

May 01, 2017

**Emmaus Borough Council
Agenda
May 01, 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 17, 2017
7. Decisions on Bids
8. Communications
 - 8.a. James Schairer, Kairos Promotions - Request to hold Community Carnival at Emmaus Community Park.
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. 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 (1st Reading 4/17/2017) (2nd Reading 5/15/2017).

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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.

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

Next Meeting – May 18, 2017 at 4:15 p.m.

Refuse and Recycling Contract Extension

Committee Meeting Notes - April 20, 2017

Parks and Recreation (Anders, Barrett, Labenberg)

Next Meeting – May 2, 2017 at 4:00 p.m.

Seasonal Part-Time Employees - Hire Recommendation

Roy Anders - Reappointment to the Recreation and Entertainment Commission –
(term expires 5/1/2020)

Public Safety (Gilbert, Barrett, Brown)

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

General Administration (Barrett, Labenberg, Gilbert)

Next Meeting – May 10, 2017 at 9:00 a.m.

Library Grant Resolution - Resolution 2017-18

Committee Meeting Notes - April 17, 2017 & April 26, 2017

Next Meeting – May 10, 2017 at 9:00 a.m.

Budget and Finance (Labenberg, Shubzda, Gilbert)

Next Meeting – May 15, 2017 at 6:45 p.m.

Bill List - Resolution 2017-17

Committee Meeting Notes - April 17, 2017

Next Meeting – May 15, 2017 at 6:45 p.m.

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

17. Boards and Commissions

17.a. Planning Commission Meeting Minutes - April 13, 2017

17.b. Employee Safety Committee Meeting Minutes - April 18, 2017

17.c. Library Board Meeting Minutes - April 18, 2017

17.d. Recreation and Entertainment Commission Meeting Minutes – March 28, 2017

18. Personal Appeals, Part II

19. Borough Manager's Report

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

20. President's Business

Executive Session: Legal and Personnel Matters

21. Adjournment

EMMAUS BOROUGH COUNCIL

The Emmaus Borough Council met in regular session on May 1, 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 – Arrived at 7:07 p.m.
Winfield Iobst, Mayor	Absent
Jeffrey Dimmich, Solicitor	Present
Shane Pepe, Borough Manager	Present

PERSONAL APPEALS, PART I – None.

COMMUNITY MINUTE

Mr. Pepe stated that on Tuesday, May 2, 2017, the Borough of Emmaus will receive an award from the PA Eastern Conference Girl Scouts of America. Mr. Brown stated that on Friday, June 2, 2017, Project Lifesaver will be hosting a fundraiser at Wise Crackers Comedy Club.

SPECIAL PRESENTATIONS – None.

READING OF MINUTES

Motion by Mr. DeFrain, seconded by Mr. Barrett to adopt the April 17, 2017 Council Meeting Minutes as drafted. There were 6 ayes. Motion carried.

DECISION ON BIDS – None.

COMMUNICATIONS

a. James Schairer, Kairos Promotions – Request to hold Community Carnival at Emmaus Community Park. Referred to the Parks and Recreation Committee.

BOROUGH ENGINEER’S REPORT – None.

EMMAUS BOROUGH COUNCIL

SOLICITOR'S REPORT

Solicitor Dimmich stated that a meeting is scheduled on Monday, May 8, 2017 with LCA concerning ongoing issues.

Progress.

UNFINISHED BUSINESS, PART I – None.

NEW BUSINESS - None.

UNFINISHED BUSINESS, PART II

Mr. Labenberg stated that the 2nd Reading of Ordinance No. 1155 will occur at the May 15, 2017 Council meeting.

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

MAYOR'S REPORT – None.

COMMITTEE REPORTS

a. 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 reported that the Committee met with representatives from J.P. Mascaro and recommends to extend the refuse and recycling contract for one year with a 0.5% increase. Mr. Brown stated that the Committee held a very candid conversation with J.P. Mascaro about the residents' concerns. Mr. Brown stated that J.P. Mascaro has been very responsive addressing the concerns of the Borough's residents.

Motion by Mr. Shubzda, seconded by Mr. DeFrain to extend the refuse and recycling contract with J.P. Mascaro for one year with a 0.5% increase. There were 7 ayes. Motion carried.

Mr. Shubzda reported that the next Committee meeting is May 18, 2017 at 4:15 p.m.

Progress.

EMMAUS BOROUGH COUNCIL

c. Parks and Recreation Committee

Motion by Mr. Anders, seconded by Mrs. Gilbert to hire Olivia Sander, Macungie, as a Concession Stand Attendant at an hourly rate of \$7.25; Joshua Lee, Orefield, as a Lifeguard at an hourly rate of \$8.25, contingent upon completion of certification training; pay rate increases for the following returning employees as Concession Stand Attendants: Mikaela Jones at an hourly rate of \$7.50; Sarah Schmeltzle at an hourly rate of \$8.00; Matt Nimas at an hourly rate of \$7.50; Patricia Deiter at an hourly rate of \$8.50, and Whitney Hillanbrand at an hourly rate of \$7.50; Reed Custer at an hourly rate of \$7.50 and Taylor Schaf at an hourly rate of \$8.25 as summer Public Works employees.

Motion by Mr. Shubzda, seconded by Mr. Barrett to reappoint Roy Anders to the Parks and Recreation Commission to a term expiring 5/1/2020. There were 7 ayes. Motion carried.

The next Committee meeting is May 2, 2017 at 4:00 p.m.

Progress.

d. Public Safety Committee

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

Progress.

e. General Administration Committee

Resolution 2017 -18 – A Resolution of the Council of the Borough of Emmaus, Lehigh County, Pennsylvania, Approving the Keystone Recreation Park, and Conservation Grant Contract for the Emmaus Library and Setting Grant Management Parameters.

Motion by Mr. Barrett, seconded by Mrs. Gilbert to adopt Resolution 2017-18. There were 7 ayes. Motion carried.

The next Committee meeting is May 10, 2017 at 9:00 a.m.

Progress.

EMMAUS BOROUGH COUNCIL

f. Budget and Finance Committee

Resolution 2017-17, authorizing payment of the May 1, 2017 Bill List, as follows:

Bill List	\$	124,338.77
Payroll #9	\$	128,647.98
Payroll Taxes	\$	<u>45,155.34</u>
Total	\$	298,142.09

Done this 1st day of May 2017.

Motion by Mrs. Gilbert, seconded by Mr. Shubzda to adopt Resolution 2017-17. There were 7 ayes. Motion carried.

The next Committee meeting is May 15, 2017 at 6:45 p.m.

Progress.

g. Community Relations, Planning and Development Committee

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

Progress.

PERSONAL APPEALS, PART II – None.

BOROUGH MANAGER’S REPORT

Mr. Pepe reported that he received an amended draft of the Southwestern Lehigh Comprehensive Plan. He invited Council to review the Plan. He also reported that the Significant Revenue and Expense Items for 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 7:23 p.m. for an Executive Session to discuss personnel matters with no action anticipated.

Mr. Labenberg reconvened the meeting at 8:52 p.m.

Progress.

EMMAUS BOROUGH COUNCIL

ADJOURNMENT

Motion by Mr. Barrett, seconded by Mrs. Gilbert to adjourn the May 1, 2017 Emmaus Borough Council Meeting. There were 7 ayes. Motion carried.

The Meeting adjourned at 8:53 p.m.

Shane M. Pepe
Borough Manager

Transcribed by: Paula Weiant
Administrative Assistant
May 4, 2017