

DRAFT AGENDA SECOND REVISED
LEWISBURG BOROUGH COUNCIL
ADMINISTRATION AND PUBLIC SAFETY COMMITTEE MEETING
Friday, November 7, 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	Dan Embeck, BVRPD (as needed)
	Jamie Blount, WCEC (as needed)

I. NEW BUSINESS

- a. Discussion of parking concerns related to the upcoming Lewisburg Hotel Rehabilitation Project (**attachment**).
- b. Recommendation to accept the resignation of Taylor Lightman from the Lewisburg Shade Tree Commission effective 12/31/25.
- c. Recommendation to appoint Erin Karahuta to the Lewisburg Shade Tree Commission effective 1/1/26 with a term expiring 12/31/28 as recommended by the Lewisburg Shade Tree Commission.
- d. Discussion of 2026 Lewisburg Board/Commission/Authority appointments (**revised attachment**).
- e. Recommendation to approve the 2026 Lewisburg Borough Municipal Meeting schedule for advertisement (**attachment**).
- f. Summary of the Union County Reassessment Meeting attended on behalf of Lewisburg Borough by Councilmember Armbruster.
- g. Discussion of the Pennsylvania Municipal League/National League of Cities Service Line Warranty Program (**attachment**).
- h. Discussion of creating a Food Truck Ordinance for Lewisburg Borough (**attachment**).
- i. Discussion of potential parking related changes in Downtown Lewisburg and possible actions for Council to consider this month:
 - i. Recommendation to direct the Borough Solicitor to prepare and advertise an Ordinance to create MPL 7 (15 regular spaces and 1 accessible space) at the Lewisburg Borough Office allowing Borough Office Business Only Parking Monday – Friday 7:00 am – 7:00 pm, allowing public parking Monday – Friday 7:00 pm to 7:00 am and all-day Saturday and Sunday unless otherwise closed for a special event and to ticket violations per 345-57 by our Parking Enforcement Officer.
 - ii. Recommendation to direct the Borough Solicitor to prepare and advertise an Ordinance to make MPL 4 (33 regular spaces) and MPL 5 (27 regular spaces and 2 accessible spaces) No Parking for Cleaning

and Maintenance on Thursdays from 7:00 am to noon and to ticket violations per 345-57 by our Parking Enforcement Officer.

- iii. Recommendation to direct Borough Solicitor to prepare and advertise an Ordinance amending 345-59(A)(1) to indicate that parking permits are valid Sunday – Saturday in the municipal parking lots for which they were issued.
- j. Recommendation to accept the resignation of Geralee Zeigler from the Lewisburg Planning Commission effective 12/31/25 (**attachment**).
- k. Recommendation to accept a proposal from Airiam to replace five Borough computers at a cost of \$7,730.12 (**attachment**).

EXECUTIVE SESSION – Personnel Matter

II. UPCOMING BOROUGH COUNCIL WORK SESSION TOPICS

- a. November 11, 2025 – North Fourth Street G3 presentation by Larson Design Group and discussion of project schedule. Executive Session for Personnel Matters.
- b. December 9, 2025 – Noise Ordinance.
- c. January 13, 2026 – Wolfe Field Master Site Development Draft Plan Presentation to Council.
- d. September 2026 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