

January 10, 2024

LEWISTOWN MUNICIPAL BUILDING COUNCIL CHAMBERS

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

Roll Call

Mr. Moore, Steve Knudson, Jim Steele, Bob Barlett, and Larry Searer were present. Mr. Gutshall was absent and there is one vacant council seat.

Hearing of Person's Present: None

CONSENT AGENDA**

The following are routine, procedural, and informational non-controversial items and do not appear to require discussion or explanation prior to the Council's action. These items will be acted upon by one motion unless any member of Council desires to move an item to the Regular Agenda for further discussion.

- A. Approval of Minutes. 13 December 2023, 02 January 2024
- B. Approval of Treasurer's Report. December 2023
- C. Approval of Schedule of Bills.
- D. Facility Use Requests. Sacred Heart
- E. Acknowledge receipt of Fame Meeting Minutes.
- F. Acknowledge receipt of Tax Collector's Report.
- G. Acknowledge receipt of Codes Enforcement Report

On a motion by Mr. Searer and seconded by Mr. Moore, Council voted 5-0 to approve the consent agenda.

Borough Manager:

1. Digester #1 Repair Status

EADS has been given the go ahead to begin the engineering process to get it repaired.

2. 2nd Annual Town Hall Meeting, March 20, 2024, at 6:00 PM

The agenda is complete, and the format will be kept the same.

3. Important Dates:

- a. January 15: Dr. Martin Luther King Jr. Day
- b. February 2: Groundhog Day
- c. February 14: Valentines Day
- d. February 14: Borough Council Meeting
- e. February 19: President's Day (Borough Employee Holiday)

4. Rec Park Pool Study Group Meeting, January 11, 2024, at 5:00 PM

This meeting was delayed from last week due to a contractor's illness. The meeting is for the contractor to give insight into what can be done with the project and to also get feedback on what improvements the Borough would like made at the pool. Mr. Searer asked where the meeting would take place and Mr. Zimmerman informed him that the meeting would be in Council chambers.

5. 216 East Third Street Grant

DCED has not responded to either email sent regarding how the Borough can release the unused funds back to the State.

6. CY2024 Re-Opened Budget Status

7. Sip and Shop, Rec Park, May 4, 2024

This event is normally held at the Community Center, but it has outgrown the facility. Council would need to approve the event due to alcohol being involved. Mr. Searer made a motion to have the event at the Community Center not Rec Park. Mayor Bargo said the reason they want to move it is because of needing more room. Mr. Steele stated he is against alcohol in the park. He also stated kids will be participating in baseball at the park at that time. Wendy stated that the event coordinator just wants to be able to sell the wine, no drinking. She is aware of the no alcohol policy at the park. Mr. Zimmerman stated this could be referred to the Rec Board in February to get their opinion of alcohol at the park and to compare the Sip and Shop event with the schedule for the baseball leagues. Mr. Searer rescinded his original motion so the event could be referred to the Rec Board.

8. Borough Code Books

Mr. Zimmerman asked who needed new updated code books. Mr. Remy stated the magistrate and himself would need one. Chief Clemens stated they should have one. Mr. Zimmerman stated he would order a few code books.

9. Streets Committee Abolishment

See Streets/Parking Board Establishment.

10. Parking Authority Board Abolishment

See Streets/Parking Board Establishment.

11. Streets/Parking Board Establishment

Abolishment of the streets committee and the parking authority have been discussed in the past. Abolishing those committees would then lead to the creation of the Streets/Parking Board Committee. This would streamline the process for decision making, regarding parking issues. Mr. Zimmerman stated the process gets bogged down because of two separate committees meeting at various times with different ideas. The new Streets/Parking Board would consist of 3 current council members and either 3 or 4 residents. Mr. Zimmerman and Mr. Remy will work on the proper documentation and present it to council in February.

12. Teamster Contract

Police contract negotiations will begin this year, probably in the Spring.

13. DEP Corrective Action Plan (CAP)/ Consent Order (CO)

a. Street Paving

b. State Liquid Fuels Funding

Copies of the plan and the timeline are in front of you. DEP is dictating the plan. It lasts until 2029 and will cost approximately \$6.5 million. Street paving may need to be paused due to digging up streets to repair the sewer lines.

14. Community Center Grant

There is a grant for up to \$2 million in funds open for the Community Center. Mr. Zimmerman said one of the biggest pieces of this grant process is the need for engineering support. He stated the Borough has spent \$175,000 on engineering through EADS. Wendy Smith, Community Center Coordinator, spoke about the need for the grant money. She stated there are no matching funds needed but the window is only 3 months. Mr. Zimmerman recommended referring it to the Finance committee for further discussion. Mr. Moore agreed.

Fire Chief

Fire Chief Bob Douglas stated the fire department responded to 50 alarms in December. He stated City Hook and Ladder responded to 19 in-town calls and 8 out of town calls, 13 fires, 5 vehicle accidents, 4 medical assists, 1 gas leak, 1 carbon monoxide alarm, 2 transfer assignments and 1 public service. Heritage Volunteer responded to 18 in town calls, 5 out of town calls, 13 fires, 5 vehicle accidents, 3 medical assists, 1 gas leak, and 1 carbon monoxide.

Mayor

Mayor Bargo handed out her 4th quarter marriage report and stated she would have her end of year report in February.

Police Chief

Chief Clemens was able to present his end of year report for 2023. The report is posted on the police and borough websites. Chief Clemens went over some of the highlights of the report, stating that they had 5,922 calls for service in 2023. He touched on all the stats but highlighted the parking tickets which showed a decrease to 2,039 in 2023 vs 4,744 in 2022. Chief Clemens stated that the reason for the large decrease is because they did not hire summer interns in 2023. Chief Clemens also touched on only having to investigate 137 traffic accidents in 2023 compared to 198 in 2022. Chief Clemens also touched on the two grants the police received in 2023 (details can be found in the attachment at the end of the minutes). Chief Clemens spoke about the various training the force has conducted in the past year. Chief Clemens continued to go down the report touching on purchases, the fleet of vehicles, Mental Health Co-Responder Program, community service events, and went through his current roster and the positions.

Recreation Board

No meeting. Next Meeting is in February.

Borough Solicitor

Mr. Remy

No report.

UNFINISHED & NEW BUSINESS

1. DEP CAP status (2nd iteration with EADS)

On a motion by Mr. Moore and seconded by Mr. Barlett, Council voted 5-0 to approve the DEP CAP document.

2. Vacancy Board Appointment

Mr. Remy explained the need for a Vacancy Board, in the event Council was unable to fill the vacant council seats within the allotted time. Mr. Zimmerman asked, and Mr. Remy concurred that the first order of business should be to accept the resignation of Councilman Bill Wilson from Lewistown Borough Council due to moving out of the Borough.

On a motion by Mr. Moore and seconded by Mr. Barlett, Council voted 5-0 to approve the resignation of Bill Wilson from Lewistown Borough Council.

Council then moved to filling the Vacant Council Member seats.

3. Vacant Council Member Seat Appointments (x2)

On a motion by Mr. Searer, he recommended Nelson Rieffannacht for Borough Council, a roll call vote was taken, and Council voted 2-3 against appointing Nelson Rieffannacht to Borough Council.

Bob Barlett	Yes
Steve Knudson	No
Mr. Moore	No
Larry Searer	Yes
Jim Steele	No

On a motion by Mr. Steele, he recommended Venus Shade for Borough Council, a roll call vote was taken, and Council voted 2-3 against appointing Venus Shade to Borough Council.

Bob Barlett	No
Steve Knudson	Yes
Mr. Moore	No
Larry Searer	No

Jim Steele Yes

On a motion by Mr. Moore, he recommended Scott Gutshall for Borough Council, a roll call vote was taken, and Council voted 3-2 approving the appointment of Scott Gutshall to Borough Council. This appointment was for Robert Hammond's vacated seat that expires December 31, 2025.

Bob Barlett No

Steve Knudson Yes

Mr. Moore Yes

Larry Searer No

Jim Steele Yes

On a motion by Mr. Barlett and seconded by Mr. Moore, Council voted 4-1 to approve tabling the filling of the last council seat until February. Mr. Searer voted against the motion.

Mr. Zimmerman pointed out that the next council meeting on February 14, 2024, is after the 30-day window to fill the vacant seat and that a special meeting may need to be scheduled.

On a motion by Mr. Steele, he recommended Aaron Wilson for Borough Council, a roll call vote was taken, and Council voted 1-4 against the appointment of Aaron Wilson to Borough Council.

Bob Barlett No

Steve Knudson No

Mr. Moore No

Larry Searer No

Jim Steele Yes

On a motion by Mr. Moore and seconded by Mr. Barlett, Council voted 4-1 to approve appointing Nelson Rieffannacht to be Vacancy Board Chairperson. Mr. Knudson voted against the motion.

4. Council member Wilson resignation

See vacancy board appointment.

5. Planning Commission Member Removal x2

On a motion by Mr. Moore and seconded by Mr. Searer, Council voted 5-0 to approve the removal of Michael Halloran and Lisa Knudson from the Planning Commission board.

6. Planning Commission Vacancy Appointment x1

On a motion by Mr. Barlett and seconded by Mr. Moore, Council voted 5-0 to approve the appointment of Willie Baumgardner to the Planning Commission.

Executive Session Started: 6:21 PM

Executive Session Ended: 7:18 PM

On a motion by Mr. Moore and seconded by Mr. Barlett, Council voted 5-0 to approve adding HR to the agenda for discussion to amend the position from part time to full time.

On a motion by Mr. Moore and seconded by Mr. Barlett, Council voted 5-0 to approve adding Police Chief contract to the agenda for discussion.

7. Full Time Hire (HR)

On a motion by Mr. Moore and seconded by Mr. Knudson, Council voted 5-0 to approve moving the HR position from part time to full time effective January 1, 2024.

8. Police Chief Contract

A roll call vote was taken on a motion by Mr. Moore, seconded by Mr. Barlett to approve the Police Chief 6-year contract with 4 years for just cause and 2 years performance evaluation clause. Council voted 4-1 to approve the contract with Mr. Searer voting against the motion. Mr. Searer also objected to conducting the vote with only 5 council members present.

Bob Barlett Yes

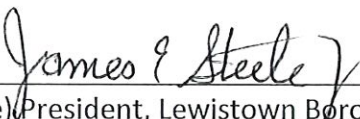
Steve Knudson Yes

Mr. Moore Yes

Larry Searer No

Jim Steele Yes

Council Ended: 7:21 PM



(Vice) President, Lewistown Borough Council


(Seal)

ATTEST:



(Asst.) Borough Secretary



LPD ANNUAL REPORT 2023

Calls For Service: 5,922 (2023) 6,554 (2022) 5,675 (2021) 4,897 (2020)

- 154 (2023) 111 (2022) 131 (2021) Criminal Arrests
 - ✓ 1 (2023) 2 (2022) 1 (2021) Homicide Arrests
 - ✓ 46 (2023) 31 (2022) 26 (2021) Drug Related Arrests
 - ✓ 27 (2023) 37 (2022) 23 (2021) DUI Arrests
 - ✓ 41 (2023) 23 (2022) 24 (2021) Assault Related Arrests
 - ✓ 11 (2023) 18 Theft/Burglary Arrests
- 416 (2023) 422 (2022) 342 (2021) Traffic Citations Issued
- 242 (2023) 187 (2022) 199 (2021) Non-traffic Citations Issued
- 2,039 (2023) 4,744 (2022) 4,574 (2021) Parking Tickets Issued
- 137 (2023) 198 (2022) Traffic Crashes Investigated

Awarded two new grants for 2023-2024:

Local Law Enforcement Support Grant:

- Received \$306,882 in funding for new technology equipment
- New per capita rugged laptops and related in-car equipment- Issued*
- License plate readers- Received but not yet installed.*
- New updated Records Management System- Live as of November 2023*
- Funding to continue the Mental Health Co-Responder Program

Medical Marijuana Enforcement Act Grant:

- Receiving \$46,221 in funding for DUI Enforcement Training
- Annual Update training for current DRE (2023-2024)- Completed in December 2023*
- ARIDE training for nine officers- Four new officers trained in ARIDE- 2023*
- Two officers completed SFST Instructor Certification Training in 2023*
- Training of a new department DRE- Two officers to attend DRE training in 2024*
- Will cover all training, travel, and overtime expenses



LPD ANNUAL REPORT 2023

Accreditation Grant Awarded for 2024-2025:

- Awarded \$91,695 to be used for accreditation purposes.
- New evidence lockers and security devices for evidence storage
- Accreditation software and consulting services
- More secure server for storage of digital evidence and body camera footage
- Accreditation should be completed by the end of 2024.

Application for K-9 Grant Funding:

- Grant Application submitted for funding for a K-9 unit.
- The funding amount requested is \$121,336.
- Funding would cover all start-up costs such as vehicle, acquisition of the canine, training for the canine and officer, kennel, vet costs, and food.
- We should receive award notice sometime in the beginning of 2024.

Department Drone:

- Acquired a department drone with thermal imaging.
- Used for Search and Rescue and Evidence collection.
- Useful for surveillance in high-risk incidents.
- Can be used for 3-D mapping of structures. (Schools, Government Buildings, Critical Infrastructure, etc...)

Department Vehicles:

- Current fleet consists of four marked patrol vehicles and two unmarked:
 - 2014 Ford Taurus Interceptor 120,432 Miles
 - 2017 Ford Taurus Interceptor (Unmarked) 35,612 Miles
 - 2017 Ford Fusion (Unmarked) 33,896 Miles
 - 2020 Ford Explorer 44,183 Miles
 - 2020 Ford Explorer 24,653 Miles
 - 2022 Ford Explorer 11,102 Miles



LPD ANNUAL REPORT 2023

Mental Health Co-Responder Program (Grant Funded):

- Mental Health Co-Responder program has been a great benefit to the department and to the borough residents.
- Co-Responder works within the department to assist on calls involving mental health issues as well as many others (domestics, deaths, homeless, public intoxication, elder abuse, etc..).
- Referrals are made to the co-responder who then follows up with individuals to assure they are directed to the proper resources to address their needs.
- This program has allowed officers to concentrate more on crime related issues and has been effective in diverting individuals away from the criminal justice system.
- Current grant funding through October 2024.
- Our program has been invited to the National MH Co-Responder conference in Omaha, NE in June 2024 to present information on our program and the successes we have had.

Training:

Officers Completed Numerous Training Courses throughout the year: (Over 976 training hours)

Average of 69 hours per officer (MPOETC requires 12 hours per year)

Topics Covered:

Mental Health/First Aid (All officers trained)

Crisis Intervention (All officers trained)

SFST (Standard Field Sobriety Testing)

Interview and Interrogation

Homicide

ARIDE (Advanced Roadside Impaired Driving Enforcement)

DRE (Drug Recognition Expert)

Policies and Procedures

Firearms

Taser

Use of Force

Vehicle Pursuit

First Aid/CPR

Criminal Investigations



LPD ANNUAL REPORT 2023

Community Service Events:

National Night Out

- NNO was a great success. It was held in conjunction with all local departments and PSP.
- Over 75 local businesses and organizations participated.

Trunk or Treat

Shop with A Cop Event

Fill-A-Cruiser (\$406 plus two truckloads of food)

- Items were donated to the Lumina Center and Mother Hubbard's Cupboard

Delivery of Christmas Meals with Granville United Methodist Church

Collected over 318 lbs. of unwanted prescription medications in our drug take back initiative.

Current roster:

- 7 full-time patrol officers (3 vacancies)
- 1 Detective (Criminal Investigations)
- 1 Patrol Sergeant (Supervisor)
- 1 Full-time Department Narcotics Investigator
- 1 School Resource Officer (40 hours/week- paid by the Mifflin County School District)
- 1 Executive Officer (2nd in command- assists with administrative tasks as well as evidence, body camera management, accreditation, drone operations, and supervisory tasks)
- 1 Chief of Police
- 1 Administrative Assistant

Civil Service Testing will be conducted in early 2024 to establish a new hiring list.



LPD ANNUAL REPORT 2023