

Borough Council Meeting Minutes

September 15th, 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 (Phone till 5:59 PM), Robert Barlett, Scott Gutshall, Lisa Knudson, Stephen Knudson, and Jim Steele. Larry “Heavy” Searer was absent.

Committee Work Session:

1. **Finance Discussion –**
2. **Street/Parking Discussion –**
3. **Law & Ordinance Discussion –**
 - a. **Proposed Rental Ordinance Discussion –** Mr. Fink shared a presentation outlining a proposed ordinance that would help lessen the workload as a hybrid approach. This approach would involve both regular inspections and self-certifications to be completed. Regular inspections would take place over 3 years with a yearly renewal cost. Self-certifications would be that landlords who are current on all utility bills, and no unpaid taxes, along with no code violations in the last 12 months, would qualify for the self-certifications. These would eliminate some of the inspections that would need to be completed and allow for less workload on staff. Mr. Fink shared a timeline of events that would take place before any voted-on ordinance. Mr. Fink shared the costs associated with the ordinance and what other surrounding municipalities are charging for this type of ordinance. Mr. Fink shared we will continue to update the council as this moves through some other meetings that solicit feedback towards this.
 - b. **Fire Inspection Discussion –** Mr. Fink brief council on starting up a Fire Inspection program for the Fire Departments. This program is in the early stages and will be working with Chief Douglas and staff to get this program up and running for 2026. More information will be brought to council prior to the complete rollout of the program. More details need to be ironed out.
 - c. **Act 131 Discussion –** Mr. Fink provided council with the Act 131 ordinance that Mr. Remy had prepared. In previous meetings Mr. Gutshall had brought

up the Act 131 law and that municipalities of this size can increase pay for elected members of the council and mayor. Mr. Gutshall recommended that the mayor salary be \$4,790 and council salaries be \$4,190. These new salaries would take place during their next election cycle. Mr. Fink shared that he had this on the agenda for approval to advertise later in the meeting.

- d. Lateral Inspection Program** – Mr. Fink share that Granville Twp has a Lateral Inspection Program. As he placed this on the agenda for discussion and read through it with discussed with staff, they'd like to tweak how this works. Essentially, the Borough would like to do an inspection of properties upon the sale of real estate/transfer of property owners. This would allow the staff to verify that no sump pumps are being discharged into the sanitary system and that all roof drains are discharging into the yards/storm system. This is part of the elimination of I&I within the Borough sanitary system.

Hearing of Person's Present: Agenda Related Items:

- **Hole in Yard Concern – Mr. Everly**

Motion to add to the agenda, approving Resolution 2025-9 Semi-Quincentennial.

On a motion by Mr. Gutshall and seconded by Mrs. Knudson, the council voted unanimously (6-0) to add it to the agenda.

Motion to add to the agenda, Trick or Treating on Saturday October 25th from 6 PM – 8 PM.

On a motion by Mr. Gutshall and seconded by Mrs. Knudson, the council voted unanimously (6-0) 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: September 2nd (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 / Department Reports

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

Fire Chief Report: Chief Douglas gave his report for calls for service for both City and Heritage. He noted that the Fire Department Fund Drive raised \$12,000 and it was split between the two departments. He reported that members of the fire company spent part of their Saturday at Chief Macay's home doing some yardwork as his health is deteriorating. He also noted that on Tuesday the 2nd of September, many members of the LFD were recognized by Derry Township through a Citation for their heroism on a Fire Call that retrieved a person from a burning home.

FAME EMS Chief Report: Chief Coldren reported FAME EMS calls for service. He also mentioned that members of the FAME EMS were also recognized as well for their service and heroism for the fire call. He also noted that a paramedic is currently enrolled in a leadership class.

Mayor Report: Mayor Bargo asked council for dates of when they felt Trick or Treating should be. After discussion it was decided that it will take place on 10/25/25 from 6-8 PM. She mentioned about Day of Caring and other groups that are going to be in the Borough for Day of Caring at the Pool and at the Community Center.

Police Chief: Gave his report of calls for service and his drug report for the month of August.

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

Borough Manager: Mr. Fink shared information he had received from a Work Order Management program and, based on the costs and functions, recommended IWORQ. Mr. Fink also briefed the Council on the Parking Study and on possibly implementing graduated fines for parking tickets. Mr. Fink will reach out to Up safety about possibly seeing if they have any features like this to have fines increase after so many days. Mr. Fink also shared about changing the Broker of Record for the Borough.

New Business: Consideration of Approvals

1. Recommend approval of Resolution 2025-8 to appoint and authorize a Finance Team for the PENNVEST Project and allow accounts to be reimbursed from interim financing funds.

On a motion by Mr. Moorel and seconded by Mr. Gutshall, Council voted 6-0 to approve Resolution 2025-8 to authorize interim financing.

2. Recommend approval to purchase the Work Management Module for IWORK as an add-on to the current subscription. The cost is prorated at \$4,100 from July 1, 2025, with an additional \$1,000 implementation fee for the module.

#2 was Tabled and sent to Finance.

3. Recommend approval to lease a 2025 Pelican Street Sweeper at a Co-Stars Cost of \$264,491.27 over 5 years to be paid out of State Liquid Fuels.

On a motion by Mr. Gutshall and seconded by Mrs. Knudson Council voted 5-1 to approve the lease of the street sweeper. Mr. Moore cast the dissenting vote.

4. Recommend approval to enter a 5-Year Buy Back Program Agreement with A&H Equipment for the Pelican Street Sweeper to have a guaranteed 50% Trade-In Value with the purchase of a new Elgin Pelican.

On a motion by Mr. Gutshall and seconded by Mrs. Knudson Council voted 6-0 to approve the buyback program with A&H Equipment.

5. Recommend approval to advertise Chapter 200-1 for definition updates.

On a motion by Mr. Moore and seconded by Mr. Gutshall Council voted 6-0 to approve the advertising of Chapter 200-1.

6. Recommend approval to advertise the Act 131 Ordinance.

On a motion by Mr. Gutshall and seconded by Mrs. Knudson, Council voted 6-0 to approve the advertising of Act 131 Ordinance.

7. Recommend approval to approve/certify the FFY 2023 CDBG Budget Modification request to abandon the West 4th, 5th, and N. Grand reconstruction project to create “Lewistown FD Fire Safety Equipment Phase 1”

On a motion by Mr. Gutshall and seconded by Mrs. Knudson Council voted 6-0 to approve the budget modification for FY2023 CDBG funds.

8. Recommend approval to switch the Broker of Record from USI Insurance to Nittany Brokerage.

On a motion by Mr. Gutshall and seconded by Mrs. Knudson Council voted 6-0 to approve the switch of the Broker of Record.

9. Recommend approval of Resolution of 2025-9 for the semi-quincentennial resolution.

On a motion by Mr. Gutshall and seconded by Mrs. Knudson Council voted 6-0 to approve the Resolution 2025-9.

10. Recommend approval of Trick or Treating Night on Saturday, October 25th from 6 PM to 8 PM.

On a motion by Mr. Moore and seconded by Mr. Gutshall Council voted 6-0 to approve the Trick or Treating night to be October 25th, 2025 from 6 PM – 8 PM.

Public Comment: Non-Agenda Items - NONE

Executive Session: 5:46 PM to 6:04 PM

Unfinished Business:

Motion to add to the agenda, approval to purchase a Police SRO vehicle up to a cost of \$15,000 to be paid out of General Borough Capital.

On a motion by Mr. Gutshall and seconded by Mrs. Knudson, the council voted unanimously (5-0) to add it to the agenda.

Council Ended 6:06 PM

(Vice) President, Lewistown Borough Council

(Seal)

ATTEST: _____

(Asst.) Borough Secretary