

The regular monthly meeting of the Borough Council of Lewisburg, Union County, Pennsylvania, was held at 6:30 PM on **Tuesday, January 15, 2019** in the Council Chambers, 55 South Fifth Street, Lewisburg. Present: Council President Morris; Councilmembers Derman, Frederick, Mahon, Medina and Yohn; Mayor Wagner, Solicitor Lyons, Manager Lowthert and Secretary Garrison. Absent: Councilmember Comas. Councilmember Heayn. Also present: Jacqueline Anders, Barbara Kalin, Ellen Ruby, Tom Egan, Erin Threet, Bill Bradfield, Teri Provost, Justin Blount, James Lindberg, Sam Pearson and Matt Farand.

**CALL TO ORDER:** Council President Morris called the meeting to order at 6:30 PM, followed by the pledge of allegiance.

**APPROVAL OF MINUTES:** Motion was made by Councilmember Medina, seconded by Councilmember Mahon, to approve the minutes of the December 18, 2018 regular monthly meeting. Motion was unanimously approved.

**COUNCIL PRESENTATION(S):** None.

**PUBLIC COMMENT(S) ON ANY AGENDA ITEM:** Tom Egan, Chairman of the Planning Commission, indicated the Planning Commission reviewed the lot consolidation plan for Barbara Kalin, 215 South Second Street, dated November 21<sup>st</sup> and recommends Council approval as drafted.

**PUBLIC WORKS/POLICE COMMITTEE:** Council received the Buffalo Valley Regional Police Department's (BVRPD) monthly report. Chief Yost indicated that he hopes to have the 2018 BVRPD Annual Report ready for distribution sometime in March.

Manager Lowthert explained that engineering proposals were opened for the South Sixth Street Shared Use Path/Floodplain Restoration/Nature Play Project area. Four firms were selected for interviews; HRG, Inc. was brought in for a second interview and the committee feels the revised proposal submitted in the amount of \$289,250.00 is reasonable, covers the expectations we have for this project, and is recommending Council consider accepting the proposal of HRG, Inc., tonight with the understanding a change order may end up being needed as a result of the permitting. The one thing still unknown is whether a general permit or joint permit will be needed for this project. We will not know this until we determine the features associated with this project in the stream channel itself.

Erin Threet, HRG, Inc., explained a joint permit would be issued by the Pennsylvania Department of Environmental Protection (DEP) and the Army Corp of Engineers. Different project components trigger that level detail and administrative efforts of permitting vs. the general permit proposed which is just through DEP. Borough decisions regarding the scope of the project, as well as DEP's interpretation of our presentation, will determine the level of permitting.

Motion was made by Councilmember Derman, second by Councilmember Frederick, to accept HRG, Inc. proposal in the amount of \$289,250.00. Motion was unanimously approved.

The Borough received a letter from a long time resident that discussed the history of the color of the tri-globe street lights. Her recollection as well as some long time Public works staff is that the lights were originally black. Sometime in the late 80's the lights were painted green. Some of the tri-globe lights will soon need to be painted. This summer Council will be notified when a street light is freshly painted green so a decision can be made if they want to keep the same color green or go to a deeper green. Motion was made by Councilmember Derman, seconded by Councilmember Mahon to continue with the green color for the tri-globe street lights. Motion was unanimously approved.

Councilmember Mahon made a motion, second by Councilmember Derman to approve time extension until the end of February to Cutting Edge Tree Professionals, if needed, for removal of dead trees at Wolfe Field as a result of wet ground conditions. Motion was unanimously approved.

Lewisburg Downtown Partnership (LDP) will likely be asking for Borough assistance for maintenance of the lamppost baskets located along Market Street in 2020. Holiday lights in the trees downtown will remain on until after the Ice Festival is held, which is scheduled for February 1<sup>st</sup>. The Walk it! Bike it! Committee will be inviting Public Works-Police Committee members to an upcoming meeting to discuss a variety of pedestrian and biking matters in the Borough.

**ADMINISTRATIVE/FINANCE COMMITTEE:** Councilmember Derman made a motion, seconded by Councilmember Medina, to approve payment of bills from December 15, 2018 through January 11, 2019 in the amount of \$356,866.43. Motion was unanimously approved.

Councilmember Derman made a motion, seconded by Councilmember Frederick, to approve and adopt the revised Borough Council By-Laws and Rules of Order dated January 15, 2019. Motion was unanimously approved.

Manager Lowthert explained the Community Rating System Plan (CRS) is used for the residents to obtain a discount on their flood insurance. Previous Manager completed this task and Borough Secretary Garrison has been submitting the yearly paperwork. This task will be

**ATTENDANCE**

**CALL TO ORDER**

**APPROVAL OF MINUTES**

**COUNCIL PRESENTATION(S)**

**PUBLIC COMMENT(S) ON ANY AGENDA ITEM**

TOM EGAN/PC CHAIRMAN

**PUBLIC WORKS/POLICE COMMITTEE BVRPD**

South Sixth Street – Path/Floodplain Restoration/Nature Play - HRG

Tri-Globe Street Lights

Cutting Edge Tree Professionals Time Extension Approved

General Updates

**ADMINISTRATIVE/FINANCE COMMITTEE PAYMENT OF BILLS**

By-Laws and Rules of Order

CRS

January 15, 2019

given to the new Grant Manager/Special Projects Coordinator when she comes aboard. This year, however, the five year plan update with Federal Emergency Management Agency (FEMA) is due. SEDA-COG has added this as a service to Municipalities within the SEDA-COG region and have offered to help us this year. The fee for the service is \$7,000.00, there is an additional potential of \$2,000.00 if they are able to lower our CRS rating. Due to extenuating circumstances with new personnel and Borough Secretary Garrison leaving, Manager Lowthert states that it makes sense to have SEDA-COG help us this year. It would also give Manager Lowthert the opportunity to evaluate SEDA-COG and decide if this is something that the Borough should keep in house or outsource to SEDA-COG. Staff's recommendation is to have SEDA-COG perform the CRS Plan this year. Councilmember Derman made a motion, seconded by Councilmember Yohn, to approve entering into a one year agreement with SEDA-COG to assist Borough with its five year Community Rating System (CRS) Plan update with Federal Emergency Management Agency (FEMA) at a cost of \$7,000.00; however should SEDA-COG be able to lower the Borough's CRS rating, the cost of their services would increase by \$2,000.00, making their total cost \$9,000.00. Motion was unanimously approved.

The Administrative Finance Committee directed Manager Lowthert to purchase new wireless microphones for use in Council Chambers at a cost of \$3,963.50.

CK-COG has notified the Borough of an increase in their hourly rate; the rate for 2019 is \$64.00.

**COMMUNITY DEVELOPMENT/PLANNING COMMITTEE:** Councilmember Yohn made a motion, seconded by Councilmember Medina, to approve HARB items a and b, as submitted and recommended by HARB per their minutes dated January 8, 2018. Motion was unanimously approved.

**a. James Clark/26 North Seventh Street/Sign** An application was submitted to and reviewed by HARB for a replacement sign. Motion was made by Kim Walter, seconded by David Heayn, to recommend approval and issuance of Certificate of Appropriateness (COA) for a replacement sign as submitted in the project description of the HARB application. Motion was unanimously approved.

**b. Rodney Yoder/202-204-206 North Fifth Street/Siding** An application was submitted to and reviewed by HARB for siding. Motion was made by Ted Strosser, seconded by Elijah Farrell, to recommend approval and issuance of Certificate of Appropriateness (COA) for siding as presented and as shown in the attachments to the HARB application. Motion was unanimously approved.

Councilmember Yohn made a motion, seconded by Councilmember Derman, to approve the final lot consolidation/minor land development plan for Barbara E. Kalin, dated November 21, 2018, prepared by Mid-Penn Engineering for 215 South Second Street; no adverse comments were received from the Lewisburg Planning Commission, the Union County Planning Commission or the Borough Engineer. Motion was unanimously approved.

Councilmember Yohn made a motion, seconded by Councilmember Medina, to approve Resolution No. 19-01, placement of two banners (Concern and Susquehanna Valley CASA) across S.R. 45, Market Street in 2019, and to submit required resolution to PennDOT. Motion was unanimously approved.

Councilmember Yohn made a motion, seconded by Councilmember Mahon, to appoint Brian Gockley to serve on the Shade Tree Commission (STC), term expiration December 31, 2023, as recommended by the Shade Tree Commission Chairperson. Motion was unanimously approved.

Councilmember Yohn shared that before Borough Council at February's meeting: Public hearing on and enactment of Zoning Ordinance amendment regarding sign provisions and Sidewalk and Curb Ordinance amendment to bring it into compliance with PennDOT specifications.

Councilmember Yohn indicated there are current vacancies on the Planning Commission, term expiration 12/31/19 and on HARB, term expiration 12/31/20.

**PUBLIC COMMENT(S) ON ANY NON-AGENDA ITEMS:** None

**MAYOR:** Mayor Wagner stated things have been extremely busy and the Borough is going at warp speed in different directions very successfully. Wagner Thanked the Chief Yost for coming to Market St meeting.

**COUNCIL PRESIDENT:** No report.

**BOROUGH MANAGER:** Manager Lowthert said the Fire Chief Blount will be regularly joining the monthly meetings to provide a report of the Borough. The EIP study was presented as a draft at the work session and it will be on Council agenda in February for the DCED required approval.

**BOROUGH SOLICITOR:** No report.

Continued  
CRS – One year  
agreement  
w/SEDA-COG

Miscellaneous  
Items

COMMUNITY  
DEVELOPMENT/  
PLANNING  
COMMITTEE  
HARB

J CLARK

R YODER

KALIN LOT  
CONSOLIDATION/  
LAND  
DEVELOPMENT  
APPROVAL

2019 BANNER  
PLACEMENTS  
ACROSS ROUTE  
45/MARKET

B GOCKLEY  
APPOINTED TO  
STC

PUBLIC HEARING  
Sign Provisions &  
Sidewalk & Curb  
Ordinance

VACANCY UPDATES

PUBLIC COMMENT(S)  
ON ANY NON-AGENDA  
ITEMS

MAYOR

COUNCIL  
PRESIDENT

MANAGER

BOROUGH  
SOLICITOR

January 15, 2019

**JUNIOR COUNCILMEMBER (Vacant):** Councilmember Derman is meeting with a candidate and hopes to have someone in February.

**OTHER COMMITTEES:** Councilmember Media updated Council on last week's work session. There was discussions regarding the future, mission and accomplishments of BVRA. Councilmember Heayn received information from the regular meeting and shared to Council.

Ellen Rudy, Executive Director of the LDP, updated Council on the Ice Festival. There will be lots of activities being held so be sure to come out.

Sam Pearson updated Council that LNC is on track with a lot going on with Greenway project moving ahead. They will be trying to line up students for resurveying Elm Street residents, possibly North Fourth, and updating a bike path survey done about 10 years ago. Also, there may be an independent study student following on the GIS work on flood impacts.

Barbra Kalin Shade Tree updated Council. Steve Lindenmuth approached STC regarding the possibility of a grant to prune the Market Street trees.

CK-COG rate increase.

Sam Pearson indicated that the Community Garden plot applications will be available 2/22/2019 and due 3/22/2019. There is an Annual conference with multiple community gardens in the State on February 15<sup>th</sup>. There will be a program on seed saving and a seed exchange February 26<sup>th</sup> at the public library.

Councilmember Derman stated that William Cameron Fire Board has drafted a proposal and progress is being made.

Fire Chief Blount reviewed call report for 2018 and will have a year-end report around March and will have regular monthly statistical report for meetings.

**ANY ADDITIONAL BUSINESS FROM COUNCIL:** None

**WRITTEN REPORTS:** Council President Morris made a motion, seconded by Councilmember Derman, to acknowledge receipt of the Rec Reports. Motion was unanimously approved.

**WORK SESSION:** Manager Lowthert said there will be a work session held Tuesday, February 12, 2019 for long term Borough planning.

Council President Morris called for a five minute recess at 7:20 PM.

Councilmember Derman made a motion, seconded by Council President Morris, to hold an executive session on legal and personnel matters. Motion was unanimously approved.

Council entered executive session at 7:25 PM. Council returned at 8:39 PM.

Councilmember Derman made a motion, seconded by Councilmember Heayn, to accept Patricia M. Garrison's letter of retirement dated January 03, 2019, with extreme regret. Motion was unanimously approved.

Councilmember Derman made a motion, seconded by Councilmember Medina, to appoint Jacqueline A. Anders to serve as the Borough Secretary and authorize the Council President to sign the employment agreement with Ms. Anders with the terms as follows: effective immediately, an annual salary of \$59,000.00, 15 days of paid time off (PTO) annually, 12 days of sick time annually, and the payment of Ms. Ander's notary renewal, continuing education and supplies, as well as her Pennsylvania Association of Notaries "PAN" membership. Motion was unanimously approved.

Councilmember Derman made a motion, seconded by Councilmember Mahon, to remove Patricia M. Garrison and add Jacqueline A. Anders as a signatory on all bank accounts with M&T Bank and Mifflinburg Bank & Trust, note all other signatories will remain the same. Motion was unanimously approved.

There being no further business, Councilmember Derman made a motion, seconded by Councilmember Mahon, to adjourn the meeting. Motion was unanimously approved. Meeting adjourned at 8:41PM.

Respectfully submitted,

Jacqueline A. Anders  
Borough Secretary

JUNIOR  
COUNCILMEMBER

OTHER  
COMMITTEES  
BVRA

LDP

LNC

STC

CK-COG

COMMUNITY  
GARDEN  
COMMITTEE

CENTRAL  
SUSQUEHANNA FIRE  
AND EMERGENCY  
SERVICES BOARD

ADDITIONAL  
BUSINESS FROM  
COUNCIL

WRITTEN REPORTS

WORK SESSION

RECESS

LEGAL MATTERS

(EXECUTIVE  
SESSION)

BOROUGH  
SECRETARY  
RETIREMENT  
(PATRICIA M  
GARRISON)

BOROUGH  
SECRETARY  
APPOINTED  
(JACQUELINE A  
ANDERS)

REMOVE/ADD BANK  
SIGNATORY

ADJOURNMENT