

DRAFT AGENDA
LEWISBURG BOROUGH COUNCIL
ADMINISTRATION AND PUBLIC SAFETY COMMITTEE MEETING
Friday, October 2, 2026 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	Dan Embeck, BVRPD (as needed)
	Jamie Blount, WCEC (as needed)

I. NEW BUSINESS

- a. Review of a draft MOU between Lewisburg Borough and Central Penn Bank & Trust regarding a revised Lewisburg Loan Program (**attachment**).
- b. Recommendation to approve a request from Bucknell University's Management 101 class to use the Lewisburg Borough Tri-globe Street Light image on clothing as part of their class project (**attachment**).
- c. Discussion of selling the old leaf vacuum truck to Penn Township, Snyder County.
- d. Review of a Revised Lewisburg Borough Commercial Driver License Controlled Substances and Alcohol Misuse Testing Policy and Procedure (**attachment**).
- e. Recommendation to accept a proposal from J.H. Williams & Co., LLC in the amount of \$12,900.00 to conduct the Lewisburg Borough 2026 Municipal Audit (**attachment**).
- f. Recommendation to accept a proposal from J.H. Williams & Co., LLC in the amount of \$2,675.00 to prepare the Lewisburg Borough 2027 quarterly payroll tax returns and prepare our 2027 W-2 documents (**attachment**).
- g. Recommendation to approve a request from BVRA to modify the existing Lewisburg Loan agreement to change the end date of the loan from December 15, 2027 to December 15, 2026 and to direct the Borough Solicitor to prepare any necessary documents for signature by the Borough Council President (**attachment**).
- h. Review a request from a Lewisburg Borough property owner to amend the Borough's Rental Inspection Ordinance to include a provision for the revocation of rental licenses based upon Borough Ordinance violations or Code violations (**attachment**).
- i. Discussion of street parking on South Fourth Street (**attachment**).
- j. Continued review of the Lewisburg Borough Strategic Plan proposals and

- discussion of a recommendation to Borough Council.
- k. Continued discussion of IT proposals from Airiam (Service Renewal Agreement) and CRS Enterprise Networks (**attachment**).

II. UPCOMING BOROUGH COUNCIL WORK SESSION TOPICS

- a. October 2026 Work Session – Review of the previously completed Bull Run Greenway Master Plan.
- b. November 2026 Work Session – Budget Work Session is needed.

III. OLD BUSINESS

- a. Continued discussion of changes to the Borough's Rental Inspection Ordinance.
- b. Discussion of an e-bike ordinance in Lewisburg Borough - Leo.
- c. Continued discussion of establishing a Borough Council Policy/Procedure for donations to Lewisburg Borough.
- d. Continued discussion of a request from Cole's Hardware to be exempted from certain provisions of Chapter 152 Article II-Fire Prevention Code of the Borough of Lewisburg. Specifically, Cole's Hardware is requesting permission to not bring their fire protection/sprinkler system into a functioning condition but instead be allowed to remove the currently non-functioning system entirely.
- e. CK-COG related items – Lewisburg Borough process to revoke rental permits for violations.
- f. Draft updated Lewisburg Borough Drug and Alcohol Policy for CDL drivers – staff still working on collecting samples.
- g. Discussion of costs associated with the email transition and the establishment of a shared folder system.
- h. Discussion of establishing a Borough Council Policy/Procedure for donations to Lewisburg Borough.
- i. Need to replace the roof on the Borough's Public Works Equipment Storage/Salt Storage Building on North Fifth Street.
- j. Code violation/complaint reporting system.
- k. Request from a Borough resident for Lewisburg Borough Council to establish a "Special Recognition Award" to be given to individuals who have made a substantial contribution to Lewisburg Borough.
- l. Video/audio broadcast system for Borough Council Chambers – expenditure of \$15,000.00 approved at the March 17, 2026 Borough Council Meeting.
- m. Direction to staff regarding the proposed 2026 Lewisburg Borough Participatory Budgeting Project - \$10,000 General Fund.
- n. Discussion of reducing the LAJSA Board from nine members to seven members.
- o. Food Truck Ordinance for Lewisburg Borough – LDP and staff will bring this back to Committee when appropriate.
- p. Support for the Union County America's 250th anniversary in 2026 – Jordi Comas gathering more information.
- q. Discussion of creating Lewisburg Borough Council member Binders for important information.
- r. Potential for a discussion of payment options/alternatives for the purchase

- of new parking meters in Lewisburg Borough.
- s. Continued review of the proposed CK-COG Maintenance Code – Property, Fire Safety & Building.
- t. Continued discussion of changes to the Borough’s Grass and Weed Ordinance to allow for meadows and natural yards.
- u. Discussion of creating official Borough rules for street closures by contractors.
- v. 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.
- w. Discussion of Animal Control Officer Services.
- x. Empty Store Front Ordinance for Lewisburg Borough – LDP.
- y. Official Rules of Borough Council for use of the Lewisburg Tri-globe Street Light Image.
- z. Supplemental Borough Employee 457 Retirement Plans.
- aa. Continued discussion of Lewisburg Borough’s Emergency Alert System/Siren protocols and policies.
- bb. Modifications to the Lewisburg Loan Program.
- cc. 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.
- dd. Continued discussion of the Lewisburg Borough Neighborhood Blight Ordinance.
- ee. RFP required to select a new attorney for the Borough’s Non-uniform Pension Plan.
- ff. Ordinance adopted by East Buffalo Township for the regulation of animals.
- gg. Discussion of setting a daily rate to rent all metered parking spaces – 345 parking meters in Lewisburg Borough.
- hh. Discussion of an Accident Repeater Program in Lewisburg Borough.

IV. VACANCY

- a. HARB with a term expiring 12/31/28 for a person having expertise, experience or a background in preservation, historical or planning areas and HARB with a term expiring 12/31/26 for a person who owns property and resides in the Historic District.
- b. Two Zoning Hearing Board Alternates with terms expiring 12/31/26.
- c. Lewisburg Planning Commission position with term expiring 12/31/29.

V. ADJORNMENT