 1.6; Shade Tree Fund 0.1; Regional Recreation Fund 0.8 (total millage for 2025 is 14.4) and to direct the Solicitor to advertise the proposed 2025 budget for final consideration and adoption of Borough Council on November 19, 2024. Motion was unanimously approved.

**BOROUGH
MANAGER**
Approve 2025
proposed Budget
(total millage 14.4)
Solicitor to
advertise proposed
2025 budget

Councilmember Powers made a motion, seconded by Councilmember Bilenky Trahan to direct the Borough Solicitor to prepare the tax resolution regarding the Borough's Real Estate taxes, the realty transfer tax, the earned income tax, the local services tax, and the business privilege tax for 2025. Motion was unanimously approved.

Solicitor to
prepare/Advertise
2025 Tax
Resolution

Councilmember Powers made a motion, seconded by Councilmember Bilenky Trahan to accept the low bid in the amount of \$6,000.00 from Shaffer Landscapes of Middleburg, PA for the Lewisburg Shade Tree Commission's 2024 Street Tree Preparation Project. Motion was unanimously approved.

Shaffer
Landscapes
awarded STC 2024
Street Tree Project

Manager Lowthert reported that UGI will be doing a large gas related project replacing risers in the area. The majority of the project will be held on private property and in East Buffalo Township. Lowthert also reported that leaf collection in the Borough officially started yesterday and will run through November 22, 2024.

UGI project
replacing risers

October 15, 2024

REPORTS / COMMUNITY UPDATES / PUBLIC NOTICES:

Mayor Alvares reported that October is both Domestic Violence Awareness Month and Breast Cancer Awareness Month. She also said that there are still tickets available for Evangelical Community Hospital’s Cookin’ for a Cause being held on October 17, 2024, 6:30 – 8:30pm. PA Municipal League will be doing a webinar and in person local government symposium in Harrisburg, on October 24th. The Market Street Mask-A-Rade will be held on October 26th in downtown Lewisburg. Also, on October 26th the Afro Italian film festival will be happening between Bucknell and Campus Theater. Halloween trick or treating will be held on October 31st. October 31st is also Diwali. The last day to register to vote is October 21st.

Council President Heayn reminded everyone that the deadline to vote by mail is October 29th.

Grant Manager Berkey reported that the SS4All Comprehensive Safety Action Plan kick off meeting was held. The next step is to develop a safety working group.

Councilmember Bilenky Trahan reported that the Unpaved event held on October 12-13, 2024 in Lewisburg was a big success with 600 riders participating.

WRITTEN REPORTS: Councilmember Bilenky Trahan made a motion, seconded by Councilmember Powers to acknowledge receipt of the monthly Parking Report, Zoning Officer Report, Code Enforcement Officer Report, CK COG September Activity Report, and CK COG September Building Permit. Motion was unanimously approved.

WORK SESSION: There will be a Work Session to be held Tuesday, November 12, 2024.

QUESTIONS FROM THE MEDIA:

Justin Strawser, The Daily Item, asked for some clarification on the CDBG funded projects going forward. He also asked for an explanation for the TASA Market Street Mid-Block Crossing Project, as well as the PennDOT funded Market Street Green-Light-Go Project. Mr. Strawser also asked for the total Budget of all funds and if there were any budget increases.

There being no further business, Councilmember Powers made a motion to adjourn the meeting. The meeting was adjourned at 7:43 PM.

Respectfully submitted,

Kathy D. Wendt
Borough Secretary

**REPORTS /
COMMUNITY
UPDATES /
PUBLIC NOTICES**

Alvarez

Heayn

Berkey

Bilenky Trahan

**WRITTEN
REPORTS**

WORK SESSION

**MEDIA
QUESTIONS**

Strawser

ADJOURNMENT