

**DRAFT AGENDA**  
**LEWISBURG BOROUGH COUNCIL**  
**ADMINISTRATION AND PUBLIC SAFETY COMMITTEE MEETING**  
**Monday, April 13, 2026 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 the need to replace the roof on the Borough’s Public Works Equipment Storage/Salt Storage Building on North Fifth Street (**attachments**).
- b. Recommendation to appoint a Lewisburg Borough representative to the Lewisburg Area Joint Sewer Authority (**attachments**).
- c. Discussion of a request from a Borough resident for Lewisburg Borough Council to establish a “Special Recognition Award” to be given to individuals who have made a substantial contribution to Lewisburg Borough (**attachment**).
- d. Recommendation to designate a Borough Elected Official as the Lewisburg Borough Pennsylvania Municipal League Legislative Liaison (**attachment**).
- e. Lewisburg Borough’s 2024 PennDOT Liquid Fuels Tax Fund audit by the Pennsylvania Auditor General (**attachment**).
- f. Continued discussion of trash/refuse along South Sixth Street (**attachment**).
- g. Discussion of preferred procedures for the public, staff, and elected officials to report property maintenance complaints and code violation complaints to the Borough (**attachment**).
- h. Recommendation to appoint Lawrence Means to Lewisburg HARB with term expiring December 31, 2028, as recommended by HARB (**attachment**).
- i. Potential housing development project along South Sixth Street beginning to move forward through the approval process.
- j. Recommendation to accept the resignation of Sandy Bond from the Lewisburg Planning Commission effective May 31, 2026 (**attachment**).
- k. Lewisburg Borough 2025 Municipal Annual Audit and Financial Report from J. H. Williams and Company, LLC (**attachment**).

- l. Discussion of online payment options for Lewisburg Borough issued parking tickets.
- m. Continued discussion of recent changes to Municipal Parking Lots 4 and 5 (**attachment**).
- n. Discussion of two de-escalation training options for staff and elected officials (**attachment**).
- o. Discussion of strategic planning services for municipal government bodies.
- p. Executive Session – legal matter and a real estate matter.

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

- a. April 2026 – Short presentation from Lewisburg Neighborhoods on Short-term Rentals in Lewisburg Borough and G3 North Fourth Street Project discussion with Larson Design Group
- b. May 2026 - follow up presentation of the Comprehensive Safety Action Plan by Kittelson, with potential adoption at the June Borough Council Meeting.
- c. June 2026 – Presentation of 90% Plans for G3 North Fourth Street Project by Larson Design Group with adoption at the June Borough Council Meeting.
- d. September 2026 Work Session - Meeting with our municipal auditors from J.H. Williams & Co., LLC.

## **III. OLD BUSINESS**

- a. Video/audio broadcast system for Borough Council Chambers – expenditure of \$15,000.00 approved at the March 17, 2026 Borough Council Meeting.
- b. Direction to staff regarding the proposed 2026 Lewisburg Borough Participatory Budgeting Project - \$10,000 General Fund.
- c. Discussion of reducing the LAJSA Board from nine members to seven members.
- d. Food Truck Ordinance for Lewisburg Borough – LDP and staff will bring this back to Committee when appropriate.
- e. Support for the Union County America's 250th anniversary in 2026 – Jordi Comas gathering more information.
- f. Discussion of creating Lewisburg Borough Council member Binders for important information.
- g. Discussion of establishing a Borough Council Policy/Procedure for donations to Lewisburg Borough.
- h. Potential for a discussion of payment options/alternatives for the purchase of new parking meters in Lewisburg Borough.
- i. Continued review of the proposed CK-COG Maintenance Code – Property, Fire Safety & Building.
- j. Continued discussion of changes to the Borough's Grass and Weed Ordinance to allow for meadows and natural yards.
- k. Discussion of creating official Borough rules for street closures by contractors.
- 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 – 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. 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.
- t. Continued discussion of the Lewisburg Borough Neighborhood Blight Ordinance.
- u. RFP required to select a new attorney for the Borough’s Non-uniform Pension Plan.
- v. Ordinance adopted by East Buffalo Township for the regulation of animals.
- w. Discussion of setting a daily rate to rent all metered parking spaces – 345 parking meters in Lewisburg Borough.
- x. Discussion of an Accident Repeater Program in Lewisburg Borough.

**IV. VACANCY**

- a. HARB with a term expiring 12/31/28 for a licensed real estate broker; HARB with a term expiring 12/31/28 for a person having expertise, experience or a background in preservation, historical or planning areas.
- b. Two Zoning Hearing Board Alternates with terms expiring 12/31/26
- c. BVRPC Civil Service position – Lewisburg Borough representative
- d. Lewisburg Area Joint Sewer Authority with a term expiring 12/31/30

**V. ADJORNMENT**