

**REVISED DRAFT AGENDA
LEWISBURG BOROUGH COUNCIL MEETING
November 19, 2024
6:30 PM**

HEAYN, President
BILENKY TRAHAN, Vice-President
COMAS
GROBES
POWERS
STAMM
ARMBRUSTER
PEARSON

MAYOR ALVAREZ
MANAGER/TREASURER LOWTHERT
SECRETARY WENDT
SOLICITOR LYONS
COMMUNITY DEV/GRANT MANAGER BERKEY
BVRPD CHIEF YOST
FIRE CHIEF BLOUNT
PRESS
VISITORS

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. APPROVAL OF MINUTES

- a. October 15, 2024 regular meeting.

IV. PUBLIC COMMENT(S) ON ANY AGENDA ITEM

V. PLANNING AND PUBLIC WORKS COMMITTEE

Motion to approve HARB items a through d as submitted and recommended by HARB per their minutes dated November 12, 2024

- a. **Dianne Powers / 140 South Front Street / Front Gutter (Replaced)** (HARB approved and recommends Council approval)
- b. **“HengJi Chinese Cuisine” / 428 Market Street / Sign** (HARB approved and recommends Council approval)
- c. **Mark & Mary Fleisher / 133 Market Street / Deck Roof & Porch Roof** (HARB approved and recommends Council approval)
- d. **“Villager Realty” / 8 North Third Street / Sign** (HARB approved and recommends Council approval)
- e. **Motion to make the following Board, Authority, and Commission appointments:**
- i. Pete Bergonia to HARB with a term expiring 12/31/27
 - ii. Ted Strosser to HARB with a term expiring 12/31/27
 - iii. Leo Armbruster to HARB with a term expiring 12/31/27
 - iv. Taylor Lightman to Planning Commission with a term expiring 12/31/28
 - v. Janice Butler to BVRPC with a term expiring 12/31/27
- f. **Motion to accept a proposal from PennCore Consulting in the amount of \$8,200.00 for Task 1 and Task 2 to provide Surveying and Conceptual Development services associated with CDBG funded South Eighth Street/White Pine Alley RAB Project.**
- g. **Motion to approve a request from Laurie Slear at The Mercantile to use the Lewisburg Tri-globe Street light image on a sticker/magnet.**
- h. **Motion to accept a proposal from Wilson Engineering Services, PC in the amount of \$32,336.00 to conduct ASHRAE Level 2 Energy Audits at the Lewisburg Borough Office, Public Works Complex, and the Lewisburg Community Pool as part of the MORE Grant Project.**

- i. Motion to approve Resolution 24-11 for the submittal of the Local Share Grant Application to PA DCED for the purchase of a Vacuum Sweeper.
- j. Motion to approve Resolution 24-12 for the submittal of a Local Share Grant Application to PA DCED for the installation of sidewalks at Hunt Park.
- k. Motion to award winter 2024-2025 snow removal equipment bid to the low bidders as follows: Schlegel Excavating for Tri-Axle Dump Truck and Bulldozer and Mark Cromley Excavating for the Front End Loader and Track Loader.
- l. Motion to direct the Borough Solicitor to review and revise an Intergovernmental Cooperation Agreement with East Buffalo Township for use of its Brush and Branch Grinder with operator at Wolfe Field at a rate of \$400.00 per hour and to prepare a Resolution approving it and authorizing its execution.

FYI:

- i. Lewisburg Borough was approved for a Municipal Opportunities for Retrofits and Energy Efficiency (MORE) Grant in the amount of \$50,000.00.

VI. ADMINISTRATIVE AND PUBLIC SAFETY COMMITTEE

- a. Buffalo Valley Regional Police Department (BVRPD) Monthly Report
- b. William Cameron Engine Company (WCEC) Monthly Report
- c. Motion to approve payment of bills from October 13, 2024 through November 16, 2024 in the amount of \$336,490.35.
- d. Motion to adopt Resolution 24-13 to appoint J.H. Williams & Co., LLC as the Lewisburg Borough auditor for fiscal year 2024.
- e. Discussion of Lewisburg Borough Council sending a Letter of Support for PA House Bill 451 – Tax Exempt Property Municipal Assistance Act to PA Representative Stephanie Borowicz.
- f. Motion to direct the Borough Solicitor to prepare a Fee Resolution increasing the monthly parking lot permit fee from \$35.00 to \$50.00 per space per month effective January 1, 2025.
- g. Motion to direct the Borough Solicitor to prepare and advertise an Ordinance increasing the metered parking violation fine from \$10.00 to \$12.00 if paid in the first 48 hours and from \$15.00 to \$20.00 if paid after the first 48 hours effective January 1, 2025.
- h. Discussion of a request from the Buffalo Valley Regional Police Commission to approve changes to the Regional Police IGA:
 - a. Changes to Article XV related to payments made by the municipalities to the BVRPD.
 - b. Changes to the section of IGA related to the Civil Service Commission.
- i. Motion to approve a letter of support for the Lewisburg Arts Council to hold the Lewisburg Arts Festival on Saturday, April 26, 2025 on Market Street and various Borough streets with roadway closure from 6:00 am – 6:30 pm and permission to submit the required documentation to PennDOT.
- j. Motion to direct the Borough Solicitor to advertise the 2025 Lewisburg Borough Meeting Schedule:
 - Borough Council Regular Meeting – Third Tuesday of Each Month – 6:30 PM
 - Borough Council Work Session – Second Tuesday of Each Month – 6:30 PM

- Administration-Public Safety Committee – First Friday of Each Month – 8:30 AM except July will be held Second Friday
 - Planning-Public Works Committee – First Thursday of Each Month – 8:30 AM except October will be held second Thursday
 - HARB – Second Tuesday of Each Month – 5:00 PM
 - Lewisburg Planning Commission – Second Wednesday of Each Month – 6:00 PM
 - Shade Tree Commission Regular Meeting – Third Monday of Each Month – 6:00 PM
 - Zoning Hearing Board – Third Monday of Each Month – 7:00 PM except January and February will be held Fourth Monday
- k. **Motion to adopt Resolution 24-14 approving an Intergovernmental Cooperation Agreement regarding the sharing of personnel and equipment between Lewisburg Borough and East Buffalo Township and authorizing its execution.**
- FYI:
- i. **Current vacancies on Zoning Hearing Board Alternate, term expiration December 31, 2026, Zoning Hearing Board Alternate, term expiration December 31, 2026, HARB term expiration December 31, 2025.**

VII. PUBLIC COMMENT(S) ON ANY NON-AGENDA ITEMS

VIII. BOROUGH MANAGER

- a. **Motion to approve the purchase of a utility trailer from Trailer Superstore, Mechanicsburg, PA in the amount of \$4,095.00. Cost to be paid from the Borough's ARPA fund.**
- b. **Motion to adopt final 2025 budget with millage rates as follows: General Fund 10.500; Debt Service Fund 0.500; Street Lighting Fund 0.900; Fire Protection Fund 1.600; Shade Tree Fund 0.100; Regional Recreation Fund 0.800 (total millage for 2025 is 14.4) and to direct the Borough Solicitor to advertise the adopted 2025 Budget.**
- c. **Motion to approve Change Order 5 (a deduct change order) from Gutelius Excavating, Inc. in the amount of -\$3,257.00 associated with the Piers Art Park project.**
- d. **Motion to approve Change Order 1 (a deduct change order) from Big Rock Paving, LLC in the amount of -\$7,487.60 associated with the Kidsburg Phase II project.**

IX. BOROUGH SOLICITOR

- a. **Pennsylvania Liquor Control Board approval of noise exemption petition from Lewisburg Borough.**
- b. **Motion to adopt Resolution 24-15, retaining the total real estate tax on each dollar of assessed valuation of taxable real property within the Borough of Lewisburg for General Fund, Street Lighting, Fire Protection, Shade Tree, Recreation, and Debt Service purposes at the existing rate of fourteen and four tenths (14.4) mills, realty transfer tax, earned income tax, local service tax and business privilege tax for 2025.**

- c. Motion to enact Ordinance No. 1082 to increase the Borough Tax Collector's "bank return check fee" and "tax certificate fee" from \$25.00 to \$30.00.
- d. Motion to enact Ordinance No. 1083 changing the items not collectible or only collectible by special arrangement, refuse container regulations, limits of the quantity of residential refuse, and certain rules and regulations; imposing an administrative fee for pad constructions; and establishing that fees are to be paid to the Borough and assessed whenever a dwelling unit is occupied.
- e. Motion to adopt Resolution 24-16 establishing the fees for the collection and disposal of refuse placed for collection.
- f. Motion to adopt Resolution 24-17 establishing the amount of the service charge for items picked up by special arrangements.

X. REPORTS / COMMUNITY UPDATES / PUBLIC NOTICES

- a. MAYOR
- b. COUNCIL PRESIDENT
 - i. Presentation of proposed new Borough Council Rules of Order for consideration of adoption at the December 17, 2024 Borough Council Meeting. (Current Rules of Order adopted on December 21, 2021.)
 - ii. Presentation of proposed new Borough Council By-Laws for consideration of adoption at the December 17, 2024 Borough Council Meeting. (Current Council By-Laws adopted on December 21, 2021.)
 - iii. Preliminary discussion on management assessment process.
- c. BOROUGH SECRETARY
- d. COMMUNITY DEVELOPMENT/GRANT MANAGER
- e. COUNCIL MEMBERS

XI. WRITTEN REPORTS

- a. Motion to acknowledge receipt of the monthly Parking Report, Zoning Officer Report, Code Enforcement Officer Report, CK COG October Activity Reports, and CK COG October Building Permit.

XII. WORK SESSION – Work Session WILL/WILL NOT be held on Tuesday, December 10, 2024

XIII. QUESTIONS FROM THE MEDIA

XIV. ADJOURNMENT