

The regular monthly meeting of the Borough Council of Lewisburg, Union County, Pennsylvania, was held at 6:30 PM on **Tuesday, November 19, 2019** in the Council Chambers, 55 South Fifth Street, Lewisburg. Present: Council President Morris; Councilmembers Derman, Mahon, Yohn, Medina, Comas and Fredrick; Solicitor Lyons, Manager Lowthert, Secretary Anders, BVRPD Chief Yost, Fire Chief Blount and Special Projects Coordinator/Grant Manager Kim Wheeler. Also present: Nichole Mendinsky, Ryan Hostetter, Bonnie Poteet, Ellen Ruby, Lynne Ragniece, Nancy Steckel, Carol Steckel, Stephen Lindenmuth, Berisadine Richard, Carolyn Conner, Susan Chlebowski and John Furia.

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

Council President Morris announced there was an executive session after the November 12, 2019 work session meeting regarding personnel matters and no decisions were made.

**APPROVAL OF MINUTES:** Motion was made by Councilmember Medina, seconded by Councilmember Derman, to approve the minutes of the October 15, 2019 regular monthly meeting. Motion was unanimously approved.

**COUNCIL PRESENTATION(S):** HRG presented a revised preliminary design plan associated with the Shared Use Path/Nature Play/Floodplain Restoration Project that HRG have been working with Council Committee for several months. Borough Manager Lowthert informed Council HRG is looking for some feedback on the direction of the project. HRG will return to the next committee meeting with any revisions and to finalize the preliminary design plans for the December Council meeting to be submitted to PennDOT. Members of the HRG team discussed the various parts of the project. There was some discussion regarding lighting of the pathway and the nature play area.

**PUBLIC WORKS/POLICE COMMITTEE:** Council received the Buffalo Valley Regional Police Department's (BVRPD) monthly report. Police Chief Yost informed Council there will be an additional contribution needed from Lewisburg Borough in the amount of \$30,261.00 for the carry over allotment and insurances.

Fire Chief Blount provided an updated report for October. There has been a 15% call increase year to date. Chief Blount indicates there is no trend for the increase. The fire department is also engaging more in community risk reduction and are implementing pre-fire planning.

Councilmember Mahon made a motion, seconded by Councilmember Derman to accept the Final Version of the Market Street Corridor Study, Lewisburg Historic District – a public safety, public health, environmental and transportation corridor study for Market Street (PA Route 45) through the nine blocks of the Historic District of Lewisburg, PA prepared by Traffic Planning and Design, Inc. Motion was unanimously approved.

Borough Manager Lowthert indicated that the final version of the Market Street Corridor study will be posted on the Borough's website.

Borough Manager shared with Council the staff have been exploring options to paint or powder coat the parking meter heads. Lowthert presented Council with a parking meter head that has been powder coated. Public Works-Police Committee and Admin Finance Committee are supportive of the plan and directed the Borough Manager to proceed. Unless there were any objections from Council, staff will start sending the meter heads to be powder coated. No objections were stated.

**ADMINISTRATIVE/FINANCE COMMITTEE:** Councilmember Derman made a motion, seconded by Councilmember Mahon, to approve payment of bills from October 12, 2019 through November 15, 2019 in the amount of \$481,238.53. Motion was unanimously approved.

Councilmember Derman sent out an IGA and ultimately there will be three documents that will be involved. There is an IGA which is an agreement between the municipalities, a Financial agreement which is between William Cameron Engine Board and Central Susquehanna Valley Fire and Emergency Services Board defining the fiscal oversight and a Contract between each municipality and William Cameron. There was a funding structure discussion regarding per capita verses property value. Out of the original five municipalities only three would be the contributing municipalities. The other two municipalities would be contracted. Council President Morris asked Chief Blount if there were any other contracted area. Chief Blount stated no. Councilmember Derman informed Council that the department can foresee and have had requests from other areas. The majority of Council requests that Councilmember Derman carry back the IGA to inquire about the funding formula. There was a question requesting clarification that the current IGA will be replaced with three different agreements and what are the changes. Councilmember Derman sent a summary of the changes to the Councilmembers several months ago. There haven't been any changes to the summery and will send the information again. There was **much** discussion.

There have been discussions of adopting a Resolution to allow Lewisburg Borough Council members to participate in a public meeting via teleconference or other means of electronic or video communications. Solicitor Lyons informed Council they can't have any restrictions regarding how many times a member could utilize, Council must be able to clearly hear the member on the phone and the member on the phone must be able to clearly hear the Council members. No action was taken by Council on this matter

**ATTENDANCE**

**CALL TO ORDER**

**APPROVAL OF MINUTES**

**COUNCIL PRESENTATION**

**PUBLIC WORKS/POLICE COMMITTEE**  
BVRPD

**WILLIAM CAMERON FIRE COMPANY**

**MARKET ST CORRIDOR STUDY**

**PARKING METERS**

**ADMINISTRATIVE/FINANCE COMMITTEE**  
PAYMENT OF BILLS

**FIRE IGA**

**TELECOMMUNICATION**

**COMMUNITY DEVELOPMENT/PLANNING COMMITTEE:** Councilmember Yohn made a motion, seconded by Councilmember Mahon, to approve HARB item a and b as submitted and recommended by HARB per their minutes dated November 12, 2019. Motion was unanimously approved.

- a. **Michael & Heidi Dunigan / 108 Saint Louis Street / Siding & Molding.** An application was submitted to and reviewed by HARB for siding and molding. Motion was made by Ted Strosser, seconded by Ann Hilliard to recommend approval and issuance of Certificate of Appropriateness (COA) for siding and molding as submitted in the project description of the HARB application, recommendation to add casing/trim to windows to match the originals, replicate archway above the center second floor window, install dentil molding as presented at the top of the second floor cornice, only scrape and paint the five dormers to preserve. If rot is encountered, in kind replacement of individual elements with same size and configuration is acceptable. Motion was unanimously approved.
- b. **Louis & Amy Casimir / 9 Mill Street / Windows (Replacement).** An application was submitted to and reviewed by HARB for replacement windows. Motion was made by Elijah Farrell, seconded by Kim Walter-Makowski to recommend approval and issuance of Certificate of Appropriateness (COA) for replacement windows as submitted in the project description of the HARB application, recommendation to match existing beadboard and windows to be 1 over 1 units of the same size as existing, otherwise approved as submitted. Motion was unanimously approved.

Councilmember Yohn made a motion, seconded by Councilmember Medina to direct the Borough Solicitor to advertise the following 2020 meeting dates and times: Council reorganization meeting – 1<sup>st</sup> Monday of January at 6:30 PM; Council Meeting – 3<sup>rd</sup> Tuesday of each month at 6:30 PM; Council Work Session – 2<sup>nd</sup> Tuesday of each month at 6:30 PM; Administrative/Finance Committee – 2<sup>nd</sup> Monday of each month at 4 PM except September and December, which will be the 1<sup>st</sup> Monday; Community Development/Planning Committee – 2<sup>nd</sup> Thursday of each month at 5 PM except January, April, July and October, which will be the 3<sup>rd</sup> Thursday; HARB – 2<sup>nd</sup> Tuesday of each month at 5 PM; Lewisburg Planning Commission – 1<sup>st</sup> Wednesday of each month at 6 PM except January, which will be the 2<sup>nd</sup> Wednesday; Public Works/Police Committee – 1<sup>st</sup> Tuesday of each month at 8 AM; Shade Tree – 2<sup>nd</sup> Thursday of each month at 6:30; Shade Tree Work Session – 4<sup>th</sup> Thursday of each month except November and December, which will be the 3<sup>rd</sup> Thursday; Zoning Hearing Board – 3<sup>rd</sup> Monday of each month at 7 PM. Motion was unanimously approved.

Councilmember Yohn made a motion, seconded by Councilmember Mahon to approve HARB appointment of Ann Hillard effective 1/1/2020 with a term expiring 12/31/2022 and Kim Walter-Makowski effective 1/1/2020 with a term expiring 12/31/2022. Motion was unanimously approved.

Councilmember Yohn made a motion, seconded by Councilmember Mahon to approve the Lewisburg Planning Commission appointment of Bud Hiller effective 1/1/2020 with a term expiring 12/31/2023 and Luis Medina effective 1/1/2020 with a term expiring 12/31/2023. Motion was unanimously approved.

Councilmember Yohn made a motion, seconded by Councilmember Mahon to approve the Shade Tree Commission appointment of Kathryn Morris effective immediately with a term expiring 12/31/2020, David Heayn effective immediately with a term expiring 12/31/2021, and Sue Yohn effective 1/1/2020 with a term expiring 12/31/2024. Motion was unanimously approved.

Councilmember Yohn made a motion, seconded by Councilmember Derman to approve the Zoning Hearing Board appointment of Alan Zeigler effective 1/1/2020 with a term expiring 12/31/2021. Motion was unanimously approved.

Councilmember Yohn made a motion, seconded by Councilmember Derman to approve the Vacancy Board appointment of Trey Casimir effective 1/1/2020 with a term expiring 12/31/2021. Motion was unanimously approved.

Councilmember Yohn made a motion, seconded by Councilmember Mahon to approve the CK-Cog Board appointment of Pete Bergonia effective 1/1/2020 with a term expiring 12/31/2022. Motion was unanimously approved.

Councilmember Yohn made a motion, seconded by Councilmember Medina to approve the Buffalo Valley Regional Police Commission (BVRPC) appointment of Judith Wagner effective 1/8/2020 with a term expiring 1/7/2022. Motion was unanimously approved.

Councilmember Yohn made a motion, seconded by Councilmember Medina to approve the BVRPC “At Large” appointment of Kathryn Morris effective 1/8/2020 with a term expiring 1/7/2021. Motion was unanimously approved.

Councilmember Yohn made a motion, seconded by Councilmember Derman to approve the Lewisburg Downtown Partnership (LDP) Council representative of Judith Wagner effective 1/1/2020. Motion was unanimously approved.

**COMMUNITY DEVELOPMENT/PLANNING COMMITTEE HARB**

**DUNIGAN**

**CASIMIR**

**2020 MEETINGS**

**HARB Appointments**

**Planning Commission Appointments**

**Shade Tree Commission Appointments**

**Zoning Hearing Board Appointment**

**Vacancy Board Appointment**

**CK-Cog Board Appointment**

**BVRPC Appointment**

**LDP Representative**

November 19, 2019

Councilmember Yohn made a motion, seconded by Councilmember Medina to approve a request from LDP for free meter parking from Thanksgiving Day to January 2, 2020. Motion was unanimously approved.

Councilmember Mahon indicated the current vacancies on the Planning Commission, term expiration 12/31/2022 and 12/31/2023, BVRA term expiration 12/31/2024, HARB, term expiration 12/31/2020 and Zoning Hearing Board Alternate, term expiration 12/31/2020.

**BOROUGH MANAGER:** Councilmember Derman made a motion, seconded by Councilmember Mahon to adopt and advertise the final 2020 budget with millage rates as follows: General Fund 10.085; Debt Service Fund 0.598; Street Lighting Fund 0.407; Fire Protection 1.010; Shade Tree Fund 0.100; Regional Recreation Fund 0.540; total millage for 2020 is 12.740 (Note: No millage increase to Borough taxpayers in 2020). Council President, Morris strongly encourages Councilmembers to examine no tax increase. According to the EIP the capital reserve can be depleted with a no tax increase for several years. Morris also stated she appreciates no tax increase to the taxpayers however feels there is an element of risk involved. She encourages Councilmembers to keep an eye on the budgeting process in the future. Motion was unanimously approved.

Councilmember Derman made a motion, seconded by Councilmember Mahon to adopt Resolution No. 19-06, retaining the realty transfer tax, real estate tax, earned income tax, local services tax and business privilege tax for 2020. Motion was unanimously approved.

**SPECIAL PROJECT COORDINATOR/GRANT MANAGER:** Kim Wheeler thanked the Councilmembers for accepting the Market Street Corridor Transportation Study and believes that It is an excellent example of planning for the community's sustainable future. Kim is looking forward to implementing the recommendations with Council at the committee levels.

Kim Wheeler informed Council she attended two training sessions. The PA chapter of Planning Association. While attending the PA Chapter of Planning Association, Kim was able to take a tour of a nature play area. Kim shared information from a Pennsylvania Historic Museum Commission (PHMC) session called creating and sustaining local preservation programs.

Also, Kim has attended Flood plain ordinance workshop.

**BOROUGH SOLICITOR:** Councilmember Derman made a motion, seconded by Councilmember Yohn to authorize Borough Solicitor to advertise a public hearing in December and notify the adjoining landowners regarding a request for the Borough to vacate a portion of Deer Alley. Motion was unanimously approved.

Borough Solicitor Lyons informed Council that the Resolution directed to the Shade Tree Commission at the October 15, 2019 meeting was inappropriate and should be rescinded. It doesn't have any legislative purpose; Council can't advocate its responsibilities and can't go beyond or outside the Shade Tree Ordinance. Councilmember Comas made a motion, seconded by Councilmember Derman to rescind the prior resolution about the Shade Tree Commission directive and make a motion to the Shade Tree Commission with the same directives. Motion was unanimously approved.

**OTHER COMMITTEES:** Councilmember Medina shared with Council BVRA ribbon cutting ceremony held behind the warming house for the AED that was donated by Evangelical Hospital was successful. Medina informed Council the Chairperson of the board has resigned.

Ellen Ruby, LDP, stated that the holidays are happening, shopping passes are available in stores with 15% off on one item. Other items coming up are Black Friday, small business Saturday, the Holiday tree lighting will be Thursday the 5<sup>th</sup>. Ellen wanted to thank Borough crews for getting the lights lite on Market Street. Also, there is a new directory that will be out soon, and they are working on an interactive map on the LDP website.

Sam Pearson, LN, shared they are putting things away for the season like the boat trailer. They are planning on having a ribbon cutting with the signs when they bring the trailer out next spring. LN assisted the Borough with tree plantings and have been doing follow up on the new plantings. There are plans for doing a live steak planting in the spring.

Walk it Bike it may change their meetings to evenings, and they are enjoying working on the greenway project.

Manager Lowthert shared CK- COG is still actively working on enforcing the refuse ordinance and sidewalk inspections.

**WRITTEN REPORTS:** Councilmember Comas made a motion, seconded by Councilmember Derman to acknowledge receipt of the monthly Planning Commission 10-2-2019 Minutes, LAJSA November Agenda and September Minutes, HARB 11-12-2019 Minutes, Fine and Meter October Report, Building Permits Report, Borough Budget Index, Zoning Officer Report, Code Enforcement Officer Report. Motion was unanimously approved.

LDP Free Parking request

Updates

2020 Budget adoption and advertisement

Tax Resolution 19-06

Market Street

**BOROUGH SOLICITOR**

**OTHER COMMITTEES BVRA**

LDP

LN

**WRITTEN REPORTS**

November 19, 2019

**WORK SESSION:** Manager Lowthert said there will be a work session held Tuesday November 12, 2019.

Council President Morris called for executive session at 8:55 PM for personnel and legal matters.

Council returned at 9:28 PM.

There being no further business, Councilmember Derman made a motion, seconded by Councilmember Yohn, to adjourn the meeting. Motion was unanimously approved. Meeting adjourned at 9:29 PM.

Respectfully submitted,

Jacqueline A. Anders  
Borough Secretary

**WORK SESSION**

**Executive  
Session**

**ADJOURNMENT**