

April 6, 2015

EMMAUS BOROUGH COUNCIL

**Emmaus Borough Council  
Agenda  
April 6, 2015, 7:00 p.m.**

1. Call to Order
2. Pledge of Allegiance
3. Personal Appeals, Part I
4. Community Minute
5. Special Presentations
6. Reading of Minutes

March 16, 2015

7. Decisions on Bids

2015 Curb and Concrete Contractor

8. Communications

- a. Krista Pegnetter, Library Director – Emmaus Public Library 75<sup>th</sup> Anniversary event request.
- b. Kathleen Haney, 18 N. 4<sup>th</sup> Street – Letter of resignation from the Civil Service Commission.
- c. Kate Hart Zayaitz, East Penn Chamber of Commerce – Request to install Welcome Signs in Borough.
- d. Michael Hoffman, 104 N. 9<sup>th</sup> Street – Request reappointment to the Planning Commission (term expires 4/1/15).
- e. Joe Deddo, Emmaus Veterans Committee – Memorial Day Parade / Banner Fee Waiver.
- f. Laura Fetzer, Friends of the 1803 House – A Very Merrie Halloween event request.
- g. Linda & Bob Boehmer, 332 N. 3<sup>rd</sup> Street – 3<sup>rd</sup> & Seem Streets safety concerns.

9. Borough Engineer's Report

10. Solicitor's Report

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11. Unfinished Business, Part I

**Ordinance No. 1123** – An Ordinance of the Borough of Emmaus, Lehigh County, Pennsylvania, Regulating the Activities of Transient Merchants; Defining Relevant Words and Phrases; Establishing a Licensing Program; Providing for Exempt Persons and Activities and Providing for Penalties for Violation Thereof (1<sup>st</sup> Reading 3/2/2015) (2<sup>nd</sup> Reading 4/6/2015).

**Ordinance No. 1124** - An Ordinance of the Borough of Emmaus, Lehigh County, Pennsylvania, Amending Ordinance 1099 and Chapter 15 §602.2.A of the Emmaus Borough

Code, Removing Residential Handicap Parking Sign on the Public Street Located in Front of 638 Walnut Street and Adding Residential Handicap Parking Signs on the Public Street

Located in Front of 570 Broad Street and in Front of 525 Broad Street Within the Borough of Emmaus (1<sup>st</sup> Reading 3/2/2015) (2<sup>nd</sup> Reading 4/6/2015).

**Ordinance No. 1125** – An Ordinance Amending the Provisions of Chapter 1, Part IV, Section A, Committees of Council, of the Borough of Emmaus Consolidated Code of Ordinances (1<sup>st</sup> Reading 3/16/2015) (2<sup>nd</sup> Reading 4/6/2015).

12. New Business

**Ordinance No. 1126** – An Ordinance Amending Chapter 116, Section 103, Subsection 10, and the Special Rules for Triangle Park, Dealing with the Prohibition for Carrying any Firearms in a Public Park and the use of Deadly Force for Self Protection and for Protection of Third Persons (1<sup>st</sup> Reading 4/6/2015).

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) (Labenberg, Brown, Holtzhafer)**

Next Meeting – May 7, 2015 at 3:30 p.m.

- a. Fairview Street
- b. South 10<sup>th</sup> Street Culvert
- c. Historical House Agreements

**Health, Sanitation, and Codes (Shubzda, Holtzhafer, Anders)**

Next Meeting – April 16, 2015 at 4:30 p.m.

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- a. Emmaus and Upper Milford Joint Environmental Advisory Council
- b. Board of Health
- c. Refuse Bills

**Parks and Recreation** (Anders, Barrett, Labenberg)

Next Meeting – April 7, 2015 at 4:00 p.m.

- a. Boro Line Park Direction Sign
- b. **Hire Public Works Part-time Employees for 2015 Summer Season**
- c. **Request for Community Pool Closure**
- d. **Hire Pool Managers**
- e. **Hire Concession Stand Manager**

**Public Safety** (Gilbert, Barrett, Brown)

Next Meeting – May 6, 2015 at 3:00 p.m.

- a. Emergency Operations Plan – Review
- b. IFC Ordinance
- c. **Ordinance No. 1124 – Handicap Signs (2<sup>nd</sup> Reading 4/6/2015)**
- d. **Ordinance No. 1126 – Amend Firearms in Parks**
- e. **Appoint Gabriel McNabb – EFD New Driver for Aerial Truck 731**

**General Administration** (Barrett, Gilbert, Labenberg)

Next Meeting – April 15, 2015 at 9:00 a.m.

- a. Emmaus Public Library Expansion Project
- b. **Ordinance No. 1123 – Regulating Activity for Transient Merchants (2<sup>nd</sup> Reading 4/6/2015)**
- c. **Ordinance No. 1125 – Committees of Council (2<sup>nd</sup> Reading 4/6/2015)**
- d. **Reappoint Michael Hoffman to the Planning Commission (term expires 4/1/2015)**
- e. **East Penn Chamber Sign Request**
- f. **Appoint Robert Toth to the Planning Commission (term expires 4/1/2019)**
- g. **Planning Commission Member – (term expires 4/1/2019)**
- h. **PPL Easement Agreements**
- i. Power DMS

**Budget and Finance** (Holtzhafer, Shubzda, Gilbert)

Next Meeting – April 20, 2015 at 6:45 p.m.

- a. Capital Plan
- b. **Resolution 2015-11 – Bill List**
- c. **Oak Street Property Purchase**
- d. **General Authority Requests**

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**Community Relations, Planning and Development** (Brown, Shubzda, Anders)

Next Meeting – April 14, 2015 at 4:15 p.m.

- a. Grant Progress
- b. Committee Structure
- c. Volunteer of the Year

17. Personal Appeals, Part II

18. Borough Manager's Report

- a. Significant Revenue and Expense Items for March, 2015

19. President's Business

20. Adjournment

Next Resolution: 2015-12

Next Ordinance: #1127

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The Emmaus Borough Council met in regular session on April 6, 2015 in Borough Council Chambers, 28 S. 4<sup>th</sup> Street, Emmaus, PA 18049.

**CALL TO ORDER**

Mr. Holtzhafer called the meeting to order at 7:00 p.m.

Lee Ann Gilbert, President	Present
Brian Holtzhafer, Vice President	Present
Roy Anders	Present
Wesley Barrett	Present
Nathan Brown	Absent
Brent Labenberg	Present
Jeffrey Shubzda	Present
Winfield Iobst, Mayor	Absent
Al Stirba, Solicitor	Present
Shane Pepe, Borough Manager	Present

Due to the absence of Mayor Iobst, Council President, Lee Ann Gilbert, presided as Mayor and Council Vice President, Brian Holtzhafer, presided as Council President.

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PERSONAL APPEALS – PART 1

**A. John Hayes, East Penn Chamber of Commerce** – stated that the East Penn Chamber of Commerce (EPCC) is requesting to place signs located within the Borough’s boundaries. He stated that the proposed sign locations are at the intersection of Cedar Crest Boulevard and North Street by the Emmaus High School stadium, the intersection of Harrison Street and State Avenue on the First Niagara property, on East Main Street on the former Fire Company #3 property, now part of Kelly Auto Group, and in Upper Milford Township between Pickle’s Restaurant and Hursh’s Landscaping. He stated that all property owners will be notified and permission will be requested before sign placement occurs. He stated that the EPCC is requesting the assistance of the Emmaus Public Works Department to install the signs, and is asking Council to waive the payment for their time to do so. Mr. Labenberg noted that several sign locations are outside of Borough limits and suggested different locations within Borough limits. Mr. Hayes responded that the EPCC will review the locations of the signs.

**Motion by Mr. Barrett, seconded by Mr. Anders to grant the East Penn Chamber of Commerce’s request to place signs located within the Borough of Emmaus with installation by the Emmaus Public Works Department and to waive the fee for installation. There were 5 ayes. Motion carried.**

**B. Otto Slozer, 121 E. Elm Street** – asked if the Borough has held any discussion about relocating the Emmaus Fire Department to the Compost area. Mr. Pepe responded that the Borough has not.

**C. Steve Steltz, 221 North Street** – stated that he is at the meeting on behalf of the residents of the 200 block of North Street. He stated that the former Discovery Pre-School, located at 225 North Street, has requested a Zoning variance for parking. Mr. Steltz read a letter of concern encouraging the Zoning Hearing Board to deny the variance. Mr. Pepe responded that there are several issues with the property that requires the Zoning Hearing Board’s approval. He stated that Borough Council has the right to send a representative to the Zoning Hearing Board meeting. Mr. Pepe encouraged Mr. Steltz to attend the meeting and present the concerns of the neighborhood. Mr. Barrett stated that he will vote against the motion because he believes that more information on the matter is needed.

**Motion by Mr. Labenberg, seconded by Mr. Anders to authorize Mr. Pepe to attend the Zoning Hearing Board Meeting to be held on Wednesday, April 15, 2015 at 6:00 p.m. as a representative of Council to testify on parking. There were 4 ayes, 1 opposed (Barrett). Motion carried.**

COMMUNITY MINUTE

Mr. Shubzda stated that the Borough of Emmaus and Upper Milford Township Joint Advisory Council will host the Earth Day 2015 Community Cleanup on Saturday, April 18, 2015 from 8:30 a.m. to 12:00 p.m. The event is rain or shine. Mr. Barrett stated that the 38<sup>th</sup>

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Annual Emmaus 4-miler race will be held on Sunday, April 12, 2015 at 9:30 a.m., with a kid's race beginning at 9:15 a.m.

SPECIAL PRESENTATIONS – None.

READING OF MINUTES

**Motion by Mr. Shubzda, seconded by Mr. Anders to dispense with the formal reading of the March 16, 2015 Minutes. There were 5 ayes. Motion carried.**

**Motion by Mr. Barrett, seconded by Mr. Shubzda to adopt the March 16, 2015 Minutes as drafted. There were 5 ayes. Motion carried.**

DECISION ON BIDS

Mr. Holtzhafer stated that there was one bid received from Zgura Concrete, 4946 Jasper Road, Emmaus, for the 2015 CDBG Curb and Concrete Bid. Staff recommends awarding the bid to Zgura Concrete in the amount of \$58,560.00.

**Motion by Mr. Barrett, seconded by Mr. Shubzda to award the 2015 CDBG Curb and Concrete Bid to Zgura Concrete, 4946 Jasper Road, Emmaus in the amount of \$58,560.00. There were 5 ayes. Motion carried.**

COMMUNICATIONS

- a. Krista Peggnetter, Library Director, Emmaus Public Library – Emmaus Public Library 75<sup>th</sup> Anniversary event request. Referred to the Parks and Recreation Committee.
- b. Kathleen Haney, 18 N. 4<sup>th</sup> Street – Letter of resignation from the Civil Service Commission.

**Motion by Mr. Barrett, seconded by Mr. Shubzda to accept Kathleen Haney's letter of resignation from the Civil Service Commission effective May 22, 2015. There were 5 ayes. Motion carried.**

- c. Kate Hart Zayaitz, East Penn Chamber of Commerce – Request to install Welcome Signs in Borough. Mr. Holtzhafer stated that the item has already been addressed.
- d. Michael Hoffman, 104 N. 9<sup>th</sup> Street – Request reappointment to the Planning Commission (term expires 4/1/15). Referred to the General Administration Committee.
- e. Joe Deddo, Emmaus Veteran's Committee – Memorial Day Parade/Banner Fee Waiver. Referred to staff.

**Motion by Mr. Labenberg, seconded by Mr. Shubzda to grant the Emmaus Veteran's Committee Memorial Day Parade banner fee waiver request. There were 5 ayes. Motion carried.**

- f. Laura Fetzer, Friends of the 1803 House – A Very Merrie Halloween event request. Referred to staff and Mayor Iobst.

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g. Linda & Bob Boehmer, 332 N. 3<sup>rd</sup> Street – 3<sup>rd</sup> & Seem Streets safety concerns. Referred to the Public Safety Committee.

h. Paulette Labenberg, Special Entertainment Commission – Request to approve live animals at the 36<sup>th</sup> Annual Summer Concert Series and Kick-Off Event to be held on May 31, 2015 from 12:00 p.m. to 9:00 p.m., and Sundays in the summer from 4:00 p.m. to 9:00 p.m.

**Motion by Mr. Anders, seconded by Mr. Shubzda to grant the Emmaus Special Entertainment Commission’s request to hold a live animal presentation by the Wildlands Conservancy on Sunday, May 31, 2015. There were 5 ayes. Motion carried.**

i. Barb Cole, 802 Lawrence Drive, Community Pool Concerns & Suggestions – Referred to the Parks and Recreation Committee.

j. Lynn Seagraves, 516 North Street – Request street closure for Health Fair on Saturday, June 13, 2015. Referred to Mayor Iobst.

BOROUGH ENGINEER’S REPORT – None.

SOLICITOR’S REPORT

Progress.

UNFINISHED BUSINESS, PART I

Ordinance No. 1123 – An Ordinance of the Borough of Emmaus, Lehigh County, Pennsylvania, Regulating the Activities of Transient Merchants; Defining Relevant Words and Phrases; Establishing a Licensing Program; Providing for Exempt Persons and Activities and Providing for Penalties for Violation Thereof (1<sup>st</sup> Reading 3/2/2015) (2<sup>nd</sup> Reading 4/6/2015).

**Motion by Mr. Barrett, seconded by Mr. Anders to read Ordinance No. 1123 in short title. There were 5 ayes. Motion carried.**

Mr. Holtzhafer read Ordinance No. 1123 in short title.

**Motion by Mr. Barrett, seconded by Mr. Anders to adopt Ordinance No. 1123 - An Ordinance of the Borough of Emmaus, Lehigh County, Pennsylvania, Regulating the Activities of Transient Merchants; Defining Relevant Words and Phrases; Establishing a Licensing Program; Providing for Exempt Persons and Activities and Providing for Penalties for Violation Thereof on its 2<sup>nd</sup> Reading. Roll call vote: Mr. Labenberg, aye; Mr. Barrett, aye; Mr. Shubzda, aye; Mr. Anders, aye; Mr. Holtzhafer, aye. There were 5 ayes. Motion carried.**

Ordinance No. 1124 – An Ordinance of the Borough of Emmaus, Lehigh County, Pennsylvania, Amending Ordinance 1099 and Chapter 15 §606.2.A of the Emmaus Borough Code, Removing a Residential Handicapped Parking Sign on the Public Street Located in Front of 638 Walnut Street and Adding Residential Handicapped Parking Signs on the Public

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Street Located in Front of 570 Broad Street and in Front of 525 Broad Street Within the Borough of Emmaus (1<sup>st</sup> Reading 3/2/15) (2<sup>nd</sup> Reading 4/6/15).

**Motion by Mr. Barrett, seconded by Mr. Anders to read Ordinance No. 1124 in short title. There were 5 ayes. Motion carried.**

Mr. Holtzhafer read Ordinance No. 1124 in short title.

**Motion by Mr. Barrett, seconded by Mr. Anders to adopt An Ordinance of the Borough of Emmaus, Lehigh County, Pennsylvania, Amending Ordinance 1099 and Chapter 15 §606.2.A of the Emmaus Borough Code, Removing a Residential Handicapped Parking Sign on the Public Street Located in Front of 638 Walnut Street and Adding Residential Handicapped Parking Signs on the Public Street Located in Front of 570 Broad Street and in Front of 525 Broad Street Within the Borough of Emmaus on its 2<sup>nd</sup> Reading. Roll call vote: Mr. Labenberg, aye; Mr. Barrett, aye; Mr. Shubzda, aye; Mr. Anders, aye; Mr. Holtzhafer, aye. There were 5 ayes. Motion carried.**

Ordinance No. 1125 – An Ordinance Amending Provisions of Chapter 1, Part IV, Section A, Committees of Council, of the Borough of Emmaus Consolidated Code of Ordinances. (1<sup>st</sup> Reading 3/16/15) (2<sup>nd</sup> Reading 4/6/15).

**Motion by Mr. Barrett, seconded by Mr. Anders to read Ordinance No. 1125 in short title. There were 5 ayes. Motion carried.**

Mr. Holtzhafer read Ordinance No. 1125 in short title.

**Motion by Mr. Barrett, seconded by Mr. Anders to adopt Ordinance No. 1125 – An Ordinance Amending Provisions of Chapter 1, Part IV, Section A, Committees of Council, of the Borough of Emmaus Consolidated Code of Ordinances on its 2<sup>nd</sup> Reading. Roll call vote: Mr. Labenberg, aye; Mr. Barrett, aye; Mr. Shubzda, aye; Mr. Anders, aye; Mr. Holtzhafer, aye. There were 5 ayes. Motion carried.**

NEW BUSINESS

Ordinance No. 1126 – An Ordinance Amending Chapter 116, Section 103, Subsection 10, the Special Rules for Triangle Park, Dealing with the Prohibition for Carrying any Firearms in a Public Park and the use of Deadly Force for Self Protection and for Protection of Third Persons (1<sup>st</sup> Reading 4/6/15).

**Motion by Mr. Labenberg, seconded by Mr. Shubzda to read Ordinance No. 1126 in short title. There were 5 ayes. Motion carried.**

Mr. Holtzhafer read Ordinance No. 1126 in short title.

Mr. Labenberg asked for clarification if the Ordinance includes all Borough parks of just Triangle Park. Mr. Pepe responded that the Ordinance includes all Borough parks and the Ordinance was drafted to correct the oversight from a previous Ordinance.

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**Motion by Mr. Labenberg, seconded by Mr. Shubzda to adopt Ordinance No. 1126 - An Ordinance Amending Chapter 116, Section 103, Subsection 10, the Special Rules for Triangle Park, Dealing with the Prohibition for Carrying any Firearms in a Public Park and the use of Deadly Force for Self Protection and for Protection of Third Persons on its 1<sup>st</sup> Reading. Roll call vote: Mr. Labenberg, aye; Mr. Barrett, aye; Mr. Shubzda, aye; Mr. Anders, aye; Mr. Holtzhafer, aye. There were 5 ayes. Motion carried.**

Mr. Pepe stated that the 2<sup>nd</sup> reading of the Ordinance will be on May 4, 2015.

UNFINISHED BUSINESS, PART II – None.

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

MAYOR'S REPORT

Progress.

COMMITTEE REPORTS

a. Public Works Committee

Progress.

b. Health, Sanitation, and Codes Committee

Mr. Shubzda reported that the Committee met on Thursday, March 19, 2015 at 4:30 p.m. He reported that there were two personal appeals and that the Committee voted to deny a refuse fee waiver request by Steve Lechmarik, 195 Main Street. He also reported that Kim Clinchy, Turn the Page, 244 Main Street, attended the meeting and requested that the second refuse bill for the above address be eliminated as the building is no longer occupied by two businesses. Mr. Pepe stated that the building is zoned as a one business unit.

**Motion by Mr. Shubzda, seconded by Mr. Anders to eliminate the second refuse bill for 244 Main Street as per §102.4 of Chapter 20 of the Emmaus Borough Code. There were 5 ayes. Motion carried.**

Mr. Shubzda stated that there are concerns with the current trash hauler. The concerns will be addressed at the next Committee Meeting on Thursday, April 16, 2015 at 4:30 p.m.

Progress.

c. Parks and Recreation Committee

**Motion by Mr. Anders, seconded by Mr. Labenberg to hire Zach Hahn, Emmaus, at an hourly rate of \$7.50, Noah Smith, Macungie, at an hourly rate of \$7.50, Josh Andrews, Emmaus, at an hourly rate of \$7.75, Lucas Schaf, Emmaus, at an hourly rate of \$7.75, Taylor Schaf, Emmaus, at an hourly rate of \$7.75, and Jordan Stenroos,**

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**Emmaus, at an hourly rate of \$8.75 as part-time Public Works employees. There were 5 ayes. Motion carried.**

Mr. Anders reported that John Dychala, Public Works Director, is requesting authorization to close the Emmaus Community Pool during the week of August 31 through September 4, 2015. Mr. Anders stated that the Committee will discuss the item at its next Committee Meeting.

**Motion by Mr. Anders, seconded by Mr. Labenberg to hire Tiffany Reed as the Concession Stand Manager at an hourly rate of \$13.00 with an anticipated total salary of \$6,240.00. There were 5 ayes. Motion carried.**

**Motion by Mr. Anders, seconded by Mr. Labenberg to hire Shawn Bailey and Catherine Gladys as Pool Managers at the Emmaus Community Pool at an hourly rate of \$10.75 and to split the \$2,000.00 bonus at the end of the season. There were 5 ayes. Motion carried.**

Mr. Anders reported that the next Committee Meeting is Tuesday, April 7, 2015 at 4:00 p.m.

Progress.

d. Public Safety Committee

**Motion by Mr. Barrett, seconded by Mr. Labenberg to appoint Gabe McNabb as driver of Emmaus Fire Truck #731. There were 5 ayes. Motion carried.**

Progress.

e. General Administration Committee

Mr. Barrett reported that the Committee met on April 1, 2015. He reported that 3 candidates were interviewed for open positions on the Planning Commission.

**Motion by Mr. Barrett, seconded by Mr. Labenberg to appoint Robert Toth to the Emmaus Planning Commission for a term expiring on 4/1/19. There were 5 ayes. Motion carried.**

**Motion by Mr. Barrett, seconded by Mr. Labenberg to appoint David Weidman to the Emmaus Planning Commission for a term expiring on 4/1/19. There were 5 ayes. Motion carried.**

Mr. Barrett directed Mr. Pepe to send a letter of thanks to David Biles for his time served as a volunteer on the Emmaus Planning Commission.

**Motion by Mr. Barrett, seconded by Mr. Labenberg to reappoint Michael Hoffman to the Emmaus Planning Commission for a term expiring on 4/1/19. There were 5 ayes. Motion carried.**

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Mr. Barrett reported that PPL will be conducting a line project and has requested an easement for a new pole at the fringe of Community Park as well as Furnace Dam. PPL will pay \$1,000.00 per pole.

**Motion by Mr. Barrett, seconded by Mr. Labenberg to grant PPL's easement request. There were 5 ayes. Motion carried.**

Progress.

f. Budget and Finance Committee

Mr. Shubzda read Resolution 2015-11 authorizing payment of the April 6, 2015 Bill List, as follows:

<b>Bill List</b>	<b>\$</b>	<b>265,858.70</b>
<b>Payrolls #6 and #7</b>	<b>\$</b>	<b>247,479.65</b>
<b>Payroll Taxes</b>	<b>\$</b>	<b><u>86,432.34</u></b>
<b>Total</b>	<b>\$</b>	<b>599,770.69</b>

Done this 6<sup>th</sup> day of April 2015.

**Motion by Mr. Shubzda, seconded by Mr. Anders to approve the April 6, 2015 Bill List. There were 5 ayes. Motion carried.**

Mr. Holtzhafer reported that the Borough is in the midst of entering a legal battle with Douglas and Jennifer Teti over a property that Mr. Teti purchased at the end of Oak Street. The Borough has maintained this area for many years. Mr. Teti purchased this parcel via a tax sale. Rather than entering into a legal battle, the Committee recommends purchasing the property from Mr. Teti for \$2,000.00.

**Motion by Mr. Labenberg, seconded by Mr. Shubza to purchase tax parcel PIN 075494525902531 from Douglas and Jennifer Teti for a price of \$2,000.00. There were 5 ayes. Motion carried.**

Mr. Labenberg questioned which line item would be used to purchase the property. Mr. Pepe responded that the Contingency Fund would be used.

Mr. Holtzhafer reported that Mr. Pepe has drafted a General Authority Request Memorandum and requires authorization to forward the Memorandum to the General Authority.

**Motion by Mr. Labenberg, seconded by Mr. Shubzda to authorize Mr. Pepe to forward the General Authority Request Memorandum to the General Authority. There were 5 ayes. Motion carried.**

Progress.

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g. Community Relations, Planning and Development Committee

Mr. Anders reported that the next Committee Meeting is April 14, 2015 at 4:15 p.m.

Progress.

PERSONAL APPEALS, PART II - None.

BOROUGH MANAGER'S REPORT

Mr. Pepe reported that the Significant Revenue and Expense Items for March, 2015 are in the Council binders and offered to entertain questions about them.

Progress.

PRESIDENT'S BUSINESS

Mr. Gilbert reported that the Pension Board will be conducting Actuary interviews on Wednesday, April 8, 2015 at 2:00 p.m., and will be making a recommendation to Council at the April 20, 2015 meeting.

**Motion by Mr. Barrett, seconded by Mr. Anders to adjourn. There were 5 ayes. Motion carried.**

The April 6, 2015 Meeting of the Emmaus Borough Council adjourned at 7:57 p.m.

Shane Pepe  
Borough Manager

Transcribed by: Paula Weiant  
Administrative Assistant  
April 10, 2015