

The regular monthly meeting of the Borough Council of Lewisburg, Union County, Pennsylvania, was held at 6:30 PM on **Tuesday, January 21, 2020** in the Council Chambers, 55 South Fifth Street, Lewisburg. Present: Council President Medina; Councilmembers Derman, Farrell, Yohn, Comas and Sulai; Mayor Wagner, Solicitor Lyons, Manager Lowthert, Secretary Anders, BVRPD Chief Yost and Special Projects Coordinator/Grant Manager Kim Wheeler. Also present: Connie Harter, Kevin Gardner, Matt Farrand, Bonnie Poteet, Ellen Ruby, Cynthia Peltier and Sam Pearson.

**CALL TO ORDER:** Council President Medina called the meeting to order at 6:30 PM, followed by the pledge of allegiance.

**APPROVAL OF MINUTES:** Motion was made by Councilmember Derman, seconded by Councilmember Yohn, to approve the minutes of the December 17, 2019 regular monthly meeting. Motion was unanimously approved.

Motion was made by Councilmember Sulai, seconded by Councilmember Derman, to approve the minutes of the January 6, 2020 reorganization meeting. Motion was unanimously approved.

Motion was made by Councilmember Comas, seconded by Councilmember Farrell, to accept the resignation of Councilmember Sue Mahon from Lewisburg Borough Council with regret. Motion was unanimously approved.

**PUBLIC WORKS/POLICE COMMITTEE:** Council received the Buffalo Valley Regional Police Department's (BVRPD) monthly report. Chief Yost answered some questions regarding the monthly report.

Borough Manager Lowthert informed Council that Chief Blunt will have William Cameron Engine Company's year-end report for 2019 responses of the fire department at the next Council meeting.

**ADMINISTRATIVE/FINANCE COMMITTEE:** Councilmember Derman made a motion, seconded by Councilmember Sulai, to approve payment of bills from December 14, 2019 through January 17, 2020 in the amount of \$484,079.28. Motion was unanimously approved.

Councilmember Derman made a motion, seconded by Councilmember Comas, to appoint the following elected and appointed officials to be the official Signatories for the Borough's checking accounts with M & T Bank and Mifflinburg Bank and Trust: Luis Medina, Council President; Michael Derman, Admin-Finance Committee Chairperson; William Lowthert, Borough Manager/Treasurer; Jacqueline Anders, Borough Secretary. Motion was unanimously approved.

Councilmember Derman made a motion, seconded by Councilmember Sulai, to approve the 2020 CRS Administration Agreement with SEDA-COG in the amount of up to \$9,000.00 (\$7,000.00 base agreement plus \$2,000.00 if the CRS rating improves). Motion was unanimously approved.

Council had some discussion to deny licenses and permits to property owners under the Neighborhood Blight Reclamation and Revitalization Act who are in violation of the Borough's Refuse Ordinance for lack of payment or delinquent on their Real Estate Taxes. There was some discussion on determining the time or money guidelines before denying permits to property owners. Borough Manager Lowthert will gather information regarding delinquent accounts for the February Administrative Finance Committee to assist Council in deciding when permits should be denied.

**COMMUNITY DEVELOPMENT/PLANNING COMMITTEE:** Councilmember Yohn made a motion, seconded by Councilmember Derman, to approve HARB item a as submitted and recommended by HARB per their minutes dated January 14, 2020. Motion was unanimously approved.

- a. **Gina Fick / Champion in Motion / 216 Saint John Street.** An application was submitted to and reviewed by HARB for a sign. Motion was made by Elijah Farrell, seconded by Elaine Wintjen 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.

**ATTENDANCE**

**CALL TO ORDER**

**APPROVAL OF MINUTES**

December 17, 2019

January 6, 2020  
Reorganization

Mahon Resignation

**PUBLIC WORKS/POLICE COMMITTEE**  
BVRPD

**ADMINISTRATIVE/FINANCE COMMITTEE**  
PAYMENT OF BILLS

Bank Signatories

2020 CRS  
Administration  
Agreement

Neighborhood Blight  
Reclamation and  
Revitalization Act

**COMMUNITY DEVELOPMENT/PLANNING COMMITTEE**  
HARB

January 21, 2020

Councilmember Yohn made a motion, seconded by Councilmember Farrell to approve a request by Lewisburg Runners to use the Tri-globe Street Light Image in their Logo. Motion was unanimously approved.

Councilmember Yohn made a motion, seconded by Councilmember Derman to approve Resolution 20-01 for the placement of six banners over Market Street/Route 45. Motion was unanimously approved.

There was a short discussion regarding the process to fill the vacant position on Council.

Councilmember Derman made a motion, seconded by Councilmember Sulai, to appoint Councilmember Comas to the Buffalo Valley Regional Police Commission with term expiration January 7, 2021. Motion was unanimously approved.

Councilmember Derman made a motion, seconded by Councilmember Comas, to appoint Councilmember Sulai as an Alternate to the Buffalo Valley Regional Police Commission with no term expiration. Motion was unanimously approved.

Councilmember Yohn indicated the current vacancies of one vacancy on BVRA with term expiration 12/31/2024, two vacancies on Planning Commission with term expirations of 12/31/2022 and 12/31/2023, one vacancy on HARB with term expiration of 12/31/2020 and one vacancy as the Zoning Hearing Board Alternate with term expiration 12/31/2020.

Councilmember Comas made a motion, seconded by Councilmember Yohn, to appoint Councilmember Sulai to Lewisburg Neighborhood with term expiration December 31, 2020. Motion was unanimously approved.

**MAYOR:** Mayor Wagner welcomed all to a new year and to a new Council and believes the Borough is a good place due to the hardworking staff, citizens, Councilmembers and tremendous volunteers. There are several projects like the Market Street Study and Bull Run Greenway Nature Play Area that citizens, staff and Council are working very hard and breaking new ground. Mayor Wagner commends everyone for embracing these projects and following through with the projects and is proud to be a part of it. Civility is the key in working together. Mayor Wagner is reminded about Doctor Martin Luther King and his stance on peace and civility.

**BOROUGH MANAGER:** Borough Manager Lowthert would like to get an updated picture of the new Borough Council for the website and Facebook page.

**SPECIAL PROJECT COORDINATOR/GRANT MANAGER:** Kim is working on a DEP Recycling Grant with the County regarding expenses spent related to the Borough's Recycling. Borough Manager Lowthert stated that staff is concerned about the leaf truck that was down several times last year. There is a potential for a separate grant for the leaf truck. There was much discussion regarding the grant for the leaf truck. Kim will start working on the grant submission for a leaf truck.

Kim also updated Council regarding permitting for the Bull Run Greenway project and the preliminary plans are going to PennDOT.

Councilmembers are invited to attend Tree Tenders webinars on Wednesdays February 5<sup>th</sup> to March 11<sup>th</sup> from 12:00 to 1:00 at the Borough building.

**BOROUGH SECRETARY:** Borough Secretary Anders distributed business cards to Councilmembers. Borough Secretary Anders submitted a detailed report to Councilmembers regarding items being worked on with deadlines.

**JUNIOR COUNCILMEMBER:** Junior Councilmember Kaszuba asked for clarification regarding the Neighborhood Blight Reclamation and Revitalization Act.

Lewisburg Runners Tri-globe Light permission

Banner Resolution 20-01

BVRPC Appointment

BVRPC Alternate Appointment

Vacancy Updates

Lewisburg Neighborhood appointment

**MAYOR**

**BOROUGH MANAGER**

**SPECIAL PROJECT COORDINATOR/ GRANT MANAGER**

**BOROUGH SECRETARY**

**Junior Council-Member**

January 21, 2020

**OTHER COMMITTEES:** Council President Medina reported BVRA will have a reorganizational meeting January 22<sup>nd</sup> at 6pm.

Ellen Ruby, Executive Director of the LDP, has been approved to seek re-designation as a Keystone Main Street Community that expires this year. Ellen also reminded everyone about the Ice Festival and the 2020 Polar Bear plunge February 7<sup>th</sup> and 8<sup>th</sup>.

Sam Pearson, Executive Director of LN, will also need assistance for those not wanting to participate in the Polar Bear plunge in protecting the no mow area. There is a Hidden Lewisburg Tour scheduled for Friday of the Ice Festival at 4pm.

Councilmember Yohn informed Council Shade Tree is updating the application and process with Borough staff.

Councilmember Derman stated that CSFES will have a meeting Thursday.

**ADDITIONAL BUSINESS FROM COUNCIL:** Councilmember Sulai informed Council that Lenaire Ahlum, Executive Director of Susquehanna Valley Community Education Project would like to meet with Council in March.

**WRITTEN REPORTS:** Councilmember Derman made a motion, seconded by Councilmember Farrell to acknowledge receipt of the monthly Parking Report, LAJSA January agenda and November 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, February 04, 2020 for planning and February 11, 2020 for short term rentals.

Council President Medina called for executive session at 7:57 PM for personnel and legal matters.

Council returned at 8:32 PM.

There being no further business, Councilmember Comas made a motion, seconded by Councilmember Farrell, to adjourn the meeting. Motion was unanimously approved. Meeting adjourned at 8:33 PM.

Respectfully submitted,

Jacqueline A. Anders  
Borough Secretary

**OTHER  
COMMITTEES**  
BVRA

LDP

LN

SHADE TREE

CSFES

**ADDITIONAL  
BUSINESS FROM  
COUNCIL**

**WRITTEN  
REPORTS**

**WORK SESSION**

Executive  
Session

ADJOURNMENT