

**DRAFT AGENDA
LEWISBURG BOROUGH COUNCIL MEETING
SEPTEMBER 17, 2019
6:30 PM**

MORRIS, President
MAHON, Vice-President
COMAS
DERMAN
FREDERICK
HEAYN
MEDINA
YOHN
KASZUBA

MAYOR WAGNER
MANAGER/TREASURER LOWTHERT
SECRETARY ANDERS
SOLICITOR LYONS
BVRPD CHIEF YOST
FIRE CHIEF BLOUNT
WHEELER
PRESS
VISITORS

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. APPROVAL OF MINUTES
 - a. August 20, 2019 regular meeting
- IV. COUNCIL PRESENTATION(S)
 - a. Stacy Richards, Candidate for Union County Commissioner
 - b. Trey Casimir, Candidate for Union County Commissioner
- V. PUBLIC COMMENT(S) ON ANY AGENDA ITEM
- VI. PUBLIC WORKS/POLICE COMMITTEE
 - a. Buffalo Valley Regional Police Department (BVRPD) Monthly Report
 - b. William Cameron Engine Company (WCEC)
 - c. Motion to approve a request from LDP for Free Meter Parking during the afternoon of Friday, October 11, 2019 and Saturday, October 12, 2019 in association with the Fall Festival.
 - d. Motion to award the Soldier's Park Tree Planting Project to Timberwolf Tree Company in the base quote amount of \$4,950.00 to be paid from the D.F. Green Recreation Fund.
 - e. Motion to award the Soldier's Park Tree Removal Project to Timberwolf Tree Company in the base quote amount of \$4,750.00 and the add alternate bid of \$995.00 for a total award of \$5,745.00 to be paid from the D.F. Green Recreation Fund.
 - f. Motion to award the Borough Office Masonry Restoration Project to Eagle Ridge Contracting in the base bid amount of \$26,900.00 and the add alternate bid of \$2,400.00 for a total award of \$29,300.00 contingent upon review by the Project Architect and Borough Solicitor to be paid from the Building Deprecation Fund.
- VII. ADMINISTRATIVE/FINANCE COMMITTEE
 - a. Motion to approve payment of bills from August 17, 2019 through September 13, 2019 in the amount of \$284,080.51.
 - b. Motion to set the 2020 Lewisburg Borough Pension Minimum Municipal Obligation at \$166,217.00 as recommended by the Borough's Actuary.
 - c. Motion to accept a proposal from J.H. Williams & Company, LLC to conduct the Borough's 2019 Municipal Audit in the amount of \$10,300.00.
 - d. Motion to accept a proposal from J.H. Williams & Company, LLC to undertake the Borough's 2020 quarterly payroll tax returns and prepare the year end W-2 documents in the amount of \$2,180.

- e. **Motion for the Borough Council President to sign a sub-recipient agreement with Union County for use of the Borough's 2018 Community Development Block Grant funding contingent upon review by the Borough Solicitor.**

VIII. COMMUNITY DEVELOPMENT/PLANNING COMMITTEE
HARB – (See HARB Minutes for *Details of Certificate of Appropriateness (COA) Approvals/Courtesy Reviews/Project Updates*)

a. Robert Lack – “The Grooming Geek” / 108 North Second Street / Sign. An application was submitted to and reviewed by HARB for a sign. Motion was made by Elaine Wintjen, seconded by Elijah Farrell to recommend approval and issuance of Certificate of Appropriateness (COA) for a sign on a post as submitted in the project description of the HARB application. Motion was unanimously approved.

b. Gary Peck – “Travel Leaders” / 302 Market Street / Signs. An application was submitted to and reviewed by HARB for signs. Motion was made by Ted Strosser, seconded by Elijah Farrell to recommend approval and issuance of Certificate of Appropriateness (COA) for signs as submitted in the project description of the HARB application. Motion was unanimously approved.

c. Joe Tosolt / 132 South Fourth Street / Windows & Doors. An application was submitted to and reviewed by HARB for windows and doors. Motion was made by Elaine Wintjen, seconded by Elijah Farrell to recommend approval and issuance of Certificate of Appropriateness (COA) for windows and doors as submitted in the project description of the HARB application, recommendation for windows to be 1 over 1 double hung units to match the size of the existing opening, doors to be the same size as existing and configured as submitted (3/4 glass with panel below). Motion was unanimously approved.

Project Updates: Alan & Tana Zeigler / 45 North Front Street / Fence (Replaced). Motion was made by Ted Strosser, seconded by Elaine Wintjen to recommend approval and issuance of Certificate of Appropriateness (COA) for fence, recommendation that the gate and post visible to Front Street to be wood, all other elements of the fence (not visible from Front Street) are approve as previously submitted. Motion was unanimously approved.

Additional Items:

- a. **Motion to approve Resolution No. 19-05, a resolution for the placement of a “Welcome Unpaved Riders” banner across State Highway (Market Street) and to approve submission of this resolution to PennDOT.**
- b. **Motion to approve an Addendum to the Management Agreement between Lewisburg Borough and the Buffalo Valley Recreation Authority that sets the 2019 Lewisburg Borough contribution at \$66,273.00 and increases that contribution by 2% each year until December 21, 2022, and at a negotiated rate of increase for the remaining term of the Agreement thereafter. (Note – Management Agreement expires on August 31, 2029).**
- c. **Motion to approve the appointment of Erin A. Van Enkevort to the Lewisburg Borough Shade Tree Commission with a term expiring December 31, 2023.**

FYI:

- i. **Two current vacancies on Planning Commission with term expirations of December 31, 2019 and December 31, 2022; one vacancy on HARB with term expiration of December 31, 2020; one vacancy on Shade Tree Commission with term expiration of December 31, 2021.**

- IX. PUBLIC COMMENT(S) ON ANY NON-AGENDA ITEMS**
- X. MAYOR**
- XI. COUNCIL PRESIDENT**
- XII. BOROUGH MANAGER**
- XIII. BOROUGH SOLICITOR**
- XIV. JUNIOR COUNCILMEMBER**
- XV. OTHER COMMITTEES**
 - a. Buffalo Valley Recreation Authority (BVRA)**
 - b. Lewisburg Downtown Partnership (LDP)**
 - c. Lewisburg Neighborhoods Corporation (LNC)**
 - i. River Town Team**
 - ii. Walk It/Bike It Lewisburg**
 - iii. Neighborhood Support**
 - d. Shade Tree Commission (STC)**
 - e. Central Keystone Council of Governments Board (CK-COG)**
 - f. Community Garden Committee**
 - g. Central Susquehanna Fire and Emergency Services (CSFES)**
- XVI. ANY ADDITIONAL BUSINESS FROM COUNCIL**
- XVII. WRITTEN REPORTS**
 - a. Motion to acknowledge receipt of the monthly Parking Report, BVRA August agenda, BVRA July 2019 Board Financial Reports, BVRA August 2019 Operations Report, BVRA Revised Lewisburg Borough Contract Addendum, BVRA July Meeting Minutes, LAJSA September agenda, LAJSA July Minutes, STC Minutes from 6/13/19, 6/27/29, 7/11/19, 7/25/19, 8/8/19, Zoning Officer Report and Code Enforcement Officer Report.**
- XVIII. WORK SESSION – Work Session WILL/WILL NOT be held on Tuesday, October 8, 2019**
- XIX. EXECUTIVE SESSION – Legal Matters**
- XX. ADJOURNMENT**