

**DRAFT AGENDA
LEWISBURG BOROUGH COUNCIL MEETING
November 21, 2023
6:30 PM**

SULAI, President
COMAS, Vice-President
DERMAN
GROBES
HEAYN
STAMM
POWERS
BILENKY TRAHAN

MAYOR ALVAREZ
MANAGER/TREASURER LOWTHERT
SECRETARY WENDT
SOLICITOR LYONS
COMMUNITY DEV/GRANT MANAGER BERKEY
BVRPD CHIEF YOST
FIRE CHIEF BLOUNT
PRESS
VISITORS

- I. **An Executive Session was held on November 14, 2023, 7:45 pm – 8:30 pm to discuss personnel matters.**
- II. **CALL TO ORDER**
- III. **PLEDGE OF ALLEGIANCE**
- IV. **APPROVAL OF MINUTES**
 - a. **October 17, 2023 regular meeting.**
- V. **PUBLIC COMMENT(S) ON ANY AGENDA ITEM**
- VI. **PLANNING AND PUBLIC WORKS COMMITTEE**
 - Motion to approve HARB item(s) a through d as submitted and recommended by HARB per their minutes dated November 14, 2023.**
 - a. **“Jeff Gruber” / 328/240 South Fourth Street / Demo Garage** (HARB approved and recommends Council approval)
 - b. **“Rodney Yoder” / 204/206 North Fourth Street / Siding** (HARB approved and recommends Council approval with a vote of 2-1)
 - c. **“Siam Cafe” / 516/518 Market Street / Addition/Accessory** (HARB approved and recommends Council approval)
 - d. **“Bucknell University” / 20 University Avenue / Window Replacements** (HARB approved and recommends Council approval)
 - e. **Motion to approve the final design plans and bid documents for the Piers Art Park Project and permission to release the project for bid contingent upon final approval by PA DCNR and execution of the necessary agreements with the Union County Trail Authority and the Lewisburg & Buffalo Creek Railroad.**
 - f. **Motion to approve Resolution 23-10 for the placement of banners over Market Street/Route 45.**
 - g. **Motion to award winter 2023-2024 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.**
 - h. **Motion to accept the resignation of Michael Brody from the Shade Tree Committee with regret.**

- i. Motion to approve the final design plans and bid documents for the South Fourth Street/St. George Street Stormwater, Accessible Ramp, and Paving Project and permission to release the project for bid.
- j. Motion to approve the removal of the first parking space and parking meter on the south side of Market Street west of South Sixth Street (in front of the Bull Run Tap House).
- k. Motion to approve LDP's request to cover the parking meters in Downtown Lewisburg from Friday, November 24, 2023 through Tuesday, January 2, 2024 for the Holiday Shopping Season.
- l. Motion to approve Lewisburg Downtown Partnership's request to have burn barrels along South Sixth Street during the Ice Festival (February 2-3, 2024) for the purpose of roasting marshmallows contingent upon compliance with Lewisburg Borough's Open Buring Ordinance and with approval of the WCEC Fire Chief.
- m. Motion to approve Lewisburg Neighborhood's request to have burn barrels at Lewisburg Landing for the 2024 Polar Bear Plunge contingent upon compliance with Lewisburg Borough's Open Buring Ordinance and with approval of the WCEC Fire Chief.
- n. Motion to approve releasing for the bid the following streets for mill and overlay as part of the 2024 Lewisburg Borough Streets Project:
 - i. Ikeler Street from Maclay Avenue to the dead end
 - ii. North Sixteenth Street from Buffalo Road to St. Paul Street
 - iii. North Eleventh Street from St. Mary Street to St. Anthony Street
 - iv. St. Paul Street just east of Fairground Road
 - v. White Pine Alley from South Front Street to South Water Street
 - vi. Walnut Alley from White Pine Alley to St. Louis Street
 - vii. A section of South Front Street between St. George Street and St. Catharine Street
 - viii. Cherry Alley from North Front Street to North Water Street
 - ix. Plum Tree Alley from St. John Street to St. Mary Street
 - x. Raspberry Alley from St. Mary Street to St. Anthony Street
 - xi. Misc. Base Repairs needed as part of the mill and overlay work
- o. Motion to approve releasing for the bid the following streets for fog seal, tar, and chip as part of the 2024 Lewisburg Borough Streets Project:
 - i. Matlack Avenue from Buffalo Road to the end
 - ii. Pennsylvania Avenue from U.S. Route 15 to the Borough boundary
 - iii. Maclay Avenue from Buffalo Road to the dead end
 - iv. Shikelimo Lane from Buffalo Road to Maple Street
 - v. Maple Street from Logan Avenue to the dead end
 - vi. Logan Avenue from Ikeler Street to the dead end

VII. ADMINISTRATIVE AND PUBLIC SAFETY COMMITTEE

- a. Buffalo Valley Regional Police Department (BVRPD) Monthly Report
- b. William Cameron Engine Company (WCEC)
- c. Motion to approve payment of bills from October 15, 2023 through November 18, 2023 in the amount of \$441,146.79.
- d. Motion to approve Resolution 23-11 for the disposition of Lewisburg Borough records.
- e. Motion to direct the Borough Solicitor to prepare and advertise an Ordinance to amend two sections of the Lewisburg Borough Non-uniformed Pension Plan.

- f. **Motion to accept resignation of Wayne Hoover as the Animal Control Officer for Lewisburg Borough, East Buffalo Township, and Bucknell University effective 12/31/23, with regret.**
- g. **Motion to approve Resolution 23-14 from the Lewisburg Downtown Partnership for inclusion in the Pennsylvania Council on the Arts Creative Communities Pilot Initiative.**

FYI:

- i. **Current vacancies on Zoning Hearing Board Alternate term expiration December 31, 2023, HARB term expiration December 31, 2023 and December 31, 2025, and Shade Tree Commission term expiration 12/31/26.**
- ii. **Borough Council will be considering 2024 Board, Commission, and Authority vacancy appointments at their December Borough Council Meeting.**

VIII. PUBLIC COMMENT(S) ON ANY NON-AGENDA ITEMS

IX. BOROUGH MANAGER

- a. **Motion to adopt final 2024 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 2024 is 14.400).**
- b. **Motion to direct the Borough Solicitor to advertise the 2024 Lewisburg Borough Meeting Schedule:**
 - **Borough Council Reorganization Meeting January 2, 2024 – 6:30 PM**
 - **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-Finance-Public Safety Committee – Second Monday of Each Month – 4 PM**
 - **Community Development–Planning-Public Works Committee – First Thursday of Each Month – 10 AM except July will be held Second Thursday**
 - **HARB – Second Tuesday of Each Month – 5 PM**
 - **Lewisburg Planning Commission – First Wednesday of Each Month – 6 PM**
 - **Shade Tree Commission Regular Meeting – Third Monday of Each Month – 5:00 PM**
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 - **Zoning Hearing Board – Third Monday of Each Month – 7 PM except January**

X. BOROUGH SOLICITOR

- a. **Motion to enact Ordinance No. 1078, an ordinance levying a total real estate tax on real estate assessment with the Borough for fiscal year 2024 at a rate of 14.400 mills (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).**
- b. **Motion to adopt Resolution 23-12, retaining the realty transfer tax, earned income tax, local service tax and business privilege tax for 2024.**

- XI. REPORTS / COMMUNITY UPDATES / PUBLIC NOTICES**
 - a. MAYOR**
 - b. COUNCIL PRESIDENT**
 - c. BOROUGH SECRETARY**
 - d. COMMUNITY DEVELOPMENT/GRANT MANAGER**
 - e. COUNCIL MEMBERS**

- XII. WRITTEN REPORTS**
 - a. Motion to acknowledge receipt of the monthly October Parking Report, Zoning Officer Report, Code Enforcement Officer Report, Code Enforcement Activity Report, and October Building Report.**

- XIII. WORK SESSION – Work Session WILL/WILL NOT be held on Tuesday, December 12, 2023**

- XIV. QUESTIONS FROM THE MEDIA**

- XV. EXECUTIVE SESSION – Personnel Matters**

- XVI. ADDITIONAL ACTION ITEMS**
 - a. Motion to approve 2024-2025 employment agreements for Borough Manager William Lowthert, Borough Secretary Kathy Wendt, and Community Development Grant Manager Shannon Berkey**

- XVII. ADJOURNMENT**

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