

SPECIAL COUNCIL MEETING MINUTES  
JUNE 20, 2016 AT 5:30 P.M.  
LEWISTOWN MUNICIPAL BUILDING COUNCIL CHAMBERS

The meeting opened at 5:30 PM with Borough Council President Berrier presiding. The Pledge of Allegiance was recited by all present.

**ROLL CALL**

Mr. Berrier, Mr. Searer, Mr. Felmlee, Mr. Moore, Mr. Eddinger, Mr. Rager, Mr. Wilson and Mayor Bargo were present.

**HEARING OF PERSONS PRESENT**

- A. Jim Zubler, Downtown Lewistown Inc., addressed Council in regards to the Keystone Grant. He would like to have a letter of support from the Borough which would be sent to the Senator and Representatives in regards to the grant itself.

**On a motion by Mr. Searer and seconded by Mr. Moore, Council by unanimous vote approved staff to send a letter to DLI showing support of the Keystone Grant..**

- B. Jim Smith, Granville Township, questioned when the fountain would be working properly. Mr. Welham stated we do not have the manual for the fountain; therefore, it will be a trial and error situation. To date, we have spent \$19,000.00 of the \$69,500.00 budgeted for the Parks and Recreation under which the fountain falls. Mr. Searer would like to know the total cost we have spent on the labor at the Fountain. Mr. Welham stated we could get the labor costs. Mr. Eddinger would like to see the Penelec and Municipal Authority bills. Staff will get the figures together for the July Council meeting.

- C. A time capsule was uncovered from the former Melon Bank, which has been torn down. It was turned over to the Borough from the demolition crew. The Borough presented the time capsule over to Forest Fisher from the Historical Society. The Historical Society thanked the Borough for passing this over to them.

- D. Two bids were received from Glen O. Hawbaker and Jay Fulkroad for the upcoming paving project. The bid for Fulkroad was \$105,200.00 and the bid from Glen O. Hawbaker was \$106,220.00.

**On a motion by Mr. Moore and seconded by Mr. Rager, Council by unanimous vote approved awarding the bid to Jay Fulkroad & Sons, contingent upon all documents being in order.**

- E. Mr. Felmlee stated that he has concerns about the short notice being sent to Borough residents in regards to the sidewalk repairs. He felt we should try to give residents more time and a policy be put in place for next year. Mr. Welham stated that since the school buses travel one of the streets that are to be paved; it would be advantageous to be completed prior to the start of the school year. Funding will be from State Liquid Fuels and General Borough funds. For future reference, sidewalk notices should be sent out at least a

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year in advance to give the residents more time to complete the sidewalk repairs for the paving projects. Streets Committee will review this for next year. Mr. Welham stated if the previous administration had been proactive in their paving projects, the codes department would not have been forced into mailing the notices out at the last minute.

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REGULAR AGENDA

**REPORTS**

A. Treasurer

1. Ms. Walter stated that the 2015 audits were completed; however, there were discrepancies that the auditors found. The discrepancies represent segregation of duties when counting the parking meter ticket money. During 2015, prior management changed the process to have only one person count the money received. This places a high risk to the Borough, and the Borough should reinstate the procedure of having two people count the money together. She also stated another discrepancy found was in the way the accounts receivable was handled. In prior years, Borough staff documented the manual adjustments to the Refuse and Wastewater Collections Accounts for exonerations; management would then review the adjustments and verify that the documentation was there to support the credits that were being deducted from the refuse and sewer billing. This process helps to ensure that only legitimate amounts are written off of the accounts. In 2015, the process was changed due to prior management. Ms. Walter also stated that she had advised the prior manager to not discontinue this internal control; however since he had discontinued this process the Borough needs to reinstate this internal control. This will continue to assist in mitigating fraud.

Finally, The Borough collects charges for refuse and sewer funds together. The funds are deposited into one bank account and then the amount owed to the other fund is transferred. During 2015, the prior manager discontinued the record keeping of the reports that support the balances being transferred between the funds. Ms. Walter stated that she had advised the prior manager not to discontinue this internal control; however since he had discontinued this process the Borough needs to reinstate this internal control. This is required and will assist in the reconciliation of the amounts between the funds.

**On a motion by Mr. Rager and seconded by Mr. Felmlee, Council by unanimous vote approved reinstating these internal controls.**

2. Ms. Walter stated that she and the Borough Manager met with Benefit Management for renewal of our life insurance. We received quotes with the lowest quote being from the

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Hartford with a 7percent increase. We will need Council's authorization to accept their proposal and have all the proper documentation signed.

**On a motion by Mr. Rager and seconded by Mr. Felmlee, Council by unanimous vote approved renewing the life insurance with Hartford and having Council President sign the necessary documentation.**

B. Borough Manager/Secretary

1. Mr. Welham gave an overview of the Financials up until the end of May. There was a total of \$1,145,540 in excess revenue through the end of May in 2014, in 2015 there was \$962,162 in excess revenue and in 2016 there was \$1,416,917 in excess revenue. There was some generalized discussion about the revenues and expenses.

**UNFINISHED BUSINESS**

- A Mr. Berrier stated that Mr. Bob Long would give the update on the Miffco and Tax Collection Committee agreement compliance at a later date.
- B. Resolution 2016-32, handicapped parking space at 509 Valley Street.

*Mr. Searer    Yea  
Mr. Eddinger    Yea  
Mr. Moore    Yea  
Mr. Wilson    Yea  
Mr. Rager    Yea  
Mr. Felmlee    Yea  
Mr. Berrier    Yea*

***On a motion by Mr. Moore and seconded by Mr. Eddinger, Council by roll call vote approved Resolution No. 2016-32, Handicapped Parking Space.***

- C. Resolution 2016-33 Appointment of Representative and Alternate for Mifflin-Juniata Association

***On a motion by Mr. Searer and Mr. Eddinger, Council by roll call vote approved Resolution No. 2016-33, Appointing Jim Felmlee as a Representative and Frank Berrier as the alternate.***

**NEW BUSINESS**

A. STREETS COMMITTEE

1. There was discussion in regards to the painting of parking stripes on Montgomery Avenue extended and Dorcas Street beside the Compass Building. These areas would be designated as free parking for individuals that utilized Water Street prior to the Mann

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Edge II construction. Mr. Welham also stated that Mann Edge II is anticipated to be completed by the end of the year.

***On a motion by Mr. Rager and seconded by Mr. Felmlie, Council by unanimous vote approved the painting of the parking lines on Montgomery Avenue extended and Dorcas Street.***

2. Mr. Welham stated he had been in contact with Barb Harer, Director of South Hills in regards to parking permits for students at a discounted rate. Mr. Welham stated students could purchase the permits at a cost of \$50.00 and they would be a different color. They also would only be valid to park at the upper tier of the Bon-Ton Parking Lot.

***On a motion by Mr. Moore and seconded by Mr. Rager, Council by majority vote (Felmlie-abstain due to being on the South Hills Board) approved to offer South Hills discounted parking passes for this specific location based upon the Borough Solicitor's review of the Ordinance.***

B. There was some generalized discussion about the PA Cleanways Tire Recycling Challenge. The date for this event is September 17, 2016. They are asking for use of the Borough Warehouse as a drop off location.

***On a motion by Mr. Moore and seconded by Mr. Rager, Council by unanimous vote approved the use of the Borough Warehouse as a drop off location.***

C. Several years ago, there were restrictions put on certain streets regarding school buses. T Ordinance has since been amended. It was recommended to have the Borough Solicitor review the Ordinance so Council can enforce the necessary changes.

D. There was some discussion relative to the Transient Business License for Integrity Construction. The dates on the application were discussed since they were dated June 8<sup>th</sup> and June 9<sup>th</sup>.

***Mr. Searer    Nay  
Mr. Eddinger    Nay  
Mr. Moore    Nay  
Mr. Wilson    Nay  
Mr. Rager    Yea  
Mr. Felmlie    Yea  
Mr. Berrier    Yea***

***On a motion by Mr. Rager and seconded by Mr. Felmlie, Council by roll call vote denied the Transient Business License for Integrity Construction.***

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- E. Mr. Searer stated he would like to see the Ordinance changed to not allow pets at Rec Park. He is recommending the signs be put back in place.

*Mr. Searer     Yea*  
*Mr. Eddinger   Yea*  
*Mr. Moore     Yea*  
*Mr. Wilson    Yea*  
*Mr. Rager     Yea*  
*Mr. Felmlee   Yea*  
*Mr. Berrier    Yea*

***On a motion by Mr. Searer and seconded by Mr. Moore, Council by roll call vote approved to advertise the changes to the Ordinance effective August 1, 2016.***

- F. Mr. Searer questioned the change of the hours for the Street Sweeper. Mr. Welham stated they were changed however; they were changed within the stipulations of the Ordinance. Mr. Berrier stated the signs show a general time frame and it does not matter if the street sweeper goes or not. Mr. Welham stated the operator of the street sweeper is finishing his job in about three (3) hours. With this change, we can utilize him in the Streets Department more effectively. Mr. Searer stated that had we advertised the position differently noting the hours more people would have applied for the position. Mr. Welham explained that only one day was changed. The Friday into Saturday streets are now being done Sunday into Monday. It was estimated this change would cost about \$3,000.00 to change the signage; however this change is to be done on a trial basis.

*Mr. Searer     Nay*  
*Mr. Eddinger   Yea*  
*Mr. Moore     Yea*  
*Mr. Wilson    Yea*  
*Mr. Rager     Yea*  
*Mr. Felmlee   Yea*  
*Mr. Berrier    Yea*

***On a motion by Mr. Moore and seconded by Mr. Eddinger, Council by roll call vote approved the change on a trial basis.***

Mayor Bargo explained that there is a motorcycle group that would like assist in cleaning up Rec Park. Discussion was held and since they do not have liability insurance they would be unable to assist.

**EXECUTIVE SESSION**

Borough Council went into Executive Session at 6:23PM to discuss legal and personnel matters.

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Council came out of executive session at 7:05 PM.

***On a motion by Mr. Moore and seconded by Mr. Eddinger, Council by unanimous vote approved the hiring of Luke Celini as a Full Time officer with a start date of July 5, 2016.***


ADJOURNMENT

**On a motion by Mr. Moore and seconded by Mr. Eddinger, Council unanimously voted to adjourn at 7:15 PM.**

  
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(Vice) President, Lewistown Borough Council

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ATTEST:

  
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(Asst) Borough Secretary