

August 1, 2011

EMMAUS BOROUGH COUNCIL

**Emmaus Borough Council
Agenda
Monday, August 1, 2011, 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

July 18, 2011
7. Decisions on Bids
8. Communications
 - a. Sue Zacharda, 563 Furnace St. – Block Party Street Closure Request.
 - b. Sue Zacharda, 563 Furnace St. – Organize Community Center.
 - c. Stacy Rader – Request Permission for Band at Reserved Pavilion.
9. Borough Engineer's Report
10. Solicitor's Report

Ordinance No. 1080 – Temporary Use Ordinance
11. Unfinished Business, Part I
12. New Business
13. Unfinished Business, Part II
14. Items Not on Agenda, Subject to Rule 9
15. Mayor's Report

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16. Committee Reports

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

Next Meeting – August 4, 2011 at 3:00 p.m.

- a. I & I Elimination Report

Public Works/(Highway, Water & Sewer) (continued)

- b. Weiders Lane Status
- c. Broad Street Reconstruction
- d. EPA Water Testing Requirements

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

Next Meeting – August 11, 2011 at 4:00 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 – August 2, 2011 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

Public Safety (Gilbert, Barrett, Brown)

Next Meeting – August 11, 2011 at 9:00 a.m.

- a. Trailer Truck Parking
- 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 – August 10, 2011 at 9:00 a.m.

- a. Shade Tree--Tree Fund
- b. Cintas Update
- c. Website Upgrade

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Budget and Finance (Holtzhafer, Reinhard, Gilbert)

Next Meeting – August 15, 2011 at 6:45 p.m.

Budget Workshops – August 31 & September 28, 2011 at 7:00 p.m.

- a. **Bill List – Resolution 2011-22**
- b. Emergency Management Coordinator Compensation

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

Next Meeting – August 25, 2011 at 4:15 pm.

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

Ad Hoc Committees (Holtzhafer, Barrett, Gilbert, Neely, 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 July 2011**

19. President's Business

Executive Session

20. Adjournment

Next Resolution #23
Next Ordinance #1081

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CALL TO ORDER

President Gilbert called the Meeting to order at 7:00 p.m.

Lee Ann Gilbert, President	Present
Brian Holtzhafer, Vice President	Present
Michael Waddell	Present
Brent Labenberg	Present
Wesley Barrett	Present
Nathan Brown	Present
R. Erick Reinhard	Present
Winfield Iobst, Mayor	Present
Frank Procyk, Solicitor	Present
Craig Neely, Borough Manager	Present

PERSONAL APPEALS, PART I

A. Vickie Gruver, 672 Chestnut Street, Emmaus – read a letter thanking the Borough and all donors and participants for the success of the 1st Annual Community Day, held on July 23, 2011 at Emmaus Community Park. Mr. Barrett thanked Ms. Gruver for her leadership in organizing the event and on its success.

B. John Donches, 559 Minor Street, Emmaus – congratulated Ms. Gruver on the success of the 1st Annual Emmaus Community Day.

C. Richard Gerhart, 107 Dell Street, Emmaus – asked if Jubilee Street from 11th to 12th Street will be blacktopped. He stated that there are signs stating that the road will be closed. Mr. Gerhart asked if there is an ordinance stating that residents who live on corner properties must keep bushes trimmed at the corner. Mr. Holtzhafer responded that there is a 30' clear sight triangle wherein vegetation can not exceed 2'. Mr. Neely advised Mr. Gerhart to contact Jim Farnsworth with any complaints. Mr. Barrett suggested contacting the Borough weed and grass officer about the complaint.

D. Carl Lorish, 749 Walnut Street, Emmaus – thanked Council for not canceling the scheduled Meeting.

COMMUNITY MINUTE – None.

SPECIAL PRESENTATIONS – None.

READING OF MINUTES

Motion by Mr. Labenberg, seconded by Mr. Brown to dispense with the formal reading of the July 18, 2011 Minutes. There were 7 ayes. Motion carried.

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Motion by Mr. Brown, seconded by Mr. Labenberg to adopt the July 18, 2011 Minutes as drafted. There were 6 ayes, 1 abstention (Holtzhafer). Motion carried.

DECISION ON BIDS – None.

COMMUNICATIONS

a. Sue Zacharda, 563 Furnace St. – Block Party Street Closure Request. Referred to Mayor Iobst and Staff.

b. Sue Zacharda, 563 Furnace St. – Request for a Community Center. Mr. Neely explained that he spoke with Ms. Zacharda and suggested she contact Bethel Bible Fellowship Church.

c. Stacy Rader – Request permission to have a band at the Arts Pavilion. Mr. Barrett stated that Ms. Rader requested permission to have a band at the Arts Pavilion at Emmaus Community Park on Saturday, August 13, 2011. Mr. Barrett confirmed that no action is needed because it is permitted.

d. Don Marron, Fall Fest Chair, St. Ann’s Church – St. Ann’s Fall Festival, Thursday, September 8, from 5:00 to 10:00 p.m., Friday, September 9, from 5:00 p.m. to 11:00 p.m., and Saturday, September 10, from 4:00 p.m. to 11:00 p.m. Referred to Mayor Iobst and Staff.

e. Louis W. Serensits, 334 Spruce Street – Request for Block Party. Mayor Iobst referred the item to the Public Safety Committee.

BOROUGH ENGINEER’S REPORT –None.

SOLICITOR’S REPORT

Solicitor Procyk reported that he drafted a revision to Ordinance No. 1080 – Temporary Use Ordinance. He stated that the draft must be reviewed by the Emmaus Planning Commission and the Joint Planning Commission before being presented for its first reading. Mrs. Gilbert advised Dr. Waddell to have the item remain on the General Administration Committee’s Agenda.

Progress.

UNFINISHED BUSINESS, PART I – None.

NEW BUSINESS - None.

UNFINISHED BUSINESS, PART II - None.

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

MAYOR’S REPORT

Progress.

COMMITTEE REPORTS

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a. Public Works Committee

Mr. Labenberg reported that the Committee will meet on Thursday, August 4 at 3:00 p.m.

Mr. Labenberg reported that the Broad Street Reconstruction Project is nearly complete.

Progress.

b. Health, Sanitation, and Conservation Committee

Mr. Reinhard asked Mr. Neely for an update on the Compost Agreement between the Borough of Emmaus, Lower Macungie Township, and Lehigh County concerning Lehigh County's transfer of composting equipment to Emmaus and Lower Macungie. Mr. Neely reported that Council previously approved the draft form of the Agreement and that the Lower Macungie Commissioners will meet this week to vote on it, followed by the Lehigh County Commissioners later this month.

Mr. Reinhard reported that at the last Council Meeting during a Personal Appeal, Mr. Slozer asked how to properly recycle household hazardous waste and batteries. Mr. Reinhard provided information from Recycling Services, Inc. located in Pottstown, PA. He suggested visiting its website at www.recyclingservices.org for a list of services that they provide. He also stated that the website provides a link to providers that will recycle household batteries. Home Depot, across the street from Haldeman, Lincoln, Ford, and Advanced Auto Parts are two listed locations.

Mr. Reinhard reported that he is working with Raritan Valley to meet with their representatives on August 11, 2011 to discuss automated refuse pick up.

The next Meeting is scheduled for August 11, 2011 at 4:00 p.m.

Progress.

c. Parks and Recreation Committee

Mr. Barrett reported that the Committee met prior to the Council Meeting. The Emmaus Main Street Partners made several requests surrounding its Farewell Summer Fest on September 10, 2011. The Partners requested the use of the Triangle, the grounds at the Emmaus Public Library, and the use of the Williams Street Baseball Field. The Partners also requested the use of a Tiger Bounce on the Triangle, which the Committee suggested denying.

Motion by Mr. Barrett, seconded by Mr. Brown to grant the Emmaus Main Street Partners the use of the Triangle, the grounds at the Emmaus Public Library, and the Williams Street Baseball Field on Saturday, September 10, 2011, for its Farewell Summer Festival. There were 7 ayes. Motion carried.

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Dr. Waddell asked if any additional staffing will be needed for the event. Mr. Barrett responded that there will be minimal additional staffing needs.

Mr. Barrett reported that the Parks and Recreation Meeting scheduled for Tuesday, August 2, 2011 is cancelled.

Progress.

d. Public Safety Committee

Mrs. Gilbert reported that the Committee met in Executive Session to discuss a personnel matter that did not result in any official action.

The next Meeting is scheduled for August 11, 2011 at 9:00 a.m.

Progress.

e. General Administration Committee

The next Committee Meeting is Wednesday, August 10, 2011 at 9:00 a.m.

Progress.

f. Budget and Finance Committee

Mr. Holtzhafer read Resolution 2011- 22, authorizing payment of the August 1, 2011 Bill List, as follows:

Bill List	\$	364,989.77
Payroll #15	\$	124,097.91
Payroll Taxes	\$	<u>37,170.47</u>
Total	\$	<u>526,258.15</u>

Done this 1st day of August 2011.

Motion by Mr. Holtzhafer seconded by Mr. Reinhard to approve the August 1, 2011 Bill List. There were 6 ayes, 1 abstention (Labenberg). Motion carried.

Mr. Labenberg stated that the reason for his abstention was due to a conflict of interest because his business was on the Bill List for payment for services at Community Day.

Mr. Holtzhafer reminded that there will be a meeting with department heads on August 31, 2011 at 7:00 p.m. to discuss plans for the 2012 Budget.

Progress.

g. Community Relations, Planning and Development Committee

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Mr. Brown reported that three Zelcova trees were replaced in front of Wells Fargo Bank using the Treevitalization Grants. He also stated that grant money was used to install four trees on Broad Street. He thanked Tim Dugan, Virginia Savage, and Jeff Clapper. He thanked Harleysville National Bank for matching funds in the amount of \$2,000.

Mr. Brown also reported that the Committee did not apply for a \$15,000 Streetscape Grant due to the August 5, 2011 deadline, but will apply for a Treevitalization Grant that will open in October.

Progress.

h. Ad Hoc-Community/School Relations Committee

Progress.

PERSONAL APPEALS, PART II - None.

BOROUGH MANAGER'S REPORT

Mr. Neely advised that the Significant Revenue and Expense Items for July are in the Council binders and offered to entertain questions about it.

Mr. Reinhard commented that he enjoyed reading a memorandum Mr. Neely prepared, dated July 21, 2011, entitled, "Budgetary Philosophical Observation." The memorandum involves a property tax versus a consumption based tax.

Progress.

PRESIDENT'S BUSINESS

Mrs. Gilbert recessed the Meeting at 7:28 p.m. for an Executive Session to discuss a personnel matter and a Collective Bargaining matter, with no official action anticipated.

Mrs. Gilbert reconvened the Meeting at 8:05 p.m. with no official action being taken.

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

The August 1, 2011 Meeting of the Emmaus Borough Council adjourned at 8:05 p.m.

Craig B. Neely
Borough Manager

Transcribed by: Paula Weiant
Administrative Assistant
August 3, 2011