

The regular monthly meeting of the Borough Council of Lewisburg, Union County, Pennsylvania, was held at 6:30 PM on **Tuesday, March 19, 2019** in the Council Chambers, 55 South Fifth Street, Lewisburg. Present: Council President Morris; Councilmembers Derman, Comas, Heayn, Mahon, Medina and Yohn; Mayor Wagner, Solicitor Lyons, Manager Lowther and Secretary Anders. Also present: Kim Wheeler, Ellen Ruby, Carol Steckel, Bonnie Poteet, Paige Kaszuba, Tom Egan, Sam Pearson, Rudy Mummey, Steve Lindenmuth, Cliff Melberger, Mick Melberger, Jason Leonard, Jordan Battenberg, Dean Battenberg, David Hines, Kevin Gardner, Barbra Kalin, Jim Buck, Jamie Blount and Jack Feeley.

**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 Yohn, seconded by Councilmember Mahon, to approve the minutes of the February 19, 2019 regular monthly meeting. Motion was unanimously approved.

**PUBLIC COMMENT(S) ON ANY AGENDA ITEM:** Jim Buck East Buffalo Township resident wanted to express his hope and desire that things can be worked out amicably regarding Regional Police Agreement.

**PUBLIC WORKS/POLICE COMMITTEE:** Council received the Buffalo Valley Regional Police Department's (BVRPD) monthly report.

Chief Blount presented William Cameron Engine Company (WCEC) year to date report. Blount also reported that retired Chief Bob Stackhouse, serving 69 years, had passed away.

Public Works Committee continues to discuss and research the parking of large and commercial vehicles along Borough Streets.

Permission letter signed by Borough Manager for LNC Walk it! Bike It! River Road Holiday on River Road from Winter Farm Lane to North Water St. on Sunday, May 12<sup>th</sup>, from 1pm to 5pm.

The Committee selected to use natural rock instead of gabion baskets as part of the project design for the CDBG funded Floodplain Restoration Project on South Sixth Street North of St. Louis Street.

The Committee agreed that contractors should have the option of placing fill in Wolfe Field Fill Project Area located behind the Brush Pile when fill is removed from Borough projects if the DEP permit is still valid.

The Committee directed the Borough Manager to accept a proposal from Strosser/Baer Architects LLC in the amount of \$4,500.00 for Professional Services to design and bid an exterior improvement project for the Borough Office Building Exterior Restoration project with costs to be paid from the Building Depreciation Fund.

The Shade Tree Commission will be planning a bare root tree planting project on Borough owned properties located along North Fifth Street.

**ADMINISTRATIVE/FINANCE COMMITTEE:** Councilmember Derman made a motion, seconded by Councilmember Heayn, to approve payment of bills from February 16, 2019 through March 15, 2019 in the amount of \$483,268.12. Motion was unanimously approved.

Councilmember Derman made a motion, seconded by Councilmember Heayn, to accept a proposal from Cohen Law Group in the amount of \$9,990.00 to undertake a Cable Franchise Fee Audit and to represent the Borough in its upcoming Cable Franchise Fee Renewal Negotiations with Service Electric Cablevision. Motion was unanimously approved.

Councilmember Derman made a motion, seconded by Councilmember Heayn, to accept the low proposal of \$5,565.00 from Hillyard Landscaping for 2019 Borough Landscaping Services. Motion was unanimously approved.

Councilmember Derman made a motion, seconded by Councilmember Heayn, to direct the Borough's solicitor to prepare an Ordinance for adoption to amend and restate the Article of Incorporation for the Lewisburg Area Joint Sewer Authority. Motion was unanimously approved.

Councilmember Derman made a motion, seconded by Councilmember Heayn, to accept an engineering services proposal from Larson Design Group in the amount of \$2,900.00 for design and bidding services associated with our 2019 Parking Lot and Loop Road Graveling Project. Motion was unanimously approved.

Councilmember Derman made a motion, seconded by Councilmember Heayn, to accept an engineering services proposal from Larson Design Group in the amount of \$2,100.00 for the 2019 Borough owned sidewalk replacement project. Motion was unanimously approved.

The Committee directed the Borough Manager to purchase an AED for the Borough Office at a cost of approximately \$1,800.00 as recommended of the Borough's Safety Committee.

ATTENDANCE

CALL TO ORDER

APPROVAL OF MINUTES

PUBLIC COMMENT(S) ON ANY AGENDA ITEM

PUBLIC WORKS/POLICE COMMITTEE  
BVRPD

WCEC

General Updates

ADMINISTRATIVE/FINANCE COMMITTEE  
PAYMENT OF BILLS

Cable Franchise – Cohen Law Group

2019 Landscaping Services

LAJSA – Article of Incorporation

Parking lot – Loop Graveling Project – Engineering Services

Sidewalk Replacement – Engineering Services

Safety Committee Recommendations  
AED

March 19, 2019

The Borough has purchased two wall mounted First Aid Cabinets (one for the Borough Office and one for the Public Works Building) and fifteen First Aid Kits for Borough vehicles and the Recycling Center as recommended of the Borough’s Safety Committee.

The Borough will be scheduling CPR/First Aid/AED Training for employees whose certifications are out of date as recommended by the Borough’s Safety Committee.

The Borough will be scheduling Fire Extinguisher Use Training for employees as recommended by the Borough’s Safety Committee.

The Borough is beginning to prepare a COSTARS order for the replacement of the 2011 Freightliner Refuse Collection Truck with an expected delivery date of late 2020.

**COMMUNITY DEVELOPMENT/PLANNING COMMITTEE:** Councilmember Yohn made a motion, seconded by Councilmember Medina, to approve HARB items a, b and c as submitted and recommended by HARB per their minutes dated March 12, 2019. Motion was unanimously approved.

**a. JR Soft Pretzels (Robert A Lack)/230 Market Street/Sign.** An application was submitted to and reviewed by HARB for a sign. Motion was made by Elaine Wintjen, seconded by Ted Strosser, to recommend approval and issuance of Certificate of Appropriateness (COA) for a sign as submitted in the project description of the HARB application. Motion was unanimously approved.

**b. Amanda Unzueta/227 South Third Street/Greenhouse, Walkway.** An application was submitted to and reviewed by HARB for Greenhouse, Walkway. Motion was made by Elijah Farrell, seconded by David Heayn, to recommend approval and issuance of a Certificate of Appropriateness (COA) for Greenhouse, Walkway as presented and shown in the attachments to the HARB application, recommendation is for Arbor and Greenhouse frame and trim elements to be wood, painted, wood fence to be painted/stained within one year, all other elements recommend as submitted. Motion was unanimously approved.

**c. JSC Advisers (Jeremy and Renee St. Clair)/501 Market Street/Sign (change).** An application was submitted to and reviewed by HARB for a sign change. Motion was made by David Heayn, seconded by Ann Hilliard, to recommend approval and issuance of a Certificate of Appropriateness (COA) for a sign change as presented and shown in the attachments to the HARB application, recommendation for the new sign to be centered on the building, lighting to be gooseneck type with no light spill off the property, light color shall be 3,500 K or less. Motion was unanimously approved.

Jordan Battenberg of Boy Scout Troop 600 requested to undertake an Eagle Scout Project in Soldiers Park to include improvements to the park benches, park tables and painting of lights inside the park. Councilmember Derman made a motion, seconded by Councilmember Medina, to approve the project as presented to Council by Jordan Battenberg. Motion was unanimously approved.

The Borough has executed a contract with Traffic Planning and Design, Inc. for the Market Street Corridor study. All the data collection on Market Street will take place in April and May. The project to be completed in June, with a Plan Presentation at the June 11<sup>th</sup> Council Work-session and acceptance of the Plan at the June 18<sup>th</sup> Council Meeting.

There could be some potential scope changes that may require Council to act on before the completion of the contract work with Traffic Planning and Design. The Steering Committee and the Engineers have worked through the details of how and where the data collection will take place, it has been discussed that in order to capture a fuller understanding and differentiation between “through” and “short cut” traffic, there may need to be additional traffic counting devices added to the data collection plan.

Therefore, it may be necessary to return to Council to request a contract amendment. The current contract with Traffic Planning and Design is for \$69,650. However, raised funds by the Steering Committee equaled \$85,000. The request to Council would be within the limits of available funds.

HRG submitted plans on behalf of Greenspace Properties for LAHS land development of six Two-Family Dwelling Development. The plans were reviewed by the Borough Engineer, County Planning Commission, and Lewisburg Planning Commission. The Planning Commission recommended to forward to Council with a number of waivers and conditions that have to be met before the plan is finalized. There was much discussion and review. Councilmember Comas made a motion, seconded by Councilmember Derman, to waive the need for a preliminary plan for the LAHS subdivision plan. Motion was unanimously approved. Councilmember Derman made a motion, seconded by Councilmember Mohan, to waive the requirement of the SALDO to plant trees at thirty foot intervals to agree to seventy foot planting subject to the Shade Tree Commission Ordinance or any Ordinance of the Borough dealing with the Shade Trees. Motion was unanimously approved. Councilmember Heayn made a motion, seconded by Councilmember Mohan, to require the developer to install the conduit and the bases per direction of the Borough Engineer and waive the part of the SALDO for the installation of street lights. Motion was unanimously approved. Councilmember Heayn made a motion, seconded by

First Aid Kits
First Aid/CPR/AED Training
Fire Extinguisher Training
Refuse Truck Replacement 2020
<u>COMMUNITY DEVELOPMENT/PLANNING COMMITTEE HARB</u>
JR SOFT PRETZELS – R LACK
A UNZUETA
JSC ADVISERS – ST. CLAIR
<u>Eagle Scout Project – Soldiers Park</u>
<u>Market Street Corridor</u>
LAHS Land Development

March 19, 2019

Councilmember Comas, to waive the requirement so the street trees can be planted behind the sidewalk within the residential lot. Motion was unanimously approved. Councilmember Derman made a motion, seconded by Councilmember Heayn, to waive the two-lot limit that a private driveway may serve. Motion was unanimously approved. Councilmember Heayn made a motion, seconded by Councilmember Derman, that the applicant be allowed to provide stormwater management for the proposed dwelling off-site with the conditions that the applicant will sign an acknowledgement that the stormwater facility is to be a permanent fixture that can be altered and removed only after approval of a revised plan by Lewisburg Borough, the stormwater management facility will be located in a permanent easement on the adjacent lot owned by the applicant and the applicant will enact a maintenance agreement and provide funds for the stormwater maintenance agreement enacted. Motion was unanimously approved. Councilmember Yohn made a motion, seconded by Councilmember Comas, to require the developer backfill the utility trenches with a floatable fill. Motion was unanimously approved. Councilmember Heayn made a motion, seconded by Councilmember Derman, to approve the final land development plan contingent upon submittal of a revised development plans to Borough Council that meet the conditions imposed by the Lewisburg Borough Planning Commission at their meeting on March 6<sup>th</sup>, 2019. This includes addressing all nineteen engineering comments provided by Larson Design Group via letter dated March 6<sup>th</sup>, 2019 to the satisfaction of the Borough Engineer, Larson Design Group and all waivers approved by Borough Council at tonight's meeting and any conditions that have been modified. Motion was unanimously approved.

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:**

Tom Egan with the Planning Commission seeks permission from Council to talk with the County regarding the language in the SALDO. Council President authorized Tom Egan to have discussion with the County regarding the language in the SALDO.

Tom Egan discussed the EIP results and feels that the recommendation to add cyber coverage to the insurance should be ignored because he believes it's not clear that the underwriters know what they are doing.

Tom Egan presented a letter of resignation from Planning Commission. Council President regretfully accepted.

Sam Pearson with Walk it Bike it introduced Jack Feeley, Bucknell student. Mr. Feeley updated council on the 2006 bike-ability survey updates as his senior project. The survey will be ready in a few days and he will collect data for about three months.

**MAYOR:** Mayor Wagner has spent a lot of time with Scouts. Councilmember Derman and Mayor Wagner attended the Eagle Scout award ceremony Saturday evening. Mayor Wagner will be attending the Small Business Development Day meet and greet and hoping to present a Certificate of Appreciation to the Small Business Development Center for their contribution to the community.

**COUNCIL PRESIDENT:** No report.

**BOROUGH MANAGER:** Borough Manager informed Council of his attendance as Pennoni Associates received a 2019 Diamond Award from the American Council of Engineering Companies of Pennsylvania under the Small Projects Category for the Borough's U.S. Route 15 Smart Traffic Signal System Project. A copy of the award was also presented to the Borough.

**BOROUGH SOLICITOR:** Councilmember Derman made a motion, seconded by Councilmember Mohan, to enact Ordinance No. 1057, an ordinance amending subsection A of Section 345-27 of Article IV of Chapter 345 of the Code of The Borough of Lewisburg, being part of Ordinance No. 833, enacted October 20, 1987, as amended, which regulates vehicular traffic and parking, by prohibiting parking at all times on the South Side of St. Catharine Street between Pine Street and South Seventh Street. Motion was unanimously approved.

**JUNIOR COUNCILMEMBER:** Paige Kaszuba shared some upcoming environmental items and concern for recycling bins by the post office being used for trash and inquired about proper procedure to get a trash can at this location.

**OTHER COMMITTEES:** Councilmember Heayn updated Council on the following BVRA items: The Rail trail, Gala, summer camps, repairs, strategic planning, and funding agreements.

Ellen Rudy, Executive Director of the LDP, reported that June 1<sup>st</sup> will be a vendor and craft fair with sidewalk sales on Market Street. LDP is in the process to begin their 5 year strategic plan review. Economic Vitality Plan is working on survey for business property owners and consumers that will be used for business retention, recruitment and expansion.

Sam Pearson shared with Council that the Flood Impact Taskforce has a meeting and she is also working with independent study student doing a follow up on a mapping project for flood impact.

LAHS Land Development - cont.

VACANCY UPDATES

PUBLIC COMMENT(S) ON ANY NON-AGENDA ITEMS

Bike-ability Survey

MAYOR

COUNCIL PRESIDENT

MANAGER

BOROUGH SOLICITOR

JUNIOR COUNCILMEMBER

OTHER COMMITTEES BVRA

LDP

LNC

March 19, 2019

Barbra Kalin, Shade Tree Chairman, stated the Commission **is** planning a bare root tree planting on Borough owned properties located along North Fifth Street. Barbra Kalin also stated that there might be a date problem because the trees would be arriving in the beginning of April. Councilmember Derman made a motion, seconded by Councilmember Heayn, to give the Borough Manager, Lowthert, the authority to authorize the Shade Tree Commission to plant three trees on Borough property. Motion was unanimously approved. Arbor Day Celebration will be April 26<sup>th</sup>.

Sam Pearson, Community Garden Committee, shared that applications are due next Friday for plots. The season will open at the beginning of April and this weekend will be a cleanup.

Councilmember Derman updated Council on Central Susquehanna Fire and Emergency Services (CSFAES) meeting and they are making progress but it will still take some time to wrap up.

**ANY ADDITIONAL BUSINESS FROM COUNCIL:** Councilmember Medina inquired the process with the Human Relations Ordinance. Borough Manager Lowthert has received the question and answers to be posted on the Borough's website. Councilmember Media believes the Human Relations Ordinance is ready for a vote. The April work session will be used to discuss the Human Relations Ordinance.

**WRITTEN REPORTS:** Councilmember Heayn made a motion, seconded by Councilmember Medina, to acknowledge receipt of the Borough Budget Index, the monthly parking report, the Lewisburg Ara Joint Sewer Authority March agenda and February minutes, Zoning Officer Report and Code Enforcement Officer Report. Motion was unanimously approved.

**WORK SESSION:** Manager Lowthert said there will be a work session held Tuesday, April 9, 2019 to discuss the Human Relations Ordinance.

Council President Morris called for executive session at 9:40 PM for personnel matters.

Council returned at 10:07 PM.

Councilmember Derman made a motion, seconded by Councilmember Comas, to give Erin Swanson-Batman a 10% increase for the duration of January 21<sup>st</sup>, 2019 to March 22<sup>nd</sup>, 2019 due to extra Account Clerk duties. Motion was unanimously approved.

There being no further business, Councilmember Derman made a motion, seconded by Councilmember Comas, to adjourn the meeting. Motion was unanimously approved. Meeting adjourned at 10:10PM.

Respectfully submitted,

Jacqueline A. Anders  
Borough Secretary

STC

Community Garden

CENTRAL  
SUSQUEHANNA FIRE  
AND EMERGENCY  
SERVICES BOARD

**ADDITIONAL  
BUSINESS FROM  
COUNCIL**

**WRITTEN REPORTS**

**WORK SESSION**

**Executive Session**

Swanson-Batman  
temporary rate  
increase

**ADJOURNMENT**