

February 20, 2018

**Emmaus Borough Council
Agenda
February 20, 2018 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. Public Hearing Minutes - February 5, 2018
Council Meeting Minutes - February 5, 2018
7. Decisions on Bids
8. Communications
 - 8.a. Susan Seibert, 27 Spruce Street - Trash collector issues.
 - 8.b. Paul Miller, Active Learning Centers & Lehigh Valley Martial Arts - Request use of Triangle Park for World Tai Chi Day.
 - 8.c. Meghan Reed, Emmaus Main Street Manager - Request banner fee waiver.
9. Borough Engineer's Report
10. Solicitor's Report
11. Unfinished Business, Part I
12. New Business
13. Unfinished Business, Part II

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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 12, 2018 at 3:30 p.m.

Committee Meeting Notes - February 12, 2018

Health, Sanitation, and Codes (Shubzda, Sorg-McManamon, Anders)

Next Meeting – February 28, 2018 at 4:30 p.m.

Parks and Recreation (Baumgartner, Anders, Shubzda)

Next Meeting – March 6, 2018 at 4:30 p.m.

Resolution 2018-9: DCNR Grant

Committee Meeting Notes - February 6, 2018

Public Safety (DeFrain, Barrett, Baumgartner)

Next Meeting – March 13, 2018 at 3:00 p.m.

Excessive Wait Time Policy

Hiring process for part-time Firefighters

Donation of Modular Trailer from LESTA

Committee Meeting Notes - February 13, 2018

General Administration (Labenberg, Barrett, DeFrain)

Next Meeting – March 1, 2018 at 9:00 a.m.

Budget and Finance (Barrett, DeFrain, Labenberg)

Next Meeting – March 5, 2018 at 6:45 p.m.

Resolution 2018-12: Bill List

Committee Meeting Notes - February 5, 2018

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Community Relations, Planning and Development (Sorg-McManamon, Baumgartner, Shubzda)

Next Meeting – March 15, 2018 at 4:30 p.m.

Resolution 2018-10: Fields at Indian Creek Minor Subdivision Plan

Resolution 2018-11: Fields at Indian Creek Phase IB and II Final Plan

Emmaus Public Library Kick-off Event

Committee Meeting Notes - February 15, 2018

17. Boards and Commissions

17.a. The Shelter House Museum Newsletter - January - March 2018

17.b. Pension Board Meeting Minutes - February 15, 2018

17.c. Employee and Volunteer Safety Committee Meeting Minutes - February 15, 2018

17.d. Fire Department 2017 Year End Report

17.e. Ambulance Department 2017 Year End Report

17.f. EMA 2017 Year End Report

17.g. Police Department 2017 4th Quarter Report

18. Personal Appeals, Part II

19. Borough Manager's Report

19.a. Significant Revenue and Expense Items for First Half of February, 2018

20. President's Business

20.a. Personnel Matter

21. Adjournment

EMMAUS BOROUGH COUNCIL

The Emmaus Borough Council met in regular session on February 20, 2018 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
Wesley Barrett	Present
Shana Baumgartner	Present
Jeffrey Shubzda	Present
Teri Sorg-McManamon	Present
LeeAnn Gilbert, Mayor	Present
Jeffrey Dimmich, Solicitor	Present
Shane Pepe, Borough Manager	Present

PERSONAL APPEALS, PART I

A. Beverly Plosa-Bowser, 1052 Mill Hill Road – introduced herself and stated that she is running for State Representative in the 131st District.

COMMUNITY MINUTE

Mr. Anders thanked the Public Works Department for their hard work with plowing during the recent snowstorm.

SPECIAL PRESENTATIONS – None.

READING OF MINUTES

Motion by Mr. Barrett, seconded by Mr. DeFrain to adopt the February 5, 2018 Public Hearing Minutes as drafted. There were 7 ayes. Motion carried.

Motion by Mr. Shubzda, seconded by Mr. Barrett to adopt the February 5, 2018 Council Minutes as drafted. There were 7 ayes. Motion carried.

DECISION ON BIDS – None.

COMMUNICATIONS

- a. Susan Seibert, 27 Spruce Street – Trash collector issues.

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b. Paul Miller, Active Learning Center & Lehigh Valley Martial Arts – Request use of Triangle Park for World Tai Chi Day. Referred to staff.

c. Meghan Reed, Emmaus Main Street Partners – Request banner fee waiver for East Penn Restaurant Week 2018.

Motion by Mr. Barrett, seconded by Ms. Baumgartner to grant the Emmaus Main Street Partners’ banner fee waiver request for East Penn Restaurant Week 2018. There were 7 ayes. Motion carried.

d. Emmaus Rotary Club Motorcycle Ride for Veterans, May 12, 2018 – Referred to the Parks and Recreation Committee.

BOROUGH ENGINEER’S REPORT – None.

SOLICITOR’S REPORT

Solicitor Dimmich stated that the Borough’s Brief has been filed in the Police grievance issue. He also stated that he spent a great amount of time understanding the Borough’s sewer system and has issued a memorandum concerning the issues that the Borough is facing. He stated that there is an EPA meeting on March 23, 2018.

Progress.

UNFINISHED BUSINESS, PART I – None.

NEW BUSINESS – None.

UNFINISHED BUSINESS, PART II – None.

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

MAYOR’S REPORT

Mayor Gilbert reported that on February 5, 2018, Project Lifesaver was used successfully to locate an elderly individual.

Progress.

COMMITTEE REPORTS

a. Public Works Committee

Mr. Anders reported that the Committee met on February 12, 2018 at 3:30 p.m. He reported that the Committee discussed the lift truck issues and removal of the Christmas tree at Triangle Park. He also reported that the Committee reviewed timelines for projects that are

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scheduled for 2018. He stated that Mr. Dychala will provide a more detailed list at the next Committee meeting. He also reported that the Committee discussed Public Works manpower and hiring issues, issues with snow plowing, and short and long-term goals for road repair.

Mr. Anders reported that the next Committee meeting is March 12, 2018 at 3:30 p.m.

Progress.

b. Health, Sanitation, and Codes Committee

Mr. Shubzda reported that the next Committee meeting is February 28, 2018 at 4:30 p.m.

Progress.

c. Parks and Recreation Committee

Resolution 2018-9 – A Resolution of the Council of the Borough of Emmaus, Lehigh County, Pennsylvania, Approving the Application of a Pennsylvania Department of Conservation and Natural Resources Comprehensive Park and Recreation Plan with a Greenways and Trails Study Grant.

Mr. Pepe explained that Borough Council decided to move forward with a Parks and Recreation Study during budget season last year. He stated that Barry Isset and Associates are working on the Grant application and the preliminary estimates for the study are between \$90,000 and \$95,000. He also stated that the Borough is responsible for a 50% financial match which will be spread over several years. Mr. Pepe stated that the financial match will be budgeted for beginning in 2019.

Motion by Mr. Anders, seconded by Ms. Baumgartner to adopt Resolution 2018-9. There were 7 ayes. Motion carried.

Ms. Baumgartner reviewed the Parks and Recreation Committee meeting minutes and entertained questions about them.

Ms. Baumgartner reported that the next Committee meeting is March 6, 2018 at 4:30 p.m.

Progress.

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d. Public Safety Committee

Motion by Mr. DeFrain, seconded by Mr. Barrett to adopt the Excessive Wait Time Policy for Emmaus Ambulance Corps non-emergency transports beginning June 1, 2018. There were 7 ayes. Motion carried.

Mr. Barrett asked if the fees for excessive waits are consistent with other local communities. Mr. Pepe responded that the fees have been in the Fee Schedule but were not being charged. He invited Chief Price to the podium. Chief Price stated that the fees were already established, but it was difficult to determine what is considered an excessive wait time. He stated that the Policy determines the excessive wait time period. Mr. Anders asked if there are many cases that involve excessive waits. Chief Price responded that there is a fair amount of cases that involve excessive waits. Mr. Labenberg asked how the Borough will notify the public about the policy. Chief Price responded that there will be notifications on social media, handouts, and press releases.

Motion by Mr. DeFrain, seconded by Ms. Baumgartner to authorize Mr. Pepe to begin the hiring process for part-time Firefighters. There were 7 ayes. Motion carried.

Mr. Anders asked if the Firefighters will be hired at minimum wage. Mr. Pepe responded that they will be temporarily hired at minimum wage until the contract is settled. Mr. Pepe stated that the Borough will be hiring for all shifts.

Motion by Mr. DeFrain, seconded by Mr. Barrett to accept a donation of a modular trailer from LESTA, subject to approvals from the Zoning Department. There were 7 ayes. Motion carried.

Mr. Anders asked if the moving of the trailer will come out of the Fire Department budget and how will the trailer be relocated to the Borough's grounds. Chief Price responded that he believes that the Borough has large enough equipment to haul the trailer. He stated that the modular classroom was purchased approximately 5 years ago and was in use at the Mack South Fire Facility for 3 years. The classroom has been in storage for the past several years. He stated that the Public Works Department believes that they have large enough equipment to transport the modular classroom. Mr. Labenberg asked what LESTA stands for. Chief Price responded that it stands for Lehigh Emergency Services Training Association. He stated that all of their funding is through Lehigh County.

Mr. DeFrain stated that a resident attended the Committee meeting and requested painting parking lines in the 600 block of Chestnut Street. He stated the Committee agreed and included the 500 block of Chestnut Street. Mr. DeFrain entertained questions about the Committee minutes.

Mr. DeFrain reported that the next Committee meeting is March 13, 2018 at 3:00 p.m.

Progress.

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e. General Administration Committee

Mr. Labenberg reported that the next Committee meeting is March 1, 2018 at 9:00 a.m.

Progress.

f. Budget and Finance Committee

Resolution 2018-12, authorizing payment of the February 20, 2018 Bill List, as follows:

Bill List	\$	507,272.63
Payroll #4	\$	136,835.34
Payroll Taxes	\$	<u>41,977.77</u>
Total	\$	686,085.74

Done this 20th day of February 2018.

Motion by Mr. Barrett, seconded by Mr. DeFrain to adopt Resolution 2018-12. There were 7 ayes. Motion carried.

Motion by Mr. Barrett, 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.

Progress.

g. Community Relations, Planning and Development Committee

Resolution 2018-10 – A Resolution Conditionally Approving the Preliminary/Final Minor Subdivision Plan for the Fields of Indian Creek, LLC.

Solicitor Dimmich explained that Resolution 2018-10 will nullify Resolution 2016-50, which was approved by Council on November 7, 2016. Jim Preston, Attorney for the Developer approached the podium. Attorney Preston stated that Lew Rauch from Lehigh Engineering Associates, Inc., is also in the audience. Attorney Preston entertained questions from Council. Mr. Anders asked if the land will remain vacant. Attorney Preston stated that at the present time, the land will remain undeveloped.

Motion by Mrs. Sorg-McManamon, seconded by Mr. Shubzda to adopt Resolution 2018-10. There were 6 ayes, 1 abstention (Barrett). Motion carried.

Resolution 2018-11 – A Resolution Conditionally Approving the Phase IB and II Final Plan for the Fields of Indian Creek.

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Motion by Mrs. Sorg-McManamon, seconded by Mr. Shubzda to adopt Resolution 2018-11. There were 6 ayes, 1 abstention (Barrett). Motion carried.

Mrs. Sorg-McManamon reported that the Emmaus Public Library is requesting the use of a 30' x 60' tent with a stage for the kick-off of the Summer Reading Club to be held on June 16, 2018. The theme for this year's Summer Reading Club is "Libraries Rock". The Newspaper Taxis, a Beatles cover band will perform during the day at the event. She stated that parking will be adequate and organizations will be hosting games and other activities. She also stated that Mr. Pepe encouraged Mrs. Resh to coordinate with Allen Lewis, the Borough's electrician, regarding electrical needs and potential issues, as well as with John Dychala.

Motion by Mrs. Sorg-McManamon, seconded by Mr. Shubzda to grant the Emmaus Public Library's request to place a 30' x 60' tent with a stage at the Library for the kick-off of the Summer Reading Club to be held on June 16, 2018. There were 7 ayes. Motion carried.

Mrs. Sorg-McManamon entertained questions about the Committee meeting minutes.

Mrs. Sorg-McManamon reported that the next Committee meeting is March 15, 2018 at 4:30 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 February, 2018 are in the iPads and entertained questions about them.

Progress.

PRESIDENT'S BUSINESS

Mr. Labenberg recessed the meeting at 7:48 p.m. for an Executive Session to discuss a personnel issue with official action anticipated.

Mr. Labenberg reconvened the meeting at 8:00 p.m. Mr. Labenberg stated that the Borough received a Letter of Resignation from James Maust.

Motion by Mr. Anders, seconded by Ms. Baumgartner to accept the resignation of James Maust. There were 7 ayes. Motion carried.

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Progress.

ADJOURNMENT

Motion by Mr. DeFrain, seconded by Mr. Barrett to adjourn the February 20, 2018 Emmaus Borough Council Meeting. There were 7 ayes. Motion carried.

The Meeting adjourned at 8:01 p.m.

Shane M. Pepe
Borough Manager

Transcribed by: Paula Weiant
Administrative Assistant
February 22, 2018