

Borough Council Meeting Minutes

February 18, 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

Robert Barlett, Scott Gutshall, Lisa Knudson, Stephen Knudson, Larry “Heavy” Searer (Phone) and Matt Moore were all present. Jim Steele was absent. Mayor Deb Bargo was present. Junior Council member Leanne Weaver was present, and Ava Kelly was absent.

Executive Session: An executive session was held from 4:33 – 4:54 PM to discuss legal issues.

Prior to the beginning of the Committee Work Session, Mayor Bargo presented Ryan Barlett with a Proclamation for his heroic response to an unresponsive individual in a restaurant.

Committee Work Session:

1. Finance Discussion - N/A

2. Street/Parking Discussion - N/A

3. Law & Ordinance Discussion.

- a. **Property Sealed Bid Discussion Readvertisement:** Mr. Fink noted that we did not receive any bids the first time we advertised it. There were some individuals who have expressed interest in property on the corner of 3rd and Valley but not at a price above the \$50,000 minimum bid. Mr. Fink asked if the council wanted to readvertise the two properties and if so, were there any restrictions they wanted to add to the advertisement. The two properties will be readvertised and the council will have the ability to reject any and all bids that do come in.
- b. **Ordinance – 110-15: Inspection Agency Update:** Mr. Fink presented this ordinance to council to have it updated with current information. The current ordinance does not specifically have our current 3rd Party Inspector within the ordinance. Commonwealth Code Agency is our 3rd Party Inspector. This is at no cost to the Borough.

- c. Ordinance – 233-31 & 233-34: Prohibited Parking/Street Sweeping Maintenance Updates:** Mr. Fink noted that he was requesting council to make updates to these two specific ordinances based on the discussions that have been had regarding the first two blocks of Market Street from the River Bridge. Mr. Fink felt that it was the right thing to do for those who live along those first two blocks which is mostly residential. These homeowners must move their vehicles every night during Street Sweeping season and by changing these ordinances it sets the 3 AM – 6 AM No Parking from Wayne Street down to the Five Points. This will help those residents not have to move their cars every single night.
- d. Ordinance 212-38: Snow Ordinance:** Mr. Fink stated that this ordinance just needs to be updated with a maximum fine attached to the ordinance. Katelyn Rauch (Codes) mentioned that when they take these types of citations to court, the court is requesting there be a minimum and maximize fine within the ordinance for them to rule on. Mr. Fink stated there would be additional ordinances forthcoming that have minor tweaks like this one to make sure we are compliant with the court system in the event they end up going to citation and in front of a judge.
- e. Sump Pump Ordinance Discussion:** Mr. Fink stated that he is requesting a change with adding language regarding sump pumps within our ordinance where it is enforceable. This is needed to help the borough continue to work towards eliminating I&I within the borough. This shows DEP that we continue to make strides to eliminate it. Katelyn mentioned that this would only be for if they came across it from doing an inspection. Codes would not be going door to door to look for sump pumps. Mr. Remy added that its already required to discharge that type of water to your yard/street area. This will make it enforceable within the borough with this change.
- f. Rental Ordinance Discussion:** Mr. Fink stated that they are still working on getting a time for a Town Hall to discuss the rental ordinance. He has been working with Codes and Mayor Bargo about the idea of creating a county wide rental ordinance discussion to show a unified front for safe housing within Mifflin County. Mr. Fink stated that he had a conference call today with several municipalities within Mifflin County to gauge interest in if any outside municipalities were interested in doing this. Those who were on the call had an interest in joining efforts and most of them mentioned that they had begun the pre-planning discussions about putting in a rental ordinance in their municipality. Mr. Fink stated that he would continue to pursue a collaborative effort with those municipalities who want to create a rental ordinance. Each municipality would have their own specifics but the general idea of safe housing would be at the forefront of each municipality's vision.

4. Rec. Board Discussion.

- a. Chapter 55 Recommendations:** Mr. Fink stated that he had received some feedback from current members of Rec Board regarding what changes to make. Lisa Knudson mentioned a few recommendations: Changing the number of members from 7 to 5, changing some language within the Rec Board. The consensus was to have a Rec Board meeting on Tuesday, 2/25 at 6 PM to further discuss with the current rec board members. They would then continue to look at Ch. 55 and send back and recommendations for possible changes.
- b. Swimming Pool Concession Stand RFP:** Mr. Fink stated that he had shared out with the council a draft RFP for the concession stand at the pool. There was some feedback on creating an application for those interested to fill out that was one page to help them understand what we are requesting. Mr. Fink states he would create a single page application and resend that information out to council.
- c. Swim Team:** Mr. Fink stated that he was approached by Penns Valley Swim Team about the possibility of using our swimming pool this summer for their swim team. They currently use the Millheim Pool and it has a leak and may not be able to be used this summer. They shared they are interested in using it for their swim team. They expressed they would be willing to open it up to Mifflin County residents as well. They were looking to use it 2 times a week from 9 AM to 12 PM if they decided to move forward. They were meeting with their board next week and would reach back out with a decision.
- d. Starting Blocks:** Mr. Fink stated that we did find the starting blocks for the pool and they were in good shape to be used if needed.
- e. Letter to MCMA:** Mr. Gutshall mentioned that he had drafted a letter to the Mifflin County Municipal Water Authority requesting any help with the water bill for the swimming pool. Mr. Fink stated that he would follow up with that at the MCMA Meeting on Wednesday.
- f. Rec Board Meeting:** Lisa Knudson asked if we could advertise a Rec Board meeting for Tuesday the 25th at 6 PM in the Council Chambers. Mr. Fink stated he would get that advertised.

Amendments to the Council Agenda:

- 1. Add Advertisement of changes to Ordinances to the Agenda.**

On a motion by Mrs. Knudson and seconded by Mr. Barlett, Council voted 6-0 to approve adding the advertisement of changes to the ordinances to the agenda. Mr. Steele was absent from the meeting.

2. Add approval for City Hook and Ladder to purchase Engine 32-2 from Heritage Fire Company.

On a motion by Mr. Barlett and seconded by Mr. Gutshall, Council voted 6-0 to approve adding approval for City Hook and Ladder to purchase Engine 32-2 from Heritage Fire Company. Mr. Steele was absent from the meeting.

Hearing of Person's Present: Agenda Related Items: 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: February 3rd, Council Meeting

b. Approval of Treasurer's Report: N/A

c. Approval of Schedule of Bills: N/A

d. Facilities Use Requests:

Rylin Construction – Elizabeth Lot

Lewistown Girls Little League Softball

e. Acknowledge receipt of Fame Meeting Minutes: N/A

f. Acknowledge receipt of Tax Collector's Report: N/A

g. Acknowledge receipt of Department Reports: N/A

On a motion by Mr. Gutshall and seconded by Mrs. Knudson, Council voted 6-0 to approve the consent agenda. Mr. Steele was absent from the meeting.

Fire Chief Report: N/A

Mayor Report:

- a. **Junior Council Presentation:** Miss Weaver presented council with an idea that she had to try and help get youth involved. Her idea was to have junior “Day of Caring” for high school students in Mifflin County. She mentioned that this would be very similar to the United Way’s “Day of Caring” but at a much smaller scale. She gave some brief specifics of what would be needed from her peers in order for something like this to occur. She would continue to brief council on this project. Council President Moore mentioned that the council would be willing to help her in any way they could.

Police Chief: Chief Clemens reviewed parking ticket statistics from 2024. He shared the statistics for the beginning of 2025. He mentioned about beginning to discuss how to move forward with parking enforcement/street sweeping enforcement. He said that he would get with Mr. Fink and Ms. Weiss regarding costs associated with parking enforcement and get a plan to move forward.

Borough Solicitor: Mr. Remy stated he had nothing to discuss.

Borough Manager: Nothing additional to report at this time.

New Business: Consideration of Approvals

1. Recommend approval of the Sewer Vent Cap Ordinance as advertised.

On a motion by Mr. Gutshall and seconded by Mrs. Knudson, Council voted 6-0 to approve the Sewer Vent Cap Ordinance as advertised. Mr. Steele was absent from the meeting.

2. Recommend approval of replacing the Boiler Expansion Tank at the WWTP in the amount of \$5,150.00.

On a motion by Mr. Gutshall and seconded by Mrs. Knudson, Council voted 6-0 to approve replacing the Boiler Expansion Tank at the WWTP in the amount of \$5,150.00 Mr. Steele was absent from the meeting.

3. Recommend approval of replacing a 15,000 BTU Heat Pump at the WWTP in the amount of \$9,400.00

On a motion by Mr. Gutshall and seconded by Mrs. Knudson, Council voted 6-0 to approve replacing a 15,000 BTU Heat Pump at the WWTP in the amount of \$9,400.00. Mr. Steele was absent from the meeting.

4. Recommend approval of the resignation of Jason Wise effective 2/14/25, the transfer of Nick Folmer to WWTP Operator effective 1/30/25, and transfer of Jonathon Forshey to Refuse Collector effective 2/19/25.

On a motion by Mr. Barlett and seconded by Mrs. Gutshall, Council voted 6-0 to approve the resignation of Jason Wise, transfer of Nick Folmer, and transfer of Jonathon Forshey. Mr. Steele was absent from the meeting.

5. Recommend approval to advertise the changes to ordinances 110-15, 233-31, 233-34, 212-38, and 192-6.

On a motion by Mrs. Knudson and seconded by Mr. Barlett, Council voted 6-0 to approve the advertisement of changes to the ordinances. Mr. Steele was absent from the meeting.

6. Recommend approval for City Hook and Ladder to purchase Engine 32-2 from Heritage Fire Company.

On a motion by Mr. Barlett and seconded by Mr. Gutshall, Council voted 6-0 to approve adding approval for City Hook and Ladder to purchase Engine 32-2 from Heritage Fire Company. Mr. Steele was absent from the meeting.

7. Recommend approval to readvertise the properties with no minimum bids.

On a motion by Mrs. Knudson and seconded by Mr. Gutshall, Council voted 6-0 to readvertise the properties for sale with no minimum bids. Mr. Steele was absent from the meeting.

Public Comment: Non-Agenda Items - NONE

Executive Session Started: 5:45 PM

Executive Session Ended: 6:45 PM

Unfinished Business:

a. Recommend approval of the advertising of an Administrative Assistant position.

On a motion by Mrs. Knudson and seconded by Mr. Barlett, Council voted 6-0 to approve the advertising of an administrative assistant position. Mr. Steele was absent from the meeting.

Council Ended: 6:47 PM

—

(Vice) President, Lewistown Borough Council

(Seal)

ATTEST:

(Asst.) Borough Secretary