

**DRAFT AGENDA
LEWISBURG BOROUGH COUNCIL MEETING
December 21, 2021
6:30 PM**

SULAI, President
COMAS, Vice-President
DERMAN
FARRELL
HEAYN
BOTELHO
YOHN
BILENKY TRAHAN

MAYOR WAGNER
MANAGER/TREASURER LOWTHERT
SECRETARY ANDERS
SOLICITOR LYONS
COMMUNITY DEV/GRANT MANAGER BEATTIE
BVRPD CHIEF YOST
FIRE CHIEF BLOUNT
PRESS
VISITORS

- I. **CALL TO ORDER**
- II. **PLEDGE OF ALLEGIANCE**
- III. **APPROVAL OF MINUTES**
 - a. Motion to amend the millage rates set forth in the motion adopted November 16, 2021, adopting the final 2022 budget to now read as follows: General Fund 10.275; Debt Service Fund 0.500; Street Lighting Fund 0.800; Fire Protection Fund 1.00; Shade Tree Fund 0.025; Regional Recreation Fund 0.500 (total millage for 2022 is 13.10).
 - b. Motion to amend the millage rates set forth in the motion adopted November 16, 2021, enacting Ordinance No. 1064 to now read as follows: General Fund 10.275; Debt Service Fund 0.500; Street Lighting Fund 0.800; Fire Protection Fund 1.00; Shade Tree Fund 0.025; Regional Recreation Fund 0.500 (total millage for 2022 is 13.10).
 - c. Motion to approve the November 16, 2021, regular meeting minutes as amended by motions.
- IV. **COUNCIL PRESENTATION(S)**
 - a. Presentation of Certificates of Appreciation from the Borough Council President
- V. **PUBLIC COMMENT(S) ON ANY AGENDA ITEM**
- VI. **PUBLIC WORKS/POLICE COMMITTEE**
 - a. Buffalo Valley Regional Police Department (BVRPD) Monthly Report
 - b. William Cameron Engine Company (WCEC)
 - c. Motion for Steve Beattie, Community Development/Grant Manager, to represent the Borough at an upcoming Zoning Hearing Board regarding the developer's request to widen Hazel Tree Alley.
 - d. Motion to approve the configuration of and to accept the donation of a new First Responder themed playground from PlayPower/Playworld for the Kidsburg portion of Hufnagle Park in honor of the professional and volunteer fire companies that responded to the Playworld manufacturing facility fire on May 4, 2021
 - e. Motion to approve a specialty professional services proposal from Willow Playworks to relocate the Red/Silver Playground Equipment from Kidsburg in Hufnagle Park to the grassy area of Wolfe Field just east of the Concession Stand/Restrooms at a cost of \$39,150.00

- f. Motion to approve the replacement of the metal roof at the Borough owned 101 North Fifth Street red brick warehouse building with a shingle roof and permission to release the project for bid
- g. Motion to approve the Professional Services Proposal from McTish, Kunkel, and Associates, Montoursville, PA in the amount of \$24,200.00 for engineering services associated with the 2022 Saint Anthony Street Storm Water Pipe Replacement Project, survey work at Wolfe Field, and to survey a portion of Plum Tree Alley.

FYI:

- i. Committee agreed for Borough Manager to approve costs to remove two Black Walnut Trees from the Kidsburg Playground area of Hufnagle Park and a Pin Oak on Borough property along South Sixth Street.
- ii. The Borough's Public Works staff will be undertaking maintenance activities in the Kidsburg playground this winter that will include removal of a deteriorating wooden retaining wall and removal of old playground equipment.
- iii. The Borough staff have submitted an EIP/STMP Phase II Grant Application to DCED in the amount of \$100,000.00 for the 2022 Flood Resiliency Study in Lewisburg Borough. If approved, the funding will most likely become available mid-2022.
- iv. Committee agreed for Borough Manager to approve the purchase a Portable Radar Traffic Speed Detection sign in amount of \$4,640.00 plus shipping to be used to record traffic counts and speeds on Borough streets.
- v. Committee agreed for Borough Manager to approve the purchase of Information Panels for the Black painted Tri-globe Street Light along Market Street and the Derr Mill Stone display at the Borough Office in the estimated amount of \$2,461.00.

VII. ADMINISTRATIVE/FINANCE COMMITTEE

- a. Motion to approve payment of bills from November 13, 2021 through December 17, 2021 in the amount of \$680,144.91.
- b. Motion to adopt the revised By-Laws of Borough Council for the Borough of Lewisburg
- c. Motion to adopt the revised Rules of Order for Lewisburg Borough Council
- d. Discussion of whether to send the Lewisburg Borough Safety Policy/Manual for legal review or motion to approve the Lewisburg Borough Safety Policy Manual as edited by the committee.
- e. Motion to approve use a portion of our ARPA Funds as an Incentive for Borough Employees to become fully vaccinated and boosted against COVID-19. Incentive would be a \$1,000.00 bonus for current full-time employees and \$500.00 bonus for current part-time employees who present to the Borough Manager or Borough Secretary their original COVID-19 vaccination card(s) showing that they received the full COVID-19 vaccine (as recommended by the CDC) and a COVID-19 booster. The employee must allow the Borough to copy their COVID-19 vaccination card(s) for placement in their confidential medical personnel file. The COVID-19 vaccination card(s) showing the vaccination(s) and booster must be presented to the Borough Manager or Borough Secretary before July 29, 2022 to receive the bonus. The bonus will be distributed through the Borough's payroll system with the appropriate taxes withheld.

FYI:

- i. Committee continues to review options for a new Lewisburg Borough Phone System**
- ii. Reminder that the Lewisburg Borough Reorganization Meeting will be held on Monday, January 3, 2022 at 6:30 pm**

VIII. COMMUNITY DEVELOPMENT/PLANNING COMMITTEE

HARB – (See HARB Minutes for Details of Certificate of Appropriateness (COA) Approvals/Courtesy Reviews/Project Updates)

Motion to approve HARB item(s) a through e as submitted and recommended by HARB per their minutes dated December 14, 2021.

- a. Samantha Kratzer & Jon Cataldi / 323 Market Street / Signage (HARB approved/Committee recommends Council approval)**
- b. Lawrence Rose / 211 North Third Street / Windows (HARB approved/Committee recommends Council approval)**
- c. Highland & York, LLC / 240 North Third Street / Renovations (HARB approved/Committee recommends Council approval)**
- d. Justin Grenoble / 106 South Second Street / Roof (HARB approved/Committee recommends Council approval)**
- e. Anthony Russo / 622 Saint Catharine Street / Renovations (HARB approved/Committee recommends Council approval)**

HARB Project Updates: Vedder Hall / Bucknell University / Porches (HARB finds porches over exterior steps acceptable as outlined per supplemental information)

Additional Items:

- f. Motion to direct to the Borough Solicitor to advertise the proposed Short-term Rental Ordinance prepared by the Lewisburg Borough Planning Commission for adoption by Borough Council**
- g. Motion to make the following Board, Authority, and Commission appointments:**
 - i. Jordi Comas as the Borough Council Representative to BVRA with a term expiring 12/31/2024;**
 - ii. Dana Bosak to BVRA with a term expiring 12/31/2026;**
 - iii. Ted Strosser to HARB with a term expiring 12/31/2024;**
 - iv. David Heayn to HARB with a term expiring 12/31/2024;**
 - v. Bina Trahan to the Lewisburg Borough Planning Commission with a term expiring 12/31/2025;**
 - vi. Michael Brody to the Lewisburg Borough Shade Tree Commission with a term expiring 12/31/2026;**
 - vii. Jordi Comas as the Borough Council Representative to the BVRPC with a term expiring 12/31/2023;**
 - viii. Judy Wagner as the Civilian Representative to the BVRPC with a term expiring 12/31/2022;**
 - ix. Marlene Lira as the Borough Council/Civilian Representative to the BVRPC with a term expiring 12/31/2024;**
 - x. Kendy Alvarez as the Alternate to the BVRPC with a term expiring 12/31/2023;**
 - xi. Robert Lack to the Lewisburg Borough Zoning Hearing Board with a term expiring 12/31/2024;**
 - xii. Daniel DeFebbo as an Alternate to the Lewisburg Borough Zoning Hearing Board with a term expiring 12/31/2023;**

- xiii. Trey Casimir to the Lewisburg Borough Vacancy Board with a term expiring 12/31/2023
 - xiv. Alan Zeigler to the Lewisburg Area Joint Sewer Authority with a term expiring 12/31/2026;
 - xv. Kendy Alvarez as Lewisburg Mayor to the Lewisburg Neighborhoods Board (no expiration term);
 - xvi. Dianne Powers to the Lewisburg Neighborhoods Board with a term expiring 12/31/2024;
 - xvii. Debra Sulai to the Lewisburg Neighborhoods Board with a term expiring 12/31/2024.
- h. Motion to approve a request from Cornelia Carpenter to use the Lewisburg Tri-globe Street Light Image on cards and artwork.**
 - i. Motion to adopt Resolution No 21-11 for the disposition of Borough Records as listed in the Resolution.**

FYI:

- i. Current vacancies on HARB with term expiration December 31, 2022, December 31, 2023, and December 31, 2024 and Planning Commission with term expiration December 31, 2025.**

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

X. BOROUGH MANAGER

- a. Motion to authorize Lewisburg Neighborhoods to host a 50/50 raffle at Lewisburg Landing during the Polar Plunge on February 5, 2022.**
- b. Motion to direct the Borough Solicitor to advertise the 2022 Lewisburg Borough Meeting Schedule:**
 - Borough Council Reorganization Meeting January 3, 2022 – 6:30 PM
 - 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-Finance-Public Safety Committee – Second Monday of Each Month – 4 PM except February, March, and November
 - Community Development–Planning-Public Works Committee – First Thursday of Each Month – 4 PM
 - HARB – Second Tuesday of Each Month – 5 PM
 - Lewisburg Planning Commission – First Wednesday of Each Month – 6 PM
 - Shade Tree Commission Regular Meeting – Second Thursday of Each Month – 6:30 PM
 - Shade Tree Commission Work Session – Fourth Thursday of Each Month – 6:30 PM except November
 - Zoning Hearing Board – Third Monday of Each Month – 7 PM except January

XI. BOROUGH SOLICITOR

- a. Motion to adopt Resolution 21-12 to Allow Participation and Voting by Telecommunication Device**

XII. REPORTS / COMMUNITY UPDATES / PUBLIC NOTICES

- a. MAYOR**
- b. COUNCIL PRESIDENT**
- c. BOROUGH MANAGER**
- d. BOROUGH SECRETARY**
- e. COMMUNITY DEVELOPMENT/GRANT MANAGER**
- f. COUNCIL MEMBERS**

XIII. WRITTEN REPORTS

- a. Motion to acknowledge receipt of the monthly Parking Report, BVRA Financial Reports, Zoning Officer Report and Code Enforcement Officer Report.

XIV. WORK SESSION – Work Session WILL/WILL NOT be held on Tuesday, January 11, 2022

XV. QUESTIONS FROM THE MEDIA

XVI. EXECUTIVE SESSION – Personnel Matters

XVII. ANTICIPATED ACTION ITEMS FROM EXECUTIVE SESSION

- a. Motion to approve employment agreements for Borough Manager William Lowthert, Borough Secretary Jacqueline Anders and Community Development Grant Manager Steve Beattie
- b. Motion to approve a Union Contract Agreement between AFSCME, Local 3133 and The Borough of Lewisburg for the period of time from January 1, 2022 through December 31, 2025

XVIII. ADJOURNMENT