

The regular monthly meeting of the Borough Council of Lewisburg, Union County, Pennsylvania, was held on **Tuesday, February 16, 2016** in the Council Chambers, 55 South Fifth Street. Present: Council Vice President Mahon; Councilmembers Cook, Derman, Frederick, Morris and Yohn; Mayor Wagner, Solicitor Lyons, Manager Lowthert, Secretary Garrison and BVRP Chief Yost. Absent: Council President Bergonia and Councilmember Cox. Also present: Matt Farrand, Tom Egan, Ted Strosser, Nada Gray, David Hines, Martha Barrick, Sue Auman, Linda Sterling and Stacy Hinck.

**CALL TO ORDER:** Council Vice President Mahon called the meeting to order at 7:00 PM, followed by the pledge of allegiance.

**APPROVAL OF MINUTES:** Motion was made by Councilmember Derman, seconded by Councilmember Frederick, to approve the minutes of the January 19, 2016 regular monthly meeting. Motion was unanimously approved.

**PUBLIC PARTICIPATION:** Nada Gray asked if there will be a discussion tonight on the concrete barriers at Brown Street. Manager Lowthert said no, that is a topic of discussion at the work session scheduled for Tuesday, March at 7 PM, assuming it doesn't get pushed back by something else that requires Council's immediate attention. Ms. Gray indicated she would drop her comments off at the office, as she will not be available on that date.

**PUBLIC WORKS/POLICE COMMITTEE:** Council received the Buffalo Valley Regional Police Department's monthly report, as well as the 2015 annual report. Chief Yost briefly reviewed both reports. Chief Yost extended an invitation to the new Council member to tour his facility.

Councilmember Derman made a motion, seconded by Councilmember Yohn, to direct the Solicitor to prepare and advertise an ordinance for the placement of six parking meters on the east side of North Second Street between Cherry Alley and St. John Street. **ON THE QUESTION:** Manager Lowthert indicated this was a request of the owner of the Smokehouse Grill as a result of cars parking in front of his business all day long. Also, an email from University Hair was received right after the meters were removed from this location with the same complaint. Councilmember Morris expressed her concern when Council takes an action like this and then ends up going back to the way it was before. Manager Lowthert pointed out there are costs involved whenever actions like this are taken, for example the cost for the Solicitor to prepare the ordinance and then the cost to advertise the ordinance. Also, in this case it should be pointed out that we will have to purchase six meter heads as we do not have enough in inventory. Motion was unanimously approved.

Councilmember Derman made a motion, seconded by Councilmember Cook, to direct the Solicitor to prepare and advertise an ordinance for placement of stop signs on the southeast and northwest corners of North Fifth Street to create an all-way stop at the intersection of North Fifth and St. John Streets. **ON THE QUESTION:** Manager Lowthert indicated this was a request of the connectivity sub-group of the LNC due to the Rail/Trail and the potential for people to be crossing at that location. After the committee meeting, he made contact with the Borough's Engineer, who was not in favor of this without a study being performed at this location. There was **much** discussion. Councilmember Derman *withdrew* his motion; Councilmember Cook *withdrew* his second. Manager Lowthert indicated this will go back to the committee for further review.

Manager Lowthert indicated the next item, a motion to direct the Solicitor to prepare and advertise an ordinance for placement of stop signs on St. Anthony Street at Water Street for traffic travelling both east and west to create an all-way stop at the intersection of St. Anthony and Water Streets, was another request of the connectivity sub-group of the LNC. Again, after the meeting he contacted both the Police Chief and our Borough Engineer, and our Engineer was not in favor of this without a study being performed. Reconstruction of this intersection might even be necessary if this request were pursued. Councilmember Derman asked why these two motions are on this agenda. Manager Lowthert explained they were recommendations of the committee. However, he continued to investigate these matters further after the committee meeting and is sharing his findings with Council tonight. There was **much** discussion. This request was referred back to the committee.

Chief Yost reported there is going to be a huge increase in truck traffic through this Borough as a result of the construction of the Susquehanna Valley Thru-Way Project. Manager Lowthert agreed and indicated he met with PennDOT on this subject and the estimate is about 7,000 truckloads of stone as the east side of the bridge is being laid.

Linda Sterling, Lewisburg Downtown Partnership, said the LDP Design Committee and the LNC are collaborating on a project to study the Water Street area north and south, with an eye toward creating a pedestrian and bike access there. She is willing to include a study of the existing traffic patterns there, if someone is willing to share some details with her.

**ATTENDANCE**

**CALL TO ORDER**

**APPROVAL OF MINUTES**

**PUBLIC PARTICIPATION**  
NADA GRAY

**PUBLIC WORKS/POLICE COMMITTEE**  
BVRPD MONTHLY REPORT AND ANNUAL REPORT

**SOLICITOR DIRECTED TO PREPARE/ ADVERTISE ORDINANCE FOR PARKING METERS ON EAST SIDE OF NORTH SECOND STREET**

**CONSIDERATION OF STOP SIGNS ON SOUTHEAST AND NORTHWEST CORNERS OF NORTH FIFTH STREET AT ST JOHN STREET**

**CONSIDERATION OF STOP SIGNS ON ST ANTHONY STREET AT WATER STREET FOR TRAFFIC TRAVELLING EAST AND WEST**

**SUSQUEHANNA VALLEY THRU-WAY PROJECT**

**STUDY OF TRAFFIC PATTERNS ON WATER STREET NORTH AND SOUTH**

February 16, 2016

Councilmember Mahon reminded everyone that the concrete barriers at the intersection of Brown and South Third Streets are scheduled to be a topic of discussion at the March 8, 2016 work session. Manager Lowthert indicated a notice is on the Borough website and Trey Casimir has indicated he would share this information with his neighbors.

**COMMUNITY DEVELOPMENT/PLANNING COMMITTEE:** Manager Lowthert indicated one of the discussions at the HARB meeting was illuminated signs in the downtown. Everyone received a copy of the HARB meeting minutes reflecting what was recommended by HARB for these businesses. Solicitor Lyons asked that action be taken on the three items, f, g and h, which require Council action, noting no action is required on the two items that were tabled by HARB, e and i, and then he would suggest Council address the first four items, a through d, which deal specifically with the illuminated sign issue.

Councilmember Cook made a motion, seconded by Councilmember Derman, to approve HARB items f, g and h, as submitted and recommended by HARB. Motion was unanimously approved.

**a. Wen Qing Wu (Sushihanna)/434 Market Street/Sign.** An application was submitted to and reviewed by HARB for an illuminated (LED) sign. A motion was made by Mary Mastascusa, seconded by Rob Cook, to recommend approval of a non-blinking illuminated sign as shown in the attachment to the HARB application (date on attachment 12/28/15). Motion was unanimously approved.

**b. Rick Thomas (Pizza Phi)/316 Market Street/Signs.** An application was submitted to and reviewed by HARB for two illuminated (LED) signs. A motion was made by Elaine Wintjen, seconded by Rob Cook, to recommend approval of the placement of two signs, as requested, however, the left sign, shown in the attachment to the HARB application, must be relocated to face Market Street. Motion was unanimously approved.

**c. Davide Della Pietra (Amami)/512 Market Street/Sign.** An application was submitted to and reviewed by HARB for an illuminated open sign. A motion was made by Kim Walter, seconded by Elaine Wintjen, to recommend approval of this sign as shown in the attachment to the HARB application. Motion was unanimously approved.

**d. David Smith (Mancini's)/428 Market Street/Sign.** An application was submitted to HARB for several illuminated signs. A motion was made by Rob Cook, seconded by Kim Walter, to recommend approval of the placement of two illuminated signs, one located on each side of the entrance door and facing Market Street; the illuminated signs shown in attachment to HARB application may be periodically changed, as long as there are only two illuminated signs as previously stated. Motion was unanimously approved.

**e. Ralph Gonzales (Fantasy Escape Room)/310 Market Street/Signs.** An application was submitted to and reviewed by HARB for signage. A motion was made by Ted Strosser to table request of a window sign with name of business and hours of operation, as well as a sandwich board/sidewalk sign as described in the project description of the HARB application, until a mock-up of each of these signs are emailed to the Zoning Officer and forwarded to HARB Members for review and comment. Size and location of signage is acceptable, artwork/mock-up needed for approval. Motion to table was unanimously approved.

**f. Jason Fellon/111 South Front Street/Accessory Garage.** An application was submitted to and reviewed by HARB for a new garage. A motion was made by Rob Cook, seconded by Elaine Wintjen, to recommend approval of the replacement garage as described in the project description of the HARB application and as shown in the diagrams attached, and it should be noted that exposed fasteners for the roof is acceptable since this is an outbuilding, and siding is to be brushed finish vinyl. Motion was unanimously approved.

**g. Jennifer Welshans (Plush Salon Company)/101 South Sixth Street/Sign.** An application was submitted to and reviewed by HARB for a sign. A motion was made by Kim Walter, seconded by Mary Mastascusa, to recommend approval of the temporary sign as described in the project description of the HARB application, with a recommendation that a professional sign reflecting the hours of business be presented when permanent sign request is made. Motion was unanimously approved.

**h. Kaitlin Schuck (Threading Love)/419 Market Street/Signs.** An application was submitted to and reviewed by HARB for two signs. A motion was made by Elaine Wintjen, seconded by Rob Cook, to recommend approval of the two signs as described in the project description of the HARB application, and as shown on the attachment, with the placement of three lights under the one sign as specifically outlined. Motion was unanimously approved.

**i. Raymond Scura (PizzaBoys NYC)/227 Market Street/Sign.** An application was submitted to and reviewed by HARB for a sign. A motion was made to table this request until the artwork of said sign is submitted via email to the Zoning Officer and forwarded to HARB members for review and comment. Size and location of signage is acceptable, artwork/mock-up needed for approval. Motion to table was unanimously approved. Ted Strosser abstained from voting.

Manager Lowthert indicated the Chairman of HARB, Ted Strosser, is here tonight. He asked Councilmember Cook to bring Council up to date on the HARB discussions and recommendations. Councilmember Cook said at the last meeting when this issue was tabled, it was done so to allow time for everyone to step back, take a good look at what was downtown at these locations currently, and talk to people to get different perspectives. It was determined after HARB discussed this matter, that HARB would use the following guideline: illuminated window signs shall be limited to one per window, forward facing, with a maximum of two per storefront and meeting any/all square footage signage limits as set forth in the zoning ordinance. Councilmember Derman asked why HARB made this decision. Ted Strosser said during the month delay, we had discussions with many business owners, the LDP's Design Committee, we researched historic district design guidelines, etc. and HARB decided this was the best recommendation that could be made. There was much discussion and debate regarding neon signs vs. illuminated signs vs. internally illuminated signs vs. LED signs vs. illuminated lettering. Solicitor Lyons pointed out the Borough's ordinance does not speak to LED lights and he highlighted portions of the existing Borough ordinance regarding illuminated signage. Stacy Hinck was present and shared her personal views on this subject. Nada Gray was present and shared her personal views on this subject. Linda Sterling was present on behalf of the LDP and shared information that she had obtained from various businesses downtown as a result of a survey she conducted, as well as information she had acquired from other towns with Historic Districts. Solicitor Lyons said we need to decide how we are going to deal with numerous things, one being, do we have a definition in our ordinance that is broad enough to deal with LED lighting. Manager Lowthert distributed the four HARB applications which contain pictures of the signs for Council review. There was **much** discussion/debate on this subject. Solicitor Lyons clarified Council can either approve the recommendation of HARB, provided the signs are in compliance with the zoning ordinance, or Council can deny the recommendation. Should Council table this issue, there are time constraints for Council action; Council has forty-five days in which to make a decision.

CONCRETE BARRIERS AT BROWN AND SOUTH THIRD STREETS

COMMUNITY DEVELOPMENT/ PLANNING COMMITTEE HARB

W QING WU

R THOMAS

D DELLA PETRA

D SMITH

R GONZALES

J FELLON

J WELSHANS

K SCHUCK

R SCURA

DISCUSSION OF ILLUMINATED SIGNS IN THE HARB DISTRICT

February 16, 2016

Manager Lowthert stated if Council were to decide to table this issue, he would ask what Council feels they could learn in the next thirty days that would help them to be able to make a decision to approve or deny.

Councilmember Cook made a motion, seconded by Councilmember Derman, to table action with regard to the lighted signs downtown, specifically HARB items a, b, c and d. Motion to table was unanimously approved.

Manager Lowthert asked if Council would like to discuss this matter at the work session scheduled for Tuesday, March and postpone discussion on the Brown Street concrete barriers until the work session in April. Council agreed this should be discussed March .

Manager Lowthert asked if Council feels the ordinance in general needs to be updated. If so, he will put this on the Community Development/Planning Committee agenda. He reminded Council that action will have to be taken at the next regular monthly meeting on March . Councilmember Morris shared that the Planning Commission has some other issues they want to see revised in the current zoning ordinance.

Councilmember Morris made a motion, seconded by Councilmember Frederick, to adopt Resolution No. 16-01, a resolution authorizing an application for the Early Intervention Program Grant in the amount of \$80,000.00 for the purpose of a financial conditions study of the Borough, with the Borough's match being up to \$20,000.00 or 25% of the project costs. ON THE QUESTION: Manager Lowthert explained this is a result of East Buffalo Township (EBT) backing out of the consolidation study. This grant is out of the same program and would allow this Borough to analyze their finances and operations in an effort to look for ways to make improvements. There was an article in the paper indicating EBT is looking to put the consolidation study on a referendum. What we are doing here will not preclude EBT from become involved later. This application will simply allow the Borough to do what they intended to with this study prior to EBT backing out. Mayor Wagner stressed what we will get out of this is going to be extremely beneficial and well worth the investment. Motion was unanimously approved.

Councilmember Derman made a motion, seconded by Councilmember Frederick, to appoint Barbara Kalin to the Shade Tree Commission (STC); term expiration December 31, 2019. Motion was unanimously approved.

Manager Lowthert reported the Lewisburg Neighborhoods Corporation (LNC) held their retreat and have decided they would like an additional elected official to join Mayor Wagner, Councilmember Cox and Councilmember Derman to serve on the LNC Board of Directors.

Manager Lowthert reminded Council that there is currently a vacancy on the Planning Commission with a term expiring on December 31, 2017; a vacancy on HARB, with a term expiring on December 31, 2018; and a vacancy on the Municipal and Community Advisory Committee (MACAC).

**ADMINISTRATIVE/FINANCE COMMITTEE:** Councilmember Morris made a motion, seconded by Councilmember Derman, to approve the payment of bills from 01/16/16 through 02/12/16 in the amount of \$631,681.67. ON THE QUESTION: Manager Lowthert indicated routine fund transfers were done earlier this year, as we did not want draw on the TRAN and have to pay interest. We purchased a new truck for the Public Works Department, and everything else was routine. Motion was unanimously approved.

**MAYOR:** Mayor Wagner said congratulations to Billy Kelly our Grammy nominee and Lewisburg celebrity.

**COUNCIL PRESIDENT:** No report.

**SOLICITOR:** No report.

**MANAGER:** Manager Lowthert said he wants to get a group Council picture, so he asks everyone be here at 6:45 PM on Tuesday, March .

**OTHER COMMITTEES:** No report from BVRA.

Councilmember Morris indicated on behalf of the LDP that the Ice Festival and Polar Bear Plunge was a huge success.

Mayor Wagner indicated the Town and Gown Committee meeting was cancelled this month. Martha Barrick indicated she is meeting with Bucknell University as she feels some restructuring of this committee is needed to aid in this committee being productive once again.

**FOUR ILLUMINATED SIGNS ISSUES/ RECOMMENDATIONS OF HARB (TABLED)**

**ILLUMINATED SIGNS ISSUE MADE TOPIC OF DISCUSSION OF WORK SESSION MARCH 8<sup>TH</sup> AND CONCRETE BARRIER ISSUE ON BROWN MOVED TO WORK SESSION APRIL 12<sup>TH</sup>**

**ZONING ORDINANCE FOR ILLIMINATED SIGNAGE TO BE REVIEWED BY COMMUNITY DEVELOPMENT/ PLANNING COMMITTEE**

**APPLICATION FOR EARLY INTERVENTION PROGRAM GRANT THROUGH DCED (RESOLUTION NO. 16-01)**

**BARBARA KALIN APPOINTED TO STC**

**LNC REQUESTING ADDITIONAL ELECTED OFFICIAL TO SERVE ON THEIR BOARD**

**CURRENT VACANCIES**

**ADMINISTRATIVE/ FINANCE COMMITTEE PAYMENT OF BILLS**

**MAYOR**

**COUNCIL PRESIDENT**

**SOLICITOR**

**MANAGER**

**OTHER COMMITTEES BVRA**

**LDP**

**TOWN AND GOWN COMMITTEE**

February 16, 2016

**LNC**

**STC**

**CK-COG**

Mayor Wagner reported the LNC retreat was held, it was extremely informative, and there is a lot of goal setting taking place.

No report from the STC.

No report from the CK-COG.

Councilmember Morris said the Community Garden Committee will meet in March. They are looking to downsize, which is needed and will be positive.

No report from the MACAC.

**OLD BUSINESS:** Councilmember Morris indicated she read in the Community Development/Planning Committee minutes there were discussions of a sidewalk at Dunkin Donuts. Manager Lowthert said nothing has been forwarded to Council, as additional discussions at the committee level are needed, i.e. location of sidewalk(s), crossing location, etc. Committee members wanted to take a look at the location and discuss at the next meeting. Councilmember Morris asked that any information on this be forwarded to the Planning Commission and that the Police Chief also be involved.

**NEW BUSINESS:** None.

**WRITTEN REPORTS:** Councilmember Morris made a motion, seconded by Councilmember Derman, to acknowledge receipt of the Budget Index, Parking Report, Code Enforcement Officer Report and Zoning Officer's report. Motion was unanimously approved.

**WORK SESSION:** Council Vice President Mahon confirmed there will be a work session March on the illuminated signage.

There being no further business, Councilmember Morris made a motion, seconded by Councilmember Frederick, to adjourn the meeting. Motion was unanimously approved. Meeting adjourned at 8:45 PM.

Respectfully submitted,

Patricia M. Garrison  
Borough Secretary