

April 17, 2017

**Emmaus Borough Council
Agenda
April 17, 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 - April 3, 2017
7. Decisions on Bids
8. Communications
 - 8.a. Chis Boehm, Macungie Borough Manager - Request Emmaus Fire Department's assistance for traffic control during certain events.
 - 8.b. Vince Tranguch, Emmaus Lions Club - Request approval to install flagpole and plaque at Lions Playground and Ballfield.
 - 8.c. Olivia Trotman, 104 N. 9th St., Emmaus – Request appointment to the Emmaus Arts Commission (vacant term expires 2/7/2019).
9. Borough Engineer's Report
10. Solicitor's Report
11. Unfinished Business, Part I
12. New Business
13. Unfinished Business, Part II

April 17, 2017

14. Items Not on Agenda
Subject to Rule 9

15. Mayor's Report

16. Committee Reports

Public Works/(Highway, Water & Sewer) (Brown, Anders, DeFrain)
Next Meeting –May 8, 2017 at 3:00 p.m.

Committee Meeting Notes - April 3, 2017

Health, Sanitation, and Codes (Shubzda, DeFrain, Brown)
Next Meeting –April 20, 2017 at 4:15 p.m.

Parks and Recreation (Anders, Barrett, Labenberg)
Next Meeting – May 2, 2017 at 4:00 p.m.

Seasonal Part-Time Employees - Hire Recommendation

Committee Meeting Notes - April 4, 2017

Public Safety (Gilbert, Barrett, Brown)
Next Meeting – May 3, 2017 at 3:00 p.m.

Hire Full-Time Paramedic

Committee Meeting Notes - April 5, 2017

General Administration (Barrett, Labenberg, Gilbert)
Next Meeting – April 26, 2017 at 9:00 a.m.

Disposal of Municipal Records - Resolution 2017-15

Agreement of Sale

ET & T Telephone Upgrade – Phase I

Committee Meeting Notes - April 12, 2017

Budget and Finance (Labenberg, Shubzda, Gilbert)
Next Meeting – April 20, 2017 at 3:15 p.m.

Bill List - Resolution 2017-16

April 17, 2017

Committee Meeting Notes - April 3, 2017

Community Relations, Planning and Development (DeFrain, Shubzda, Anders)
Next Meeting – May 11, 2017 at 4:00 p.m.

Committee Meeting Notes – April 13, 2017

17. Boards and Commissions

17.a. Board of Health Meeting Minutes - March 30, 2017

17.b. Department Quarterly Reports

18. Personal Appeals, Part II

19. Borough Manager's Report

19.a. Significant Revenue and Expense Items for First Half of April, 2017

20. President's Business

21. Adjournment

EMMAUS BOROUGH COUNCIL

The Emmaus Borough Council met in regular session on April 17, 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 – Arrived at 7:02 p.m.
Chris DeFrain	Present
Lee Ann Gilbert	Present
Jeffrey Shubzda	Present – Arrived at 7:06 p.m.
Winfield Iobst, Mayor	Present
Jeffrey Dimmich, Solicitor	Present
Shane Pepe, Borough Manager	Present

PERSONAL APPEALS, PART I – None.

COMMUNITY MINUTE

Mr. Anders stated that Emmaus High School baseball and softball teams have begun playing at Community Park, Williams Street and the Kiwanis complex. Mr. Pepe stated that there were two Easter egg hunts held on Saturday, April 15, 2017 and that both egg hunts were very well attended. He stated that the Kiwanis Club held their annual egg hunt and the Emmaus Fire Department, in conjunction with the Lehigh Valley Martial Arts, held an Easter egg hunt with approximately 300 children in attendance.

SPECIAL PRESENTATIONS – None.

READING OF MINUTES

Motion by Mr. DeFrain, seconded by Mrs. Gilbert to adopt the April 3, 2017 Council Meeting Minutes as drafted. There were 6 ayes. Motion carried.

DECISION ON BIDS – None.

COMMUNICATIONS

- a. Chris Boehm, Macungie Borough Manager – Request Emmaus Fire Department's assistance for traffic control during certain events. Referred to staff.
- b. Vince Tranguch, Emmaus Lions Club – Request approval to install flagpole and plaque at Lions Playground and Ballfield. Referred to Parks and Recreation Committee.

EMMAUS BOROUGH COUNCIL

c. Olivia Trotman, 104 N. 9th Street, Emmaus – Request appointment to the Emmaus Arts Commission (vacant term expires 2/7/2019).

Motion by Mrs. Gilbert, seconded by Mr. Anders to appoint Olivia Trotman to the Emmaus Arts Commission to a term expiring 2/7/2019. There were 6 ayes. Motion carried.

BOROUGH ENGINEER'S REPORT – None.

SOLICITOR'S REPORT

Solicitor Dimmich stated that he is continuing to work on the LCA issue. He stated that there is a meeting scheduled with himself, Mr. Pepe, the Borough Engineer, Brad Youst, and LCA on Wednesday, April 19, 2017 at 10:00 a.m. He stated that there is also a meeting scheduled for Monday, May 8, 2017. Mr. Pepe stated that he will not be available to attend the meeting and invited a representative from Council to attend.

Progress.

UNFINISHED BUSINESS, PART I – None.

NEW BUSINESS

Ordinance No. 1155 – An Ordinance Amending the Provisions of Chapter 1, Part IV, Section A, §407, Committees of Council, of the Borough of Emmaus Consolidated Code of Ordinances to Amend the Purpose and Function of the Community Relations, Planning, and Development Committee on its 1st Reading (4/17/17).

Mr. DeFrain reviewed the Ordinance and the changes to the Community Relations, Planning, and Development Committee. Mr. Pepe explained that the Committee will oversee different community events no otherwise in conflict with other Committees' responsibilities.

Motion by Mr. DeFrain, seconded by Mr. Anders to adopt Ordinance No. 1155 - An Ordinance Amending the Provisions of Chapter 1, Part IV, Section A, §407, Committees of Council, of the Borough of Emmaus Consolidated Code of Ordinances to Amend the Purpose and Function of the Community Relations, Planning, and Development Committee on its 1st Reading. Roll call vote: Mr. Brown, aye; Mr. Shubzda, aye; Mr. Anders, aye; Mrs. Gilbert, aye; Mr. DeFrain, aye; Mr. Barrett, aye; Mr. Labenberg, aye. There were 7 ayes. Motion carried.

UNFINISHED BUSINESS, PART II – None.

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

EMMAUS BOROUGH COUNCIL

MAYOR'S REPORT

Mayor Iobst read Proclamation 2017-421, declaring April 28, 2017 as Arbor Day in the Borough of Emmaus, and urged all citizens to support the planting of trees and to promote the well-being of this and future generations.

Progress.

COMMITTEE REPORTSa. Public Works Committee

Mr. Brown reported that the next Committee meeting is May 8, 2017 at 3:00 p.m.

b. Health, Sanitation, and Codes Committee

Mr. Shubzda thanked everyone who volunteered at the Earth Day event on Saturday, April 8, 2017 at the Emmaus Community Park. He stated that the event was very successful and that he spent approximately 4 hours loading electronics into dumpsters. He stated that 4 trucks were filled with electronics. He also stated that approximately 45% of the individuals participating in the electronics recycling were Borough residents. Mr. Labenberg and Mr. Shubzda voiced concern about traffic flow with the electronics recycling.

The next Committee Meeting is April 20, 2017 at 4:15 p.m.

Progress.

c. Parks and Recreation Committee

Motion by Mr. Anders, seconded by Mrs. Gilbert to hire Noah Geist, Emmaus, at an hourly rate of \$7.25 as cashier at the Emmaus Community Pool, Shawn Merrill, Zionsville, at an hourly rate of \$8.25; Harrison Mello, Macungie, at an hourly rate of \$8.25; Jessica Duke, Allentown, at an hourly rate of \$8.25; Kole Rodenbaugh, at an hourly rate of \$8.25 as lifeguards at the Emmaus Community Pool, contingent upon successful completion of certification training; pay increases for Samantha Brezak at an hourly rate of \$7.50; Hunter Hillanbrand at an hourly rate of \$7.50; Devyn Kneller at an hourly rate of \$7.50 as cashiers at the Emmaus Community Pool; Alex Duke, Assistant Manager, at an hourly rate of \$11.00; Luke Pukanecz, Head Guard, at an hourly rate of \$10.00; Stephan Scheib, Head Guard, at an hourly rate of \$10.00; Victoria Delhagen, at an hourly rate of \$8.75; Richard Hazzard, at an hourly rate of \$8.50; Rachal Heiney, at an hourly rate of \$9.00; Kenna Kita, at an hourly rate of \$9.00; Matt Kohls, at an hourly rate of \$8.50; Hannah Maron, at an hourly rate of \$8.75; Kevin Rodgers, at an hourly rate of \$8.75; Anne Smiley, for Rodale only, at an hourly rate of \$8.50; Chris Spiro, at an hourly rate of \$8.75; Julia Tielman, at an hourly rate of \$8.50; Sarah Kohler, at an

EMMAUS BOROUGH COUNCIL

hourly rate of \$8.50 and Ciara Wippel, at an hourly rate of \$8.50 as lifeguards at the Emmaus Community Pool. There were 7 ayes. Motion carried.

Mr. Anders stated that he believes the lifeguards are almost fully staffed.

Mr. Anders stated that Andrew Bernstein, Kacey Lloyd, and Gabe Lloyd were in attendance at the Committee meeting to discuss Cyclocross. They thanked Borough Council for their support and for allowing the organization to use Borough property for events. Mr. Anders stated that on weekdays, Cyclocross has between 40 and 70 riders, and Saturdays, there are between 200 and 300 riders.

Progress.

d. Public Safety Committee

Motion by Mrs. Gilbert, seconded by Mr. Barrett to hire James Maust as a Full-Time Paramedic for the Emmaus Ambulance Corps at an hourly rate of \$23.15. There were 7 ayes. Motion carried.

Motion by Mrs. Gilbert, seconded by Mr. DeFrain to hire Justin Hammond as a volunteer EMT to the Emmaus Ambulance Corps. There were 7 ayes. Motion carried.

Mrs. Gilbert entertained questions about the Committee report.

The next Committee meeting is May 3, 2017 at 3:00 p.m.

Progress.

e. General Administration Committee

Resolution 2017-15 – A Resolution in Accordance with the Municipal Records Act of January 18, 1968 (P.L. 961, NO. 428) as Approved for Local Government Records by the Pennsylvania Historical and Museum Commission Bureau of Archives and History, as Approved by the Commonwealth of Pennsylvania on December 18, 2008 and Amended July 23, 2009, Authorizing the Borough of Emmaus to Dispose of Certain Municipal Records.

Motion by Mr. Barrett, seconded by Mrs. Gilbert to adopt Resolution 2017-15. There were 7 ayes. Motion carried.

Mr. Barrett reported that the Committee recommends selling the property located at 4052 S. 2nd Street to Lehigh County in the amount of \$70,000, contingent upon review and approval of all Agreement documents by the Borough Solicitor.

EMMAUS BOROUGH COUNCIL

Solicitor Dimmich stated that the normal procedure is to request a deposit to secure the Agreement, but because the Agreement is between the Borough and Lehigh County a deposit will not be requested. Solicitor Dimmich stated that the County has placed an Environmental Investigation Contingency for a Phase 1 environmental assessment report in the Agreement. Mr. Pepe stated that the property will be sold at the appraised value.

Motion by Mr. Barrett, seconded by Mrs. Gilbert to approve the Agreement of Sale for the property located at 4052 S. 2nd Street to Lehigh County in the amount of \$70,000. There were 7 ayes. Motion carried.

Motion by Mr. Barrett, seconded by Mrs. Gilbert to approve Phase 1 of the ET &T telephone upgrade in the amount of \$9,992.40. There were 7 ayes. Motion carried.

Mr. Barrett reported that the next Committee Meeting is Wednesday, April 26, 2017 at 9:00 a.m.

Progress.

f. Budget and Finance Committee

Resolution 2017-16, authorizing payment of the April 17, 2017 Bill List, as follows:

Bill List	\$	355,065.95
Payroll #7	\$	130,655.31
Payroll Taxes	\$	<u>45,859.09</u>
Total	\$	531,580.35

Done this 17th day of April 2017.

Motion by Mrs. Gilbert, seconded by Mrs. Shubzda to adopt Resolution 2017-16. There were 7 ayes. Motion carried.

Progress.

g. Community Relations, Planning and Development Committee

Mr. DeFrain reported that the Committee met on April 13, 2017. He stated that the Committee reviewed the proposed draft of Ordinance No. 1155 which was adopted earlier in the meeting amending the duties of the CRD Committee.

The next Committee meeting is May 11, 2017 at 4:00 p.m.

Progress.

EMMAUS BOROUGH COUNCIL

PERSONAL APPEALS, PART II

A. Lynn Donches, 557 Minor Street – reminded everyone that on Tuesday, April 10, 2017 at 7:30 p.m. at Emaus Fire Company #1, 6th & Broad Street, CEPTA will host a meeting with a presentation by Lehigh County Commissioner Amanda Holt on the subject of gerrymandering. She thanked Borough Council for placing flags at certain intersections within the Borough. She questioned why the April 12, 2017 10th Street Culvert Bid Opening was cancelled. Mr. Pepe explained that PennDot required additional bore samples and the Bid Opening has been rescheduled.

BOROUGH MANAGER'S REPORT

Mr. Pepe reported that the Significant Revenue and Expense Items for the 1st half of April, 2017 are in the iPads and entertained questions about them. Mr. Pepe stated that an Executive Session will be needed to discuss personnel matters.

Progress.

PRESIDENT'S BUSINESS

Mr. Labenberg recessed the meeting at 7:37 p.m. for an Executive Session to discuss personnel matters with no action anticipated.

Mr. Labenberg reconvened the meeting at 9:00 p.m.

Progress.

ADJOURNMENT

Motion by Mr. Barrett, seconded by Mr. Anders to adjourn the April 17, 2017 Emmaus Borough Council Meeting. There were 7 ayes. Motion carried.

The Meeting adjourned at 9:00 p.m.

Shane M. Pepe
Borough Manager

Transcribed by: Paula Weiant
Administrative Assistant
April 21, 2017