

May 21, 2012

EMMAUS BOROUGH COUNCIL

**Emmaus Borough Council
Agenda
Monday, May 21, 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

May 7, 2012

7. Decisions on Bids
8. Communications
 - a. Kelsey Landis, 301 S 7th Street – Request street closure.
 - b. Jessica Riga, 511 Harrison Street – Request stand speaker at Groller Pavilion on May 27, 2012.
9. Borough Engineer's Report
10. Solicitor's Report
11. Unfinished Business, Part I
12. New Business
13. Unfinished Business, Part II
14. Items Not on Agenda, Subject to Rule 9

May 21, 2012

EMMAUS BOROUGH COUNCIL

15. Mayor's Report

Memorial Day – Proclamation 2012-311

EMS Week – Proclamation 2012-314

16. Committee Reports

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

Next Meeting – June 7, 2012 at 3:00 p.m.

- a. H2O Grants (electric water meters)
- b. Rules & Regs (update)
- c. Home inspections/illegal hook-ups
- d. South 2nd Street Reservoir
- e. South 10th Street Culvert
- f. Water Meter rates for multiple units

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

Next Meeting – June 15, 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
- g. Cintas

Parks and Recreation (Barrett, Holtzhafer, Labenberg)

Next Meeting – June 5, 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**

Public Safety (Gilbert, Barrett, Brown)

Next Meeting – June 14, 2012 at 3:00 p.m.

- a. Tractor Trailer Parking- Approval to meet with Borough Engineer

May 21, 2012

EMMAUS BOROUGH COUNCIL

- 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 – June 13, 2012 at 9:00 a.m.

- a. Shade Tree Fund – Ordinance No. 1085 – in Committee
- b. Municipal Lien Ordinance Review
- c. **1803 House / Rodale property acquisition**

Budget and Finance (Holtzhafer, Shubzda, Gilbert)

Next Meeting – June 4, 2012 at 6:45 p.m.

- a. **Bill List—Resolution 2012-15**
- b. Emergency Management Coordinator Compensation
- c. Effect of Allentown EIT Changes
- d. **Business Privilege Tax Review and decision on appeal**
- e. Policy for Receipts and Packing Slips
- f. Union Negotiations
- g. General Authority request

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

Next Meeting – June 28, 2012 at 4:15 p.m.

- a. Display of 2009 Anniversary Items and Contents of the 1959 Time Capsule
- b. VFW/David's Electric Streetscape Plan
- c. Treevitalize Grant

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

Next Meeting – To be determined.

17. Personal Appeals, Part II

18. Borough Manager's Report

- a. **Significant Revenue and Expense Items for the First Half of May 2012.**
- b. **Hire Summer Parks Counselor**

May 21, 2012

EMMAUS BOROUGH COUNCIL

19. President's Business

- a. Executive Session – Personnel

20. Adjournment

Next Resolution #16
Next Ordinance #1086

The Emmaus Borough Council met in regular session on May 21, 2012 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
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

A. Jay Sechler, 221 Ridge Street, Emmaus – voiced concern about a specific individual placing dog waste on top of the storm drain located at his residence. He stated that he has spoken to the Emmaus Police Department and Animal Control. He believes it is a community problem and asked Council for help with the problem.

COMMUNITY MINUTE

Dr. Waddell thanked the Special Entertainment Commission for its concert at Triangle Park on Saturday, May 19. He also invited Council and the Community to attend the Emmaus Garden Foundations Veteran's brick installation on May 27, 2012 at 1:00 p.m. Dr. Waddell invited the Community to attend the Annual Memorial Day Parade on

May 21, 2012

EMMAUS BOROUGH COUNCIL

Monday, May 28, 2012 at 9:00 a.m., beginning at the Emmaus High School parking lot on North Street.

SPECIAL PRESENTATIONS - None.

READING OF MINUTES

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

Motion by Mr. Labenberg, seconded by Mr. Barrett to adopt the May 7, 2012 Minutes as drafted. There were 6 ayes, 1 abstention (Waddell). Motion carried.

DECISION ON BIDS – None.

COMMUNICATIONS

a. Kelsey Landis, 301 S. 7th Street – Request street closure on Saturday, June 16, 2012 from 3:00 p.m. until 9:00 p.m. Referred to Mayor Iobst and staff. Mrs. Gilbert stated that Mayor Iobst has spoken to Ms. Landis and has authorized the street closure.

b. Jessica Riga, 511 Harrison Street – Request stand speaker at Groller Pavilion on May 27, 2012. Mrs. Gilbert stated that the request has been reviewed by the Parks and Recreation Committee and no action is needed. Mrs. Gilbert directed Mr. Pepe to contact Ms. Riga about the direction of the speaker.

BOROUGH ENGINEER'S REPORT - None.

SOLICITOR'S REPORT

Solicitor Dimmich entertained questions about his report.

Progress.

UNFINISHED BUSINESS, PART I – None.

NEW BUSINESS

UNFINISHED BUSINESS, PART II – None.

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

MAYOR'S REPORT

May 21, 2012

EMMAUS BOROUGH COUNCIL

Mayor Iobst read Proclamation 2012 – 314, proclaiming May 20 through May 26, 2012 as Emergency Medical Services Week and urged all residents to express gratitude for the dedicated service and courageous deeds of Emergency Medical Personnel for the contributions they have made to the safety and well-being of all people.

Progress.

COMMITTEE REPORTS

a. Public Works Committee

Mr. Labenberg reported that the Committee will meet on June 7, 2012 at 3:00 p.m.

Progress.

b. Health, Sanitation, and Conservation Committee

Mr. Shubzda reported that the Committee met on May 18, 2012. He reported that the Committee discussed Cintas and recycling containers. He thanked Mr. Clapper for drafting letters for monetary donations to purchase the containers for the Emmaus parks.

Mr. Shubzda reported that the Committee recommends Mr. Pepe obtain a cost estimate for the Emmaus Police Department's HVAC system for the 2013 Budget. Dr. Waddell stated that he believes it is very important to address this issue before the 2013 budget process begins.

Motion by Mr. Shubzda, seconded by Dr. Waddell to authorize Mr. Pepe to obtain a cost estimate for the Emmaus Police Department's HVAC system. There were 7 ayes. Motion carried.

Progress.

c. Parks and Recreation Committee

Mr. Barrett reported that the Committee met with 4 candidates to run the Concession Stand at Emmaus Community Pool. He stated that all the candidates were very qualified and the Committee recommends hiring Kathie Bennie of Emmaus. Mr. Labenberg stated that Ms. Bennie lives one block from the pool and will try to hire employees from the community and work to get Boy Scouts and Girl Scouts to act as servers at Community Park's Summer Concert Series.

May 21, 2012

EMMAUS BOROUGH COUNCIL

Motion by Mr. Barrett, seconded by Mr. Labenberg to hire Kathie Bennie to operate the Concession Stand at Emmaus Community Pool. There were 7 ayes. Motion carried.

Mr. Barrett reported that one of the Summer Parks Counselors, Madeline Ziegenfus, will not be able to take the position due to medical complications. Mr. Pepe interviewed Ashley Brown for the position and recommends hiring Ms. Brown.

Motion by Mr. Barrett, seconded by Mr. Holtzhafer to hire Ashley Brown as a Summer Parks Counselor at an hourly rate of \$7.25. There were 7 ayes. Motion carried.

Progress.

d. Public Safety Committee

Progress.

e. General Administration Committee

Mrs. Gilbert invited Mr. Farmer, President, Friends of the 1803 House, Inc., to the podium. Mr. Farmer explained that the Friends of the 1803 have recently begun cooperative educational programs with the Seven Generations Charter School on Minor Street. He stated that there is a grassy area surrounding the house which is partly borough property and it would be beneficial to have the northern and eastern property lines located nearer to the stream. Rodale, Inc., has offered the parcel to the Friends at no cost, with the provision that the Borough provide the required engineering and legal services for the transfer. Mr. Farmer stated that Rodale has been very generous in letting the Friends use the area for events. The proposed Lot Line Adjustment would follow the center line of the stream. The Friends are asking Council's approval to proceed further with the "Lot Line adjustment" and would like to make the acquisition with the least expenditure possible. Dr. Waddell asked how large of a boundary change would this involve. Solicitor Dimmich questioned if it is a lot line adjustment or a re-subdivision and stated he will review the SALDO. He also suggested that Mr. Farmer contact his office for direction on SALDO. Mr. Pepe suggested Mr. Farmer meet with himself and Mr. Farnsworth to start the process. Mr. Barrett thanked Mr. Farmer for attending the Meeting.

Motion by Mr. Labenberg, seconded by Mr. Holtzhafer to allow the 1803 House to move forward with Rodale to make the creek the dividing property line. There were 7 ayes. Motion carried.

The next Committee Meeting is June 13, 2012.

May 21, 2012

EMMAUS BOROUGH COUNCIL

Progress.

f. Budget and Finance Committee

Mr. Holtzhafer read Resolution 2012-15, authorizing payment of the May 21, 2012 Bill List, as follows:

Bill List	\$	348,945.05
Payroll 10	\$	125,051.06
Payroll Taxes	\$	<u>40,598.08</u>
Total	\$	514,594.19

Done this 21st day of May 2012.

Motion by Mr. Holtzhafer, seconded by Mr. Shubzda to approve the May 21, 2012 Bill List. There were 7 ayes. Motion carried.

Progress.

g. Community Relations, Planning and Development Committee

Mr. Brown reported that the Committee will meet on May 24, 2012 at 4:15 p.m.

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 the first half of May, 2012 are in the Council binders and offered to entertain questions about it.

Mr. Pepe reported that he attended a MERT team training with Chief Faust and stated that the Lehigh County MERT team is very professional in its training and he was very impressed by the team.

Mr. Labenberg reminded Council that the Emmaus Police Department is holding a Commendation Ceremony to be held on Tuesday, May 29, 2012 at 7:00 p.m. in the multi-

May 21, 2012

EMMAUS BOROUGH COUNCIL

purpose room at Lincoln Elementary School. The ceremony will honor police officers, prosecutors, civilians, and agencies that have went above and beyond the call of duty, or have provided outstanding service in the interest of public safety to the Emmaus Community. There will be a number of dignitaries attending. Chief Faust expects this ceremony to be one of the more emotional events in recent years and will include some of the highest awards and levels of recognition the Police Department has to offer.

Progress.

PRESIDENT'S BUSINESS

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

The May 21, 2012 Meeting of the Emmaus Borough Council adjourned at 7:35 p.m.

Shane Pepe
Borough Manager

Transcribed by: Paula Weiant
Administrative Assistant
May 23, 2012