

March 06, 2017

**Emmaus Borough Council
Agenda
March 06, 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. Council Meeting Minutes - February 21, 2017
7. Decisions on Bids
8. Communications
9. Borough Engineer's Report
10. Solicitor's Report
11. Unfinished Business, Part I
12. New Business
13. Unfinished Business, Part II
 - 13.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) (2nd Reading 3/20/2017).
14. Items Not on Agenda
Subject to Rule 9
15. Mayor's Report

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16. Committee Reports

Public Works/(Highway, Water & Sewer) (Brown, Anders, DeFrain)

Next Meeting – March 13, 2017 at 3:00 p.m.

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

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

Removal from Board of Health - Pamela Miller

Parks and Recreation (Anders, Barrett, Labenberg)

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

Public Safety (Gilbert, Barrett, Brown)

Next Meeting – April 5, 2017 at 3:00 p.m.

Funk 5-Miler

Resolution 2017-10: Sale of Equipment

Committee Meeting Notes - March 1, 2017

General Administration (Barrett, Labenberg, Gilbert)

Next Meeting – March 15, 2017 at 9:00 a.m.

Switchback Pizza – Tree Planting

Committee Meeting Notes - March 1, 2017

Budget and Finance (Labenberg, Shubzda, Gilbert)

Next Meeting – March 20, 2017 at 6:45 p.m.

Bill List - Resolution 2017-9

Water Meter Reader

Monthly Budget Performance Report

Committee Meeting Notes - February 21, 2017

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

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

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17. Boards and Commissions

17.a. Emmaus Public Library Meeting - February 21, 2017

17.b. Employee Safety Committee Meeting - February 21, 2017

17.c. Recreation and Entertainment Commission Meeting - January 24, 2017

18. Personal Appeals, Part II

19. Borough Manager's Report

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

20. President's Business

21. Adjournment

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EMMAUS BOROUGH COUNCIL

The Emmaus Borough Council met in regular session on March 6, 2017 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
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 – None.

COMMUNITY MINUTE

Mr. Anders reminded everyone that East Penn Restaurant Week began on Sunday, March 5, 2017. He encouraged everyone to visit the Emmaus Main Street Partners' website at www.emmausmainstreet.com for more information and to view a list of the local restaurants participating in the event.

SPECIAL PRESENTATIONS – None.

READING OF MINUTES

Motion by Mr. Barrett, seconded by Mr. DeFrain to adopt the February 21, 2017 Council Meeting Minutes as drafted. There were 7 ayes. Motion carried.

DECISION ON BIDS – None.

COMMUNICATIONS

a. Patrick Hunter, Troop #71, Macungie, PA – Eagle Scout Project. Referred to the Parks and Recreation Committee.

BOROUGH ENGINEER'S REPORT – None.

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SOLICITOR'S REPORT

Solicitor Dimmich reported that he has been working closely with EPA and LCA and believes that he may need to hold an Executive Session in the near future.

Progress.

UNFINISHED BUSINESS, PART I – None.

NEW BUSINESS – None.

UNFINISHED BUSINESS, PART II

Mr. Labenberg reported that the 2nd Reading of Ordinance No. 1154 will be held at the 3/20/17 Council Meeting.

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

MAYOR'S REPORT

Progress.

COMMITTEE REPORTS

a. Public Works Committee

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

b. Health, Sanitation, and Codes Committee

Mr. Shubzda reported that on February 21, 2017, a letter was drafted to Pamela Miller in regards to her attendance at the Board of Health meetings. She did not attend any meetings in 2016, and she only attended 50% of the meetings in 2015. She has been contacted multiple times with no response. A response from Ms. Miller was required by March 3, 2017 in regards to her level of commitment as a member of the Emmaus Board of Health. Ms. Miller did not respond.

Motion by Mr. Shubzda, seconded by Mr. DeFrain to remove Pamela Miller from the Emmaus Board of Health. There were 7 ayes. Motion carried.

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

Progress.

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c. Parks and Recreation Committee

Mr. Anders reported that the Committee received a letter from Kathleen Mintzer on behalf of the Emmaus Recreation and Entertainment Commission announcing Movies Under the Stars on Friday, June 23, July 28, and August 25, 2017. The movies will be shown on the Emmaus Community Park multipurpose field. He stated that the Commission is requesting the use of the Arts Pavilion if there is inclement weather.

Motion by Mr. Anders, seconded by Mr. Barrett to approve the Emmaus Recreation and Entertainment Commission's request to host Movies Under the Stars on Friday, June 23, July 28, and August 25, 2017 at the Emmaus Community Park multipurpose field. There were 7 ayes. Motion carried.

Progress.

d. Public Safety Committee

Motion by Mrs. Gilbert, seconded by Mr. Brown to grant Run Lehigh Valley's request to host the Funk 5-Miler on Saturday, June 10, 2017 at 11:00 a.m. There were 7 ayes. Motion carried.

Mr. Anders asked if the emergency services provided for the event are paid for by the organization holding the event. Mrs. Gilbert responded affirmatively.

Resolution 2017-10 – Approving the Sale of Equipment at Under One Thousand Dollars (\$1000) Pursuant to Listing the Aforementioned Items to Keith Ringer, in Accordance with Act 43 of 2012, the Borough Code.

Motion by Mrs. Gilbert, seconded by Mr. Brown to adopt Resolution 2017-10. There were 7 ayes. Motion carried.

Mrs. Gilbert reported that the Committee received a letter from District Attorney Martin regarding donations to the county MERT team. She stated that the Borough volunteers officers and does not donate monetarily. Mrs. Gilbert reported that Mr. Barrett is in the process of obtaining materials for the flags to be placed at various intersections in the Borough. She also reported that the Committee discussed the Seven Generations parking situation in detail and will continue discussing the item at the next meeting.

Mrs. Gilbert stated that Mr. Pepe informed the Committee that the Borough has received 23 applications for the open full-time Paramedic position. Mrs. Gilbert reported that the Ambulance Corps received a \$20,000 grant for a new power stretcher and a \$6,000 grant for radios and safety gear. She stated that the Ambulance Corps will be receiving approximately \$20,000 from an estate settlement. She also stated that the Ambulance Corps will receive several thousand dollars from the estate of Jack Hayes.

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Mrs. Gilbert reported that there is a community forum on March 9, 2017 at the Macungie Institute to discuss the Impact Project. She stated that the Police Department is receiving a \$900 grant from Berks County Community Foundation for a bulletproof vest for the K9 handler, Officer Murante. She stated that BB&T Bank is donating \$1,000 for a community funding project, which will be for active shooter equipment. She also stated that Kelly Buick is allowing the Police Department to wash their cars at the dealership until the construction at the car wash that the Borough uses is completed. Mrs. Gilbert reported that Drug Take Back Day will be held on April 29, 2017 from 10:00 a.m. to 2:00 p.m. She stated that the Lower Milford Township has approved the sale of several items to the Borough's Police Department, including a digital scale, leather jackets for motor Officers, print kit, emergency cell phones for citizens, and binoculars. She reported that the Police Department received a \$20 donation from Project Lifesaver.

Mrs. Gilbert reported that the Fire Department has received a \$15,000 grant for bunker gear. She stated that the Fire Department has answered 71 calls between January and February.

Mr. Anders thanked the Ambulance, Fire, and Police Departments for their hard work applying for grants.

Progress.

e. General Administration Committee

Mr. Barrett reported that Switchback Pizza has requested to donate and plant 6-8 ornamental cherry trees on Jubilee Street in front of the public parking spots.

Motion by Mr. Barrett, seconded by Mrs. Gilbert to grant Switchback Pizza's request to donate and plant 6-8 ornamental cherry trees on Jubilee Street in front of the public parking spots. There were 7 ayes. Motion carried.

The next Committee Meeting is Wednesday, March 15, 2017 at 9:00 a.m.

Progress.

f. Budget and Finance Committee

Resolution 2017-9, authorizing payment of the March 6, 2017 Bill List, as follows:

Bill List	\$	105,112.88
Payroll #5	\$	121,152.09
Payroll Taxes	\$	<u>42,056.05</u>
Total	\$	268,321.02

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Done this 6th day of March 2017.

Motion by Mr. Shubza, seconded by Mrs. Gilbert to adopt Resolution 2017-9. There were 7 ayes. Motion carried.

Motion by Mrs. Gilbert, seconded by Mr. Shubzda to enter into a water meter reader Agreement with Spectrum Manager Lease. There were 7 ayes. Motion carried.

Mr. Labenberg entertained questions about the Committee minutes.

The next Committee Meeting is March 20, 2017 at 6:45 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 February, 2017 are in the iPads and entertained questions about them.

Mr. Pepe reported that the Employee Safety Committee will receive its State Certification training on Tuesday, March 7, 2017. He also reported that Union Negotiations will begin shortly. Mr. Labenberg stated that he will have a negotiating team appointed by the March 20, 2017 Council Meeting.

Progress.

PRESIDENT'S BUSINESS

Progress.

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ADJOURNMENT

Motion by Mr. Barrett, seconded by Mrs. Gilbert to adjourn the March 6, 2017 Emmaus Borough Council Meeting. There were 7 ayes. Motion carried.

The Meeting adjourned at 7:25 p.m.

Shane M. Pepe
Borough Manager

Transcribed by: Paula Weiant
Administrative Assistant
March 7, 2017