

A **reorganization meeting** of the Borough Council of Lewisburg, Union County, Pennsylvania, was held on **Tuesday, January 02, 2018** in the Borough Council Chambers, 55 South Fifth Street. Present: Councilmembers Derman, Frederick and Morris, and Councilmembers-Elect Comas, Heayn, Mahon, Medina and Yohn. Also present: Mayor-Elect Wagner, Manager/Treasurer Lowthert, Solicitor Lyons, and Secretary Garrison. Also present: Senior Judge Louise O. Knight, Ezra Buonopane, Samantha Pearson, Amal Kabaian, Luz M. Medina, and Dorys Nieves.

CALL TO ORDER: Manager Lowthert called the meeting to order at 7 PM, followed by the pledge of allegiance.

OATH OF OFFICE (MAYOR): Manager Lowthert introduced The Honorable Louise O. Knight, Senior Judge of the Judicial District. Senior Judge Knight administered the Oath of Office to Judith T. Wagner, Mayor. Mayor Wagner will be serving a four (4) year term of office with the term to expire December 31, 2021. Manager Lowthert thanked Senior Judge Knight for provided this service this evening.

OATH OF OFFICE (COUNCIL): Mayor Wagner administered the Oath of Office individually to: Jordi Comas, representing Ward II; David A. Heayn, representing Ward III, Susan P. Mahon, representing Ward I, Luis O. Medina, representing Ward IV and Susan Yohn, representing Ward II. Councilmember Comas will be serving a two year term of office with a term expiration of December 31, 2019, and Councilmembers Heayn, Mahon, Medina and Yohn will each be serving a four year term of office with a term expiration of December 31, 2021.

Mayor Wagner congratulated the newly elected Councilmembers and welcomed the returning Councilmembers. Councilmember Comas pointed out for the record that all three newly elected Councilmembers are of Spanish decent. Mayor Wagner said this is going to be a great Council.

NOMINATIONS AND ELECTIONS FOR COUNCIL PRESIDENT AND COUNCIL VICE PRESIDENT: Mayor Wagner indicated she would now accept nominations for the position of President of Council.

Councilmember Mahon nominated Kathryn Morris for the position of President of Council. There were no other nominations; nominations were closed. Mayor Wagner asked for a roll call vote:

MORRIS – Comas, Derman, Frederick, Heayn, Mahon, Medina and Yohn

Kathryn Morris was unanimously elected as President of Council.

Mayor Wagner indicated she would now accept nominations for the position of Vice President of Council. Councilmember Yohn nominated Susan P. Mahon. There were no other nominations; nominations were closed. Mayor Wagner asked for a roll call vote:

MAHON – Comas, Derman, Frederick, Heayn, Mahon, Medina and Yohn

Susan P. Mahon was unanimously elected as Vice President of Council.

Mayor Wagner expressed her congratulations to Council President Morris, who was unable to be here this evening, and Council Vice President Mahon. She relinquished the gavel to Vice President Susan P. Mahon to officiate the remainder of the reorganization meeting in the absence of the President.

NOMINATIONS AND APPOINTMENTS OF BOROUGH MANAGER/TREASURER, BOROUGH SECRETARY, BOROUGH SOLICITOR: Vice President Mahon asked for nominations for the position of Manager/Treasurer. Councilmember Derman nominated William Lowthert. There were no other nominations; nominations were closed.

Council Vice President Mahon called for a voice vote of Council. William Lowthert was unanimously appointed the Manager/Treasurer of the Borough of Lewisburg.

Manager Lowthert shared with the new Councilmembers, since they are early in their careers as Councilmembers, should you find you are in a position where you feel you do not have enough information to vote on something, you can always vote no. Solicitor Lyons clarified that you can abstain from voting if you have a conflict.

Vice President Mahon asked for nominations for the position of Borough Secretary. Councilmember Derman nominated Patricia M. Garrison. There were no other nominations; nominations were closed.

Council Vice President Mahon called for a voice vote of Council. Patricia M. Garrison was unanimously appointed the Borough Secretary of the Borough of Lewisburg.

Council Vice President Mahon asked for nominations for the position of Borough Solicitor. Councilmember Comas nominated Andrew D. Lyons. There were no other nominations; nominations were closed.

Council Vice President Mahon called for a voice vote of Council. Andrew D. Lyons was unanimously appointed the Solicitor for the Borough of Lewisburg.

Mayor Wagner stated we are incredibly lucky to have Bill, Pat and Andy, as they run this Borough professionally and we are always proud of their actions. This Borough is fiscally sound thanks to their administration.

SETTING SALARIES AND DATES OF TERMS OF OFFICE FOR AT-WILL EMPLOYEES: Councilmember Derman made a motion, seconded by Councilmember Medina, to approve the terms of employment as defined by the contracts for the Borough Manager/Treasurer, William Lowthert and

ATTENDANCE

CALL TO ORDER

OATH OF OFFICE – MAYOR

OATH OF OFFICE – COUNCIL (WARD I/WARD II/WARD III/WARD IV)

MAYOR WELCOME

COUNCIL PRESIDENT (KATHRYN MORRIS)

COUNCIL VICE PRESIDENT (SUSAN P. MAHON)

NOMINATIONS FOR MANAGER

APPOINTMENT OF WILLIAM LOWTHERT AS MANAGER/ TREASURER

NOMINATIONS FOR SECRETARY

APPOINTMENT OF PATRICIA M. GARRISON AS SECRETARY

NOMINATIONS FOR SOLICITOR

APPOINTMENT OF ANDREW D. LYONS AS SOLICITOR

Tuesday, January 02, 2018

Borough Secretary, Patricia M. Garrison, and the terms of employment per letter dated December 27, 2017 for the Borough Solicitor, all effective 01/01/18. Motion was unanimously approved.

Manager Lowthert indicated his raise and the Borough Secretary's raise was in line with the raises the union employees received and the benefit packages are very much in line with what the rest of the employees receive. The Manager and Secretary positions are the only non-union positions in the Borough.

PENSION AND LEGAL ADVISORS: Councilmember Derman made a motion, seconded by Councilmember Yohn, to approve the use of the Rhoades Law Firm as legal consultant for pension/contract negotiations and/or issues for the non-uniformed employees; Campbell, Durrant, Beatty, Palombo & Miller, PC for labor negotiations and/or labor issues; and Larson Design Group for engineering work. Motion was unanimously approved.

PAYING EXPENDITURES IN ADVANCE: Councilmember Yohn made a motion, seconded by Councilmember Derman, to approve paying bills prior to Council approval for the period of 01/01/18 through 12/31/19 to receive discounts as applicable. **ON THE QUESTION:** Councilmember Derman asked if this is standard procedure; he doesn't remember this from two years ago. Manager Lowthert said it is. A number of bills come in and there are discounts if the bills are paid early. If we were to wait until the next monthly Council meeting, the Borough could not obtain the discount. Everyone on Council gets copies of all bills paid; they are emailed every other week. Should you ever have a question on any bill, simply ask, as this Borough is very transparent. Councilmember Comas asked if the dates are correct. Manager Lowthert said yes as this is for the term of this Council that is sitting here tonight. Councilmember Comas asked if all these bills have been approved, in theory, in the budget. Manager Lowthert said in theory yes. And, he reminded Council that he, as Manager, has the authority to spend up to \$10,000.00. Motion was unanimously approved.

COUNCIL APPOINTMENT OF CHAIRPERSON PRO TEM: Council Vice President Mahon indicated should the Council President and Council Vice President ever be unavailable for a meeting where there is a quorum of Council, there needs to be a Chairperson Pro Tem to preside over that meeting. She said this is something that rarely, if ever, happens. But we need to have in place should this occur. She nominated Susan Yohn. There were no other nominations; nominations were closed.

Council Vice President Mahon called for a voice vote of Council. Susan Yohn was unanimously appointed the Chairperson Pro Tem for the Borough of Lewisburg.

COUNCIL COMMITTEE APPOINTMENTS BY COUNCIL PRESIDENT: Manager Lowthert said since Council President Morris was unable to be here this evening, in anticipation of this appointment, she provided Council Vice President Mahon with the Committee membership she has selected. Council Vice President Mahon announced the following:

Administrative/ Finance: Michael Derman, Chairperson; Gary Frederick, David Heayn
Meets Monday of each month at 4 PM

Public Works/ Police: Susan Mahon, Chairperson; Gary Frederick, Jordi Comas
Meets Tuesday of each month at 8 AM

Community Development/ Planning: Susan Yohn, Chairperson; Susan Mahon, Luis Medina
Meets Thursday of each month at 5 PM and
Meets 3rd Thursday in months of February/March/August/November

(Kathryn Morris and Judy Wagner, Ex-Officio on above committees)

Council Vice President said we need a Council representative on the Municipal and Community Advisory Committee (MACAC). Councilmember Derman indicated he would be willing to serve. Council Vice President appointed Michael Derman to serve on MACAC.

Councilmember Derman made a motion, seconded by Councilmember Medina, to appoint Councilmember Comas to serve as the alternate on the Buffalo Valley Regional Police Commission (BVRPC); this position has no term expiration date. Motion was unanimously approved.

Councilmember Medina made a motion, seconded by Councilmember Yohn, to adopt Resolution 18-01, a resolution authorizing participation in the Pennsylvania State Association of Boroughs (PSAB) Junior Councilperson Program and creating the position of Junior Councilperson. **ON THE QUESTION:** Manager Lowthert said the PSAB has this program, which allows a resident of the Borough to serve as a Junior Councilmember. The Mayor has been very proactive with this program. Mayor Wagner said we felt some disconnect as a result of the high school no longer being in the Borough, so it would be wonderful to have someone that can update Council on the issues at the high school. Motion was unanimously approved.

Councilmember Derman made a motion, seconded by Councilmember Frederick, to appoint Ezra Buonopane to serve as Junior Councilperson. Motion was unanimously approved. (Mayor Wagner administered the Junior Councilperson Pledge to Ezra Buonopane.)

There being no further business, Councilmember Yohn made a motion, seconded by Councilmember Derman, to adjourn the meeting. Motion was unanimously approved. Meeting adjourned at 07:35 PM.

Respectfully submitted,

Patricia M. Garrison
Borough Secretary

**MANAGER/
TREASURER AND
SECRETARY
CONTRACTS AND
SOLICITOR
TERMS OF
LETTER
APPROVED**

**PENSION AND
LABOR
CONTRACT
ADVISORS AND
ENGINEER**

**PAYING
EXPENDITURES
IN ADVANCE**

**CHAIRPERSON
PRO TEM (SUE
YOHN)**

**COMMITTEE
APPOINTMENTS**

**M DERMAN
APPOINTED TO
MACAC**

**J COMAS
APPOINTED AS
ALTERNATE TO
BVRPC**

**RESOLUTION NO.
18-01
(PARTICIPATION IN
PSAB PROGRAM/
CREATION OF
JUNIOR
COUNCILPERSON)**

**E BUONOPANE
APPOINTED
JUNIOR
COUNCILPERSON**

ADJOURNMENT