

January 18, 2016

EMMAUS BOROUGH COUNCIL

**Emmaus Borough Council  
Agenda  
January 18, 2016, 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

January 4, 2016

7. Decisions on Bids
8. Communications
  - a. Robert Boehmer, 332 N. 3<sup>rd</sup> Street – Resignation from the Emmaus Arts Commission (term expires 2/7/2016).
  - b. Liesel Gross, 627 W. Greenleaf Street – Resignation from the Emmaus and Upper Milford Joint Environmental Advisory Council (term expires 3/7/2017).
  - c. Jessi O’Donald, Upper Milford Township – Interest in serving on the Joint Environmental Advisory Council.
  - d. Kathleen Prindible, 365 Barrett Road – Resignation from the Emmaus Arts Commission (term expires 2/7/2016).
9. Borough Engineer’s Report
10. Solicitor’s Report
11. Unfinished Business, Part I
  
12. New Business

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**Ordinance No. 1136 – An Ordinance Repealing Sections 351 Through 356 of Chapter 1 of the Codified Ordinances Involving the Civil Service Commission Rules and Regulations and Adopting Amended Rules and Regulations (1<sup>st</sup> Reading 1/18/16).**

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) (Brown, Anders, DeFrain)**

Next Meeting – February 8, 2016 at 3:00 p.m.

- a. South 10<sup>th</sup> Street Culvert
- b. Historical House Agreements
- c. Lateral Clean-outs

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

Next Meeting – January 21, 2016 at 3:45 p.m.

- a. Emmaus and Upper Milford Joint Environmental Advisory Council
- b. Board of Health
- c. Refuse Amendments
- d. IFC Ordinance
- e. **Resolution 2016-4: Approving Preliminary / Final Subdivision Plan for 217 Main Street, Emmaus**
- f. **Donation to the Joint Environmental Advisory Council**

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

Next Meeting – February 2, 2016 at 4:00 p.m.

- a. Boro Line Park Direction Sign
- b. USSSA Field Request for 2016

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

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Next Meeting – January 20, 2016 at 3:00 p.m.

- a. Emergency Operations Plan – Review
- b. Yield to Pedestrian Signs on Chestnut Street
- c. 25mph Signs on Chestnut Street
- d. **Ordinance No. 1136 (1<sup>st</sup> Reading)**

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

Next Meeting – January 20, 2016 at 9:00 a.m.

- a. Emmaus Public Library Expansion Project
- b. Record Retention
- c. Vehicle Use Policy

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

Next Meeting – January 28, 2016 at 3:15 p.m.

- a. **Resolution 2016-03 – Bill List**
- b. Capital Plan
- c. Police Pension
- d. Fire Fee Schedule

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

Next Meeting – February 11, 2016 at 4 p.m.

- a. Grant Progress
- b. Southwest Lehigh County Comprehensive Plan

17. Personal Appeals, Part II

18. Borough Manager's Report

- a. Significant Revenue and Expense Items for First Half of January, 2016

19. President's Business

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20. Adjournment

Next Resolution: 2016-05

Next Ordinance: #1137

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The Emmaus Borough Council met in regular session on January 18, 2016 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 7:08 p.m.

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

PERSONAL APPEALS, PART I - None.

COMMUNITY MINUTE - None.

SPECIAL PRESENTATIONS - None.

READING OF MINUTES

**Motion by Mr. Barrett, seconded by Mr. DeFrain to dispense with the formal reading of the January 4, 2016 Minutes. There were 7 ayes. Motion carried.**

**Motion by Mr. Barrett, seconded by Mr. Anders to adopt the January 4, 2016 Minutes as drafted. There were 7 ayes. Motion carried.**

DECISION ON BIDS - None.

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COMMUNICATIONS

a. Robert Boehmer, 332 N. 3<sup>rd</sup> Street – Resignation from the Emmaus Arts Commission (term expires 2/7/2016).

**Motion by Mr. Barrett, seconded Mr. Shubzda to accept Mr. Boehmer’s resignation from the Emmaus Arts Commission. There were 7 ayes. Motion carried.**

Mr. Labenberg directed Mr. Pepe to mail Mr. Boehmer a letter of thanks for his time served. Mr. Barrett stated that Mr. Boehmer has been on the Arts Commission since the time the Commission was formed.

b. Liesel Gross, 627 W. Greenleaf Street – Resignation from the Emmaus and Upper Milford Joint Environmental Advisory Council (term expires 3/7/2017). Mr. Barrett stated that Mrs. Gross has contributed greatly to the Earth Day event and has been on the Council since 2006.

**Motion by Mr. Barrett, seconded by Mr. Shubzda to accept Liesel Gross’ resignation from the Emmaus & Upper Milford Joint Environmental Advisory Council. There were 7 ayes. Motion carried.**

c. Jessi O’Donald, 1312 Pennsylvania Avenue – Interest in serving on the Joint Environmental Advisory Council. Referred to the Health, Sanitation and Codes Committee.

d. Kathleen Prindible, 365 Barrett Road – Resignation from the Emmaus Arts Commission (term expires 2/7/2016).

e. Kiwanis Club – Easter Egg Hunt at Emmaus Community Park. Referred to Staff.

f. Amy Huber – Letter of thanks to Borough of Emmaus for lowering the speed limit to 25mph on Chestnut Street.

BOROUGH ENGINEER’S REPORT –None.

SOLICITOR’S REPORT

Solicitor Dimmich reported that he is currently working on the bill that the Borough received from LCA in the amount of \$117,000.

Progress.

UNFINISHED BUSINESS, PART I – None.

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NEW BUSINESS

Ordinance No. 1136 – An Ordinance Repealing Sections 351 Through 356 of Chapter 1 of the Codified Ordinances Involving the Civil Service Commission Rules and Regulations and Adopting Amended Rules and Regulations.

**Motion by Mr. Barrett, seconded by Mrs. Gilbert to read Ordinance No. 1136 in short title. There were 7 ayes. Motion carried.**

Mr. Labenberg read Ordinance No. 1136 in short title.

Solicitor Dimmich stated that there are minor changes needed on Page 11 of the Ordinance.

**Motion by Mrs. Gilbert, seconded by Mr. Brown to adopt Ordinance No. 1136 on its 1<sup>st</sup> Reading. Roll call vote: Mr. Brown, aye; Mr. Shubzda, aye; Mr. Anders, aye; Mr. Barrett, aye; Mr. DeFrain, aye; Mrs. Gilbert, aye; Mr. Labenberg, aye.**

UNFINISHED BUSINESS, PART II – None.

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

MAYOR'S REPORT

Mayor Iobst reported that he has received favorable comments about the speed limit change on Chestnut Street.

Progress.

COMMITTEE REPORTS

a. Public Works Committee

Mr. Brown reported that the first meeting of 2016 will be on February 8 at 3:00 p.m.

Progress.

b. Health, Sanitation, and Codes Committee

Resolution 2016-4 – A Resolution Conditionally Approving the Preliminary/Final Subdivision Plan of Daniel Hendricks (217 Main Street, Emmaus, PA 18049).

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Solicitor Dimmich explained that a plan cannot be conditionally approved if there is a Zoning issue. This matter was heard and approved by the Zoning Hearing Board.

**Motion by Mr. Shubzda, seconded by Mrs. Gilbert to adopt Resolution 2016-4. There were 7 ayes. Motion carried.**

**Motion by Mr. Shubzda, seconded by Mrs. Gilbert to donate \$1,500.00 to the Emmaus & Upper Milford Joint Advisory Council. There were 7 ayes. Motion carried.**

Mr. Labenberg explained that \$1,000 will be reimbursed through a matching grant and \$500.00 will be taken out of the Civic Celebrations Line Item.

Mr. Shubzda stated that he will communicate with Mrs. Yaindl about scheduling an interview with Jessi O'Donald.

The next Committee Meeting is Thursday, January 21, 2016 at 3:45 p.m.

c. Parks and Recreation Committee

Mr. Anders stated that Mr. Pepe, and Mr. Dychala and he met with the Emmaus High School Sports Department in regards to baseball being played at the Community Park field in 2016.

Progress.

d. Public Safety Committee

Mrs. Gilbert reported that there is a Committee Meeting scheduled for Wednesday, January 20, 2016 at 3:00 p.m. She stated that the Committee will discuss the Seven Generations Charter School bus issue and a request for a Pedestrian Crossing sign to be placed at Cedar Crest Boulevard and North Street. She also stated that the Committee will discuss changes that are necessary to the Ordinance pertaining to Chestnut Street.

Progress.

e. General Administration Committee

The next Committee Meeting is Wednesday, January 20, 2016 at 9:00 a.m.

Progress.

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f. Budget and Finance Committee

Mr. Labenberg read Resolution 2016-3, authorizing payment of the January 18, 2016 Bill List, as follows:

|                      |           |                         |
|----------------------|-----------|-------------------------|
| <b>Bill List</b>     | <b>\$</b> | <b>315,097.33</b>       |
| <b>Payroll #1</b>    | <b>\$</b> | <b>112,605.20</b>       |
| <b>Payroll Taxes</b> | <b>\$</b> | <b><u>38,329.41</u></b> |
| <b>Total</b>         | <b>\$</b> | <b>466,031.94</b>       |

Done this 18<sup>th</sup> of January 2016.

**Motion by Mrs. Gilbert, seconded by Mr. Anders to approve the January 18, 2016 Bill List. There were 7 ayes. Motion carried.**

g. Community Relations, Planning and Development Committee

The next Committee Meeting is February 11, 2016 at 4:00 p.m.

PERSONAL APPEALS, PART II – None.

BOROUGH MANAGER’S REPORT

Mr. Pepe reported that Mr. Brown and he attended the Southwest Lehigh County Comprehensive Plan meeting on Thursday, January 14, 2016. He stated that Council will receive an invitation to attend a meeting which will be held in February or March at Town Hall. He also reported that staff has been attending training classes on Granicus and iLegislate. He stated that when training is completed, Council will receive passwords for the iPads. Mr. Pepe reported that Mrs. Yaindl is finishing the Final 2016 Budget books and they will be placed in Council mailboxes shortly. Mr. Anders asked for a status on on-line bill pay. Mr. Pepe responded that in-house training will take place in late January and he anticipates going live in the 2<sup>nd</sup> quarter of 2016.

Mr. Pepe reported that the Significant Revenue and Expense Items for the first half of January, 2016 are in the binders and entertained questions about them.

Progress.

PRESIDENT’S BUSINESS – None.

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ADJOURNMENT

**Motion by Mr. Barrett, seconded by Mr. Anders to adjourn the January 18, 2016 Emmaus Borough Council Meeting. There were 7 ayes. Motion carried.**

The Meeting adjourned at 7:27 p.m.

Shane M. Pepe  
Borough Manager

Transcribed by: Paula Weiant  
Administrative Assistant  
January 22, 2016