

January 07, 2019

**Emmaus Borough Council
Agenda
January 07, 2019 7:00 pm**



1. Call to Order
2. Pledge of Allegiance
3. Personal Appeals, Part I
4. Community Minute
5. Special Presentations
6. Reading of Minutes
 - 6.a. Public Hearing and Council Meeting Minutes - December 17, 2018
Special Meeting of Council Minutes - January 2, 2019
7. Decisions on Bids
8. Communications
 - 8.a. Angelique Schmidt - Jefferson Elementary School - Donation of Pool Pass.
9. Borough Engineer's Report
10. Solicitor's Report
11. Unfinished Business, Part I
12. New Business
13. Unfinished Business, Part II
 - 13.a. Ordinance No. 1185 - An Ordinance of the Borough of Emmaus, Lehigh County, Pennsylvania, Requiring Testing, Inspection, Repair, and Replacement of Building Sewers and Sewer Laterals and Providing for Remedies and Penalties for Non-Compliance (1st Reading 12/17/2018) (2nd Reading 1/21/2019).
14. Items Not on Agenda
Subject to Rule 9
15. Mayor's Report

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16. Committee Reports

Public Works/(Highway, Water & Sewer) (Anders, Sorg-McManamon, Labenberg)

Next Meeting – January 9, 2019 at 4:00 p.m.

Health, Sanitation, and Codes (Shubzda, Sorg-McManamon, Anders)

Next Meeting – January 30, 2019 at 4:30 p.m.

Parks and Recreation (Baumgartner, Anders, Shubzda)

Next Meeting – January 8, 2019 at 4:30 p.m.

Public Safety (DeFrain, Baumgartner)

Next Meeting – January 9, 2019 at 9:15 a.m.

Deputy Director of Emergency Services Job Description

General Administration (Labenberg, DeFrain)

Next Meeting – January 17, 2019 at 9:00 a.m.

Ordinance No. 1185 - 2nd Reading 1/21/2019

Resolution 2019-2: Appointments

Appointment of 2019 Employee and Volunteer Safety Committee Members

Stipulation of Settlement

Committee Meeting Notes - December 20, 2018 and January 3, 2019

Budget and Finance (DeFrain, Labenberg)

Next Meeting – January 10, 2019 at 3:30 p.m.

Resolution 2019-3: Bill List

Committee Meeting Notes - December 17, 2018

Community Relations, Planning and Development (Sorg-McManamon, Baumgartner, Shubzda)

Next Meeting – January 17, 2019 at 4:30 p.m.

Junior Councilperson

Committee Meeting Notes - December 20, 2018

17. Boards and Commissions

17.a. Emmaus Public Library Board of Trustees Mtg. Minutes - November 20, 2018

17.b. Employee and Volunteer Safety Committee Mtg. Minutes - December 13, 2018

17.c. Emmaus Main Street Partners Board Meeting Minutes - December 5, 2018

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- 17.d. Planning Commission Meeting Minutes - December 13, 2018
- 18. Personal Appeals, Part II
- 19. Borough Manager's Report
 - 19.a. Significant Revenue and Expense Items for December, 2018
 - 19.b. Fire Department New Hires
 - 19.c. Hire Logan Llewellyn and Lisa Llewellyn - Van Drivers
 - 19.d. Hire Linea Pierson - Intern
- 20. President's Business
- 21. Adjournment

EMMAUS BOROUGH COUNCIL

The Emmaus Borough Council met in Regular Session on January 7, 2019 in Borough Council Chambers, 28 S. 4th Street, Emmaus, PA 18049.

CALL TO ORDER

Mr. Labenberg called the Meeting to order at 7:00 p.m. Mr. Labenberg welcomed newly appointed Council member John W. Hart.

Brent Labenberg, President	Present
Chris DeFrain, Vice President	Present
Roy Anders	Present
Shana Baumgartner	Present
John W. Hart	Present
Jeffrey Shubzda	Present
Teri Sorg-McManamon	Present
Lee Ann Gilbert, Mayor	Present
Jeffrey Dimmich, Solicitor	Present
Shane Pepe, Borough Manager	Present

PERSONAL APPEALS, PART I

A. Ashley Lorah, Emmaus Main Street Partners Manager – provided an update on the Christmas Tree Pop-up Shop that was located at Triangle Park. She stated that it was not as successful as was anticipated and received some ideas for improvements for next year. She stated that a Small Business Round-up will be held on the third Thursday of the month in January, February, and March. The event will be held at Triple Sun Spirits from 5:30 p.m. to 7:30 p.m. She also stated that she submitted a Community Event Form for a Soup Crawl to be held in March, 2019 and stated that she is available to answer questions. Mr. Labenberg responded that he has not seen the event form and referred the item to the Community Relations, Planning and Development Committee.

COMMUNITY MINUTE

Mr. Labenberg reminded everyone that the SnowBlast Winter Arts Festival will be held on February 2, 2019.

SPECIAL PRESENTATIONS - None.

READING OF MINUTES

Motion by Mr. DeFrain, seconded by Mr. Shubzda to adopt the December 17, 2018 Public Hearing and Council Minutes as drafted. There were 6 ayes, 1 abstention (Hart). Motion carried.

EMMAUS BOROUGH COUNCIL

Motion by Mr. DeFrain, seconded by Mrs. Sorg-McManamon to adopt the January 2, 2019 Special Council Meeting Minutes as drafted. There were 7 ayes. Motion carried.

DECISION ON BIDS – None.

COMMUNICATIONS

- a. Angelique Schmidt – Jefferson Elementary School Bingo – Donation of Pool Pass. Mr. Labenberg referred the item to the Parks and Recreation Committee.
- b. Kerri Schreppel, Emmaus Arts Commission – 2019 SnowBlast Winter Arts Festival Request.

Motion by Mrs. Sorg-McManamon, seconded by Mr. Anders to approve the Emmaus Arts Commission’s request to serve alcohol at the SnowBlast Winter Arts Festival on Saturday, February 2, 2019, contingent upon proof of proper insurance. There were 7 ayes. Motion carried.

BOROUGH ENGINEER’S REPORT – None.

SOLICITOR’S REPORT

Solicitor Dimmich reported that he has been working on the LANTA Shelter Agreement. He stated that there are two major problems with the Agreement and that once the Agreement is correct, Council will need to vote on it.

Progress.

UNFINISHED BUSINESS, PART I – None.

NEW BUSINESS – None.

UNFINISHED BUSINESS, PART II

Mr. Labenberg reported that the 2nd Reading of Ordinance No. 1185 will be held at the January 21, 2019 Council meeting.

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

MAYOR’S REPORT

Progress.

EMMAUS BOROUGH COUNCIL

COMMITTEE REPORTS

a. Public Works Committee

Mr. Anders reported that the next Committee meeting is Wednesday, January 9, 2019 at 4:00 p.m.

Progress.

b. Health, Sanitation, and Codes Committee

Mr. Shubzda reported that Whitetail Disposal is the Borough's new refuse/recycling hauler. He stated that the pick-up days will be held on Wednesday, Thursday, and Friday. He encouraged anyone with questions to visit the Borough's website. He also reported that the 2nd Christmas tree pick-up will be on Wednesday, January 9, 2019. Mr. Anders stated that the Compost Site will be open daily from January 7 to 11, 2019, from 7:30 a.m. to 2:00 p.m. for disposal of Christmas trees and other yard waste.

Mr. Shubzda reported that the next Committee meeting is Wednesday, January 30, 2019 at 4:30 p.m.

Progress.

c. Parks and Recreation Committee

Ms. Baumgartner stated that the next Committee meeting is Tuesday, January 8, 2019 at 4:30 p.m. She stated that the Committee typically meets on the 1st Tuesday of the month, but due to the holiday, the Committee is meeting on the 2nd Tuesday.

Progress.

d. Public Safety Committee

Motion by Mr. DeFrain, seconded by Mr. Hart to approve the Deputy Director of Emergency Services Job Description. There were 7 ayes. Motion carried.

Mr. DeFrain stated that the next Committee meeting is Wednesday, January 9, 2019 at 9:15 a.m.

Progress.

e. General Administration Committee

Mr. Labenberg stated that Ms. Baumgartner is now a member of the General Administration Committee and welcomed her to the Committee.

EMMAUS BOROUGH COUNCIL

Resolution 2019 – 2

BE IT HEREBY RESOLVED by Emmaus Borough Council to appoint the following officials to their designated positions for a term expiring on January 6, 2020.

Ambulance Corps Chief	Jeffrey Hoffman
Animal Control Officer	Ruth Ann Phillips
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
Earned Income and Local Services Tax Office	H.A. Berkheimer
Emergency Management Coordinator	James Krippe
Engineer (General/Water/Sewer)	Hanover Engineering
Fire Chief/Director of Emergency Services	John Price
Fire Inspector	Thomas Klocek
Health Officer	Garry Ritter
Pension Consultant-Police/Non-uniform	Mockenhaupt Benefits Group
Per Capita Tax Office	H.A. Berkheimer
Police Chief	Charles Palmer
Public Works Director	John Dychala
Sewage Enforcement Officers	Jacob A. Schray Gregory Gray Christopher Taylor
Special Labor Counsel	Campbell, Durrant, Beatty, Palumbo & Miller, P.C.
Weed/Snow Enforcement Officer	Paula Weiant
Zoning Hearing Board Solicitor	Ronald Corkery, Esq.

EMMAUS BOROUGH COUNCIL

Motion by Mr. DeFrain, seconded by Mr. Anders to adopt Resolution 2019-2. There were 7 ayes. Motion carried.

Motion by Ms. Baumgartner, seconded by Mr. Shubzda to appoint the following individuals to the 2019 Employee Volunteer Safety Committee:

- Administration: Shane Pepe, term expires infinite;
- Code / Zoning: Jim Farnsworth – term expires infinite;
- Police: Troy Schantz, term expires 12/31/20;
(alternate – Todd Garloff)
- Fire: Chris Lubenetski, term expires: 12/31/20;
(alternate – John Price)
- Ambulance: Justin Thorne – term expires 12/31/20;
(alternate – Craig Deppe)
- Public Works: Troy Bower – term expires 12/31/19;
(alternate – Marvin Jennings)
- Clerical: Teresa Pohlmann – term expires 12/31/19.
(alternate – Sally Hosfeld)

There were 7 ayes. Motion carried.

Motion by Mr. DeFrain, seconded by Ms. Baumgartner to authorize the Borough Solicitor to sign a Stipulation of Settlement negotiated between and executed by Callan Housing, LLC and the Lehigh County Board of Assessment Appeals. There were 7 ayes. Motion carried.

Mr. Labenberg entertained questions about the Committee report. He stated that the next Committee meeting is Thursday, January 17, 2019 at 9:00 a.m.

Progress.

f. Budget and Finance Committee

Resolution 2019-3, authorizing payment of the January 7, 2019 Bill List, as follows:

Bill List	\$	424,048.68
Payroll #26 & #1	\$	358,401.86
Payroll Taxes	\$	<u>125,951.28</u>
Total	\$	908,401.82

Done this 7th day of January 2019.

Motion by Mr. Hart, seconded by Mr. DeFrain to adopt Resolution 2019-3. There were 7 ayes. Motion carried.

EMMAUS BOROUGH COUNCIL

Mr. Hart stated that the next Committee meeting is January 10, 2019 at 3:30 p.m. Mr. Labenberg stated that the next Committee meeting will be cancelled because there is nothing on the Agenda.

Progress.

g. Community Relations, Planning and Development Committee

Mrs. Sorg-McManamon reported that the Committee interviewed three candidates for the Junior Council member position. She stated that all three candidates were very well qualified and have impressive qualities. The Committee recommends appointing Jonas Hausmann as Junior Council member to a one-year term. Mr. Labenberg asked if Mr. Hausmann is a Junior or Senior in high school. Mrs. Sorg-McManamon responded that Mr. Hausmann is a Sophomore. She stated that Jonas and his family will be invited to attend the January 21, 2019 Council meeting where he will be officially sworn in.

Motion by Mrs. Sorg-McManamon, seconded by Mr. Anders to appoint Jonas Hausmann as Junior Council member to a one-year term. There were 7 ayes. Motion carried.

Mrs. Sorg-McManamon stated that the next Committee meeting is January 17, 2019 at 4:30 p.m.

Progress.

PERSONAL APPEALS, PART II - None.

BOROUGH MANAGER'S REPORT

Mr. Pepe reported that the Significant Revenue and Expense Items for December 2018 are in the iPads and entertained questions about them.

Mr. Pepe reported that staff has hired Justin Haman as Fire Fighter I at an hourly rate of \$12.10; Logan Schwartz as Fire Fighter I at an hourly rate of \$10.00; Matthew Backert as Fire Fighter I at an hourly rate of \$12.10; and Jason Jesmain as Fire Fighter I at an hourly rate of \$12.10.

Mr. Pepe reported that staff has hired Logan Llewellyn and Lisa Llewellyn at an hourly rate of \$11.82 as Emmaus Ambulance Corps Ambulance Van Drivers.

Mr. Pepe reported that staff has hired Linea Pierson as a GIS intern at an hourly rate of \$8.00. He stated that Ms. Pierson will be concentrating on preparing for the Parks and Recreation Study. She will conduct GIS work and create maps of all Borough Parks, as well as the trail system within the Borough. He stated that she is a senior at Kutztown University majoring in Environmental Science with Geography and is specializing in GIS.

EMMAUS BOROUGH COUNCIL

Mr. Pepe stated that last week was the first week for the new refuse/recycling hauler and although there were bumps in the road, Whitetail Disposal responded well and he believes that the 2nd week will run smoother. He stated that it is very important for the Borough to continue to communicate through press releases and social media.

Mr. Anders asked for a status update on the 10th Street Culvert project. Mr. Pepe responded that the road will be opened when the guardrail is placed on the side of the road. He stated that he believes this should occur this week.

Progress.

PRESIDENT'S BUSINESS

Mr. Labenberg asked Mr. Hart if he would like to comment on his first meeting. Mr. Hart stated that he believes he has had an advantage because he spent quality time in the audience during the past year. He stated that he hopes that he can contribute to the level of the rest of the people sitting in the room and asked for any help that Council is able to provide him.

Progress.

ADJOURNMENT

Motion by Ms. Baumgartner, seconded by Mr. DeFrain to adjourn the January 7, 2019 Emmaus Borough Council Meeting. There were 7 ayes. Motion carried.

The Meeting adjourned at 7:25 p.m.

Shane M. Pepe
Borough Manager

Transcribed by: Paula Weiant
Administrative Assistant
January 9, 2019