

April 01, 2019

**Emmaus Borough Council
Agenda
April 01, 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. Emmaus Kiwanis Club - Donation to the Ambulance Corps
 - 5.b. Deputy Director Oath of Service - Keith A. Miller
 - 5.c. Recognition Award - Cara Biery and Keetly Hamill
6. Reading of Minutes
 - 6.a. Council Meeting Minutes - March 18, 2019
7. Decisions on Bids
8. Communications
 - 8.a. Jonathan Pfleegor - Request fee waiver for use of Arts Pavilion for a memorial event on October 5, 2019.
 - 8.b. David Weidman, 43 S. 2nd Street - Request reappointment to the Planning Commission (term expires 4/1/2019).
 - 8.c. Justin Gifford, 540 Furnace St. - Request appointment to the Emmaus Library Board of Trustees.
 - 8.d. Kathy Mintzer, Recreation and Entertainment Commission - Request approval for the 40th Anniversary Party - Summer Concert Series event on June 2, 2019 at Community Park.
 - 8.e. Kathy Mintzer, Recreation and Entertainment Commission - Request approval for Movies Under the Stars on June 21, July 19 and August 16, 2019 at Community Park.
 - 8.f. Kathy Mintzer, Recreation and Entertainment Commission - Request approval for Cruise-In Car Show event on August 25, 2019 at Community Park.

April 01, 2019

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. 1188 - An Ordinance of the Borough of Emmaus, Lehigh County, Pennsylvania, amending Chapter 20: Solid Waste: of the Borough of Emmaus Consolidated Code of Ordinances, providing for regulations regarding the disposal of refuse and recycling (1st Reading 3/18/2019) (2nd Reading 4/15/2019).

13.b. Ordinance No. 1189 - An Ordinance Repealing Sections 351 through 356 of Chapter 1 of the Codified Ordinances involving the Civil Service Commission Rules and Regulations and adopting amended Rules and Regulations (1st Reading 3/18/2019) (2nd Reading 4/15/2019).

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 – April 10, 2019 at 4:00 p.m.

Health, Sanitation, and Codes (Shubzda, Sorg-McManamon, Anders)
Next Meeting – April 24, 2019 at 4:30 p.m.

Ordinance No. 1188: 2nd Reading 4/15/2019

Reappoint David Weidman to the Planning Commission - new term expires 4/1/2023

Committee Meeting Notes - March 27, 2019

Parks and Recreation (Baumgartner, Anders, Shubzda)
Next Meeting – April 2, 2019 at 4:30 p.m.

Public Safety (DeFrain, Hart, Baumgartner)
Next Meeting – April 10, 2019 at 9:15 a.m.

Ordinance No. 1189: 2nd Reading 4/15/2019

General Administration (Labenberg, Baumgartner, DeFrain)
Next Meeting – April 11, 2019 at 9:00 a.m.

Appoint Michael Gibson as a Southwest Comprehensive Plan Committee Member

April 01, 2019

Appoint Brent Stringfellow as a Southwest Comprehensive Plan Alternate Committee Member

Appoint Justin Gifford to the Emmaus Library Board of Trustees (term expires 1/1/2022)

Committee Meeting Notes - March 28, 2019

Budget and Finance (Hart, DeFrain, Labenberg)

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

Resolution 2019-14: Bill List

Significant Revenue and Expense Items for March 2019

Committee Meeting Notes - March 18, 2019

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

Next Meeting – April 18, 2019 at 4:30 p.m.

17. Jr. Council Member's Report

18. Boards and Commissions

18.a. Emmaus Arts Commission Meeting Minutes - February 25, 2019

18.b. Emmaus Public Library Board of Trustees Meeting Minutes - February 19, 2019

18.c. Employee and Volunteer Safety Committee Meeting Minutes - March 13, 2019

18.d. Recreation and Entertainment Commission Meeting Minutes - March 27, 2019

19. Personal Appeals, Part II

20. Borough Manager's Report

21. President's Business

22. Adjournment

EMMAUS BOROUGH COUNCIL

The Emmaus Borough Council met in Regular Session on April 1, 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	Absent
Jonas Hausmann, Jr. Council Member	Present
Lee Ann Gilbert, Mayor	Present
Jeffrey Dimmich, Solicitor	Present
Shane Pepe, Borough Manager	Present

PERSONAL APPEALS, PART I – None.

COMMUNITY MINUTE

Mr. Anders stated that baseball and softball games have recently begun and encouraged everyone to support local sports teams.

Mr. Pepe stated that the Borough of Emmaus received a check in the amount of \$52,050 from an anonymous donor for an automatic lift for the Emmaus Ambulance Corps. Mr. Pepe thanked the individual for the donation and stated that the Ambulance Corps is in need of the lift.

SPECIAL PRESENTATIONS

Ambulance Chief Jeff Hoffman and Lieutenant Craig Deppe thanked the Emmaus Kiwanis Club for donating a training mannequin to be used for advanced airway skills training. He stated that the cost of the training mannequin was approximately \$1,000. Chief Hoffman invited the Kiwanis Club to approach the front of Council Chambers and thanked the Kiwanis Club on behalf of the Ambulance Corps and stated that they greatly appreciate the generous donation. Mr. Labenberg thanked the Emmaus Kiwanis Club on behalf of Emmaus Borough Council.

Mayor Gilbert presented the Oath of Office to newly hired Deputy Director of Emergency Services, Keith Miller.

EMMAUS BOROUGH COUNCIL

Ambulance Chief Jeff Hoffman and Director of Emergency Services John Price presented Lieutenant Cara Biery and Paramedic Keetly Hamill with stork pins and Certificates of Achievement for delivering a baby while on duty.

READING OF MINUTES

Motion by Mr. DeFrain, seconded by Mr. Shubzda to adopt the March 18, 2019 Council Minutes as drafted. There were 6 ayes. Motion carried.

DECISION ON BIDS – None.

COMMUNICATIONS

- a. Jonathan Pfleeger – Request fee waiver for use of Arts Pavilion for a memorial event to be held on October 5, 2019. Referred to the Parks and Recreation Committee.
- b. David Weidman, 43 S. 2nd Street – Request reappointment to the Planning Commission (term expires 4/1/2019).

Motion by Mr. Shubzda, seconded by Ms. Baumgartner to reappoint David Weidman to the Borough of Emmaus Planning Commission to a term expiring on 4/1/2023. There were 6 ayes. Motion carried.

- c. Justin Gifford, 540 Furnace St. – Request appointment to the Emmaus Library Board of Trustees.

Motion by Mr. DeFrain, seconded by Mr. Hart to appoint Justin Gifford to the Emmaus Library Board of Trustees to a term expiring on 1/1/2022. There were 6 ayes. Motion carried.

- d. Kathy Mintzer, Recreation and Entertainment Commission – Request approval for the 40th Anniversary Party – Summer Concert Series event to be held on June 2, 2019 at Emmaus Community Park from Noon to 8:00 p.m.

Motion by Ms. Baumgartner, seconded by Mr. Anders to grant the Recreation and Entertainment Commission’s request to hold the Summer Concert Series 40th Anniversary Party event on June 2, 2019 at Emmaus Community Park from Noon – 8:00 p.m. There were 6 ayes. Motion carried.

- e. Kathy Mintzer, Recreation and Entertainment Commission – Request approval for Movies Under the Stars on June 21, July 19 and August 16, 2019 to be held at Emmaus Community Park. Referred to staff.
- f. Kathy Mintzer, Recreation and Entertainment Commission – Request approval for Cruise-In Car Show event on August 25, 2019 to be held at Community Park. Referred to staff.

EMMAUS BOROUGH COUNCIL

BOROUGH ENGINEER'S REPORT – None.

SOLICITOR'S REPORT

Solicitor Dimmich reported that he drafted a memorandum pertaining to donations at the request of Mr. Pepe. He stated that the memorandum is lengthy and includes cash and in-kind donations. Mr. Labenberg referred the memorandum to the Parks and Recreation Committee to discuss permit fees. Mr. Pepe stated that he believes the memorandum will need to be reviewed by several Committees.

Progress.

UNFINISHED BUSINESS, PART I – None.

NEW BUSINESS – None.

UNFINISHED BUSINESS, PART II

Mr. Labenberg stated that Ordinance Nos. 1188 and 1189 will have their 2nd Readings at the April 15, 2019 Council Meeting.

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

MAYOR'S REPORT

Mayor Gilbert reported that the Emmaus Police Department received a letter of thanks from George Reitz, President, American Millworks and Cabinetry along with a \$250 donation for the K-9 unit. She stated that Chief Palmer attended a safety meeting at American Millworks and offered input. Mr. Pepe thanked Mayor Gilbert and the Emmaus Police Department for offering the active shooter training to staff.

Progress.

COMMITTEE REPORTS

a. Public Works Committee

Mr. Anders reported that the next Committee meeting is April 10, 2019. He stated that the Committee will interview the Public Works candidates beginning at 3:00 p.m.

Progress.

EMMAUS BOROUGH COUNCIL

b. Health, Sanitation, and Codes Committee

Mr. Shubzda entertained questions about the Committee notes. Mr. Pepe stated that he believes a formal motion needs to be made to amend Ordinance No. 1188 from 50-gallon maximum size container to 96-gallons.

Motion by Mr. Shubzda, seconded by Mr. Anders to amend Ordinance No. 1188 to change the maximum size of the garbage can allowed from 50-gallons to 96-gallons. There were 6 ayes. Motion carried.

Mr. Shubzda reported that the next Committee meeting is April 24, 2019 at 4:30 p.m.

Progress.

c. Parks and Recreation Committee

Ms. Baumgartner reported that the next Committee meeting is April 2, 2019 at 4:30 p.m.

Progress.

d. Public Safety Committee

Mr. DeFrain reported that the next Committee meeting is Wednesday, April 10, 2019 at 9:15 a.m.

Progress.

e. General Administration Committee

Motion by Mr. DeFrain, seconded by Ms. Baumgartner to appoint Michael Gibson as the Borough representative to the Southwest Comprehensive Planning Committee. There were 6 ayes. Motion carried.

Motion by Ms. Baumgartner, seconded by Mr. DeFrain to appoint Brent Stringfellow as the Alternate Borough representative to the Southwest Comprehensive Planning Committee. There were 6 ayes. Motion carried.

Mr. Labenberg entertained questions about the Committee notes and reported that the next Committee meeting is Thursday, April 11, 2019 at 9:00 a.m.

Progress.

EMMAUS BOROUGH COUNCIL

f. Budget and Finance Committee

Resolution 2019-14, authorizing payment of the April 1, 2019 Bill List, as follows:

Bill List	\$	168,357.16
Payroll #7	\$	157,832.11
Payroll Taxes	\$	<u>48,777.71</u>
Total	\$	<u>374,966.98</u>

Done this 1st day of April 2019.

Motion by Mr. Hart, seconded by Mr. DeFrain to adopt Resolution 2019-14. There were 6 ayes. Motion carried.

Motion by Mr. Hart, seconded by Mr. DeFrain to purchase a vehicle for the Codes Department by either a lease with \$3,000 down payment and \$200 per month for 3 years or \$10,200 for a used vehicle. There were 6 ayes. Motion carried.

Mr. Labenberg stated that the item will be funded through the Zoning Line Item.

Mr. Hart reported that the next Committee meeting is April 11, 2019 at 11:00 a.m.

Progress.

g. Community Relations, Planning and Development Committee

Mr. Shubzda reported that the next Committee meeting is April 18, 2019 at 4:30 p.m.

Progress.

h. Junior Council Member's Report

Mr. Hausmann reported History Regionals were held on March 23, 2019. He reported that six students from Emmaus High School have advanced to States. He also reported that on Wednesday, April 3, 2019 there will be a No Place for Hate speaker at the high school. He reported on other activities and sporting events that will take place at the high school.

Progress.

PERSONAL APPEALS, PART II - None.

BOROUGH MANAGER'S REPORT

Mr. Pepe reported that Public Works interviews were conducted last week. He stated that there are six highly qualified candidates and the Public Works Committee will interview

EMMAUS BOROUGH COUNCIL

the candidates next week. He stated that twelve applications were received for the Paramedic position and that staff will interview four applicants. He stated that interviews for Solicitor will be held at the General Administration Committee meeting on Thursday, April 11, 2019. He stated that Paramedic interviews will begin next week. Mr. Anders asked if the 10th Street Culvert project is completely paid for. Mr. Pepe responded that there is money in reserves for final work to be completed in Spring. He stated that the Borough has filed for the grant reimbursement.

Progress.

PRESIDENT'S BUSINESS

Progress.

ADJOURNMENT

Motion by Mr. Hart, seconded by Mr. DeFrain to adjourn the April 1, 2019 Emmaus Borough Council Meeting. There were 6 ayes. Motion carried.

The Meeting adjourned at 7:35 p.m.

Shane M. Pepe
Borough Manager

Transcribed by: Paula Weiant
Administrative Assistant
April 2, 2019