

Borough Council Meeting Minutes

April 7th, 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, Matt Moore, and Larry “Heavy” Searer (arrived at 4:44 PM) were all present. Mayor Deb Bargo was present. Jim Steele was absent.

Committee Work Session:

1. Finance Discussion –

- Mr. Fink presented the loan options for the Fire Truck and shared information regarding the 2% Loan and if that was to be used for the Fire Truck. If the 2% loan was going to be utilized, the rate from Leasing2 would have increased by 2-2.5% due to PEMA wanting to have a secondary lien on the truck. Leasing2 wants to be the only lien holder for the truck at the presented rate of 4.79%. Admin would continue to work with Leasing2 and get a plan that best suits the Borough financials and present at the 4/21 meeting. Further discussion was held regarding the Terms of Agreement for Heritage Fire Company. These terms included no allocation towards their department during the loan of the truck. This would be re-evaluated on a yearly basis based on the financial status of the Borough and the Fire Specialty Tax. The former United building would revert to the Borough which is stated as a reverter clause in the current deeds. No additional tools would be put onto the truck. The tool mounting would take place within the Fire Department. Heritage personnel were in attendance and would be taking these items back to their executive committee for approval. Once they had approval from their executive committee, they would then sign the deed and send that back to the Borough. Discussion around the payment of \$27,500 from City Hook & Ladder to Heritage that was initially to be placed back into the Fire Specialty tax. After discussion, this money would stay with Heritage and would be used for the purchase of Hose on the new Ladder Truck. Heritage would need to come up with the remaining amount of

money for that purchase. This money would exchange hands once the Title to the engine was in hand from the State.

- Mr. Fink shared that Shut Off Notices would be posted on April 10th for cycle 1 delinquencies. These shut offs would then take place in early May. We've had a great response to the notices that have been sent out since this has begun and are making great progress in getting money owed back to the Borough. Sewer/Refuse has seen a decrease in delinquency after running reports from the beginning of the year. Mr. Fink stated that we would continue to move forward with cycle 2 and 3 in the coming months.
- Mr. Fink shared that we are diligently working on additional grant funding and following up with local senators and representatives within our area. We are working on a PA Small Water and Sewer Grant that will take care of the cleaning/rehab of Digester 2 and 3 once we have Digester 1 up and running in late September.
- Mr. Fink stated that Digester Roof Bids were opened on Thursday of last week and that we would be approving the notice of award later in the meeting for both the roof and electrical components of the project.

2. Street/Parking Discussion –

- Mr. Fink shared that the North Plaza lot would have meters removed starting tomorrow and enacting a temporary signage for Parking by Permit only signs. This is going to help with meters and replacing those on the streets that are in need of assistance.
- Mr. Fink reminded Council and the public that Street Sweeping would begin on April 13th. Enforcement will be out that same night.

3. Law & Ordinance Discussion – N/A

Amendments to the Council Agenda:

1. Recommend approval to amend the agenda to authorize Borough Administration to execute documents for the lease of the Fire truck contingent on signed agreements from Heritage Fire Company.

On a motion by Mrs. Knudson, and seconded by Mr. Barlett, council voted 6-1 to pass the addition of this to the agenda.

2. Recommend approval to amend the agenda for letter f to be changed to \$7,600 instead of \$8,900 to be paid out of WWTP and amend the amount in letter g to \$1,309,300 to be paid out of WWTP Capital.

On a motion by Mrs. Knudson, and seconded by Mr. Gutshall, Council voted unanimously to amend letter f and g on the agenda.

Hearing of Person's Present: Agenda Related Items: Lynda Long

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:

c. Approval of Schedule of Bills: \$938,426.43

d. Facilities Use Requests:

Kid Connection – Rec Park

Friends of the Embassy Concert.

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 unanimously to approve the consent agenda.

Fire Chief Report: Chief Douglas asked about looking into a Sewer Reduction Meter for the fire departments based on water usage. Mr. Fink stated he would look into those for the departments and whether or not it was something that would help with a savings for them.

Mayor Report: Mayor Bargo shared about the Mayor Association dinner that would be taking place on April 23rd. 6:00 social gathering with a meal at 6:30. This was at no charge.

Police Chief: No Report

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

Borough Manager: Nothing at this time.

New Business: Consideration of Approvals

1. Recommend approval of Resolution 2025-2 to enact a temporary signage for Parking by Permit Only in the North Plaza Lot.

On a motion by Mr. Gutshall and seconded by Mrs. Knudson, council voted 6-0 to approve.

2. Recommend approval of Resolution 2025-3 for the Mifflin County 2025 Hazard Mitigation Plan.

On a motion by Mr. Gutshall and seconded by Mrs. Knudson, council voted 6-0 to approve.

3. Recommend approval to accept the ordinance changes as advertised: Chapter 55.

On a motion by Mr. Gutshall and seconded by Mrs. Knudson, council voted 6-0 to approve.

4. Recommend approval to proceed with obtaining bids for Alley Paving between N. Pine and N. Walnut to be paid out of State Liquid Fuels as budgeted.

On a motion by Mr. Barlett and seconded by Mrs. Knudson, council voted 6-0 to approve.

5. Recommend approval for Varec Biogas Field Service and Spares to conduct a preventative maintenance and replace parts on the WWTP Methane System at a COSTARS cost of \$24,335.00 to be paid out of WWTP.

On a motion by Mr. Gutshall and seconded by Mrs. Knudson, council voted 6-0 to approve.

6. Recommend approval to replace 9 Surge Modules at the WWTP at a cost of \$7,600.00 to be paid out of WWTP.

On a motion by Mr. Gutshall and seconded by Mrs. Knudson, council voted 6-0 to approve.

7. Recommend approval to award J.P Environmental, LLC for the anaerobic Digester/Mixing System bid (Contract #2025-WWTP-01-General) at a cost of \$1,309,300.

On a motion by Mrs. Knudson and seconded by Mr. Gutshall, council voted 6-0 to approve.

8. Recommend approval to award LEZ Electric for the electrical work at the WWTP (Contract #2025-WWTP-02-Electrical) at a cost of \$88,581.00

On a motion by Mr. Gutshall and seconded by Mrs. Knudson, council voted 6-0 to approve.

9. Recommend approval to authorize Borough Administration to sign for the lease of the Fire Truck contingent on agreement signed by Heritage Fire Department.

On a motion by Mrs. Knudson and seconded by Mr. Gutshall, council voted 6-0 to approve.

Public Comment: Non-Agenda Items - New Chief from FAME EMS

Executive Session Started: 5:55 PM

Executive Session Ended: 6:38 PM

Unfinished Business:

1. Recommend approval to add the transfer of Employee A from her current union position to Non-union position effective 4/14/25.

On a motion by Mrs. Knudson and seconded by Mr. Gutshall, council voted 5-1 to add this to the agenda.

2. Recommend approval of the transfer of Employee A from her current union position to Non-union position effective 4/14/25.

On a motion by Mrs. Knudson and seconded by Mr. Gutshall, council voted 5-1 to approve this.

3. Recommend approval to add the hiring of Joseph Lyter to the police department as a police officer pending an psych evaluation.

On a motion by Mrs. Knudson and seconded by Mr. Knudson, council voted 5-1 to add this to the agenda.

4. Recommend approval to for the hiring of Joseph Lyter to the police department as a police officer pending an psych evaluation.

On a motion by Mrs. Knudson and seconded by Mr. Knudson, council voted 3-3 for a tie vote. Mayor Bargo voted in favor to break the tie 4-3 passed.

Council Ended: 6:42 PM

(Vice) President, Lewistown Borough Council

(Seal)

ATTEST: _____

(Asst.) Borough Secretary