

April 7, 2014

EMMAUS BOROUGH COUNCIL

**Emmaus Borough Council
Agenda
Monday, April 7, 2014, 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

March 17, 2014

7. Decisions on Bids
8. Communications
 - a. Angela Faidley, Emmaus Arts Commission – Chalk the Walk Event Request - Triangle Park, July 12, 2014.
 - b. Joseph Deddo, Jr., Emmaus Veteran’s Committee – Memorial Day Parade Event Request, May 26, 2014.
 - c. Joseph Deddo, Jr., Emmaus Veteran’s Committee – Banner Fee Waiver Request.
 - d. Beth Prokesch, Salisbury Middle School – Request use of Community Park and Pool for Annual Class Trip.
 - e. Paulette Labenberg – Special Entertainment Commission – Summer Kickoff Request – June 1, 2014.
9. Borough Engineer’s Report
10. Solicitor’s Report
11. Unfinished Business, Part I
12. New Business
13. Unfinished Business, Part II

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Ordinance No. 1105- An Ordinance of the Borough of Emmaus, Lehigh County, Pennsylvania, Amending Ordinance 1099 and Chapter 15 §602.2.A of the Emmaus Borough Code, Adding Residential Handicapped Parking Signs on the Public Street Located in Front of 638 Walnut Street and 221 N. 7th Street and Removing Residential Handicapped Parking Signs on the Public Street Located in Front of 226 Ridge Street within the Borough of Emmaus (1ST Reading 3/17/14) (2nd Reading 4/7/14).

Ordinance No. 1106 – An Ordinance Amending the Provisions of Chapter 15, Section 209, Prohibiting Left Turns from Green Drive onto Cedar Crest Boulevard (1st Reading 3/17/14) (2nd Reading 4/7/14).

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 – May 1, 2014 at 3:15 p.m.

- a. Rules & Regulations (update)
- b. Fairview Street
- c. South 10th Street Culvert
- d. GIS Interns**
- e. Historical House Agreements

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

Next Meeting – April 17, 2014 at 4:30 p.m.

- a. Emmaus and Upper Milford Joint Environmental Advisory Council
- b. Board of Health
- c. Refuse Bills
- d. Purchase Two Water Units for Furnace Dam**

Parks and Recreation (Anders, Barrett, Labenberg)

Next Meeting – May 6, 2014 at 4:00 p.m.

- a. **Resolution No. 2014-15 – Pavilion Refund Policy**
- b. **Resolution No. 2014-16 – Vendor Trucks in Parks Policy**
- c. **Resolution No. 2014-17 – Moon Bounce and Inflatable Objects on Borough Property Policy**
- d. **Resolution No. 2014-18 – Tents, Canopies, and Miscellaneous Requests in Borough Parks Policy**

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- e. **Resolution No. 2014-19 – Bands, Disc Jockeys, and Live Performance Request Policy**
- f. **Appoint Gema Carter to the Special Entertainment Commission - term expires 6/7/2016**
- g. **Appoint Scott Carter to the Special Entertainment Commission – term expires 6/7/2015**
- h. **Appoint Mark Bowman to the Parks & Recreation Commission – term expires 5/1/2017**
- i. **Hire Summer Public Works Part Time Employees**
- j. Boro Line Park Direction Sign

Public Safety (Gilbert, Barrett, Brown)

Next Meeting – May 7, 2014 at 3:00 p.m.

- a. Emergency Operations Plan – Review
- b. Fields at Indian Creek
- c. **Ordinance No. 1105 - Handicapped Parking (2nd Reading)**
- d. **Ordinance No. 1106 – Prohibiting Left Turns from Green Dr. onto Cedar Crest Blvd. (2nd Reading)**
- e. **Run for Education – Seven Generations Charter School**
- f. **Hire James Krippe as the EMA Coordinator**
- g. **Hire Daniel Sell as the Fire Inspector**
- h. **EMA Coordinator Job Description**
- i. **Fire Inspector Job Description**
- j. **Appoint Michael Fidele II as a Volunteer EMT**

General Administration (Barrett, Gilbert, Labenberg)

Next Meeting – April 16, 2014 at 9:00 a.m.

- a. Emmaus Public Library Expansion Project
- b. HVAC System at Town Hall
- c. Sale of Properties - Appraisals
- d. Town Hall Remodeling Project
- e. Vacate S. 1st St. & Lot Line Adjustment
- f. Main Street Gallery Restaurant – Liquor License
- g. Refuse and Recycling Collection Disposal and Marketing Request for Bids
- h. **Janitorial Services Request for Proposals**
- i. **Licensing Agreement – Motors Plus/Mike Wilson**
- j. **Hire Engle-Hambright & Davis, Inc. as the new Insurance Broker**

Budget and Finance (Holtzhafer, Shubzda, Gilbert)

Next Meeting – April 21, 2014 at 6:45 p.m.

- a. **Resolution 2014-11 – Low Income Reduced Refuse Rate**

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- b. **Resolution 2014-12 – Interim Tax Policy**
- c. **Resolution 2014-13 – Allow Local Property Tax Payments in Installments**
- d. **Resolution 2014-14 – Dump Truck Lease**
- e. **Resolution 2014-20 – Bill List**
- f. Capital Plan

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

Next Meeting – April 8, 2014 at 4:00 p.m.

- a. LERTA

17. Personal Appeals, Part II

18. Borough Manager’s Report

- a. Significant Revenue and Expense Items for March 2014

19. President’s Business

- a. **Resolution No. 2014-21 – Employee Safety Committee By-Laws and Mission Statement**

20. Adjournment

Next Resolution: 2014-22

Next Ordinance: #1107

The Emmaus Borough Council met in regular session on April 7, 2014 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	Present
Brian Holtzhafer	Present
Roy Anders	Present
Brent Labenberg	Present
Wesley Barrett	Present
Nathan Brown	Present
Jeffrey Shubzda	Present
Winfield Iobst, Mayor	Present

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Tom Dinkelacker, Solicitor	Present
Shane Pepe, Borough Manager	Absent

PERSONAL APPEALS – PART 1

A. Sherry Meck, 1115 W. Broad Street – voiced concern about the Borough’s goose and feral cat problem. She stated that the Borough has not properly addressed the goose problem at Furnace Dam. She also stated that the Borough’s TNR Trap, Neuter and Return program does not work unless there is 100% compliance. She stated that according to Borough Ordinances cats are required to be licensed and questioned how many cats are licensed in the Borough of Emmaus. She referenced several other Borough Ordinances and expressed her dissatisfaction with the Borough enforcing the Ordinances.

Motion by Mr. Brown, seconded by Mr. Barrett to extend Ms. Meck’s Personal Appeal time by 5 minutes. There were 7 ayes. Motion carried.

Ms. Meck presented several suggestions for addressing the feral cat problem and offered handouts. She presented a letter from Bill and Gretchen Gross, who were unable to attend tonight’s meeting.

B. Paul Pugielli, Brown & Brown Insurance – thanked Borough Council for the opportunity to represent the Borough of Emmaus as its Workers Compensation Insurance broker and encouraged Council to continue working with Brown & Brown Insurance.

C. Chris Eck, 1109 W. Broad Street – voiced concern about the feral cat issue in the Borough of Emmaus and presented Council with pictures of her property. She asked Borough Council for help with the matter.

D. Jeff Boardman, Engle-Hambright & Davis, Inc., thanked the General Administration Committee for interviewing EHD and for recommending their firm as the new Insurance broker for the Borough of Emmaus.

E. Brett Heffner, 2457 S. 5th Street, Allentown, PA 18103 – stated that he previously lived in Upper Milford and opposes the proposed Borough Ordinance prohibiting left turns from Green Drive onto Cedar Crest Boulevard. He stated that he believes the Ordinance will have an adverse impact on the businesses located on Chestnut Street. He stated that he also believes that it would be in the Borough’s and the businesses best interests to ask PennDot to perform traffic studies concerning the timing of the traffic lights before approving the Ordinance. Mr. Labenberg questioned if there is a fee required to request a traffic study. Mr. Brown stated that the Lehigh Valley Planning Commission performs traffic studies. Mr. Labenberg asked if the Borough passes the Ordinance if it is for a 90-day trial period, and Mrs. Gilbert responded affirmatively.

COMMUNITY MINUTE

Mr. Anders congratulated Mr. Shubzda for being recognized by Lehigh Valley SUITS and stated that Mr. Shubzda received an award for marketing, advertising, and design.

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Mr. Shubzda announced that the Borough of Emmaus and Upper Milford Township Joint Environmental Advisory Council will host its Earth Day 2014 Community Cleanup Event on Saturday, April 26, 2014 from 9:00 a.m. to 1:00 p.m. He stated that registration will begin at 8:30 a.m. at Emmaus Community Park.

SPECIAL PRESENTATIONS - None.

READING OF MINUTES

Motion by Mr. Brown, seconded by Mr. Barrett to dispense with the formal reading of the March 17, 2014 Minutes. There were 7 ayes. Motion carried.

Motion by Mr. Barrett, seconded by Mr. Brown to adopt the March 17, 2014 Minutes as drafted. There were 7 ayes. Motion carried.

DECISION ON BIDS - None.

COMMUNICATIONS

a. Angela Faidley, Emmaus Arts Commission – Chalk the Walk Event Request – Triangle Park, July 12, 2014. Referred to the Parks and Recreation Committee.

b. Joseph Deddo, Jr., Emmaus Veteran’s Committee – Memorial Day Parade Event Request for May, 26, 2014. Referred to Staff and Mayor Iobst.

c. Joseph Deddo, Jr., Emmaus Veteran’s Committee – Banner Fee Waiver Request.

Motion by Mr. Holtzhafer, seconded by Mr. Labenberg to grant the Emmaus Veteran’s Committee Banner Fee Waiver Request. There were 7 ayes. Motion carried.

d. Beth Prokesch, Salisbury Middle School – Request use of Community Park and Pool for Annual Class Trip to be held on June 11 and 12, 2014 from 9:00 a.m. to 2:00 p.m. Referred to the Parks and Recreation Committee.

e. Paulette Labenberg, Special Entertainment Commission – Summer Kickoff Request, June 1, 2014. Referred to the Parks and Recreation Committee.

f. Mr. and Mrs. Brian Ruhf, 1127 W. Broad Street – Mr. Brown stated that Council received an email from Mr. and Mrs. Ruhf voicing concerns about the ongoing feral cat issue.

BOROUGH ENGINEER’S REPORT – None.

SOLICITOR’S REPORT

Progress.

UNFINISHED BUSINESS, PART I – None.

NEW BUSINESS – None.

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UNFINISHED BUSINESS, PART II

Ordinance No. 1105 – An Ordinance of the Borough of Emmaus, Lehigh County, Pennsylvania, Amending Ordinance 1099 and Chapter 15 §602.2.A of the Emmaus Borough Code, Adding Residential Handicapped Parking Signs on the Public Street Located in Front of 638 Walnut Street and 221 N. 7th Street and Removing Residential Handicapped Parking Signs on the Public Street Located in Front of 226 Ridge Street within the Borough of Emmaus (1st Reading 3/17/14) (2nd Reading 4/7/14).

Motion by Mr. Barrett, seconded by Mr. Anders to read Ordinance No. 1105 in short title. There were 7 ayes. Motion carried.

Mrs. Gilbert read Ordinance No. 1105 in short title.

Motion by Mr. Brown , seconded by Mr. Barrett to adopt Ordinance No. 1105 - An Ordinance of the Borough of Emmaus, Lehigh County, Pennsylvania, Amending Ordinance 1099 and Chapter 15 §602.2.A of the Emmaus Borough Code, Adding Residential Handicapped Parking Signs on the Public Street Located in Front of 638 Walnut Street and 221 N. 7th Street and Removing Residential Handicapped Parking Signs on the Public Street Located in Front of 226 Ridge Street within the Borough of Emmaus on its 2nd Reading. Roll call vote: Mr. Brown, aye; Mr. Shubzda, aye; Mr. Anders, aye; Mr. Labenberg, aye; Mr. Holtzhafer, aye; Mr. Barrett, aye; Mrs. Gilbert, aye. There were 7 ayes. Motion carried.

Ordinance No. 1106 – An Ordinance Amending the Provisions of Chapter 15, Section 209, Prohibiting Left Turns from Green Drive onto Cedar Crest Boulevard (1st Reading 3/17/14) (2nd Reading 4/7/14).

Motion by Mr. Brown, seconded by Mr. Barrett to read Ordinance No. 1106 in short title. There were 7 ayes. Motion carried.

Mrs. Gilbert read Ordinance No. 1106 in short title.

Motion by Mr. Brown, seconded by Mr. Anders to adopt Ordinance No. 1106 - An Ordinance Amending the Provisions of Chapter 15, Section 209, Prohibiting Left Turns from Green Drive onto Cedar Crest Boulevard on its 2nd Reading. Roll call vote: Mr. Brown, aye; Mr. Shubzda, aye; Mr. Anders, aye; Mr. Labenberg, aye; Mr. Holtzhafer, aye; Mr. Barrett, aye; Mrs. Gilbert, aye. There were 7 ayes. Motion carried.

Mrs. Gilbert reminded everyone that the Ordinance will be under a 90-day trial period.

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

MAYOR'S REPORT

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Mayor Iobst reported that on Wednesday, April 9, 2014, he will be taking the teachers and the German exchange students from Emmaus High School for a tour of the Emmaus Police Department and the town.

COMMITTEE REPORTS

a. Public Works Committee

Mr. Labenberg reported that the Committee met on April 3, 2014. He reported that the Committee discussed the 10th Street Culvert and received an update from Mr. Pepe on the progress of the project. Hanover Engineering has begun the permitting process and design work for the project. He also reported that the project has become more complicated than originally anticipated and will increase costs. The project was budgeted for \$145,000 but may cost approximately \$200,000. The Public Works Department will perform a large portion of the work, which will help offset some of the cost.

Mr. Labenberg reported that Mr. Pepe informed the Committee that the Borough has the opportunity to hire two interns for the summer to conduct GIS work that will coincide with the IWORQ program. Mr. Labenberg stated that hiring the interns will save the Borough a considerable amount of money. He stated that after the interns complete their internship, Mr. Pepe has asked Council's authorization to pay the interns minimum wage to complete the project. Mr. Labenberg stated that the wages would be paid out of water, sewer, and public works wages. The Committee recommends to authorize Mr. Pepe to use interns to map the Borough and utilize a GIS system, with the cost of labor not to exceed \$5,000.00 for the summer. Mr. Labenberg stated that Eli Bracken is a junior at Kutztown University and Xiayang Huang is a student at LCCC.

Motion by Mr. Labenberg, seconded by Mr. Brown to authorize Mr. Pepe to hire interns to map the Borough and utilize a GIS system, with the cost of labor not to exceed \$5,000.00 for the summer. There were 7 ayes. Motion carried.

Progress.

b. Health, Sanitation, and Conservation Committee

Mr. Shubzda reported that he attended the March 20, 2014 Board of Health Meeting and entertained questions about the minutes from the Meeting.

Mr. Shubzda reported that the Committee discussed at length the geese issue at Furnace Dam. He stated that the Borough is losing approximately \$1,500.00 annually by not renting out the Furnace Dam Pavilion on Saturdays. He stated that he researched several different products, however, many of the products were not feasible or cost effective. He stated that he contacted www.awaywithgeese.com and a representative recommended the Borough purchase two solar-powered lights that flash every two-seconds all night, all year-round. He also stated that the lights are satisfaction guaranteed, environmental friendly, humane for geese, cost effective and sustainable and maintenance free and come with a 90-day money back guarantee. The Committee recommends purchasing two solar-powered lights at a cost of \$748.00. Mr. Barrett asked if the lights are bright. Mr. Shubzda responded that

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they are not. Mr. Barrett suggested that the Borough contact Rodale because he believes that Rodale may be interested in sharing the cost of the lights. Mrs. Gilbert stated that Rodale may be interested in purchasing the lights for the pond located on their property on S. 10th Street. Mr. Shubzda stated that the product carries a 2-year parts warranty. Mr. Labenberg asked if any other municipalities in the area have used the lights. Mr. Shubzda responded that there are not, but the website listed many case studies where the lights were successful.

Motion by Mr. Shubzda, seconded by Mr. Holtzhafer to authorize Mr. Pepe to purchase two solar-powered lights from www.awaywithgeese.com at a cost of \$748.00. There were 7 ayes. Motion carried.

The next Committee Meeting is April 17, 2014 at 4:30 p.m.

Progress.

c. Parks and Recreation Committee

Mr. Anders reported that the Committee met on April 1, 2014. He reported that there are many items for official action. Mr. Anders reported that the Committee met with Jonathan Reichley. He is working towards becoming an Eagle Scout. He will budget \$1,000 and will be working at the Arch Street Park. The Committee supports the project and authorized Mr. Reichley to move forward with the project.

Motion by Mr. Anders, seconded by Mr. Barrett to appoint Mark Bowman to the Parks and Recreation Commission to a term expiring 5/1/2017. There were 7 ayes. Motion carried.

Motion by Mr. Anders, seconded by Mr. Barrett to appoint Gema Carter to the Special Entertainment Commission to a term expiring on 6/7/16. There were 7 ayes. Motion carried.

Motion by Mr. Anders, seconded by Mr. Labenberg to appoint Scott Carter to the Special Entertainment Commission to a term expiring on 6/7/2015. There were 7 ayes. Motion carried.

Resolution 2014-15 – A Resolution Adopting the Pavilion Refund Policy.

Mr. Anders stated that the Resolution provides regulations and procedures for refunding pavilion fees. Mr. Barrett stated that the Resolution will streamline the procedures for the residents, for Council and for staff. Mr. Shubzda suggested notifying residents that have already rented a Pavilion for 2014 of the Policy.

Motion by Mr. Labenberg, seconded by Mr. Barrett to adopt Resolution 2014-15. There were 7 ayes. Motion carried.

Resolution 2014-16 – A Resolution Adopting the Vendor Trucks in Parks Policy.

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Motion by Mr. Labenberg, seconded by Mr. Anders to adopt Resolution 2014-16. There were 7 ayes. Motion carried.

Resolution 2014-17 – A Resolution Adopting the Moon Bounce and Inflatable Objects on Borough Property Policy.

Mrs. Gilbert stated that the Addendum to the Resolution includes specific insurance requirements and language which were provided by the Borough Solicitor.

Motion by Mr. Labenberg, seconded by Mr. Barrett to adopt Resolution 2014-17. There were 7 ayes. Motion carried.

Resolution 2014-18 – A Resolution Adopting the Tents, Canopies, and Miscellaneous Requests in Borough Parks Policy.

Motion by Mr. Barrett, seconded by Mr. Anders to adopt Resolution 2014-18. There were 7 ayes. Motion carried.

Resolution 2014-19 – A Resolution Adopting the Bands, Disc Jockey, and Live Performance Request Policy.

Motion by Mr. Labenberg, seconded by Mr. Barrett to adopt Resolution 2014-19. There were 7 ayes. Motion carried.

Mr. Labenberg stated that he supports the Resolution but believes that at some point it may need to be revisited. Mr. Labenberg thanked Mr. Pepe for drafting the policies.

Mr. Anders reported that the Committee received a pavilion fee waiver request from the Emmaus Lions Club to rent a pavilion on a weekend. Historically, fees are not waived on weekends. The Committee voted to deny the request. Mr. Holtzhafer responded that he agrees with the policy but believes in this situation the Committee has made a mistake. He stated that the Lions Club has paid for the pavilion to be built at Community Park and has donated a significant amount of funds to the Borough. Mr. Brown stated that the Lions Club purchases the canine dog for the Emmaus Police Department. Mr. Labenberg responded that there are many organizations that have supported the Borough and have been denied fee waiver requests, including EYA, the Landis Family, and various boy scout and girl scout troops. He stated that he believes it is important to remain consistent and reminded everyone that the pavilions are free if they are used Monday through Friday. Mr. Labenberg stated that the Borough has a policy about pavilion fee waiver requests on a weekend and he believes it is important to remain consistent with the Policy. He stated that if the fee is waived, the policy should be re-written. Mr. Barrett stated that he will vote against the motion because he believes it is also important to remain consistent with the policy. Mr. Anders stated that he also believes it is important to remain consistent with the policy. Mrs. Gilbert asked if anyone has contacted the Lions Club and offered the use of the pavilion Monday through Friday. Mr. Labenberg responded that the Lions Club has not been contacted.

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Motion by Mr. Holtzhafer, seconded by Mr. Brown to grant the Emmaus Lions Club pavilion fee waiver request. There were 4 ayes, 3 opposed (Anders, Barrett, Labenberg). Motion carried.

Motion by Mr. Anders, seconded by Mr. Barrett to hire Joshua Andrews as a part-time summer Public Works employee at a rate of \$7.25 per hour, Jordan Stenroos as a part-time summer Public Works employee at a rate of \$8.50 per hour, Lucas Schaf as a part-time summer Public Works employee at a rate of \$7.50 per hour, Taylor Schaf as a part-time summer Public Works employee at a rate of \$7.50 per hour, Noah Smith as a part-time summer Public Works employee at a rate of \$7.25 per hour, and Zachary Hahn as a part-time summer Public Works employee at a rate of \$7.25 per hour. There were 6 ayes, 1 abstention (Shubzda). Motion carried.

Mr. Barrett noted that five of the six hires are from Emmaus with one living in Macungie.

Mr. Anders reported that the Lehigh Valley Planning Commission has requested a letter of support for a grant application. Mr. Anders reported that the Committee recommends Mr. Pepe draft the letter.

Motion by Mr. Anders, seconded by Mr. Brown to authorize Mr. Pepe to draft a letter of support for a grant application for a county-wide Recreation Planning Study by the Lehigh Valley Planning Commission. There were 7 ayes. Motion carried.

Mr. Shubzda verified with Mr. Anders that the baseball tournament that was scheduled for Earth Day has been cancelled.

Progress.

d. Public Safety Committee

Mrs. Gilbert reported that Katie Pulizzano attended the Committee Meeting and submitted a proposed route for the Run for Education 5K race. Mr. Barrett suggested several changes. The race will begin and end at the Seven Generations Charter School. Mrs. Gilbert stated that Ms. Pulizzano will have volunteers wearing safety vests to ensure the safety of the runners. The Committee recommends to allow the Seven Generations Charter School to hold the Run for Education 5K race on June 7, 2014.

Motion by Mr. Barrett, seconded by Mr. Anders to grant the Seven Generations Charter School's request to hold the Run for Education 5K race on June 7, 2014. There were 7 ayes. Motion carried.

Mrs. Gilbert reported that the Committee entered into Executive Session to interview candidates for the Emergency Management Coordinator and Fire Inspector positions. The Committee recommends hiring James Krippe as the Emergency Management Coordinator.

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Motion by Mr. Brown, seconded by Mr. Barrett to hire James Krippe as the Emergency Management Coordinator contingent upon completion of a background check. There were 7 ayes. Motion carried.

Mrs. Gilbert reported that the Committee interviewed Daniel Sell for the position of Fire Inspector. She stated that Mr. Sell is a retired Fire Inspector for the City of Allentown and taught building code and plan review, fire codes, and fire prevention at Northampton County Community College. The Committee recommends appointing Daniel Sell to the position of Fire Inspector for the Borough of Emmaus.

Motion by Mr. Barrett, seconded by Mr. Anders to appoint Daniel Sell to the position of Fire Inspector, contingent upon successful completion of a background check. There were 7 ayes. Motion carried.

Mr. Labenberg asked how many hours the position will entail. Mrs. Gilbert responded that Mr. Sell anticipates that it will take him approximately 20 hours a week to become current with the required fire inspections. Mrs. Gilbert stated that he will be working under the supervision of Zoning Officer, Jim Farnsworth.

Motion by Mr. Barrett, seconded by Mr. Labenberg to adopt the job description for the position of Emergency Management Coordinator. There were 7 ayes. Motion carried.

Motion by Mr. Labenberg, seconded by Mr. Shubzda to adopt the job description for the position of Fire Inspector. There were 7 ayes. Motion carried.

Mrs. Gilbert reported that Mr. Pepe interviewed Michael Fedele II for a volunteer EMT position and recommends appointing him to that position.

Motion by Mr. Labenberg, seconded by Mr. Barrett to appoint Michael Fedele II as a volunteer EMT for the Emmaus Ambulance Corps. There were 7 ayes. Motion carried.

The next Committee Meeting is scheduled for May 7, 2014 at 3:00 p.m.

Progress.

e. General Administration Committee

Mr. Barrett reported that the Committee met on March 19 and April 2, 2014. He reported that the majority of the April 2nd Meeting was held in Executive Session to interview insurance broker candidates. The Committee recommends hiring Engle-Hambright & Davies as insurance broker for the Borough of Emmaus.

Motion by Mr. Barrett, seconded by Mr. Holtzhafer to hire Engle-Hambright & Davies as insurance broker for the Borough of Emmaus. There were 7 ayes. Motion carried.

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Mr. Labenberg stated that all of the candidates were very competent and he thanked Brown & Brown for the services that they have provided over the past two years.

Motion by Mr. Barrett, seconded by Mr. Anders to authorize Mr. Pepe to advertise the Borough of Emmaus Request for Proposals for janitorial services. There were 7 ayes. Motion carried.

Mr. Barrett reported that Mr. Wilson was in attendance to discuss the property he is purchasing on S. First Street. Mr. Barrett deferred the discussion to Solicitor Dinkelacker for explanation. Solicitor Dinkelacker stated that Motors Plus is in the process of purchasing 23 S. First Street, which at a later date the Borough will vacate and perform a lot line adjustment. Until such time, the owner of Motors Plus has requested additional parking on the stub street. Solicitor Dinkelacker stated that his office has prepared a Licensing Agreement between the Borough of Emmaus and Motors Plus, which authorizes Motors Plus to park vehicles related to its business on the current cart-way of the stub street.

Motion by Mr. Labenberg, seconded by Mr. Barrett to enter into a Licensing Agreement with Mike Wilson and Motors Plus for temporary control of a section of South First Street. There were 7 ayes. Motion carried.

Progress.

f. Budget and Finance Committee

Resolution 20114-11 – A Resolution Adopting the Low Income Refuse Rate.

Mr. Holtzhafer noted that there is no change in the rate, there is a change in the application system. Mrs. Gilbert noted that the Addendum does state the types of proof of income that a resident is required to present when applying for the reduced rate.

Motion by Mr. Labenberg, seconded by Mr. Shubzda to adopt Resolution 2014-11. There were 7 ayes. Motion carried.

Resolution 2014-12 – A Resolution Adopting the Interim Tax Policy.

Solicitor Dinkelacker stated that Mr. Pepe asked the Solicitor's office to review the Resolution. He stated that the Resolution is revenue neutral and does not need to be advertised as an Ordinance.

Motion by Mr. Shubzda, seconded by Mr. Barrett to adopt Resolution 2014-12. There were 7 ayes. Motion carried.

Resolution 2014-13 – A Resolution Adopting a Policy to Allow Local Property Tax Payments in Installments.

Mr. Holtzhafer stated that Mr. Gouldy believes that offering an installment plan for paying local property taxes may increase revenue and the Borough of Emmaus is one of the

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few municipalities that does not offer installment plans. Solicitor Dinkelacker stated that the Resolution is revenue neutral and does not need to be advertised as an Ordinance.

Motion by Mr. Holtzhafer, seconded by Mr. Shubzda to adopt Resolution 2014-13. There were 7 ayes. Motion carried.

Resolution 2014-14 – A Resolution Approving the Lease Agreement with Option to Purchase with First Columbia Bank & Trust.

Mr. Holtzhafer stated that the Borough will pay 1.85% for three years financing a principal of \$138,162.46. Mr. Barrett commented that the interest rate is lower than anticipated. Mr. Labenberg thanked Mr. Pepe for researching the option of leasing a dump truck.

Motion by Mr. Shubzda, seconded by Mr. Anders to adopt Resolution 2014-14. There were 7 ayes. Motion carried.

Mr. Holtzhafer read Resolution 2014- 15, authorizing payment of the April 7, 2014 Bill List, as follows:

Bill List	\$	401,175.32
Payroll #6 & #7	\$	231,063.68
Payroll Taxes	\$	<u>76,389.40</u>
Total	\$	708,628.40

Done this 7th day of April 2014.

Motion by Mr. Holtzhafer, seconded by Mr. Shubzda to approve the April 7, 2014 Bill List. There were 7 ayes. Motion carried.

Progress.

g. Community Relations, Planning and Development Committee

Mr. Brown reported that the April 8, 2014 Committee Meeting is cancelled due to scheduling conflicts.

Progress.

PERSONAL APPEALS, PART II – None.

BOROUGH MANAGER'S REPORT

Mrs. Gilbert reported that the Significant Revenue and Expense Items for March are in the Council binders and offered to entertain questions about them.

Progress.

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PRESIDENT'S BUSINESS

Resolution 2014-21 – A Resolution Adopting the Employee Safety Committee By-Laws and Mission Statement.

Motion by Mr. Barrett, seconded by Mr. Labenberg to adopt Resolution 2014-21. There were 7 ayes. Motion carried.

Mr. Labenberg thanked Mr. Pepe for his hard work and effort with the Safety Committee and drafting the By-Laws and Mission Statement.

Motion by Mr. Labenberg, seconded by Mr. Anders to adopt the Borough of Emmaus Workplace Safety Committee By-Laws. There were 7 ayes. Motion carried.

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

The April 7, 2014 Meeting of the Emmaus Borough Council adjourned at 8:55 p.m.

Shane Pepe
Borough Manager

Transcribed by: Paula Weiant
Administrative Assistant
April 11, 2014