

May 06, 2019

**Emmaus Borough Council  
Agenda  
May 06, 2019 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 15, 2019
7. Decisions on Bids
8. Communications
  - 8.a. Dana Davies, 721 N. 3rd St. - Request appointment to the Recreation and Entertainment Commission.
  - 8.b. Paulette Labenberg, 517 Alpine Circle - Resignation from the Recreation and Entertainment Commission (term expires 6/7/2019).
  - 8.c. Martin Ondrovic, Coordinator, Memorial Day Parade - Emmaus Memorial Day Parade Ceremony, May 27, 2019.
  - 8.d. John J. Zettlemyer, Jr., 53 N. Third St. – Dangerous Traffic Concern
9. Borough Engineer's Report
10. Solicitor's Report
11. Unfinished Business, Part I
12. New Business
  - 12.a. Ordinance No. 1190 - An Ordinance Amending Chapter 15, Section 407, Establishing One (1) Handicapped Parking Space on Sunday Between 10:0 A.M. and 2:00 P.M. on the South Side of Main Street in Front of 332 Main Street (1<sup>st</sup> Reading 5/6/2019) (2<sup>nd</sup> Reading 5/20/2019).

May 06, 2019

13. Unfinished Business, Part II

14. Items Not on Agenda  
Subject to Rule 9

15. Mayor's Report

15.a. Proclamation 2019 - 453: Police Week

15.b. Proclamation 2019-458: International Compost Awareness Week

15.c. List of Activities

16. Committee Reports

Public Works/(Highway, Water & Sewer) (Anders, Sorg-McManamon, Labenberg)

Next Meeting – May 8, 2019 at 4:00 p.m.

Health, Sanitation, and Codes (Shubzda, Sorg-McManamon, Anders)

Next Meeting – May 29, 2019 at 4:30 p.m.

Resolution 2019-20: Approval to submit application for DEP Act 190 Grant

Ordinance No. 1190: Handicap Parking – Farmers' Market

Dumpster Day

Committee Meeting Notes - May 2, 2019

Parks and Recreation (Baumgartner, Anders, Shubzda)

Next Meeting – May 7, 2019 at 4:30 p.m.

Public Safety (DeFrain, Hart, Baumgartner)

Next Meeting – May 8, 2019 at 9:15 a.m.

General Administration (Labenberg, Baumgartner, DeFrain)

Next Meeting – May 9, 2019 at 9:00 a.m.

Resolution 2019-17: Disposal of Municipal Records

Resolution 2019-18: Municipal Record Retention and Disposition Schedule

Committee Meeting Notes - April 25, 2019

Budget and Finance (Hart, DeFrain, Labenberg)

Next Meeting – May 9, 2019 at 11:00 a.m.

Resolution 2019-19: Bill List

Significant Revenue & Expense Items for April 2019

May 06, 2019

Committee Meeting Notes - April 15, 2019

Community Relations, Planning and Development (Sorg-McManamon, Hart, Shubzda)  
Next Meeting – May 16, 2019 at 4:30 p.m.

Appoint Patty Feninez to the Emmaus Arts Commission (term expires 2/7/2022)

Committee Meeting Notes - April 18, 2019

17. Jr. Council Member's Report

18. Boards and Commissions

18.a. Employee and Volunteer Safety Committee Meeting Minutes - April 17, 2019

18.b. Emmaus Main Street Partners Board Meeting Minutes - April 3 and May 1, 2019

18.c. Emmaus Public Library Board of Trustees Meeting Minutes - March 19, 2019

18.d. Lehigh Tax Collection Committee Meeting Minutes - November 15, 2018  
Meeting Agenda - April 18, 2019

18.e. Emmaus Arts Commission Meeting Minutes - March 25, 2019

18.f. Recreation and Entertainment Commission Meeting Minutes - April 24, 2019

18.g. Zoning Hearing Board Meeting Minutes - April 25, 2019

18.h. Board of Health Meeting Minutes - April 18, 2019

18.i. Budget Worksheet

19. Personal Appeals, Part II

20. Borough Manager's Report

20.a. Appointment of April Schiel - Animal Control Officer

20.b. Todd Garloff Retirement / PT Employment

20.c. Hired Eleanor Creeman, Emmaus; Lindsay Foster, Emmaus; and Joyce Williams, Emmaus as  
Concession Stand Attendants - \$7.25/hour

20.d. Hired Ashley Rehrig, Bethlehem; Grace Powers, Emmaus; and Clara Kennedy, Emmaus as Pool  
Cashiers - \$7.25/hour.

21. President's Business

22. Adjournment

EMMAUS BOROUGH COUNCIL

The Emmaus Borough Council met in Regular Session on May 6, 2019 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 |
| Chris DeFrain, Vice President      | Present |
| Roy Anders                         | Present |
| Shana Baumgartner                  | Present |
| John W. Hart                       | Present |
| Jeffrey Shubzda                    | Present |
| Teri Sorg-McManamon                | Present |
| 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. Labenberg stated that the Farmers’ Market held its Grand Opening at its new location on Sunday, May 5, 2019. He stated that he attended the event as well as Mrs. Sorg-McManamon, Mr. Hart, Mr. Anders, and Chief Palmer. Mrs. Sorg-McManamon stated that May 5<sup>th</sup> -11<sup>th</sup> is International Compost Awareness Week. She also stated that Altitude Marketing, located at 225 Main Street, will hold its ribbon cutting on May 15, 2019. She stated that the Emmaus Historical Society is hosting a “Year of Celebrations,” and invited everyone to attend the May 15, 2019 program, featuring the 2009 Anniversary Celebration. She stated that she and Mike Waddell will be the presenters and the event will be held at St. John’s Lutheran Church Parish Hall, 5<sup>th</sup> & Chestnut Street at 7:00 p.m.

SPECIAL PRESENTATIONS - None.

READING OF MINUTES

**Motion by Mr. Hart, seconded by Mr. DeFrain to adopt the April 15, 2019 Council Minutes as drafted. There were 7 ayes. Motion carried.**

DECISION ON BIDS – None.

EMMAUS BOROUGH COUNCIL

COMMUNICATIONS

- a. Dana Davies, 721 N. 3<sup>rd</sup> St. – Request appointment to the Recreation and Entertainment Commission. Referred to the Parks and Recreation Committee.
- b. Paulette Labenberg, 517 Alpine Circle – Resignation from the Recreation and Entertainment Commission (term expires 6/7/2019). Mr. Labenberg thanked Mrs. Labenberg for her time served.
- c. Martin Ondrovic, Coordinator, Memorial Day Parade – Emmaus Memorial Day Parade Ceremony, May 27, 2019. Referred to staff.
- d. John J. Zettlemoyer, Jr., 53 N. Third St. – Dangerous Traffic Concern. Referred to the Public Safety Committee.
- e. Linda Rose Wade, Friends of the Emmaus Public Library – thanked the Borough for its help and support during the Friends of the Emmaus Public Library Used Book Sale. She requested help storing used books. Referred to the General Administration Committee.
- f. Emmaus Public Library, Gold Star Library Award. Mr. Labenberg congratulated the Library on receiving the award.
- g. Dick Farmer, Friends of the 1803 House - Sips and Strings Event, May 19, 2019.

**Motion by Mrs. Sorg-McManamon, seconded by Mr. Shubzda to approve the date of the Friends for the 1803 House Sips and Strings Event on May 19, 2019. There were 7 ayes. Motion carried.**

**Motion by Mrs. Sorg-McManamon, seconded by Mr. DeFrain to close Keystone Ave., between Minor Street and the railroad from 12:00 p.m. to 6:00 p.m. There were 7 ayes. Motion carried.**

**Motion by Mrs. Sorg-McManamon, seconded by Mr. Shubzda to grant the Friends of the 1803 House request to serve alcohol, contingent upon Proof of Insurance. There were 7 ayes. Motion carried.**

**Motion by Ms. Baumgartner, seconded by Mrs. Sorg-McManamon to authorize the Parks and Recreation Committee to finalize the Sips and Strings Event at their next Committee meeting to be held on May 7, 2019. There were 7 ayes. Motion carried.**

BOROUGH ENGINEER’S REPORT – None.

SOLICITOR’S REPORT

Solicitor Dimmich stated that there was a recent case handed down by the Commonwealth Court which held that the municipality could not be held liable under the Torts Claims Act for alcohol issues.

Progress

EMMAUS BOROUGH COUNCIL

UNFINISHED BUSINESS, PART I – None.

NEW BUSINESS

Ordinance No. 1190 – An Ordinance Amending Chapter 15, Section 407, Establishing One (1) Handicapped Parking Space on Sunday Between 10:00 A.M. and 2:00 P.M. on the South Side of Main Street in Front of 332 Main Street (1<sup>st</sup> Reading 5/6/2019) (2<sup>nd</sup> Reading 5/20/2019).

**Motion by Mr. DeFrain, seconded by Mrs. Sorg-McManamon to adopt Ordinance No. 1190 - An Ordinance Amending Chapter 15, Section 407, Establishing One (1) Handicapped Parking Space on Sunday Between 10:00 A.M. and 2:00 P.M. on the South Side of Main Street in Front of 332 Main Street on its 1<sup>st</sup> Reading. Roll call vote: Mrs. Sorg-McManamon, aye; Mr. Shubzda, aye; Mr. Anders, aye; Ms. Baumgartner, aye; Mr. DeFrain, aye; Mr. Hart, aye; Mr. Labenberg, aye. There were 7 ayes. Motion carried.**

Mr. Labenberg stated that the 2<sup>nd</sup> Reading of Ordinance No. 1190 will be held at the May 20, 2019 Council meeting.

UNFINISHED BUSINESS, PART II – None.

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

MAYOR’S REPORT

Mayor Gilbert read Proclamation 2019-453, proclaiming that the week of May 12<sup>th</sup> through May 18<sup>th</sup>, 2019, be known as Emmaus Police Department Week, and urged all the residents and friends of Emmaus to join in this observance.

Mayor Gilbert read Proclamation 2019-458, recognizing the efforts of the Composting Council Research & Education Foundation, Extension Agents, soil conversation stewards, householders, landscapers, farmers, recyclers, public workers, composters, gardeners, and plant growers everywhere, and proclaiming the week of May 5-11, 2019 as International Compost Awareness Week.

Mayor Gilbert stated that she provided Council with a Quarterly Report.

Progress.

COMMITTEE REPORTS

a. Public Works Committee

Mr. Anders stated that the next Committee meeting is May 8, 2019 at 4:00 p.m.

EMMAUS BOROUGH COUNCIL

Progress.

b. Health, Sanitation, and Codes Committee

Resolution 2019-20 – A Resolution for Approval to Submit a Department of Environmental Protection Act 190, Section 901 Grant for Financial Assistance with Household and Small Business Waste Collection Efforts for the Borough of Emmaus' First Annual Dumpster Day.

**Motion by Mr. Shubzda, seconded by Mr. DeFrain to adopt Resolution 2019-20.**

**Motion by Mr. Shubzda, seconded by Mr. Anders to approve the Borough of Emmaus Fall Dumpster Day to be held on October 5, 2019. There were 7 ayes.**

Mr. Shubzda reviewed the Committee notes and entertained questions about them.

Mr. Shubzda stated that the next Committee meeting is Wednesday, May 29, 2019 at 4:30 p.m.

Progress.

c. Parks and Recreation Committee

Ms. Baumgartner reported that the next Committee meeting is May 7, 2019 at 4:30 p.m.

Progress.

d. Public Safety Committee

Mr. DeFrain reported that the next Committee meeting is Wednesday, May 8, 2019 at 9:15 a.m. He stated that he will not be present at the meeting.

Progress.

e. General Administration Committee

Resolution 2019-17 – A Resolution in Accordance with the Municipal Records Act of January 18, 1968 (P.L. 961, No. 428) as Approved for Local Government Record 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. DeFrain, seconded by Ms. Baumgartner to adopt Resolution 2019-17. There were 7 ayes. Motion carried.**

EMMAUS BOROUGH COUNCIL

Resolution 2019-18 – A Resolution Adopting and Establishing the Municipal Record Retention and Disposition Schedule Adopted by the Pennsylvania Historical and Museum Commission in March 2019 as the Borough’s Policy for the Retention and Disposition of Municipal Records.

**Motion by Mr. DeFrain, seconded by Mr. Shubzda to adopt Resolution 2019-18. There were 7 ayes. Motion carried.**

Mr. Labenberg reported that the next Committee meeting is Thursday, May 9, 2019 at 9:00 a.m.

Progress.

f. Budget and Finance Committee

Resolution 2019-19, authorizing payment of the May 6, 2019 Bill List as follows:

|                      |           |                         |
|----------------------|-----------|-------------------------|
| <b>Bill List</b>     | <b>\$</b> | <b>500,893.83</b>       |
| <b>Payroll #9</b>    | <b>\$</b> | <b>160,202.79</b>       |
| <b>Payroll Taxes</b> | <b>\$</b> | <b><u>50,082.71</u></b> |
| <b>Total</b>         | <b>\$</b> | <b>711,179.33</b>       |

Done this 6<sup>th</sup> day of May 2019.

**Motion by Mr. Hart, seconded by Mr. DeFrain to adopt Resolution 2019-19. There were 7 ayes. Motion carried.**

Mr. Hart reported that the Significant Revenue & Expense Items for April 2019 are in the iPads and entertained questions about them.

Mr. Hart reported that the next Committee meeting is May 9, 2019 at 11:00 a.m.

Progress.

g. Community Relations, Planning and Development Committee

**Motion by Mrs. Sorg-McManamon, seconded by Mr. Hart to appoint Patty Feninez to the Emmaus Arts Commission to a term expiring on 2/7/2022. There were 7 ayes. Motion carried.**

Mrs. Sorg-McManamon reported that the next Committee meeting is Thursday, May 16, 2019 at 4:30 p.m.

Progress.



## EMMAUS BOROUGH COUNCIL

### h. Junior Council Member's Report

Mr. Hausmann reported that the Keystone exams will be held May 13 through May 21, 2019. He reported that SAT's were held on May 4, 2019. He also reported that Emmaus High School students painted a mural for the High School. He reported that the Emmaus High School Chorale's Spring concert will be held on Thursday, May 9 and Friday, May 10, 2019. He also reported that a college fair was held on Thursday, May 2, 2019. He reported on several sporting events that will occur.

### PERSONAL APPEALS, PART II

**A. Griffin Harold, 123 Elm Street** – stated that Borough residents enjoy the newsletter and the Emmaus Police Department has provided pertinent information in the newsletter. He stated that he believes the Emmaus Police Department should utilize the newsletter to start to have a dialogue on gun safety and violence.

### BOROUGH MANAGER'S REPORT

Mr. Pepe reported that Linea Pierson's last day as a GIS Intern was on Friday, May 3, 2019. He stated that she was very helpful and handled many projects. He reported that he hired Sierra Taylor as the GIS Fall Intern to create a GIS system of the Borough's water system. He reported that staff hired April Schiel as the Borough's Animal Control Officer. He stated that April is also a full-time Paramedic for the Borough. He reported that Sergeant Todd Garloff has retired from the Emmaus Police Department. He stated that he was well respected by the community and was a dedicated Police Officer for over 25 years. Mr. Pepe stated that Mr. Garloff will work part-time for the Borough as a Certified Truck Inspector. Mr. Pepe reported that staff has hired Eleanor Creeman, Emmaus; Lindsay Foster, Emmaus; and Joyce Williams, Emmaus as Concession Stand Attendants at an hourly rate of \$7.25 and Ashley Rehrig, Bethlehem; Grace Powers, Emmaus; and Clara Kennedy, Emmaus as Pool Cashiers at an hourly rate of \$7.25.

Progress.

### PRESIDENT'S BUSINESS

Progress.

EMMAUS BOROUGH COUNCIL

ADJOURNMENT

**Motion by Mr. Anders, seconded by Mr. Hart to adjourn the May 6, 2019 Emmaus Borough Council Meeting. There were 7 ayes. Motion carried.**

The Meeting adjourned at 7:40 p.m.

Shane M. Pepe  
Borough Manager

Transcribed by: Paula Weiant  
Administrative Assistant  
May 7, 2019