

March 04, 2019

**Emmaus Borough Council
Agenda
March 04, 2019 7:00 pm**



1. Call to Order
2. Pledge of Allegiance
3. Personal Appeals, Part I
4. Community Minute
5. Special Presentations
 - 5.a. Cliff Foulke - Fire Department Retirement
 - 5.b. Fire Lieutenant Oath of Service - Donald Riley III
6. Reading of Minutes
 - 6.a. Council Meeting Minutes - February 19, 2019
7. Decisions on Bids
8. Communications
 - 8.a. Ashley Lorah, EMSP - Farewell to Summer Festival 2019 event request to be held September 21, 2019.
 - 8.b. Gene Clock, Knauss Homestead Preservation Society - Emmaus OktoberFest event request to be held September 28, 2019.
 - 8.c. Patty Feninez, PO Box 824, Emmaus - Request appointment to the Emmaus Arts Commission.
9. Borough Engineer's Report
10. Solicitor's Report
11. Unfinished Business, Part I
12. New Business

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13. Unfinished Business, Part II

13.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) (2nd Reading 3/18/2019).

13.b. Ordinance No. 1187 - An Ordinance of the Borough of Emmaus, Lehigh County, Pennsylvania, Amending Chapter 15 §602.2.A of the Emmaus Borough Code, Adding a Residential Handicapped Parking Sign on the Public Street Located in Front of 572 Jubilee Street Within the Borough of Emmaus (1st Reading 2/19/2019) (2nd Reading 3/18/2019).

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 – March 27, 2019 at 4:30 p.m.

Triangle Park Recycling Receptacle

Committee Meeting Notes - February 27, 2019

Parks and Recreation (Baumgartner, Anders, Shubzda)

Next Meeting – March 5, 2019 at 4:30 p.m.

Public Safety (DeFrain, Hart, Baumgartner)

Next Meeting – March 13, 2019 at 9:15 a.m.

Fire Department Policy

Ordinance No. 1187: 2nd Reading 3/18/2019

General Administration (Labenberg, Baumgartner, DeFrain)

Next Meeting – March 14, 2019 at 9:00 a.m.

Ordinance No. 1186: 2nd Reading 3/18/2019

Committee Meeting Notes - February 21, 2019

Budget and Finance (Hart, DeFrain, Labenberg)

Next Meeting – March 14, 2019 at 11:00 a.m.

Resolution 2019-11: Bill List

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Committee Meeting Notes - February 19, 2019

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

Next Meeting – March 21, 2019 at 4:30 p.m.

Committee Meeting Notes - February 21, 2019

17. Jr. Council Member's Report

18. Boards and Commissions

18.a. Emmaus Shade Tree Commission 2018 Annual Report

18.b. Emmaus Public Library Board of Trustees Meeting Minutes - January 15, 2019

18.c. Employee and Volunteer Safety Committee Meeting Minutes - February 20, 2019

18.d. Police Department 2018 End of Year Report

18.e. Emmaus Main Street Partners Board Meeting Minutes - February 6, 2019

18.f. Budget Worksheet

19. Personal Appeals, Part II

20. Borough Manager's Report

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

20.b. Hire Part-Time Firefighter - Tyler Schmeltzle

20.c. Part-Time Public Works Department - Jordan Stenroos

21. President's Business

22. Adjournment

EMMAUS BOROUGH COUNCIL

The Emmaus Borough Council met in Regular Session on March 4, 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	Present
Lee Ann Gilbert, Mayor	Present
Tom Dinkelacker, Solicitor	Present
Shane Pepe, Borough Manager	Present

PERSONAL APPEALS, PART I

A. Ashley Lorah, Emmaus Main Street Partners Manager – provided updates on events that will be occurring in the community. She stated that it is currently East Penn Restaurant Week and encouraged everyone to visit the restaurants that are participating. She stated that the restaurants that are located within the Borough that are participating include: Armetta’s, David’s Italian Market, Don Juan Mexican Grill, Superior Restaurant, House and Barn, and Volpe’s. She also stated that the Partners have currently hosted small Roundtable meetings and that the meetings have been well attended. She stated that the next meeting will be held on March 21, 2019 at Triple Sun Spirits. She stated that Lucky Bucks Bingo will be held on Sunday, March 24, 2019. She stated that it is a fundraiser for the Main Street Partners and will be held in conjunction with the Emmaus Historical Society. She also stated that the Soup Crawl will be held on Saturday, March 30, 2019. She stated that the passports for the event will be handed out at Laura’s Custom Framing and Fine Art located on Chestnut Street.

COMMUNITY MINUTE

Mr. Anders stated that Shave for the Brave will be held on Friday, March 8, 2019 at 5:00 p.m., at the Emmaus Hight School. He stated that he will be participating and that the event supports Childhood Cancer Awareness. Mrs. Sorg-McManamon stated that the Rotary Club will hold a Pancake Supper at Superior Restaurant on Tuesday, March 5, 2019 from 5:30 p.m. to 8:00 p.m., and invited everyone to attend.

EMMAUS BOROUGH COUNCIL

SPECIAL PRESENTATIONS

Director of Emergency Services Price introduced Clifford Foulke and stated that Mr. Foulke will be retiring from the Emmaus Fire Department after over 24 years of service. Chief Price stated that Mr. Foulke was very reliable and helped him during his transition into his position as Chief for the Borough of Emmaus. He presented Mr. Foulke with a plaque and thanked him for his years of service.

READING OF MINUTES

Motion by Mr. DeFrain, seconded by Mr. Hart to adopt the February 22, 2019 Council Minutes as drafted. There were 7 ayes. Motion carried.

DECISION ON BIDS – None.

COMMUNICATIONS

- a. Ashley Lorah, EMSP – Farewell to Summer Festival 2019 event request to be held September 21, 2019. Referred to staff.
- b. Gene Clock, Knauss Homestead Preservation Society – Emmaus OktoberFest event request to be held September 28, 2019. Referred to the Community Relations, Planning and Development Committee.
- c. Patty Feninez, PO Box 824, Emmaus – Request appointment to the Emmaus Arts Commission. Referred to the Community Relations, Planning and Development Committee.
- d. St. John’s UCC – Pennsylvania Miss Amazing State Event. Referred to Mayor Gilbert.

BOROUGH ENGINEER’S REPORT – None.

SOLICITOR’S REPORT

Progress.

UNFINISHED BUSINESS, PART I – None.

NEW BUSINESS – None.

UNFINISHED BUSINESS, PART II

Mr. Labenberg stated that Ordinance Nos. 1186 and 1187 will have their 2nd Readings at the March 18, 2019 Council Meeting.

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

EMMAUS BOROUGH COUNCIL

MAYOR'S REPORT

Progress.

COMMITTEE REPORTS

a. Public Works Committee

Mr. Anders thanked the Public Works Department for their efforts during the recent snowstorm.

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

Progress.

b. Health, Sanitation, and Codes Committee

Mr. Shubzda reported that the Committee discussed the Farmers' Market move to the Triangle and the need to provide a recycling container for the event. He stated that the Borough will purchase a recycling container to be placed at Triangle Park. He stated that the recycling container will be purchased through the Maintenance of other Parks Line Item.

Motion by Mr. Shubzda, seconded by Mr. Anders to purchase a recycling container to be placed at Triangle Park at a cost of approximately \$1,000. There were 7 ayes. Motion carried.

Mr. Shubzda reported that the E-Waste recycling container will be available for the first time this year on March 11, 2019. He also stated that Earth Day will be held on Saturday, April 13, 2019 at Emmaus Community Park. He stated that more information will be forthcoming.

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

Progress.

c. Parks and Recreation Committee

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

Progress.

EMMAUS BOROUGH COUNCIL

d. Public Safety Committee

Motion by Mr. DeFrain, seconded by Mr. Hart to adopt the Apparatus Operational Safety Policy for the Emmaus Fire Department. There were 7 ayes. Motion carried.

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

Progress.

e. General Administration Committee

Mr. Labenberg entertained questions about the Committee notes and reported that the next Committee meeting is March 14, 2019 at 9:00 a.m. Mr. Pepe stated that the Committee will interview Borough Engineer candidates at the meeting.

Progress.

f. Budget and Finance Committee

Resolution 2019-11, authorizing payment of the March 4, 2019 Bill List, as follows:

Bill List	\$	161,034.02
Payroll #5	\$	164,079.42
Payroll Taxes	\$	<u>52,021.09</u>
Total	\$	377,134.53

Done this 4th day of March 2019.

Motion by Mr. Hart, seconded by Mr. DeFrain to adopt Resolution 2019-11. There were 7 ayes. Motion carried.

Mr. Hart reported that the next Committee meeting is March 14, 2019 at 11:00 a.m. He stated that this meeting will be held at its new time.

Progress.

g. Community Relations, Planning and Development Committee

Mrs. Sorg-McManamon entertained questions about the Committee notes. She stated that the Committee reviewed the website and made several changes to different parts of it. She thanked staff for their assistance and input with designing the website.

EMMAUS BOROUGH COUNCIL

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

Progress.

h. Junior Council Member's Report

Mr. Hausmann reported that there have been many snow days this year and the school year will be extended. He stated that the Emmaus High School will perform Les Miserable from Tuesday, March 12 through March 17, 2019. He stated that he will be performing in the production. He stated that the previously cancelled Snow Co dance will be held on Saturday, March 9, 2019.

Progress.

PERSONAL APPEALS, PART II

A. Griffin Harold, 123 Elm Street – stated that he reviewed the 2019 Budget and asked about the protocol for offering comments for the Budget. Mr. Pepe stated that Mr. Harold should email the comments to him. Mr. Harold suggested that the draft budget be made available to the public for comment. Mr. Pepe stated that the draft budget is publicized for ten days prior to adoption and is available at Town Hall for review. He stated that these are legal requirements. Mr. Harold asked Mr. Pepe to describe the Deputy Director Position. Mr. Pepe responded that the position came from over a year of discussions. He stated that the position is to assist in the management of the reorganized professional Fire Department and to assist the Fire Chief with overseeing the Ambulance Corps. He stated that the position will assist with the administration and the managing of two departments consisting of approximately 90 employees. Mr. Labenberg commended Mr. Harold for attending the meetings and showing an interest in the Borough. Mr. Pepe stated that Mr. Harold is free to email him if he has any questions.

BOROUGH MANAGER'S REPORT

Mr. Pepe reported that the Significant Revenue and Expense Items for February 2019 are in the iPads and entertained questions about them. Mr. Pepe stated that staff has hired Tyler Schmeltzle as a Part-Time Firefighter Level I within the Emmaus Fire Department. Mr. Pepe also stated that staff has hired Jordan Stenroos from the position of seasonal Public Works employee to Part-Time Public Works employee. He stated that Jordan is a great asset to the Borough and is a very dedicated employee.

Progress.

EMMAUS BOROUGH COUNCIL

PRESIDENT'S BUSINESS

Mayor Gilbert issued the Oath of Office to newly appointed Fire Lieutenant Donald Riley III.

Progress.

ADJOURNMENT

Motion by Mr. DeFrain, seconded by Mr. Anders to adjourn the March 4, 2019 Emmaus Borough Council Meeting. There were 7 ayes. Motion carried.

The Meeting adjourned at 7:32 p.m.

Shane M. Pepe
Borough Manager

Transcribed by: Paula Weiant
Administrative Assistant
March 6, 2019