

May 02, 2016

Emmaus Borough Council

Agenda

May 02, 2016 7:00 PM



1. **Call to Order**
2. **Pledge of Allegiance**
3. **Personal Appeals, Part I**
4. **Community Minute**
5. **Special Presentations**
  - a. **Project Lifesaver - Presented by Captain William Reinik, Allentown Police Department**
6. **Reading of Minutes**
  - a. **April 18, 2016 Council Meeting**
7. **Decisions on Bids**
8. **Communications**
  - a. **Recreation and Entertainment Commission - Banner in Triangle**
  - b. **Kathleen Haney, Emmaus Kiwanis Club - Request to post lawn sign on Triangle Park.**
  - c. **Matt Young, 3115 Lincoln Avenue, Allentown - Request use of Williams Street / Kiwanis Field to host Charity Basketball Tournament.**

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- d. **Crystal Klein, 225 N. 5th St., Emmaus - Request appointment to the Recreation and Entertainment Commission.**
- e. **Borough Engineer's Report**
- f. **Solicitor's Report**
- g. **Unfinished Business, Part I**
- h. **New Business**
- i. **Unfinished Business, Part II**
  - a. **Ordinance No. 1140 - 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 a Residential Handicapped Parking Sign on the Public Street Located in Front of 28 S. Fifth Street Within the Borough of Emmaus (1st Reading 4/18/16) (2nd Reading 5/16/16).**
- j. **Items Not on Agenda Subject to Rule 9**
- k. **Mayor's Report**
  - a. **Proclamation 2016 - 397 - Police Week**
  - b. **Proclamation 2016 - 398 - Emergency Medical Services Week**
  - c. **Proclamation 2016 - 399 - National Public Works Week**
- l. **Committee Reports**
  - Public Works/(Highway, Water & Sewer) (Brown, Anders, DeFrain)**  
**Next Meeting - May 9, 2016 at 3:00 p.m.**
    - a. **Purchase Leaf Vac Truck**

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

**Next Meeting – May 9, 2016 at 3:45 p.m.**

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

**Next Meeting – May 3, 2016 at 4:00 p.m.**

- a. Seasonal Part Time Employees
- b. EPEMFA Pavilion - Rental Fee

**Public Safety (Gilbert, Barrett, Brown) Next Meeting - May 4, 2016 at 3:00 p.m.**

- a. Ambulance Corps EMT Volunteer
- b. Hire Kyle Gibbons as a Part-Time Paramedic to the Ambulance Corps.
- c. Hire Kyle Kromer as a Part-Time Paramedic to the Ambulance Corps.

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

**Next Meeting - May 11, 2016 at 9:00 a.m.**

- a. Appoint Beverly Springer to the Shade Tree Commission (term expires 1/1/17).

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

**Next Meeting - May 16, 2016 at 6:45 p.m.**

- a. **Bill List - Resolution 2016-17**

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

**Next Meeting - May 12, 2016 at 4:00 p.m.**

- m. **Personal Appeals, Part II**

- n. **Borough Manager's Report**

- a. **Significant Revenue and Expense Items for April, 2016**

- o. **President's Business**

- a. **Executive Session: Discuss proposal submitted by LCA.**

- p. **Adjournment**

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The Emmaus Borough Council met in regular session on May 2, 2016 in Borough Council Chambers, 28 S. 4<sup>th</sup> 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

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PERSONAL APPEALS, PART I – None.

### COMMUNITY MINUTE

Mr. Anders reminded everyone that the Emmaus Community Day and Summer Kick-Off Event will be held on Sunday, June 5, 2016 at the Emmaus Community Park.

### SPECIAL PRESENTATIONS

Captain William Reinik, Allentown Police Department, offered an explanation and demonstration of Project Lifesaver. He entertained questions from Council.

### READING OF MINUTES

**Motion by Mr. Barrett, seconded by Mr. DeFrain to dispense with the formal reading of the April 18, 2016 Minutes. There were 7 ayes. Motion carried.**

Mr. Labenberg stated that the General Administration Committee discussed the reading of the Minutes at Council Meetings and Mr. Pepe explained that a motion to dispense with the formal reading of the Minutes is not necessary. Mr. Labenberg explained that going forward, the motion will no longer be made.

**Motion by Mr. Barrett, seconded by Mr. Anders to adopt the April 18, 2016 Minutes as drafted. There were 7 ayes. Motion carried.**

DECISION ON BIDS - None.

### COMMUNICATIONS

- a. Kathleen Mintzer, Recreation and Entertainment Commission – Banner in Triangle. Referred to the Parks and Recreation Committee.
- b. Kathleen Haney, Emmaus Kiwanis Club - Request to post lawn sign on Triangle Park. Referred to the Parks and Recreation Committee.
- c. Matt Young, 3115 Lincoln Avenue, Allentown - Request use of Williams Street/Kiwanis Field to host Charity Basketball Tournament to be held on Sunday, June 26, 2016 from 11:00 a.m. to 6:00 p.m., with a rain date of Sunday, July 3, 2016. Referred to the Parks and Recreation Committee.
- d. Crystal Klein, 225 N. 5<sup>th</sup> St., Emmaus – Request appointment to the Recreation and Entertainment Commission. Referred to the Parks and Recreation Committee.

BOROUGH ENGINEER'S REPORT –None.

### SOLICITOR'S REPORT

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Progress.

UNFINISHED BUSINESS, PART I – None.

NEW BUSINESS – None.

UNFINISHED BUSINESS, PART II

Mr. Labenberg stated that the 2<sup>nd</sup> Reading of Ordinance No. 1140 will take place at the May 16, 2016 Council Meeting.

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

### MAYOR'S REPORT

Mayor Iobst read Proclamation 2016-397, proclaiming May 15 through May 21, 2016 as Emmaus Police Department Week.

Mayor Iobst read Proclamation 2016-398 – proclaiming May 15 through May 21, 2016 as Emergency Medical Services Week.

Mayor Iobst read Proclamation 2016-399 – proclaiming May 15 through May 21, 2016 as National Public Works Week.

Mayor Iobst encouraged all residents and friends of Emmaus to join in these observances.

Progress.

### COMMITTEE REPORTS

a. Public Works Committee

**Motion by Mr. Brown, seconded by Mrs. Gilbert to authorize the purchase of a Leaf Collector Truck at a maximum cost of \$40,000. There were 7 ayes. Motion carried.**

Mr. Brown explained that the truck will be funded with \$30,000, which is currently in an escrow account. The remaining funds will come out of the Contingency Fund. Mr. Brown stated that purchasing the leaf collector truck will streamline the process for leaf pickup and will replace the old method of picking up leaves. Mr. Labenberg stated that he supports the purchase. Mr. Labenberg questioned if the Borough will replace the funds in the Contingency Fund. Mr. Pepe responded that the

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money will be replaced through selling equipment. Mr. Labenberg questioned how much is currently in the Contingency Fund, to which Mr. Pepe responded approximately \$600,000. Solicitor Dimmich stated that he believes that a bid will be necessary. Mr. Pepe responded that he will discuss the matter with the Commonwealth of Pennsylvania and previously emailed Council suggesting the same.

Mr. Brown reported that the 10<sup>th</sup> Street Culvert project has been delayed until 2017 due to the permitting process and the process of designing the culvert.

Progress.

b. Health, Sanitation, and Codes Committee

Mr. Shubzda reported that the Committee met on April 21, 2016. He reported that the Committee reviewed the Fire Ordinance. Mr. Pepe stated that the draft of the Fire Ordinance is completed and will be ready for review at the May 16, 2016 Council Meeting.

Progress.

c. Parks and Recreation Committee

Mr. Anders reported that the Committee met on April 5, 2016. He stated that there are several items for official action.

**Motion by Mr. Anders, seconded by Mrs. Gilbert to hire:**

- **Mikaela Jones, Emmaus, at an hourly rate of \$7.25; Matthew Nimas, Macungie, at an hourly rate of \$7.25; Kandida Cesnick, Allentown, at an hourly rate of \$7.25 as Concession Stand Attendants;**
- **Samantha Brezak, Emmaus, at an hourly rate of \$7.25; Hunter Hillanbrand, Allentown, at an hourly rate of \$7.25 as Community Pool Cashiers;**
- **Anne Smiley, Emmaus, at an hourly rate of \$7.25 as Sub-Lifeguard;**
- **and Juliet Teilman at an hourly rate of \$7.25 as Emmaus Pool Lifeguard;**

**and to authorize a pay rate increase for the following return employees:**

- **Shawn Ballie, at an hourly rate of \$10.00, Assistant Pool Manager; Kevin Rodgers at an hourly rate of \$8.75, Head Lifeguard; Stephan Scheib at an hourly rate of \$7.75; Joel Murphy, at an hourly rate of \$7.50; Chris Spiro at an hourly rate of \$7.50; Emily Thomas, at an hourly rate of \$7.50;**
- **Lucas Schaf at an hourly rate of \$8.00, Jordan Stenroos, at an hourly rate of \$9.00, Steven Lapp, at an hourly rate of \$7.50, Noah Smith, at an hourly rate of \$7.75, Kyle Hahn, at an hourly rate of \$7.50, Taylor Schaf, at an hourly rate of \$8.00 as Summer Public Works employees;**

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- **Patricia Dieter, at an hourly rate of \$8.25, Sarah Schmeltzle, at an hourly rate of \$8.00, Taylor Stenroos, at an hourly rate of \$7.50 as Concession Stand Attendants;**
- **Tiffany Reed, at an hourly rate of \$13.25, at 30 hours per week for 8 pay periods and up to \$2,000 bonus at end of season, as Concession Stand Manager.**

**There were 7 ayes. Motion carried.**

Mr. Anders asked for a status of hiring lifeguards. Mr. Pepe responded that the Borough is behind in hiring lifeguards.

**Motion by Mr. Anders, seconded by Mr. Barrett to set a rental fee of \$75.00 at the EPEMFA Pavilion, located at the Emmaus Community Park football/soccer field. There were 7 ayes. Motion carried.**

The next Committee Meeting is May 3, 2016 at 4:00 p.m.

Progress.

d. Public Safety Committee

**Motion by Mrs. Gilbert, seconded by Mr. Anders to appoint Violet Chioma Sam-Otuh as a volunteer to the Emmaus Ambulance Corps. There were 7 ayes. Motion carried.**

**Motion by Mrs. Gilbert, seconded by Mr. Brown to hire Kyle Gibbons as a part-time Paramedic to the Emmaus Ambulance Corps, consistent with the Paramedic hourly rate, contingent upon successful completion of a skill assessment. There were 7 ayes. Motion carried.**

**Motion by Mrs. Gilbert, seconded by Mr. DeFrain to hire Kyle Kromer as a part-time Paramedic to the Emmaus Ambulance Corps, consistent with the Paramedic hourly rate, contingent upon successful completion of a skill assessment. There were 7 ayes. Motion carried.**

Mrs. Gilbert requested that the Budget and Finance Committee review the budget to fund Project Lifesaver.

The next Committee Meeting is May 4, 2016 at 3:00 p.m.

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e. General Administration Committee

**Motion by Mr. Barrett, seconded by Mrs. Gilbert to appoint Beverly Springer to the Emmaus Shade Tree Commission to a term expiring 1/1/17. There were 7 ayes. Motion carried.**

Mr. Anders asked for a status of the janitorial bid. Mr. Pepe responded that the General Administration Committee will review the bid specifications at its next Committee Meeting. The bid will then be advertised, will be approved during the June Council Meeting, and the new contract will have a start date of July 5, 2016.

The next Committee Meeting is May 11, 2016 at 9:00 a.m.

Progress.

e. Budget and Finance Committee

Mr. Labenberg read Resolution 2016-17, authorizing payment of the May 2, 2016 Bill List, as follows:

<b>Bill List</b>	<b>\$</b>	<b>161,312.06</b>
<b>Payroll #9</b>	<b>\$</b>	<b>117,805.82</b>
<b>Payroll Taxes</b>	<b>\$</b>	<b><u>41,403.32</u></b>
<b>Total</b>	<b>\$</b>	<b>320,521.20</b>

Done this 2<sup>nd</sup> day of May 2016.

Mr. Labenberg explained that it is not necessary for him to read the entire Bill List, and going forward he will not read it. He stated that the entire Bill List will remain in the Minutes.

**Motion by Mr. Barrett, seconded by Mr. Anders to approve Resolution 2016-17. There were 7 ayes. Motion carried.**

Mr. Labenberg stated that the Committee discussed the Police Pension increment. The Committee voted to deny the request. Mr. Labenberg entertained questions about the Committee Report.

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### g. Community Relations, Planning and Development Committee

Mr. DeFrain reported that on May 19, 2016, the Emmaus Main Street Partners will host a Mixology event from 5:30 p.m. to 7:30 p.m. at Fiesta Ole'. He also reported that the Emmaus Main Street Partners will host its annual golf tournament on Monday, June 20, 2016 at Green Pond Country Club. He reported that the East Penn Chamber of Commerce, in conjunction with the East Penn School District, has started an Education Foundation.

The next Committee Meeting is May 12, 2016 at 4:00 p.m.

Progress.

### PERSONAL APPEALS, PART II

**A. Lynn Donches, 559 Minor Street** – questioned the Executive Session concerning LCA. Solicitor Dimmich stated the Executive Session is needed to discuss a legal claim and possible resolution made by LCA.

**B. John Donches, 559 Minor Street** – stated that he looked at the Agenda on the Borough website and noticed that there are links attached to Agenda items. He asked when he will be able to view the items. Mr. Pepe explained that the process is being worked on. Mr. Donches suggested making the items black until the process works. He questioned the old leaf vacuum equipment and asked what happened to it. Mr. Pepe responded that the old system did not work well and the equipment has not been used for many years. Mr. Donches stated that the Rotary Bridge at Community Park is in disrepair and questioned who is responsible for the repair. Mr. Pepe stated that it is the Borough's responsibility and the Borough is in discussion with the Rotary Club to fund the repairs. Mr. Donches encouraged the Borough to watch where the money from the Education Foundation goes. He stated that he believes the fund goes mostly to the teachers.

### BOROUGH MANAGER'S REPORT

Mr. Pepe reported that the Significant Revenue and Expense Items for April, 2016 are in the Ipad and entertained questions about them.

Progress.

### PRESIDENT'S BUSINESS

Mr. Labenberg recessed the meeting at 8:12 p.m. for an Executive Session to discuss a legal matter with no official action anticipated.

Mr. Labenberg reconvened at 8:40 p.m. with no official action taken.

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Progress.

ADJOURNMENT

**Motion by Mr. Anders, seconded by Mr. Barrett to adjourn the May 2, 2016 Emmaus Borough Council Meeting. There were 7 ayes. Motion carried.**

The Meeting adjourned at 8:41 p.m.

Shane M. Pepe  
Borough Manager

Transcribed by: Paula Weiant  
Administrative Assistant  
May 6, 2016