

March 05, 2018

**Emmaus Borough Council  
Agenda  
March 05, 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. Council Meeting Minutes - February 20, 2018
7. Decisions on Bids
  - 7.a. 10th Street Culvert Replacement Project
8. Communications
  - 8.a. Wesley Barrett, Lehigh Valley Road Runners - Emmaus 4 Mile Race, April 8, 2018.
  - 8.b. Carl Cramer, 318 Spruce St. - Request appointment to the Emmaus Library Board (vacant term expires 1/1/2021).
  - 8.c. Teri Sorg-McManamon, 152 Seem Street - Letter of resignation from the Emmaus Arts Commission (term expires 2/7/2019).
  - 8.d. Olivia Trotman, 723 Ridge Avenue, Allentown - Letter of resignation from the Emmaus Arts Commission (2/1/2019).
9. Borough Engineer's Report
10. Solicitor's Report
11. Unfinished Business, Part I

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12. New Business

12.a. Ordinance No. 1171 - 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 546 Broad Street Within the Borough of Emmaus (1st Reading 3/5/2018).

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 12, 2018 at 3:30 p.m.

Part-Time Public Works Employee Job Description

Health, Sanitation, and Codes (Shubzda, Sorg-McManamon, Anders)  
Next Meeting – March 28, 2018 at 4:30 p.m.

Earth Day Contribution

Committee Meeting Notes - February 28, 2018

Parks and Recreation (Baumgartner, Anders, Shubzda)  
Next Meeting – March 6, 2018 at 4:30 p.m.

Public Safety (DeFrain, Barrett, Baumgartner)  
Next Meeting – March 13, 2018 at 3:00 p.m.

Hire Wheelchair Van Operators

General Administration (Labenberg, Barrett, DeFrain)  
Next Meeting – March 15, 2018 at 9:00 a.m.

Appoint Carl Cramer to the Emmaus Library Board (term expires 1/1/2021)

Committee Meeting Notes - March 1, 2018

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Budget and Finance (Barrett, DeFrain, Labenberg)

Next Meeting – March 8, 2018 at 3:30 p.m.

Resolution 2018-13: Bill List

Committee Meeting Notes - February 20, 2018

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

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

17. Boards and Commissions

17.a. Emmaus Public Library Board of Trustees Meeting Minutes- February 20, 2018

17.b. Civil Service Commission Meeting Minutes - February 15, 2018

17.c. Arts Commission Meeting Minutes - January 29, 2018

17.d. Recreation and Entertainment Commission Meeting Minutes - January 31, 2018

17.e. Zoning Hearing Board Meeting Minutes - February 22, 2018

17.f. Budget Performance Report

18. Personal Appeals, Part II

19. Borough Manager's Report

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

20. President's Business

21. Adjournment

EMMAUS BOROUGH COUNCIL

The Emmaus Borough Council met in regular session on March 5, 2018 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
Chris DeFrain, Vice President	Present
Roy Anders	Present
Wesley Barrett	Present
Shana Baumgartner	Present
Jeffrey Shubzda	Present
Teri Sorg-McManamon	Present
Lee Ann Gilbert, Mayor	Present
Jeffrey Dimmich, Solicitor	Present
Shane Pepe, Borough Manager	Present

PERSONAL APPEALS, PART I – None.

COMMUNITY MINUTE

Mr. Shubzda stated that the Emmaus Arts Commission will host a Best of the Nest auction with birdhouses painted by local artists. He stated that all entries are due by April 1, 2018. He also stated that the application and more information on the event can be found on the Emmaus Arts Commission’s website at [www.emmausarts.org](http://www.emmausarts.org). He congratulated Peyton Brown and Caden Wright for reaching the Emmaus High School wrestling state finals. Mr. Anders reminded everyone that the Kiwanis Easter Egg Hunt will be held on Saturday, March 31, 2018 at the Emmaus Community Park. He also reminded everyone that the Emmaus Public Library is closed for the week due to construction. Mrs. Sorg-McManamon thanked Council for the opportunity to attend the newly elected officials training.

SPECIAL PRESENTATIONS – None.

READING OF MINUTES

**Motion by Mr. DeFrain, seconded by Mr. Barrett to adopt the February 20, 2018 Council Minutes as drafted. There were 7 ayes. Motion carried.**

Ms. Baumgartner noted that in the Call to Order section, Mr. Labenberg was not noted as being President.

## EMMAUS BOROUGH COUNCIL

DECISION ON BIDS

Mr. Pepe stated that nine bids were received to install the North 10<sup>th</sup> Street Culvert. He stated that the low bidder was Doli Construction Corporation, Chalfont, PA, in the amount of \$279,032.00. He stated that the highest bid received was for \$668,883.00 and the median bid was approximately \$400,000.00. Mr. Pepe stated that the Borough's Engineer is currently working on a project with Doli Construction and is very satisfied with their work. Mr. Anders asked Mr. Pepe to clarify the budgeted amount for the project. Mr. Pepe responded that the Borough budgeted \$668,777.00 for overall road construction projects. He stated that the Borough received a grant for \$238,777.00 for the 10<sup>th</sup> Street Culvert Project. He also stated that approximately \$186,000.00 will be taken out of the Liquid Fuels line item for the remainder of the project. The overall project will cost approximately \$415,232.00, which is approximately \$50,000 more than anticipated. He stated that it will leave approximately \$250,000.00 for other road construction projects. Mr. Labenberg stated that Doli Construction included 7 pages of references with their bid.

**Motion by Mr. Barrett, seconded by Mr. DeFrain to grant the North 10<sup>th</sup> Street Culvert Replacement Project to Doli Construction Corporation, Chalfont, PA in the amount of \$279,032.00. There were 7 ayes. Motion carried.**

COMMUNICATIONS

- a. Wesley Barrett, Lehigh Valley Road Runners – Emmaus 4 Mile Race, April 8, 2018. Referred to staff.
- b. Carl Cramer, 318 Spruce Street – Request appointment to the Emmaus Library Board (vacant term expires 1/1/2021).

**Motion by Mr. Barrett, seconded by Mr. Anders to appoint Carl Cramer to the Emmaus Library Board for a term expiring 1/1/2021. There were 7 ayes. Motion carried.**

- c. Teri Sorg-McManamon, 152 Seem Street – Letter of resignation from the Emmaus Arts Commission (term expires 2/7/2019). Mr. Labenberg thanked Mrs. Sorg-McManamon for her contributions to the Arts Commission and the community.
- d. Olivia Trotman, 723 Ridge Avenue, Allentown – Letter of resignation from the Emmaus Arts Commission (term expires 2/1/2019). Mr. Labenberg directed Mr. Pepe to mail Ms. Trotman a letter of thanks for her service.
- e. Ken Nicholson, 315 S. 6<sup>th</sup> Street - Letter requesting Business Privilege Tax waiver. Referred to the Budget and Finance Committee.

BOROUGH ENGINEER'S REPORT – None.

EMMAUS BOROUGH COUNCIL

SOLICITOR'S REPORT

Solicitor Dimmich stated that the Jet Pay Agreement has been resolved. He also stated that he has prepared a CD with all of the Allentown and LCA Agreements as well as all memorandums that have been prepared concerning the Borough's sewer system and the LCA issue.

Progress.

UNFINISHED BUSINESS, PART I – None.

NEW BUSINESS

Ordinance No. 1171 – An Ordinance of the Borough of Emmaus, Lehigh County, Pennsylvania, Amending Chapter 15 §602.2 of the Emmaus Borough Code, Removing a Residential Handicapped Parking Sign on the Public Street in Front of 546 Broad Street Within the Borough of Emmaus (1<sup>st</sup> Reading 3/5/18).

**Motion by Mr. DeFrain, seconded by Mr. Shubzda to adopt Ordinance No. 1171 - An Ordinance of the Borough of Emmaus, Lehigh County, Pennsylvania, Amending Chapter 15 §602.2 of the Emmaus Borough Code, Removing a Residential Handicapped Parking Sign on the Public Street Located in Front of 546 Broad Street Within the Borough of Emmaus on its 1<sup>st</sup> Reading. Roll call vote: Mr. DeFrain, aye; Ms. Baumgartner, aye; Mr. Barrett, aye; Mr. Anders, aye; Mr. Shubzda, aye; Mrs. Sorg-McManamon, aye; Mr. Labenberg, aye. There were 7 ayes. Motion carried.**

Mr. Pepe stated that the 2<sup>nd</sup> Reading of the Ordinance will be held at the April 2, 2018 Council Meeting.

UNFINISHED BUSINESS, PART II – None.

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

MAYOR'S REPORT

Progress.

COMMITTEE REPORTS

a. Public Works Committee

**Motion by Mr. Anders, seconded by Mr. Shubzda to adopt the Part-Time Public Works Employee Job Description. There were 7 ayes. Motion carried.**

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

EMMAUS BOROUGH COUNCIL

Progress.

b. Health, Sanitation, and Codes Committee

**Motion by Mr. Shubzda, seconded by Mr. Anders to grant the Emmaus/Upper Milford Joint Advisory Council's request to donate \$750.00 for the annual Earth Day event to be held on Saturday, April 14, 2018 with the condition that no Borough residents will be turned away. There were 7 ayes. Motion carried.**

Mr. Anders reminded everyone that the Borough's E-Waste recycling will be open on Monday, March 12, 2018 from 12:00 p.m. to 6:00 p.m.

Mr. Shubzda stated that the Committee discussed the refuse bid specifications. He also stated that the Borough's Spring newsletter has an article in it concerning refuse and recycling.

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

Progress.

c. Parks and Recreation Committee

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

Progress.

d. Public Safety Committee

Mr. DeFrain reported that Mr. Pepe hired three part-time Wheelchair Van Operators.

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

Progress.

e. General Administration Committee

Mr. Labenberg reported that the March 15, 2018 Committee meeting is cancelled.

Progress.

f. Budget and Finance Committee

Resolution 2018-13, authorizing payment of the March 5, 2018 Bill List, as follows:

EMMAUS BOROUGH COUNCIL

<b>Bill List</b>	<b>\$</b>	<b>107,227.47</b>
<b>Payroll #5</b>	<b>\$</b>	<b>140,853.93</b>
<b>Payroll Taxes</b>	<b>\$</b>	<b><u>43,940.23</u></b>
<b>Total</b>	<b>\$</b>	<b>292,021.63</b>

Done this 5<sup>th</sup> day of March 2018.

**Motion by Mr. Barrett, seconded by Mr. DeFrain to adopt Resolution 2018-13. There were 7 ayes. Motion carried.**

Mr. Barrett reported that the March 8, 2018 Committee meeting is cancelled.

Progress.

g. Community Relations, Planning and Development Committee

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 February, 2018 are in the iPads and entertained questions about them.

Mr. Pepe stated that he met with a group of gardeners interested in helping with the Borough’s community garden. Mr. Labenberg referred the item to the Community Relations, Planning, and Development Committee.

Progress.

PRESIDENT’S BUSINESS

Progress.



ADJOURNMENT

**Motion by Mr. Anders seconded by Mr. Barrett to adjourn the March 5, 2018 Emmaus Borough Council Meeting. There were 7 ayes. Motion carried.**

The Meeting adjourned at 7:29 p.m.

Shane M. Pepe  
Borough Manager

Transcribed by: Paula Weiant  
Administrative Assistant  
March 8, 2018