

February 19, 2019

**Emmaus Borough Council
Agenda
February 19, 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. Council Meeting Minutes - February 4, 2019
7. Decisions on Bids
 - 7.a. Dump Truck Lease
8. Communications
 - 8.a. Amy Hitch, 97 E. Elm Street - Request reappointment to the Joint Environmental Advisory Council (current term expires 3/7/2019).
 - 8.b. Chris Schmidt, Angel 35 Foundation - Hero Up for Childhood Cancer 5K Run & Childrens' Run Event, May 5, 2019
 - 8.c. Fred Mussel, Cedarbrook Sportsmen - Request monetary donation to stock Furnace Dam.
9. Borough Engineer's Report
10. Solicitor's Report
11. Unfinished Business, Part I
12. New Business
 - 12.a. Ordinance No. 1186 - An Ordinance Amending Chapter 15 §404.1 of the Codified Ordinances, Establishing Parking Restrictions Adjacent to Triangle Park and South 4th Street During the Emmaus Farmers' Market (1st Reading 2/19/2019).

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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) (Anders, Sorg-McManamon, Labenberg)
Next Meeting – March 13, 2019 at 4:00 p.m.

Health, Sanitation, and Codes (Shubzda, Sorg-McManamon, Anders)
Next Meeting – February 27, 2019 at 4:30 p.m.

Reappoint Amy Hitch to the Joint EAC - 3 yr. term expires 3/7/2022

Parks and Recreation (Baumgartner, Anders, Shubzda)
Next Meeting – March 5, 2019 at 4:30 p.m.

Appoint Donna Weaver to the Recreation and Entertainment Commission (term expires 5/1/2021)

Committee Meeting Notes - February 5, 2019

Public Safety (DeFrain, Hart, Baumgartner)
Next Meeting – March 13, 2019 at 9:15 a.m.

Fire Lieutenant Promotion - Donald Riley III

Handicapped Parking Request - 572 Jubilee Street

Superhero Run for Angel 34 Foundation

Committee Meeting Notes - February 13, 2019

General Administration (Labenberg, Baumgartner, DeFrain)
Next Meeting – February 28, 2019 at 9:00 a.m.

Ordinance No. 1186 - 1st Reading 2/19/2019

Solicitor Services RFP

Committee Meeting Notes - February 14, 2019

Budget and Finance (Hart, DeFrain, Labenberg)
Next Meeting – March 4, 2019 at 6:45 p.m.

Resolution 2019-10: Bill List

General Authority Request

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Fire Apparatus

Committee Meeting Notes - February 4 & February 14, 2019

Community Relations, Planning and Development (Sorg-McManamon, Hart, Shubzda)
Next Meeting – February 21, 2019 at 4:30 p.m.

17. Jr. Council Member's Report

18. Boards and Commissions

18.a. Pension Board Meeting Minutes - February 13, 2019

18.b. EMSP Board Meeting Minutes - February 6, 2019

18.c. Fire Department 2018 Annual Report

18.d. 2019 Ambulance Subscription Drive

18.e. 2018 Police Report

19. Personal Appeals, Part II

20. Borough Manager's Report

20.a. Significant Revenue and Expense Items for First Half of February, 2019

21. President's Business

22. Adjournment

EMMAUS BOROUGH COUNCIL

The Emmaus Borough Council met in Regular Session on February 19, 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.

| | |
|------------------------------------|---------|
| 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 |
| Jonas Hausmann, Jr. Council Member | Absent |
| Lee Ann Gilbert, Mayor | Present |
| Jeff 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. Hart, seconded by Mrs. Sorg-McManamon to adopt the February 4, 2019 Council Minutes as drafted. There were 7 ayes. Motion carried.

DECISION ON BIDS

Motion by Mr. DeFrain, seconded by Ms. Baumgartner to award the lease for the Public Works dump truck to Tax-Exempt Leasing for 48 months at a rate of 3.88%, with a monthly payment of \$3,444.74. There were 7 ayes. Motion carried.

COMMUNICATIONS

a. Amy Hitch, 97 E. Elm Street – Request reappointment to the Joint Environmental Advisory Council (current term expires 3/7/2019).

Motion by Mr. Shubzda, seconded by Mr. Anders to reappoint Amy Hitch to the Joint Environmental Advisory Council to a term expiring on 3/7/2022. There were 7 ayes. Motion carried.

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b. Chris Schmidt, Angel 35 Foundation – Hero Up for Childhood Cancer 5K Run & Childrens’ Run Event, May 5, 2019.

Motion by Mr. DeFrain, seconded by Ms. Baumgartner to grant Chris Schmidt’s request to hold the Angel 35 Foundation – Hero Up for Childhood Cancer 5K & Children’s Run Event on May 5, 2019 contingent upon proof of insurance. There were 7 ayes. Motion carried.

c. Fred Mussel, Cedarbrook Sportsmen – Request donation for stocking of trout at Furnace Dam. Mr. Labenberg referred the item to staff.

d. Mike Gibson, Chairman Emmaus Borough Planning Commission – Ad Hoc Committee for Planning Commission.

BOROUGH ENGINEER’S REPORT – None.

SOLICITOR’S REPORT

Solicitor Dimmich reported that he is currently working to resolve the Firemen’s Relief matter.

Progress.

UNFINISHED BUSINESS, PART I – None.

NEW BUSINESS

Ordinance No. 1186 – An Ordinance Amending Chapter 15 §404.1 of the Codified Ordinances, Establishing Parking Restrictions Adjacent to Triangle Park and South 4th Street During the Emmaus Farmers’ Market (1st Reading 2/19/19).

Motion by Mrs. Sorg-McManamon, seconded by Mr. Hart to adopt Ordinance No. 1186 - An Ordinance Amending Chapter 15 §404.1 of the Codified Ordinances, Establishing Parking Restrictions Adjacent to Triangle Park and South 4th Street During the Emmaus Farmers’ Market on its 1st Reading. Roll call vote: Mrs. Sorg-McManamon, aye; Mr. Shubzda, aye; Mr. Anders, aye; Mr. Hart, aye; Mr. DeFrain, aye; Ms. Baumgartner, aye; Mr. Labenberg, aye. There were 7 ayes. Motion carried.

Mr. Pepe stated that if the Ordinance is adopted, each business owner and tenant will receive a letter with alternatives for parking.

Mr. Labenberg stated that Ordinance No. 1186 will have its 2nd Reading at the March 18, 2019 Council Meeting.

UNFINISHED BUSINESS, PART II – None.

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

MAYOR’S REPORT

Mayor Gilbert stated that she and Police Chief Palmer will be having dinner with the residents of 643 Broad Street. She invited Council and Mr. Pepe to attend the event.

Progress.

COMMITTEE REPORTS

a. Public Works Committee

Mr. Anders reported that the February 13, 2019 Committee meeting was cancelled and that the next Committee Meeting is March 13, 2019 at 4:00 p.m.

Progress.

b. Health, Sanitation, and Codes Committee

Mr. Labenberg suggested that a few educational recycling videos be placed on the Borough’s website. Mr. Shubzda stated that he will look into the suggestion.

Mr. Shubzda reported that the next Committee meeting is February 27, 2019 at 4:30 p.m.

Progress.

c. Parks and Recreation Committee

Motion by Ms. Baumgartner, seconded by Mr. Shubzda to appoint Donna Weaver to the Recreation and Entertainment Commission to a term expiring 5/1/2021. There were 7 ayes. Motion carried.

Mr. Labenberg asked how many volunteers are currently on the Committee. Mr. Pepe responded that Ms. Weaver will be the fifth volunteer.

Ms. Baumgartner reported that the next Committee meeting is March 5, 2019 at 4:30 p.m.

Progress.

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d. Public Safety Committee

Motion by Mr. DeFrain, seconded by Mr. Hart to promote Don Riley III to the position of Lieutenant within the Emmaus Fire Department. There were 7 ayes. Motion carried.

Motion by Mr. DeFrain, seconded by Mrs. Sorg-McManamon to advertise for an Ordinance to place a handicapped parking spot at 572 Jubilee Street. There were 7 ayes. Motion carried.

Mr. DeFrain stated that the 2nd Reading of the Ordinance will be held at the March 18, 2019 Council meeting.

Mr. DeFrain entertained questions about the Committee notes and reported that the next Committee meeting is Wednesday, March 13, 2019 at 9:15 a.m.

Progress.

e. General Administration Committee

Motion by Mr. DeFrain, seconded by Ms. Baumgartner to authorize Mr. Pepe to advertise for a Request for Proposal for Borough Solicitor Services. There were 7 ayes. Motion carried.

Mr. Labenberg stated that the responses to the RFP will be due by Wednesday, March 27, 2019.

Mr. Labenberg entertained questions about the Committee notes and reported that the next Committee meeting is February 28, 2019 at 9:00 a.m.

Progress.

f. Budget and Finance Committee

Resolution 2019-10, authorizing payment of the February 19, 2019 Bill List, as follows:

| | | |
|----------------------|-----------|--------------------------|
| Bill List | \$ | 566,150.08 |
| Payroll #4 | \$ | 156,889.44 |
| Payroll Taxes | \$ | <u>49,325.48</u> |
| Total | \$ | <u>772,365.00</u> |

Done this 19th day of February 2019.

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Motion by Mr. Hart, seconded by Mr. DeFrain to adopt Resolution 2019-10. There were 7 ayes. Motion carried.

Motion by Mr. Hart, seconded by Mr. DeFrain to authorize Mr. Pepe to forward the Borough of Emmaus' Request for Funding "wish list" to the General Authority. There were 7 ayes. Motion carried.

Motion by Mr. Hart, seconded by Mr. DeFrain to authorize Mr. Pepe to order fire apparatus for the Emmaus Fire Department, with the condition that it will not be ordered prior to September, 2019. There were 7 ayes. Motion carried.

Mr. Pepe invited Fire Chief Price to approach the podium. Mr. Anders asked Chief Price if a deposit is required at the time of order. Chief Price explained that the worst-case scenario is that the order is placed and the entire order is paid for at the time of delivery. Chief Price explained that all of the vendors have payment agreements and there are several payment options. He stated that he believes once a vendor is chosen, he and the Borough Manager will discuss payment options with the vendor at that time. Mr. Pepe reminded Council that if the apparatus is ordered, it is very important to keep to the plan during the 2020 budget process.

Mr. Hart reviewed the Committee notes. He stated that the time and date for the monthly Budget and Finance Committee meetings will be changed to 11:00 a.m., directly following the first General Administration Committee meeting of the month.

Mr. Hart reported that the next Committee meeting is March 4, 2019 at 6:45 p.m.

Progress.

g. Community Relations, Planning and Development Committee

Mrs. Sorg-McManamon reported that the Committee has worked with Home Town Press to create a Welcome Folder. She stated that the Welcome Folder will supply new businesses and residents with important information about the Borough. She thanked Home Town Press, Wesley Works and many others who were involved in the process of creating the folder.

Mrs. Sorg-McManamon reported that the next Committee meeting is February 21, 2019 at 4:30 p.m.

Progress.

h. Junior Council Member's Report

Mr. Pepe reported that Mr. Hausmann was selected to perform in a chorus and is attending practice tonight. He stated that Mr. Hausmann emailed him with some ideas and is

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excited to become more involved with Council. Mr. Pepe stated that Mr. Hausmann will be given a tour of the Borough at a later date.

Progress.

PERSONAL APPEALS, PART II

A. Griffin Harold, 123 Elm Street – thanked Council and the Borough for completing the Wawa deal. He stated that he believes it is important for the Borough to reiterate to the residents the benefits of having a Wawa in the community, such as employment, tax revenue, creation of a trail, etc. Mr. Labenberg stated that he believes between 20-40 jobs will be created.

BOROUGH MANAGER'S REPORT

Mr. Pepe reported that the Significant Revenue and Expense Items for the first half of February 2019 are in the iPads and entertained questions about them. Mr. Pepe encouraged Council to visit the Public Works Department and view the new sewer truck. Mr. Pepe reviewed the timelines for hiring and appointments that will be coming up. He stated that it is very important that Council does not miss any of the interviews. Mr. Pepe stated that there were already 27 applications received through the Consortium with a check mark indicating interest in the Borough of Emmaus Police Department opening. He stated that there were 12 applications handed in for the Public Works Department prior to it being advertised and Indeed.com has generated 4 applicants for the Paramedic position to date.

Progress.

PRESIDENT'S BUSINESS

Mr. Labenberg reminded everyone to be safe due to the impending weather and encouraged everyone to help their neighbors during the storm. Mr. Labenberg reminded everyone that petitions are due shortly for Borough Council positions.

Progress.

ADJOURNMENT

Motion by Mr. DeFrain, seconded by Ms. Baumgartner to adjourn the February 19, 2019 Emmaus Borough Council Meeting. There were 6 ayes. Motion carried.

The Meeting adjourned at 7:43 p.m.

Shane M. Pepe
Borough Manager

Transcribed by: Paula Weiant
Administrative Assistant
February 22, 2019