

June 19, 2017

**Emmaus Borough Council
Agenda
June 19, 2017 7:00 PM**



1. Call to Order
2. Pledge of Allegiance
3. Personal Appeals, Part I
4. Community Minute
5. Special Presentations
 - 5.a. Volunteer of the Year Award - Richard Farmer
 - 5.b. Emmaus Arts Commission - Student Award
6. Reading of Minutes
 - 6.a. Council Meeting Minutes - May 15, 2017
7. Decisions on Bids
8. Communications
 - 8.a. Joseph Deddo, Jr., President, Emmaus Veteran's Committee - Pavilion Fee Waiver Request.
 - 8.b. Teri Sorg-McManamon - Emmaus Heritage Alliance Festival Requests - September 24, 2017.
9. Borough Engineer's Report
10. Solicitor's Report
11. Unfinished Business, Part I
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

16. Committee Reports

Public Works/(Highway, Water & Sewer) (Brown, Anders, DeFrain)
Next Meeting – July 10, 2017 at 3:00 p.m.

Committee Meeting Notes - June 12, 2017

Health, Sanitation, and Codes (Shubzda, DeFrain, Brown)
Next Meeting – July 13, 2017 at 4:15 p.m.

Committee Meeting Notes - June 15, 2017

Parks and Recreation (Anders, Barrett, Labenberg)
Next Meeting – July 11, 2017 at 4:00 p.m.

Seasonal Part-Time Employees - Hiring Recommendation

Committee Meeting Notes - June 6, 2017

Public Safety (Gilbert, Barrett, Brown)
Next Meeting – July 5, 2017 at 3:00 p.m.

Hire Part-Time EMT

Committee Meeting Notes - June 7, 2017

General Administration (Barrett, Labenberg, Gilbert)
Next Meeting – June 21, 2017 at 9:00 a.m.

Lease Agreement - Knauss Homestead

Lease Agreement - 151 E. Minor Street

Lease Agreement - Seven Generations Charter School

K-9 Officer Pay

Comprehensive Plan – Review Period

Council of the Arts Summer Concert Grant – Resolution 2017-21

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Committee Meeting Notes -
May 24, 2017
June 7, 2017

Budget and Finance (Labenberg, Shubzda, Gilbert)

Next Meeting – June 22, 2017 at 3:15 p.m.

Bill List – Resolution 2017-20

Committee Meeting Notes - May 15, 2017

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

Next Meeting – July 20, 2017 at 4:00 p.m.

Committee Meeting Notes - May 15, 2017

17. Boards and Commissions

17.a. Recreation and Entertainment Commission Meeting Minutes - April 28, 2017

17.b. Board of Health Meeting Minutes - May 18, 2017

17.c. Employee Safety Committee Meeting Minutes - May 23, 2017

17.d. Zoning Hearing Board Meeting Minutes - May 25, 2017

17.e. Pension Board Meeting Minutes - May 24 and June 7, 2017

18. Personal Appeals, Part II

19. Borough Manager's Report

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

20. President's Business

20.a. Executive Session - Personnel and Legal Issues

21. Adjournment

EMMAUS BOROUGH COUNCIL

The Emmaus Borough Council met in regular session on June 19, 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
Winfield Iobst, Mayor	Present
Jeffrey Dimmich, Solicitor	Present
Shane Pepe, Borough Manager	Absent

PERSONAL APPEALS, PART I

A. Alan Hawman, 203 Main Street, Volunteer for Emmaus Heritage Alliance. He explained that the Alliance is a collaborative effort between 8 historic and/or preservation-minded organizations who work together to tell the story of Emmaus. He stated that the Alliance is hosting an event on Sunday, September 24, 2017 from 10:00 a.m. to 2:00 p.m. The event will be held at the Emmaus Historical Society. He stated that the Alliance just completed a pilot program with the East Penn School District with 3rd graders from Lincoln and Jefferson Elementary Schools. He explained that the program is interactive and designed to teach children about local history. He stated that the program was very successful and will continue next year.

COMMUNITY MINUTE – None.

SPECIAL PRESENTATIONS

Mr. Labenberg invited Dr. Michael Waddell and Mr. DeFrain to present the 2016 Volunteer of the Year Award. Dr. Wadell stated that the importance of volunteers to the community cannot be overstated. He stated that the Emmaus Commemorative Gardens Foundation has taken over the funding of the Volunteer of the Year brick and read the previous Volunteer of the Year Award recipients:

2005 – Dr. John C. Kirschman
 2006 – Kathleen M. Mintzer
 2007 – Elda Acker

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2008 – Frank & Josephine Sadrovitz & Emmaus Garden Club
2009 – 2009 Anniversary Celebration Committee
2010 – Emmaus Main Street Partners
2011 – John Eyer
2012 – Bob Boehmer
2013 – Martha Vines
2014 – Teri Sorg-McManamon
2015 – Emmaus Historical Society

Mr. DeFrain stated that the annual Emmaus Borough Volunteer of the Year Award was created to recognize those outstanding community volunteers whose unselfish and dedicated service to an Emmaus organization have made a significant difference in the community. Mr. DeFrain presented the 2016 Volunteer of the Year Award to Mr. Richard Farmer. He stated that Mr. Farmer has lived in and has been volunteering in the community for over 40 years and has volunteered with Faith Presbyterian Church, the Emmaus Arts Commission, the Emmaus Heritage Alliance and the Friends of the 1803 House. Mr. Farmer thanked Council for the award.

Janet Rader, Project Chair, Emmaus Arts Commission Student Art Award, presented the Emmaus Arts Commission Student Art Award to Laura Hodes, including a \$250.00 Dick Blick Gift Card, and a \$250.00 Gift Certificate to Conversational Threads. Ms. Rader stated that during an AP Studio class at Emmaus High School, Ms. Hodes created a series of fiber art works using felt and needles. Ms. Hodes will continue her education in the field. Ms. Hodes thanked her teacher, Katie Fenninger, for teaching her the art of needle felting. Mr. Labenberg thanked Ms. Rader for the presentation, the Art Commission for its community involvement, and congratulated Ms. Hodes for winning the award.

READING OF MINUTES

Motion by Mr. Barrett, seconded by Mr. Brown to adopt the May 15, 2017 Council Meeting Minutes as drafted. There were 7 ayes. Motion carried.

DECISION ON BIDS – None.

COMMUNICATIONS

a. Joseph Deddo, Jr., President, Emmaus Veteran's Committee – Pavilion Fee Waiver Request.

Motion by Mr. Brown, seconded by Mr. Barrett to grant the Emmaus Veteran's Committee Pavilion Fee Waiver Request. There were 7 ayes. Motion carried.

b. Teri Sorg-McManamon – Emmaus Heritage Alliance Festival Requests – September 24, 2017. Referred to staff.

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BOROUGH ENGINEER'S REPORT – None.

SOLICITOR'S REPORT

Progress.

UNFINISHED BUSINESS, PART I – None.

NEW BUSINESS – None.

UNFINISHED BUSINESS, PART II – None.

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

MAYOR'S REPORT

Progress.

COMMITTEE REPORTS

a. Public Works Committee

Mr. Brown reported that the Committee met on June 12, 2017 at 3:00 p.m. He stated that the Committee discussed the 10th Street Culvert project in length. He stated that PennDot has required that the Borough Engineer conduct an additional geostudy of soil and footing tests. The results of the new soil test include that the soil is not stable enough for the culvert and the culvert will need to be redesigned to meet the PennDot requirements for this type of soil failure. The study will increase the cost of the project by at least \$50,000. Mr. Brown stated that due to the increase in the cost of the project, all other road projects will be placed on hold.

Mr. Brown reported that a 2nd round of bid advertising for the bucket truck has begun. If there are no bids received, the Borough will be able to purchase a used truck from an individual or a dealer.

Progress.

b. Health, Sanitation, and Codes Committee

Mr. Shubzda stated that the Committee met on June 15, 2017. The Committee reviewed the sample Ticketing Ordinance from another municipality. Mr. Pepe will begin drafting the Ordinance with Mr. Farnsworth for discussion at the July 13, 2017 Committee meeting.

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Progress.

c. Parks and Recreation Committee

Motion by Mr. Anders, seconded by Mr. Shubzda to hire Annika Gally, Kutztown, at an hourly rate of \$8.25 and Caleb Snyder, Emmaus, at an hourly rate of \$8.25 as part-time lifeguards at the Emmaus Community Pool. There were 7 ayes. Motion carried.

Motion by Mr. Anders, seconded by Mr. Barrett to grant the Lions Club's request to install a flag pole and light at the Lions Playground and Ballfield. There were 7 ayes. Motion carried.

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

Progress.

d. Public Safety Committee

Motion by Mrs. Gilbert, seconded by Mr. Shubzda to hire Colin Brown as a part-time EMT for the Emmaus Ambulance Corps at an hourly rate of \$13.97. There were 7 ayes. Motion carried.

Progress.

e. General Administration Committee

Motion by Mr. Barrett, seconded by Mrs. Gilbert to enter into a ten-year Lease Agreement with the Knauss Homestead. There were 7 ayes. Motion carried.

Motion by Mr. Barrett, seconded by Mr. Brown to enter into a Lease Agreement with the East Penn Neighbors helping Neighbors for the property located at 151 E. Minor Street with rent being \$1,000 per month in 2018 and \$1,020 per month in 2019, and all other terms remaining the same. There were 7 ayes. Motion carried.

Motion by Mr. Barrett, seconded by Mr. Anders to enter into a draft Lease Agreement with the Seven Generations Charter School, located at 33 E. Minor Street, contingent upon final review and modification by the Solicitor. There were 7 ayes. Motion carried.

Mr. Labenberg stated that the rent at the end of the 5th year will be \$228,000, which is a significant increase and will be beneficial to the Borough.

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Motion by Mr. Barrett, seconded by Mrs. Gilbert to approve the Contractual Agreement with the Emmaus Police Officer’s Association for the K-9 Officer pay. There were 7 ayes. Motion carried.

Solicitor Dimmich explained that the Agreement will bring the Borough into conformance with the law.

Motion by Mr. Barrett, seconded by Mrs. Gilbert to approve the 45 day review period for the Southwestern Lehigh County Comprehensive Plan. There were 7 ayes. Motion carried.

Resolution 2017-21 – A Resolution Authorizing the Formal Submission of a Pennsylvania Council of the Arts Project Stream Grant Application.

Motion by Mr. Barrett, seconded by Mr. Anders to adopt Resolution 2017-21. There were 7 ayes. Motion carried.

Mr. Barrett stated that the Wednesday, June 21, 2017 Committee meeting is cancelled.

Progress.

f. Budget and Finance Committee

Resolution 2017-20, authorizing payment of the June 19, 2017 Bill List, as follows:

Bill List	\$	1,096,816.69
Payroll #11 & #12	\$	254,881.46
Payroll Taxes	\$	<u>88,669.66</u>
Total	\$	1,440,367.81

Done this 19th day of June 2017.

Motion by Mr. Shubzda, seconded by Mrs. Gilbert to adopt Resolution 2017-20. There were 7 ayes. Motion carried.

Mr. Labenberg stated that the Thursday, June 22, 2017 Committee meeting is cancelled.

Progress.

g. Community Relations, Planning and Development Committee

The next Committee meeting is July 20, 2017 at 4:00 p.m.

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Progress.

Mr. Anders stated that during the Community Minute portion of the Agenda, he forgot to mention the Free Movie Night at Emmaus Community Park on Friday, June 23rd. He stated that if the weather is inclement, the movie will be shown under the Arts Pavilion. The movie will begin at dusk.

PERSONAL APPEALS, PART II

A. Lynn Donches, 559 Minor Street – asked if the draft of the Lehigh Southwestern Lehigh County Comprehensive Plan is available for public review. Mr. Labenberg and Mr. Anders responded that a draft is available in the Borough Manager’s office.

BOROUGH MANAGER’S REPORT

Mr. Labenberg reported that the Significant Revenue and Expense Items for May, 2017 are in the iPads and entertained questions about them.

Progress.

PRESIDENT’S BUSINESS

Mr. Labenberg recessed the meeting at 7:51 p.m. for an Executive Session to discuss personnel and legal matters with no action anticipated.

Mr. Labenberg reconvened the meeting at 9:15 p.m.

Progress.

ADJOURNMENT

Motion by Mr. Barrett, seconded by Mr. DeFrain to adjourn the June 19, 2017 Emmaus Borough Council Meeting. There were 7 ayes. Motion carried.

The Meeting adjourned at 9:15 p.m.

Shane M. Pepe
Borough Manager

Transcribed by: Paula Weiant
Administrative Assistant
June 27, 2017