

DRAFT AGENDA
LEWISBURG BOROUGH COUNCIL
ADMINISTRATION AND PUBLIC SAFETY COMMITTEE MEETING
Friday, July 11, 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. Discussion of creating official Borough rules for street closures by contractors (**attachment**).
- b. 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 (**attachment**).
- c. Discussion of a request from Windstream to create a “10 minute load/unloading zone with flashers” area on South Second Street (**attachment**). Does the Committee wish to consider this request or should it be forwarded to the Parking Sub-Committee which is already reviewing downtown parking matters?
- d. Discussion of the “Reimbursement Resolution” approval process if Council wishes to reimburse itself from future loans for any needed immediate purchases (**attachment**).
- e. Review of the proposed format for a monthly Budgeted vs. Actual Report to Borough Council (**attachment**).
- f. Recommendation to request of Milton Borough the use of Milton Fire Police for the BVRPD National Night Out on August 5, 2025 from 5:00 pm – 9:00 pm. Rain date is August 12, 2025.
- g. Discussion of a problem with event food vendors spilling/dumping grease in the Hufnagle Park Parking Lot causing damage to the lot surface and requiring the Borough to spend staff time to clean the mess. Should we require soaking pads or other catching mechanisms below the vendors to protect the parking lot surface? Should we charge event organizers a high fee when food vendors are planned to cover the Borough staff’s cleaning costs?
- h. Preliminary discussion of a 2026 Lewisburg Borough Budget Preparation Schedule.
- i. Continued review of the proposed CK-COG Maintenance Code – Property, Fire Safety & Building.
- j. Update on vehicle restrictions or traffic pattern changes to Raspberry Alley

- between Buffalo Road and North Fifth Street – no further information.
- k. Continued discussion of changes to the Borough's Grass and Weed Ordinance to allow for meadows and natural yards.
- l. Continued discussion of a management evaluation process.

II. UPCOMING BOROUGH COUNCIL WORK SESSION TOPICS

- a. Future Work Session - Meeting with our municipal auditors from J.H. Williams & Co., LLC.
- b. Future Work Session – 2026 Budget Discussion?

III. OLD BUSINESS

- a. Discussion of the expansion of the Borough's Camera System.
- b. Discussion of two possible lease options for a new street sweeper.
- c. 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.
- d. Discussion of Animal Control Officer Services.
- e. Empty Store Front Ordinance for Lewisburg Borough – in partnership with LDP.
- f. Official Rules of Borough Council for use of the Lewisburg Tri-globe Street Light Image.
- g. Supplemental Borough Employee 457 Retirement Plans.
- h. Continued discussion of Lewisburg Borough's Emergency Alert System/Siren protocols and policies.
- i. Modifications to the Lewisburg Loan Program.
- j. CK-COG Complaint-Based Model Discussion.
- k. 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.
- l. Continued discussion of the Lewisburg Borough Neighborhood Blight Ordinance.
- m. RFP required to select a new attorney for the Borough's Non-uniform Pension Plan.
- 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 Alternate with a term expiring 12/31/26

V. ADJORNMENT