

The regular monthly meeting of the Borough Council of Lewisburg, Union County, Pennsylvania, was held at 6:30 PM on **Tuesday, November 19, 2024** in Council Chambers, 55 South Fifth Street, Lewisburg. Present: Council President Heayn; Councilmembers Armbruster, Pearson, Powers, Stamm, Manager Lowthert, Secretary Wendt, Mayor Alvarez, Community Development Grant Manager Berkey, and Solicitor Lyons. Also present: Ellen Ruby, Sue Mahon, Gibson O’Mealy, J.W. Morgan, Dora Kreitzer, Kevin Gardner, Martha Barrick, Gawhara Abou-eid, and Justin Strawser.

CALL TO ORDER: Council President Heayn called the meeting to order at 6:32 PM.

APPROVAL OF MINUTES: Councilmember Powers made a motion, seconded by Councilmember Armbruster to approve the October 15, 2024, Regular meeting minutes. Motion was unanimously approved.

PUBLIC COMMENT(S) ON ANY AGENDA ITEM:

Ellen Ruby, LDP, asked Council to consider the merchants responses to the parking meter fee survey when discussing increasing fees. Martha Barrick commented on increasing the parking lot permit fee. Kevin Gardner also commented on the increased fees.

PLANNING AND PUBLIC WORKS COMMITTEE: Councilmember Stamm made a motion, seconded by Councilmember Pearson to approve HARB items a through d as submitted and recommended by HARB per their minutes dated November 12, 2024. Motion was unanimously approved. Dianne Powers abstained.

- a. **Dianne Powers / 140 South Front Street / Front Gutter (Replaced)** (HARB approved and recommends Council approval)
- b. **“HengJi Chinese Cuisine” / 428 Market Street / Sign** (HARB approved and recommends Council approval)
- c. **Mark & Mary Fleisher / 133 Market Street / Deck Roof & Porch Roof** (HARB approved and recommends Council approval)
- d. **“Villager Reality” / 8 North Third Street / Sign** (HARB approved and recommends Council approval)

Councilmember Powers made a motion, seconded by Councilmember Pearson to make the following Board, Authority, and Commission appointments:

- i. Pete Bergonia to HARB with a term expiring 12/31/27
- ii. Ted Strosser to HARB with a term expiring 12/31/27
- iii. Leo Armbruster to HARB with a term expiring 12/31/27
- iv. Taylor Lightman to Planning Commission with a term expiring 12/31/28
- v. Janice Butler to BVRPC with a term expiring 12/31/27

Motion was unanimously approved.

Councilmember Powers made a motion, seconded by Councilmember Pearson to accept a proposal from PennCore Consulting in the amount of \$8,200.00 for Task 1 and Task 2 to provide Surveying and Conceptual Development services associated with CDBG funded South Eighth Street/White Pine Alley RAB Project. Motion was unanimously approved.

Councilmember Powers made a motion, seconded by Councilmember Stamm to approve a request from Laurie Slear at The Mercantile to use the Lewisburg Tri-globe street light image on a sticker/magnet. Motion was unanimously approved.

Councilmember Powers made a motion, seconded by Councilmember Pearson to accept a proposal from Wilson Engineering Services, PC in the amount of \$32,336.00 to conduct ASHRAE Level 2 Energy Audits at the Lewisburg Borough Office, Public Works Complex, and the Lewisburg Community Pool as part of the MORE Grant Project. Motion was unanimously approved.

Councilmember Powers made a motion, seconded by Councilmember Armbruster to approve Resolution 24-11 for the submittal of the Local Share Grant Application to PA DCED for the purchase of a Vacuum Sweeper. Motion was unanimously approved.

ATTENDANCE

CALL TO ORDER

APPROVAL OF MINUTES
October 15, 2024

PUBLIC COMMENT ON AGENDA ITEM

E. Ruby
M. Barrick
K. Gardner

PLANNING AND PUBLIC WORKS
HARB

D. Powers

“HengJi Chinese Cuisine”

M. Fleisher

“Village Reality”

Board, Authority & Commission Appointments:

HARB - Bergonia
HARB - Strosser
HARB - Armbruster
LPC - Lightman
BVRPC - Butler

Accept proposal from PennCore Consulting in the amount of \$8,200

Tri-globe Image approval for The Mercantile

Accept proposal from Wilson Engineering Services in the amount of \$32,336

Resolution 24-11

November 19, 2024

Councilmember Powers made a motion, seconded by Councilmember Pearson to approve Resolution 24-12 for the submittal of a Local Share Grant Application to PA DCED for the installation of sidewalks at Hunt Park. Motion was unanimously approved.

Councilmember Powers made a motion, seconded by Councilmember Armbruster to award winter 2024-2025 snow removal equipment bid to the low bidders as follows: Schlegel Excavating for Tri-Axle Dump Truck and Bulldozer and Mark Cromley Excavating for the Front-End Loader and Track Loader. Motion was unanimously approved.

Councilmember Powers made a motion, seconded by Councilmember Armbruster to direct the Borough Solicitor to review and revise an Intergovernmental Cooperation Agreement with East Buffalo Township for use of its Brush and Branch Grinder with operator at Wolfe Field at a rate of \$400.00 per hour and to prepare a Resolution approving it and authorizing its execution. Motion was unanimously approved.

Lewisburg Borough was approved for a Municipal Opportunities for Retrofits and Energy Efficiency (MORE) Grant in the amount of \$50,000.00.

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 Armbruster made a motion, seconded by Councilmember Powers to approve payment of bills from October 13, 2024, through November 16, 2024, in the amount of \$336,490.35 Motion was unanimously approved.

Councilmember Armbruster made a motion, seconded by Councilmember Pearson to adopt Resolution 24-13 to appoint J.H. Williams & Co., LLC as the Lewisburg Borough auditor for fiscal year 2024. Motion was unanimously approved.

After a lengthy discussion, the Borough Council approved the sending of a Letter of Support for PA House Bill 451 – Tax Exempt Property Municipal Assistance Act to PA Representative Stephanie Borowicz.

Councilmember Armbruster made a motion, seconded by Councilmember Powers to direct the Borough Solicitor to prepare a Fee Resolution increasing the monthly parking lot permit fee from \$35.00 to \$50.00 per space per month effective January 1, 2025. There was some discussion. Councilmembers Heayn and Stamm voted “No”. Motion was approved.

Councilmember Armbruster made a motion, seconded by Councilmember Powers to direct the Borough Solicitor to prepare and advertise an Ordinance increasing the metered parking violation fine from \$10.00 to \$12.00 if paid in the first 48 hours and from \$15.00 to \$20.00 if paid after the first 48 hours effective January 1, 2025. There was some discussion. Motion was unanimously approved.

Councilmember Armbruster made a motion, seconded by Councilmember Pearson to direct the Borough Solicitor, in cooperation with East Buffalo Township’s Solicitor, to prepare an amendment to the proposed changes to the Regional Police IGA. Motion was unanimously approved.

Councilmember Armbruster made a motion, seconded by Councilmember Pearson to approve a letter of support for the Lewisburg Arts Council to hold the Lewisburg Arts Festival on Saturday, April 26, 2025 on Market Street, and various

Resolution 24-12

2024-2025 snow removal awarded to Schlegel Excavating, Inc. and Mark Cromley Excavating

EBT Agreement for use of its Brush and Branch Grinder

MORE Grant approval

ADMINISTRATIVE AND PUBLIC SAFETY
BVRPD

WCEC

Approval of Bills

Resolution 24-13

Letter of Support for PA House Bill 451

Prepare Resolution Increasing parking lot permit fees

Prepare and advertise Ordinance increasing metered parking violation fines

Prepare amendment to Police IGA

Approval for Letter of Support for Lewisburg Arts Festival, April 26, 2025

November 19, 2024

Borough streets with roadway closure from 6:00 am – 6:30 pm and permission to submit the required documentation to PennDOT. Motion was unanimously approved.

Councilmember Armbruster made a motion, seconded by Councilmember Pearson to direct the Borough Solicitor to advertise the 2025 Lewisburg Borough Meeting Schedule:

- Borough Council Regular Meeting – Third Tuesday of Each Month – 6:30 PM
- Borough Council Work Session – Second Tuesday of Each Month – 6:30 PM
- Administration-Public Safety Committee – First Friday of Each Month – 8:30 AM except July will be held Second Friday
- Planning-Public Works Committee – First Thursday of Each Month – 8:30 AM except October will be held Second Thursday
- HARB – Second Tuesday of Each Month – 5:00 PM
- Lewisburg Planning Commission – Second Wednesday of Each Month – 6:00 PM
- Shade Tree Commission Regular Meeting – Third Monday of Each Month – 6:00 PM
- Zoning Hearing Board – Third Month of Each Month – 7:00 PM except January and February will be held Fourth Monday

Motion was unanimously approved.

Councilmember Armbruster made a motion, seconded by Councilmember Powers to adopt Resolution 24-14 approving an Intergovernmental Cooperation Agreement regarding the sharing of personnel and equipment between Lewisburg Borough and East Buffalo Township and authorizing its execution. Motion was unanimously approved.

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

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

Sue Mahon requested that Council consider a non-discrimination ordinance for the Borough. Martha Barrick requested the public comments be listed at the end of each item. Barrick requested that Council review the Parking permit sale procedure.

BOROUGH MANAGER:

Councilmember Pearson made a motion, seconded by Councilmember Powers to approve the purchase of a utility trailer from Trailer Superstore, Mechanicsburg, PA in the amount of \$4,095.00. Cost to be paid from Borough’s ARPA fund. Motion was unanimously approved.

Councilmember Powers made a motion, seconded by Councilmember Armbruster to adopt final 2025 budget with millage rates as follows: General Fund 10.500; Debt Service Fund 0.500; Street Lighting Fund 0.900; Fire Protection Fund 1.600; Shade Tree Fund 0.100; Regional Recreation Fund 0.800 (total millage for 2025 is 14.4) and to direct the Borough Solicitor to advertise the adopted 2025 Budget. Motion was unanimously approved.

Councilmember Pearson made a motion, seconded by Councilmember Powers to approve Change Order 5 (a deduct change order) from Gutelius Excavating, Inc. in the amount of -\$3,257.00 associated with the Piers Art Park Project. Motion was unanimously approved.

Councilmember Powers made a motion, seconded by Councilmember Stamm to approve Change Order 1 (a deduct change order) from Big Rock Paving, LLC in the amount of -\$7,487.60 associated with the Kidsburg Phase II project. Motion was unanimously approved.

BOROUGH SOLICITOR:

Solicitor Lyons reported that the Pennsylvania Liquor Control Board approved the noise exemption petition from Lewisburg Borough.

Continued...
Approval of
Support

Advertise 2025
Borough Meeting
Schedule

Resolution 24-14

Vacancies

**PUBLIC
COMMENT ON
NON-AGENDA
ITEMS**

S. Mahon

M. Barrick

**BOROUGH
MANAGER**

Purchase of utility
trailer

Adopt final 2025
Budget

Piers Arts Park
Change Order 5

Kidsburg Phase II
Change Order 1

**BOROUGH
SOLICITOR**

PLCB

November 19, 2024

Councilmember Armbruster made a motion, seconded by Councilmember Powers to adopt Resolution 24-15, retaining the total real estate tax on each dollar of assessed valuation of taxable real property within the Borough of Lewisburg for General Fund, Street Lighting, Fire Protection, Shade Tree, Recreation, and Debt Service purposes at the existing rate of fourteen and four tenths (14.4) mills, realty transfer tax, earned income tax, local service tax and business privilege tax for 2025. Motion was unanimously approved.

Resolution 24-15

Councilmember Powers made a motion, seconded by Councilmember Pearson to enact Ordinance No. 1082 to increase the Borough Tax Collector's "bank return check fee" and "tax certificate fee" from \$25.00 to \$30.00. Motion was unanimously approved.

Ordinance 1082

Councilmember Armbruster made a motion, seconded by Councilmember Powers to enact Ordinance No. 1083 changing the items not collectible or only collectible by special arrangement, refuse container regulations, limits of the quantity of residential refuse, and certain rules and regulations; imposing an administrative fee for pad constructions; and establishing that fees are to be paid to the Borough and assessed whenever a dwelling unit is occupied. Motion was unanimously approved.

Ordinance 1083

Councilmember Powers made a motion, seconded by Councilmember Armbruster to adopt Resolution 24-16 establishing the fees for the collection and disposal of refuse placed for collection. Motion was unanimously approved.

Resolution 24-16

Councilmember Powers made a motion, seconded by Councilmember Pearson to adopt Resolution 24-17 establishing the amount of the service charge for items picked up by special arrangements. Motion was unanimously approved.

Resolution 24-17

**REPORTS /
COMMUNITY
UPDATES /
PUBLIC NOTICES**

REPORTS / COMMUNITY UPDATES / PUBLIC NOTICES:

Mayor Alvarez said that she would like to see LN and LDP added to the Council Agenda to comment. Alvarez announced that Late Night Shopping will be held December 6th, Tree Lighting Ceremony will be held December 5th; and small business Saturday is the Saturday after Thanksgiving.

Mayor Alvarez

Council President Heayn distributed copies of proposed Borough Council Rules of Order, proposed By-Laws, and proposed Code of Conduct for Council's review at the December Work Session. Heayn also would like to begin discussing a management assessment process at the next Work Session.

Council President Heayn

Community Development/Grant Manager Berkey mentioned that on top of the notification that the Borough received the MORE Grant, we also received notification of an award from DCNR for the development of the Master Site plan at Wolfe Field in the amount of \$42,550.00.

Berkey

Councilmember Pearson reported that Lewisburg Neighborhoods launched a survey regarding Wolfe Field. More surveys and public meetings are yet to come.

Councilmember Pearson

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

**WRITTEN
REPORTS**

WORK SESSION: There will be a Work Session to be held Tuesday, December 10, 2024.

WORK SESSION

QUESTIONS FROM THE MEDIA:

Gawhara Abou-Eid from the Standard Journal asked what the total millage was for the 2025 Budget. Abou-Eid also asked for more details relating to the Energy Audit. Justin Strawser from The Daily Item asked for more information regarding the Parking Sub-Committee. He also inquired as to how much revenue is

**MEDIA
QUESTIONS**

November 19, 2024

generated by parking permits, parking meters and refuse collection. Strawser asked for more information on the 2025 projects. Manager Lowthert agreed to meet to discuss all their questions in more detail.

There being no further business, Councilmember Powers made a motion, seconded by Councilmember Armbruster to adjourn the meeting. The meeting was adjourned at 7:56 PM.

Respectfully submitted,

Kathy D. Wendt
Borough Secretary

Continued...
Media Questions

ADJOURNMENT