

Borough Council Meeting

February 3, 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, Jim Steele, Scott Gutshall and Matt Moore were all present. Larry "Heavy" Searer, Stephen Knudson and Lisa Knudson were all absent. Mayor Deb Bargo was present. Junior Council member Leanne Weaver was present, and Ava Kelly was absent.

Committee Work Session:

1. Finance Discussion.

a. Utility Billing Review

Mr. Fink stated that people have been making efforts to pay their accounts or make payments on their accounts.

b. Sewer/Refuse Delinquency Review

Somer Weiss stated that Cycle 1 notices will be sent out in February.

c. Commercial EDU Billing Update

Mr. Fink stated the Somer was working on this to get them up to date for their usage, making sure they are being billed correctly. Mr. Fink stated he has reached out to some of the larger properties to talk to them about the changes. Mr. Gutshall asked if anyone reached out to the laundromats and Mr. Fink stated he has not because they just recently changed ownership.

d. Garbage Truck Repairs

Mr. Fink stated garbage truck #405 needs to have its turbo replaced. Mr. Fink stated that the other garbage truck was just replaced. The mechanic has stated it isn't anything we are doing. Mr. Fink stated the repairs would be paid out of the Refuse Account.

e. 2023/2024 CDBG Funding Options

Mr. Fink asked Council what they would like to do so that a contract with the County can be signed. These funds would be for 2023 CDBG funds and the 2024 CDBG funds that will be released in September. The total is about \$245,000.00. Mr. Fink stated the money can be used for Fire Department equipment such as the new fire truck and the air pack systems that might be needed soon. Mr. Moore asked if the money could be used for paving the streets and Mr. Fink stated it is possible to use those funds for paving, but it creates further issues because then interviews and surveys for the residents of those streets will need to be done to determine eligibility. Mr. Gutshall stated they are waiting for more information on the air packs but what makes the most sense is to apply as large a downpayment on the new fire truck as possible to help save on interest payments down the road.

f. Fire Truck Funding Discussion

Mr. Fink showed displayed an email that outlines monthly payments and interest rates for the fire truck. Mr. Gutshall asked for more recent quotes due to interest rates coming down.

2. Street/Parking Discussion.

a. Parking by Permit Only Designation Areas Discussion

Mr. Fink discussed the possibility of making designated areas in the Borough owned parking lots Permit parking only. Mr. Fink showed Council a diagram of one of the lots and highlighted areas that could be used for permit parking only to give a visual of how that would look and work if enacted. Mr. Fink stated this would allow for those meters to be pulled from those spots and reused elsewhere or to allow replacements if a meter somewhere else needed repair repaired. Mayor Bargo brought up that there are very few businesses on 3rd Street. She stated it is mostly residences and churches. She thought that those meters could be pulled also. Mr. Moore asked if the Parking Authority abolishment had been completed. Mr. Remy stated that he just finished writing up the Asset Purchase agreement between the Borough and the Parking Authority. Mr. Fink brought up Street Sweeping from Juniata Street down to the Courthouse on W. Market Street. He stated it is mostly residential through that area but during Street Sweeping they are required to move their cars from 3AM to 6AM every night. He stated this would help the residents in that area. Mr. Moore and Mr. Gutshall gave support for this change. Mr. Remy stated he would look at any ordinances that are involved in this to see what changes would need to be made.

b. Market Street Sweeping Enforcement Times

Mr. Fink brought up Street Sweeping from Juniata Street down to the Courthouse on W. Market Street. He stated it is mostly residential through that area but during Street Sweeping they are required to move their cars from 3AM to 6AM every night. He stated this would help the residents in that area. Mr. Moore and Mr. Gutshall gave support for this change. Mr. Remy stated he would look at any ordinances that are involved in this to see what changes would need to be made.

c. Bids for Cleaning and Televising Storm water lines

Mr. Fink stated he has 3 bids for cleaning and televising our storm water lines utilizing the funds from the LSA grant. Mr. Fink stated Guyer Brothers came in at \$53,615.00 and any additional heavy cleaning, which is more than 1 pass, would be \$1,015.00 per hour. Mr. Rehab came in at \$46,580.00 and any additional heavy cleaning, which for them was more than 2 passes, would be \$525.00 per hour. The last bid was from USG at \$32,290.00 for 2 passes. Mr. Fink stated his suggestion was to use USG. He stated we are already using this company for work at the Digester.

d. USG Lining of the Digester

Mr. Fink stated initially Council approved the lining for \$190,000.00 to USG but the final cost came in at \$198,800.00. Mr. Fink stated they didn't include prevailing wages, bond, and the insurance in that original quote. Mr. Fink stated that it is a COSTARS contract. Mr. Moore asked where the Borough stood on the permitting process for the Digester and Seth, with EADS, stated everything has been sent in and we are just waiting for approval. Mr. Fink stated it will be sent out to bid when we receive conditional approval.

3. Law & Ordinance Discussion. N/A

4. Rec. Board Discussion. N/A

Amendments to the Council Agenda:

- 1. Add Garbage Truck Repairs to the agenda.**

On a motion by Mr. Gutshall and seconded by Mr. Steele, Council voted 4-0 to approve adding the Garbage Truck repairs to the agenda. Mr. Knudson, Mrs. Knudson, and Mr. Searer were absent from the meeting.

Hearing of Person's Present: Agenda Related Items:

No one spoke.

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:**
January 21st, Council Meeting
- b. Approval of Treasurer's Report: As of January 31st, 2025**
- c. Approval of Schedule of Bills: \$394,315.93**
- d. Facilities Use Requests:**
Mifflin County Youth Baseball
Mifflin County Babe Ruth Baseball
- e. Acknowledge receipt of Fame Meeting Minutes:**
Fame December Statistics
Fame January 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 Mr. Steele, Council voted 4-0 to approve the consent agenda. Mr. Knudson, Mrs. Knudson, and Mr. Searer were absent from the meeting.

Fire Chief Report:

Chief Douglas stated City Hook & Ladder responded to 21 calls and Heritage responded to 22 calls in January. Chief Douglas stated he met with the Chiefs and Captains from each station to update their Box alarms to prepare them and update them for the County to implement in their new CAD system.

Chief Douglas stated there will be a UGI training event on February 19th at Heritage Fire Station. Chief Douglas stated there have been a lot of gas odor calls in the Borough. Mr. Gutshall asked if these odor calls are from one area or if they are all over the Borough. Chief Douglas stated they are all over the Borough.

Chief Douglas stated the Borough SOP's (Standard Operating Procedures) need updating and they will be tackling that task next.

Chief Douglas stated that he sent a letter to Josh Pennypacker. Mr. Pennypacker is taking over in a Supervisory role at the 911 Dispatch Center. Chief Douglas is looking to change the Battalion Chiefs designation to Chief 46 and Deputy 46.

Chief Douglas commended his firefighters in their actions at the fires at Juniata Terrace.

Mr. Barlett asked if Council needed to accept the changes to the Box alarms. Mr. Remy stated he wasn't aware of the need to accept the changes. Chief Douglas stated there were not a lot of changes made but did say that updates were made since the Borough only has 2 stations now. He stated when there were three stations there was an 11 Box for the West end of Town, 13 Box for the South side of town and a 14 Box for the East side of town. Chief Douglas stated they decided to keep the 14 Box the same and change the 13 Box to Box 32. This allows each station to be dispatched for calls in their area by the Box. Chief Douglas stated Box 11 was renamed Box 1432. This will send 1 piece of equipment from each station. Mr. Barlett and Mr. Moore agree that a motion needs to be made to accept the Mutual Aid agreements planned by the Fire Chief.

On a motion by Mr. Barlett and seconded by Mr. Gutshall, Council voted 4-0 to approve accepting the Mutual Aid Agreements discussed by Chief Douglas. Mr. Knudson, Mrs. Knudson, and Mr. Searer were absent from the meeting.

Mayor:

Mayor Bargo stated she would give her report at the second meeting of the month.

Police Chief:

Mayor Bargo stated Chief Clemens would have his report at the second meeting of the month.

Borough Solicitor:

Mr. Remy stated he had nothing to discuss.

Borough Manager:

a. Storm Line Cleaning and Televising Bids.

Already discussed.

b. Grant Funding Opportunities Update

Mr. Fink stated he was in Harrisburg on Thursday of last week and met with DCED leadership, Executive Director of the Commonwealth Financing Authority and one of her employees who oversees water and sewer projects and grants. Mr. Fink stated he was given other avenues for funding not only at the State level but at the Federal level. One of those avenues would be USDA grants that are for rural America with less than 10,000 residents. Mr. Fink is working with Nick Soccio to set up an appointment with Senator McCormick's office to look at those avenues for funding.

c. Storm Line “Slip Lining” Demonstration

Mr. Fink stated Guyer Brothers will be coming in to give this demonstration. Mr. Fink stated surrounding municipalities have been invited and Representative Benninghoff reached out to Mr. Soccio to express his interest in seeing this demonstration. Mr. Fink reiterated that Representative Benninghoff is fully engaged and wants to help the Borough of Lewistown.

Important Dates:

- 1. February 17th President’s Day. Borough Hall and all its offices will be closed.**
- 2. February 18th Borough Council Meeting. This meeting is on Tuesday because of the President’s Day holiday on Monday, February 17th.**

New Business: Consideration of Approvals

- 1. Recommend approval to award Storm Line Cleaning and Televising from the LSA Grant Award to USG.**

On a motion by Mr. Gutshall and seconded by Mr. Steele, Council voted 4-0 to approve awarding the Storm Line Cleaning and Televising project to USG and to be paid from the LSA Grant. Mr. Knudson, Mrs. Knudson, and Mr. Searer were absent from the meeting.

- 2. Recommend approval to award USG for the lining of the Digester before the roof project at a cost of \$198,800.00.**

On a motion by Mr. Gutshall and seconded by Mr. Steele, Council voted 4-0 to approve USG for the lining of the Digester at an updated cost of \$198,800. Mr. Knudson, Mrs. Knudson, and Mr. Searer were absent from the meeting.

- 3. Recommend approval to replace a Rolling Steel garage door at the Wastewater Treatment plant with the amount of \$8,874.00.**

Mr. Moore asked for more information on this agenda item. Mr. Fink states the door has been rehabbed multiple times, and it has reached the replacement stage. The door keeps heat inside the building. Central PA Dock and Door submitted the cheaper of the two quotes.

On a motion by Mr. Gutshall and seconded by Mr. Steele, Council voted 4-0 to approve replacing a rolling steel garage door at the Wastewater Treatment Plant for \$8,874.00. Mr. Knudson, Mrs. Knudson, and Mr. Searer were absent from the meeting.

- 4. Recommend approval to the repairs of the Garbage Truck to be paid out of the Refuse Account.**

On a motion by Mr. Gutshall and seconded by Mr. Steele, Council voted 4-0 to approve repairs to the turbo on Garbage Truck #405 to be paid out of the Refuse Account. Mr. Knudson, Mrs. Knudson, and Mr. Searer were absent from the meeting.

Public Comment: Non-Agenda Items

Jim Zubler asked if the meeting with landlords has been set yet. Mr. Fink stated Katelyn Rauch has reached out to Keystone Council of Governments regarding a few counties that have a rental ordinance in place. She was reaching out to see if they would come to Mifflin County to group us all as one council. Mayor Bargo stated they would be responsible for the inspections. Mr. Fink stated it would be their 3rd party inspector who would conduct the rental inspections and that our 3rd party inspector has no interest at this time in conducting those inspections.

Executive Session Started: 5:11 PM

Executive Session Ended: 5:43 PM

Unfinished Business:

- a. **Recommend approval of the resignation of Employee A effective February 16, 2025.**

On a motion by Mr. Gutshall and seconded by Mr. Steele, Council voted 4-0 to add the resignation of the Secretary to the Borough Manager to the agenda. Mr. Knudson, Mrs. Knudson, and Mr. Searer were absent from the meeting.

On a motion by Mr. Barlett and seconded by Mr. Gutshall, Council voted 4-0 to accept the resignation of the Secretary to the Borough Manager effective February 16, 2025. Mr. Knudson, Mrs. Knudson, and Mr. Searer were absent from the meeting.

Council Ended: 5:44 PM

(Vice) President, Lewistown Borough Council

(Seal)

ATTEST:

(Asst.) Borough Secretary