

January 16, 2017

**Emmaus Borough Council  
Agenda  
January 16, 2017 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. Council Meeting - January 3, 2017
7. Decisions on Bids
8. Communications
  - 8.a. Joe Deddo, Emmaus Veterans Committee - Memorial Day Parade Request.
  - 8.b. Kathy Mintzer, Recreation & Entertainment Commission - Kick-Off to Summer Community Day Request.
  - 8.c. Linda Destan, 406 Alpine Street, Emmaus - Request reappointment to the Shade Tree Commission - term expired 1/1/2017.
  - 8.d. Karri Schreppel, 651 Walnut Street, Emmaus - Request appointment to the Emmaus Arts Commission.
  - 8.e. Nigel Watt, 130 N. 5th Street, Emmaus - Resignation from the Joint Environmental Advisory Council (term expires 3/7/2017).
9. Borough Engineer's Report
10. Solicitor's Report

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11. Unfinished Business, Part I

11.a. Ordinance No. 1152 - An Ordinance of the Borough of Emmaus Amending Chapter 5, Adding Part 6 Chapter 10 to the Borough of Emmaus Code of Ordinances, Entitled "Abandoned Real Property and Blighted Property Registration Ordinance" (1st Reading 12/19/16) (2nd Reading 1/16/2017).

12. New Business

13. Unfinished Business, Part II

13.a. Ordinance No. 1153 - An Ordinance of the Borough of Emmaus, Lehigh County, Pennsylvania, Amending Emmaus Zoning Ordinance of 1993, as Amended, Providing for the Regulation of Medical Marijuana Facilities (1st Reading 12/19/2016) (2nd Reading 2/6/2017).

14. Items Not on Agenda  
Subject to Rule 9

15. Mayor's Report

16. Committee Reports

**Public Works/(Highway, Water & Sewer) (Brown, Anders, DeFrain)**

Next Meeting – February 13, 2017 at 3:00 p.m.

**Health, Sanitation, and Codes (Shubzda, DeFrain, Brown)**

Next Meeting – January 19, 2017 at 4:15 p.m.

Ordinance No. 1152 - 2nd Reading

**Parks and Recreation (Anders, Barrett, Labenberg)**

Next Meeting – February 7, 2017 at 4:00 p.m.

Committee Meeting - January 3, 2017

**Public Safety (Gilbert, Barrett, Brown)**

Next Meeting – February 1, 2017 at 3:00 p.m.

Committee Meeting - January 4, 2017

**General Administration (Barrett, Labenberg, Gilbert)**

Next Meeting – January 18, 2017 at 9:00 a.m.

Reappoint Linda Destan to the Shade Tree Commission - new term expires 1/1/2022

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Resolution 2017 - 4 - Apply for RACP Grant

Committee Meeting - January 4, 2017

**Budget and Finance (Labenberg, Shubzda, Gilbert)**

Next Meeting – January 26, 2017 at 3:15 p.m.

Bill List - Resolution 2017 - 3

Committee Meeting - January 3, 2017

**Community Relations, Planning and Development (DeFrain, Shubzda, Anders)**

Next Meeting – February 9, 2017 at 4:00 p.m.

Parking Signs

Committee Meeting - January 12, 2017

17. Personal Appeals, Part II

18. Borough Manager's Report

18.a. Significant Revenue and Expense Items for First Half of January, 2017.

19. President's Business

20. Adjournment

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## EMMAUS BOROUGH COUNCIL

The Emmaus Borough Council met in regular session on January 16, 2017 in Borough Council Chambers, 28 S. 4<sup>th</sup> Street, Emmaus, PA 18049.

### CALL TO ORDER

Mr. Labenberg called the Meeting to order at 7:00 p.m.

Brent Labenberg, President	Present
Wesley Barrett, Vice President	Present
Roy Anders	Present
Nathan Brown	Absent
Chris DeFrain	Present
Lee Ann Gilbert	Absent
Jeffrey Shubzda	Present
Winfield Iobst, Mayor	Present
Jeffrey Dimmich, Solicitor	Present
Shane Pepe, Borough Manager	Present

### PERSONAL APPEALS, PART I

**A. Michael Gibson, 230 Ridge Street** – on behalf of the Emmaus Main Street Partners' Economic Development Committee stated that the Emmaus Main Street Partners applied for a grant to the Greater Lehigh County Chamber of Commerce and was awarded \$1,500.00 to place parking signs throughout the Borough. He stated that based on a study, the Emmaus Main Street Partners took the initiative to better locate the available parking lots within the Borough. He stated that the grant is a matching grant. He also stated that the parking signs will be located on breakaway posts throughout the Borough on the parking lots that have been volunteered by private businesses or by the public. He stated that the use of several lots are currently in discussion. He stated that the BB&T Bank and the lot on Jubilee Street, owned by the Borough, have been donated for parking. Mr. Gibson presented a copy of the parking sign that will be placed at the parking lots. He stated that there are 11 parking signs needed and that the signs, the posts, and the accessory signs cost approximately \$125.00 each. The sign is a blue, custom-made sign that will have "Parking" with an arrow sign directing people toward the lot. Under the sign will be the name of the business where the lot is located. Mr. Gibson stated that the signs will acknowledge the name of the business that is allowing the use of their parking lot. Mr. Gibson stated that he asked Mr. Pepe for the use of the Public Works Department for the installation of the signs. He also stated that the Emmaus Main Street Partners' Economic Development Committee is requesting that the Borough provide the matching funds. Mr. Pepe asked how long the grant will be good for. Mr. Gibson responded that the grant is good for one year from the date of award, which was July, 2016. Mr. Labenberg and Mr. Barrett thanked the Economic Development Committee for its hard work identifying parking within the Borough.

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## EMMAUS BOROUGH COUNCIL

**B. John Hayes, New Tripoli Bank** – stated that several weeks ago the bank announced its intent to build a new building along Buckeye Road in Upper Milford Township. He stated that the building will be located across the street from Blackman’s Cycle. Mr. Hayes stated that a loan production office is located within the Borough at 187 Main Street. Mr. Labenberg wished Mr. Hayes and the bank the best of luck.

COMMUNITY MINUTE - None.

SPECIAL PRESENTATIONS – None.

### READING OF MINUTES

**Motion by Mr. Barrett, seconded by Mr. DeFrain to adopt the January 3, 2017 Council Minutes as drafted. There were 5 ayes. Motion carried.**

DECISION ON BIDS – None.

### COMMUNICATIONS

- a. Joseph Deddo, Emmaus Veterans Committee – Memorial Day Parade Request. Referred to staff.
- b. Kathy Mintzer, Recreation & Entertainment Commission – Kick-off to Summer Community Day Request. Referred to the Parks & Recreation Committee.
- c. Linda Destan, 406 Alpine Street, Emmaus – Request reappointment to the Shade Tree Commission – term expired 1/1/2017. Mr. Labenberg stated that the reappointment is on the Agenda under the General Administration Committee.
- d. Karri Schreppel, 651 Walnut Street, Emmaus – Request appointment to the Emmaus Arts Commission. Referred to the General Administration Committee.
- e. Nigel Watt, 130 N. 5<sup>th</sup> Street, Emmaus – Resignation from the Joint Environmental Advisory Council. Mr. Pepe thanked Mr. Watt for his contributions to the EAC Council. Mr. Labenberg directed Mr. Pepe to mail Mr. Watt a letter of thanks.

BOROUGH ENGINEER’S REPORT – None.

### SOLICITOR’S REPORT

Progress.

### UNFINISHED BUSINESS, PART I

Ordinance No. 1152 – An Ordinance of the Borough of Emmaus Amending Chapter 5, Adding Part 6, Chapter 10 to the Borough of Emmaus Code of Ordinances, Entitled, “Abandoned Real Property and Blighted Property Registration Ordinance” (1<sup>st</sup> Reading 12/19/16) (2<sup>nd</sup> Reading 1/16/17).

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EMMAUS BOROUGH COUNCIL

**Motion by Mr. Anders, seconded by Mr. Shubzda to adopt Ordinance No. 1152 – An Ordinance of the Borough of Emmaus Amending Chapter 5, Adding Part 6, Chapter 10 to the Borough of Emmaus Code of Ordinances, Entitled, “Abandoned Real Property and Blighted Property Registration Ordinance” on its 2<sup>nd</sup> Reading. Roll call vote: Mr. Anders, aye; Mr. Shubzda, aye; Mr. DeFrain, aye; Mr. Barrett, aye; Mr. Labenberg, aye. There were 5 ayes. Motion carried.**

NEW BUSINESS – None.

UNFINISHED BUSINESS, PART II

Mr. Labenberg stated that Ordinance No. 1153 will have its 2<sup>nd</sup> Reading at the February 6, 2017 Council Meeting.

Mr. Pepe encouraged Council to read the Morning Call article that was just posted on the newspaper’s website for more information on the legal limits that the Commonwealth of Pennsylvania has placed concerning medical marijuana facilities.

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

MAYOR’S REPORT

Progress.

COMMITTEE REPORTS

a. Public Works Committee

Progress.

b. Health, Sanitation, and Codes Committee

The next Committee Meeting is January 19, 2017 at 4:15 p.m.

Progress.

c. Parks and Recreation Committee

The next Committee Meeting is February 7, 2017 at 4:00 p.m.

Progress.

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EMMAUS BOROUGH COUNCIL

d. Public Safety Committee

Progress.

e. General Administration Committee

**Motion by Mr. Barrett, seconded by Mr. DeFrain to reappoint Linda Destan to the Shade Tree Commission to a term expiring on 1/1/2022. There were 5 ayes. Motion carried.**

Resolution 2017- 4 – A Resolution Authorizing the Borough Manager to Apply for the Commonwealth of Pennsylvania Redevelopment Assistance Capital Project (RACP) Grant.

Mr. Pepe explained that the Grant is for \$1.5 million dollars and will be used towards the renovation at 33 E. Minor Street. The grant is a five to six year Grant and is a dollar for dollar match. Mr. Pepe stated that completing the project will also add 4,000 sq. ft. and 7 jobs to the Seven Generations Charter School as well. Mr. Labenberg stated that it is anticipated that the Borough's matching funds will be obtained through the sale of the Borough properties. Mr. Pepe stated that it may take several tries to obtain the Grant.

**Motion by Mr. Barrett, seconded by Mr. Anders to adopt Resolution 2017-4. There were 5 ayes. Motion carried.**

The next Committee Meeting is Wednesday, January 18, 2017 at 9:00 a.m.

Progress.

f. Budget and Finance Committee

Resolution 2017-3, authorizing payment of the January 16, 2017 Bill List, as follows:

<b>Bill List</b>	<b>\$</b>	<b>400,405.37</b>
<b>Payroll #1</b>	<b>\$</b>	<b>124,807.95</b>
<b>Payroll Taxes</b>	<b>\$</b>	<b><u>44,090.94</u></b>
<b>Total</b>	<b>\$</b>	<b>569,304.26</b>

Done this 16<sup>th</sup> day of January 2017.

**Motion by Mr. Shubzda, seconded by Mr. Anders to adopt Resolution 2017-3. There were 5 ayes. Motion carried.**

The next Committee Meeting is January 26, 2017 at 3:15 p.m., prior to the Council Meeting.

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EMMAUS BOROUGH COUNCIL

Progress.

g. Community Relations, Planning and Development Committee

**Motion by Mr. DeFrain, seconded by Mr. Shubzda to allocate \$1,500.00 of budgeted funds to the Emmaus Main Street Partners for the purchase of parking signs for various locations throughout the Borough.**

Mr. Labenberg stated that he believes that the motion should say up to \$1,500.00. Mr. DeFrain amended his first and Mr. Shubzda amended his 2<sup>nd</sup>.

**Motion by Mr. DeFrain, seconded by Mr. Shubzda to allocate up to \$1,500.00 of budgeted funds to the Emmaus Main Street Partners for the purchase of parking signs for various locations throughout the Borough. There were 5 ayes. Motion carried.**

The next Committee Meeting is February 9, 2017 at 4:00 p.m.

Progress.

PERSONAL APPEALS, PART II – None.

BOROUGH MANAGER'S REPORT

Mr. Pepe reported that the Significant Revenue and Expense Items for the first half of January, 2017 are in the iPads and entertained questions about them. Mr. Pepe stated that Council will receive their final Budget books by the end of January.

Progress.

PRESIDENT'S BUSINESS

Progress.

ADJOURNMENT

**Motion by Mr. Barrett, seconded by Mr. DeFrain to adjourn the January 16, 2017 Emmaus Borough Council Meeting. There were 5 ayes. Motion carried.**

The Meeting adjourned at 7:26 p.m.

Shane M. Pepe  
Borough Manager

Transcribed by: Paula Weiant  
Administrative Assistant  
January 20, 2017