

Borough Council Meeting Minutes

November 17th, 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, Jim Steele and Stephen Knudson were present. Larry "Heavy" Searer was absent.

Lewistown Police Department Accreditation: The Lewistown Police Department were presented with a plaque for successfully completing the PA Chief of Police Association Accreditation program. Mr. James Adams was here to present the plaque and provide council will statistics about the program. There are about 1100 municipal police departments with only 198 being completed accredited.

Committee Work Session:

1. Finance Discussion –

- a. **2026 Budget Update:** Chairman Gutshall shared that Finance would be submitting the 2026 Budget to be advertised later in the meeting.

2. Street/Parking Discussion – Nothing to report.

3. Law & Ordinance Discussion – Nothing to report.

Hearing of Person's Present: Agenda Related Items: Diane Snook – New Life Church

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:** November 3rd (Council)

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

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

d. **Facilities Use Requests: New Life Church**

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

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

Fire Chief Report: Chief Douglas provided his report to Council due to missing the last meeting for a fire call transfer. He shared each departments call report for the previous month. He gave an update on the Fire Truck and the current status of that truck while it is at Fireline for repairs.

FAME EMS Chief Report: Chief Coldren provided FAME EMS calls for service.

Mayor Report: Mayor Bargo introduced Jacob Flood who won a write-in campaign to join Borough Council beginning in 2026.

Police Chief: Chief Clemens provided his report for the police and shared a photo of the amount of fentanyl that was seized which was in route to Lewistown.

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

Borough Manager: Mr. Fink provided Council with some information on the Cost and Fee Schedule, LSA Grants, and CDBG Funds and would further discuss approval items that were on the agenda as they would come up for a vote.

New Business: Consideration of Approvals

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

On a motion by Mr. Gutshall and seconded by Mrs. Knudson, Council voted 6-0 to approve Ordinance 2025-12.

2. Recommend approval to advertise the 2026 Budget

On a motion by Mr. Barlett and seconded by Mr. Gutshall, Council voted 6-0 to approve advertising the 2026 Budget.

3. Recommend approval to advertise the 2026 Tax Ordinance 2025-13

On a motion by Mr. Gutshall and seconded by Mrs. Knudson, Council voted 6-0 to approve the advertisement of Ordinance 2025-13.

4. Recommend approval to advertise the 2026 Sewer Rate Ordinance 2025-14.

On a motion by Mr. Gutshall and seconded by Mrs. Knudson, Council voted 6-0 to approve the advertisement of Ordinance 2025-14.

5. Recommend approval of the 2026 Wage and Salary Resolution.

On a motion by Mr. Barlett and seconded by Mrs. Knudson, Council voted 6-0 to approve the 2026 Wage and Salary Resolution.

6. Recommend approval of the 3-Year AFSCME Contract effective January 1st, 2026 through December 31st, 2028.

On a motion by Mrs. Knudson and seconded by Mr. Barlett, Council voted 6-0 to approve the 3-Year AFSCME Contract.

7. Recommend approval to abandon the FFY 2024 “Rec Park Improvements” project and create Year 2 of the Lewistown Fire Safety Equipment purchase project.

On a motion by Mr. Gutshall and seconded by Mr. Barlett, Council voted 6-0 to approve to abandon the FFY 2024 “Rec Park Improvements” project.

8. Recommend approval of to authorize Council President to sign documents related to the purchase of real estate and pay \$10,000 to satisfy the terms of the Sales Agreement.

On a motion by Mr. Barlett and seconded by Mr. Gutshall, Council voted 6-0 to approve authorizing Council President to sign documents and pay \$10,000 for terms of the Sales Agreement.

9. Recommend approval of Resolution 2025-10 for LSA Grant Submission

On a motion by Mr. Gutshall and seconded by Mrs. Knudson, Council voted 6-0 to approve the 2025-10 Resolution.

10. Recommend approval to advertise an RFP for IT Services for the Borough of Lewistown.

On a motion by Mr. Gutshall and seconded by Mrs. Knudson, Council voted 6-0 to approve the RFP for IT Services for the Borough of Lewistown.

11. Recommend approval of the 2026 Cost and Fee Schedule.

On a motion by Mr. Gutshall and seconded by Mrs. Knudson, Council voted 6-0 to approve the 2026 Cost and Fee Schedule.

12. Recommend approval of the 2026 Council Meeting Schedule.

On a motion by Mr. Gutshall and seconded by Mrs. Knudson, Council voted 6-0 to approve the 2026 Council Meeting Schedule.

13. Recommend approval of updated Facility Use Form for Borough properties.

On a motion by Mr. Gutshall and seconded by Mrs. Knudson, Council voted 6-0 to approve the updated Facility Use Form for Borough properties.

14. Recommend approval of the Lewistown Community Center Contract

On a motion by Mrs. Knudson and seconded by Mr. Barlett, Council voted 6-0 to approve the Community Center Contract.

15. Recommend approval of to utilize a DEP-approved landfill site for disposal of Street Cleaning debris on an as needed basis at no cost to the Borough.

On a motion by Mr. Gutshall and seconded by Mrs. Knudson, Council voted 6-0 to approve the use of DEP approved landfill site for street cleaning debris.

16. Recommend approval to close Borough Hall on November 28th, 2025

On a motion by Mr. Gutshall and seconded by Mrs. Knudson, Council voted 6-0 to approve the closure of Borough Hall on 11/28/25.

17. Recommend approval to advertise the following for sale via a sealed bid process: 2002 Sterling Garbage Truck, 1990 Chevy Kodiak Dump Truck, and 2021 Falcon 2-Ton Hotbox with the option to reject any and all bids.

On a motion by Mr. Gutshall and seconded by Mrs. Knudson, Council voted 6-0 to approve advertising the following items for sale via a sealed bid process.

18. Recommend approval of the 2026 Holiday Refuse Schedule.

On a motion by Mrs. Knudson and seconded by Mr. Gutshall, Council voted 6-0 to approve the 2026 Holiday Refuse Schedule.

19. Recommend approval of the 2026 Nu-Visions Cleaning Contracts.

On a motion by Mr. Steele and seconded by Mrs. Knudson, Council voted 4-2 to approve the cleaning contracts. Mr. Barlett and Mr. Moore cast dissenting votes.

20. Recommend approval of the City Hook and Ladder quarterly allocation of \$11,250.00.

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

21. Recommend approval of the FAME EMS quarterly allocation of \$6,000.00

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

22. Recommend approval to accept the resignation of Dave Snavely due to retirement effective December 12th, 2025.

On a motion by Mr. Gutshall and seconded by Mrs. Knudson, Council voted 6-0 to approve the resignation/retirement of Dave Snavely.

23. Recommend approval for EMPLOYEE A to transfer to the Wastewater Treatment Plant effective December 15th, 2025.

On a motion by Mr. Gutshall and seconded by Mrs. Knudson, Council voted 6-0 to approve the transfer of EMPLOYEE A.

24. Recommend approval to accept the resignation of Tyler Fink, Borough Manager, effective 11/20/25 due to other employment.

On a motion by Mr. Gutshall and seconded by Mr. Barlett, Council voted 6-0 to approve the resignation of Tyler Fink effective 11/20/25.

25. Recommend approval for Jim Fosselman to become the Interim Borough Manager effective 11/20/25.

On a motion by Mr. Barlett and seconded by Mrs. Knudson, Council voted 6-0 to approve Jim Fosselman as the Interim Borough Manager effective 11/20/25.

26. Recommend approval to advertise the Borough Manager position.

On a motion by Mr. Gutshall and seconded by Mrs. Knudson, Council voted 6-0 to approve posting the Borough Manager position.

Public Comment: Non-Agenda Items - NONE

Executive Session: NONE

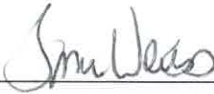
Unfinished Business:

Council Ended 5:44 PM



(Vice) President, Lewistown Borough Council

(Seal)

ATTEST: 

(Asst.) Borough Secretary