

**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. MOTION TO ADOPT RESOLUTION 21-13 TO UNDERTAKE THE 2022 FLOOD RESILIENCY STUDY IN LEWISBURG BOROUGH UNDER THE EARLY INTERVENTION PROGRAM. 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**