

May 21, 2018

**Emmaus Borough Council
Agenda
May 21, 2018 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 7, 2018
7. Decisions on Bids
8. Communications
 - 8.a. Terry Schettini, Fair Districts PA – Legislative Redistricting Reforms
 - 8.b. Rick Lee, 941 Lawrence Drive – Fair Districts PA
9. Borough Engineer's Report
10. Solicitor's Report
11. Unfinished Business, Part I
12. New Business

Ordinance No. 1177 – An Ordinance Amending Chapter 5, Part 6, Section 601 of the Borough's Codified Ordinances to Adopt the 2018 Edition of the International Property Maintenance Code, as Amended Through the Effective Date of this Ordinance (1st Reading 5/21/2018).

Ordinance No. 1178 – An Ordinance Amending Chapter 15 Part 2, Traffic Regulations, of the Codified Ordinances, Adding §15-219 Establishing School Zones (1st Reading 5/21/2018).

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13. Unfinished Business, Part II

13.a. Ordinance No. 1172 - An Ordinance Amending the Borough of Emmaus Zoning Ordinance, Chapter 27 §403.4.D(4)(C) of the Codified Ordinances, Establishing Fence Height Regulations for Nursing Homes and Other Types of Facilities Housing Patients with Alzheimer's, Dementia, or Other Memory Impairments (1st Reading 4/2/2018) (2nd Reading 6/18/2018).

13.b. Ordinance No. 1176 - An Ordinance of the Borough of Emmaus, Lehigh County, Pennsylvania, Amending the Code of Ordinances, Amending Part 3 of Chapter 1, Adding Section G, Creating a Community Garden Commission (1st Reading 5/7/2018) (2nd Reading 6/18/2018).

14. Items Not on Agenda

Subject to Rule 9

15. Mayor's Report

15.a. Proclamation 2018 - 433: Emergency Medical Services Week

15.b. Proclamation 2018 - 435: National Public Works Week

16. Committee Reports

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

Next Meeting – June 11, 2018 at 3:30 p.m.

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

Next Meeting – May 23, 2018 at 4:30 p.m.

Ordinance No. 1172 – 2nd Reading 6/18/2018

Ordinance No. 1177 – 1st Reading 5/21/2018

Parks and Recreation (Baumgartner, Anders, Shubzda)

Next Meeting – June 5, 2018 at 4:30 p.m.

Public Safety (DeFrain, Barrett, Baumgartner)

Next Meeting – June 13, 2018 at 9:15 a.m.

Ordinance No. 1178 – 1st Reading 5/21/2018

Committee Meeting Notes - May 9, 2018

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General Administration (Labenberg, Barrett, DeFrain)

Next Meeting – May 24, 2018 at 9:00 a.m.

Time Clock Policy

Committee Meeting Notes - May 10, 2018

Budget and Finance (Barrett, DeFrain, Labenberg)

Next Meeting – June 14, 2018 at 3:30 p.m.

Resolution 2018-22: Bill List

Committee Meeting Notes - May 7, 2018

Community Relations, Planning and Development (Sorg-McManamon, Baumgartner, Shubzda)

Next Meeting – June 21, 2018 at 4:30 p.m.

Ordinance No. 1176 - 2nd Reading 6/18/2018

17. Boards and Commissions

17.a. Planning Commission Meeting Minutes - May 10, 2018

17.b. Pension Board Meeting Minutes - May 9, 2018

17.c. Emmaus Public Library Board of Trustees Meeting Minutes - April 17, 2018

17.d. Emmaus Arts Commission Meeting Minutes – March 26, 2018

18. Personal Appeals, Part II

19. Borough Manager's Report

19.a. Significant Revenue and Expense Items for First Half of May, 2018

20. President's Business

21. Adjournment

EMMAUS BOROUGH COUNCIL

The Emmaus Borough Council met in regular session on May 21, 2018 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
Chris DeFrain, Vice President	Present
Roy Anders	Present
Wesley Barrett	Present
Shana Baumgartner	Present
Jeffrey Shubzda	Present
Teri Sorg-McManamon	Present
Lee Ann Gilbert, Mayor	Present
Tom Dinkelacker, Solicitor	Present
Shane Pepe, Borough Manager	Present

PERSONAL APPEALS, PART I

A. Naomi Winch, 704 Evergreen Street – Fair Districts PA

B. Terry Schettini, 2034 Custer Street – presented a one-page document and discussed gerrymandering and Fair Districts PA. He stated that there are 250 municipalities who support the government initiative and he encouraged Borough Council to adopt a Resolution in support of Fair Districts PA. He also stated that the issue is not a Democratic or Republic issue, it is a partisan political problem.

C. Joshua Schmidt, 601 Chestnut Street – voiced concerns about safety issues and the condition of Lion’s Playground. Mr. Pepe responded that the Borough is aware of the situation and is working on obtaining a grant to have a study performed to obtain grant money for construction. He stated that Lions Park is the largest park that needs a major overhaul. He stated that the equipment does not meet code and the equipment needs to be torn out. Mr. Pepe stated that the cost of new playground equipment is very expensive and he believes it will cost approximately \$70,000 to place new equipment at the playground. He stated that public input will be crucial to the success of the study. Mr. Barrett explained that the grant process is a very lengthy process with the study taking about two years to complete. Mr. Pepe stated that Council will need to decide whether to budget funds to try to tear out and replace the playground equipment or to tear it out and let it sit until the Borough obtains the grant.

COMMUNITY MINUTE

Mrs. Sorg-McManamon reminded everyone that the Emmaus Commemorative Garden’s Foundation is hosting its annual brick installation on Sunday, May 27, 2018 at 1:00 p.m. She reminded everyone that the Emmaus Honor Guard will start the day at 8:00 a.m. at

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Calvary Cemetery and proceed to all of the other cemeteries in the Borough. She encouraged everyone to attend the event.

Mr. Anders reminded everyone that the Memorial Day Parade will be held on Monday, May 28, 2018 at 9:00 a.m. beginning at the Emmaus High School and ending at the Memorial Triangle where Third and Fourth Streets converge.

SPECIAL PRESENTATIONS – None.

READING OF MINUTES

Motion by Mr. Barrett, seconded by Mr. DeFrain to adopt the May 7, 2018 Council Minutes as drafted. There were 7 ayes. Motion carried.

DECISION ON BIDS - None.

COMMUNICATIONS

- a. Terry Schettini, 2034 Custer Street, Fair Districts PA – Legislative Redistricting Reforms.
- b. Rick Lee, 941 Lawrence Drive – Fair Districts PA

BOROUGH ENGINEER’S REPORT – None.

SOLICITOR’S REPORT

Progress.

UNFINISHED BUSINESS, PART I

NEW BUSINESS

Ordinance No. 1177 – An Ordinance Amending Chapter 5, Part 6, Section 601 of the Borough’s Codified Ordinances to Adopt the 2018 Edition of the International Property Maintenance Code, as Amended Through the Effective Date of This Ordinance (1st Reading 5/21/2018).

Motion by Mr. Shubzda, seconded by Mr. Anders to adopt Ordinance No. 1177 - An Ordinance Amending Chapter 5, Part 6, Section 601 of the Borough’s Codified Ordinances to Adopt the 2018 Edition of the International Property Maintenance Code, as Amended Through the Effective Date of This Ordinance on its 1st Reading. Roll call vote: Mrs. Sorg-McManmon, aye; Mr. Shubzda, aye; Mr. Anders, aye; Mr. Barrett, aye; Mr. DeFrain, aye; Ms. Baumgartner, aye; Mr. Labenberg, aye. There were 7 ayes. Motion carried.

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Mr. Labenberg stated that Ordinance No. 1177 and 1178 will have their 2nd Readings at the June 18, 2018 Council Meeting.

Ordinance No. 1178 – An Ordinance Amending Chapter 15 Part 2, Traffic Regulations, of the Codified Ordinances, Adding §15-219 Establishing School Zones (1st Reading 5/21/2018).

Motion by Mr. Barrett, seconded by Ms. Baumgartner to adopt Ordinance No. 1178 - An Ordinance Amending Chapter 15 Part 2, Traffic Regulations, of the Codified Ordinances, Adding §15-219 Establishing School Zones on its 1st Reading. Roll call vote: Ms. Baumgartner, aye; Mr. DeFrain, aye; Mr. Barrett, aye; Mr. Anders, aye; Mr. Shubzda, aye; Mrs. Sorg-McManamon, aye; Mr. Labenberg, aye. There were 7 ayes. Motion carried.

Mr. Barrett asked if the Borough will be purchasing flashing signs. Mr. Pepe responded that the Borough applied for a grant a few years back and was quoted with a price of \$15,000 per sign, totaling \$144,000.

UNFINISHED BUSINESS, PART II

Mr. Labenberg stated that Ordinance No. 1172 and 1176 will have their 2nd Readings at the June 18, 2018 Council Meeting.

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

MAYOR'S REPORT

Mayor Gilbert read Proclamation 2018-433, declaring the week of May 20th through May 26th, 2018 be known as Emergency Medical Services Week.

Mayor Gilbert read Proclamation 2018-435, declaring the week of May 20th through May 26th, 2018 be known as National Public Works Week.

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

Mr. Anders stated that the Emmaus Ambulance Corps will host an Open House on Saturday, May 26, 2018 from 11:00 a.m. to 5:00 p.m.

Progress.

COMMITTEE REPORTS

- a. Public Works Committee

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Mr. Anders reported that he met with Mr. Pepe and Public Works employees regarding I & I and MS4 permitting.

Mr. Anders reported that the next Committee meeting is June 11, 2018 at 3:30 p.m.

Progress.

b. Health, Sanitation, and Codes Committee

Mr. Shubzda reported that the next Committee meeting is May 23, 2018 at 4:30 p.m.

Progress.

c. Parks and Recreation Committee

Ms. Baumgartner reported that the next Committee meeting is June 5, 2018 at 4:30 p.m.

Progress.

d. Public Safety Committee

Mr. DeFrain reported that the next Committee meeting is June 13, 2018 at 9:15 a.m.

Progress.

e. General Administration Committee

Resolution 2018-23 – A Resolution of the Council of the Borough of Emmaus, Lehigh County, Pennsylvania, Establishing a Policy Regulating the Use of Time Clocks and Other Time Keeping Procedures for Borough Employees.

Motion by Mr. DeFrain, seconded by Mr. Barrett to adopt Resolution 2018-23. There were 7 ayes. Motion carried.

Mr. Labenberg stated that the next Committee meeting is Thursday, May 24, 2018 at 12:30 p.m. Mr. Pepe stated that the developer of the proposed WaWa will be in attendance at the meeting.

Progress.

f. Budget and Finance Committee

Resolution 2018-22, authorizing payment of the May 7, 2018 Bill List, as follows:

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Bill List	\$	302,773.41
Payroll #10	\$	133,918.17
Payroll Taxes	\$	<u>42,343.11</u>
Total	\$	479,034.69

Done this 21st day of May 2018.

Motion by Mr. Barrett, seconded by Mr. DeFrain to adopt Resolution 2018-22. There were 7 ayes. Motion carried.

Progress.

g. Community Relations, Planning and Development Committee

Mrs. Sorg-McManamon reported that the process has begun to update the Borough of Emmaus website.

The next Committee meeting is June 21, 2018 at 4:30 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 are in the iPads and entertained questions about them. He stated that staff hired Nicholas Schiccatano as a business analyst intern at an hourly rate of \$8.00. He also stated that staff hired Sebastian Orzel, Allentown; Addison Holtzhafer, Emmaus; Taylor Lilly, Breinigsville; Morgan Lilly, Breinigsville; Francis Cinamella, Allentown; and Tyler Prehl, Allentown, as Emmaus Community Pool Lifeguards at an hourly rate of \$8.25. Mr. Pepe stated that the Borough is in need of non-college students as lifeguards.

Progress.

PRESIDENT’S BUSINESS

Progress.

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ADJOURNMENT

Motion by Mr. Barrett, seconded by Ms. Baumgartner to adjourn the May 21, 2018 Emmaus Borough Council Meeting. There were 7 ayes. Motion carried.

The Meeting adjourned at 7:45 p.m.

Shane M. Pepe
Borough Manager

Transcribed by: Paula Weiant
Administrative Assistant
May 23, 2018