

September 04, 2018

**Emmaus Borough Council
Agenda
September 04, 2018 7:00 PM**



1. Call to Order
2. Pledge of Allegiance
3. Personal Appeals, Part I
4. Community Minute
5. Special Presentations
 - 5.a. PA Police Chiefs Accreditation Presentation
 - 5.b. Swearing in of new Police Officer - Jayme Whipple
6. Reading of Minutes
 - 6.a. Council Meeting Minutes - August 20, 2018
7. Decisions on Bids
 - 7.a. Refuse and Recycling Bids
8. Communications
 - 8.a. Richard Farmer, Friends of the 1803 House - Request for Pies and Pints event on September 23, 2018.
9. Borough Engineer's Report
10. Solicitor's Report
11. Unfinished Business, Part I
12. New Business
13. Unfinished Business, Part II
14. Items Not on Agenda
Subject to Rule 9

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15. Mayor's Report

16. Committee Reports

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

Next Meeting – September 10, 2018 at 3:30 p.m.

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

Next Meeting – September 26, 2018 at 4:30 p.m.

Committee Meeting Notes - August 29, 2018

Parks and Recreation (Baumgartner, Anders, Shubzda)

Next Meeting – October 2, 2018 at 4:30 p.m.

Public Safety (DeFrain, Barrett, Baumgartner)

Next Meeting – September 12, 2018 at 9:15 a.m.

General Administration (Labenberg, Barrett, DeFrain)

Next Meeting – September 13, 2018 at 9:00 a.m.

Budget and Finance (Barrett, DeFrain, Labenberg)

Next Meeting – September 13, 2018 at 3:30 p.m.

Resolution No. 2018-30: Bill List

Committee Meeting Notes - August 20, 2018

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

Next Meeting – September 20, 2018 at 4:30 p.m.

17. Boards and Commissions

17.a. Emmaus Public Library Board of Trustees Meeting - July 17, 2018

17.b. Zoning Hearing Board Meeting Minutes - August 23, 2018

17.c. Audit Report - December 31, 2017

17.d. Emmaus Arts Commission Meeting Minutes - June 25, 2018

18. Personal Appeals, Part II

19. Borough Manager's Report

19.a. Significant Revenue and Expense Items for August, 2018

19.b. Hired Keri Miller - PT Paramedic - Pay Rate \$22.76/hr.

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20. President's Business

20.a. Executive Session - Fire Union Negotiations

21. Adjournment

EMMAUS BOROUGH COUNCIL

The Emmaus Borough Council met in regular session on September 4, 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	Absent
Lee Ann Gilbert, Mayor	Present
Jeffrey Dimmich, Solicitor	Present
Shane Pepe, Borough Manager	Present

PERSONAL APPEALS, PART I - None.COMMUNITY MINUTE

Mr. Anders reminded everyone that the St. Ann's Fall Festival will be held from Thursday, September 6 through Saturday, September 9, 2018. He also reminded everyone that the Farwell to Summer Festival will be held on Sunday, September 9, 2018 from 10:00 a.m. to 3:00 p.m. at Triangle Park. He invited everyone to attend both events.

Mayor Gilbert invited everyone to attend Community Heroes Day on September 6, 2018 from 6:00 p.m. to 8:00 p.m. at the Emmaus Public Library, with a rain date of Thursday, September 13, 2018.

Mr. Pepe reminded everyone that the Fall Newsletter has been mailed out. He thanked Ms. Weiant for her hard work on the newsletter. Mr. Labenberg also thanked Ms. Weiant and all of the individuals that contribute articles to the newsletter.

SPECIAL PRESENTATIONSAccreditation of the Emmaus Police Department

Police Chief Palmer began the ceremony for the Accreditation to the Police Department. Richard E. Hammond, coordinator of the Pennsylvania Law Enforcement Accreditation Program, on behalf of the Pennsylvania Chiefs of Police Association, awarded the Accreditation Certificate to the Emmaus Police Department. He thanked Chief Palmer and Sergeant Schilling for their dedication to the Accreditation Program. He stated that it is very difficult to become reaccredited and that this is the fourth time that the Emmaus Police

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Department has become accredited. He presented the Certificate of Reaccreditation to Chief Palmer and Sergeant Schilling. Mr. Labenberg thanked Chief Palmer and the Police Department and for their hard work, dedication to their jobs and for keeping the community safe.

Oath of Office for new Emmaus Police Officer

Mayor Gilbert issued the Oath of Office to new Police Officer Jayme Whipple.

READING OF MINUTES

Motion by Mr. DeFrain, seconded by Mr. Shubzda to adopt the August 20, 2018 Council Minutes as drafted. There were 6 ayes. Motion carried.

DECISION ON BIDS

Mr. Pepe stated that 4 bids were received for the Refuse and Recycling bid. He stated that the Health, Sanitation and Codes Committee conducted interviews with 3 companies, each of them being the low bidders in the major areas of the bid. He stated that automated pick up collection was considered during the interviews. After much debate and discussion, the Committee recommends to Council to hire Whitetail Disposal for refuse and recycling collection with the following provisions: Base Bid #1, Option B – One time per week manual collection, spread over three days, with the provision that the Borough will work towards building the hybrid option, due to the price not being affected; Mandatory Bid Item #1, E-Waste Dumpster, Option B – with the provision that the hauler will provide the manpower at the site; Mandatory Bid Item #2 – Household Collection and Hazardous Waste Program, Option #C - 1 time per year with the provision that the Borough will not pay the fee unless the event is actually held that year; Mandatory Bid Item #3 - Dumpster Day with the provision that the Borough will not pay the fee unless the event is actually held that year in the amount of \$933,760 for year 1, \$944,350 for year 2, and \$977,970 for year 3.

Motion by Mr. Anders, seconded by Mr. Shubzda to award the 2019 Refuse and Recycling Bid to Whitetail Disposal with the following provisions: Base Bid #1, Option B – One time per week manual collection, spread over three days, with the provision that the Borough will work towards building the hybrid option, due to the price not being affected; Mandatory Bid Item #1, E-Waste Dumpster, Option B – with the provision that the hauler will provide the manpower at the site; Mandatory Bid Item #2 – Household Collection and Hazardous Waste Program, Option #C - 1 time per year with the provision that the Borough will not pay the fee unless the event is actually held that year; Mandatory Bid Item #3 - Dumpster Day with the provision that the Borough will not pay the fee unless the event is actually held that year in the amount of \$933,760 for year 1, \$944,350 for year 2, and \$977,970 for year 3.

Mr. Barrett stated that in their bid, Whitetail Disposal bid almost an equal amount for holding more than one household waste collection in a year. He asked if the Borough goes

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with Household Waste Option C, would the Borough have the opportunity to hold more than one collection per year. Solicitor Dimmich responded that the Borough would not have that option, and the item would have to go out for bid. Mr. Pepe stated that the motion would be needed to be amended to reflect a different option. Mr. Pepe stated that the total price for the bid would jump approximately \$15,000 per year to change the option to increase the collections. Mr. Labenberg asked Mr. Anders if he would like to amend his motion to include Household Waste Option A instead of C, to which he answered affirmatively. Mr. Anders amended his motion and Mr. Shubzda amended his second. Ms. Baumgartner clarified that the amendment included that the Borough will not pay the fee unless the event is actually held during the year. Mr. Labenberg responded that the Borough will only pay the fee if the event is held. Mr. Pepe stated that the residents will most likely see an increase in the fee that they pay for refuse and recycling. He also stated that the Committee chose the least expensive options and the bids were still approximately \$150,000 higher than what the Borough is currently paying. Mr. Labenberg reminded everyone that the Borough will have extra services, including household hazardous waste collection and dumpster day. Mr. Pepe stated that a public survey was conducted and the options are a result of the survey. Mr. Labenberg thanked the Committee for its hard work and research during the bidding process. Mr. Pepe stated that throughout the entire process, the Borough's legal council was included in every aspect of the process.

Motion by Mr. Anders, seconded by Mr. Shubzda to award the 2019 Refuse and Recycling Bid to Whitetail Disposal with the following provisions: Base Bid #1, Option B – One time per week manual collection, spread over three days, with the provision that the Borough will work towards building the hybrid option, due to the price not being affected; Mandatory Bid Item #1, E-Waste Dumpster, Option B – with the provision that the hauler will provide the manpower at the site; Mandatory Bid Item #2 – Household Collection and Hazardous Waste Program, Option #A - 4 time per year with the provision that the Borough will not pay the fee unless the event is actually held that year; Mandatory Bid Item #3 - Dumpster Day with the provision that the Borough will not pay the fee unless the event is actually held that year in the amount of \$948,760 for year 1, \$959,350 for year 2, and \$992,970 for year 3. There were 6 ayes. Motion carried.

COMMUNICATIONS

- a. Richard Farmer, Friends of the 1803 House – Request for Pies and Pints event on September 23, 2018. Referred to staff.
- b. Knauss Homestead Preservation Society – Request for a sign and a speed limit sign. Referred to the Public Safety Committee.
- c. Debra Diddo – voiced concerns about the Emmaus Community Pool being closed the last week of August.

BOROUGH ENGINEER'S REPORT – None.

SOLICITOR'S REPORT – None.

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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. Anders reported that the September 10, 2018 Committee meeting is cancelled and the next Committee meeting is October 8, 2018 at 3:30 p.m.

Progress.

b. Health, Sanitation, and Codes Committee

Mr. Shubzda thanked Mr. Pepe for his hard work with the Refuse and Recycling Bid and thanked Council for voting on the Committee’s recommendation. He thanked the individual companies for their bids and the amount of options that were included in the bids. He stated that he believes that dividing the Borough into three zones with one day pick up will be very helpful.

Mr. Shubzda reported that the next Committee meeting is September 26, 2018 at 4:30 p.m.

Progress.

c. Parks and Recreation Committee

Ms. Baumgartner entertained questions about the September 4, 2018 Committee meeting minutes.

Ms. Baumgartner reported that the next Committee meeting is Tuesday, October 2, 2018 at 4:30 p.m.

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Progress.

d. Public Safety Committee

Mr. DeFrain reported that the next Committee meeting is September 12, 2018 at 9:15 a.m.

Progress.

e. General Administration Committee

Mr. Labenberg stated that the next Committee meeting is September 13, 2018 at 9:00 a.m.

Progress.

f. Budget and Finance Committee

Resolution 2018-30, authorizing payment of the September 4, 2018 Bill List, as follows:

Bill List	\$	330,893.77
Payroll #18	\$	147,717.34
Payroll Taxes	\$	<u>45,547.88</u>
Total	\$	524,158.99

Done this 4th day of September 2018.

Motion by Mr. Barrett, seconded by Mr. DeFrain to adopt Resolution 2018-30. There were 6 ayes. Motion carried.

Progress.

g. Community Relations, Planning and Development Committee

Ms. Baumgartner reported that the next Committee Meeting is Thursday, September 20, 2018 at 4:30 p.m.

Progress.

PERSONAL APPEALS, PART II – None.

BOROUGH MANAGER’S REPORT

Mr. Pepe thanked the representative from Whitetail Disposal for attending the meeting and for staying until the end to answer Council’s questions.

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Mr. Pepe reported that staff hired Keri Miller as a part-time Paramedic at an hourly rate of \$22.76. He stated that Ms. Miller is currently an EMT for the Ambulance Corps.

Mr. Pepe reported that the Significant Revenue and Expense Items for August 2018 are in the iPads and entertained questions about them.

Mr. DeFrain asked for a status update on the potential convenience store to be located on Cedar Crest Blvd. Mr. Pepe responded that the convenience store not to be named has not submitted plans for the September 2018 Planning Commission meeting. They have requested a meeting with the Borough Engineer and himself for some time in September to review their plans. He does not know if they will be placed on the October Planning Commission meeting Agenda and will update Council accordingly. Solicitor Dimmich stated when the Preliminary Plan is submitted the 90-day clock will begin.

Progress.

PRESIDENT'S BUSINESS

Mr. Labenberg recessed the meeting at 7:40 p.m. for an Executive Session to discuss the Fire Fighter's Union negotiations.

Mr. Labenberg reconvened the meeting at 8:34 p.m.

Progress.

ADJOURNMENT

Motion by Ms. Baumgartner, seconded by Mr. Barrett to adjourn the September 4, 2018 Emmaus Borough Council Meeting. There were 6 ayes. Motion carried.

The Meeting adjourned at 8:34 p.m.

Shane M. Pepe
Borough Manager

Transcribed by: Paula Weiant
Administrative Assistant
September 6, 2018