

# **Borough Council Meeting Minutes**

**May 19<sup>th</sup>, 2025**

## **LEWISTOWN MUNICIPAL BUILDING COUNCIL CHAMBERS**

**The Council meeting opened at 4:30 PM with Borough Council Vice President Robert Barlett presiding. The Pledge of Allegiance was recited by all present.**

### **Prayer**

### **Roll Call**

Robert Barlett, Scott Gutshall, Stephen Knudson, and Larry “Heavy” Searer were all present. Matthew Moore, Lisa Knudson, and Jim Steele were absent. Mayor Deb Bargo was also present.

### **Committee Work Session:**

#### **1. Finance Discussion – N/A**

#### **2. Street/Parking Discussion – N/A**

#### **3. Law & Ordinance Discussion –**

- Refuse/Sewer Payments towards Outstanding Balances:
  - Discussion was held regarding how residents payments are applied to their outstanding bills. Currently, there is no order in which a bill has payments applied to it. The recommendation by Borough Manager Mr. Fink was that these payments be applied in the following order: Penalties, Refuse, and Sewer. The only real action the Borough has is to terminate water service for non-payment of sewer. If a resident pays just their Sewer portion of the bill they still have outstanding refuse and penalties that are not getting paid on. Mr. Remy believes that this can be done and he will research and bring back an amendment to the ordinance.
- Parking Downtown Ordinances / Enforcement:
  - Mr. Barlett updated council on a meeting with himself, Mr. Knudson, Borough Manager, Police Chief and Codes department about the enforcement of the parking meters and how that would be handled moving forward. He was confident that the plan was in place and that this would be followed through on.
- Cost of Parking in Downtown:

- Mr. Fink shared some parking costs from nearby locations about how much other areas are charging to park in their parking areas around their towns. There was not a consistent cost among many of them with some ranging from \$0.25 per 10 minutes to \$0.25 per 45 minutes. There was discussion pertaining to how much should be charged in Downtown Lewistown. Mr. Zubler shared that he had surveyed some local businesses and had positive feedback in support of the meters as it helps with turnover for their businesses in the Downtown area. He mention in Ligonier, PA they have new parking meters that have a “Free 15 Minutes” of parking button for those running in and out of store quickly. Discussion was held for how to charge for parking meters. Three options discussed were \$0.25 / 30 minutes, \$0.25 / 45 minutes, and \$0.25 / 60 minutes. Mr. Fink would bring this back at the next council meeting for further discussion.
- Omnibus #2:
  - Mr. Remy stated he had prepared an Omnibus #2 for minimum and maximum fines for current ordinances and is ready to advertise this if council wishes to do so.
- Town Hall Rental Ordinance Meeting:
  - Town Hall will take place on Wednesday, May 21<sup>st</sup> at 5:30 PM at the Lewistown Community Center.

### **Amendments to the Council Agenda: NONE AT THIS TIME**

Motion to add Omnibus Ordinance #2 to the agenda.

*On a motion by Heavy Searer and seconded by Mr. Gutshall, council voted unanimously to approve, adding this to the agenda..*

### **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: N/A**

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

**c. Approval of Schedule of Bills: N/A**

**d. Facilities Use Requests:**

**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**

*\*There was no vote needed for the consent agenda.*

**Fire Chief Report:** Chief Douglas requested painting some additional lines in front of Heritage Fire Company for getting in the new ladder truck and not having cars in the way. Mr. Fink will have Mr. Rager reach out to PENNDOT and ask what is needed to have that done.

**Mayor Report:** Mayor Bargo mentioned that Jon Zimmerman had passed away. She mentioned how Mr. Zimmerman made a meaningful impact to just Downtown Lewistown, but the entire County. He was a well-known individual that did a lot for the community. She also mentioned about the Rental Ordinance and that town hall meeting coming up on Wednesday 5/21/25.

**Police Chief:** Chief Clemens presented the stats for the month of May. He stated that the officers conducted some undercover buys and confiscated many items during these undercover buys.

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

**Borough Manager:**

- Lewistown Borough CCTV Update
  - Mr. Fink stated that Guyer Brothers would be in the Downtown area beginning after Memorial Day to begin Cleaning and Televising the Storm Lines.
- Grant Update
  - Mr. Fink was approached by Senator McCormick's office about submitting an application for Congressional Money within the Federal Budget. Mr. Fink will work with GSL to submit the application.

## **New Business: Consideration of Approvals**

**1. Recommend approval to purchase a new sampler for WWTP as budgeted at a cost of \$11,000.**

*On a motion by Heavy Searer and seconded by Mr. Gutshall, council voted unanimously to approve.*

**2. Recommend permission for Hometown Potters' Studio to conduct Raku Firings within the Borough limits**

*On a motion by Heavy Searer and seconded by Mr. Gutshall, council voted unanimously to approve.*

**3. Recommend authorization to complete a sales agreement between the Borough of Lewistown and Zane Swanger for the purchase of property on Valley/3rd Street.**

*On a motion by Heavy Searer and seconded by Mr. Gutshall, council voted unanimously to approve.*

**4. Recommend approval for Borough Administration to work with GSL regarding Congressional Direct Spending application for additional Sewer Grant money.**

*On a motion by Mr. Gutshall and seconded by Heavy Searer, council voted unanimously to approve.*

**5. Recommend approval to advertise the Omnibus Ordinance #2.**

*On a motion by Heavy Searer and seconded by Mr. Gutshall, council voted unanimously to approve.*

**Public Comment: Non-Agenda Items - NONE**

**Executive Session Started: 5:18 PM**

**Executive Session Ended: 5:47 PM**

**Unfinished Business:**

**A. Motion to add hiring up to 15 lifeguards and 4 concession workers.**

*On a motion by Mr. Gutshall and seconded by Heavy Searer, council voted 3-1 to approve adding it to the agenda.*

**B. Motion to add hiring a pool manager and head lifeguard for the 2025 pool season.**

*On a motion by Mr. Gutshall and seconded by Heavy Searer, council voted 3-1 to approve adding it to the agenda.*

**C. Recommend approval to hire up to 15 lifeguards and 4 concession workers.**

*On a motion by Mr. Gutshall and seconded by Mr. Knudson, council voted 3-1 to approve hiring lifeguards and concession workers.*

**D. Recommend approval to hire a pool manager and head lifeguard for the 2025 season.**

*On a motion by Mr. Gutshall and seconded by Mr. Knudson, council voted 3-1 to approve hiring lifeguards and concession workers.*

**Council Ended: 5:51 PM**

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(Vice) President, Lewistown Borough Council

(Seal)

ATTEST: \_\_\_\_\_

(Asst.) Borough Secretary