

EMMAUS BOROUGH COUNCIL

**Emmaus Borough Council
Agenda
Monday, April 2, 2012, 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

March 19, 2012

7. Decisions on Bids

2012 Curb & Concrete Contractor Bid Results

8. Communications
 - a. Kathy Kline, Lincoln Elementary – Request use of Kiwanis and Williams Street fields for annual end-of-year field day.
 - b. Laura Fetzer, Friends of the 1803 House – Fall festival and craft show request.
 - c. John Ashley, Fonzone and Ashley Law Offices – Interest in Solicitor position for Civil Service Commission.
 - d. Teryl Madison, Emmaus Main Street Partners – Request temporary office space at Town Hall.
 - e. Teryl Madison, Emmaus Main Street Partners – Thank you for contribution and support.
 - f. Lincoln Elementary School Students – Letters of concern (skate park, dog park, lake).
 - g. Kathy Haney, 18 N. 4th Street – Letter of resignation from the Emmaus Special Entertainment Commission (term expires 6/7/2013).
 - h. Kathy Haney, 18 N. 4th Street – Requesting appointment to the Parks & Recreation Commission.

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- i. Kris Bachert, St. Matthew's EC Church – Request pavilion fee waiver.
 - j. Janae Holtzhafer, Special Entertainment Commission – Request live music band performance at Triangle Park.
 - k. Vickie Gruver, Emmaus Parks & Recreation Commission – Community Day requests.
8. Communications (continued)
- l. Dan Schmidt, 1242 Pennsylvania Avenue – Letter of resignation from the Emmaus Arts Commission (term expires 2/7/2013).
 - m. John Lojko, The Lehigh Saengerbund – Requests for Bier Garten and Bavarian Oktoberfest events.
9. Borough Engineer's Report
10. Solicitor's Report
11. Unfinished Business, Part I
12. New Business
13. Unfinished Business, Part II
- Ordinance No. 1085 – An Ordinance Establishing a Tree Fund, and Authorizing the Emmaus Shade Tree Commission to Collect Money in Lieu of Requiring the Replacement of Trees (1st Reading 03/19/12-Tabled).
14. Items Not on Agenda, Subject to Rule 9
15. Mayor's Report
16. Committee Reports
- Public Works/(Highway, Water & Sewer) (Labenberg, Brown, Gilbert)**
Next Meeting – April 5, 2012 at 3:00 p.m.
- a. Wieders Lane Status
 - b. 2012 Proposed Road Work

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Health, Sanitation, and Conservation (Shubzda, Holtzhafer, Waddell)

Next Meeting – April 20, 2012 at 3:45 p.m.

- a. Compost Options
- b. Refuse/Recycling with Raritan Valley
- c. Riparian Buffer Ordinance
- d. Bollinger Land/Indian Creek Golf Course
- e. Emmaus and Upper Milford Joint Environmental Advisory Council
- f. Board of Health

Parks and Recreation (Barrett, Holtzhafer, Labenberg)

Next Meeting – April 3, 2012 at 3:30 p.m.

- a. Ice Rink/Skate Park
- b. Geese at Furnace Dam
- c. Emmaus Legion Baseball Field Project
- d. Legion Field Reconstruction Agreement and Leases
- e. Food Stand at Community Park – RFP
- f. **Hire Pool Lifeguards**
- g. **Hire Summer Park Employees**

Public Safety (Gilbert, Barrett, Brown)

Next Meeting – April 12, 2012 at 3:00 p.m.

- a. Tractor Trailer Parking- Approval to meet with Borough Engineer
- b. Tractor Trailer Unloading
- c. Emergency Operations Plan – Review
- d. Civil Service Commission Rules and Regulations
- e. 200 Block of Seem Street – One Way Westbound

General Administration (Waddell, Barrett, Labenberg)

Next Meeting – April 4, 2012 at 9:00 a.m.

- a. Shade Tree Fund – Ordinance No. 1085 (1st Reading 3/19/12 Tabled)
- b. Cintas Update
- c. Website Upgrade
- d. Signage for Jubilee St. Parking Lot

Budget and Finance (Holtzhafer, Shubzda, Gilbert)

Next Meeting – April 16, 2012 at 6:45 p.m.

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- a. **Bill List—Resolution 2012-9**
- b. Emergency Management Coordinator Compensation
- c. Natural Gas Possible Savings
- d. Effect of Allentown EIT Changes
- e. Budget Completion and Review
- f. Policy for Receipts and Packing Slips
- g. Cell Phone Plan Cost Savings
- h. Business Privilege Tax Review
- i. Union Negotiations

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

Next Meeting – April 26, 2012 at 4:15 p.m.

- a. Display of 2009 Anniversary Items and Contents of the 1959 Time Capsule
- b. Emmaus Main Street Program—West End Gateway Sign Presentation

Community Relations, Planning and Development (continued)

- c. VFW/David’s Electric Streetscape Plan
- d. Treevitalize Grant
- e. Emmaus Main Street Partners Bike Race—July 8, 2012

Ad Hoc Committees (Barrett, Waddell, Holtzhafer, Pepe, Mayor Iobst)

Next Meeting – To be determined.

Community/School Relations

- a. Junior Council Member Draft Resolution Review and Application

17. **Personal Appeals, Part II**

18. **Borough Manager’s Report**

- a. **Significant Revenue and Expense Items for March 2012**

19. **President’s Business**

- a. Executive Session – Contract Negotiations and Janitorial Services

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b. Maria Lesinski

20. Adjournment

Next Resolution #10
Next Ordinance #1086

The Emmaus Borough Council met in regular session on April 2, 2012 in Borough Council Chambers, 28 S. 4th Street, Emmaus, PA 18049.

CALL TO ORDER

Mrs. Gilbert called the Meeting to order at 7:01 p.m.

Lee Ann Gilbert	Present
Brian Holtzhafer	Present
Michael Waddell	Present
Brent Labenberg	Present
Wesley Barrett	Present
Nathan Brown	Present
Jeffrey Shubzda	Present
Winfield Iobst, Mayor	Present
Jeff Dimmich, Solicitor	Present
Shane Pepe, Borough Manager	Present

PERSONAL APPEALS, PART I - None.

COMMUNITY MINUTE

Dr. Waddell encouraged local artists to register for the 2nd Annual Earth Rain Barrel Project and reminded everyone that the deadline for registration is Friday, April 6, 2012.

Mr. Barrett thanked the Emmaus Fire Department, Ambulance Corps, and Police Department for their help during the Emmaus 4 Mile Race, which was held on April 1, 2012.

SPECIAL PRESENTATIONS -None.

READING OF MINUTES

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Motion by Mr. Labenberg, seconded by Mr. Barrett to dispense with the formal reading of the March 19, 2012 Minutes. There were 7 ayes. Motion carried.

Motion by Mr. Barrett, seconded by Mr. Labenberg to adopt the March 19, 2012 Minutes as drafted. There were 7 ayes. Motion carried.

DECISION ON BIDS

Mrs. Gilbert reported that the 2012 Curb and Concrete Bid Results will be discussed at the next Council Meeting on April 16, 2012.

COMMUNICATIONS

a. Kathy Kline, Lincoln Elementary School – Requested use of Kiwanis and Williams Street fields for annual end-of-year field day. Referred to the Parks and Recreation Committee.

b. Laura Fetzer, Friends of the 1803 House – Fall festival and craft show request. Referred to the General Administration Committee.

c. John Ashley, Fonzone and Ashley Law Offices – Interest in Solicitor position for Civil Service Commission. Referred to the Civil Service Commission.

d. Teryl Madison, Emmaus Main Street Partners – Thank you for contribution and support.

e. Lincoln Elementary School Students – Letters of concern (skate park, dog park, lake). Referred to the Parks and Recreation Committee.

1. David Brown – Request for Skate Park.

2. Allen B. Doelue – Request for Skate Park.

3. Claire Tkaczuk – Request for Dog Park.

4. Maria Lucas – Request for Pet Park.

5. Jarrod Siebert – Request for Lake.

f. Kathy Haney, 18 N 4th Street – Letter of resignation from the Emmaus Special Entertainment Commission (term expires 6/7/2013.)

Motion by Dr. Waddell, seconded by Mr. Brown to accept Ms. Haney's letter of resignation from the Emmaus Special Entertainment Commission. There were 7 ayes. Motion carried.

g. Kathy Haney, 18 N 4th Street – Requesting appointment to the Parks & Recreation Commission. Referred to the Parks and Recreation Committee.

h. Kris Bachert, St. Matthew's EC Church – Request pavilion fee waiver. Referred to the Parks and Recreation Committee.

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i. Janae Holtzhafer, Special Entertainment Commission – Request live music band performance at Triangle Park on May 19, 2012 from 6:00 p.m. to 9:00 p.m. Referred to the Parks and Recreation Committee Meeting.

j. Vickie Gruver, Emmaus Parks & Recreation Commission – Community Days requests and \$250 donation from Borough. \$250 donation request referred to the Budget and Finance Committee. Other Community Day requests referred to the Parks and Recreation Committee.

k. Dan Schmidt, 1242 Pennsylvania Avenue – Letter of resignation from the Emmaus Arts Commission (term expires 2/7/2013).

Motion by Dr. Waddell, seconded by Mr. Labenberg to accept Mr. Schmidt’s letter of resignation from the Emmaus Arts Commission. There were 7 ayes. Motion carried.

l. John Lojko, The Lehigh Saengerbund – Requests for Bier Garten and Bavarian Oktoberfest events. Referred to the Parks and Recreation Committee.

BOROUGH ENGINEER’S REPORT –None.

SOLICITOR’S REPORT

Solicitor Dimmich presented his report and stated that he has begun drafting the proposed Shade Tree Commission Ordinance.

Progress.

UNFINISHED BUSINESS, PART I – None.

NEW BUSINESS

UNFINISHED BUSINESS, PART II

Ordinance No. 1085 – An Ordinance Establishing a Tree Fund, and Authorizing the Emmaus Shade Tree Commission to Collect Money in Lieu of Requiring the Replacement of Trees (1st Reading 03/19/12).

Motion by Dr. Waddell, seconded by Mr. Barrett to remove Ordinance No. 1085 from the Table. There were 6 ayes, 1 opposed (Labenberg). Motion carried.

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

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

MAYOR’S REPORT

EMMAUS BOROUGH COUNCIL

Mayor Iobst reported that he will be visiting the Seven Generations Charter School on Tuesday, April 3.

Progress.

COMMITTEE REPORTS

a. Public Works Committee

Mr. Labenberg reported that the next Meeting is April 5, 2012.

Progress.

b. Health, Sanitation, and Conservation Committee

Mr. Shubzda reported that the Committee met on March 16, 2012. He thanked Mr. Clapper for his participation and notes on adding recycling bins at Emmaus Community Park. Mr. Clapper is researching purchasing recycling bins with lids.

The next Committee Meeting is April 20, 2012.

Progress.

c. Parks and Recreation Committee

Mr. Barrett reported that there are two items for official action.

Motion by Mr. Barrett, seconded by Mr. Labenberg to hire David Trine, Emmaus, as Head Lifeguard at a rate of \$9.75 per hour, Maggie Murphy, Emmaus, as full-time lifeguard at rate of \$8.00 per hour, Shane Fairchild, Emmaus, as full-time lifeguard at rate of \$7.75 per hour, Courtney Jankowski, Emmaus, as full-time lifeguard at rate of \$7.75 per hour, Austin Keeler, Emmaus, as part-time lifeguard at a rate of \$7.75 per hour, Levi Smith, Macungie, as part-time lifeguard at rate of \$7.75 per hour, Ashley Transue, Emmaus, as full-time lifeguard at a rate of \$7.75 per hour, Maxwell Watkins, Emmaus, as part-time lifeguard at rate of \$7.75 per hour, Shaun Baillie, Emmaus, as full-time lifeguard at rate of \$7.50 per hour, Anna Overholts, Zionsville, as part-time lifeguard at a rate of \$7.50 per hour, Benjamin Overholts, Zionsville, as part-time lifeguard at a rate of \$7.50 per hour, Fergus Watkins, Emmaus, as full-time lifeguard at a rate of \$7.50 per hour, Terence Cawley, Emmaus, as cashier at rate of \$7.50 per hour, Arielle Williams, Emmaus, as cashier at a rate of \$7.50 per hour. There were 7 ayes. Motion carried.

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Motion by Mr. Barrett, seconded by Mr. Labenberg to hire Lucas Andrews at a rate of \$7.25 per hour, Corey Bechtel at a rate of \$7.50 per hour, Eric Focht at a rate of \$10.50 per hour, Scott Focht at a rate of \$8.50 per hour, Andrew Holland at a rate of \$8.75 per hour, Tate Kildonas at a rate of \$7.75 per hour, Jordan Stenroos at a rate of \$8.00 per hour as Summer Park Employees. There were 7 ayes. Motion carried.

The next Committee Meeting is April 3, 2012.

Progress.

d. Public Safety Committee

Mrs. Gilbert reported that the next Committee Meeting is April 12, 2012

Progress.

e. General Administration Committee

Dr. Waddell reported that the Committee will meet on April 4, 2012 and entertained questions about the March 21 Committee report.

Solicitor Dimmich requested an update on Cintas. Dr. Waddell stated that he will place the item on the Committee Agenda.

Progress.

f. Budget and Finance Committee

Mr. Holtzhafer read Resolution 2012-9, authorizing payment of the April 2, 2012 Bill List, as follows:

Bill List	\$	214,307.70
Payroll #6	\$	123,729.92
Payroll Taxes	\$	<u>40,307.96</u>
Total	\$	378,345.58

Done this 2nd day of April 2012.

Motion by Mr. Holtzhafer, seconded by Mr. Shubzda to approve the April 2, 2012 Bill List. There were 7 ayes. Motion carried.

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Progress.

g. Community Relations, Planning and Development Committee

Mr. Brown reported that the Committee is in the process of closing out two Grants. He reported that due to scheduling conflicts, the Committee Meeting scheduled for April 26, 2012 will be rescheduled. He entertained questions about the March 22, 2012 Committee Report.

Progress.

h. Ad Hoc-Community/School Relations Committee

Progress.

PERSONAL APPEALS, PART II – None.

BOROUGH MANAGER'S REPORT

Mr. Pepe reported that the Significant Revenue and Expense Items for March, 2012 are in the Council binders and offered to entertain questions about it.

Progress.

PRESIDENT'S BUSINESS

Mrs. Gilbert reported that on March 5, 2012, Borough Council made a motion to offer conditional employment to Maria Lesinski as a full-time Police Officer with the Emmaus Police Department. Ms. Lesinski has turned down the offer. Mrs. Gilbert reported that the Public Safety Committee has the current eligibility list and will be reviewing it.

Mrs. Gilbert recessed for an Executive Session at 7:34 p.m. to discuss Contract Negotiations and Janitorial Services with no official action anticipated.

Mrs. Gilbert reconvened the Meeting at 8:57 p.m. with no official action needed.

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

The April 2, 2012 Meeting of the Emmaus Borough Council adjourned at 8:58 p.m.

Shane Pepe
Borough Manager

Transcribed by: Paula Weiant
Administrative Assistant
April 3, 2012