

January 5, 2015

EMMAUS BOROUGH COUNCIL

**Emmaus Borough Council
Agenda
January 5, 2015, 7:00 p.m.**

1. Call to Order
2. Pledge of Allegiance
3. Personal Appeals, Part I
4. Community Minute
5. Special Presentations
6. Reading of Minutes

December 15, 2014

7. Decisions on Bids
8. Communications
 - a. Marguerite Viola, Switchback Pizza Company – Owner of 525 Jubilee Street requesting to lease 3 parking spaces.
 - b. J. Bradley Youst, PE – Request reappointment of Hanover Engineering and Sewage Enforcement Officers; Jacob Schray, Christopher Taylor and Jeffrey Huff.
 - c. Rochelle Romeo, Run Lehigh Valley – 5 Mile Road Race & Finish Festival, June 6, 2015
9. Borough Engineer's Report
10. Solicitor's Report
11. Unfinished Business, Part I

Ordinance No. 1119 – An Ordinance Amending Chapter 15 §207 of the Codified Ordinances, Establishing Landis Circle as a One-Way Street in the Northerly Direction (1st Reading 12/15/14) (2nd Reading 1/19/15).

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12. New Business

Ordinance No. 1120 – An Ordinance of the Borough of Emmaus, Lehigh County, Pennsylvania, Amending Chapter §602.2.A of the Emmaus Borough Code, Removing a Residential Handicap Parking Sign on the Public Street Located in Front of 811 Chestnut Street and Chapter 15 §403, Establishing Prohibited Parking on Railroad Street Within the Borough of Emmaus (1st Reading 1/05/15).

13. Unfinished Business, Part II

14. Items Not on Agenda, Subject to Rule 9

15. Mayor's Report

16. Committee Reports

Public Works/(Highway, Water & Sewer) (Labenberg, Brown, Holtzhafer)

Next Meeting – January 8, 2015 at 3:30 p.m.

- a. Rules & Regulations (update)
- b. Fairview Street
- c. South 10th Street Culvert
- d. Historical House Agreements

Health, Sanitation, and Codes (Shubzda, Holtzhafer, Anders)

Next Meeting – January 15, 2015 at 4:30 p.m.

- a. Emmaus and Upper Milford Joint Environmental Advisory Council
- b. Board of Health
- c. Refuse Bills
- d. Codes Enforcement in Committee

Parks and Recreation (Anders, Barrett, Labenberg)

Next Meeting – January 6, 2015 at 9:00 a.m.

- a. Boro Line Park Direction Sign

Public Safety (Gilbert, Barrett, Brown)

Next Meeting – January 7, 2015 at 3:00 p.m.

- a. Emergency Operations Plan – Review
- b. Graffiti Ordinance
- c. IFC Ordinance
- d. Ordinance No. 1119 - Landis Circle One-Way (2nd Reading 1/19/15)

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- e. **Ordinance No. 1120 – Remove Handicap Parking Sign and Prohibit Parking on Railroad Street**
- f. **Bethany Adams Resignation**

General Administration (Barrett, Gilbert, Labenberg)

Next Meeting – January 7, 2015 at 9:00 a.m.

- a. Emmaus Public Library Expansion Project
- b. Sale of Properties
- c. Town Hall Remodeling Project
- d. **Resolution 2015-1 – 2015 Appointments**
- e. **Resolution 2015-2 – Amending Job Description of Borough Treasurer**

Budget and Finance (Holtzhafer, Shubzda, Gilbert)

Next Meeting – January 19, 2015 at 6:45 p.m.

- a. Capital Plan
- b. **Resolution 2015-3 – Bill List**

Community Relations, Planning and Development (Brown, Shubzda, Anders)

Next Meeting – January 13, 2015 at 4:15 p.m.

- a. Grant Progress
- b. Committee Structure

17. Personal Appeals, Part II

18. Borough Manager's Report

- a. Significant Revenue and Expense Items for December, 2014

19. President's Business

20. Adjournment

Next Resolution: 2015-4
Next Ordinance: #1121

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The Emmaus Borough Council met in regular session on January 5, 2015 in Borough Council Chambers, 28 S. 4th Street, Emmaus, PA 18049.

CALL TO ORDER

Mrs. Gilbert called the meeting to order at 7:00 p.m.

| | |
|----------------------------------|---------|
| Lee Ann Gilbert, President | Present |
| Brian Holtzhafer, Vice President | Present |
| Roy Anders | Present |
| Wesley Barrett | Present |
| Nathan Brown | Present |
| Brent Labenberg | Present |
| Jeffrey Shubzda | Present |
| Winfield Iobst, Mayor | Present |
| Al Stirba, Solicitor | Present |
| Shane Pepe, Borough Manager | Present |

PERSONAL APPEALS – PART 1 – None.

COMMUNITY MINUTE

Mrs. Gilbert reminded everyone that the new refuse/recycling hauling service will begin on Wednesday morning and to place their refuse/recycling out on Tuesday night for Wednesday pickup.

SPECIAL PRESENTATIONS – None.

READING OF MINUTES

Motion by Mr. Labenberg, seconded by Mr. Anders to dispense with the formal reading of the December 15, 2014 Minutes. There were 7 ayes. Motion carried.

Motion by Mr. Brown, seconded by Mr. Barrett to adopt the December 15, 2014 Minutes as drafted. There were 7 ayes. Motion carried.

DECISION ON BIDS – None.

COMMUNICATIONS

a. Marguerite Viola, Switchback Pizza Company – Owner of 525 Jubilee Street requesting to lease 3 parking spaces. Referred to the General Administration Committee.

b. J. Bradley Youst, PE – Request reappointment of Hanover Engineering and Sewage Enforcement Officers; Jacob Schray, Christopher Taylor and Jeffrey Huff. Mrs. Gilbert stated that the item is on the General Administration's list of reappointments.

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c. Rochelle Romeo, Run Lehigh Valley – 5 Mile Road Race & Finish Festival, June 6, 2015. Referred to the Parks and Recreation Committee and the Public Safety Committee.

BOROUGH ENGINEER’S REPORT - None.

SOLICITOR’S REPORT

Progress.

UNFINISHED BUSINESS, PART I – None.

NEW BUSINESS

Ordinance No. 1120 – An Ordinance of the Borough of Emmaus, Lehigh County, Pennsylvania, Amending Chapter §602.2.A of the Emmaus Borough Code, Removing a Residential Handicap Parking Sign on the Public Street Located in Front of 811 Chestnut Street and Chapter 15 §403, Establishing Prohibited Parking on Railroad Street Within the Borough of Emmaus (1st Reading 1/05/15).

Motion by Mr. Brown, seconded by Mr. Labenberg to read Ordinance No. 1120 in short title. There were 7 ayes. Motion carried.

Mrs. Gilbert read Ordinance No. 1120 in short title.

Motion by Mr. Brown, seconded by Mr. Barrett to adopt Ordinance No. 1120 – An Ordinance of the Borough of Emmaus, Lehigh County, Pennsylvania, Amending Chapter §602.2.A of the Emmaus Borough Code, Removing a Residential Handicap Parking Sign on the Public Street Located in Front of 811 Chestnut Street and Chapter 15 §403, Establishing Prohibited Parking on Railroad Street Within the Borough of Emmaus on its 1st Reading. Roll call vote: Mr. Brown, aye; Mr. Shubzda, aye; Mr. Anders, aye; Mr. Labenberg, aye; Mr. Holtzhafer, aye; Mr. Barrett, aye; Mrs. Gilbert, aye. There were 7 ayes. Motion carried.

UNFINISHED BUSINESS, PART II – None.

ITEMS NOT ON AGENDA, subject to Rule 9 – None.

MAYOR’S REPORT

Progress.

COMMITTEE REPORTS

a. Public Works Committee

Mr. Labenberg reported that the next Committee meeting is Thursday, January 8, 2015 at 3:30 p.m., and noted that the meeting time has changed from 3:15 p.m. to 3:30 p.m.

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Progress.

b. Health, Sanitation, and Codes Committee

Mr. Shubzda reported that the next Committee meeting is January 15, 2015 at 4:30 p.m.

Progress.

c. Parks and Recreation Committee

Mr. Anders reported that the next Committee meeting is January 6, 2015 at 4:00 p.m.

Progress.

d. Public Safety Committee

Mrs. Gilbert reported that the Committee has received a letter of resignation from Police Officer Bethany Adams due to personal and professional reasons. She also reported that the Civil Service Commission has drafted the advertisement and has begun receiving applications for candidates for the Police Officer positions. The Commission will then establish the Eligibility List for the two vacancies.

Motion by Mr. Labenberg, seconded by Mr. Brown to accept the resignation of Police Officer Bethany Adams. There were 7 ayes. Motion carried.

Progress.

e. General Administration Committee

RESOLUTION 2015 – 1

BE IT HEREBY RESOLVED by Emmaus Borough Council to appoint the following officials to their designated positions for a term expiring on January 4, 2016:

| | |
|---|--------------------------------|
| Ambulance Corps Chief | Jeffrey Hoffman |
| Animal Control Officer | Richard Hontz |
| Borough Manager / Secretary | Shane Pepe |
| Borough Solicitor | Dimmich & Dinkelacker, P.C. |
| Director of Finance / Treasurer | Christine Snyder |
| Certified Public Accountant | France, Anderson, Basile & Co. |
| Civil Service Commission Solicitor | Davison & McCarthy |
| Code Enforcement Officer/Public Works Inspector | James L. Farnsworth |

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| | |
|---|--|
| Earned Income and Local Services Tax Office | H.A. Berkheimer |
| Emergency Management Coordinator | James Krippe |
| Engineer (General/Water/Sewer) | Hanover Engineering |
| Fire Chief | James Reiss |
| Fire Inspector | Daniel Sell |
| Health Officer | Garry Ritter |
| Pension Consultant-Police/Non-uniform | Conrad Siegel |
| Per Capita Tax Office | H.A. Berkheimer |
| Police Chief | David Faust |
| Public Works Director | John Dychala |
| Sewage Enforcement Officers | Jacob A. Schray Jeffrey T. Huff Christopher Taylor |
| Special Labor Counsel | Ballard Spahr, LLP |
| Weed/Snow Enforcement Officer | Paula Weiant |
| Zoning Hearing Board Solicitor | Ronald Corkery, Esq. |

Done this 5th day of January, 2015.

**Motion by Mr. Barrett, seconded by Mr. Anders to adopt Resolution 2015-1.
There were 7 ayes. Motion carried.**

Resolution 2015-2 – A Resolution Amending the Job Description of the Emmaus Borough Treasurer.

**Motion by Mr. Barrett, seconded by Mr. Labenberg to adopt Resolution 2015-2.
There were 7 ayes. Motion carried.**

Mr. Barrett reported that the next Committee meeting is January 7, 2015 at 9:00 a.m.

Progress.

f. Budget and Finance Committee

Mr. Holtzhafer read Resolution 2015-3 authorizing payment of the January 5, 2015 Bill List, as follows:

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| | | |
|----------------------|-----------|-------------------------|
| Bill List | \$ | 337,332.70 |
| Payroll #26 | \$ | 168,986.27 |
| Payroll Taxes | \$ | <u>39,305.76</u> |
| Total | \$ | 545,624.73 |

Done this 5th day of January 2015.

Motion by Mr. Holtzhafer, seconded by Mr. Shubzda to approve the January 5, 2015 Bill List. There were 7 ayes. Motion carried.

Progress.

g. Community Relations, Planning and Development Committee

Mr. Brown reported that the next Committee meeting is January 13, 2015 at 4:15 p.m.

Progress.

PERSONAL APPEALS, PART II – None.

BOROUGH MANAGER'S REPORT

Mr. Pepe reported that the Significant Revenue and Expense Items for December, 2014 are in the Council binders and offered to entertain questions about them.

Progress.

PRESIDENT'S BUSINESS

Mr. Labenberg reported that Borough Council will hold a Special Council Meeting on Thursday, January 15, 2015 at 6:00 p.m.

Motion by Mr. Brown, seconded by Mr. Barrett to adjourn. There were 7 ayes. Motion carried.

The January 5, 2015 Meeting of the Emmaus Borough Council adjourned 7:20 p.m.

Shane Pepe
Borough Manager

Transcribed by: Paula Weiant
Administrative Assistant
January 8, 2015