Emmaus Borough Council Agenda November 2, 2015, 7:00 p.m.

 Call to Order

- 2. <u>Pledge of Allegiance</u>
- 3. <u>Personal Appeals, Part I</u>
- 4. <u>Community Minute</u>
- 5. <u>Special Presentations</u>

Police Accreditation Presentation

6. Reading of Minutes

October 19, 2015

7. <u>Decisions on Bids</u>

Architectural Firm Services

8. <u>Communications</u>

- a. Teri Sorg-McManamon, Emmaus Arts Commission EAC Photography Contest.
- b. William Ahlert, Emmaus-Upper Milford Joint EAC Funding for EAC.
- c. Jessica O'Donnell Emmaus Main Street Partners Old Fashioned Christmas Event.
- d. Michelle Sweazy Emmaus Trick-or-Treat Night.
- e. Sara Roba Emmaus Trick-or-Treat Night.
- f. Joseph Deddo, Jr., President, Emmaus Veteran's Committee Pavilion rental fee waiver.
- g. Kate Watt, 130 N. 5th St. Emmaus Trick-or-Treat Night.

9. Borough Engineer's Report

- 10. <u>Solicitor's Report</u>
- 11. <u>Unfinished Business, Part I</u>

12. <u>New Business</u>

13. <u>Unfinished Business, Part II</u>

Ordinance No. 1132 – An Ordinance of the Borough of Emmaus, Lehigh County, Pennsylvania, Amending Chapter 15 §602.2.A of the Emmaus Borough Code, Adding a Residential

Handicapped Parking Sign on the Public Street Located in Front of 348 Broad Street Within the Borough of Emmaus (1st Reading 10/19/15) (2nd Reading 11/16/15).

- 14. <u>Items Not on Agenda</u>, Subject to Rule 9
- 15. Mayor's Report
- 16. <u>Committee Reports</u>

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

Next Meeting – November 5, 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 – November 19, 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 - November 3, 2015 at 4:00 p.m.

a. Boro Line Park Direction Sign

<u>Public Safety</u> (Gilbert, Barrett, Brown)

Next Meeting – November 4, 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. Ordinance No. 1132 Handicapped Parking (2nd Reading 11/16/15)

General Administration (Barrett, Gilbert, Labenberg)

Next Meeting – November 25, 2015 at 9:00 a.m.

- a. Emmaus Public Library Expansion Project
- b. Record Retention

General Administration (continued)

- c. Hire Architectural Firm
- d. Vehicle Use Policy
- e. Broad Street Opening
- f. Ambulance Billing Agreement

Budget and Finance (Holtzhafer, Shubzda, Gilbert)

Next Meeting – Budget Workshop - November 12, 2015 at 4:00 p.m.

- a. Capital Plan
- b. Resolution 2015-26 Bill List
- c. 2016 Budget
- d. Police Pension

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

Next Meeting – November 10, 2015 at 4:15 p.m.

- a. Grant Progress
- b. Committee Structure
- c. Southwest Lehigh County Comprehensive Plan
- 17. Personal Appeals, Part II
- 18. Borough Manager's Report
 - a. Significant Revenue and Expense Items for October, 2015
- 19. <u>President's Business</u>
- 20. Adjournment

Next Resolution: 2015-27 Next Ordinance: #1133

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

PERSONAL APPEALS

- A. Eli Bracken, 190 Main Street speaking on behalf of the Environmental Advisory Council, requested funding from Borough Council to complete a project at the tributary on the Little Lehigh behind the Emmaus Public Library. He explained that the project would demonstrate the benefits of planting a riparian buffer along the stream bank adjacent to the Library in areas that have been impacted by erosion in the past. The riparian buffer would be approximately 15-20'. He stated that the total request is \$2,000; \$1,500 will be reimbursed through a grant and \$500 will be used to support the EAC with signage for the project and Earth Day event planning. Mrs. Gilbert stated that the item will be discussed during Communications and will be referred to a Committee.
- B. Anthony Groller, 1302 S. 10th Street, Emmaus, PA 18049 congratulated Borough Council on the current election. He also thanked Randy Kraft and WFMZ for the newspaper article. He stated that he received many comments about the article.

COMMUNITY MINUTE

Mr. Anders stated that he and Mayor Iobst attended the St. John's Lutheran Church handicap dedication.

Mrs. Gilbert introduced David Nelson as the new Director of Emergency Services.

SPECIAL PRESENTATIONS

Accreditation of the Emmaus Police Department

Police Chief Faust 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 Faust, Sergeant Geschwindt and Officer Schilling for their dedication to the Accreditation Program. Mr. Hammond stated that he presented the first award to the Police Department in 2006. He stated that it is very difficult to become reaccredited and that this is the third time that the Emmaus

Police Department has become accredited. He presented the Certificate of Reaccreditation to Chief Faust, Sergeant Geschwindt, and Officer Schilling.

READING OF MINUTES

Motion by Mr. Anders, seconded by Mr. Brown to dispense with the formal reading of the October 19, 2015 Council Meeting. There were 6 ayes. Motion carried.

Motion by Mr. Anders, seconded by Mr. Brown to adopt the October 19, 2015 Council Meeting Minutes as drafted. There were 6 ayes. Motion carried.

DECISION ON BIDS

Mr. Barrett reported that the General Administration Committee met on Wednesday, October 28, 2015 to review ten proposals from architectural firms for the design and construction of the future Borough campus located at 33 E. Minor Street. The Committee met earlier in the day and interviewed five of the firms. All of the firms were extremely qualified with cost and overall confidence being the deciding factor. The Committee recommends entering into a contract with USA Architects.

Motion by Mr. Barrett, seconded by Mr. Brown to enter into a contract with USA Architects for the design and construction of the future Borough campus located at 33 E. Minor Street, Emmaus, PA., subject to the Borough Solicitor's review and approval. There were 5 ayes, 1 abstention (Barrett). Motion carried.

COMMUNICATIONS

A. Teri Sorg-McManamon, Emmaus Arts Commission – EAC Photography Contest on Saturday, December 5, 2015 from 6:15 p.m. to 8:00 p.m.

Motion by Mr. Holtzhafer, seconded by Mr. Shubzda to grant Emmaus Arts Commission's request to use the Community Room and hallway at Borough Hall to host the EAC Photography Contest on Saturday, December 5, 2015 from 6:15 p.m. to 8:00 p.m. There were 6 ayes. Motion carried.

- B. William Ahlert, Emmaus-Upper Milford Joint EAC Commission Funding for EAC. Referred to the Budget and Finance Committee.
- C. Jessica O'Donnell, Emmaus Main Street Partners Old Fashioned Christmas Event to be held on Saturday, December 5, 2015.

Motion by Mr. Anders, seconded by Mr. Shubzda to grant the Emmaus Main Street Partners' request to hold Old Fashioned Christmas Event to be held on Saturday, December 5, 2015.

Mr. Shubzda questioned whether alcohol was permitted at the event in 2014. Mr. Holtzhafer and Mr. Anders stated that they are not in favor of alcohol being permitted at the event because there will be many children at the event. Mrs. Gilbert referred the item to the

Parks and Recreation Committee. Solicitor Dimmich stated that he believes the Borough should be an additional insured under the liquor liability.

- Mr. Anders withdrew his first and Mr. Shubzda withdrew his second.
- D. Sara Roba, Emmaus Trick-or-Treat night.
- E. Michelle Sweazy, Emmaus Trick-or-Treat night.
- F. Kate Watt, 130 N. 5th Street, Emmaus Trick-or-Treat night.
- G. Beth Roba, Emmaus Trick-or-Treat night.

Mrs. Gilbert referred all Trick-or-Treat night complaints to Mayor Iobst.

H. Joseph Deddo, Jr., President, Emmaus Veteran's Committee – Pavilion rental fee waiver. Referred to the Parks and Recreation Committee.

BOROUGH ENGINEER'S REPORT – None.

SOLICITOR'S REPORT

Progress.

<u>UNFINISHED BUSINESS</u>, <u>PART I</u> – None.

NEW BUSINESS – None.

UNFINISHED BUSINESS, PART II

Mrs. Gilbert reported that Ordinance No. 1132 is scheduled for its 2nd Reading at the November 16, 2015 Council Meeting.

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

MAYOR'S REPORT

Progress.

COMMITTEE REPORTS

a. Public Works Committee

Mr. Brown reported that the next Committee Meeting is Thursday, November 5, 2015 at 3:30 p.m.

Progress.

b. Health, Sanitation, and Codes Committee

Mr. Shubzda reported that the next Committee Meeting is Thursday, November 19, 2015 at 4:30 p.m.

Progress.

c. Parks and Recreation Committee

Mr. Anders reported that the next Committee Meeting is scheduled for Tuesday, November 3, 2015 at 4:00 p.m.

Progress.

d. <u>Public Safety Committee</u>

Mrs. Gilbert reported that the next Committee Meeting is scheduled for Wednesday, November 4, 2015 at 3:00 p.m.

Progress.

e. General Administration Committee

Mr. Barrett reported that the Committee met on October 28, 2015. Mr. Spangenberg was in attendance to discuss his request at the Council meeting regarding opening Broad Street for a new UGI gas line to the property he recently purchased. Mr. Farnsworth was in attendance and stated that UGI has a history of not addressing their street cuts in a proper manner. The Committee discussed a policy regarding special exceptions such as this.

Motion by Mr. Barrett, seconded by Mr. Anders to authorize Mr. Spangenberg to contact UGI to open Broad Street for a new UGI gas line installation. There were 6 ayes. Motion carried.

Motion by Mr. Barrett, seconded by Mr. Brown to enter into an agreement with the Borough of Emmaus Teamsters Local 773 Clerical Union to revise job descriptions for the Water and Sewer Billing Clerk, the Municipal Cashier, the Ambulance Billing

Clerk, and the Fire Department Administrative Assistant. There were 5 ayes, 1 opposed (Barrett). Motion carried.

Progress.

f. Budget and Finance Committee

Mr. Holtzhafer read Resolution 2015-26 authorizing payment of the November 2, 2015 Bill List, as follows:

Payroll #22	\$ 113,782.98
Payroll Taxes	\$ 38,848.96
Total	\$ 317,333.22

Done this 2nd day of November 2015.

Motion by Mr. Holtzhafer, seconded by Mr. Shubzda to approve the November 2, 2015 Bill List. There were 6 ayes. Motion carried.

Progress.

g. Community Relations, Planning and Development Committee

Mr. Brown reported that a meeting was held at Lower Macungie Township to discuss the Southwest Comprehensive Plan. The Lehigh Valley Planning Commission reviewed transportation findings. The next meeting is Tuesday, November 24, 2015.

Progress.

PERSONAL APPEALS, PART II

A. Nigel Watts, 130 N. 5th Street – voiced concern that during Trick-or-Treat, a racial slur was shouted out in front of his house in front of many children. He stated that many of his neighbors did not participate during Trick-or-Treat and due to safety concerns, he is unsure if he will participate next year.

BOROUGH MANAGER'S REPORT

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

Mr. Pepe thanked Council for attending the lengthy budget workshop. He thanked the Department Managers for being well prepared and attending the workshop and future workshops. He stated that the next workshop will highlight the major items in the budget proposals. Mrs. Gilbert stated that the next workshop is Thursday, November 12 at 4:00 p.m.

Progress.

PRESIDENT'S BUSINESS

Motion by Mr. Barrett, seconded by Mr. Brown to adjourn. There were 6 ayes. Motion carried.

The November 2, 2015 Meeting of the Emmaus Borough Council adjourned at 7:39 p.m.

Shane Pepe Borough Manager Transcribed by: Paula Weiant Administrative Assistant November 9, 2015

Emmaus Borough Council Agenda November 2, 2015, 7:00 p.m.

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Police Accreditation Presentation

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October 19, 2015

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- b. Historical House Agreements
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- a. Emmaus and Upper Milford Joint Environmental Advisory Council
- b. Board of Health
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a. Boro Line Park Direction Sign

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Next Meeting – November 25, 2015 at 9:00 a.m.

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- b. Record Retention

General Administration (continued)

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- d. Vehicle Use Policy
- e. Broad Street Opening
- f. Ambulance Billing Agreement

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Next Meeting – Budget Workshop - November 12, 2015 at 4:00 p.m.

- a. Capital Plan
- b. Resolution 2015-26 Bill List
- c. 2016 Budget
- d. Police Pension

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

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BOROUGH ENGINEER'S REPORT – None.

SOLICITOR'S REPORT

Progress.

<u>UNFINISHED BUSINESS</u>, <u>PART I</u> – None.

NEW BUSINESS – None.

UNFINISHED BUSINESS, PART II

Mrs. Gilbert reported that Ordinance No. 1132 is scheduled for its 2nd Reading at the November 16, 2015 Council Meeting.

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

MAYOR'S REPORT

Progress.

COMMITTEE REPORTS

a. Public Works Committee

Mr. Brown reported that the next Committee Meeting is Thursday, November 5, 2015 at 3:30 p.m.

Progress.

b. Health, Sanitation, and Codes Committee

Mr. Shubzda reported that the next Committee Meeting is Thursday, November 19, 2015 at 4:30 p.m.

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Mr. Anders reported that the next Committee Meeting is scheduled for Tuesday, November 3, 2015 at 4:00 p.m.

Progress.

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Mrs. Gilbert introduced David Nelson as the new Director of Emergency Services.

SPECIAL PRESENTATIONS

Accreditation of the Emmaus Police Department

Police Chief Faust 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 Faust, Sergeant Geschwindt and Officer Schilling for their dedication to the Accreditation Program. Mr. Hammond stated that he presented the first award to the Police Department in 2006. He stated that it is very difficult to become reaccredited and that this is the third time that the Emmaus

Police Department has become accredited. He presented the Certificate of Reaccreditation to Chief Faust, Sergeant Geschwindt, and Officer Schilling.

READING OF MINUTES

Motion by Mr. Anders, seconded by Mr. Brown to dispense with the formal reading of the October 19, 2015 Council Meeting. There were 6 ayes. Motion carried.

Motion by Mr. Anders, seconded by Mr. Brown to adopt the October 19, 2015 Council Meeting Minutes as drafted. There were 6 ayes. Motion carried.

DECISION ON BIDS

Mr. Barrett reported that the General Administration Committee met on Wednesday, October 28, 2015 to review ten proposals from architectural firms for the design and construction of the future Borough campus located at 33 E. Minor Street. The Committee met earlier in the day and interviewed five of the firms. All of the firms were extremely qualified with cost and overall confidence being the deciding factor. The Committee recommends entering into a contract with USA Architects.

Motion by Mr. Barrett, seconded by Mr. Brown to enter into a contract with USA Architects for the design and construction of the future Borough campus located at 33 E. Minor Street, Emmaus, PA., subject to the Borough Solicitor's review and approval. There were 5 ayes, 1 abstention (Barrett). Motion carried.

COMMUNICATIONS

A. Teri Sorg-McManamon, Emmaus Arts Commission – EAC Photography Contest on Saturday, December 5, 2015 from 6:15 p.m. to 8:00 p.m.

Motion by Mr. Holtzhafer, seconded by Mr. Shubzda to grant Emmaus Arts Commission's request to use the Community Room and hallway at Borough Hall to host the EAC Photography Contest on Saturday, December 5, 2015 from 6:15 p.m. to 8:00 p.m. There were 6 ayes. Motion carried.

- B. William Ahlert, Emmaus-Upper Milford Joint EAC Commission Funding for EAC. Referred to the Budget and Finance Committee.
- C. Jessica O'Donnell, Emmaus Main Street Partners Old Fashioned Christmas Event to be held on Saturday, December 5, 2015.

Motion by Mr. Anders, seconded by Mr. Shubzda to grant the Emmaus Main Street Partners' request to hold Old Fashioned Christmas Event to be held on Saturday, December 5, 2015.

Mr. Shubzda questioned whether alcohol was permitted at the event in 2014. Mr. Holtzhafer and Mr. Anders stated that they are not in favor of alcohol being permitted at the event because there will be many children at the event. Mrs. Gilbert referred the item to the

Parks and Recreation Committee. Solicitor Dimmich stated that he believes the Borough should be an additional insured under the liquor liability.

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- D. Sara Roba, Emmaus Trick-or-Treat night.
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Mrs. Gilbert referred all Trick-or-Treat night complaints to Mayor Iobst.

H. Joseph Deddo, Jr., President, Emmaus Veteran's Committee – Pavilion rental fee waiver. Referred to the Parks and Recreation Committee.

BOROUGH ENGINEER'S REPORT – None.

SOLICITOR'S REPORT

Progress.

<u>UNFINISHED BUSINESS</u>, <u>PART I</u> – None.

NEW BUSINESS – None.

UNFINISHED BUSINESS, PART II

Mrs. Gilbert reported that Ordinance No. 1132 is scheduled for its 2nd Reading at the November 16, 2015 Council Meeting.

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

MAYOR'S REPORT

Progress.

COMMITTEE REPORTS

a. Public Works Committee

Mr. Brown reported that the next Committee Meeting is Thursday, November 5, 2015 at 3:30 p.m.

Progress.

b. Health, Sanitation, and Codes Committee

Mr. Shubzda reported that the next Committee Meeting is Thursday, November 19, 2015 at 4:30 p.m.

Progress.

c. Parks and Recreation Committee

Mr. Anders reported that the next Committee Meeting is scheduled for Tuesday, November 3, 2015 at 4:00 p.m.

Progress.

d. <u>Public Safety Committee</u>

Mrs. Gilbert reported that the next Committee Meeting is scheduled for Wednesday, November 4, 2015 at 3:00 p.m.

Progress.

e. General Administration Committee

Mr. Barrett reported that the Committee met on October 28, 2015. Mr. Spangenberg was in attendance to discuss his request at the Council meeting regarding opening Broad Street for a new UGI gas line to the property he recently purchased. Mr. Farnsworth was in attendance and stated that UGI has a history of not addressing their street cuts in a proper manner. The Committee discussed a policy regarding special exceptions such as this.

Motion by Mr. Barrett, seconded by Mr. Anders to authorize Mr. Spangenberg to contact UGI to open Broad Street for a new UGI gas line installation. There were 6 ayes. Motion carried.

Motion by Mr. Barrett, seconded by Mr. Brown to enter into an agreement with the Borough of Emmaus Teamsters Local 773 Clerical Union to revise job descriptions for the Water and Sewer Billing Clerk, the Municipal Cashier, the Ambulance Billing

Clerk, and the Fire Department Administrative Assistant. There were 5 ayes, 1 opposed (Barrett). Motion carried.

Progress.

f. Budget and Finance Committee

Mr. Holtzhafer read Resolution 2015-26 authorizing payment of the November 2, 2015 Bill List, as follows:

Payroll #22	\$ 113,782.98
Payroll Taxes	\$ 38,848.96
Total	\$ 317,333.22

Done this 2nd day of November 2015.

Motion by Mr. Holtzhafer, seconded by Mr. Shubzda to approve the November 2, 2015 Bill List. There were 6 ayes. Motion carried.

Progress.

g. Community Relations, Planning and Development Committee

Mr. Brown reported that a meeting was held at Lower Macungie Township to discuss the Southwest Comprehensive Plan. The Lehigh Valley Planning Commission reviewed transportation findings. The next meeting is Tuesday, November 24, 2015.

Progress.

PERSONAL APPEALS, PART II

A. Nigel Watts, 130 N. 5th Street – voiced concern that during Trick-or-Treat, a racial slur was shouted out in front of his house in front of many children. He stated that many of his neighbors did not participate during Trick-or-Treat and due to safety concerns, he is unsure if he will participate next year.

BOROUGH MANAGER'S REPORT

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

Mr. Pepe thanked Council for attending the lengthy budget workshop. He thanked the Department Managers for being well prepared and attending the workshop and future workshops. He stated that the next workshop will highlight the major items in the budget proposals. Mrs. Gilbert stated that the next workshop is Thursday, November 12 at 4:00 p.m.

Progress.

PRESIDENT'S BUSINESS

Motion by Mr. Barrett, seconded by Mr. Brown to adjourn. There were 6 ayes. Motion carried.

The November 2, 2015 Meeting of the Emmaus Borough Council adjourned at 7:39 p.m.

Shane Pepe Borough Manager Transcribed by: Paula Weiant Administrative Assistant November 9, 2015

Emmaus Borough Council Agenda November 2, 2015, 7:00 p.m.

1.	Call	to	Ord	er

- 2. <u>Pledge of Allegiance</u>
- 3. <u>Personal Appeals, Part I</u>
- 4. <u>Community Minute</u>
- 5. <u>Special Presentations</u>

Police Accreditation Presentation

6. Reading of Minutes

October 19, 2015

7. <u>Decisions on Bids</u>

Architectural Firm Services

8. <u>Communications</u>

- a. Teri Sorg-McManamon, Emmaus Arts Commission EAC Photography Contest.
- b. William Ahlert, Emmaus-Upper Milford Joint EAC Funding for EAC.
- c. Jessica O'Donnell Emmaus Main Street Partners Old Fashioned Christmas Event.
- d. Michelle Sweazy Emmaus Trick-or-Treat Night.
- e. Sara Roba Emmaus Trick-or-Treat Night.
- f. Joseph Deddo, Jr., President, Emmaus Veteran's Committee Pavilion rental fee waiver.
- g. Kate Watt, 130 N. 5th St. Emmaus Trick-or-Treat Night.

9. Borough Engineer's Report

- 10. <u>Solicitor's Report</u>
- 11. <u>Unfinished Business, Part I</u>

12. <u>New Business</u>

13. <u>Unfinished Business, Part II</u>

Ordinance No. 1132 – An Ordinance of the Borough of Emmaus, Lehigh County, Pennsylvania, Amending Chapter 15 §602.2.A of the Emmaus Borough Code, Adding a Residential

Handicapped Parking Sign on the Public Street Located in Front of 348 Broad Street Within the Borough of Emmaus (1st Reading 10/19/15) (2nd Reading 11/16/15).

- 14. <u>Items Not on Agenda</u>, Subject to Rule 9
- 15. Mayor's Report
- 16. <u>Committee Reports</u>

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

Next Meeting – November 5, 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 – November 19, 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 - November 3, 2015 at 4:00 p.m.

a. Boro Line Park Direction Sign

<u>Public Safety</u> (Gilbert, Barrett, Brown)

Next Meeting – November 4, 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. Ordinance No. 1132 Handicapped Parking (2nd Reading 11/16/15)

General Administration (Barrett, Gilbert, Labenberg)

Next Meeting – November 25, 2015 at 9:00 a.m.

- a. Emmaus Public Library Expansion Project
- b. Record Retention

General Administration (continued)

- c. Hire Architectural Firm
- d. Vehicle Use Policy
- e. Broad Street Opening
- f. Ambulance Billing Agreement

Budget and Finance (Holtzhafer, Shubzda, Gilbert)

Next Meeting – Budget Workshop - November 12, 2015 at 4:00 p.m.

- a. Capital Plan
- b. Resolution 2015-26 Bill List
- c. 2016 Budget
- d. Police Pension

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

Next Meeting – November 10, 2015 at 4:15 p.m.

- a. Grant Progress
- b. Committee Structure
- c. Southwest Lehigh County Comprehensive Plan
- 17. Personal Appeals, Part II
- 18. Borough Manager's Report
 - a. Significant Revenue and Expense Items for October, 2015
- 19. <u>President's Business</u>
- 20. Adjournment

Next Resolution: 2015-27 Next Ordinance: #1133

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

PERSONAL APPEALS

- A. Eli Bracken, 190 Main Street speaking on behalf of the Environmental Advisory Council, requested funding from Borough Council to complete a project at the tributary on the Little Lehigh behind the Emmaus Public Library. He explained that the project would demonstrate the benefits of planting a riparian buffer along the stream bank adjacent to the Library in areas that have been impacted by erosion in the past. The riparian buffer would be approximately 15-20'. He stated that the total request is \$2,000; \$1,500 will be reimbursed through a grant and \$500 will be used to support the EAC with signage for the project and Earth Day event planning. Mrs. Gilbert stated that the item will be discussed during Communications and will be referred to a Committee.
- B. Anthony Groller, 1302 S. 10th Street, Emmaus, PA 18049 congratulated Borough Council on the current election. He also thanked Randy Kraft and WFMZ for the newspaper article. He stated that he received many comments about the article.

COMMUNITY MINUTE

Mr. Anders stated that he and Mayor Iobst attended the St. John's Lutheran Church handicap dedication.

Mrs. Gilbert introduced David Nelson as the new Director of Emergency Services.

SPECIAL PRESENTATIONS

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DECISION ON BIDS

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H. Joseph Deddo, Jr., President, Emmaus Veteran's Committee – Pavilion rental fee waiver. Referred to the Parks and Recreation Committee.

BOROUGH ENGINEER'S REPORT – None.

SOLICITOR'S REPORT

Progress.

<u>UNFINISHED BUSINESS</u>, <u>PART I</u> – None.

NEW BUSINESS – None.

UNFINISHED BUSINESS, PART II

Mrs. Gilbert reported that Ordinance No. 1132 is scheduled for its 2nd Reading at the November 16, 2015 Council Meeting.

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

MAYOR'S REPORT

Progress.

COMMITTEE REPORTS

a. Public Works Committee

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Progress.

b. Health, Sanitation, and Codes Committee

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Progress.

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Progress.

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Shane Pepe Borough Manager Transcribed by: Paula Weiant Administrative Assistant November 9, 2015

Emmaus Borough Council Agenda November 2, 2015, 7:00 p.m.

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- 4. <u>Community Minute</u>
- 5. <u>Special Presentations</u>

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October 19, 2015

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- 10. <u>Solicitor's Report</u>
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Next Meeting – November 5, 2015 at 3:30 p.m.

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- a. Emmaus and Upper Milford Joint Environmental Advisory Council
- b. Board of Health
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a. Boro Line Park Direction Sign

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General Administration (continued)

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- c. 2016 Budget
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CALL TO ORDER

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BOROUGH ENGINEER'S REPORT – None.

SOLICITOR'S REPORT

Progress.

<u>UNFINISHED BUSINESS</u>, <u>PART I</u> – None.

NEW BUSINESS – None.

UNFINISHED BUSINESS, PART II

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Motion by Mr. Barrett, seconded by Mr. Brown to enter into an agreement with the Borough of Emmaus Teamsters Local 773 Clerical Union to revise job descriptions for the Water and Sewer Billing Clerk, the Municipal Cashier, the Ambulance Billing

Clerk, and the Fire Department Administrative Assistant. There were 5 ayes, 1 opposed (Barrett). Motion carried.

Progress.

f. Budget and Finance Committee

Mr. Holtzhafer read Resolution 2015-26 authorizing payment of the November 2, 2015 Bill List, as follows:

Payroll #22	\$ 113,782.98
Payroll Taxes	\$ 38,848.96
Total	\$ 317,333.22

Done this 2nd day of November 2015.

Motion by Mr. Holtzhafer, seconded by Mr. Shubzda to approve the November 2, 2015 Bill List. There were 6 ayes. Motion carried.

Progress.

g. Community Relations, Planning and Development Committee

Mr. Brown reported that a meeting was held at Lower Macungie Township to discuss the Southwest Comprehensive Plan. The Lehigh Valley Planning Commission reviewed transportation findings. The next meeting is Tuesday, November 24, 2015.

Progress.

PERSONAL APPEALS, PART II

A. Nigel Watts, 130 N. 5th Street – voiced concern that during Trick-or-Treat, a racial slur was shouted out in front of his house in front of many children. He stated that many of his neighbors did not participate during Trick-or-Treat and due to safety concerns, he is unsure if he will participate next year.

BOROUGH MANAGER'S REPORT

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

Mr. Pepe thanked Council for attending the lengthy budget workshop. He thanked the Department Managers for being well prepared and attending the workshop and future workshops. He stated that the next workshop will highlight the major items in the budget proposals. Mrs. Gilbert stated that the next workshop is Thursday, November 12 at 4:00 p.m.

Progress.

PRESIDENT'S BUSINESS

Motion by Mr. Barrett, seconded by Mr. Brown to adjourn. There were 6 ayes. Motion carried.

The November 2, 2015 Meeting of the Emmaus Borough Council adjourned at 7:39 p.m.

Shane Pepe Borough Manager Transcribed by: Paula Weiant Administrative Assistant November 9, 2015

Emmaus Borough Council Agenda November 2, 2015, 7:00 p.m.

 Call to Order

- 2. <u>Pledge of Allegiance</u>
- 3. <u>Personal Appeals, Part I</u>
- 4. <u>Community Minute</u>
- 5. <u>Special Presentations</u>

Police Accreditation Presentation

6. Reading of Minutes

October 19, 2015

7. <u>Decisions on Bids</u>

Architectural Firm Services

8. <u>Communications</u>

- a. Teri Sorg-McManamon, Emmaus Arts Commission EAC Photography Contest.
- b. William Ahlert, Emmaus-Upper Milford Joint EAC Funding for EAC.
- c. Jessica O'Donnell Emmaus Main Street Partners Old Fashioned Christmas Event.
- d. Michelle Sweazy Emmaus Trick-or-Treat Night.
- e. Sara Roba Emmaus Trick-or-Treat Night.
- f. Joseph Deddo, Jr., President, Emmaus Veteran's Committee Pavilion rental fee waiver.
- g. Kate Watt, 130 N. 5th St. Emmaus Trick-or-Treat Night.

9. Borough Engineer's Report

- 10. <u>Solicitor's Report</u>
- 11. <u>Unfinished Business, Part I</u>

12. <u>New Business</u>

13. <u>Unfinished Business, Part II</u>

Ordinance No. 1132 – An Ordinance of the Borough of Emmaus, Lehigh County, Pennsylvania, Amending Chapter 15 §602.2.A of the Emmaus Borough Code, Adding a Residential

Handicapped Parking Sign on the Public Street Located in Front of 348 Broad Street Within the Borough of Emmaus (1st Reading 10/19/15) (2nd Reading 11/16/15).

- 14. <u>Items Not on Agenda</u>, Subject to Rule 9
- 15. Mayor's Report
- 16. <u>Committee Reports</u>

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

Next Meeting – November 5, 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 – November 19, 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 - November 3, 2015 at 4:00 p.m.

a. Boro Line Park Direction Sign

<u>Public Safety</u> (Gilbert, Barrett, Brown)

Next Meeting – November 4, 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. Ordinance No. 1132 Handicapped Parking (2nd Reading 11/16/15)

General Administration (Barrett, Gilbert, Labenberg)

Next Meeting – November 25, 2015 at 9:00 a.m.

- a. Emmaus Public Library Expansion Project
- b. Record Retention

General Administration (continued)

- c. Hire Architectural Firm
- d. Vehicle Use Policy
- e. Broad Street Opening
- f. Ambulance Billing Agreement

Budget and Finance (Holtzhafer, Shubzda, Gilbert)

Next Meeting – Budget Workshop - November 12, 2015 at 4:00 p.m.

- a. Capital Plan
- b. Resolution 2015-26 Bill List
- c. 2016 Budget
- d. Police Pension

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

Next Meeting – November 10, 2015 at 4:15 p.m.

- a. Grant Progress
- b. Committee Structure
- c. Southwest Lehigh County Comprehensive Plan
- 17. Personal Appeals, Part II
- 18. Borough Manager's Report
 - a. Significant Revenue and Expense Items for October, 2015
- 19. <u>President's Business</u>
- 20. Adjournment

Next Resolution: 2015-27 Next Ordinance: #1133

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

PERSONAL APPEALS

- A. Eli Bracken, 190 Main Street speaking on behalf of the Environmental Advisory Council, requested funding from Borough Council to complete a project at the tributary on the Little Lehigh behind the Emmaus Public Library. He explained that the project would demonstrate the benefits of planting a riparian buffer along the stream bank adjacent to the Library in areas that have been impacted by erosion in the past. The riparian buffer would be approximately 15-20'. He stated that the total request is \$2,000; \$1,500 will be reimbursed through a grant and \$500 will be used to support the EAC with signage for the project and Earth Day event planning. Mrs. Gilbert stated that the item will be discussed during Communications and will be referred to a Committee.
- B. Anthony Groller, 1302 S. 10th Street, Emmaus, PA 18049 congratulated Borough Council on the current election. He also thanked Randy Kraft and WFMZ for the newspaper article. He stated that he received many comments about the article.

COMMUNITY MINUTE

Mr. Anders stated that he and Mayor Iobst attended the St. John's Lutheran Church handicap dedication.

Mrs. Gilbert introduced David Nelson as the new Director of Emergency Services.

SPECIAL PRESENTATIONS

Accreditation of the Emmaus Police Department

Police Chief Faust 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 Faust, Sergeant Geschwindt and Officer Schilling for their dedication to the Accreditation Program. Mr. Hammond stated that he presented the first award to the Police Department in 2006. He stated that it is very difficult to become reaccredited and that this is the third time that the Emmaus

Police Department has become accredited. He presented the Certificate of Reaccreditation to Chief Faust, Sergeant Geschwindt, and Officer Schilling.

READING OF MINUTES

Motion by Mr. Anders, seconded by Mr. Brown to dispense with the formal reading of the October 19, 2015 Council Meeting. There were 6 ayes. Motion carried.

Motion by Mr. Anders, seconded by Mr. Brown to adopt the October 19, 2015 Council Meeting Minutes as drafted. There were 6 ayes. Motion carried.

DECISION ON BIDS

Mr. Barrett reported that the General Administration Committee met on Wednesday, October 28, 2015 to review ten proposals from architectural firms for the design and construction of the future Borough campus located at 33 E. Minor Street. The Committee met earlier in the day and interviewed five of the firms. All of the firms were extremely qualified with cost and overall confidence being the deciding factor. The Committee recommends entering into a contract with USA Architects.

Motion by Mr. Barrett, seconded by Mr. Brown to enter into a contract with USA Architects for the design and construction of the future Borough campus located at 33 E. Minor Street, Emmaus, PA., subject to the Borough Solicitor's review and approval. There were 5 ayes, 1 abstention (Barrett). Motion carried.

COMMUNICATIONS

A. Teri Sorg-McManamon, Emmaus Arts Commission – EAC Photography Contest on Saturday, December 5, 2015 from 6:15 p.m. to 8:00 p.m.

Motion by Mr. Holtzhafer, seconded by Mr. Shubzda to grant Emmaus Arts Commission's request to use the Community Room and hallway at Borough Hall to host the EAC Photography Contest on Saturday, December 5, 2015 from 6:15 p.m. to 8:00 p.m. There were 6 ayes. Motion carried.

- B. William Ahlert, Emmaus-Upper Milford Joint EAC Commission Funding for EAC. Referred to the Budget and Finance Committee.
- C. Jessica O'Donnell, Emmaus Main Street Partners Old Fashioned Christmas Event to be held on Saturday, December 5, 2015.

Motion by Mr. Anders, seconded by Mr. Shubzda to grant the Emmaus Main Street Partners' request to hold Old Fashioned Christmas Event to be held on Saturday, December 5, 2015.

Mr. Shubzda questioned whether alcohol was permitted at the event in 2014. Mr. Holtzhafer and Mr. Anders stated that they are not in favor of alcohol being permitted at the event because there will be many children at the event. Mrs. Gilbert referred the item to the

Parks and Recreation Committee. Solicitor Dimmich stated that he believes the Borough should be an additional insured under the liquor liability.

- Mr. Anders withdrew his first and Mr. Shubzda withdrew his second.
- D. Sara Roba, Emmaus Trick-or-Treat night.
- E. Michelle Sweazy, Emmaus Trick-or-Treat night.
- F. Kate Watt, 130 N. 5th Street, Emmaus Trick-or-Treat night.
- G. Beth Roba, Emmaus Trick-or-Treat night.

Mrs. Gilbert referred all Trick-or-Treat night complaints to Mayor Iobst.

H. Joseph Deddo, Jr., President, Emmaus Veteran's Committee – Pavilion rental fee waiver. Referred to the Parks and Recreation Committee.

BOROUGH ENGINEER'S REPORT – None.

SOLICITOR'S REPORT

Progress.

<u>UNFINISHED BUSINESS</u>, <u>PART I</u> – None.

NEW BUSINESS – None.

UNFINISHED BUSINESS, PART II

Mrs. Gilbert reported that Ordinance No. 1132 is scheduled for its 2nd Reading at the November 16, 2015 Council Meeting.

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

MAYOR'S REPORT

Progress.

COMMITTEE REPORTS

a. Public Works Committee

Mr. Brown reported that the next Committee Meeting is Thursday, November 5, 2015 at 3:30 p.m.

Progress.

b. Health, Sanitation, and Codes Committee

Mr. Shubzda reported that the next Committee Meeting is Thursday, November 19, 2015 at 4:30 p.m.

Progress.

c. Parks and Recreation Committee

Mr. Anders reported that the next Committee Meeting is scheduled for Tuesday, November 3, 2015 at 4:00 p.m.

Progress.

d. <u>Public Safety Committee</u>

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Progress.

e. General Administration Committee

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