

Borough Council Meeting Minutes

August 18th, 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

Matt Moore, Robert Barlett, Scott Gutshall, Lisa Knudson, Stephen Knudson, and Larry “Heavy” Searer were all present. Jim Steele was absent.

Committee Work Session:

1. Finance Discussion –

- a. **Delinquency Update:** Mr. Fink shared with the council the current delinquency report as of 8/1/25. The current delinquency report shows a delinquent amount of \$233,029. This report shows that the highest amount of delinquency was in the beginning of 2025, which was \$629,593. Mr. Fink shared that we have collected almost \$400,000 in delinquent bills within the first part of the year. Delinquency and shut-off notices continue to go out to residents for not paying their bills.
- b. **Act 131 Discussion:** Mr. Gutshall discussed with Council regarding Act 131 which is the law in which Council Members and Mayor salary’s are set. The current Act 131 that passed the PA Senate by a vote of 48-2 sets new limits for the salary of these elected individuals. Mrs. Knudson shared that she’d like to see council act on this as having a possible open seat at the end of the year, this would allow for some incentives to want to become part of the council. Mr. Gutshall shared the last time council had any increase was in December of 1995 which is almost 25 years ago.
- c. **22 Ridge Road:** Mr. Fink shared that this property was listed for a sealed bid in March/April and no bids were received for this property. Mr. Fink shared that he received a bid on this property. Mr. Remy stated that, according to the law he recommends we re-advertise this property for sale.
- d. **Budget Timeline/Discussion:** Mr. Fink shared that we are beginning to get into Budget Season and that we will have some budget workshops through the Fall. Ms. Weiss mentioned that meetings with Department Heads is

happening to get their wish list of items for the 2026 Budget. Mr. Fink shared that the first Budget Workshop is on Thursday, August 21st at 3:30 PM.

2. Street/Parking Discussion –

- a. Multimodal Grant:** Mr. Fink stated that currently, the Budget impasse is causing no money to be flowing at this point. Once the budget is passed, we will wait and see how this grant plays out. It has been sent off for further review of the application.
- b. Alley Paving Bid Opening:** Mr. Fink opened up the 1 bid that was received for the N. Pine/N. Walnut/Pine Court Alley paving. GOH was the lone bidder. Lucas Parkes was going to review and offer his recommendations based on the alternate bids that were placed in the bid documents. After his initial review, he felt that going with the Alt Bid #2 would create some savings for the Borough. The base bid was for \$142,263.50.
- c. County Liquid Fuels Allocation:** Mr. Fink shared that the county receives Liquid Fuels and distributes that money to the municipalities in the county. Our allocation for this year from the county is \$7,335.00. This money will go towards the paving alley's project for this year.

3. Law & Ordinance Discussion –

- a. Chapter 200 Updates:** Mr. Barlett mentioned about the changes made at the previous meeting regarding Chapter 233 and Chapter 24 of the codes. He asked Mr. Fink to share updates on Chapter 200. Chapter 200 needs some additional verbiage update to reflect wording updates for the ordinance. Mr. Remy did not see any issues with the changes that were being requested. Mr. Gutshall asked about add "Not for Resale" in the ordinance or on the tags themselves. Mr. Remy would look into it.

Hearing of Person's Present: Agenda Related Items:

- **Mr. Everly – Hole in Yard**
- **Lisa Snyder – TNVR Program Presentation**

Motion to add to the agenda, placing purple flags and lights on the Fountain for the Abuse Network.

On a motion by Heavy Searer and seconded by Mrs. Knudson, the council voted unanimously to add it to the agenda.

Motion to add to the agenda, accepting the Paving Bids from GOH.

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

CONSENT AGENDA**

The following are routine, procedural, and informational non-controversial items and do not appear to require discussion or explanation before 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: July 7th (Council) & July 21st (Council)

b. Approval of Treasurer's Report

c. Approval of Schedule of Bills: \$714,447.57

d. Facilities Use Requests:

i. Sacred Heart – Trick or Treat Night – (Fees Waived)

f. Acknowledge receipt of Tax Collector's Report / Department Reports

On a motion by Heavy Searer and seconded by Mrs. Knudson, Council voted 6-0 to approve the consent agenda.

Fire Chief Report: Assistant Chief Shoop was present to present the Fire Chief Report. He reported that City had 34 calls for service with 24 in and 10 out of town. Heritage had 24 calls for service with 21 in and 3 out of town. He said the bugs are being worked out of the new truck but it is in-service.

FAME EMS Chief Report: Chief Coldren presented the FAME EMS Report to the Council with their calls for the month of July.

Mayor Report: Mayor Bargo discussed the legislation that is pending for Tax-Exempt municipalities and that it is awaiting a vote, but no movement at this point. She also shared about Junior Council Member LeeAnne and her United Way Day of Caring Project for this year.

Police Chief: Chief Clemens presented his Police Chief Report for the month of July. He shared about undercover buys and drug arrests and showed council a picture of items that were seized in the month of July.

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

Borough Manager: Mr. Fink updated council on current pending grants. No grants will be awarded until the State passes a budget. Mr. Fink shared with council a blue folder that has forms in it that he is asking them to review. Updated application forms, facility use

forms, Baseball/Softball Field guidelines, and the cost of fee schedule for 2026. He mentioned of the upcoming Budget Workshop on Thursday at 3:30 PM. He mentioned about the CDBG upcoming Hearing. Carol from SEDA COG briefed the council on the current status of CDBG funds and what the next steps were.

New Business: Consideration of Approvals

1. Recommend approval for a letter of support for Downtown Lewistown for their submission of a PA DCED Business Improvement Mini Grant Program.

On a motion by Mr. Gutshall and seconded by Mrs. Knudson, Council voted 5-1 to approve the letter of support for DLI Mini Grant Program through Main Street Matters.

2. Recommend approval for the allocation of \$141,962 of FFY 2025 Community Development Block Grant Entitlement funding for the following activities, subject to fulfillment of all remaining citizen participation obligations.

On a motion by Mr. Barlett and seconded by Mr. Gutshall, Council voted 6-0 to approve the allocation of FFY25 CDBG Funds activities.

3. Recommend approval for the MIBA Subdivision Plan as approved by the Planning Commission.

On a motion by Mr. Gutshall and seconded by Mrs. Knudson, Council voted 6-0 to approve the approval of the MIBA Subdivision Plans as approved by the Planning Commission.

4. Recommend approval for City Hook and Ladder quarterly allocation of \$11,250.

On a motion by Mr. Barlett and seconded by Mrs. Knudson, Council voted 6-0 to approve the quarterly allocation of City Hook and Ladder.

5. Recommend approval of FAME EMS quarterly allocation of \$6,000.

On a motion by Mr. Barlett and seconded by Mrs. Knudson, Council voted 6-0 to approve the quarterly allocation for FAME EMS.

6. Recommend approval to place purple flags and purple lights on the Fountain Square.

On a motion by Heavy Searer and seconded by Mrs. Knudson, Council voted 6-0 to approve the Abuse Network to place purple flags on the Fountain.

7. Recommend approval to accept GOH as Paving Contractor and accepting Alternate Bid #2.

On a motion by Mr. Gutshall and seconded by Mrs. Knudson, Council voted 5-1 to approve GOH Paving Bid for N. Pine/N. Walnut Alley and S. Pine Road.

Public Comment: Non-Agenda Items - NONE

Executive Session: 5:58 PM to 6:38 PM

Unfinished Business:

A. Recommend approval to add authorizing settling a grievance issue by a payment of \$8,041.00.

On a motion by Mrs. Knudson and seconded by Mr. Barlett, Council voted 6-0 to approve adding the grievance settlement to the agenda.

B. Recommend approval to add authorizing Borough Administration to contract with a building inspector for a property inspection.

On a motion by Mrs. Knudson and seconded by Mr. Gutshall, Council voted 6-0 to approve adding to contract with a building inspector for the building.

C. Recommend approval to authorize settling a grievance issue by a payment of \$8,041.00

On a motion by Heavy Searer and seconded by Mr. Barlett, Council voted 6-0 to approve settling the grievance.

D. Recommend approval to authorize Borough Administration to contract with a building inspector for a property inspection.

On a motion by Heavy Searer and seconded by Mr. Barlett, Council voted 6-0 to approve contracting with a building inspector to inspect a building.

Council Ended 6:48 PM

(Vice) President, Lewistown Borough Council

(Seal)

ATTEST: _____

(Asst.) Borough Secretary