

DRAFT AGENDA
LEWISBURG BOROUGH COUNCIL
ADMINISTRATION AND PUBLIC SAFETY COMMITTEE MEETING
Friday, February 7, 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	Paul Yost, BVRPD (as needed)
	Jamie Blount, WCEC (as needed)

I. NEW BUSINESS

- a. Review of 2024 End of Year Financials
- b. Request from Lewisburg Borough Office staff to close the Borough Office on Friday, December 26, 2025. All staff would like to use personal or vacation time to spend the day with their families.
- c. Review of an Amended and Restated Intergovernmental Cooperation Agreement between Lewisburg Borough, East Buffalo Township, and Kelly Township for the Central Susquehanna Fire and Emergency Services (**attachment**).
- d. Request from a Borough resident for the Borough to prepare and provide an approved list of companies offering single stream recycling in Lewisburg Borough.
- e. Notification from Union County that DEP is requiring Lewisburg Borough to mandate recycling at Community Activities as stated in the Pennsylvania Municipal Waste Code (**attachment**). Community activities is defined as “events sponsored in whole or in part by a municipality or held within a municipality and sponsored privately, which include, but are not limited to, events include fairs, bazaars, picnics, or sporting events that will be attended by more than 200 or more people each day of the event.” The Ordinance change will also need to include a statement that meets the requirements of Act 101 of 1988, Section 1501(c)(iii). Failure to comply could result in the loss of our annual 904 Grant from DEP for annual recycled quantities. Annual 904 Grant amounts range from \$3,000 - \$6,000 typically.
- f. Discussion of the need to fill vacancies on the Zoning Hearing Board and HARB.

II. UPCOMING BOROUGH COUNCIL WORK SESSION TOPICS

- a. February 2025 – CK-COG Discussions

III. OLD BUSINESS

- a. Discussion of two possible lease options for a new street sweeper.

- b. Request from Tim Turner (owner of the property where the Townhomes are being built along St. Anthony Street) for the Borough to remain Hazel Tree Alley from Beck Street to St. Anthony Street.
- c. Discussion of Animal Control Officer Services – EBT has advertised for the position with costs to be split between EBT, Lewisburg Borough, and Bucknell University.
- d. Empty Store Front Ordinance for Lewisburg Borough – in partnership with LDP.
- e. Official Rules of Borough Council for use of the Lewisburg Tri-globe Street Light Image.
- f. Supplemental Borough Employee 457 Retirement Plans.
- g. Continued discussion of Lewisburg Borough’s Emergency Alert System/Siren protocols and policies.
- h. Modifications to the Lewisburg Loan Program.
- i. CK-COG Complaint-Based Model Discussion.
- j. 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.
- k. Continued discussion of the Lewisburg Borough Neighborhood Blight Ordinance.
- l. RFP required to select a new attorney for the Borough’s Non-uniform Pension Plan.
- m. CK-COG’s recommendations to update the Borough’s Codes related to property maintenance and building code.
- n. Ordinance adopted by East Buffalo Township for the regulation of animals.
- o. Discussion of setting a daily rate to rent all metered parking spaces – 345 parking meters in Lewisburg Borough.
- p. Discussion of an Accident Repeater Program in Lewisburg Borough.

IV. VACANCY

- a. HARB with a term expiring 12/31/25
- b. Zoning Hearing Board with a term expiring 12/31/27
- c. Zoning Hearing Board Alternate with a term expiring 12/31/26
- d. Zoning Hearing Board Alternate with a term expiring 12/31/26

V. ADJORNMENT