

Borough Council Meeting Minutes

November 3rd, 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, Larry “Heavy” Searer, Jim Steele and Stephen Knudson were present.

Committee Work Session:

1. Finance Discussion –

- a. **2026 Budget Update:** Chairman Gutshall updated Council on the on-going budget discussions. He stated that they are close on getting the budget wrapped up. The budget is looking good currently. The finance committee would be looking at rates in the next budget meeting and will hopefully have a recommendation to council soon.
- b. **Sewer/Refuse Delinquency Report:** The delinquency report was presented to council for review. A few notes that were highlighted, in March of 2025 delinquency was as high as almost \$630K and has drastically dropped since that date. Based on the last billing cycle, delinquency was sitting around \$140K total with roughly \$40K in Refuse and \$100K in sewer. Water has been terminated on the properties that did not make payment and will remain off until sewer bills are paid in full.
- c. **Insurance Coverage Terminal/Aggregate Liability:** Mr. Fink shared that with the new broker they found in the small print a liability coverage charge for the upcoming end-of-year insurance expenses. By paying \$36,625, this would allow the Borough not to have to pay any additional overage charges like we had to in 2025 of almost \$40,000. By electing to pay this amount, it covers any above and beyond costs. Based on our projections, we will exceed this number by a lot. This amount is additional insurance coverage to not be responsible for that cost.

2. Street/Parking Discussion –

- a. **Alley Paving Completed:** Mr. Fink shared that GOH was in and completed the alley paving project as advertised. Mr. Steele commended the work and

stated how much smoother the road is. He did mention about some issues with tying into driveways. Mr. Fink stated he would reach back out with the contractor to do a walkthrough and get those issues taken care.

b. Parking Meter Enforcement: Mr. Fink asked council how to proceed with suspending parking enforcement between Thanksgiving and New Year's Day as done in the past. After discussion of council, they elected to suspend parking enforcement from November 24th, 2025 through January 5th, 2026. Enforcement will begin on January 6th, 2026.

c. New Parking Meter Update: Mr. Fink shared that he was in touch with the meter company and that they are in the US and being tested and prepped for delivery. Mr. Fink stated that he hopes they will arrive in December so they can be installed prior to the start of enforcement in January of 2026.

3. Law & Ordinance Discussion –

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

A. Motion to add to the agenda, adding a handicap spot at 116 S. Spruce Street.

B. Motion to add to the agenda, suspending parking enforcement from 11/24/25 through 1/5/26.

On a motion by Mr. Barlett and seconded by Mr. Knudson, the council voted unanimously to add both A and B 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: October 6th (Council), October 20th (Council), and October 20th (Fire)

b. Approval of Treasurer's Report

c. Approval of Schedule of Bills: \$735,637.30

d. Facilities Use Requests:

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

On a motion by Mr. Barlett and seconded by Mr. Steele, Council voted 7-0 to approve the consent agenda.

Fire Chief Report: Nothing to Report

FAME EMS Chief Report: Nothing to Report

Mayor Report: Nothing to Report

Police Chief: Nothing to Report

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

Borough Manager: Mr. Fink provided Council a budget update from the State. No budget deal has been made, but traction is building for a deal and staffers are to be working over the weekend on legislative text to hopefully get a deal done soon. This holds up all grant money at this point. Digester project update was shared and photos of the current progress were shown. Digester work is happening with internal piping being the next stage with the nozzles. The roof is to be air-mailed to us in early December. Mr. Fink also shared about PMRS Retirement Contribution Ordinance to allow non-uniformed employees to voluntarily increase their contributions with no cost to the Borough.

New Business: Consideration of Approvals

1. Recommend approval to advertise Ordinance 2025-12 related to PMRS Non-Uniform Retirement Contributions for the employees.

On a motion by Mr. Gutshall and seconded by Mr. Steele, Council voted 6-0 to approve the advertisement of Ordinance 2025-12. Mrs. Knudson was not present for the vote.

2. Recommend approval to pay \$36,625 for Specific Terminal Liability and Aggregate Terminal Liability to Roundstone for insurance related costs.

On a motion by Mr. Gutshall and seconded by Mr. Steele, Council voted 6-0 to approve paying the \$36,625 for related insurance costs. Mrs. Knudson was not present for the vote.

3. Recommend approval to “Deck the Downtown” with decorations.

On a motion by Mr. Steele and seconded by Heavy Searer, Council voted 6-0 to approve the decorating. Mrs. Knudson was not present for the vote.

4. Recommend approval to add a handicap spot at 116 S. Spruce Street

On a motion by Mr. Steele and seconded by Mr. Gutshall, Council voted 6-0 to approve adding the handicap spot. Mrs. Knudson was not present for the vote.

5. Recommend approval to suspend Parking Enforcement from November 24th through January 5th, 2026.

On a motion by Mr. Barlett and seconded by Heavy Searer, Council voted 6-0 to approve the decorating. Mrs. Knudson was not present for the vote.

Public Comment: Non-Agenda Items - NONE

Executive Session: 5:07 PM to 5:43 PM

Unfinished Business:

Council Ended 5:44 PM

(Vice) President, Lewistown Borough Council

(Seal)

ATTEST: _____

(Asst.) Borough Secretary