

CALL TO ORDER

Mayor-Elect Ronald Conrad called the January 2, 2018, meeting of Macungie Borough Council to order at 7:30 p.m. in the Auditorium of the Macungie Institute, 510 E Main Street, Macungie, PA.

OATH OF OFFICE

Judge Douglas G. Reichley administered the Oath of Office to re-elected Council Members Alma Akinjiola, Roseann Schleicher, John Yerman, newly elected Council Member Barry Bloch, Mayor Ronald Conrad and Tax Collector, Cynthia Hartzell.

ATTENDANCE

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|---------------------------|--------------------|
| Council Members: | Alma Akinjiola |
| | Chris Becker |
| | Barry Bloch |
| | Roseann Schleicher |
| | John Yerman |
| Borough Manager: | Chris L. Boehm |
| Mayor: | Ronald Conrad |
| Solicitor: | Patrick Armstrong |
| Administrative Assistant: | Selma Ritter |
| Absent: | Marvin Moyer |
| | Greg Hutchison |

REORGANIZATION

a. Election of President - Mayor Conrad asked for nominations for Council President. Council Member Schleicher nominated Chris Becker as Council President, seconded by Council Member Yerman. Hearing no other nominations, Mayor Conrad called for the vote.

Council Member Becker read a statement on what it means to be Council President and how he would conduct Council meetings during his appointment term.

Chris Becker was appointed Council President by a vote of 5 ayes.

b. Election of Vice-President – Mayor Conrad asked for nominations for Vice-President. Council Member Yerman nominated Roseann Schleicher for Vice President of Council, second by Council Member Becker. Hearing no other nominations, Mayor Conrad called for the vote. Roseann Schleicher was appointed Vice President by a vote of 5 ayes.

c. Election of President ProTem – Mayor Conrad asked for nominations for President ProTem. Council Member Schleicher nominated John Yerman for President ProTem, second by Council Member Becker. Hearing no other nominations, Mayor Conrad called for the vote. John Yerman was appointed President ProTem by a vote of 5 ayes.

The meeting was turned over to Council President Becker.

BUDGET FOR 2018

No motions were made to re-open the adopted 2018 Budget, with the election of new Council Members. The 2018 Budget will stand as adopted.

ACTION ITEMS FOR COUNCIL

- a. A list of action items for 2018 was provided by and read by President Becker.

PUBLIC COMMENTS

- a. Prior Public Comments to Council – Mr. Donald Hemmer previously addressed Council regarding drivers not stopping at the intersection of Village Walk Drive and West End Trail for the stop signs. After President Becker visited the location and witnessed drivers not stopping, he recommended stop bars be painted at the three stop signs.

- b. Public Comments – John Hayes and David Hunsicker from New Tripoli Bank (NTB) attended the meeting to give an update on the construction of the 15,000 sf bank project on Buckeye Road:

1. There will be a ground-breaking ceremony on Tuesday, January 10, 2018 at 11:30 a.m. in Milford Township.
2. Several donations were made by NBT to local organizations in the area, to give back to the community. In Macungie Borough, they made donations to the Macungie Historic Society, the Friends of the Macungie Institute and the Macungie Volunteer Fire Department of \$1,000 each.
3. NTB also financed the capital loan for the Borough's waste water upgrades.

COUNCIL COMPLIMENTS, COMPLAINTS, PETITIONS AND APPEALS

- a. President Becker referenced several articles in the latest issue of the Borough News Magazine; (1) Municipal and Emergency Management; (2) House Approves the Fire Company CDL Bill; (3) Why is New Employee Orientation Important; and (4) Newly Elected Officials Boot Camp Registration, which could be of good benefit for new appointees.

APPROVAL OF MINUTES

- a. December 18, 2017 meeting – Motion by Council Member Akinjiola, second by Council Member Schleicher, approve the December 18, 2017 meeting minutes with the changes to Page 4, third paragraph from bottom. Motion carried: 5 ayes
President Becker remarked the wages helped the budget to offset services contracted out such as leaf collection, street sweeping and building cleaning.

CONSENT AGENDA

- a. Treasurer's report of December 31, 2017 – Motion by Council Member Yerman, second by Council Member Schleicher, to approve the December 18, 2017 budget workshop and meeting minutes. Motion carried: 5 ayes
- b. Payment of invoices as listed totaling \$100,844.76 – Motion by Council Member Schleicher, second by Council Member Akinjiola, to approve the invoices for the January 3, 2018 Consent Agenda. Motion carried: 5 ayes

CORRESPONDENCE

- a. Karen Holt, Macungie Institute Building Coordinator, November Monthly Report – President Becker noted the Friends of Macungie Institute donated \$5,754.27 towards the direct benefit of the Macungie Institute.
- b. Kevin Weider, re: Letter of Interest for Borough Vacancy Board
- c. Jeffrey Stauffer, re: Letter of Interest for Borough Authority
- d. Macungie Ambulance Corp November Monthly Report
- e. Lower Lehigh Lions Club, re: Request to add 2 handicapped parking spaces in the Macungie Institute parking lot and fund the project
- f. Macungie Police Department November Monthly Report
- g. Macungie Fire Department November Response Report
- h. Emmaus Public Library December Monthly Report
- i. Municipal Retirement Trust November Monthly Report
- j. PennDOT, re: West End Trail & SR100 traffic signal preemption devices
- k. Liquid Fuels Audit
- l. LVPC re: Zoning Ordinance Amendment- reviewed the Amendment and found they are matters of local concern.

REPORTS

- a. Solicitor – Nothing additional to report than the items on the agenda. He will speak on personnel items during executive session.
- b. Mayor - Mayor Conrad had nothing to report at this time, but wished everyone a Happy New Year and is looking forward to working with everyone, including the Police Department.
- c. Borough Manager – Manager Boehm had nothing additional to report than the items on the agenda. She welcomed the new Administrative Assistant and provided new Council Member Bloch and Mayor Conrad with email instructions. She will be meeting with Borough Engineer Ryan Kern regarding the sewer budget and other items on Tuesday, January 9, 2018.
- d. Junior Council member position was removed from the agenda until someone fills the vacancy.
- e. Committees - President Becker suggested restructuring the Committees and reviewed which Council Member(s) would be responsible for each Committee.

1. *Budget and Finance Committee* - Mayor Conrad, Council President Becker and Vice President Schleicher. No planning items at this time.
2. *Administration and Personnel Committee* - Council President Becker and Mayor Conrad. Planning Items: Non-Uniform Employee Collective Bargaining Contract due this year, Police Union Collective Bargaining Contract needs to be finished and handbook review.
3. *Public Safety Committee* – Mayor Conrad, Council Members Moyer and Yerman. Planning Items: Chemical Response, Emergency Manager Coordinator and Assistant Emergency Manager Coordinator.
4. *Public Works, Sewer & Facilities, Planning/Zoning/Code Enforcement* - Council Members Hutchison, Bloch and Yerman. Planning Items: vehicle weights for parking on Village Walk Drive, street opening requirement and rental inspection program.

Council Member Bloch opened a discussion about on-street vehicle parking weight restriction, which residents petitioned for Village Walk Drive. Under the parking weight restriction of 10,000 pounds that the residents suggested, a large pickup truck would be considered overweight. The weight restriction is aimed at trailers, but can negatively affect other types of vehicles. The matter is scheduled for discussion at the Planning Commission meeting. Council Member Yerman said that if the restriction is passed, it would be only for on-street parking for and in the neighborhood and not the entire Borough.

5. *Community Revitalization and Events* - Council Members Akinjiola and Schleicher. Planning Items: Spring Fling and Macungie Holiday.

President Becker suggested adding a committee for the *Police Pension and Non-Uniform Pension and Police Post-Retirement Medical Pension*. This committee would review the pensions, make sure all the procedures currently in place are followed and report findings to Council twice per calendar year. President Becker suggested the Committee could also review and recommend what the Borough's minimum municipal obligation rate (current rate is 7.5%) should be for the pensions. President Becker thought Council Member Yerman could oversee the new Committee. After discussion, it was decided the pension review will fall under the General Administration Committee.

UNFINISHED BUSINESS – PART I

- a. Ordinance for Zoning Ordinance Amendment – Motion by Council Member Yerman, second by Council Member Schleicher, authorizing Solicitor Armstrong to advertise the Zoning Ordinance Amendment for public hearing and adoption at the February 5, 2018 Council meeting. Motion carried: 5 ayes
- b. Approval to paint stop bars at Village Walk Drive and West End Trail - At this time, the stop bars were approved, but it is not recommended to paint "STOP" on road in each direction. The cost for three stop bars is \$750.00. Motion was made by President Becker, second by Council Member Schleicher, authorizing stop bars be painted at the intersection of Village Walk Drive and West End Trail in the spring. Motion carried: 5 ayes.

- c. Approval for as-built plans for Main Street - Motion by Council Member Yerman, second by Council Member Bloch, authorizing the Borough Engineer to prepare a set of as-built plans of the Main Street streetscape work for \$1,200 as quoted. Motion carried: 5 ayes

UNFINISHED BUSINESS – PART II

a. Main Street Streetscape and Church Street Traffic Light Project

1. Approval of Streetscape Fund 99 Payments totaling \$35,020 - Motion by Council Member Akinjiola, second by Council Member Yerman to approve the Fund 99 payment of \$35,020 to Marino Corporation. Fund 99 payments are for expenses associated with the construction of the traffic light. Motion carried: 5 ayes

A discussion started regarding the notification received from Cristy Barry that, after PennDOT read the reports and letters from the Borough of Macungie, PennDOT did not feel the question regarding the bump-out at Race and Main Streets was satisfactorily addressed and they are requiring the bump-out on the south corner of Race and Main Street be removed or redesigned. President Becker will speak with Bryan Smith to get a better understanding about it. It was also noted PennDOT approved painting the curbs at the bump-outs yellow.

2. Reimbursement Invoice #6 – This invoice was submitted to Council for information purposes only.

- b. Sewer Ordinance Amendment for sewer lateral inspections – No action at this time.
c. Emergency Management Coordinator and Deputy
d. Residential Rental Ordinance - Establish Fees and Inspector. At this time, the Ordinance is on hold.
e. Borough Authority Vacancy
f. Zoning Hearing Board Vacancy

The East Penn Press reporter was asked to include both vacancies in his Council meeting article.

NEW BUSINESS

a. Appoint to the following Boards:

1. Borough Authority - Motion by Council member Schleicher, second by Council Member Akinjiola, to appoint Jeffrey Stauffer to a 5-year term on the Borough Authority, expiring 12/31/2022. Motion carried: 5 ayes
2. Vacancy Board - Motion by Council Member Schleicher, second by Council Member Bloch, to appoint Kevin Wieder to a 1-year term on the Vacancy Board, expiring 12/31/2018. Motion carried: 5 ayes

- b. Adoption of Resolution 2018-1, Police Pension Contributions - Tabled until after discussion in executive session later this evening.

c. Adoption of Resolution 2018-2, Designation of Depositories and Appointing Signatories for 2018 - Motion by Council Member Yerman, second by Council Member Akinjiola to adopt Resolution 2018-2.

Roll Call Vote: Akinjiola – aye Becker – aye
 Bloch – aye Yerman – aye
 Schleicher – aye

Motion Passed.

d. Adoption of Resolution 2018-3, Approval of Banners Across Rt. 100 - Motion by Council Member Yerman, second by Council Member Schleicher to adopt Resolution 2018-3.

Roll Call Vote: Akinjiola – aye Becker – aye
 Bloch – aye Yerman – aye
 Schleicher – aye

Motion Passed.

e. Resolution 2018-4, 2018 Fee Schedule - Motion by Council Member Yerman, second by Council Member Schleicher to adopt Resolution 2018-4 with the noted corrections.

Roll Call Vote: Akinjiola – aye Becker – aye
 Bloch – aye Yerman – aye
 Schleicher – aye

Motion Passed.

f. Authorization to sign 2017 CDBG Agreement with Lehigh County - Motion by Council Member Akinjiola, second by Council Member Schleicher to authorize the signing of the 2017 CDBG Agreement with Lehigh County. Motion carried: 5 ayes

g. Additional Handicapped Parking Spaces at the Macungie Institute- At this time, the handicap parking space locations have not been determined, but will need to have no more than a 2% grade according to the Uniform Construction Code. Materials in the amount \$179.50 will be paid for by the Lower Lehigh Lions Club grant. Labor will be performed by the Public Works Crew. Motion by Council Member Yerman, second by Council Member Bloch, to approve the addition of two (2) handicap parking spaces at the Macungie Institute, conditioned upon them having a 2% grade. Motion carried: 5 ayes

ITEMS NOT ON AGENDA

a. Council Member Akinjiola commented that the trash was not picked up in Village Walk Drive today. Borough Manager Boehm noted it will be picked up tomorrow 1/3/18.

b. Council Member Bloch requested a copy of the Rental Ordinance with all the changes.

EXECUTIVE SESSION

President Becker called an executive session at 9:12 p.m. to discuss personnel items(s). The meeting reconvened at 10:14 p.m. with the following actions:

- a. No action was taken on the executive session matter of personnel.
- b. Resolution 2018-1, Police Pension Contributions - Motion by Council Member Schleicher, second by Council Member Yerman, to reduce the Police Officers' Uniform Pension Plan contribution to 3% for 2018.

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| Roll Call Vote: | Akinjiola – aye | Becker – aye |
| | Bloch – aye | Yerman – aye |
| | Schleicher – aye | |

Motion Passed.

ADJOURNMENT

Hearing had no further business to be brought before Borough Council and the motion was made by Council Member Schleicher, second by Council Member Akinjiola, to adjourn the meeting at 10:16 p.m.

Respectfully submitted,

Selma Ritter
Administrative Assistant