

February 1, 2016

EMMAUS BOROUGH COUNCIL

**Emmaus Borough Council
Agenda
February 1, 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 18, 2016

7. Decisions on Bids
8. Communications
 - a. Autumn and Makayla, 602 Beechwood St. – Girl Scout Silver Award Project.
9. Borough Engineer's Report
10. Solicitor's Report
11. Unfinished Business, Part I

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 (1st Reading 1/18/16) (2nd Reading 2/16/16).

12. New Business

Ordinance No. 1135 – An Ordinance Amending Chapter 15 §201 of the Codified Ordinances, Maximum Speed Limits Established on Certain Streets (1st Reading 2/1/16).

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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 10th Street Culvert
- b. Historical House Agreements
- c. Lateral Clean-outs

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

Next Meeting – February 18, 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. **Appoint Jessi O'Donald to the Joint Environmental Advisory Council (term expires 3/07/17)**

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)

Next Meeting – February 3, 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 (2nd Reading 2/16/16)
- e. **Ordinance No. 1135 (1st Reading 2/1/16)**

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General Administration (Barrett, Labenberg, Gilbert)

Next Meeting – February 3, 2016 at 9:00 a.m.

- a. Emmaus Public Library Expansion Project
- b. Record Retention
- c. Vehicle Use Policy
- d. **Reappoint Teri Sorg-McManamon to the Emmaus Arts Commission (term expires 2/7/19)**
- e. **Reappoint Michael Waddell to the Emmaus Arts Commission (term expires 2/7/19)**

General Administration (continued)

- f. **Appoint Todd Ackerman to the Emmaus Planning Commission (term expires 4/1/19)**

Budget and Finance (Labenberg, Shubzda, Gilbert)

Next Meeting – February 16, 2016 at 6:45 p.m.

- a. **Resolution 2016-05 – 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 4:00 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 January, 2016

19. President's Business

- a. Executive Session – Legal Matter

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20. Adjournment

Next Resolution: 2016-06

Next Ordinance: #1137

The Emmaus Borough Council met in regular session on February 1, 2016 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.

Brent Labenberg, President	Present
Wesley Barrett, Vice President	Present
Roy Anders	Present
Nathan Brown	Present
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. Teri McManamon, 152 Seem Street, on behalf of the Emmaus Arts Commission – invited everyone to attend the 10th Annual SnowBlast Winter Arts Festival to be held on Saturday, February 6, 2016 from 10:00 a.m. to 4:00 p.m. at Triangle Park. She stated that there will be a Fire & Light celebration honoring the 10-year Anniversary and announced the different events that will take place during the day.

B. Andrew Bernstein - Cyclocross 2016 dates and events. Mr. Bernstein thanked Borough Council, the Public Works Department and the Parks and Recreation Commission for their support during 2015. He read a letter with approximately 100 signatures of individuals that have attended the events. Mr. Anders thanked Mr. Bernstein for using the Borough's property for the events and for always keeping them clean and orderly.

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C. John Donches, 559 Minor Street - thanked the cycling groups, Funk Brewery, and Let's Play Books Store, and commented how they work together and have shared group areas in their businesses. He stated that he would like more detail contained in the Committee Minutes and for Council to review some of the items that are on the reports. He suggested recording Committee Meetings as well. Mr. Pepe responded that with the new Granicus system, Mr. Donches will be able to view the Committee reports in more detail when the Agenda is posted on the Borough's website.

COMMUNITY MINUTE

Mr. Anders stated that he rode with the Public Works Department after the snow storm and thanked them for their hard work and dedication cleaning the streets. He stated that he rode with them during the height of the storm and the crew did a phenomenal job working in very tight spaces. He thanked John Dychala for working well with his team and for being a true leader. Mr. Pepe stated that he received a lot of positive feedback from the community after the storm and thanked the residents for helping each other during the storm. He stated that the Public Works Department worked 572 overtime hours and spent about \$9,000 on contracted services for snow removal and extra equipment. He also stated that the Borough spent approximately \$30,000 on snow removal during the storm.

SPECIAL PRESENTATIONS - None.

READING OF MINUTES

Motion by Mr. Barrett, seconded by Mr. Anders to dispense with the formal reading of the January 18, 2016 Minutes. There were 6 ayes. Motion carried.

Motion by Mr. DeFrain, seconded by Mr. Brown to adopt the January 18, 2016 Minutes as drafted. There were 6 ayes. Motion carried.

DECISION ON BIDS - None.

COMMUNICATIONS

a. Autumn and Makayla Johnson, 602 Beechwood Street – Girl Scout Silver Award Project. Referred to the Parks and Recreation Committee.

b. Lehigh County District Attorney James Martin – Mr. Labenberg read a letter announcing the 11th National Take Back Initiative to be held on Saturday, April 30, 2016 from 10:00 a.m. to 2:00 p.m.

BOROUGH ENGINEER'S REPORT –None.

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SOLICITOR'S REPORT

Progress.

UNFINISHED BUSINESS, PART I – None.

NEW BUSINESS

Mr. Labenberg stated that Ordinance No. 1135 will have its 1st Reading tonight and asked Mr. Barrett if he would like to handle the matter now or during the Public Safety Committee Report. Mr. Barrett responded that he will address the matter during the Committee Report.

UNFINISHED BUSINESS, PART II – None.

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

MAYOR'S REPORT

Mayor Iobst thanked the Public Works Department for their outstanding job during snow removal. He stated that he did not receive any phone calls and that he spoke with Paula Weiant and she did not receive many phone calls either.

Mr. Labenberg stated that the Public Works Department did a fantastic job with the first snow fall of the year.

Progress.

COMMITTEE REPORTS

a. Public Works Committee

Mr. Brown reported that the Committee will review the snow removal process and that the Committee will meet on February 8, 2016 at 3:00 p.m.

b. Health, Sanitation, and Codes Committee

Mr. Shubzda stated that the Committee interviewed Jessi O'Donald for the Joint Environmental Advisory Council. He also stated that she lives in the Borough but works for Upper Milford and is very familiar with the functions of the EAC. He reported that the Committee recommends appointing her to the EAC Council.

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Motion by Mr. Shubzda, seconded by Mr. Brown to appoint Jessi O'Donald to the Joint Environmental Advisory Council to a term ending 3/07/17. There were 6 ayes. Motion carried.

Mr. Shubzda reported that the Committee has set new goals for 2016 and will begin working on the Fire Ordinance as well as amending the Zoning Ordinance.

The next Committee Meeting is February 18, 2016 at 3:45 p.m.

c. Parks and Recreation Committee

Mr. Anders reported that the Committee will meet on February 2, 2016 at 4:00 p.m.

Progress.

d. Public Safety Committee

Ordinance No. 1135 – An Ordinance Amending Chapter 15 §201 of the Codified Ordinances, Maximum Speed Limits Established on Certain Streets (1st Reading 2/1/16).

Motion by Mr. Barrett, seconded by Mr. Brown to read Ordinance No. 1135 in short title. There were 6 ayes. Motion carried.

Mr. Barrett read Ordinance No. 1135 in short title.

Motion by Mr. Barrett, seconded by Mr. Brown to adopt Ordinance No. 1135 - An Ordinance Amending Chapter 15 §201 of the Codified Ordinances, Maximum Speed Limits Established on Certain Streets on its 1st Reading. Roll call vote: Mr. Brown, aye; Mr. Shubzda, aye; Mr. Anders, aye; Mr. Barrett, aye; Mr. DeFrain, aye; Mr. Labenberg, aye. There were 6 ayes. Motion carried.

Mr. Anders thanked the Ambulance Corps, the Fire Department and the Police Department for their assistance during a personal health issue. He stated that they were very professional and courteous.

Progress.

e. General Administration Committee

Motion by Mr. Barrett, seconded by Mr. Anders to reappoint Teri Sorg-McManamon to the Emmaus Arts Commission to a term expiring on 2/7/19. There were 6 ayes. Motion carried.

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Motion by Mr. Barrett, seconded by Mr. Shubzda to reappoint Michael Waddell to the Emmaus Arts Commission to a term expiring on 2/7/19. There were 6 ayes.

Motion by Mr. Barrett, seconded by Mr. Shubzda to appoint Todd Ackerman to the Emmaus Planning Commission to a term expiring on 4/1/19. There were 6 ayes. Motion carried.

Mr. Labenberg stated that due to the amount of work the Health, Sanitation, and Codes Committee will have, he will not dissolve the Committee and that building projects will be absorbed by the General Administration Committee.

Progress.

f. Budget and Finance Committee

Mr. Labenberg read Resolution 2016-5, authorizing payment of the February 1, 2016 Bill List, as follows:

Bill List	\$	269,080.04
Payroll #2	\$	128,647.49
Payroll Taxes	\$	<u>43,214.25</u>
Total	\$	410,941.78

Done this 2nd of February 2016.

Motion by Mr. Shubzda, seconded by Mr. Anders to approve the February 1, 2016 Bill List. There were 6 ayes. Motion carried.

Progress.

g. Community Relations, Planning and Development Committee

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

Progress.

PERSONAL APPEALS, PART II – None.

BOROUGH MANAGER'S REPORT

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

Mr. Pepe discussed the Granicus Program and stated that there are some challenges with the program but believes that the program will streamline the Council Agenda and Minutes process as well as save time and paper. Mr. Barrett agreed with Mr. Pepe.

Progress.

PRESIDENT'S BUSINESS

Mr. Labenberg recessed the meeting at 7:32 p.m. for an Executive Session to discuss a legal matter with no official action anticipated.

Mr. Labenberg reconvened at 8:10 p.m. with no official action taken.

ADJOURNMENT

Motion by Mr. Barrett, seconded by Mr. Anders to adjourn the February 1, 2016 Emmaus Borough Council Meeting. There were 6 ayes. Motion carried.

The Meeting adjourned at 8:10 p.m.

Shane M. Pepe
Borough Manager

Transcribed by: Paula Weiant
Administrative Assistant
February 5, 2016