

BOROUGH OF LEWISTOWN  
REGULAR COUNCIL MEETING  
MINUTES  
JULY 13, 2015 AT 5:30 PM  
LEWISTOWN MUNICIPAL BUILDING COUNCIL CHAMBERS

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

ROLL CALL

Mr. Adams, Mr. Lawson, Mr. Moore, Mr. O'Donnell, Mr. Schell, Mr. Searer, Mr. Rager, and Mayor Bargo were present.

HEARING OF PERSONS PRESENT

- A. Mr. Neil Purcell (628 South Main Street, Lewistown) addressed Council relative to the less than 1" curb reveals along South Main Street. He explained that people are parking on a portion of the sidewalks due to the low curbing. He further explained that the low curbing creates a water issue during heavy rain events. Mr. Purcell indicated that he understands this is a PennDOT road but was looking for any suggestions the Borough may have. Mr. Fink indicated that the Borough could potentially contact PennDOT to see when they may pave this street. Sergeant Sheaffer explained that the Police Department could look at the parking issue since the Borough's ordinance does not allow parking on the sidewalk. Mr. Schell asked if the Borough could do a targeted enforcement for curb repairs along this street since it is a gateway for the community. **On a motion by Mr. Moore and seconded by Mr. O'Donnell, Council unanimously sent this matter to the Streets Committee to review.**
- 

CONSENT AGENDA

**On a motion by Mr. Moore and seconded by Mr. Adams, Council unanimously approved the Consent Agenda, containing the following items.**

- A. Approved the Meeting Minutes
  - 1. Regular Council Meeting – June 8, 2015
- B. Accepted and approved the Treasurer's Report – June 2015
- C. Accepted and approved the Tax Collector's Report – June 2015
- D. Approved the Schedule of Bills
  - 1. General Borough, Refuse, Wastewater Collection, Wastewater Treatment Plant, Specialty Tax Fund, and State Liquid Fuels
  - 2. General Borough Capital Purchases Fund
  - 3. 2013 CDBG – Mifflin Juniata Dental Clinic (Acquisition of Equipment)
  - 4. Fountain Square Escrow Account
  - 5. Mann Edge Escrow Account
- E. Approved the Facility Use Requests
  - 1. City Hook & Ladder Company for closure of South Spruce Street from Church Lane to Logan Street for Grace United Methodist Church function on Friday, June 19, 2015 (ratify)
  - 2. Friends of the Embassy Theatre for amendment to the Annual July 4<sup>th</sup> Downtown Concert to include the use of the parking spaces and open sidewalk on the southside of Monument Square on Friday, July 13, 2015 (ratify)
  - 3. Ryan L. Ford Contractor, LLC for closure of alley adjacent to the Municipal Building (ratify)
  - 4. Bethel AME Church for closure of the alley between their church and parking lot on Saturday, September 5, 2015 for a Community Day
  - 5. Friends of the Embassy Theatre for closure of South Main Street from Monument Square to Water Street for Fundraising Event on Friday, August 7, 2015
  - 6. Moose Riders for a "Drive-Thru" Parade for kickoff to their Ride on Saturday, August 15, 2015

- F. Acknowledged receipt of general correspondence
1. Dr. Parcels Trustees – Next meeting date, Wednesday, July 29, 2015 at 3:00 PM
  2. Fame EMS Meeting Minutes – May 13, 2015
- 

## REGULAR AGENDA

### REPORTS

#### A. Treasurer

1. Ms. Walter explained that the our Workers Compensation Insurance was audited this month and PennDOT audited our State Liquid Fuels.

#### B. Code Enforcement Officer

1. Mr. Fink reported that 101 violations were issued in June 2015. He explained that high grass and/or weeds and exterior accumulation of trash were the largest number of violations.
2. Mr. Fink reported that 84 permits were issued in June 2015 representing approximately \$286,000.00 in improvements.
3. Mr. Fink explained that the court hearing was held relative to the demolition of the garage on Valley Street. The property owner expressed his desire to demolish the garage himself without the Borough paying. This is scheduled to occur on Wednesday, July 16, 2015.
4. Mr. Fink explained that a Zoning Hearing Board Meeting was held on June 23, 2015 and the board ruled in favor of the property owner. This special exception allows the property owner to exceed the maximum allotted building area; however, the owner has to repair the addition to meet the International Residential Code requirements.

#### C. Fire Chief

1. Chief Barlett reported that the Fire Department responded to 23 fire alarms in June 2015.
2. Chief Barlett reported that Brooklyn Hose Company's new Engine has been placed into service.
3. Chief Barlett read the following report from the Mike Force, Fire Investigator.
  - A fire that occurred on June 11, 2015 at 602 West Fourth Street did not have any working smoke alarms. This fire was caused by unattended cooking and injured five people.
  - A fire that occurred on July 13, 2015 at 130 North Grand Street had no working smoke alarms in Division 1 and Division 2 had only one smoke alarm; however, there was no battery in the smoke alarm. This fire has been ruled arson and could have easily led to injury or death.

It was discussed that going forward the Fire Investigator will be called to investigate all structural fires.

#### D. Mayor

1. Mayor Bargo explained that PSAB is encouraging participation in the Junior Council Program and indicated that the Borough has had Junior Council Members in the past. Mayor Bargo inquired if Council has an interest in participating in the program again. Mr. Moore indicated that the Mifflin County School Board does a Junior Program. There was discussion relative to reaching out to the School District to see if there would be any student interest.
2. Mayor Bargo explained that Mr. Wayne Gutshall (Alfarata) contacted her relative to the bronze plaque along the Mann Edge Terrace Property on South Dorcas Street. Mr. Gutshall is inquiring if the Borough could clean the plaque because it is getting difficult to read. Mr. White is recommending to have someone look at the plaque to insure that the cleaning is done properly as to not damage the plaque. **On a motion Mr. Moore and seconded by Mr. Lawson, Council unanimously authorized Staff to look into the cost of cleaning of the plaque.**

3. Mr. Searer asked Mayor Bargo about her Wedding Report because they have not received one lately. Mayor Bargo indicated that she has only had a few ceremonies this year but she will see that Council gets a report.
4. Mr. Searer inquired if there is a supervisor on the night shift. Mayor Bargo explained that there is not always a supervisor on the night shift. Mr. Searer asked why not. Mayor Bargo indicated that Chief Herkert and herself do not feel that it is warranted. Mr. Searer suggested possibly having another sergeant to insure there is a supervisor on each shift.

E. Police Chief

1. Sergeant Sheaffer reported that the Police Department responded to 329 calls for service in June 2015. He noted that the Department has increased their traffic enforcement. He also noted that four significant arrests were made for domestic violence incidents.
2. Sergeant Sheaffer reported that the Police Department is preparing for the National Night Out Event on Tuesday, August 4, 2015. He indicated that so far thirty organizations and/or businesses are participating or making donations to the event.
3. As a follow-up to Mr. Searer’s questions, Sergeant Sheaffer explained that he lives within the borough and there is a procedure for him to be called, if needed. He noted that he has received phone calls in the middle of the night or the officers have actually stopped by his residence.
4. Mr. Schell asked about the Landlord/Tenant Calls. Sergeant Sheaffer indicated that without having the reports, he is unsure of the exact dispute between the two parties. He explained that most likely it has to do with eviction issue.

F. Board of Recreation – June 7, 2015

1. Mr. O’Donnell noted that the Rec Parking Swimming Pool will be offering swim lessons the last week of July and the first week of August. The Pool will also be having swim nights and other fun events in July and August.
2. **On a motion by Mr. Moore and seconded by Mr. Lawson, Council unanimously approved the Facility Use Requests for National Night Out on Tuesday, August 4, 2015 at Rec Park and the Police Department’s Bike Rodeo at Rec Park’s Basketball Courts on Tuesday, July 21, 2015 and approved the fee to be waived for both events.**
3. Mr. Schell noted that the new playground equipment at Rec Park is a nice addition to the park. Mr. White noted that this was made possible by a Marcellus Shale Grant from Mifflin County.

G. Borough Solicitor

1. Mr. Snook explained that the International Property Maintenance Code & Fire Code Ordinance will update these Codes from the 2003 Editions to 2015 Editions. He also explained that the locations/maps relative to the storage of flammable materials were reviewed and updated. **On a motion by Mr. O’Donnell and seconded by Mr. Moore, Council by roll call vote adopted Ordinance No. 2015-7, International Property Maintenance Code & Fire Code Ordinance.**

Adams	Yea
Lawson	Yea
Moore	Yea
O’Donnell	Yea
Schell	Yea
Searer	Nay
Rager	Yea

2. Mr. Remy added the court ruled that the property owner has 30-days to demolish the garage on Valley Street or the Borough will have the garage demolished.

H. Borough Manager/Secretary

1. Mr. White provided Council and the general public with a 2015 Mid-Year Financial Update. The Update includes a narrative outlining the various ongoing projects, such as: the studies underway to determine the various locations and severity of infiltration into the Borough’s wastewater collection system; Single Stream Recycling Program with a tentative start date of October 1, 2015; acceptance of credit card payments in the Refuse & Sewer Collection Office; Code Office utilizing a more proactive rather than reactive approach to enforcement; and record retention regulations are being brought up to date in the Municipal Building. Mr. White explained that the Borough has received 47.2% (\$4,837,593.00) of its budgeted revenue (\$10,240,511.00), as of June 30, 2015. Mr. White also explained that the Borough of spent 39.9% (\$3,915,359.00) of its budgeted expenses (\$9,811,709.00), as of June 30, 2015. **On a motion by Mr. Schell and seconded by Mr. O’Donnell, Council by roll call vote entered the 2015 Mid-Year Financial Update as part of the July 13, 2015 Meeting Minutes.**

Adams	Yea
Lawson	Yea
Moore	Yea
O’Donnell	Yea
Schell	Yea
Searer	Yea
Rager	Yea

2. Mr. White reported that we received correspondence from PA DEP on July 9, 2015 relative to our CAP Plan Progress Report. They have completed review of our report and we appear to be on track.
3. Mr. White reported that our Streets Department employees have completed installation of the new playground equipment at Rec Park that was purchased through a \$20,000.00 grant from Mifflin County.
4. Mr. White indicated that the parking meter maintenance is ongoing and meter revenue is up 12% from last year.
5. Mr. White indicated that the Juniata River Trail Grant Application was submitted by Mifflin County.
6. Mr. White reported that the Borough received a \$2500.00 RecTap Grant from the Pennsylvania Recreation & Park Society for the development of a concept plan to revitalize Lewistown Recreation Park.
7. Mr. White introduced Mr. Matt Hoffmaster, Streets Department Superintendent.

UNFINISHED BUSINESS

A. Streets Committee – June 11, 2015 & July 9, 2015

1. **On a motion by Mr. Moore and seconded by Mr. O’Donnell, Council by roll call vote approved the handicap parking space requests for 139 West Market Street, 215 South Main Street, and 400 South Wayne Street (Resolution No. 2015-22).**

Adams	Yea
Lawson	Yea
Moore	Yea
O’Donnell	Yea
Schell	Yea
Searer	Yea
Rager	Yea

2. **On a motion by Mr. O'Donnell and seconded by Mr. Lawson, Council by roll call vote approved the removal of handicap parking spaces that are no longer needed (Resolution No. 2015-23).**

Adams	Yea
Lawson	Yea
Moore	Yea
O'Donnell	Yea
Schell	Yea
Searer	Yea
Rager	Yea

3. **On a motion by Mr. Lawson and seconded by Mr. Schell, Council by majority vote (6-1 (Searer)) denied the handicap parking space request for 31 Logan Street due to sufficient spaces already on the block.**
  4. It was discussed that if the intersection of West Fleming Avenue and South Grand Street and the opening of the alley area are included in the project, then the ADA curb ramps need to be updated to meet the current requirements. **On a motion by Mr. O'Donnell and seconded by Mr. Lawson, Council by majority vote (6-1 (Searer)) authorized Staff to proceed with the advertisement and bid of the General Borough & County Aid Program – Maintenance Resurfacing Project 2015 to include South Grand Street from West Charles Street to West Fleming Avenue (not including the intersection or alley opening).**
  5. It was discussed that the EADS Group, Borough's Engineer, is recommending that CDBG Project #1 (Street Improvements Project) be awarded to New Enterprise Stone & Lime Co., Inc. for a total low bid of \$151,765.00 and CDBG Project #2 (Storm Water Project) be awarded to Mid-State Paving, LLC for low bid of \$45,335.00. Mr. Searer asked what streets are included in the project. The following streets are included in the project: South Plaza Drive from South Dorcas Street to South Brown Street; East Hale Street from South Dorcas Street to Giant Store Parking Lot; West Hale Street from South Main Street to Charles Street; and West Third Street from North Grand Street to Juniata Street. **On a motion by Mr. Schell and seconded by Mr. O'Donnell, Council by majority vote (6-1 (Searer)) awarded the 2015 CDBG Projects based on the Engineer's recommendation and authorized the appropriate officer to execute the award documents.**
  6. Mr. Moore asked what the status is relative to line painting in the borough. Mr. Hoffmaster indicated that the main downtown area is complete and the employees are moving into the southern section of the borough.
- B. EG Channel Committee – June 17, 2015
1. Mr. Moore indicated that the Committee is working on a mission statement. He added that the establishment of a 501(c)3 has been tabled until the mission statement is completed.
  2. Mr. Moore indicated that we are still waiting to see if Atlanta Broadband and Zampelli Electric will carry the EG Channel. If they will carry the channel then the entire county would have access to the channel.
- C. Law & Ordinance Committee – June 25, 2015
1. Mr. Jim Zubler, Downtown Lewistown, Inc., explained that the Fountain Square Project is complete and the As-Built Plans have been submitted to the Borough. Mr. Zubler indicated that it has always been the thought that once completed this would become a public area and the hope is for the Borough to take ownership of the property. It was discussed that ultimately DLI has an insurance issue and it hopeful that this property can be added to the Borough's insurance policy. Mr. White indicated that this property could be added to our insurance policy for approximately \$100.00. Mr. Snook inquired as to the status of reviewing the As-Built Plans. Mr. Fink indicated that he is reviewing the plans with Lucas Parkes, EADS Group and there are some comments. Mr. Parkes explained that the comments are minor and have to do with the location of water valve and storm water.

Mr. Snook indicated that Council has to approve the As-Built Plans and ultimately Council will need to decide if it wants to take ownership of the property. Mr. Moore asked why DLI does not want to retain ownership of the property. Mr. O'Donnell indicated that he thought it was always discussed that the Borough may potentially take ownership of the property. Mr. Schell reminded Council that they agreed to have the Borough employees do the mowing and snow removal. Mr. Snook explained that Council needs to approve the plans first and then decide if they want the Solicitor's Office to perform a title search and prepare the deed. Mr. O'Donnell made a motion to table the request for the Borough to take ownership of the property until the plans are approved and Mr. Moore seconded the motion. There were discussion relative to turning the fountain on and did we really want to wait until the August Council Meeting. Mr. O'Donnell withdrew his original motion. **On a motion by Mr. O'Donnell and seconded by Mr. Moore, Council by majority vote (6-1 (Searer)), authorized the appropriate officers to execute the As-Built Plans upon review and okay from the Borough's Engineers and Solicitors.**

D. Finance Committee – July 2, 2015

1. Mr. White indicated that he has not heard back from the property owner relative to the status of 100 North Walnut Street. Mr. White indicated that with the property owner demolishing the garage on Valley Street, there is funding available in the Fine Money Reserve Account. It was discussed that this would give the Borough control of the property and then Staff and Council can make sure that the grant requirements are met. It was also discussed that the Borough will try to sell the property for a purpose that will benefit low to moderate income residents. **On a motion by Mr. Moore and seconded by Mr. O'Donnell, Council by majority vote (6-1 (Searer)) authorized Staff to provide the seller with a written offer of \$6000.00.**
2. It was discussed that a vehicle for the Codes Department is included in the budget and the price for the van is under budget. Mr. Searer asked why does the Codes Department need a vehicle. Mr. White indicated that the Department does not have a vehicle and therefore has to drive their personal vehicles. **On a motion by Mr. Adams and seconded by Mr. Lawson, Council by majority vote (6-1 (Searer)) approved the purchase of a van for the Codes Department.**
3. The 2012 CDBG Revision reallocates funding from the Borough's Strategic Plan to the Street Improvements Project. **On a motion by Mr. O'Donnell and seconded by Mr. Moore, Council by roll call vote approved the submission of the 2012 CDBG Revision (Resolution No. 2015-24).**

Adams	Yea
Lawson	Yea
Moore	Yea
O'Donnell	Yea
Schell	Yea
Searer	Nay
Rager	Yea

4. The 2013 CDBG Revision reallocates funding from the Borough's Strategic Plan and Parking Lot Improvements Project to the Street Improvements Project and Storm Water Project. **On a motion by Mr. O'Donnell and seconded by Mr. Moore, Council by roll call vote approved the submission of the 2013 CDBG Revision (Resolution No. 2015-25).**

Adams	Yea
Lawson	Yea
Moore	Yea
O'Donnell	Yea
Schell	Yea
Searer	Nay
Rager	Yea

- 5. **On a motion by Mr. O'Donnell and seconded by Mr. Moore, Council unanimously authorized the appropriate officer to execute the RecTap Grant Contract.**
  - 6. Mr. Searer desired it to be on record that he provided the Solicitor's Office with the court case, referenced at the last meeting, relative to returning of fees collected from landlords if their properties are not inspected then.
- E. Fire Ad Hoc Committee – June 17, 2015
- 1. Mr. Moore indicated that the meeting was mainly held so the Fire Companies could get their quarterly allocation payments.

**NEW BUSINESS**

- A. **On a motion by Mr. O'Donnell and seconded by Mr. Moore, Council by roll call vote approved the disposition of public records (Resolution No. 2015-26).**

Adams	Yea
Lawson	Yea
Moore	Yea
O'Donnell	Yea
Schell	Yea
Searer	Yea
Rager	Yea

- B. **On a motion by Mr. Moore and seconded by Mr. Adams, Council by roll call vote reappointed Walter Ciecierski to the Lewistown Parking Authority (Resolution No. 2015-27).**

Adams	Yea
Lawson	Yea
Moore	Yea
O'Donnell	Yea
Schell	Yea
Searer	Yea
Rager	Yea

- C. **On a motion by Mr. Moore and seconded by Mr. Adams, Council by roll call vote reappointed William Parson to the Lewistown Planning Commission (Resolution No. 2015-28).**

Adams	Yea
Lawson	Yea
Moore	Yea
O'Donnell	Yea
Schell	Yea
Searer	Yea
Rager	Yea

- D. Mr. Lawson indicated that at the last meeting it was discussed that the superintendents were not to drive their Borough vehicles home; however, he would like the Borough Manager to have discretion to decide if a superintendent can take the vehicle home in certain situations. Mr. White explained that the Wastewater Superintendent had to make numerous trips back to work during the recent heavy rain events and we are now going to have to pay him mileage.

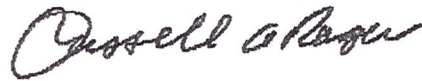
On a motion by Mr. Lawson and seconded by Mr. Adams, Council by roll call vote agreed to allow the Borough Manager to use his discretion on letting a superintendent take a vehicle home in certain situations.

Adams	Yea
Lawson	Yea
Moore	Nay
O'Donnell	Nay
Schell	Yea
Searer	Nay
Rager	Yea

Mr. White indicated that he will provide Council with a report on superintendents' vehicle usage.

ADJOURNMENT

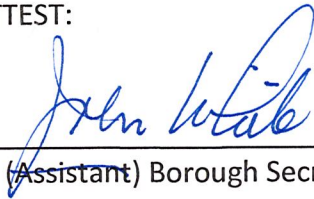
On a motion by Mr. Moore and seconded by Mr. O'Donnell, Council unanimously adjourned the meeting at 6:56 PM.



\_\_\_\_\_  
(Vice) President, Lewistown Borough Council

(Seal)

ATTEST:



\_\_\_\_\_  
(Assistant) Borough Secretary





# Borough of Lewistown

PENNSYLVANIA

2 EAST THIRD STREET – LEWISTOWN, PA 17044-1799 – 717- 248-1361  
www.lewistownborough.com

## **2015 Mid-Year Financial Update**

Dear Members of Borough Council and Mayor Bargo;

It is a pleasure to submit to the Council and to the Citizens of the Borough of Lewistown a midyear update of the current finances of the Borough. The 2015 budget consists of \$9,811,709 in expenditures within the General (\$3.1M), Waste Water Treatment & Collection (\$4.3 M), Refuse & Recycling (\$1.1M), Capital Funds, State Liquid Fuels, CDBG and all others (\$1.3M) managed by the Borough Administration.

The Budgetary process was notably smoother this year as a result of the administration's new streamlined budgeting process and Council's efforts to reduce negative trends within the financial structure of the Borough. The Borough continues to face significant financial challenges due to the relatively static or sluggish growth rate of tax revenues. Despite the static population and commercial tax base, the demand for municipal services continues to increase. The result of the demand for service coupled with our limited resources has been a General Fund that struggles to satisfy these demands for services.

The Borough is constantly looking for ways to eliminate 'touches' and has increased our use of technology to reduce personnel costs. We also strive to reduce duplication of services, and have made every attempt to 'cross train' administrative staff to perform job duties across departments. Our ability to reduce personnel costs is somewhat limited by the presence of collective bargaining agreements and pension liabilities that must be upheld. The economic forces detailed above have caused Lewistown's elected leaders to prioritize the needs of our residents and to structure our resources around these priorities.

Major projects are in the development stage in the Waste Water Collection Service department as a result of the PA DEP CAP in November 2014 due to excessive storm water infiltration in the Waste Water Treatment process. This has been an ongoing challenge since the first PA DEP Corrective Action Plan developed in 2004 with very little progress being made until now. Studies are underway to determine the various locations and severity of infiltration into the system and the Corrective Action Plan submitted to DEP in January is on target as of June 2015.

A Single Stream Recycling program is tentatively scheduled to begin October 1 this year allowing for ALL recycling to be put to the curb in one container. This new process will eliminate the sorting of recyclables by residents at curbside in addition to eliminating the sorting and multiple handling currently being performed at the Public Works Warehouse. As a result, it is anticipated that the Borough will experience an increase in recyclable materials actually going into the recycling process thereby reducing the amount of Solid Waste being moved to the County's Solid Waste Transfer Station. A reduction in labor costs is anticipated as well. Funds for the study to review the Boroughs Solid Waste Management Program were made available through a RECYCLING TECHNICAL ASSISTANCE GRANT sponsored by the Pa Dept. of Environmental Protection through the PA State Association of Township Supervisors.

# Borough of Lewistown, July 1, 2015 Budget Update

July 1, 2015

REVENUE	July 1 YTD	Annual Budget	
CDBG	\$ 4,999	\$ 225,661	2.2%
Gen Boro Cap*	\$ 106	\$ 20,200	0.5%
General Boro Revenue	\$ 1,911,997	\$ 3,171,169	60.3%
Penvest	\$ 81,236	\$ 180,263	45.1%
Refuse Cap	\$ 38	\$ 7,400	0.5%
Specialty Taxes	\$ 152,871	\$ 183,072	83.5%
State Liquid Fuels	\$ 179,041	\$ 173,572	103.2%
WWC	\$ 964,654	\$ 2,020,523	47.7%
WW Collection Capital	\$ 108	\$ 20,000	0.5%
WWT Facilities Capital*	\$ 738	\$ 151,320	0.5%
WWTP	\$ 1,012,016	\$ 2,391,655	42.3%
Refuse	\$ 529,789	\$ 1,066,063	49.7%
*Gen Boro Cap Reserve		\$ 80,243	0.0%
*WWT Fac Cap Reserve		\$ 549,370	0.0%

**YTD Revenues to Budget**

<b>\$ 4,837,593</b>	<b>\$ 10,240,511</b>	<b>47.2%</b>
---------------------	----------------------	--------------

EXPENSES	July 1 YTD	Annual Budget	
CDBG	\$ 4,999	\$ 225,661	2.2%
Gen Boro Cap	\$ 6,650	\$ 72,000	9.2%
Gen Boro Exp.	\$ 1,403,273	\$ 3,140,865	44.7%
Penvest	\$ 81,237	\$ 180,263	45.1%
Refuse Cap	\$ -	\$ 7,325	0.0%
Specialty Taxes	\$ 58,208	\$ 183,060	31.8%
State Liquid Fuels	\$ 79,025	\$ 168,090	47.0%
WWC	\$ 903,957	\$ 1,961,807	46.1%
WW Collection Capital	\$ -	\$ 15,000	0.0%
WWT Facilities Capital	\$ -	\$ 400,000	0.0%
WWTP	\$ 894,651	\$ 2,391,655	37.4%
Refuse	\$ 483,359	\$ 1,065,983	45.3%

**YTD Expenditures to Budget**

<b>\$ 3,915,359</b>	<b>\$ 9,811,709</b>	<b>39.9%</b>
---------------------	---------------------	--------------

The Refuse Office is now able to take Credit Cards for payment. Residents can now pay refuse and sewers bills on-line and receive their refuse stickers via USPS. Having the capability to handle this business online and reduce footstep traffic in the Borough Hall allows staff to perform other needed tasks. Bar Coding has been added to the Sewer & Refuse bills recently which will eliminate several steps in payment processing.

The productivity in the Code Enforcement Office has improved dramatically over the past year. The addition of clerical staff to the Codes office has allowed them to take a much more proactive rather than reactive approach to code enforcement. This is reflected in the statistical data that is now being accumulated on an ongoing basis.

One major undertaking currently underway in the Administrative Offices at Borough Hall involves record retention. Record retention regulations are being brought up to date with the disposal of vast quantities of outdated and obsolete records. Clean up of files and implementation of a central filing system is about 40% complete. Scheduled disposal of records is on track and the project is estimated to be completed by year end.

The Borough's social media is functioning well after a few short months of being in existence. Our website, [www.lewistownborough.com](http://www.lewistownborough.com) is available for residents and contains the recently completed codification of the Borough Code. Having access to all of the Borough Codes makes it much easier for residents to gain information relative to the rules and codes of the Borough. In addition, registration for the Borough's Residential Rental Unit Registration and Regulation is available on-line. The Borough also has a Facebook page where information and alerts are available for the public.

### **Basic Financial Policies**

- The Borough will continue to use its tax dollars wisely and prudently. Recognizing that expenditures continue to grow much faster than revenues, the administration must perpetually seek to reduce operation costs through efficiencies and innovation
- Any increase in the rates of taxation will be considered only after all other efforts to reduce costs or increase revenue have been thoroughly explored
- It is the Borough's policy to minimize borrowing. Borrowing for capital expenditures will only occur when sufficient current funds are unavailable for essential purchases. Any borrowing for capital projects will be fully repaid prior to the useful life of the capital item being realized.
- Fees charged for specialized services and our fee schedules are reviewed annually to assure that they adequately cover the total costs providing those services
- State, Federal and private grants are actively sought to assist with current or proposed projects or programs that have a fund shortage. Lewistown has been very effective in securing many grants and other funds to offset necessary expenses.

Respectfully Submitted,



John J. White  
Borough Manager/Secretary