

The regular monthly meeting of the Borough Council of Lewisburg, Union County, Pennsylvania, was held on **Tuesday, September 19, 2017**, in the Council Chambers, 55 South Fifth Street. Present: Council President Bergonia; Councilmembers Cox, Derman, Frederick, Mahon, Morris and Yohn; Mayor Wagner, Solicitor Lyons, Manager Lowthert, Secretary Garrison and BVRPD Chief Yost. Absent: Councilmember Martin. Also present: Luis Medina, Sam Pearson and Matt Farrand.

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

**APPROVAL OF MINUTES:** Motion was made by Councilmember Frederick, seconded by Councilmember Mahon, to approve the minutes of the August 15, 2017 regular monthly meeting. Motion was unanimously approved.

**PUBLIC PARTICIPATION:** There were no members of the public that wished to speak.

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

Manager Lowthert indicated that Representative Keller called a meeting today with PennDOT, the Borough and Bucknell University were in attendance, to discuss the amount of truck traffic that has been on Market Street as a result of the bypass work in Northumberland. The Borough was told the truck detour will not be lifted until the project is over and the anticipated project completion date is June of 2020. Although the car detour will be lifted, truck traffic will not be permitted. It was learned there is grant funding available for the replacement of internal camera components on traffic lights, and because an efficiently functioning traffic system with lights interconnected will help keep traffic moving, the Borough hopes to submit grant applications next year. It was made clear that Market Street is a State road and is a legitimate road for the trucks to travel and that neither the Borough nor PennDOT has the ability to prohibit large truck traffic. Mayor Wagner said it was explained today how much damage is being done to the brand of the Borough of Lewisburg, as there are numerous safety concerns for both pedestrians and vehicles. There was discussion of snow and the problems that will pose when vehicles are unable to get close to the curb and we have these large trucks traversing Market Street. Manager Lowthert said PennDOT stressed the importance of the enforcement of traffic laws and the enforcement of violations occurring downtown. Chief Yost said they are enforcing violations and he pointed out that issues of stopping a truck on Market Street and the difficulties of patrolling Market Street because of congestion. Sam Pearson suggested since we are all on Market Street at some point in time, that if we all drive slower (19 MPH being ideal) we will all better control the flow of traffic. Councilmember Mahon asked that the Borough get more police enforcement, meaning more PPUs. The reports show that East Buffalo Township (EBT) consistently gets around 54% and the Borough gets around 44%, when the Borough pays for 48%. EBT has expressed they are not concerned about patrolling in their township and the Borough is and wants more patrolling. Chief Yost reported they have been spending more time in the Borough over the last few weeks given the issues of traffic on Market Street and that will continue. There was **very much** discussion.

Councilmember Mahon made a motion, seconded by Councilmember Derman, to approve the following streets for the Borough's 2018 Streets Project: Terrace Drive from St. Paul Street to west/south of Meadowview Court; Meadowview Court (full reconstruction); Second Street from St. Louis Street to St. George Street; White Pine Alley from South Third Street to South Second Street and Apple Tree Alley from White Pine Alley to near St. Louis Street; Ogren Alley; North Third Street from Beck Street to Market Street; Cherry Alley from North Seventh Street to Linn Alley; Cherry Alley from North Fourth Street to North Third Street. **ON THE QUESTION:** Manager Lowthert said since the committee meeting, we did a walk-thru and found two streets that needed to be added: Cherry Alley from North Seventh Street to Linn Alley and Cherry Alley from North Fourth Street to North Fourth Street. Motion was unanimously approved.

Councilmember Mahon made a motion, seconded by Councilmember Derman, to approve design and bid document preparation, as well as authorize the advertisement for bid, of Phase I of the South Sixth Street Improvement Project, which includes tree removals and plantings on the east side. **ON THE QUESTION:** Manager Lowthert said this is one of the components of South Sixth Street Project. We were going to do this as part of our CDBG project, which is the sidewalks and trees on the west side, along with storm sewer work, etc., but DCED said the planting trees is not considered to be a CDBG eligible activity. Councilmember Morris asked if this is being tied in with our Master Plan for Bull Run. Manager Lowthert said yes, this will be complimentary of everything else we are doing there. Motion was unanimously approved.

Councilmember Mahon made a motion, seconded by Councilmember Derman, to approve bid document preparation and advertisement for bid of Borough Building Accessibility and Security Improvements Project. Motion was unanimously approved.

Councilmember Mahon made a motion, seconded by Councilmember Derman, to accept the quote received from Timberwolf Tree Services for the St. Mary Street Park Tree Trimming and Removal Project in amount of \$10,750.00. **ON THE QUESTION:** Manger Lowthert said this is removal of two dead ash trees not in the ash tree treatment program and for the trimming of 22 other trees with dead branches in need of attention. Motion was unanimously approved.

**ATTENDANCE**

**CALL TO ORDER**

**APPROVAL OF MINUTES**

**PUBLIC PARTICIPATION**

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

**MARKET STREET TRUCK TRAFFIC DISCUSSIONS**

**STREETS SELECTED FOR 2018 STREETS PROJECT**

**APPROVAL GRANTED FOR DESIGN, BID DOCUMENT PREPARATION AND ADVERTISEMENT OF PHASE I OF SOUTH SIXTH STREET IMPROVEMENT PROJECT**

**APPROVAL GRANTED FOR BID DOCUMENT PREPARATION AND ADVERTISEMENT OF BOROUGH BUILDING PROJECT**

**APPROVAL OF QUOTE FROM TIMBERWOLF TREE SERVICES FOR ST MARY STREET PARK TREE TRIMMING/ REMOVAL PROJECT**

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Councilmember Mahon made a motion, seconded by Councilmember Derman, to approve TE-160 Application for Traffic Signal Approval for U.S. Route 15 and U.S. Route 192 (Buffalo Road) Loop Repair Work and adopt required Resolution No. 17-15 for same. ON THE QUESTION: Councilmember Mahon commented her understanding is that PennDOT reported these signal loops have been repaired. Motion was unanimously approved.

Manger Lowthert said the kick-off meeting for the Adaptive Signal Project was held yesterday; this will link the Route 45, St. Mary Street and Route 192 intersections with the adaptive system, meaning traffic flows will be sensed and the length of the lights will be set for real time based upon the number of cars, etc. The Notice to Proceed was issued to Kuharchik Construction by PennDOT. We were told construction will begin late December of this year, with most work being visible in January, February and March, and the system should be operational by March of 2018. There will be an extensive testing period and the project, technically, will not be completed until October of 2018. Mayor Wagner said traffic should flow faster through our section of Route 15, which may be helpful with the traffic issues. Manager Lowthert said PennDOT would like to see the traffic signals from Bucknell University all the way up Route 15 to Ziegler Road be in one system, but right now it is just these three intersections.

Manager Lowthert updated Council on the progress of the 2017 Streets Project and indicated he will continue to keep Council updated via email and also continue to provide this information to the Lewisburg Downtown Partnership (LDP).

Councilmember Mahon indicated we lost a street light standard last week, it was knocked over by a truck that never stopped, so she wrote a tribute to our street light standard titled, "Ode to a Three Globe Light" and shared with Council. (Council and those in the public thoroughly enjoyed this tribute.) Manager Lowthert said this street light standard was completely destroyed.

**COMMUNITY DEVELOPMENT/PLANNING COMMITTEE:** Councilmember Morris made a motion, seconded by Councilmember Mahon, to approve HARB items a through h, as submitted and recommended by HARB per their minutes dated September 12, 2017. Motion was unanimously approved.

**a. Ben Hartman-Ben's Costume Closet/310 Market Street/Sign.** An application was submitted to and reviewed by HARB for a sign. Motion was made by Elaine Wintjen, seconded by Kim Walter, to recommend approval of a sign as described in the project description of the HARB application and as shown in the photo attached to the HARB application. Motion was unanimously approved.

**b. Robert Lack/230 Market Street/Front Entry Door.** An application was submitted to and reviewed by HARB for a new front entry door and new awnings. Motion was made by Steve Snook, seconded Mary Mastascusa, to recommend approval of new wood doors and the replacement of one awning with two new ones, as described in the project description of the HARB application, and as shown in the drawing attached. Motion was unanimously approved.

**c. Joyce Johnson/50-52 South Fifth Street/Front Porch Steps.** An application was submitted to and reviewed by HARB for new front porch steps. Motion was made by Ted Strosser, seconded by Mary Mastascusa, to recommend approval of new front porch steps consisting of the following materials: wood stringers, composite deck, wood composite posts and railing system, lattice to close underside of stringers, and all to be painted and/or stained within one year, as described in the project description of the HARB application. Motion was unanimously approved.

**d. Chuck Confer-Mary Lotspeich/210 North Second Street/Porch Renovations.** An application was submitted to and reviewed by HARB for porch renovations. Motion was made by Kim Walter, seconded by Elaine Wintjen, to recommend approval of the porch renovations as described in the project description of the HARB application, and as shown on the drawings attached to the HARB application. Motion was unanimously approved.

**e. Phillip Peterson/25 North Seventh Street/Windows-Gutters.** An application was submitted to and reviewed by HARB for windows and gutters. Motion was made by Steve Snook, seconded by Elaine Wintjen, to recommend approval of replacement windows with one over one double hungs and K-style gutter as an acceptable replacement as described in the project description of the HARB application, and as shown in the attachments to the HARB application. Motion was unanimously approved.

**f. Melody Realty, LLC-Shing Yeong/202 St. John Street/Stairway Upgrades.** An application was submitted to and reviewed by HARB for stairway upgrades. Motion was made by Ted Strosser, seconded by Steve Snook, to recommend approval of porch reconstruction consisting of the following: wood post, rail and decking as indicated on drawings, posts and railing to be painted and/or stained within one year, and upper posts and railings only to be replaced if structurally required, as shown in the drawings attached to the HARB application. Motion was unanimously approved.

**g. Charles North/439 Market Street/Porch-Pillar Upgrades.** An application was submitted to and reviewed by HARB for new porch steps, decking and pillar supports. Motion was made by Mary Mastascusa, seconded by Elaine Wintjen, to recommend approval of new porch upgrades as described in the project description of the HARB application. Motion was approved, with one abstention; Steve Snook abstained.

**h. Kim Walter-Makowski/98 Brown Street/New Roof.** An application was submitted to and reviewed by HARB for a new roof. Motion was made by Mary Mastascusa, seconded by Steve Snook, to recommend approval of new concealed fastener, raised seam metal roof, as described in the project description of the HARB application. Motion was unanimously approved.

Councilmember Morris made a motion, seconded by Councilmember Derman, to approve providing a letter of support for the Lewisburg Neighborhood Corporation (LNC) submittal to the Lindig Foundation Grant Application for recreational items such as picnic tables, hammocks, pfd loaner rack, community canoe/kayak rack for placement on the former gas company property, and the commitment of the Borough's Public Works crew for installation support. ON THE QUESTION: Manager Lowthert said this is an initiative to bring recreation passive or active to this property from the river; there is no cost to the Borough other than the installation. Mayor Wagner suggested we determine a name for this property other than the former gas company property and suggested Derr's Landing. Motion was unanimously approved.

ROUTE 15 AND  
ROUTE 192  
(BUFFALO ROAD)  
TRAFFIC LOOP  
REPAIR  
(RESOLUTION NO.  
17-15)

UPDATE ON  
ADAPTIVE SIGNAL  
PROJECT

UPDATE ON 2017  
STREETS  
PROJECT

COUNCILMEMBER  
MAHON CREATED  
POEM FOR  
DAMAGED LIGHT  
STANDARD/A HIT  
AND RUN

COMMUNITY  
DEVELOPMENT/  
PLANNING  
COMMITTEE  
HARB

B HARTMAN

R LACK

J JOHNSON

C CONFER/M  
LOTSPEICH

P PETERSON

MELODY REALTY,  
LLC

C NORTH

K WALTER-  
MAKOWSKI

APPROVAL  
GRANTED FOR  
LETTER OF  
SUPPORT TO LNC  
FOR LINDIG  
FOUNDATION GRANT  
APPLICATION/  
RECREATIONAL  
ITEMS ON FORMER  
GAS COMPANY  
PROPERTY

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Councilmember Morris made a motion, seconded by Councilmember Derman, to approve/support LNC's submittal of the PennDOT Transportation Alternatives Set Aside Grant Program application for Kidsburg Recreation Initiative. ON THE QUESTION: Manager Lowthert asked Samantha Pearson to explain what this is and why we are going after it now when we may not really be ready. Ms. Pearson explained thoroughly the details of this grant application. She pointed out the pot of money is \$55,000,000.00 and that the application would be due this Friday. Although it's not ideal to apply for this grant now, and next year would have been better, PennDOT announced two weeks ago they are rolling three years into one, which means this grant will not be offered again for several years. The Metropolitan Planning Organization (MPO) at SEDA-COG has encouraged us to proceed with this application and they are facilitating this, meaning they helped get the required interview with District 3-0 and helped with the prescreening eligibility application. Everyone received a copy of the document explaining exactly what is being applied for, additional match funding for Phase I of the Bull Run Greenway Plan, specifically the Kidsburg Recreation Initiative from St. Louis Street south with some spurs to the north. The Borough already received a commitment in this area from the Pennsylvania Department of Conservation and Natural Resources (DCNR) in the amount of \$250,000.00 for construction funding, and we have also submitted applications to DCED for funding. This grant funding through PennDOT, is Federal funding, which makes things more complicated. Funds are awarded strictly on a reimbursement basis and there are obligations that must be met. Manager Lowthert said this is a good opportunity, but it is not a good time; we do not have a set of construction plans ready for bid and we just aren't really ready to do this. However, if we don't submit now, our project will be done before we have another opportunity. His understanding is that if we were to get this grant, and we review the timing requirements and conditions, only to determine that we cannot meet them, the Borough can simply not accept this grant. He feels better that we have an out should one be needed. Motion was unanimously approved.

Councilmember Morris made a motion, seconded by Councilmember Derman, to accept the resignation of Nada Gray from the Planning Commission, with regret. ON THE QUESTION: Councilmember Morris suggested we do something for Ms. Gray in recognition of her many years of dedication to this community. Mayor Wagner said she will prepare a proclamation. Motion was unanimously approved.

Manager Lowthert pointed out there are now two vacancies on the Planning Commission, as well as a HARB vacancy. We are still looking to create an alternate member to serve on the Zoning Hearing Board. He stressed the importance of finding civic minded people who are willing to serve on our boards/commissions/authorities.

**ADMINISTRATIVE/FINANCE COMMITTEE:** Councilmember Cox made a motion, seconded by Councilmember Morris, to approve the payment of bills from August 12, 2017 through September 15, 2017 in the amount of \$254,134.22. Motion was unanimously approved.

Councilmember Cox made a motion, seconded by Councilmember Morris, to approve J.H. Williams & Company, LLP, CPA, to conduct the annual audit for Fiscal Year 2017 in the amount of \$10,000.00. Motion was unanimously approved.

Councilmember Cox made a motion, seconded by Councilmember Morris, to approve J.H. Williams & Company, LLP, CPA, to submit quarterly tax payments for 2018 on behalf of the Borough in the amount of \$2,095.00. Motion was unanimously approved.

Councilmember Cox made a motion, seconded by Councilmember Morris, to approve Minimum Municipal Obligation (MMO) of \$155,048.00 as detailed in letter submitted to the Council President dated September 11, 2017, with changes made to the assumptions as follows: interest rate 7.0%; salary scale to 5.0%; inflation rate to 2.5%. ON THE QUESTION: Manager Lowthert explained the MMO is determined by the Borough's actuary and is based on a number of things, including a series of assumptions. We outlined in the motion what has been recommended and he detailed the following: a drop from 7.5% interest to 7% interest; a drop from 6% as an anticipated salary increase to 5% (still high, but we need to maintain flexibility); and a drop in the inflation rate from 3% to 2.5%. Motion was unanimously approved.

Manager Lowthert reported we received a notice from Union County indicating they will not collect per capita taxes next year. They will provide the list of people they know are residents as of December 31, 2017 to the Borough, after that collection is by the individual municipality and/or school district. It is disappointing we received such short notice and we now have to determine how we want to handle this. The per capita taxes bring in about \$6,000.00 a year, and is a tax that goes on the resident, not necessarily a property owner. Should this tax be dropped, it will go away forever. Our option would be that we collect or we ask the Tax Collector to collect, but trying to figure out how to determine who is living in the Borough will be very difficult. There was **much** discussion. It was the sense of Council that Staff determine the best way to move forward with a per capita tax next year, unless during the budget process Council would determine it should be eliminated.

Manager Lowthert indicated the increase to the Borough associated with the fire services IGA equates to a 0.2 mill tax increase. MACAC needs to know if Council is looking at signing this agreement, as they must finalize what they need to do. So, the question is, does this Council want to be part of this new fire services IGA or do you want to pursue contracted services?

APPROVAL  
GRANTED FOR  
SUPPORT OF LNC'S  
GRANT  
APPLICATION  
SUBMITTAL OF  
PENNDOT  
TRANSPORTATION  
ALTERNATIVES SET  
ASIDE PROGRAM  
FOR KIDSBURG  
RECREATION  
INITIATIVE

RESIGNATION OF  
NADA GRAY  
(PLANNING  
COMMISSION)

VACANCIES

ADMINISTRATIVE/  
FINANCE  
COMMITTEE  
PAYMENT OF BILLS

JH WILLIAMS &  
COMPANY TO  
PERFORM ANNUAL  
AUDIT FOR FISCAL  
YEAR 2017

JH WILLIAMS &  
COMPANY TO  
PROCESS  
QUARTERLY TAXES  
FOR FISCAL YEAR  
2018

2018 MMO APPROVED  
IN AMOUNT OF  
\$155,048.00

UNION COUNTY NO  
LONGER  
COLLECTING PER  
CAPITA TAX

DISCUSSION OF  
FIRE SERVICES IGA

Councilmember Cox said the first week of October MACAC will be meeting and he will provide our Solicitor's comments, which are very close to complete.

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He indicated he feels if we want to have a voice in the management of the fire company, we have to sign the IGA. And, the contracted services part will be determined or dictated by those that are a signatory of the fire services IGA. Manager Lowthert stressed the fire services IGA **will** come back before Council for review and consideration. Councilmember Derman commented he doesn't believe the Borough can afford to have only a contracted fire service. Mayor Wagner stressed the William Cameron Engine Company is a legacy of this Borough. Manager Lowthert shared that the Borough's contribution will be about \$36,000.00 more next year. Councilmember Derman said the estimated fire tax is going to be about \$145,000.00 next year. There was **much** discussion. Manager Lowthert stated the general consensus of Council is that the Borough intends on being a signatory of the fire services IGA and supports the financial concept that has been presented.

Manager Lowthert reminded Council the next budget work session is scheduled for Monday, September at 5:30 PM, and also that the Administrative/Finance Committee meeting has been changed in October to be held Wednesday, October 4th at 4 PM.

**MAYOR:** Mayor Wagner said kudos to everyone that participated to allow the Children's Museum to open this past Saturday; it is wonderful. She reported the Mom's for Gun Sense rally was well attended and very beneficial. A Solidarity March will be held in Hufnagle Park on October 3rd and she along with Peter Bergonia will be at the United Church of Christ on October 4th representing the Borough as elected officials. She sadly reported no one from the high school applied to participate on Borough Council. Manager Lowthert said he knows there was an announcement and there was interest, however, you had to be a Borough resident. Mayor Wagner announced the hours for trick or treat in the Borough on Halloween, Tuesday, October 31st will be from 6 PM to 9 PM.

**COUNCIL PRESIDENT:** No report.

**MANAGER:** No report.

**SOLICITOR:** No report.

**OTHER COMMITTEES:** Council President Bergonia reported the BVRA has contractors coming tomorrow to start working in the gym; hopefully we can move from Route 45 to the old high school sometime in October.

Councilmember Morris commented the LDP needs board members; ideally they would like to see someone from the downtown.

Samantha Pearson said she is working with the LNC Board to update the LNC's branding, as well as the mission statement and by-laws. Councilmember Derman reported he attended a workshop in Reading on the topic of "place-making," which is making places that attract people. He will prepare a presentation for LNC and Council. Ms. Pearson said there will be a picnic in Soldiers' Park on Sunday, October . Manager Lowthert said SEDA-COG's Flood Resiliency Program continues and a second meeting will be held here tomorrow night for the purpose of learning how to read a flood elevation certificate.

Manager Lowthert reported the Shade Tree Commission (STC) was unable to meet at their regular meeting date/time this month; they are hoping to reschedule one day next week.

Council President Bergonia stated the Central Keystone-COG is preparing for their annual meeting held in October.

Council President Bergonia stated after an exceptionally good year, the Community Garden is preparing to close for winter.

Councilmember Cox said he has nothing to add with regard to the MACAC.

**OLD BUSINESS:** None.

**NEW BUSINESS:** None.

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

**WORK SESSION:** Council President Bergonia reported our Manager will let us know if there will be a need for a work session on Tuesday, October 10, 2017.

Council President Bergonia called for a five minute recess at 8:40 PM.

Councilmember Mahon made a motion, seconded by Councilmember Frederick, to hold an executive session on legal matters and union negotiations. Motion was unanimously approved.

Council entered executive session at 8:45 PM. Council returned at 9:30 PM.

**UPCOMING MEETINGS**

**MAYOR**

**COUNCIL PRESIDENT**

**MANAGER**

**SOLICITOR**

**OTHER COMMITTEES BVRA**

**LDP**

**LNC**

**STC**

**CK-COG**

**COMMUNITY GARDEN**

**MACAC**

**OLD BUSINESS**

**NEW BUSINESS**

**WRITTEN REPORTS**

**WORK SESSION**

**RECESS**

**LEGAL MATTERS/UNION NEGOTIATIONS**

**(EXECUTIVE SESSION)**

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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 9:30 PM.

Respectfully submitted,

Patricia M. Garrison  
Borough Secretary

**ADJOURNMENT**