REVISED DRAFT AGENDA
LEWISBURG BOROUGH COUNCIL
ADMINISTRATION AND PUBLIC SAFETY COMMITTEE MEETING
Friday, October 10, 2025 at 8:30 AM in Borough Council Chambers

The Administration and Public Safety Committee is responsible for personnel related matters/issues, Borough policy and procedure development/review, contract and agreement discussions, financial related matters, budget discussions, parking related matters, police matters, fire department matters, emergency management, and other items of public safety concern in Lewisburg Borough.

MEMBERS

Jamie Grobes - Chairperson	William Lowthert, Borough Manager
Leo Armbruster	Kathy Wendt, Borough Secretary
Jordi Comas	Tiffany Hawn, PEO (as needed)
David Heayn	Steve Beattie, EMC (as needed)
Kendy Alvarez, Ex-Officio as Mayor	Paul Yost, BVRPD (as needed)
	Jamie Blount, WCEC (as needed)

I. **NEW BUSINESS**

a. Discussion of the need to replace the roof at the Borough Garage and avenues to cover the anticipated costs (**attachments**).
b. Discussion of a vehicle towing incident on St. Anthony Street as part of the 2025 Lewisburg Borough tar/chip/fog seal project (**attachment**).
c. Recommendation to approve the proposed Cable Franchise agreement between Lewisburg Borough and Comcast as prepared by Cohen Law Group (**attachments**). The agreement has been reviewed by the Borough Solicitor.
d. Discussion of paying off the second, smaller Borough loan with Northwest Bank (formerly Jersey Shore State Bank). Pay-off amount as of October 24, 2025 would be $81,830.43 (**attachment**).
e. Recommendation to approve the closing of Borough streets and Market Street/Route 45 for the 2026 Lewisburg Arts Festival and permission to submit the required letter to PennDOT (**attachment**).
f. Recommendation to approve an agreement with J.H. Williams & Company, LLC in the amount of $2,575.00 for 2026 quarterly payroll tax returns and our year end W-2 forms (**attachment**).
g. Recommendation to approve an agreement with J.H. Williams & Company, LLC in the amount of $12,350.00 to conduct the 2025 Lewisburg Borough municipal audit (**attachment**).
h. Just another FYI regarding the January 2026 Lewisburg Borough Council Meeting Schedule. Please note the reorganization meeting is on Monday, January 5, 2026, which you must attend.
    i. Reorganization Meeting will be held on Monday, January 5, 2026 at 6:30 pm (as required by PA Borough Code).
    ii. January 2026 Planning and Public Works Committee Meeting is tentatively scheduled for Thursday, January 8, 2026 at 8:30 am (until the new Committee establishes 2026 dates/times for the Committee Meeting).
    iii. January 2026 Administration and Public Safety Committee Meeting is tentatively scheduled for Friday, January 9, 2026 at 8:30 am (until the

new Committee establishes 2026 dates/times for the Committee Meeting).

iv. January 2026 Lewisburg Borough Council Work Session is tentatively scheduled for Tuesday, January 13, 2026 at 6:30 pm (unless the new Borough Council changes the date/time).

v. January 2026 Lewisburg Borough Council Meeting is tentatively scheduled for Tuesday, January 20, 2026 at 6:30 pm (unless the new Borough Council changes the date/time).

i. Recommendation to approve reimbursement of $1,194.46 to Mayor Kendy Alvarez for lodging and mileage expenses associated with the 2025 Pennsylvania Municipal League Municipal Leadership Summit held in Erie, PA from October 1 – 4, 2025. (Please note that Mayor Alvarez has already received more than $1,000.00 this year of reimbursements from Lewisburg Borough and Section 12(a)(iv) of the Borough of Lewisburg By-Laws require "requests in excess of $1,000.00 annually, must be submitted to Borough Council for approval" (**attachments**).

II. UPCOMING BOROUGH COUNCIL WORK SESSION TOPICS

a. October 14, 2025 – Safe Streets for All Draft Plan Presentation to Council and 2026 Budget Work Session if needed.
b. November 11, 2025 – North Fourth Street G3 presentation by Larson Design Group and discussion of project schedule.
c. December 9, 2025 – Noise Ordinance.
d. January 13, 2026 – Wolfe Field Master Site Development Draft Plan Presentation to Council.
e. Future Work Session - Meeting with our municipal auditors from J.H. Williams & Co., LLC.

III. OLD BUSINESS

a. Discussion of creating Lewisburg Borough Council member Binders for important information.
b. Discussion of adding public Zoom options to Borough Council Meetings.
c. Discussion of establishing a Borough Council Policy/Procedure for donations to Lewisburg Borough.
d. Potential for a discussion of payment options/alternatives for the purchase of new parking meters in Lewisburg Borough.
e. Continued review of the proposed CK-COG Maintenance Code – Property, Fire Safety & Building.
f. Continued discussion of changes to the Borough's Grass and Weed Ordinance to allow for meadows and natural yards.
g. Discussion of the "Reimbursement Resolution" approval process if Council wishes to reimburse itself from future loans for any needed immediate purchases.
h. Discussion of creating official Borough rules for street closures by contractors.
i. Discussion of whether the Borough should or could have rules regarding private security cameras that film/cover/record portions of Borough Streets or public ROW.
j. Discussion of the expansion of the Borough's Camera System.
k. Discussion of two possible lease options for a new street sweeper.
l. Request from Tim Turner (owner of the property where the Townhomes are being built along St. Anthony Street) for the Borough to rename Hazel Tree

Alley from Beck Street to St. Anthony Street.

m. Discussion of Animal Control Officer Services.
n. Empty Store Front Ordinance for Lewisburg Borough – in partnership with LDP.
o. Official Rules of Borough Council for use of the Lewisburg Tri-globe Street Light Image.
p. Supplemental Borough Employee 457 Retirement Plans.
q. Continued discussion of Lewisburg Borough's Emergency Alert System/Siren protocols and policies.
r. Modifications to the Lewisburg Loan Program.
s. CK-COG Complaint-Based Model Discussion.
t. Continued discussion of proposed changes to Lewisburg Borough Code Chapter 345 (Vehicles and Traffic) under Section 345-7 – use of streets by processions and assemblages.
u. Continued discussion of the Lewisburg Borough Neighborhood Blight Ordinance.
v. RFP required to select a new attorney for the Borough's Non-uniform Pension Plan.
w. Ordinance adopted by East Buffalo Township for the regulation of animals.
x. Discussion of setting a daily rate to rent all metered parking spaces – 345 parking meters in Lewisburg Borough.
y. Discussion of an Accident Repeater Program in Lewisburg Borough.

IV. **VACANCY**

a. HARB with a term expiring 12/31/25
b. Two Zoning Hearing Board Alternates with terms expiring 12/31/26

V. ADJORNMENT