

The regular monthly meeting of the Borough Council of Lewisburg, Union County, Pennsylvania, was held on **Tuesday, September 20, 2016**, in the Council Chambers, 55 South Fifth Street. Present: Council Vice President Mahon; Councilmembers Cook, Cox, Derman, Frederick, Morris and Yohn; Mayor Wagner, Solicitor Lyons, Manager Lowthert, and Secretary Garrison. Council President Bergonia was absent. Also present: Matt Farrand and Ted Strosser.

**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 Cook, seconded by Councilmember Frederick, to approve the minutes of the August 16, 2016 regular monthly meeting. Motion was unanimously approved.

**PUBLIC PARTICIPATION:** Council Vice President Mahon reported Steve Lindenmuth isn't present this evening. Manager Lowthert commented Mr. Lindenmuth had indicated he wanted to update Council on the Market Street hanging flower basket project.

Ted Strosser stated he is on this committee with Mr. Lindenmuth, so he'll update Council. As you may know, the LDP was not successful getting a State grant for this project, but we have been actively fundraising. Currently we have acquired enough money to install hanging baskets on Market Street from Sixth Street to Front Street. We also have enough money to fund the needed maintenance of these baskets for the first three years. Mayor Wagner thanked this committee for all the hard work.

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

Council Vice President Mahon reminded everyone that leaf pickup season began Monday, September 19th and will continue through Friday, November 25th. Towing will begin Monday, September 26th.

**COMMUNITY DEVELOPMENT/PLANNING COMMITTEE:** Councilmember Morris made a motion, seconded by Councilmember Derman, to approve HARB items a and b, as submitted and recommended by HARB. Motion was unanimously approved.

**a. Craig Bennett/26-28 North Eighth Street/Accessory Garage.** An application was submitted to and reviewed by HARB for an accessory garage and exterior renovations (siding, windows, and front door replacement). Motion was made by Rob Cook, seconded by Steve Snook, to recommend approval of this accessory garage and exterior renovations as described in the project description of the HARB application, and as shown in the photo attached; COA recommended. Motion was unanimously approved.

**b. William-Robyn Lawrence/57 North Fourth Street/Accessory Shop.** An application was submitted to and reviewed by HARB for an accessory shop. Motion made by Kim Walter, seconded by Mary Mastascusa, to recommend approval of this accessory workshop connected to existing garage, with confirmation of grille on exterior of windows, otherwise as described in the project description of the HARB application, and as shown in the drawings attached; COA recommended. Motion was unanimously approved.

Councilmember Morris made a motion, seconded by Councilmember Derman, to approve use of the Borough's street light image in a logo prepared by Strosser Architecture and Conservation representing Ideal Pediatric and Adolescent Care. ON THE QUESTION: Council Vice President Mahon asked Mr. Strosser for his comments. Mr. Strosser explained this is a logo to be used for this business that will be located on JPM Road behind Weis. Council Vice President Mahon asked who these doctors are. Mr. Strosser said it is PJM Real Estate, LLC. Motion was unanimously approved.

Manager Lowthert reported we have been contacted by someone interested in selling notecards containing the image of our street lights during this Christmas season. We have no specific details at this time, but will bring this before you next month.

Councilmember Morris made a motion, seconded by Councilmember Cook, to appoint Carl Moyer to the Shade Tree Commission with a term expiration of 12/31/18. Motion was unanimously approved.

Manager Lowthert said Mr. Moyer indicated he is a seven month resident, as they go out of town during the winter season, and Mr. Moyer pointed out that should anyone else wish to serve for a full year, he would be willing to resign.

Councilmember Morris made a motion, seconded by Councilmember Cook, to appoint Kyle Bray to the Shade Tree Commission with a term expiration of 12/31/20. Motion was unanimously approved.

Councilmember Morris indicated the next sign sub-committee meeting is scheduled for Tuesday the at 7 PM. There is also a HARB vacancy with a term expiration of December 31, 2018. Manager Lowthert asked Ted Strosser, Chairman of HARB, how the search is going. Mr. Strosser said not well. Councilmember Cook said a suggestion was made to change the membership ordinance. Mr. Strosser said he isn't sure that can be done. Currently we are only allowed two members that don't own property or live in the district. He said Councilmember Cook indicated he would stay on HARB if he could when

**ATTENDANCE**

**CALL TO ORDER**

**APPROVAL OF MINUTES**

**PUBLIC PARTICIPATION**

**TED STROSSER**

**PUBLIC WORKS/POLICE COMMITTEE**

**LEAF PICKUP SEASON**

**COMMUNITY DEVELOPMENT/PLANNING COMMITTEE**

**C BENNETT**

**W/R LAWRENCE**

**IDEAL PEDIATRIC AND ADOLESCENT CARE PERMITTED TO USE STREET LIGHT LOGO**

**C MOYER APPOINTED TO STC**

**K BRAY APPOINTED TO STC**

**SIGN SUB-COMMITTEE UPDATE**

**HARB VACANCY**

Tuesday, September 20, 2016

he moves. Solicitor Lyons said the membership composition is based on the Statute. He said maybe changes have been made. It may be worth a call or email to find that out.

**ADMINISTRATIVE/FINANCE COMMITTEE:** Councilmember Cox made a motion, seconded by Councilmember Cook, to approve the payment of bills from 08/13/16 through 09/16/16 in the amount of \$187,326.31. Motion was unanimously approved.

Councilmember Cox made a motion, seconded by Councilmember Derman, to approve J.H. Williams & Company, LLP, CPA, to conduct the annual audit for Fiscal Year 2016 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 2017 on behalf of the Borough in the amount of \$2,095.00. ON THE QUESTION: Manager Lowthert reported if we end up going with Paychex for payroll services, they would handle the quarterly taxes. So, even though you are approving this, there is a chance this may not be signed. Motion was unanimously approved.

Councilmember Cox made a motion, seconded by Councilmember Derman, to authorize the Solicitor and Manager to take appropriate actions to facilitate a Tax and Revenue Anticipation Note (TRAN) in the amount of \$400,000.00 for Fiscal Year 2017. ON THE QUESTION: Councilmember Cook asked the cost for this. Manager Lowthert said the bank doesn't charge, but there is Staff time, as well as our Solicitor's time. The TRAN is in place should the Borough need operating monies between January and March; March is when the Borough's taxes start coming in. In 2016 we didn't have to draw on the TRAN and hopefully we will not have to in 2017. His goal is to see the Borough accumulate a cash reserve in our General Fund so we will not have to have a TRAN in the future. Motion was unanimously approved.

Councilmember Cox made a motion, seconded by Councilmember Derman, to approve the Minimum Municipal Obligation (MMO) of \$160,480.00 for the Non-Uniformed Employee Pension Plan for the year 2017, as detailed in a letter submitted to the Council President dated September 08, 2016. Motion was unanimously approved.

**MAYOR:** Mayor Wagner indicated the hours for Trick or Treat within the Borough will be 6 PM to 9 PM on Halloween, which is Monday, October . Council Vice President Mahon commented this is only September. Manager Lowthert indicated there have been several calls to the Borough from people wanting to know this information.

**COUNCIL PRESIDENT:** No report.

**SOLICITOR:** No report.

**MANAGER:** Manager Lowthert updated Council on the various road closures due to filming of the movie Buck Run, pointing out that all this information will be forwarded to the Police Chief, the School District, and the County 911 Center. There was **much** discussion.

Manager Lowthert indicated we are working through our 2017 budget process and the next budget work session is scheduled for the Wednesday the at 5 PM. Mayor Wagner indicated there is a BVRPC meeting that evening. Council Vice President Mahon said that means three of us will not be at the budget work session. Manager Lowthert said we can place another ad in the paper if we need to reschedule this meeting, but he would really like to see us complete the budget review of the smaller funds. He asked that Councilmembers unable to make the meeting next week provide him with an email addressing any comments and/or concerns they have prior to the Wednesday meeting. He noted Councilmembers that have not submitted their priority list yet should do so as soon as possible. The budget process is moving along well and from a numbers standpoint he believes Council could adopt this budget today and be comfortable it is a balanced budget. The big question is what projects Council envisions for next year and how these projects will impact the budget.

**OTHER COMMITTEES:** Council Vice President Mahon asked if there is any report with regard to the BVRA; there was nothing noted.

Councilmember Morris indicated the LDP is basically regrouping. They are trying to get priorities established with the new Executive Director, Dan Bevis. Manager Lowthert asked if there is a new President for the LDP. Councilmember Morris said Jessica Brazier was Vice President and is now Acting President.

Mayor Wagner stated Dennis Swank continues to work on the reconfiguration of the Town and Gown Committee.

Councilmember Derman said the River Town Committee recently met with the Manager and the Street Foreman to discuss reducing the amount of mowing that is done at the gas property, Soldiers Park and Wolfe Field; this measure would help preserve the banks along those streams. There is also a walk/ride your bike to school day on Thursday, October .

**ADMINISTRATIVE/  
FINANCE  
COMMITTEE  
PAYMENT OF BILLS**

**JH WILLIAMS &  
COMPANY TO  
PERFORM ANNUAL  
AUDIT FOR FISCAL  
YEAR 2016**

**JH WILLIAMS &  
COMPANY TO  
PROCESS  
QUARTERLY TAXES  
FOR FISCAL YEAR  
2016**

**TRAN AUTHORIZED  
IN AMOUNT OF  
\$400,000 FOR FISCAL  
YEAR 2017**

**2017 MMO  
APPROVED IN  
AMOUNT OF \$160,480**

**MAYOR  
HOURS OF TRICK OR  
TREAT**

**COUNCIL PRESIDENT**

**SOLICITOR**

**MANAGER  
UPDATES**

**2017 BUDGET**

**OTHER COMMITTEES  
BVRA**

**LDP**

**TOWN AND GOWN  
COMMITTEE**

**LNC**

Tuesday, September 20, 2016

Manager Lowthert reported the Shade Tree Commission now has full membership, which is good.

Council Vice President Mahon asked if there is any report with regard to the CK-COG; there was nothing noted.

Councilmember Morris said the Community Garden Committee will meet tomorrow night to discuss long term plans and how to get more community members involved. Next year is the fifth year of the community garden contract with the Borough, so this contract will have to be reviewed.

Councilmember Cox said MACAC continues to meet. There are some real concerns on whether West Chillisquaque Township will continue with WCEC. He asked Solicitor Lyons if he was contacted by the attorney handling the IGA. Solicitor Lyons said yes, he received a letter. Manager Lowthert said his understanding is the intent is to implement changes to the IGA at the end of 2017, so that would mean that this may impact the 2018 budget.

**OLD BUSINESS:** None.

**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:** Manager Lowthert indicated there will be a work session; it will be our fourth budget work session. Hopefully this will be a very intense session.

Councilmember Derman made a motion, seconded by Councilmember Frederick, to hold an executive session on a personnel matter and two legal matters. Motion was unanimously approved.

Council entered executive session at 7:35 PM. Council returned at 8:30 PM.

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 8:30 PM.

Respectfully submitted,

Patricia M. Garrison  
Borough Secretary

<b><u>STC</u></b>
<b><u>CK-COG</u></b>
<b><u>COMMUNITY GARDEN COMMITTEE</u></b>
<b><u>MACAC</u></b>
<b><u>OLD BUSINESS</u></b>
<b><u>NEW BUSINESS</u></b>
<b><u>WRITTEN REPORTS</u></b>
<b><u>WORK SESSION</u></b>
<b><u>PERSONNEL/LEGAL MATTERS</u></b>
<b><u>(EXECUTIVE SESSION)</u></b>
<b><u>ADJOURNMENT</u></b>