

February 21, 2017

**Emmaus Borough Council  
Agenda  
February 21, 2017 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 - February 6, 2017  
Council Meeting - February 6, 2017
7. Decisions on Bids
8. Communications
  - 8.a. Joseph Deddo, Emmaus Veteran's Committee President - Request Memorial Day Parade banner fee waiver.
  - 8.b. Fred Mussel, Cedarbrook Sportsmen - Request donation for stocking of Trout at Furnace Dam.
9. Borough Engineer's Report
10. Solicitor's Report
11. Unfinished Business, Part I
12. New Business
  - 12.a. Ordinance No. 1154 - An Ordinance of the Borough of Emmaus, Lehigh County, Pennsylvania, Amending Chapter 15 §602.2.A of the Emmaus Borough Code, Removing a Residential Handicapped Parking Sign on the Public Street Located in Front of 556 Ridge Street Within the Borough of Emmaus (1st Reading 2/21/2017).

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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 – March 13, 2017 at 3:00 p.m.

Committee Meeting Notes - February 13, 2017

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

Next Meeting – March 16, 2017 at 4:15 p.m.

Parks and Recreation (Anders, Barrett, Labenberg)

Next Meeting – March 7, 2017 at 4:00 p.m.

Committee Meeting Notes - February 6 & 7, 2017

Public Safety (Gilbert, Barrett, Brown)

Next Meeting – March 1, 2017 at 3:00 p.m.

General Administration (Barrett, Labenberg, Gilbert)

Next Meeting – March 1, 2017 at 9:00 a.m.

Committee Meeting Notes - February 15, 2017

Budget and Finance (Labenberg, Shubzda, Gilbert)

Next Meeting – February 23, 2017 at 3:15 p.m.

Bill List – Resolution 2017 – 8

FEMA Reimbursement

Committee Meeting Notes - February 6, 2017

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

Next Meeting – March 9, 2017 at 4:00 p.m.

17. Boards and Commissions

17.a. Pension Board Meeting Minutes - February 8, 2017

February 21, 2017

18. Personal Appeals, Part II

19. Borough Manager's Report

19.a. Significant Revenue and Expense Items for First Half of February, 2017

20. President's Business

21. Adjournment

## EMMAUS BOROUGH COUNCIL

The Emmaus Borough Council met in regular session on February 21, 2017 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 7:00 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

**A. Gene Clock, President, Knauss Homestead Preservation Society** – updated Council on the status of the Knauss Homestead Preservation Society and stated that the Society is now six months old and there are currently 14 Board Members and 108 members in the Society. He also stated that on Saturday, May 6, 2017, a permanent Board will be elected. He thanked the Borough for its past, present, and future support.

**B. Edwin Cruz, 525 Broad Street** – thanked the Borough for supporting Project Lifesaver. He asked if the Borough could clean the street with the street sweeper on Broad Street between 5<sup>th</sup> & 6<sup>th</sup> Street. He stated that the cinders are very thick and he is requesting that the Borough post the street as “No Parking” so that the street can be cleaned to the curb. Mr. Labenberg referred the matter to the Public Works Committee for further discussion.

COMMUNITY MINUTE

Mr. Anders reminded everyone that televisions and electronics will not be picked up by the Borough’s refuse hauler. He encouraged everyone to use the Borough’s E-Waste facility to drop off electronics. He stated that the E-Waste facility will open on Monday, March 13, 2017 and that more information is available on the Borough’s website at [www.borough.emmaus.pa.us](http://www.borough.emmaus.pa.us).

SPECIAL PRESENTATIONS – None.

EMMAUS BOROUGH COUNCIL

READING OF MINUTES

**Motion by Mr. Anders, seconded by Mr. Barrett to adopt the February 6, 2017 Public Hearing Minutes as drafted. There were 7 ayes. Motion carried.**

**Motion by Mr. DeFrain, seconded by Mr. Barrett to adopt the February 6, 2017 Council Minutes as drafted. There were 7 ayes. Motion carried.**

DECISION ON BIDS – None.

COMMUNICATIONS

- a. Joseph Deddo, Emmaus Veteran’s Committee President – Request Memorial Day Parade banner fee waiver. Referred to staff.
- b. Fred Mussel, Cedarbrook Sportsmen – Request donation for stocking of Trout at Furnace Dam. Referred to the Budget and Finance Committee.
- c. Emmaus Upper Milford Joint Advisory Council – Letter voicing opposition to the sale of 18 acres of Borough land located on S. 2<sup>nd</sup> Street, Emmaus, PA due to wanting to protect the Watershed.

BOROUGH ENGINEER’S REPORT – None.

SOLICITOR’S REPORT

Progress.

UNFINISHED BUSINESS, PART I – None.

NEW BUSINESS

Ordinance No. 1154 – An Ordinance of the Borough of Emmaus, Lehigh County, Pennsylvania, Amending Chapter 15 §602.2.A of the Emmaus Borough Code, Removing a Residential Handicapped Parking Sign on the Public Street Located in Front of 556 Ridge Street Within the Borough of Emmaus (1<sup>st</sup> Reading 2/21/17).

**Motion by Mrs. Gilbert, seconded by Mr. Shubzda to adopt Ordinance No. 1154 - An Ordinance of the Borough of Emmaus, Lehigh County, Pennsylvania, Amending Chapter 15 §602.2.A of the Emmaus Borough Code, Removing a Residential Handicapped Parking Sign on the Public Street Located in Front of 556 Ridge Street Within the Borough of Emmaus on its 1<sup>st</sup> Reading. Roll call vote: Mr. Brown, aye; Mr. Shubzda, aye; Mr. Anders, aye; Mrs. Gilbert, aye; Mr. DeFrain, aye; Mr. Barrett, aye; Mr. Labenberg, aye. There were 7 ayes. Motion carried.**

The 2<sup>nd</sup> Reading of Ordinance No. 1154 will be held at the 3/20/17 Council Meeting.

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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. Brown reported that the Committee discussed road projects and the future of road projects. He stated that the Committee discussed the long term funding of road projects and budgeting for the future. Mr. Brown reported that the demolition at 33 E. Minor Street building is approximately 80% completed. He reported that the Borough was recently granted an easement from the adjacent property owners for project staging for the 10<sup>th</sup> Street Culvert Project. Mr. Pepe reported that a meeting was held with the Borough Engineer and the Public Works Director to finish the Bid Specifications for the project. The bid opening for the project is scheduled for the end of March. The project has a very short turnover and will begin the last day of school and will be completed by the first day of school.

The next Committee Meeting is March 13, 2017 at 3:00 p.m.

b. Health, Sanitation, and Codes Committee

**Motion by Mr. Shubzda, seconded by Mr. DeFrain to appoint Jeremy Winch to the Emmaus Upper Milford Joint Advisory Council to a term expiring on 3/7/2020. There were 7 ayes. Motion carried.**

Mr. Shubzda reminded everyone that the E-Waste Dumpster will be opening on March 13, 2017. Mr. Shubzda stated that he will be attending the Emmaus Upper Milford Joint Advisory Council Meeting on Monday, February 27, 2017 to discuss Earth Day events.

The next Committee Meeting is March 16, 2017 at 4:15 p.m.

Progress.

c. Parks and Recreation Committee

Mr. Anders reported that the Committee met on Tuesday, February 7, 2017. He stated that the Committee discussed the request from Lehigh Valley Martial Arts to host World Tai Chi Day on Saturday, April 29, 2017 at Triangle Park. Mr. Barrett asked if the Borough will be posting the flashing light signals at the Triangle. Mr. Anders invited Dustin Kapustiak to

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the podium. Mr. Kapustiak stated that it is beneficial to post signs to indicate that there will be more traffic than average on the day of the event.

**Motion by Mr. Anders, seconded by Mr. Shubzda to grant the Lehigh Valley Martial Arts request to host World Tai Chi Day on Saturday, April 29, 2017 at Triangle Park contingent upon proof of proper insurance and no banners hung at the park prior to the event. There were 7 ayes. Motion carried.**

Mr. Anders reported that the Committee discussed field booking concerns in detail. He also reported that the Emmaus High School Baseball Coach, Mike Melhalik, and John Dychala discussed the batting cages at Community Field. Mr. Dychala stated that the paving will cost up to \$1,500.00 and that the Public Works Department will assist with the paving.

Progress.

d. Public Safety Committee

The next Committee Meeting is Wednesday, March 1, 2017 at 3:00 p.m.

Progress.

e. General Administration Committee

Mr. Barrett reported that CGI Communications contacted the Borough to update the community videos that are available on the Borough website. The Committee discussed the item and recommended not renewing the CGI Communications contract for community videos.

Mr. Pepe stated that he and Mr. Labenberg met with State Representative Justin Simmons and had a positive conversation with him.

The next Committee Meeting is Wednesday, March 1, 2017 at 9:00 a.m.

Progress.

f. Budget and Finance Committee

Resolution 2017-8, authorizing payment of the February 21, 2017 Bill List, as follows:

|                      |           |                         |
|----------------------|-----------|-------------------------|
| <b>Bill List</b>     | <b>\$</b> | <b>460,545.01</b>       |
| <b>Payroll #4</b>    | <b>\$</b> | <b>136,256.77</b>       |
| <b>Payroll Taxes</b> | <b>\$</b> | <b><u>47,069.67</u></b> |
| <b>Total</b>         | <b>\$</b> | <b>643,871.45</b>       |

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Done this 21<sup>st</sup> day of February 2017.

**Motion by Mrs. Gilbert, seconded by Mr. Shubzda to adopt Resolution 2017-8. There were 7 ayes. Motion carried.**

Mr. Labenberg stated that the Borough received the reimbursement from FEMA in the amount of \$38,690.66.

**Motion by Mrs. Gilbert, seconded by Mr. Shubzda to place the FEMA reimbursement of \$38,690.66 into the Building Fund line item. There were 5 ayes, 2 opposed (Anders, DeFrain). Motion carried.**

Mr. Brown asked why the reimbursement is not being placed into the General Fund. Mr. Pepe responded that he believes that if the reimbursement is placed into the General Fund, the money will be used for miscellaneous items instead of a specific item. Mr. Brown stated that he believes the money should be placed into the Public Works line item but will vote in favor of placing it into the Building Fund line item. Mr. DeFrain stated that he will vote no, but does agree that the money should be placed into a specific line item.

Mr. Labenberg reported that the Cedarbrook Sportsmen have raised their annual request of a donation from \$300.00 to \$500.00 to stock Furnace Dam for the 2017 Trout Season due to an increase in the price of food.

**Motion by Mrs. Gilbert, seconded by Mr. Barrett to grant the Cedarbrook Sportsmen request for a donation of \$500.00 to stock Furnace Dam for the 2017 Trout Season. There were 7 ayes. Motion carried.**

The next Committee Meeting is February 23, 2017 at 3:15 p.m.

Progress.

g. Community Relations, Planning and Development Committee

Mr. DeFrain reported that the next Committee Meeting is Thursday, March 9, 2017 at 4:00 p.m. and reminded everyone to email him prior to the meeting with nominees for the Volunteer of the Year award.

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, 2017 are in the iPads and entertained questions about them.



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Progress.

PRESIDENT'S BUSINESS

Progress.

ADJOURNMENT

**Motion by Mr. Barrett, seconded by Mrs. Gilbert to adjourn the February 21, 2017 Emmaus Borough Council Meeting. There were 7 ayes. Motion carried.**

The Meeting adjourned at 7:40 p.m.

Shane M. Pepe  
Borough Manager

Transcribed by: Paula Weiant  
Administrative Assistant  
February 22, 2017