

**DRAFT AGENDA**  
**LEWISBURG BOROUGH COUNCIL**  
**ADMINISTRATION AND PUBLIC SAFETY COMMITTEE MEETING**  
**Friday, December 5, 2025 at 8:30 AM in Borough Council Chambers**

The Administration and Public Safety Committee is responsible for personnel related matters/issues, Borough policy and procedure development/review, contract and agreement discussions, financial related matters, budget discussions, parking related matters, police matters, fire department matters, emergency management, and other items of public safety concern in Lewisburg Borough.

**MEMBERS**

Jamie Grobes - Chairperson	William Lowthert, Borough Manager
Leo Armbruster	Kathy Wendt, Borough Secretary
Jordi Comas	Tiffany Hawn, PEO (as needed)
David Heayn	Steve Beattie, EMC (as needed)
Kendy Alvarez, Ex-Officio as Mayor	Dan Embeck, BVRPD (as needed)
	Jamie Blount, WCEC (as needed)

**I. NEW BUSINESS**

- a. Discussion of new furniture for Borough Council Chambers to better utilize available space (**attachment example**).
- b. Recommendation to direct the Borough Solicitor to prepare a Resolution authorizing the Borough to collect a Three (\$3.00) Dollar service fee for credit card charges of One Hundred (\$100.00) Dollars or less and a Three (3.0%) percent service fee for credit card charges over One Hundred (\$100.00) Dollars (**attachment**).
- c. Continued discussion of a Food Truck Ordinance for Lewisburg Borough (**attachment**).
- d. Discussion of Lewisburg Borough's support for the Union County America's 250th anniversary in 2026 – Jordi Comas.
- e. Discussion of Lewisburg Borough's support of the Union County Veterans' 4<sup>th</sup> of July Committee, Inc. (**attachment**) – Kendy Alvarez.
- f. Review of a proposal from Andy Lyons for Lewisburg Borough Solicitor services in 2026/2027 (**attachment**). Please note that appointment of a Borough Solicitor will occur at the January 2026 Lewisburg Borough Council Reorganization Meeting.

**II. UPCOMING BOROUGH COUNCIL WORK SESSION TOPICS**

- a. December 9, 2025 – Noise Ordinance.
- b. January 13, 2026 – Wolfe Field Master Site Development Draft Plan Presentation to Council?
- c. September 2026 Work Session? - Meeting with our municipal auditors from J.H. Williams & Co., LLC.

**III. OLD BUSINESS**

- a. Discussion of creating Lewisburg Borough Council member Binders for important information.
- b. Discussion of adding public Zoom options to Borough Council Meetings.
- c. Discussion of establishing a Borough Council Policy/Procedure for donations

- to Lewisburg Borough.
- d. Potential for a discussion of payment options/alternatives for the purchase of new parking meters in Lewisburg Borough.
  - e. Continued review of the proposed CK-COG Maintenance Code – Property, Fire Safety & Building.
  - f. Continued discussion of changes to the Borough's Grass and Weed Ordinance to allow for meadows and natural yards.
  - g. Discussion of the "Reimbursement Resolution" approval process if Council wishes to reimburse itself from future loans for any needed immediate purchases.
  - h. Discussion of creating official Borough rules for street closures by contractors.
  - i. Discussion of whether the Borough should or could have rules regarding private security cameras that film/cover/record portions of Borough Streets or public ROW.
  - j. Discussion of the expansion of the Borough's Camera System.
  - k. Discussion of two possible lease options for a new street sweeper.
  - l. Request from Tim Turner (owner of the property where the Townhomes are being built along St. Anthony Street) for the Borough to rename Hazel Tree Alley from Beck Street to St. Anthony Street.
  - m. Discussion of Animal Control Officer Services.
  - n. Empty Store Front Ordinance for Lewisburg Borough – in partnership with LDP.
  - o. Official Rules of Borough Council for use of the Lewisburg Tri-globe Street Light Image.
  - p. Supplemental Borough Employee 457 Retirement Plans.
  - q. Continued discussion of Lewisburg Borough's Emergency Alert System/Siren protocols and policies.
  - r. Modifications to the Lewisburg Loan Program.
  - s. CK-COG Complaint-Based Model Discussion.
  - t. Continued discussion of proposed changes to Lewisburg Borough Code Chapter 345 (Vehicles and Traffic) under Section 345-7 – use of streets by processions and assemblages.
  - u. Continued discussion of the Lewisburg Borough Neighborhood Blight Ordinance.
  - v. RFP required to select a new attorney for the Borough's Non-uniform Pension Plan.
  - w. Ordinance adopted by East Buffalo Township for the regulation of animals.
  - x. Discussion of setting a daily rate to rent all metered parking spaces – 345 parking meters in Lewisburg Borough.
  - y. Discussion of an Accident Repeater Program in Lewisburg Borough.

#### **IV. VACANCY**

- a. Planning Commission with a term expiring 12/31/29
- b. HARB with a term expiring 12/31/28
- c. Two Zoning Hearing Board Alternates with terms expiring 12/31/26

#### **V. ADJORNMENT**