

**REVISED DRAFT AGENDA  
LEWISBURG BOROUGH COUNCIL  
ADMINISTRATION AND PUBLIC SAFETY COMMITTEE MEETING  
Friday, May 1, 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. Review of draft RFP items for strategic planning services for Lewisburg Borough (**attachment**). Staff will prepare and release the RFP ASAP after the Committee approves the focuses of the study.
- b. Review of draft updated Lewisburg Borough Drug and Alcohol Policy for CDL drivers (**distributed in a separate email attachment**).
- c. Recommendation to approve an addendum to the Lewisburg Borough Safety Manual (**attachment**).
- d. Recommendation to approve Leanne Grandin to use the Lewisburg Tri-globe Streetlight image in bookmarks (**attachments**).

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

- a. May 2026 - Comprehensive Safety Action Plan presentation by Kittelson, with potential adoption at the May Borough Council Meeting.
- b. June 2026 – Presentation of the Wolfe Field Master Site Development Plan with adoption by Borough Council (in June?).
- c. July 2026 – Parking Discussion.
- d. September 2026 Work Session - Meeting with our municipal auditors from J.H. Williams & Co., LLC.

**III. OLD BUSINESS**

- a. Need to replace the roof on the Borough’s Public Works Equipment Storage/Salt Storage Building on North Fifth Street.
- b. Code violation/complaint reporting system.
- c. 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.
- d. Video/audio broadcast system for Borough Council Chambers –

- expenditure of \$15,000.00 approved at the March 17, 2026 Borough Council Meeting.
- e. Direction to staff regarding the proposed 2026 Lewisburg Borough Participatory Budgeting Project - \$10,000 General Fund.
  - f. Discussion of reducing the LAJSA Board from nine members to seven members.
  - g. Food Truck Ordinance for Lewisburg Borough – LDP and staff will bring this back to Committee when appropriate.
  - h. Support for the Union County America's 250th anniversary in 2026 – Jordi Comas gathering more information.
  - i. Discussion of creating Lewisburg Borough Council member Binders for important information.
  - j. Discussion of establishing a Borough Council Policy/Procedure for donations to Lewisburg Borough.
  - k. Potential for a discussion of payment options/alternatives for the purchase of new parking meters in Lewisburg Borough.
  - l. Continued review of the proposed CK-COG Maintenance Code – Property, Fire Safety & Building.
  - m. Continued discussion of changes to the Borough's Grass and Weed Ordinance to allow for meadows and natural yards.
  - n. Discussion of creating official Borough rules for street closures by contractors.
  - o. 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.
  - p. Discussion of Animal Control Officer Services.
  - q. Empty Store Front Ordinance for Lewisburg Borough – LDP.
  - r. Official Rules of Borough Council for use of the Lewisburg Tri-globe Street Light Image.
  - s. Supplemental Borough Employee 457 Retirement Plans.
  - t. Continued discussion of Lewisburg Borough's Emergency Alert System/Siren protocols and policies.
  - u. Modifications to the Lewisburg Loan Program.
  - v. 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.
  - w. Continued discussion of the Lewisburg Borough Neighborhood Blight Ordinance.
  - x. RFP required to select a new attorney for the Borough's Non-uniform Pension Plan.
  - y. Ordinance adopted by East Buffalo Township for the regulation of animals.
  - z. Discussion of setting a daily rate to rent all metered parking spaces – 345 parking meters in Lewisburg Borough.
  - aa. Discussion of an Accident Repeater Program in Lewisburg Borough.

#### **IV. VACANCY**

- a. 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. Lewisburg Planning Commission with a term expiring 12/31/29 (effective

June 1, 2026).

## **V. ADJORNMENT**