

The regular monthly meeting of the Borough Council of Lewisburg, Union County, Pennsylvania, was held at 6:30 PM on **Tuesday, December 21, 2021** in Council Chambers, 55 South Fifth Street, Lewisburg. Present: Council President Sulai; Councilmembers Council Vice President Comas, Derman, Heayn, Botelho, and Yohn; Manager Lowthert, Secretary Anders, Community Development/Grant Manager Beattie, Mayor Wagner, and Solicitor Lyons. Also present: Ellen Ruby, Sue Mahon, Kathy Morris, Ed Cox, Pete Bergonia, Kendy Alvarez and Tim Turner.

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 Comas 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). Motion was unanimously approved.

Councilmember Derman made a motion, seconded by Councilmember Botelho 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). Motion was unanimously approved.

Councilmember Derman made a motion, seconded by Councilmember Comas to approve the November 16, 2021, Regular meeting minutes as amended by motions. Motion was unanimously approved.

COUNCIL PRESENTATION(S): Council President Sulai presented a Certificate of Appreciation to Elaine Wintjen, George Botelho, Sue Yohn and Mayor Judy Wagner.

PUBLIC WORKS/POLICE COMMITTEE: Buffalo Valley Regional Police Chief Yost submitted a monthly report. Councilmember Comas commented the new Police Commission will be coming online with the new year.

Councilmember Derman had no new updates for William Cameron Engine Company.

Councilmember Comas made a motion, seconded by Councilmember Heayn 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. There was some discussion. Motion was unanimously approved.

Councilmember Botelho made a motion, seconded by Councilmember Heayn 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. There was some discussion. Motion was unanimously approved.

Councilmember Botelho made a motion, seconded by Councilmember Yohn 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. Motion was unanimously approved.

Councilmember Comas made a motion, seconded by Councilmember Derman 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. Motion was unanimously approved.

ATTENDANCE

CALL TO ORDER

APPROVAL OF MINUTES

Amendment
November 16,
2021

Amendment
November 16,
2021

November 16,
2021

COUNCIL PRESENTATION(S)

PUBLIC WORKS/POLICE COMMITTEE
BVRPD

WCEC

Beattie to represent
the Borough at
Zoning Hearing
Board meeting

PlayPower
/Playworld First
Responder donation
for Kidsburg

Approval for Willow
Playworks to
relocate equipment

101 N 5th St. Roof
replacement and
release for bid

December 21, 2021

Councilmember Comas made a motion, seconded by Councilmember Botelho 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. Motion was unanimously approved.

The 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.

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.

Councilmember Comas made a motion, seconded by Councilmember Heayn 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. Motion was unanimously approved.

Committee agreed for Borough Manager to approve the purchase of a Portable Radar Traffic Speed Detection sign in the amount of \$4,640.00 plus shipping to be used to record traffic counts and speeds on Borough streets.

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.

ADMINISTRATIVE/FINANCE COMMITTEE: Councilmember Derman made a motion, seconded by Councilmember Heayn to approve payment of bills from November 13, 2021, through December 17, 2021, in the amount of \$680,144.91. Motion was unanimously approved.

Councilmember Derman made a motion, seconded by Councilmember Heayn to adopt the revised By-Laws of Borough Council for the Borough of Lewisburg. Motion was unanimously approved.

Councilmember Derman made a motion, seconded by Councilmember Heayn to adopt the revised Rules of Order for Lewisburg Borough Council. Motion was unanimously approved.

Councilmember Derman made a motion, seconded by Councilmember Heayn to approve the Lewisburg Borough Safety Policy Manual as edited by the committees pending legal review if needed. Motion was unanimously approved.

Councilmember Derman made a motion, seconded by Councilmember Heayn to approve use of a portion of the 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 vaccination (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. There was some discussion. Motion was approved with one dissenting vote, Councilmember Yohn voted no.

Approval for McTish, Kunkel & Assoc. engineering services with 2022 St. Anthony St, survey work at Wolfe Field and portion of Plum Tree Alley.

Tree removal from Kidsburg Playground and S 6th St.

Removal of retaining wall/old playground equipment at Kidsburg

Resolution 21-13 Adoption – Flood Resiliency Study under EIP

Portable Radar Sign Approval

Tri-globe Light & Mill Stone information panels

ADMINISTRATIVE/ FINANCE
Approval of Bills

Revised By-Laws adoption

Revised Rules of Order adoption

Safety Policy Manual approval

COVID-19 vaccination incentive

December 21, 2021

Committee continues to review options for a new Lewisburg Borough Phone System.

The Lewisburg Borough Reorganization Meeting will be held on Monday, January 3, 2022 at 6:30 pm.

COMMUNITY DEVELOPMENT/PLANNING COMMITTEE: Councilmember Yohn made a motion, seconded by Councilmember Heayn to approve HARB items a through e as submitted and recommended by HARB per their minutes dated November 9, 2021. Motion was unanimously approved.

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

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

Councilmember Yohn made a motion, seconded by Councilmember Botelho to direct the Borough Solicitor to advertise the proposed Short-term Rental Ordinance prepared by the Lewisburg Borough Planning Commission for adoption by Borough Council. Motion was unanimously approved.

Councilmember Yohn made a motion, seconded by Councilmember Heayn to make the following Board, Authority, and Commission appointments:

- a. Jordi Comas as the Borough Council Representative to BVRA with a term expiring 12/31/2024
- b. Dana Bosak to BVRA with a term expiring 12/31/2016
- c. Ted Strosser to HARB with a term expiring 12/31/2024
- d. David Heayn to HARB with a term expiring 12/31/2024
- e. Bina Bilenky Trahan to the Lewisburg Borough Planning Commission with a term expiring 12/31/2025
- f. Michael Brody to the Lewisburg Borough Shade Tree Commission with a term expiring 12/31/2026
- g. Jordi Comas as the Borough Council Representative to the BVRPC with a term expiring 12/31/2023
- h. Judy Wagner as the Civilian Representative to the BVRPC with a term expiring 12/31/2022
- i. Marlene Lira as the Borough Council/Civilian Representative to the BVRPC with a term expiring 12/31/2024
- j. Kendy Alvarez as the Alternate to the BVRPC with a term expiring 12/31/2023
- k. Robert Lack to the Lewisburg Borough Zoning Hearing Board with a term expiring 12/31/2024
- l. Daniel DeFebbo as an Alternate to the Lewisburg Borough Zoning Hearing Board with a term expiring 12/31/2023
- m. Trey Casimir to the Lewisburg Borough Vacancy Board with a term expiring 12/31/2023
- n. Alan Zeigler to the Lewisburg Area Joint Sewer Authority with a term expiring 12/31/2026
- o. Kendy Alvarez as Lewisburg Mayor to the Lewisburg Neighborhoods Board no expiration term
- p. Dianne Powers to the Lewisburg Neighborhoods Board with a term expiring 12/31/2024
- q. Debra Sulai to the Lewisburg Neighborhoods Board with a term expiring 12/31/2024

Motion was unanimously approved.

Phone system

Reorganization meeting

COMMUNITY DEVELOPMENT/PLANNING HARB

Kratzer & Cataldi

Rose

Highland & York LLC

Grenoble

Russo

Bucknell University

Advertisement of Short-Term Rental Ordinance

Board, Authority & Commission appointments

BVRA – Comas

BVRA – Bosak

HARB – Strosser

HARB – Heayn

Planning – Bilenky Trahan

STC – Brody

BVRPC – Comas

BVRPC – Wagner

BVRPC – Lira

BVRPC – Alvarez

ZHB – Lack

ZHB – DeFebbo

Vacancy Board – Casimir

LAJSA – Zeigler

LN – Alvarez

LN – Powers

LN – Sulai

December 21, 2021

Councilmember Yohn made a motion, seconded by Councilmember Botelho to approve a request from Cornelia Carpenter to use the Lewisburg Tri-globe Street Light Image on cards and artwork. Motion was unanimously approved.

Tri-globe image use permission to Carpenter

Councilmember Yohn made a motion, seconded by Councilmember Heayn to adopt Resolution 21-11 for the disposition of Borough Records as listed in the Resolution. Motion was unanimously approved.

Resolution 21-11 Adoption – records disposition

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

Vacancies

PUBLIC COMMENT(S) ON ANY NON-AGENDA ITEMS Lewisburg Downtown Partnership puts out a weekly newsletter.

PUBLIC COMMENT(S) ON NON-AGENDA ITEMS

BOROUGH MANAGER Councilmember Comas made a motion, seconded by Councilmember Derman to authorize Lewisburg Neighborhoods to host a 50/50 raffle at Lewisburg Landing during the Polar Plunge on February 5, 2022. Motion was unanimously approved.

BOROUGH MANAGER
Approval LN 50/50 raffle

Councilmember Derman made a motion, seconded by Councilmember Comas to direct the Borough Solicitor to advertise the 2022 Lewisburg Borough Meeting Schedule:

2022 Meeting advertisement

- Borough Council Reorganization Meeting January 3, 2022, at 6:30 PM
- Borough Council Regular Meeting the third Tuesday of each month at 6:30 PM
- Borough Council Work Session the second Tuesday of each month at 6:30 PM
- Administration – Finance – Public Safety Committee the second Monday of each month at 4 PM except February, March, and November
- Community Development – Planning – Public Works Committee the first Thursday of each month at 4 PM
- HARB the second Tuesday of each month at 5 PM
- Lewisburg Planning Commission the first Wednesday of each month at 6 PM
- Shade Tree Commission Regular Meeting the second Thursday of each month at 6:30 PM
- Shade Tree Commission Work Session the fourth Thursday of each month at 6:30 PM except November
- Zoning Hearing Board the third Monday of each month at 7 PM except January

Motion was unanimously approved.

BOROUGH SOLICITOR Councilmember Heayn made a motion, seconded by Councilmember Comas to adopt Resolution 21-12 to allow participation and voting by Telecommunication device. Motion was unanimously approved.

Resolution 21-12 Telecommunication

REPORTS / COMMUNITY UPDATES / PUBLIC NOTICES: Mayor Wagner stated it has been an honor of a lifetime to work with the residents of Lewisburg, Staff, Councils, and everyone affiliated with the Borough and feels the Borough is in a better place now than when she started. Mayor Wagner thinks the Borough will continue to be forward moving, thinking, and thinking about the lifestyle and the quality of life of the residents and working towards those goals. She also stated there is no greater opportunity to serve the people where you live, and it is not about anything but making it better than when you came in. Mayor Wagner complimented past Councils and Committees. Mayor Wagner wished future Mayor Kendy Alvarez luck and offered her assistance. Mayor Wagner stated one of her most difficult times was watching the buses of National Guards leaving their families to go to Afghanistan.

REPORTS / COMMUNITY UPDATES / PUBLIC NOTICES
Mayor

December 21, 2021

Council President Sulai gave an update on the Polar Bear Plunge hosted by Lewisburg Neighborhoods on February 5, 2022. There will be a new golden plunger award for the best plunger. They are also considering plunging for dollars. The registration page is up, and they are recruiting volunteers and plungers.

Council President Sulai also encouraged everyone to get the COVID vaccine.

Community Development/Grant Manager Beattie updated Council on the Hufnagle Park Restroom and Handwashing Station project.

Jordi Comas gave a Solstice greeting to everyone

Sue Yohn said it has been a good six years, and she learned a lot while having fun and making good friends.

George Botelho thanked Council for having him and appreciated all the support and has learned a lot of stuff.

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

WORK SESSION: There will not be a Work Session to be held Tuesday, January 11, 2022.

Council President Sulai called for an executive session to discuss personnel matters at 7:30PM. Council returned at 7:55PM.

Councilmember Derman made a motion, seconded by Councilmember Botelho to approve employment agreements for Borough Manager William Lowthert, Borough Secretary Jacqueline Anders, and Community Development Grant Manager Steve Beattie. Motion was unanimously approved.

Councilmember Derman made a motion, seconded by Councilmember Heayn 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. Motion was unanimously approved.

There being no further business, Councilmember Derman made a motion, seconded by Councilmember Botelho to adjourn the meeting. The meeting was adjourned at 7:57 PM.

Respectfully submitted,

Jacqueline A. Anders
Borough Secretary

Continued
**REPORTS /
COMMUNITY
UPDATES /
PUBLIC NOTICES**
Council President

Community
Development/Grant
Manager

Comas

Yohn

Botelho

WRITTEN REPORTS

WORK SESSION

**EXECUTIVE
SESSION**

**Employment
Agreements**
• **Manager**
• **Secretary**
• **Community
Development
Grant Manager**

Union Contract

ADJOURNMENT