

# **Borough Council Meeting Minutes**

**May 5<sup>th</sup>, 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, Jim Steele and Larry “Heavy” Searer were all present. Mayor Deb Bargo was also present.

**CDBG Public Hearing:** Carol High from SEDA COG was present to hold a public hearing for CDBG Funds. She went through all the requirements for the CDBG Funds and what the process is. She mentioned that we have about \$123,000 currently and will be getting approximately that amount again in September and will have two years of CDBG Funds. She had asked all attending of some potential uses for the CDBG Funds.

- Fire Equipment, Breathing Apparatus, and Paving Projects were mentioned.

The Public Hearing was then closed.

### **Committee Work Session:**

#### **1. Finance Discussion –**

- **Utility Bill Delinquency Report**
  - Mr. Fink shared a report that was ran as of 5/5/25 for Utility Bill Delinquency, we are heading in the right direction with the percentage of delinquency continue to decrease. We are down to 35% delinquent for Cycle 1 which was a decrease from 42% during the last cycle. This number continues to trend downward and with the first cycle shut offs, we have been able to collect more money.
- **Zero Read Reconciliation**
  - Mr. Fink stated that working with Ms. Weiss and Mr. Fosselman, they are confident that we have rectified the zero reads from the water company but will continue monitor these and work with the water company if we notice any out of the ordinary.
- **Fire Department Sewer/Refuse**

- It was asked to look into the fire department's sewer/refuse billing and the possibility of it being exonerated. After review and discussion, with the social clubs being part of these entities it did not seem fair to waive sewer/refuse bills for the departments. They would look at having reduction meters added to the stations to help lower their sewer bills.
- **Street Sweeper Lease Program**
  - Mr. Fink shared that as we begin to look forward with possibly replacing our Street Sweeper he had spoke with EJ Weber from A&H Equipment about different options. These options included a lease program that would cost approximately \$60-65K per year that could be paid out of State Liquid Fuels each year as a new sweeper costs about \$300-350K+ at this point. The timeline for a new sweeper is about 18-24 months and making a decision now would help and get on the list. Mr. Fink shared that we have spent about \$20K on repairs thus far on the sweeper. Mr. Fink stated he would get more information and bring this back to council.
- **Community Center Expenses/Revenue**
  - Mr. Fink shared the Community Center expenses/revenue thus far. He shared that the building is being use a few weekends a month but the summer months are not as busy. There are a few weddings booked in the far for a reception. Council discussed options of what to do with the building. Heavy Searer made a motion to have the building appraised to determine what it is worth.
- **Police Station Building:** This was discussed in executive session.
- **Pool Concession Stand:**
  - Mr. Fink shared that no one had put in an RFP to run the concession stand this year. Rec Board discussed to run the concession stand internally since we had no interest. Pool Managers had come up with a smaller menu and have either the lifeguards cycle through or hire concession stand workers.

## 2. Street/Parking Discussion –

- **North Pine Alley Paving Update**
  - Mr. Fink updated the alley paving. They are working with getting measurements on alleys and getting some initial costs estimates. Estimates are coming back much higher than previously thought. EADS is working on other alternatives for these bids.
- **Parking Meters Downtown**
  - Mr. Fink shared that he has a COSTARS quote for parking meters in the downtown area. Meters have not been updated in many years. We are

having issues with Globes, Not working properly, etc. Discussion occurred around the cost of parking in Downtown. Mr. Fink shared some additional prices from nearby areas for the parking. A consensus was that parking should be in the range of \$0.25 per 30 minutes up to \$0.25 per 60 minutes. Mr. Fink would reach out to council to get additional thoughts on parking and bring back to the Finance portion of the next meeting.

### **3. Law & Ordinance Discussion – N/A**

#### **Amendments to the Council Agenda:**

##### ***A. Motion to add to have the Community Center Appraised.***

*On a motion by Heavy Searer and seconded by Mr. Barlett, council voted unanimously to add to the agenda.*

##### ***B. Motion to add approval for a Farmer's Market Facility Use Request for May through September.***

*On a motion by Mr. Barlett and seconded by Mrs. Knudson, council voted unanimously to add to the agenda.*

#### **Hearing of Person's Present: Agenda Related Items:**

#### **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: April 7<sup>th</sup> (Council), April 21<sup>st</sup> (Council)**

**b. Approval of Treasurer's Report:**

**c. Approval of Schedule of Bills:**

**d. Facilities Use Requests:**

**f. Acknowledge receipt of Tax Collector's Report:**

**g. Acknowledge receipt of Department Reports:**

*On a motion by Mr. Gutshall and seconded by Mrs. Knudson, Council voted unanimously to approve the consent agenda.*

**Fire Chief Report:** No Report for this meeting.

**Mayor Report:** No report for this meeting.

**Police Chief:** Nothing to report at this meeting

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

**Borough Manager:**

- Mr. Fink updated Council on the CCTV project and the bids that came in for the Downtown Central Business District. He will ask for approval of Guyer Brothers later in the meeting.

**New Business: Consideration of Approvals**

**1. Recommend approval of motor repair for the Street Sweeper Broom at a cost of \$4,856.08 to be paid out of State Liquid Fuels.**

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

**2. Recommend approval for Guyer Brothers for Cleaning and Televising Central Business District at a cost of \$78,650 to be paid out of General Borough Capital to be reimbursed by the LSA CCTV Grant.**

*On a motion by Mr. Gutshall and seconded by Mrs. Knudson, the council voted unanimously to approve.*

**3. Recommend approval for a Community Center appraisal.**

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

**4. Recommend approval for the Farmer's Market Facility Use to run from May to September.**

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

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

**Executive Session Started: 5:15 PM**

**Executive Session Ended: 5:49 PM**

**Unfinished Business:**

**a. Motion to add: Lot Consolidation of the Community Center to be completed.**

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

**b. Recommend approval to have the Lot Consolidation completed.**

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

**Council Ended: 6:01 PM**

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(Vice) President, Lewistown Borough Council

(Seal)

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

(Asst.) Borough Secretary