

The regular monthly meeting of the Borough Council of Lewisburg, Union County, Pennsylvania, was held at 6:30 PM on **Tuesday, December 19, 2023**, in Council Chambers, 55 South Fifth Street, Lewisburg. Present: Council President Sulai; Councilmembers Derman, Heayn (via telecommunications), Powers, Stamm, Grobes, Manager Lowthert, Secretary Wendt, Mayor Alvarez, Community Development Grant Manager Berkey (via telecommunications), and Solicitor Lyons. Also present: Ibrahim Sulai, Ann Keeler Evans, Norm Butts, Taylor Lightman, Lynne Ragusea, and Joe Sylvester.

**CALL TO ORDER:** Council President Sulai called the meeting to order at 6:33 PM.

**APPROVAL OF MINUTES:** Councilmember Derman made a motion, seconded by Councilmember Powers to approve the November 21, 2023, Regular meeting minutes. Motion was unanimously approved.

**PLANNING AND PUBLIC WORKS COMMITTEE:** Councilmember Powers made a motion, seconded by Councilmember Derman to approve HARB item a as submitted and recommended by HARB per their minutes dated December 12, 2023. Motion was unanimously approved.

- a. **“Paris Bakery & Café” / 335 Market Street / Signs** (HARB approved and recommends Council approval)

Councilmember Powers made a motion, seconded by Councilmember Derman to approve preliminary project design plans associated with the CDBG funded Limestone/Bull Run Floodplain Restoration Project – north of Market Street behind the Towne Tavern. Motion was unanimously approved.

Councilmember Powers made a motion, seconded by Councilmember Derman to approve a letter of support for the Lewisburg Arts Council to hold the Lewisburg Arts Festival on Saturday, April 27, 2024, 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. Motion was unanimously approved.

Councilmember Powers made a motion, seconded by Councilmember Derman to approve a request from Lewisburg Cub Scout Pack 3538 to use the Lewisburg Tri-globe Street Light image on T-shirts. Motion was unanimously approved.

Councilmember Powers made a motion, seconded by Councilmember Derman to approve Kidsburg Phase II project preliminary design plan for permitting. Motion was unanimously approved.

Councilmember Powers made a motion, seconded by Councilmember Derman to approve Resolution 23-13 requesting PennDOT approval for the 2024 Market Street Banner Placements on Sixth Street and Eighth Street. Motion was unanimously approved.

Councilmember Powers made a motion, seconded by Councilmember Derman to approve the 2020-CV-C2 CDBG Budget Revision Certification for the additional funding associated with the Hufnagle Park Event Venue Project. Motion was unanimously approved.

Councilmember Powers made a motion, seconded by Councilmember Derman to approve a Change Order from Gray Builders for the Hufnagle Park Event Venue Project to extend the project completion date to April 26, 2024. There was some discussion. Motion was unanimously approved.

**ADMINISTRATIVE AND PUBLIC SAFETY COMMITTEE:**

Buffalo Valley Regional Police (BVRPD) Chief Yost submitted a monthly report.

William Cameron Engine Company (WCEC) Chief Blount submitted a monthly report.

**ATTENDANCE**

**CALL TO ORDER**

**APPROVAL OF MINUTES**  
November 21, 2023

**PLANNING AND PUBLIC WORKS**

HARB

Paris Bakery & Café

Limestone/Bull Run Floodplain Restoration Project

Letter of support for Lewisburg Arts Festival

Approval for Tri-Globe Street Light image for Cub Scout Pack 2538

Approval of Kidsburg Phase II Preliminary Design

Resolution 23-13 Banner Placements

2020-CV-C2 CDBG Budget Revision Certification

Gray Builders Change Order for Hufnagle Park Event Venue

**ADMINISTRATIVE AND PUBLIC SAFETY**

BVRPD

WCEC

December 19, 2023

Councilmember Derman made a motion, seconded by Councilmember Stamm to approve payment of bills from November 19, 2023, through December 16, 2023, in the amount of \$401,338.24. Motion was unanimously approved.

Councilmember Derman made a motion, seconded by Councilmember Powers to set fees for Borough approved events beginning in 2024 as follows:

All Borough Park Reservations including Hufnagle Park without Event Venue usage:

- a. Resident, Non-Profit or For-Profit Business located inside the Borough Limits: \$50 first day, \$25 each additional consecutive day.
- b. Non-Borough Resident, Out-of-Borough Non-Profit or For-Profit Business: \$100 first day, \$50 each additional consecutive day.

Event Venue Reservation (not including reservation of Hufnagle Park):

- c. Resident, Non-Profit or For-Profit Business located inside the Borough Limits: \$75 first day, \$37.50 each additional consecutive day.
- d. Non-Borough Resident, Out-of-Borough Non-Profit: \$125 first day, \$62.50 each additional consecutive day.
- e. For-Profit Out-of-Borough Business: \$500 first day, \$250 each additional consecutive day.
- f. Deposit Required \$100, Cash or Certified Bank Check Only

Sound and Lighting System Access at Event Venue:

- g. \$100 per event
- h. Deposit Required \$500, Cash or Certified Bank Check Only

Events Inside the Borough without Park Reservation requiring Public Works Services (i.e. Borough Crew or staff meeting(s), any Borough equipment usage, special requests, etc.):

- i. Resident, Non-Profit or For-Profit Business located inside the Borough Limits: \$50 first day, \$25 each additional consecutive day.
- j. Non-Borough Resident, Out-of-Borough Non-Profit or For-Profit Business: \$100 first day, \$50 each additional consecutive day.

Equipment Fees:

- k. Barricade: \$15 per item
- l. Traffic Cones: \$2 per item
- m. Electric Usage Fee: \$35 per day
- n. Refuse Barrels or Tipper Cans: \$10 per item
- o. Refuse Dumpster Fee set by Refuse Ordinance: Placement \$50 and empty cost \$11 per cubic yard
- p. Municipal Parking Lot Closure Fee: \$150 per day per lot
- q. Parking Meter Closure: \$3 per day, Bag purchase required to close meter: \$1 per bag
- r. Portable Bicycle Rack: \$15 per rack per event

Motion was unanimously approved.

Councilmember Derman made a motion, seconded by Councilmember Stamm to make the following Board, Authority, and Commission Appointments:

- i. Patrick Shandera to BVRA with a term expiring 12/31/28
- ii. Jason Fellon to LAJSA with a term expiring 12/31/28
- iii. Dianne Powers to HARB with a term expiring 12/31/26
- iv. Chris Korban to HARB with a term expiring 12/31/26
- v. Stephen Kalberer to Planning Commission with a term expiring 12/31/27
- vi. Scott Seneca to Planning Commission with a term expiring 12/31/26
- vii. Bud Hiller to Planning Commission with a term expiring 12/31/24
- viii. Taylor Lightman to Shade Tree Commission with a term expiring 12/31/28
- ix. Arthur Schaeffer to Zoning Hearing Board with a term expiring 12/31/26
- x. Peter Bergonia to Central Keystone Council of Government with a term expiring 12/31/26
- xi. Jordi Comas as the Borough Council Representative to BVRPC with a term expiring 12/31/26
- xii. Jamie Grobes as Alternate to BVRPC with a term expiring 12/31/26
- xiii. Kendy Alvarez as Lewisburg Borough Elected Official Representative to Lewisburg Downtown Partnership with a term expiring 12/31/25
- xiv. Dianne Powers as Borough Council Representative to Lewisburg Neighborhood with a term expiring 12/31/25

Motion was unanimously approved.

Mayor Alvarez updated the Council on the proposed changes to the Regional Police IGA and said that more clarification is still needed and suggested that a meeting be scheduled with East Buffalo Township to discuss further.

Approval of Bills

**Set Fees for Hufnagle Park Event Venue**

All Park Reservations

Event Venue

Sound and Lighting System

Other Events

Equipment Fees

Board, Authority, and Commission Appointments

BVRA – Shandera

LAJSA – Fellon

HARB – Powers

HARB – Korban

PC – Kalberer

PC = Seneca

PC – Hiller

STC – Lightman

ZHB – Schaeffer

CK COG - Bergonia

BVRPC – Comas

BVRPC – Grobes

LDP – Alvarez

LN – Powers

Proposed changes to Regional Police IGA

December 19, 2023

Current vacancies on HARB with term expirations December 31, 2025; Zoning Hearing Board Alternate term expiration December 31, 2026; Zoning Hearing Board Alternate term expiration December 31, 2026; Central Susquehanna Fire & Emergency Services Board; Lewisburg Neighborhoods – Borough Elected Official term expiring December 31, 2025.

**PUBLIC COMMENT(S) ON ANY NON-AGENDA ITEMS:**

Taylor Lightman, Lewisburg Neighborhoods, thanked Mike Derman and Debra Sulai for their service on Council.

**BOROUGH MANAGER:**

Borough Manager Lowthert stated that he enjoyed working with Mike Derman and Debra Sulai during their time on Council.

**BOROUGH SOLICITOR:**

Councilmember Derman made a motion, seconded by Councilmember Powers to enact Ordinance No. 1079 amending two sections of the Lewisburg Borough Non-uniformed Retirement Plan. Motion was unanimously approved.

**REPORTS / COMMUNITY UPDATES / PUBLIC NOTICES:**

Mayor Alvarez announced two Proclamations: “Holiday Tree in Hufnagle Park” and Poet Laureate”. She declared Ann Keeler Evans to be the Poet Laureate for a two-year period beginning January 2024. Ann Keeler Evans responded that she is excited and grateful to serve as Poet Laureate.

Council President Sulai thanked everyone that she worked with the last 4 years and said that it was a privilege to serve on Council and will continue to serve on Lewisburg Neighborhoods. She also said that she is proud of all the work that was done together and because of it, it makes a great place to live. She also gave an update to the Animal Ordinance.

Borough Secretary Wendt said that Mike and Debra have been great to work with.

Community Development Grant Manager Berkey wished Mike and Debra well and appreciated getting to know them and the work that they provided.

Councilmember Powers asked if a meeting could be scheduled with the Police Commission and PennDOT to discuss ways to make Market Street a safer place. Manager Lowthert reported that there are a few things already in the works such as Pedestrian count down signals, additional bump outs on Fifth and Sixth Street, as well as the Safe Street Grants.

Councilmember Derman said that he enjoyed his 8 years on Council and thanked the Borough staff for their hard work. He added that Debra did a great job as Council President.

Councilmember Grobes said that it was a pleasure to know Debra and Mike.

Councilmember Heayn thanked Debra and Mike for all their work.

**WRITTEN REPORTS:** Councilmember Derman made a motion, seconded by Councilmember Powers to acknowledge receipt of the monthly Parking Report, Zoning Officer Report, Code Enforcement Officer Report, Code Enforcement Activity Report, and November Building Report. Motion was unanimously approved.

**WORK SESSION:** There will be a Work Session to be held Tuesday, January 9, 2024.

Vacancies

**PUBLIC COMMENT ON NON-AGENDA ITEMS**  
Taylor Lightman

**BOROUGH MANAGER**

Ordinance 1079 – Amending NU Retirement Plan

**REPORTS / COMMUNITY UPDATES / PUBLIC NOTICES**

Mayor Proclamations

Council President

Borough Secretary

Community Development Grant Manager

Councilmember Powers

Councilmember Derman

Councilmember Grobes

Councilmember Heayn

**WRITTEN REPORTS**

**WORK SESSION**

December 19, 2023

Council President Sulai called for an executive session to discuss legal matters at 7:13PM. Council returned at 7:28PM.

There being no further business, Councilmember Derman made a motion, seconded by Councilmember Powers to adjourn the meeting. The meeting was adjourned at 7:29 PM.

Respectfully submitted,

Kathy D. Wendt  
Borough Secretary

**EXECUTIVE  
SESSION**

**ADJOURNMENT**