

Borough Council Meeting

January 6, 2025

LEWISTOWN MUNICIPAL BUILDING COUNCIL CHAMBERS

The Council meeting opened at 4:30 PM with Borough Council President Matthew Moore presiding. The Pledge of Allegiance was recited by all present.

Prayer

Roll Call

Steve Knudson, Lisa Knudson, Robert Barlett, Jim Steele, Scott Gutshall and Matt Moore were all present. Larry "Heavy" Searer joined the meeting via telephone. Mayor Deb Bargo was present. Junior Council members Leanne Weaver and Ava Kelly were absent.

Committee Work Session:

1. Finance Discussion

Mr. Fink stated the LSA grant application has been submitted and he doesn't expect to hear anything back until Fall at the earliest. Mr. Fink stated he will be meeting with Representative Benninghoff on Thursday at 10:00 AM. Mr. Gutshall asked how much the grant was submitted for. Mr. Fink stated they submitted the grant for \$1,000,000 for the downtown area. Mr. Fink said it would focus on the business district of Market Street. Mr. Fink stated PENNVEST would help with the east and west side of town when we get to that point.

a. Delinquency timeline.

Mr. Fink stated Cycle 1 billing went out today (1-6-2025) and anyone with a past due balance over \$400.00 received a notice to alert the residents that a delinquency notice would be sent and warn them that failure to pay will eventually lead to a disruption of service. Mr. Fink stated the bills need to be sent by the 10th of the month and they are due by the end of the month. Then the delinquency letter can be sent out. The delinquency letter needs to last for 35 days. Then a shut-off notice would be sent out and give them another 10 days. The property will also be posted to alert them. Mr. Fink stated that the shut-off notice would go to the tenant and the property owner at the same time.

Example of the timeline:

Bills are sent prior to January 10th.

Bill will be due by the 31st of January.

Delinquency notice will go out on the 10th of February.

The property will be posted for termination on the 31st of March.

Service will be terminated on the 10th of April.

Mr. Moore asked how many notices were sent out today and then asked what the total was for all those accounts. Mr. Fink said 186 notices were sent out, but he didn't have an exact dollar figure.

Mr. Fink stated a neighboring municipality has written into their ordinance that after an account is delinquent for 35 days, a shut off notice can be issued. Somer Weiss voiced her concern because the system right now is not set up to send notices to the property owner in all instances. There was discussion about getting the information from the Water Authority since they bill property owners, and the consensus was to get the information from them and try to upload the information.

b. Community Center HVAC.

Mr. Fink stated the Community Center currently has heat from the small unit only. MGM came and found some bushings and bearings that need replaced on the motor because of 25 years of use. The cost to repair the motor is \$5,200. Mr. Gutshall asked if the HVAC company thought it was worth putting money into it and Mr. Fink stated it was. Somer Weiss stated that the new budget does not have any funds allocated to Community Center repairs. Mr. Gutshall stated he would be in favor of adding this to the agenda.

c. Community Center/Facilities Use Request Forms Costs.

Mr. Fink stated he looked into the Transient Business License Ordinance, and he believes it is geared more towards door-to-door selling. He recommends eliminating the vendor fee. Brittney Hall has reached out to doing an event in conjunction with the pool opening.

d. IT Support.

Mr. Fink is trying to gather contracts for everything. Mr. Fink was unsure of the IT contract and has reached out to set up a meeting with Scott Falkner to go over the contract, coverage, and cost. Chief Clemens stated it would be difficult to change vendors, and they are happy with the work Mr. Falkner performs.

e. Slip lining project for North Brown Street in the amount of \$19,171.75.

Mr. Fink stated he would like to add a slip lining project for North Brown Street to the voting portion of the meeting. He stated it could be paid for out of the \$1,000,000 loan.

Mr. Fink stated he reached out to the water authority in response to an email from Mr. Searer. Mr. Fink stated they would reach out when they were moved out of the building and into their new building. They expect to be in their building around July but not completely out of their current building until the end of 2025. Mr. Searer hoped they would give the Borough the opportunity to purchase the property. Mr. Fink stated the Water Authority might get the building appraised again.

Mr. Fink stated the final thing was to add the audits to the agenda so they can be approved.

Mr. Moore asked if the Community Center calendar could be shared with Mrs. Knudson and himself.

Mr. Gutshall asked if access to the Community Center thermostats was obtained. Mr. Fink stated no but he will continue to try. Mr. Fink stated new lock boxes have been installed and the temperature set.

2. Street/Parking Discussion.

a. Parking Pass Ordinance.

Mr. Fink stated he has started to look at the Parking Pass Ordinance. He has been reading through the Parking study from 2020. He thinks the ordinance states that issuing passes is limited to the number of available spots and the meters would be color coded. Mr. Fink stated

that people who use the lots tend to park in the same spot every day and the borough is paying to maintain those meters. Scott Brothers suggested the Borough identify so many spots per lot as "Parking Permit" only spots and to pull those meters. This would allow him to cycle through and repair meters as needed. Mr. Gutshall asked if the Borough had any extra meters right now and Mr. Fink stated there are currently no extra meters. Mr. Moore asked how this would be enforced. Mr. Fink stated the person who handled the Street Sweeper ticketing is willing to work during the day and enforce the parking situation. Mr. Fink also stated that permits are not permitted on Market Street. Multiple ideas on parking in different downtown areas were discussed and Mr. Fink said he would gather more information moving forward.

b. Parking Authority Abolishment Status/Discussion

Mr. Remy said he is working on the abolishment of the Parking Authority. Mr. Fink mentioned that the Parking Authority's calendar runs from March to March.

Mr. Moore asked if the police had been receiving his emails regarding parking issues and Chief Clemens stated he has, and the issues have been addressed.

3. Law & Ordinance Discussion. N/A

4. Rec. Board Discussion. N/A

Amendments to the Council Agenda:

1. Community Center to repair heater motor for \$5,200.00.

On a motion by Mr. Gutshall and seconded by Mrs. Knudson, Council voted 7-0 to approve adding the Community Center repairs at a cost of \$5,200.00 to the agenda.

2. Slip lining project on North Brown Street at a cost of \$19,171.75.

On a motion by Mr. Gutshall and seconded by Mrs. Knudson, Council voted 7-0 to approve adding the N. Brown Street slip lining project to the agenda.

3. Borough and Parking Authority Audits

On a motion by Mr. Gutshall and seconded by Mrs. Knudson, Council voted 7-0 to approve adding the Borough audit to the agenda.

Mr. Barlett stated there was a town hall meeting with Landlords and tenants and they were promised another meeting. Mr. Moore asked Mr. Barlett to follow up with Katelyn Rauch to get that scheduled.

Hearing of Person's Present: Agenda Related Items: N/A

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: N/A
- b. Approval of Treasurer's Report as of December 31, 2024.
- c. Approval of Schedule of Bills: \$1,275,321.20
- d. Facilities Use Requests: N/A
- e. Acknowledge receipt of Fame Meeting Minutes.
- f. Acknowledge receipt of Tax Collector's Report.
- g. Acknowledge receipt of Department Reports: N/A

On a motion by Mr. Gutshall and seconded by Mrs. Knudson, Council voted 7-0 to approve the consent agenda.

Fire Chief Report

Chief Douglas stated that City Hook & Ladder responded to 26 calls in December and 302 calls in 2024 and Heritage responded to 20 calls and 253 calls in 2024.

Mayor

Mayor Bargo stated she submitted pictures of the town to PSAB (Pennsylvania State Association of Boroughs) for their calendar, but they mislabeled them as Lewisburg. She stated PSAB apologized but there wasn't anything they could do to the calendars that were already distributed. PSAB did fix the mistake online.

Police Chief

Chief Clemens discussed a few different statistics from the Lewistown Police Department Annual Report for 2024. Chief Clemens stated calls for service were down in 2024. In 2023 they had 5,922 calls for service compared to 4,952 in 2024. However, Chief Clemens pointed out that criminal arrests went up from 154 in 2023 to 374 in 2024, drug arrests 137 in 2024 up from 46 in 2023. He went on to point out that DUI arrests more than doubled in 2024.

Chief Clemens went on to give a synopsis of the Local Law Enforcement Support Grant and how that money was spent for the department. The department also received money through a Medical Marijuana Enforcement Act which was used for training 2 new Drug Recognition Experts. Chief Clemens touched on the Accreditation Grant and that the force should have their accreditation complete by August of 2025. Chief Clemens stated they reapplied for a K-9 grant with a request of \$102,435.00. Chief Clemens touched on the status of the police fleet, the Mental Health Co-Responder program (Grant funded), and training.

Chief Clemens went on to talk about the Community Service Events the police were involved with from National Night Out to Fill-A-Cruiser which sends donated items and food to the Lumina Center and Mother Hubbard's Cupboard.

Chief Clemens stated the report would be on the department's Facebook page and on the Borough website.

Borough Solicitor: N/A

Borough Manager: N/A

Important Dates: N/A

New Business: Consideration of Approvals

- a. Recommend approval to accept the retirement and final payouts of Ronald Aurand effective 1/9/2025.

On a motion by Mr. Barlett and seconded by Mr. Gutshall, Council voted 7-0 to accept the retirement and final payouts for Ronald Aurand effective 01/09/2025.

- b. Recommend approval of the 2025 Updated Community Center Contract.

On a motion by Mr. Gutshall and seconded by Mrs. Knudson, Council voted 7-0 to approve the 2025 Updated Community Center Contract without Vendor Fees.

- c. Recommend approval of the Community Center HVAC out of the General Borough Capital.

On a motion by Mr. Gutshall and seconded by Mrs. Knudson, a roll call vote was taken, and Council Voted 7-0 to approve the Community Center HVAC repairs out of the General Borough Capital account.

Bob Barlett	Yes
Steve Knudson	Yes
Mr. Moore	Yes
Larry Searer	Yes
Jim Steele	Yes
Scott Gutshall	Yes
Lisa Knudson	yes

- d. Recommend approval of the slip lining project on N. Brown Street.

On a motion by Mr. Gutshall and seconded by Mrs. Knudson, Council voted 7-0 to approve the slip lining project on N. Brown Street at a cost of \$19,171.75 utilizing funds from the \$1,000,000 loan from the county.

- e. Recommend approval of the audit from Young, Oakes, and Brown.

On a motion by Mr. Gutshall and seconded by Mrs. Knudson, Council voted 7-0 to approve the Borough audit from Young, Oakes, and Brown at a cost of \$23,720.00.

- f. **Recommend approval of the audit from Boyer and Ritter for the Parking Authority.**

On a motion by Mr. Gutshall and seconded by Mrs. Knudson, Council voted 6-1 to add the Parking Authority audit to the agenda. Mr. Searer voted against the motion.

Mr. Barlett asked who pays for this audit. Mr. Remy stated that essentially the Borough pays for everything the Parking Authority does. Somer Weiss stated she pays for it out of the Parking Authority fund. Mr. Remy stated the Borough leases the 3 parking lots from the Parking Authority and as a part of that the Borough pays for items like the audit.

On a motion by Mr. Gutshall and seconded by Mrs. Knudson, Council voted 6-1 to approve the Parking Authority. Mr. Searer voted against the motion.

- g. **Recommend approval to fill the vacancy at the Wastewater Treatment Plant.**

This was held for the executive session.

Public Comment (Non-Agenda items)

No one addressed Council.

Mr. Gutshall asked Lucas Parkes, with EADS, what the status of the permits for the digester is. Mr. Fink stated Tom Kakabar, with EADS, was to submit the permit around the holidays and then there is a 30-day grace period for DEP to review it.

Executive Session Started: 5:27 PM

Executive Session Ended: 5:43 PM

Unfinished Business

- a. **Recommend approval to fill the retirement vacancy at the Wastewater Treatment Plant.**

On a motion by Mrs. Knudson and seconded by Mr. Gutshall, Council voted 7-0 to add filling the vacant Wastewater Treatment Plant position up for bid internally to the agenda.

On a motion by Mrs. Knudson and seconded by Mr. Gutshall, Council voted 7-0 to fill the vacant Wastewater Treatment Plant position and post the bid internally.

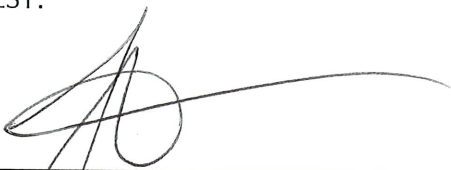
Council Ended: 5:44 PM



(Vice) President, Lewistown Borough Council

(Seal)

ATTEST:



(Asst.) Borough Secretary