

September 05, 2017

Emmaus Borough Council
Agenda
September 05, 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 - August 21, 2017
7. Decisions on Bids
8. Communications
 - 8.a. Rachel Cubellis, Committee Chair, A Very Merrie Halloween - Request banner fee waiver.
 - 8.b. Robert Gehman, Emmaus Ambulance Corps - Notice to leave position as a Volunteer EMT.
9. Borough Engineer's Report
10. Solicitor's Report
11. Unfinished Business, Part I
12. New Business
 - 12.a. Ordinance No. 1162 - An Ordinance Amending Chapter 15 §404(a) of the Codified Ordinances, Eliminating Parking on Portions of the South Side of East Minor Street (1st Reading 9/05/2017).
13. Unfinished Business, Part II

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- 13.a. Ordinance No. 1158 - An Ordinance Amending the Borough of Emmaus Zoning Ordinance by Amending the Official Zoning Map to Change the Zoning Classification of a 1.6 Acre (More or Less) Tract of Land Forming a Part of the Property Known as "Pennsylvania Avenue Rear" and Identified by Lehigh County Tax PIN Number 549420946925 1 From the Conservation-Residential (C-R) Zoning District to the Medium Density Residential (R-M) Zoning District (1st Reading 08/21/2017) (2nd Reading 10/16/2017).
- 13.b. Ordinance No. 1159 - An Ordinance Creating a Quality of Life Ticketing Program to Resolve Property Blight and Maintenance Violation Issues in a More Expeditious Manner (1st Reading 8/21/2017) (2nd Reading 9/18/2017).
- 13.c. Ordinance No. 1160 - An Ordinance Amending the Provisions of Chapter 6, Code Enforcement, Part 6, International Property Maintenance Code, § 5-602 Amendments, of the Borough of Emmaus Consolidated Code of Ordinances to Establish Regulations for Prohibited Furniture and Appliances on the Exterior of a Property (1st Reading 8/21/2017) (2nd Reading 9/18/2017).
- 13.d. Ordinance No. 1161 - An Ordinance Amending the Provisions of Chapter 10, Health and Safety, Part 2, Vermin Control, of the Borough of Emmaus Consolidated Code of Ordinances to Authorize the Animal Control Officer to Enforce Vermin Control Ordinances (1st Reading 8/21/2017) (2nd Reading 9/18/2017).
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 – September 11, 2017 at 3:00 p.m.

Health, Sanitation, and Codes (Shubzda, DeFrain, Brown)

Next Meeting – September 21, 2017 at 4:15 p.m.

Ordinance No. 1159 - 2nd Reading 9/18/2017

Ordinance No. 1160 - 2nd Reading 9/18/2017

Ordinance No. 1161 - 2nd Reading 9/18/2017

Parks and Recreation (Anders, Barrett, Labenberg)

Next Meeting – October 3, 2017 at 4:00 p.m.

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Public Safety (Gilbert, Barrett, Brown)

Next Meeting – September 6, 2017 at 3:00 p.m.

General Administration (Barrett, Labenberg, Gilbert)

Next Meeting – September 13, 2017 at 9:00 a.m.

Ordinance No. 1158 - 2nd Reading 10/16/2017

Budget and Finance (Labenberg, Shubzda, Gilbert)

Next Meeting – September 18, 2017 at 6:45 p.m.

Resolution 2017-26 – Bill List

Ambulance Subscription Prices

Town Hall Computer Back-up

Committee Meeting Notes - August 21, 2017

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

Next Meeting – September 14, 2017 at 4:00 p.m.

17. Boards and Commissions

18. Personal Appeals, Part II

19. Borough Manager's Report

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

20. President's Business

20.a. Executive Session - Personnel Matters

21. Adjournment

EMMAUS BOROUGH COUNCIL

The Emmaus Borough Council met in regular session on September 5, 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	Absent
Chris DeFrain	Present
Lee Ann Gilbert	Present
Jeffrey Shubzda	Present
Winfield Iobst, Mayor	Present
Jeffrey Dimmich, Solicitor	Present
Shane Pepe, Borough Manager	Present

PERSONAL APPEALS, PART I - None.

COMMUNITY MINUTE

Mr. Anders reminded everyone that the Farewell to Summer Festival will take place on Sunday, September 10, 2017 from 10:00 a.m. until 3:00 p.m. at Triangle Park. Mr. Pepe reminded everyone that St. Ann’s Fall Festival will be held on September 7-9, 2017.

SPECIAL PRESENTATIONS – None.

READING OF MINUTES

Motion by Mr. DeFrain, seconded by Mr. Shubzda to adopt the August 21, 2017 Council Meeting Minutes as drafted. There were 4 ayes, 2 abstentions (Anders, Barrett). Motion carried.

DECISION ON BIDS – None.

COMMUNICATIONS

a. Rachel Cubellis, Committee Chair, A Very Merrie Halloween – Request banner fee waiver.

Motion by Mr. Anders, seconded by Mr. Barrett to grant the Friends of the 1803 House banner fee waiver request for A Very Merrie Halloween. There were 6 ayes. Motion carried.

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b. Robert Gehman, Emmaus Ambulance Corps – Notice to leave position as a Volunteer EMT.

BOROUGH ENGINEER’S REPORT – None.

SOLICITOR’S REPORT

Progress.

UNFINISHED BUSINESS, PART I - None.

NEW BUSINESS

Ordinance No. 1162 – An Ordinance Amending Chapter 15 §404(a) of the Codified Ordinances, Eliminating Parking on Portions of the South Side of East Minor Street (1st Reading 9/05/17).

Motion by Mr. Barrett, seconded by Mr. Anders to adopt Ordinance No. 1162 - An Ordinance Amending Chapter 15 §404(a) of the Codified Ordinances, Eliminating Parking on Portions of the South Side of East Minor Street on its 1st Reading. Roll call vote: Mr. Shubzda, aye; Mr. Anders, aye; Mrs. Gilbert, aye; Mr. DeFrain, aye; Mr. Barrett, aye; Mr. Labenberg, aye. There were 6 ayes. Motion carried.

UNFINISHED BUSINESS, PART II

Mr. Labenberg stated that Ordinance No. 1158 will have its 2nd Reading at the October 16, 2017 Council Meeting.

Mr. Labenberg stated that Ordinance, Nos. 1159, 1160 and 1161 will have their 2nd Readings at the September 18, 2017 Council Meeting.

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

MAYOR’S REPORT

Progress.

COMMITTEE REPORTS

a. Public Works Committee

Mr. Labenberg reported that the next Committee Meeting is September 11, 2017 at 3:00 p.m.

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b. Health, Sanitation, and Codes Committee

Mr. Shubzda reported that the next Committee meeting is September 21, 2017 at 4:15 p.m.
Progress.

c. Parks and Recreation Committee

Mr. Anders reported that the next Committee meeting is October 3, 2017 at 4:00 p.m.
Progress.

d. Public Safety Committee

Mrs. Gilbert reported that the next Committee Meeting is Wednesday, September 6, 2017 at 3:00 p.m.
Progress.

e. General Administration Committee

Mr. Barrett reported that the next Committee Meeting is Wednesday, September 13, 2017 at 9:00 a.m.
Progress.

f. Budget and Finance Committee

Resolution 2017-26, authorizing payment of the September 5, 2017 Bill List, as follows:

Bill List	\$	138,734.79
Payroll #18	\$	134,073.19
Payroll Taxes	\$	<u>46,720.09</u>
Total	\$	319,528.07

Done this 5th day of September 2017.

Motion by Mr. Shubzda, seconded by Mrs. Gilbert to adopt Resolution 2017-26. There were 6 ayes. Motion carried.

Motion by Mr. Anders, seconded by Mr. Shubzda to approve the proposed increase to the 2018 ambulance subscription rates as follows: Senior Single, \$40.00;

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Single, \$45.00; Senior Couple, \$50.00; Household Family, \$60.00; and Business, \$200.00. There were 6 ayes. Motion carried.

Mr. Pepe stated that the back-up system for the Borough is no longer working correctly. The Borough received four proposals for a new back-up system. Two proposals were received from Barracuda and two were received from IntegraONE. Mr. Pepe stated that the cost for IntegraONE would be \$510.00 per month for backing up 3 servers on site and replication to data centers offsite, multiple times per day and 1 TB of off-site storage per server. He stated that the agreement is for 36 months with a 60 day out if needed. Mr. Pepe stated that the Borough currently works with Integra and is very pleased with their service. Mr. Barrett stated that he believes \$510.00 per month is very expensive and apologized for not reviewing the bids more closely prior to tonight's Council Meeting. He stated that his business uses Amazon and pays significantly less. Mr. Pepe questioned if Amazon is secure and stated that time is of the essence in this matter. Mr. Labenberg asked if the Borough could change the terms of the lease. Mr. Pepe stated that this is an emergency situation and that Council needs to act quickly.

Motion by Mrs. Gilbert, seconded by Mr. Shubzda to enter into an Agreement with IntegraONE to provide on-site backup for the Town Hall server at a fee of \$510.00 per month for 3 years. There were 3 ayes (Gilbert, Shubzda, Labenberg) and 3 opposed (Barrett, Anders, DeFrain). Mayor Iobst voted aye and cast the tie breaking vote. Motion carried.

Progress.

g. Community Relations, Planning and Development Committee

Mr. DeFrain reported that the next Committee meeting is September 14, 2017 at 4:00 p.m.

Mr. Anders asked for a status on candy being handed out at the Halloween Parade. Mr. DeFrain responded that the Chairman of the Halloween Committee has been invited to attend the next CRD Committee meeting for further discussion on the matter. Mr. Labenberg suggested making an official motion on the matter once it has been discussed at the Committee meeting.

Progress.

PERSONAL APPEALS, PART II – None.

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BOROUGH MANAGER'S REPORT

Mr. Pepe reported that the Significant Revenue and Expense Items for August, 2017 are in the iPads and entertained questions about them. Mr. Pepe also reported that the Department Heads' proposed budget items are due to him on Monday, September 11, 2017.

Progress.

PRESIDENT'S BUSINESS

Mr. Labenberg reminded Council that the Southwestern Lehigh Comprehensive Plan Hearing will be held at the Lower Macungie Community Center on September 25, 2017. He stated that a quorum is required to attend.

Mr. Labenberg recessed the meeting at 7:30 p.m. for an Executive Session to discuss personnel matters with no official action anticipated.

Mr. Labenberg reconvened the meeting at 8:24 p.m.

Progress.

ADJOURNMENT

Motion by Mr. Shubzda, seconded by Mr. Barrett to adjourn the September 5, 2017 Emmaus Borough Council Meeting. There were 6 ayes. Motion carried.

The Meeting adjourned at 8:25 p.m.

Shane M. Pepe
Borough Manager

Transcribed by: Paula Weiant
Administrative Assistant
September 6, 2017