

May 15, 2017

**Emmaus Borough Council  
Agenda  
May 15, 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 - May 1, 2017
7. Decisions on Bids
8. Communications
  - 8.a. Nicholas Fisher, Emmaus Ambulance Corps – Letter of Resignation.
  - 8.b. Kathy Mintzer, Recreation & Entertainment Commission - Cruisin' Car Show at Community Park, July 16, 2017.
9. Borough Engineer's Report
10. Solicitor's Report
11. Unfinished Business, Part I
  - 11.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).
12. New Business
13. Unfinished Business, Part II

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14. Items Not on Agenda  
Subject to Rule 9

15. Mayor's Report

- 15.a. Proclamation 2017 - 423: Police Week
- Proclamation 2017 - 424: Emergency Medical Services Week
- Proclamation 2017 - 425: National Public Works Week

16. Committee Reports

Public Works/(Highway, Water & Sewer) (Brown, Anders, DeFrain)  
Next Meeting – June 12, 2017 at 3:00 p.m.

Health, Sanitation, and Codes (Shubzda, DeFrain, Brown)  
Next Meeting – May 18, 2017 at 4:15 p.m.

Parks and Recreation (Anders, Barrett, Labenberg)  
Next Meeting – June 6, 2017 at 4:00 p.m.

Seasonal Part-Time Employees - Hire Recommendation

Kairos Promotions / JCI Entertainment – Community Day Weekend

Library Pool Party

Library Book Bins at Community Pool

Committee Meeting Notes - May 2, 2017

Public Safety (Gilbert, Barrett, Brown)  
Next Meeting – June 7, 2017 at 3:00 p.m.

Fire Chief Vehicle

Committee Meeting Notes - May 3, 2017

General Administration (Barrett, Labenberg, Gilbert)  
Next Meeting – May 24, 2017 at 9:00 a.m.

Budget and Finance (Labenberg, Shubzda, Gilbert)  
Next Meeting – May 25, 2017 at 3:15 p.m.

Bill List - Resolution 2017-19

Committee Meeting Notes - May 1, 2017

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Community Relations, Planning and Development (DeFrain, Shubzda, Anders)  
Next Meeting – June 8, 2017 at 4:00 p.m.

Ordinance No. 1155 - 2nd Reading

17. Boards and Commissions

17.a. Zoning Hearing Board Meeting Minutes - April 27, 2017

18. Personal Appeals, Part II

19. Borough Manager's Report

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

20. President's Business

21. Adjournment

EMMAUS BOROUGH COUNCIL

The Emmaus Borough Council met in regular session on May 15, 2017 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	Absent
Winfield Iobst, Mayor	Present
Jeffrey Dimmich, Solicitor	Present
Shane Pepe, Borough Manager	Present

PERSONAL APPEALS, PART I

A. Martha Leiberman, Coordinator, Project Lifesaver, 333 Ridge Street – invited everyone to attend the Project Lifesaver of the Lehigh Valley fundraiser to be held on Friday, June 2, 2017 at the Wise Crackers Comedy Club located at the Ramada Inn in Whitehall.

COMMUNITY MINUTE

Mr. Anders invited everyone to attend Community Day on Sunday, June 4, 2017 at the Emmaus Community Park from Noon to 6:00 p.m. Mr. Anders stated that Inch and the Echoes will perform at the event.

SPECIAL PRESENTATIONS – None.

READING OF MINUTES

**Motion by Mr. DeFrain, seconded by Mr. Anders to adopt the May 1, 2017 Council Meeting Minutes as drafted. There were 6 ayes. Motion carried.**

DECISION ON BIDS – None.

COMMUNICATIONS

a. Nicholas Fisher, Emmaus Ambulance Corps – Letter of Resignation.

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b. Kathy Mintzer, Recreation & Entertainment Commission – Cruisin’ Car Show at Community Park, July 16, 2017. Mr. Labenberg stated that the request will be discussed during the Parks and Recreation Committee report.

c. PA Turnpike Commission – Invitation to attend the Public Officials Kick-Off Meeting for the total reconstruction and widening project of the Northeast Extension from mile post 48 (Limeport Pike) to mile post 53 (Lower Macungie Road). The meeting will be held on Wednesday, May 31, 2017 at 10:00 a.m. at the Upper Milford Township building. Mr. Pepe stated that Mr. Dychala, Mr. Farnsworth and he previously attended a meeting concerning this project.

BOROUGH ENGINEER’S REPORT – None.

SOLICITOR’S REPORT

Solicitor Dimmich reported that he attended meetings with LCA and that the Borough’s Engineer is working with LCA’s Engineer to find the exact amount of water that the Borough purchased. He stated that he will meet with LCA on May 19, 2017.

Progress.

UNFINISHED BUSINESS, PART I

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 (1<sup>st</sup> Reading 4/17/17) (2<sup>nd</sup> Reading 5/15/17).

**Motion by Mr. DeFrain, seconded by Mrs. Gilbert 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 2<sup>nd</sup> Reading. Roll call vote: Mr. Brown, aye; Mr. Anders, aye; Mrs. Gilbert, aye; Mr. DeFrain, aye; Mr. Barrett, aye; Mr. Labenberg, aye. There were 6 ayes. Motion carried.**

NEW BUSINESS - None.

UNFINISHED BUSINESS, PART II

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

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MAYOR'S REPORT

Proclamation 2017 – 423 – proclaiming the week of May 14 through May 20, 2017 as Emmaus Police Department Week.

Proclamation 2017 – 424 – proclaiming the week of May 21 through May 27, 2017 as Emergency Services Week.

Proclamation 2017 – 425 – proclaiming the week of May 21 through May 27, as National Public Works Week.

COMMITTEE REPORTS

a. Public Works Committee

Mr. Brown reported that the next Committee meeting is June 12, 2017 at 3:00 p.m.

b. Health, Sanitation, and Codes Committee

Mr. Pepe stated that the May 18, 2017 Committee meeting is cancelled and will be rescheduled.

Progress.

c. Parks and Recreation Committee

**Motion by Mr. Anders, seconded by Mr. DeFrain to hire Angelique Vierling, Emmaus, at an hourly rate of \$7.25 and Amanda LaVana, Emmaus, at an hourly rate of \$7.25 as Cashiers at the Emmaus Community Pool, Brendon Ward, Emmaus, at an hourly rate of \$7.25 as a Concession Stand Attendant, and a pay increase for the following returning employee, Shannon Burkholder, at an hourly rate of \$8.75 as a lifeguard. There were 6 ayes. Motion carried.**

**Motion by Mr. Anders, seconded by Mr. Barrett to grant Kairos Promotions/JCJ Entertainment's request to host a carnival at the Emmaus Community Park on June 2-4, 2017 with the hours of 5:00 p.m. to 9:00 p.m. on Friday, June 2, and 10:00 a.m. to 8:00 p.m. on June 3 and 4 under the conditions of the contract. There were 6 ayes. Motion carried.**

Mr. Pepe stated that Kairos Promotions will pay the Borough \$25,000 to host the event. He also stated that the money will be used towards any expenses that the Borough incurs with the balance going to the Recreation and Entertainment Commission to be used towards their expenses. Mr. Pepe introduced Mr. Martin to the podium to answer questions.

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Solicitor Dimmich stated that he reviewed the contract. Mr. Labenberg stated that the proper promotion of the event is very important for its success.

**Motion by Mr. Anders, seconded by Mr. Barrett to grant the Emmaus Recreation and Entertainment Commission's request to host the Cruisin' Car Show on Sunday, July 16, 2016 from 4:00 p.m. to 8:00 p.m., at the Emmaus Community Park. There were 6 ayes. Motion carried.**

Mr. Anders stated that The Large Flowerheads will perform at the event from 6:00 p.m. to 8:00 p.m. in the Arts Pavilion. Mr. Anders stated that there will be a \$20.00 entry fee for the vehicles and the Commission is responsible for supplying the trophies. Mr. Barrett asked how many prizes will be handed out. Mr. Anders stated that he believes it will be approximately 5-10 prizes.

Mr. Anders stated that the Veteran's brick installation will be held on May 28<sup>th</sup> at the Remembrance Garden. He also stated that the Memorial Day Parade will be held on Monday, May 29, 2017.

**Motion by Mr. Anders, seconded by Mr. Barrett to grant the Emmaus Public Library's request to place plastic bins of books at the Emmaus Community Pool for individuals to take. There were 6 ayes. Motion carried.**

**Motion by Mr. Anders, seconded by Mr. Barrett to grant the Emmaus Public Library's request to hold a Library pool party on August 21, 2017 for a fee of \$100.00 to host the party. There were 6 ayes. Motion carried.**

The next Committee meeting is June 6, 2017 at 4:00 p.m.

Progress.

d. Public Safety Committee

Mr. Pepe stated that Chief Price is currently driving a 2000 GMC Yukon. The vehicle requires several thousand dollars in repairs. In addition, it is burning approximately 2 quarts of oil per month. Mr. Pepe stated that Chief Price has requested to purchase a new vehicle. The new vehicle would be purchased through the Fire Department's Contingency Fund Line Item.

**Motion by Mrs. Gilbert, seconded by Mr. Brown to grant Chief Price's request to purchase a 2016 Chevy Tahoe SSV through the Co-Stars program, with a price not to exceed \$48,000. There were 6 ayes. Motion carried.**

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**Motion by Mrs. Gilbert, seconded by Mr. Barrett to appoint Laura Hamscher as a volunteer EMT to the Emmaus Ambulance Corps. There were 6 ayes. Motion carried.**

Mrs. Gilbert reported that National Take Back Drug Day was held on Saturday, April 29, 2017. The Emmaus Police Department collected 25.5 lbs., and the County collected a total of 363.5 lbs. She also reported that the Emmaus Police Department will be participating in the national Click-it or Ticket Seatbelt Enforcement Initiative from May 15-June 4, 2017. She reminded everyone to wear their seatbelts.

Progress.

e. General Administration Committee

The next Committee meeting is May 24, 2017 at 9:00 a.m.

Progress.

f. Budget and Finance Committee

Resolution 2017-19, authorizing payment of the May 15, 2017 Bill List, as follows:

<b>Bill List</b>	<b>\$</b>	<b>250,719.07</b>
<b>Payroll #10</b>	<b>\$</b>	<b>131,419.39</b>
<b>Payroll Taxes</b>	<b>\$</b>	<b><u>45,991.43</u></b>
<b>Total</b>	<b>\$</b>	<b>428,129.89</b>

Done this 15<sup>th</sup> day of May 2017.

**Motion by Mrs. Gilbert, seconded by Mr. DeFrain to adopt Resolution 2017-19. There were 6 ayes. Motion carried.**

The next Committee meeting is May 25, 2017 at 3:15 p.m.

Progress.

g. Community Relations, Planning and Development Committee

Mr. Pepe reported that the Lehigh Valley Fiber Festival will be held at the Wildlands Conservancy and they have requested to hang a banner in the Borough. He stated that he explained to the organization that the Wildlands Conservancy is not located within Borough limits and that Council would need to authorize the request. He stated that an Ad-Hoc Community, Relations, Planning, and Development Committee met prior to tonight's Council Meeting and recommended approval of hanging the banner in the Borough after the



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conclusion of the St. Anne's Festival. The Fiber Festival will be held on September 23-24, 2017. The Wildlands Conservancy is not the actual host of the event but will receive 50% of the profits. The organization, Ah-Ha! Arts Management is not requesting a banner fee waiver. Mr. Labenberg stated that he will vote against the motion because it is not a Borough organization or event. Mr. Pepe stated that the Wildlands Conservancy is not located in the Borough, however, the Conservancy does many positive things within the Borough and has been a great community partner. Mr. Labenberg referred the banner policy to the Community, Relations, Planning, and Development Committee for review.

**Motion by Mr. Anders, seconded by Mrs. Gilbert to grant the Lehigh Valley Fiber Festival's request to hang a banner in the Borough. There were 4 ayes, 2 opposed (Labenberg, DeFrain). Motion carried.**

The next Committee meeting is June 8, 2017 at 4:00 p.m.

Progress.

PERSONAL APPEALS, PART II – None.

BOROUGH MANAGER'S REPORT

Mr. Pepe reported that the Significant Revenue and Expense Items for the first half of May, 2017 are in the iPads and entertained questions about them. Mr. Pepe encouraged everyone to vote on Tuesday, May 16, 2017.

Progress.

PRESIDENT'S BUSINESS

Mr. Labenberg encouraged everyone to vote and he wished everyone luck in the primaries.

Progress.

ADJOURNMENT

**Motion by Mr. Barrett, seconded by Mr. DeFrain to adjourn the May 15, 2017 Emmaus Borough Council Meeting. There were 6 ayes. Motion carried.**

The Meeting adjourned at 7:55 p.m.

Shane M. Pepe  
Borough Manager

Transcribed by: Paula Weiant  
Administrative Assistant  
May 19, 2017