

The regular monthly meeting of the Borough Council of Lewisburg, Union County, Pennsylvania, was held at 6:30 PM on **Tuesday, December 17, 2019** in the Council Chambers, 55 South Fifth Street, Lewisburg. Present: Council President Morris; Councilmembers Derman, Mahon, Yohn, Medina, Comas and Fredrick; Mayor Wagner, Solicitor Lyons, Manager Lowthert, Secretary Anders, BVRPD Chief Yost and Special Projects Coordinator/Grant Manager Kim Wheeler. Also present: Rick Daudes, Coleman Gregory, Ellen Ruby, Stephen Lindenmouth, Nancy Steckel, Carolyn Conner, Bonnie Poteet, Roger Wise, Jr. and Shelly Wise.

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 held December 10, 2019 regarding personnel matters and no action was taken by Council.

APPROVAL OF MINUTES: Motion was made by Councilmember Derman, seconded by Councilmember Mahon, to approve the minutes as amended of the November 19, 2019 regular monthly meeting. Motion was unanimously approved.

PUBLIC WORKS/POLICE COMMITTEE: Council received the Buffalo Valley Regional Police Department's (BVRPD) monthly report. Chief Yost thanked Council for their support and looks forward to serving the Council in the new year.

Borough Manager Lowthert informed Council HRG has submitted plans to the Public Works Committee regarding the Shared Use Path/Nature Play/Floodplain Restoration Project and they have dealt with the lighting revisions as discussed. The costs of the project are remaining about the same, but HRG believes they may be able to drop the contingency down to about 10% -15% after the PennDOT review. Council is reminded that the plans are preliminary and not final approval. Council will be able to make final changes on the plan in the spring after PennDOT review. Councilmember Mahon made a motion, seconded by Councilmember Derman to approve the preliminary design plans for the Shared Use Path/Nature Play/Floodplain Restoration Project and approval to submit the preliminary design plans to PennDOT and DCNR for review. Motion was approved with one dissenting vote, Councilmember Comas voted no.

Councilmember Mahon made a motion, seconded by Councilmember Derman to approve the final design plans for the Walker-Loomis Street Project and to release the project for bid. Motion was unanimously approved.

Councilmember Derman made a motion, seconded by Councilmember Mahon to approve design plans for the 2020 Streets Project and to release the project for bid with the understanding staff will be working out the final details with the Engineer to have complete bid specifications. There was **much** discussion regarding costs and design changes to the 2020 Streets Project. Motion was approved with one dissenting vote, Councilmember Yohn voted no.

ADMINISTRATIVE/FINANCE COMMITTEE: Councilmember Derman made a motion, seconded by Councilmember Yohn, to approve payment of bills from November 16, 2019 through December 13, 2019 in the amount of \$412,518.91. Motion was unanimously approved.

Councilmember Derman made a motion, seconded by Councilmember Mahon to approve Traffic Planning and Design change order for the Market Street Corridor Study in the amount of \$30,000.00 to be paid from the General Fund. Councilmember Comas questioned the change order. It was explained that TPD spent more time than anticipated on project coordination and implementation on finalizing the report and asked for additional reimbursement. Special Project Coordinator/Grant Manager Wheeler explained \$15,500.00 will be paid from the left-over Market Street donations received and \$14,500.00 to come out of the Borough General Fund. There was **much** discussion. Motion was unanimously approved.

Councilmember Derman made a motion, seconded by Councilmember Mahon to approve and authorize the execution of the amended and restated Fire Services IGA. Motion was unanimously approved.

Councilmember Derman made a motion, seconded by Councilmember Mahon to approve and authorize the execution of the Fire Protection Agreement between the William Cameron Engine Company and Lewisburg Borough. Motion was unanimously approved.

COMMUNITY DEVELOPMENT/PLANNING COMMITTEE: Councilmember Yohn reported there were no applications received for HARB review and the meeting was cancelled.

Councilmember Yohn informed Council they had the Market Street Corridor presentation at their meeting. Councilmember Yohn would like to see a stronger communication between Admin Finance Committee and Community Development/Planning Committee (Comm-D). Comm-D will be taking on the Market Street Study Implementations and Councilmember Yohn has some concerns regarding communications and future finances. Special Project Coordinator/Grant Manager Wheeler stated at December Comm-D meeting, the Market Street Committee walked through the recommendations and sorted that through three different categories. The categories are: Implementations that the Borough can do alone; Implementations that the Borough would need additional resources and Borough needs to work with PennDOT.

ATTENDANCE

CALL TO ORDER

APPROVAL OF MINUTES

PUBLIC WORKS/POLICE COMMITTEE
BVRPD

Approve HRG plans and submit to PennDOT and DCNR for review

Walker-Loomis project to be release for bid

2020 Streets project to be released for bid

ADMINISTRATIVE/FINANCE COMMITTEE
PAYMENT OF BILLS

Approve TPD change order

Approve Fire Services IGA

Approve Fire Protection Agreement

COMMUNITY DEVELOPMENT/PLANNING COMMITTEE
HARB

Market Street Corridor

December 17, 2019

Councilmember Yohn indicated the current vacancies of one vacancy on BVRA with term expiration 12/31/2024, two vacancies on Planning Commission with term expirations of 12/31/2022 and 12/31/2023, one vacancy on HARB with term expiration of 12/31/2020 and one vacancy as the Zoning Hearing Board Alternate with term expiration 12/31/2020.

MAYOR: Mayor Wagner indicated that tonight is the last Council meeting for Council President Morris and Councilmember Fredrick and commended them on the tremendous amount of work done over the years for the Borough of Lewisburg. Mayor Wagner proudly stated that Lewisburg is a pretty impressive place to live and very appreciative of everyone and all they have done. Councilmember Yohn presented Council President with a token of appreciation. Council President Morris and Councilmember Frederick were given a Certificate of Appreciation signed by Mayor Wagner.

COUNCIL PRESIDENT: Council President Morris thanked Steve Lindenmouth for everything he has put into getting the pictures put up in the Borough Office. Council President Morris stated that she has enjoyed the last 14 years.

BOROUGH MANAGER: Borough Manager Lowthert expressed his thanks to Council President Morris and Councilmember Frederick for their time on Council.

Borough Manager Lowthert explained to Council the Refuse crew requested to change their Union Contract schedule Article XVII to work Monday through Friday and eliminate working on Saturday. The request was reviewed by Administrative Finance Committee and the Union is in favor to have a 90-day trial period. Manager Lowthert stated management is optimistic and believes it will work. Staff will determine a start date for the 90-day trial, communicate with the businesses and letters will be sent to the property owners that will be affected with the change. Councilmember Derman made a motion, seconded by Councilmember Mahon for agreement to change Article XVIII, Section 18.1 HOURS OF WORK, Refuse Collection Dept to Monday through Friday for a 90-day trial period. Motion was unanimously approved.

SPECIAL PROJECT COORDINATOR/GRANT MANAGER: Kim Wheeler also thanked Steve Lindenmouth for the amazing gallery of pictures. Wheeler indicating after months of working with the Planning Commission regarding short term rentals, they are close to finalizing. The Planning Commission would like to have discussions with Council to see about moving forward with the process.

OTHER COMMITTEES: Councilmember Medina shared with Council that BVRA had a special meeting on December 4, 2019 to vote on the budget and other issues will be addressed in detail at the next meeting.

Ellen Ruby, LDP, stated that they are well into the Miracle on Market Street and Santa will be on Campus on Saturday. Ellen is also in the process of planning the Ice Festival for February 7th and 8th. They have been distributing their new maps. Councilmember Yohn indicated she felt Late Night Shoppers this year had more shoppers than years past and all the businesses were full of shoppers. Councilmember Yohn feels Ellen Ruby is doing a great job and manages getting information out to everyone regarding events.

Council President Morris informed Council there was a good discussion at the Shade Tree Commission meeting and Mark Spiro agreed to be Chairperson. They have asked Borough Secretary Anders to attend the January meeting where they will continue discussions and reorganize to "turn over a new leaf".

Manager Lowthert shared CK- COG is still actively working on enforcing the refuse ordinance, sidewalk inspections and working with the Planning Commission on short term rentals.

Councilmember Derman indicated that Central Susquehanna Fire and Emergency Services is moving forward, and they have a meeting tomorrow. They will be able to begin 2020 with a new entity.

ADDITIONAL BUSINESS FROM COUNCIL: Councilmember Comas inquired about the coordination of lights that was brought up earlier in the meeting. It was explained that if the lights were changed and coordinated to a lower speed limit, you could go through all the green lights. If someone goes above the allotted speed limit, you would start to get red lights. Pedestrian needs and vehicle needs should be looked at.

Councilmember Medina stated that with BVRA, there is a new 10-year lease without a get out clause to be signed with GreenSpace.

WRITTEN REPORTS: Councilmember Derman made a motion, seconded by Councilmember Mahon to acknowledge receipt of the monthly November Borough Budget/Actual, LAJSA 2020 budget, Shade Tree minutes for October and November, CSFES minutes for January, April, May, June, July, September and October, CK Cog Building Permits, Zoning Officer Report and Code Enforcement Officer Report. Motion was unanimously approved.

WORK SESSION: Manager Lowthert said there will be a work session held Tuesday January 14, 2020.

Vacancy Updates

MAYOR

COUNCIL PRESIDENT

BOROUGH MANAGER

Refuse Contract change

SPECIAL PROJECT COORDINATOR/ GRANT MANAGER

OTHER COMMITTEES BVRA

LDP

SHADE TREE

CK-COG

CSFES

ADDITIONAL BUSINESS FROM COUNCIL

WRITTEN REPORTS

WORK SESSION

December17, 2019

BOROUGH SECRETARY: Borough Secretary shared the following items that are being worked on: Reorganization; Information to New Councilmembers; Affidavits of Residency: Oath paperwork; Website listing updates – Council/Committee/Commission – Meeting Calendar; Accounting Year End, 1099's and 1096, Quarterly Payroll Tax, 2020 Payroll Tax Update, Year End Roll Over, 2020 Budget import; Workers Compensation Billing to Municipalities; Submit Pension Contribution information to Actuary; Register Clearinghouse for CDL drivers; 2020 Millage to Union County Assessment; 2020 Municipal Tax Information DCED; 2020 Municipality Report of Elected & Appoint Officials DCED; Liquid Fuels Audit for 2018 on January 15, 2019; I was asked to attend Shade Tree Meeting January 16, 2020; J.H. Williams Auditors will be at the Borough Office January 29, 30 and 31 and I'm waiting for the requested information to have prepared for their visit; Financial Condition for DCED by end of January/early February; Costars Salt Contract to be done first quarter; Banner Resolutions; Complete and submit Special Events Permits for Arts Festival, Memorial Day Parade and 4th of July Parade.

Council President Morris called for executive session at 8:11 PM for personnel and legal matters.

Council returned at 8:56 PM.

Councilmember Mahon made a motion, seconded by Councilmember Yohn to approve employment agreements for Borough Manager William Lowthert, Borough Secretary Jacqueline Anders and Special Project Coordinator/Grant Manager Kim Wheeler. Motion was unanimously approved.

There being no further business, Councilmember Derman made a motion, seconded by Councilmember Mahon, to adjourn the meeting. Motion was unanimously approved. Meeting adjourned at 8:57 PM.

Respectfully submitted,

Jacqueline A. Anders
Borough Secretary

**BOROUGH
SECRETARY**

Executive Session

**MANAGER/
TREASURER.
SECRETARY,
SPECIAL PROJECT
COORDINATOR/GRANT
MANAGER CONTRACT
APPROVAL**

ADJOURNMENT