

January 19, 2015

EMMAUS BOROUGH COUNCIL

**Emmaus Borough Council
Agenda
January 19, 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

January 5, 2015

January 15, 2015 – Special Council Meeting

7. Decisions on Bids
8. Communications
 - a. Richard Farmer, 221 N. 3rd Street – Request reappointment to the Emmaus Arts Commission (term expires 2/7/2015).
 - b. Lori Ramsey, 442 N. Third Street – Resignation from the Emmaus Planning Commission.
 - c. Jon Larson, Emmaus Aquatic Club, 2546 Mill Race Road – Request use of Community Pool from opening until August 15, 2015.
 - d. William Kennedy, Emmaus Police Department Retiree – Cost of Living Adjustment
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

13. Unfinished Business, Part II

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) (2nd Reading 2/2/15).

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 – February 5, 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 – February 19, 2015 at 4:30 p.m.

- a. Emmaus and Upper Milford Joint Environmental Advisory Council
- b. Board of Health
- c. Refuse Bills
- d. **Appointment of Christopher Heckler to the Joint Environmental Advisory Council (term expires 3/7/2015)**

Parks and Recreation (Anders, Barrett, Labenberg)

Next Meeting – February 3, 2015 at 9:00 a.m.

- a. Boro Line Park Direction Sign
- b. **Appointment of Griff Harold to the Parks and Recreation Commission (term expires 5/1/2016)**

Public Safety (Gilbert, Barrett, Brown)

Next Meeting – February 4, 2015 at 3:00 p.m.

- a. Emergency Operations Plan – Review
- b. Graffiti Ordinance

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- c. IFC Ordinance
- d. **Ordinance No. 1119 - Landis Circle One-Way (2nd Reading 1/19/15)**
- e. Ordinance No. 1120 – Remove Handicap Parking Sign and Prohibit Parking on Railroad Street (2nd Reading 2/2/15)

General Administration (Barrett, Gilbert, Labenberg)

Next Meeting – January 21, 2015 at 9:00 a.m.

- a. Emmaus Public Library Expansion Project
- b. Sale of Properties
- c. Town Hall Remodeling Project
- d. **Reappointment of Ellen Wilson to the Emmaus Arts Commission (new term expires 2/7/2018)**
- e. **Reappointment of Linda Waddell to the Emmaus Arts Commission (new term expires 2/1/2018)**
- f. **Borough Newsletter Contract**

Budget and Finance (Holtzhafer, Shubzda, Gilbert)

Next Meeting – January 29, 2015 at 3:30 p.m.

- a. Capital Plan
- b. **Resolution 2015-4 – Bill List**

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

Next Meeting – February 10, 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 First Half of January, 2015

19. President's Business

20. Adjournment

Next Resolution: 2015-5

Next Ordinance: #1121

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The Emmaus Borough Council met in regular session on January 19, 2015 in Borough Council Chambers, 28 S. 4th Street, Emmaus, PA 18049.

CALL TO ORDER

Mr. Holtzhafer called the meeting to order at 7:04 p.m.

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

Due to the absence of Mayor Iobst, Council President, Lee Ann Gilbert, presided as Mayor and Council Vice President Holtzhafer, presided as Council President.

PERSONAL APPEALS – PART 1

A. Greg Walls, Commander of Catholic War Veterans, 372 Delong Avenue – requested exemption for refuse/recycling fee for property located at 722 Furnace Street. Mr. Holtzhafer referred the item to the Health, Sanitation & Codes Committee. Mr. Holtzhafer invited Mr. Walls to the meeting to be held February 19, 2015 at 4:30 p.m.

B. Tom Campione, Director of Legislative Affairs, Pennsylvanians for Self Protection, 33 W. Water Street, Hellertown, PA – stated that on December 13, 2014 a letter was sent to the Borough from Prince Law discussing fire arms Ordinances that appear to be in violation of Title 18, 6120. He stated that there has been no discussion and no response to the letter. Mr. Pepe responded that the Borough repealed the Ordinances several years ago and after the letter was received all postings were removed from Borough parks. Mr. Campione read a portion of Borough Ordinance Chapter 16, Parks and Recreation, Part 1, 103. Mr. Pepe responded that he believes Mr. Campione has a copy of the old Ordinance as all codified Ordinances were posted on the Borough website several months ago.

COMMUNITY MINUTE – None.

SPECIAL PRESENTATIONS – None.

READING OF MINUTES

Motion by Mr. Labenberg, seconded by Mr. Anders to dispense with the formal reading of the January 5, 2015 Minutes. There were 5 ayes. Motion carried.

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Motion by Mr. Labenberg, seconded by Mr. Barrett to adopt the January 5, 2015 Minutes as drafted. There were 5 ayes. Motion carried.

Motion by Mr. Labenberg, seconded by Mr. Shubzda to dispense with the formal reading of the January 15, 2015 Special Council Minutes. There were 5 ayes. Motion carried.

Motion by Mr. Anders, seconded by Mr. Barrett to adopt the January 15, 2015 Special Council Minutes as drafted. There were 5 ayes. Motion carried.

DECISION ON BIDS – None.

COMMUNICATIONS

a. Richard Farmer, 221 N. 3rd Street – Request reappointment to the Emmaus Arts Commission (term expires 2/7/2015). Referred to the General Administration Committee.

b. Lori Ramsey, 442 N. Third Street – Resignation from the Emmaus Planning Commission.

Motion by Mr. Labenberg, seconded by Mr. Anders to accept Ms. Ramsey's resignation from the Emmaus Planning Commission. There were 5 ayes. Motion carried.

c. Jon Larson, Emmaus Aquatic Club, 2546 Mill Race Road – Request use of Community Pool from opening until August 15, 2015. Referred to the Parks and Recreation Committee.

d. William Kennedy, Emmaus Police Department Retiree – Cost of Living Adjustment. Referred to the Budget and Finance Committee and the Pension Board.

BOROUGH ENGINEER'S REPORT - None.

SOLICITOR'S REPORT

Progress.

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).

Motion by Mr. Barrett, seconded by Mr. Labenberg to read Ordinance No. 1119 in short title. There were 5 ayes. Motion carried.

Mr. Holtzhafer read Ordinance No. 1119 in short title.

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Motion by Mr. Labenberg, seconded by Mr. Barrett to adopt 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 on its 2nd Reading. Roll call vote: Mr. Labenberg, aye; Mr. Barrett, aye; Mr. Shubzda, aye; Mr. Anders, aye; Mr. Holtzhafer, aye. There were 5 ayes. Motion carried.

NEW BUSINESS – None.

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 Committee met on Thursday, January 8, 2015 at 3:30 p.m. He reported that Public Works Director, John Dychala; Code Enforcement Officer, Jim Farnsworth; and Fire Inspector, Daniel Sell will conduct inspections in February at all of the Borough owned historical sites. Mr. Labenberg entertained questions about the Committee report.

Progress.

b. Health, Sanitation, and Codes Committee

Mr. Shubzda reported that the Committee interviewed two candidates, Jan Eickmeier and Christopher Heckler, to fill the vacancy on the Joint Environmental Advisory Council. He reported that both candidates were well qualified but there is currently only one vacancy.

Motion by Mr. Shubzda, seconded by Mr. Anders to appoint Christopher Heckler to the Joint Environmental Advisory Council to a term expiring 3/7/2015. There were 5 ayes. Motion carried.

The next Committee meeting is February 19, 2015 at 4:30 p.m. Mr. Shubzda stated that a document will be posted on the Borough's website shortly detailing the breakdown of the refuse and recycling fees.

Progress.

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c. Parks and Recreation Committee

Motion by Mr. Anders, seconded by Mr. Labenberg to appoint Griff Harold to the Parks and Recreation Commission to a term expiring 5/1/2016. There were 5 ayes. Motion carried.

Mr. Anders reported that the Emmaus Veteran's Committee has requested a pavilion fee waiver for the use of Lions Pavilion on June 20, 2015. Mr. Barrett asked if this is a first time request for the event. Mr. Anders responded affirmatively. Mr. Anders stated that the event is a picnic to thank all of the members of the Emmaus Veteran's Committee for their dedication and service. He also stated that the Committee supports the community in several ways. Mr. Holtzhafer reminded Mr. Anders to follow proper protocol with a request of this nature.

Motion by Mr. Anders, seconded by Mr. Shubzda to grant the Emmaus Veteran's Committee fee waiver request for the use of Lions Pavilion on June 20, 2015. There were 5 ayes. Motion carried.

Mr. Anders reported that the Committee held a discussion about the Emmaus High School baseball and softball teams using the Community Park fields, the Williams field, and the Kiwanis field. He stated the baseball team and softball team already have their schedules made for the 2015 season at their current locations and at this time there will be no change to where they play.

Mr. Anders reported that the Committee discussed the Funk 5-Miler. Rochelle Romeo will attend the next Committee meeting to discuss the race.

Progress.

d. Public Safety Committee

Mrs. Gilbert entertained questions about the Committee report. Mr. Shubzda questioned the date of the Funk 5-Miler. Mrs. Gilbert responded that she is unsure of the date but believes it is June or July. Mr. Anders responded that he believes it is in June. Mrs. Gilbert reported that the Committee is working on a graffiti Ordinance.

Progress.

e. General Administration Committee

Motion by Mr. Barrett, seconded by Mr. Shubzda to reappoint Ellen Wilson to the Emmaus Arts Commission to a term expiring 2/7/2018. There were 5 ayes. Motion carried.

Motion by Mr. Barrett, seconded by Mr. Labenberg to reappoint Linda Waddell to the Emmaus Arts Commission to a term expiring 2/1/2018. There were 5 ayes. Motion carried.

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Mr. Barrett reported that Home Town Press would like to enter into a contract with the Borough to produce 3 newsletters in 2015. Mr. Pepe explained that Home Town Press pays for the newsletter printing and postage. They would like the opportunity to offer and sell larger ads, on a limited basis to cover the increase in printing and postage. The newsletter will continue to be produced with the same 70% to 30% articles to ads ratio.

Motion by Mr. Labenberg, seconded by Mr. Shubzda to enter into a 2015 newsletter contract with Home Town Press to provide three issues of the Borough newsletter with the change to offer and sell larger ads on a limited basis and to produce with the same 70% to 30% articles to ads ration. There were 4 ayes, 1 abstention (Barrett). Motion carried.

Mr. Barrett reported that Switchback Pizza, located at 525 Jubilee Street, has requested renting three parking spaces in the Borough's parking lot located adjacent to their new restaurant. The Committee recommends charging Switchback Pizza \$100 per month for three spaces. Mr. Shubzda asked if the business owner will pay for the signage to be placed at the lot. Mr. Pepe responded affirmatively.

Motion by Mr. Barrett, seconded by Mr. Anders to authorize Mr. Pepe to negotiate a month to month rental agreement with Switchback Pizza to rent three parking spaces in the Borough's parking lot adjacent to 525 Jubilee Street at \$100 per month. There were 5 ayes. Motion carried.

Mr. Barrett reported that the next Committee meeting is January 21, 2015 at 9:00 a.m.

Progress.

f. Budget and Finance Committee

Mr. Shubzda read Resolution 2015-4 authorizing payment of the January 19, 2015 Bill List, as follows:

Bill List	\$	209,880.15
Payroll #1	\$	138,343.28
Payroll Taxes	\$	<u>60,227.75</u>
Total	\$	408,451.18

Done this 19th day of January 2015.

Motion by Mr. Shubzda, seconded by Mr. Anders to approve the January 19, 2015 Bill List. There were 5 ayes. Motion carried.

Progress.

g. Community Relations, Planning and Development Committee

Mr. Shubzda reported that the Committee reviewed previous plans dating back five to ten years and will review the plans for future use. Mr. Anders reported that the Committee

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received an update from the Emmaus Main Street Partners including several new businesses that have recently opened up. He reported that the Partners will also be included in the SnowBlast Festival event.

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, 2015 are in the Council binders and offered to entertain questions about them.

Progress.

PRESIDENT'S BUSINESS

Motion by Mr. Barrett, seconded by Mr. Anders to adjourn. There were 5 ayes. Motion carried.

The January 19, 2015 Meeting of the Emmaus Borough Council adjourned 7:40 p.m.

Shane Pepe
Borough Manager

Transcribed by: Paula Weiant
Administrative Assistant
January 22, 2015