

September 21, 2015

EMMAUS BOROUGH COUNCIL

**Emmaus Borough Council
Agenda
September 21, 2015, 7:00 p.m.**

1. Call to Order
2. Pledge of Allegiance
3. Personal Appeals, Part I
4. Community Minute
5. Special Presentations
6. Reading of Minutes

September 8, 2015 – Public Hearing and Council Meeting

7. Decisions on Bids
8. Communications
 - a. Jenny Leader – Emmaus High School Observatory – Building Permit Fee Waiver.
 - b. Wesley Barrett – National Penn Bank Halloween 5K Race.
 - c. Carl Coleman, 1993 Mach Blvd., #2, Allentown – Traffic Concerns on Chestnut St.
 - d. Deborah Lillegard, Emmaus Lioness Lions Club – Use of Triangle Park for Scarf Shower.
 - e. Sergeant Timothy Hoats, Emmaus Police Department – Letter of Resignation.
9. Borough Engineer's Report
10. Solicitor's Report
11. Unfinished Business, Part I
12. New Business
13. Unfinished Business, Part II

Ordinance No. 1131 – An Ordinance of the Borough of Emmaus, Lehigh County, Pennsylvania, Amending Chapter 15 §407 of the Emmaus Borough Code, Adding Two

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Handicapped Parking Signs on the Public Street Located in Front of 20 N. 5th Street and in Front of 22 N. 5th Street on Sundays Only Within the Borough of Emmaus (1st Reading 9/8/15)(2nd Reading 10/5/15).

14. Items Not on Agenda, Subject to Rule 9
15. Mayor's Report
16. Committee Reports

Public Works/(Highway, Water & Sewer) (Labenberg, Brown, Holtzhafer)

Next Meeting – October 1, 2015 at 3:30 p.m.

- a. South 10th Street Culvert
- b. Historical House Agreements
- c. Lateral Clean-outs

Health, Sanitation, and Codes (Shubzda, Holtzhafer, Anders)

Next Meeting – October 15, 2015 at 4:30 p.m.

- a. Emmaus and Upper Milford Joint Environmental Advisory Council
- b. Board of Health
- c. Refuse Amendments
- d. IFC Ordinance

Parks and Recreation (Anders, Barrett, Labenberg)

Next Meeting – October 6, 2015 at 4:00 p.m.

- a. Boro Line Park Direction Sign

Public Safety (Gilbert, Barrett, Brown)

Next Meeting – October 7, 2015 at 3:00 p.m.

- a. Emergency Operations Plan – Review
- b. Yield to Pedestrian Signs on Chestnut Street
- c. 25mph Signs on Chestnut Street
- d. **Hire Director of Emergency Services**

General Administration (Barrett, Gilbert, Labenberg)

Next Meeting – October 14, 2015 at 9:00 a.m.

- a. Emmaus Public Library Expansion Project
- b. Record Retention
- c. Architecture and Engineer RFQ
- d. Lease with East Penn Neighbors Helping Neighbors

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- e. Vehicle Use Policy

Budget and Finance (Holtzhafer, Shubzda, Gilbert)

Next Meeting – September 24, 2015 at 3:30 p.m.

- a. Capital Plan
- b. Resolution 2015-23 – Bill List**
- c. 2016 Minimum Municipal Obligation**

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

Next Meeting – October 13, 2015 at 4:15 p.m.

- a. Grant Progress
- b. Committee Structure
- c. Southwestern Lehigh Comprehensive Plan

17. Personal Appeals, Part II

18. Borough Manager's Report

- a. Significant Revenue and Expense Items for First Half of September, 2015

19. President's Business

Executive Session

20. Adjournment

Next Resolution: 2015-24

Next Ordinance: #1132

The Emmaus Borough Council met in regular session on September 21, 2015 in Borough Council Chambers, 28 S. 4th Street, Emmaus, PA 18049.

CALL TO ORDER

Mrs. Gilbert called the meeting to order at 7:00 p.m.

Lee Ann Gilbert, President	Present
Brian Holtzhafer, Vice President	Present
Roy Anders	Present
Wesley Barrett	Present

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Nathan Brown	Present
Brent Labenberg	Present
Jeffrey Shubzda	Present
Winfield Iobst, Mayor	Absent
Jeffrey Dimmich, Solicitor	Present
Shane Pepe, Borough Manager	Present

PERSONAL APPEALS

A. Krista Pegnetter, 11 E. Main Street, Emmaus Public Library – reported that the Summer Reading Program at the Library was very successful with 361 children signing up and 126 completing the program. She stated that there were children from 47 different schools participating in the program. She stated that the entire program was sponsored by The Friends of the Library, AI Orthodontics, Just Born Candies, Chick-fil-A, and the Emmaus Lioness Lions Club. She stated that the Library partnered with the Lower Macungie Library for the program and believes that this contributed greatly to its success.

B. John Hayes, Chairman; Jessica O’Donnell, Manager; Emily Gerber, Assistant Manager; Emmaus Main Street Partners – reported that the Emmaus Main Street Partners have celebrated 20 years and thanked Council for its continued support. Ms. O’Donnell reported that the Partners have increased their membership from 50 members to more than 200 members. She stated that the Farewell to Summer Festival was very successful with more than 1,000 people in attendance, 64 vendors and many of the businesses remained open during the event. She thanked Roy Anders for the connection with Alex’s Lemonade. Ms. Gerber reported that the 10th Annual EMSP Golf Tournament was very successful with Mr. Pepe’s team winning the tournament. Mr. Hayes reported that the Façade Committee is in the process of finalizing the paperwork for the 4th grant request for the Façade Program. He reported that the Partners received clarification from the Downtown Center that the PDC designation will not interfere with the Façade Program. He stated that Teri Sorg-McManamon is spearheading the Partners’ Economic Development Committee. Ms. Gerber stated that partnering with the Greater Lehigh Valley Chamber has given the EMSP an opportunity to open new doors. She stated that because of the partnership, the EMSP were able to apply for a matching grant for new “open” flags. Mr. Hayes, Ms. O’Donnell and Ms. Gerber presented the Borough of Emmaus with an “open” flag and thanked Council again for its support.

COMMUNITY MINUTE

Mr. Barrett reminded everyone that the registration for the Halloween in Emmaus 5K is now open and stated that registration for the race is way ahead of target with over 200 individuals currently registered. He stated that the funds raised from the 5K benefit the Halloween Parade, the Parks and Recreation Commission and the Emmaus Special Entertainment Commission. He stated that the 5K and the Halloween Parade are looking for volunteers to help.

SPECIAL PRESENTATIONS – None.

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READING OF MINUTES

Motion by Mr. Barrett, seconded by Mr. Anders to dispense with the formal reading of the September 8, 2015 Public Hearing Minutes for Yergey Brewing, LLC. There were 7 ayes. Motion carried.

Motion by Mr. Brown, seconded by Mr. Barrett to adopt the September 8, 2015 Public Hearing Minutes for Yergey Brewing, LLC as drafted. There were 7 ayes. Motion carried.

Motion by Mr. Brown, seconded by Mr. Barrett to dispense with the formal reading of the September 8, 2015 Public Hearing Minutes for Triple Sun Spirits Co. There were 7 ayes. Motion carried.

Motion by Mr. Anders, seconded by Mr. Barrett to adopt the September 8, 2015 Public Hearing Minutes for Triple Sun Spirits Co. There were 6 ayes, 1 abstention (Holtzhafer). Motion carried.

Motion by Mr. Brown, seconded by Mr. Barrett to dispense with the formal reading of the September 8, 2015 Council Meeting. There were 7 ayes. Motion carried.

Mr. Barrett noted that the starting time of the September 8, 2015 Council Meeting was listed incorrectly as 7:00 p.m. Mrs. Gilbert stated that she believes that the starting time of the meeting was 7:25 p.m. Mr. Pepe stated that he will have the September 8, 2015 Council video reviewed for the correct starting time.

Motion by Mr. Barrett, seconded by Mr. Brown to adopt the September 8, 2015 Council Meeting Minutes as drafted. There were 6 ayes, 1 abstention (Holtzhafer). Motion carried.

DECISION ON BIDS – None.

COMMUNICATIONS

a. Jenny Leader, Emmaus High School Observatory – Building Permit Fee Waiver.

Motion by Mr. Holtzhafer, seconded by Mr. Barrett to grant Ms. Leaders request to waive the Building Permit Fee for the Emmaus High School Observatory. There were 0 ayes, 7 nays. Motion denied.

Mrs. Gilbert referred the item to the General Administration Committee.

b. Wesley Barrett - National Penn Bank Halloween 5K Race. Referred to Staff.
c. Carl Coleman, 1993 Mach Blvd., #2, Allentown – Traffic Concerns on Chestnut Street. Referred to the Public Safety Committee.

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d. Deborah Lillegard, Emmaus Lioness Lions Club – Use of Triangle Park for Scarf Shower to be held Saturday, November 7, 2015 from 9:00 a.m. to 2:00 p.m. Referred to Staff.

e. Sergeant Timothy Hoats, Emmaus Police Department – Letter of Resignation effective at the end of his shift on September 29, 2015. Mrs. Gilbert stated that Mr. Hoats was hired in 1990 as a Patrolman. He was then assigned as a Detective and then promoted to Detective Sergeant in 2002. He has been involved in many investigations, including homicides, bank robberies and Grand Jury investigations. She stated that Sergeant Hoats will be missed by the Emmaus Police Department and the residents of the Borough of Emmaus. Mr. Labenberg asked for the status of staffing in the Emmaus Police Department. Mrs. Gilbert responded that this will leave the Police Department with three openings.

BOROUGH ENGINEER'S REPORT – None.

SOLICITOR'S REPORT

Solicitor Dimmich congratulated the Borough on its recent purchase of the Rodale Building.

Progress.

UNFINISHED BUSINESS, PART I – None.

NEW BUSINESS – None.

UNFINISHED BUSINESS, PART II

Mrs. Gilbert stated that the 2nd Reading of Ordinance No. 1131 will be held at the October 5, 2015 Council Meeting.

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

MAYOR'S REPORT

Progress.

COMMITTEE REPORTS

a. Public Works Committee

Progress.

b. Health, Sanitation, and Codes Committee

Mr. Shubzda reported that the Committee met on September 17, 2015. He stated that the Committee discussed issues with J.P. Mascaro and Ms. Belles' personal appeal concerning the property on N. 3rd Street. He entertained questions regarding the Committee minutes.

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The next Committee Meeting is October 15, 2015 at 4:30 p. m.

Progress.

c. Parks and Recreation Committee

Progress.

d. Public Safety Committee

Mrs. Gilbert reported that the next Committee Meeting is October 7, 2015.

Progress.

e. General Administration Committee

Mr. Barrett reported that the Committee met on September 16, 2015. He reported that the Borough will receive a check in the amount of \$76,000.00 from the General Authority. Mr. Pepe thanked Mrs. Gilbert for attending the General Authority meeting in his absence. He stated that the Borough has prepared a list of items in order of priority to be purchased with the funds from the General Authority.

Mr. Pepe stated that the Borough received over \$1,300.00 from the Council of the Arts Grant. He stated that this money is enough to fund two summer concerts. He also stated that the 2015 Summer Concert Series was very successful.

f. Budget and Finance Committee

Mr. Holtzhafer read Resolution 2015-23 authorizing payment of the September 21, 2015 Bill List, as follows:

Bill List	\$ 3,371,490.99
Payroll #19	\$ 135,893.50
Payroll Taxes	\$ <u>46,361.26</u>
Total	\$ 3,553,745.75

Done this 21st day of September 2015.

Motion by Mr. Holtzhafer, seconded by Mr. Shubzda to approve the September 21, 2015 Bill List. There were 7 ayes. Motion carried.

Mr. Holtzhafer reported that the Borough received the 2016 Minimum Municipal Obligations for the Emmaus Police and the Emmaus Employees' Pension Fund.

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Motion by Mr. Holtzhafer, seconded by Mr. Shubzda to approve and fund the 2016 Minimum Municipal Obligation for the Emmaus Police Pension Plan in the amount of \$339,337.00. There were 7 ayes. Motion carried.

Motion by Mr. Holtzhafer, seconded by Mr. Shubzda to approve and fund the 2016 Minimum Municipal Obligation for the Emmaus Employees' Pension Plan in the amount of \$456,903.00. There were 7 ayes. Motion carried.

Mr. Holtzhafer stated that the Budget and Finance Committee Meeting to be held on Thursday, September 24, 2015 has been cancelled.

Progress.

g. Community Relations, Planning and Development Committee

Mr. Brown reported that the next Committee Meeting is October 13, 2015 at 4:15 p.m.

Progress.

PERSONAL APPEALS, PART II - None.

BOROUGH MANAGER'S REPORT

Mr. Pepe reported that the Significant Revenue and Expense Items for 1st half of September, 2015 are in the Council binders and offered to entertain questions about them.

Mr. Labenberg requested an overview of the Audit that was recently performed. Mr. Pepe responded that he will have an overview prepared for the next Council Meeting.

PRESIDENT'S BUSINESS

Mrs. Gilbert recessed the meeting at 7:38 p.m. for an Executive Session to discuss a personnel matter.

Mrs. Gilbert reconvened at 9:05 p.m. with no official action taken.

Motion by Mr. Barrett, seconded by Mr. Brown to adjourn. There were 7 ayes. Motion carried.

The September 21, 2015 Meeting of the Emmaus Borough Council adjourned at 9:06 p.m.

Shane Pepe
Borough Manager

Transcribed by: Paula Weiant
Administrative Assistant
September 24, 2015