

# Borough Council Meeting Minutes

October 20<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

Matt Moore, Robert Barlett, Scott Gutshall (via TEAMS), and Jim Steele. Larry “Heavy” Searer and Steve Knudson were absent.

### Committee Work Session:

#### 1. Finance Discussion –

#### 2. Street/Parking Discussion –

- a. **Thursday Food Vendor Discussion** – Mr. Fink shared that he was approached by a local business owner about the possibility of closing part of N. Brown Street from the CVS entrance to Market Street on Thursday’s from 11:00 – 2:00 for Food Vendor Trucks to set up for some additional options during the lunch time period. Mr. Fink shared that some local locations are offering this already, for example the Courthouse has someone set up in the annex parking lot on different days. Council requested to follow up with some local businesses to get their feedback on if they feel that would be appropriate and not hinder their businesses. Mr. Fink will work with the local businesses and get their feedback and report back.

#### 3. Law & Ordinance Discussion –

- a. **Rental Ordinance Meeting Review** – Mr. Fink shared that Law and Ordinance committee members met again with some landlords to continue and gather feedback on the Rental Ordinance. We had about 12-14 individuals attend and provide some feedback. General consensus seems to be that they understand the purpose of this ordinance and want to make sure as landlords this does not become a cash cow for the Borough. It was explained that all funds go back into the program. We will be working on putting this all in text in the next week or so to begin and circulate the ordinance for advertisement.
- b. **Act 131 Discussion** – Mr. Fink shared that the ordinance has been advertised that is related to Act 131 and will be offered for approval later in the meeting.

This ordinance will change the salaries of newly elected council members and mayor during their next election cycle. Council will be paid \$4,190 and the mayor will have a salary of \$4,790 beginning in their next term.

- c. **Chapter 200 Ordinance** – Mr. Fink shared that Chapter 200 changes to the definitions was properly advertised and that it will be up for adoption later in the meeting.

**Motion to add to the agenda, letters A, B, C, D, and E.**

**a. Motion to add Halloween Parade and Safe Trick or Treat Events to the agenda.**

**b. Motion to add Amendment No. 2 for Engineer Agreement to the agenda.**

**c. Motion to add Facility Use Form: Festival of Ice to the agenda.**

**d. Motion to add request for fees to be waived for City Hook and Ladder Craft Bazaar Fundraiser at the Community Center on 11/21 and 11/22.**

**e. Motion to add placing a Handicap Parking Spot at 82 North Pine Street.**

*On a motion by Mr. Barlett and seconded by Mr. Steele, the council voted unanimously (5-0) to add the items to the agenda.*

**Hearing of Person's Present: Agenda Related Items: NONE**

*Nothing for the Consent Agenda.*

**Fire Chief Report:** N/A

**FAME EMS Chief Report:** N/A

**Mayor Report:** Mayor Bargo shared her 3<sup>rd</sup> quarter marriage report with the council. Mayor Bargo also shared that the Lumina Center was have a 30 year celebration and it would be on 10/23 if anyone was able to attend.

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

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

**Borough Manager:** Mr. Fink shared that 2026 LSA Submission is coming up at the end of November. If anyone has anything they are thinking they'd like to add for the LSA Grant

Submission to please let him know by the end of the week. Mr. Fink will work with GSL to submit the LSA and they will then advocate on the Borough's behalf for these grants. Mr. Fink shared that Alley Paving will begin here towards the end of the week based on weather. They will begin to mill/pulverize the alleys before putting down the new asphalt. Please be patient with the contractors as they will be in the area towards the end of the week.

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

#### **1. Recommend approval of Ordinance 2025 – 10 (Act 131 Council & Mayor Wages) as advertised.**

*On a motion by Mr. Steele and seconded by Mrs. Knudson, Council voted 5-0 to approve Ordinance 2025-10 as advertised.*

#### **2. Recommend approval of Ordinance 2025 – 11 (Chapter 200 Refuse Definitions Update) as advertised.**

*On a motion by Mr. Steele and seconded by Mrs. Knudson, Council voted 5-0 to approve Ordinance 2025-11 as advertised.*

#### **3. Recommend approval to authorize Borough Administration to sign any documents related to the acquisition of real estate.**

*On a motion by Mrs. Knudson and seconded by Mr. Steele, Council voted 5-0 to authorize Borough Administration to sign documents related to the acquisition of real estate.*

#### **4. Recommend approval for the Halloween Parade (10/29) and Safe Trick or Treat Night (10/24).**

*On a motion by Mrs. Knudson and seconded by Mr. Steele, Council voted 5-0 to approve the Halloween Parade and Safe Trick or Treat Night.*

#### **5. Recommend approval of Amendment No. 2 for the Engineer Agreement.**

*On a motion by Mr. Steele and seconded by Mrs. Knudson, Council voted 5-0 to approve the amendment for the engineering agreement for an Individual to General NPDES permit.*

#### **6. Recommend approval of Christmas Parade Facility Use Form. (Pulled From Consent Agenda)**

*On a motion by Mrs. Knudson and seconded by Mr. Steele, Council voted 4-1 to approve the Christmas Parade Facility Use Form for Wednesday Dec. 3<sup>rd</sup> at 7 PM with Mr. Moore dissenting.*

**7. Recommend approval of the Community Center Event on 11/15. (Pulled From Consent Agenda)**

*On a motion by Mrs. Knudson and seconded by Mr. Steele, Council voted 5-0 to approve the Community Center Sip and Shop Event for 11/15/25.*

**8. Recommend approval of the Facility Use Form: Festival of Ice 12/4 and 12/5 from 3 PM to 9 PM.**

*On a motion by Mrs. Knudson and seconded by Mr. Steele, Council voted 5-0 to approve the Festival of Ice Facility Use form for December 4<sup>th</sup> and 5<sup>th</sup> from 3 – 9 PM.*

**9. Recommend approval for fees to be waived for City Hook and Ladder Craft Bazaar Fundraiser at the Community Center on 11/21 and 11/22.**

*On a motion by Mr. Barlett and seconded by Mrs. Knudson, Council voted 4-0 to approve waiving the fees for the City Hook and Ladder Craft Bazaar. Mr. Moore abstained from the vote.*

**10. Recommend approval to add a Handicap Parking Spot at 82 North Pine Street.**

*On a motion by Mr. Barlett and seconded by Mrs. Knudson, Council voted 5-0 to approve placing a handicap sign at 82 N. Pine Street.*

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

**Executive Session: 4:57 PM to 5:15 PM**

**Unfinished Business:**

**Council Ended 5:16 PM**

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(Vice) President, Lewistown Borough Council

(Seal)

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

(Asst.) Borough Secretary