

EXECUTIVE SESSION #1

Council President Becker called for an executive session at 6:30 p.m. to discuss personnel, prior to the Council Meeting beginning, with no action taken.

CALL TO ORDER

President Chris Becker called the January 15, 2018, meeting of Macungie Borough Council to order at 7:30 p.m. in Macungie Institute, 510 E. Main Street, Macungie, PA.

ATTENDANCE

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

COUNCIL COMPLIMENTS, COMPLAINTS, PETITIONS AND APPEALS

President Becker read a tribute to Martin Luther King, in observation of the Martin Luther King holiday.

PUBLIC COMMENTS

- a. An unidentified renter of the property located at 125 Brookfield Drive discussed excess water bill charges he is receiving, due to a broken water meter, which has not been resolved. Borough Manager Boehm will talk with Rose Nonnemacher about the issue.
- b. Prior Public Comments to Council – Mrs. Burns followed up with Council regarding the signs for the mailboxes at Village Walk Drive. Tracy Smith has the signs, but needs authorization from the Postmaster to post them. Tracy Smith is also inquiring with the Postmaster who will be responsible to maintain the signs once they are posted.
- c. Comments from the Audience on non-agenda items – None.

APPROVAL OF MINUTES

- a. January 2, 2018 meeting minutes – Council Member Schleicher made a motion to approve the January 2, 2018 minutes with changes, second by Council Member Akinjiola. Motion carried: 6 ayes

APPROVAL OF BILLS FOR PAYMENT

Council Member Akinjiola made a motion to approve the January 16, 2018 bills for payment totaling \$143,340.35, second by Council Member Schleicher. Motion carried: 6 ayes

CONSENT AGENDA – No items.

CORRESPONDENCE

- a. Lehigh County Authority, re: 2018 Water Rate Increase. The water rate increase is only for residents that have Lehigh County Authority water. Borough of Macungie's water rates will not increase.
- b. Richton Penn, re: letter of resignation as a 30-hour officer from Macungie Police Department effective 1/7/18, but will remain on the force as a part-time officer.
- c. Macungie Volunteer Fire Department 2018 Officers (Various).
- d. Macungie Volunteer Fire Department December Response Report.
- e. Macungie Volunteer Fire Department December Training Report. As of January 3, 2018, there were 3 individuals that took the Fireman One Course.
- f. ACELA Engineering Co., re: Stormwater and MS4 Services, letter of interest.
- g. State Representative Ryan Mackenzie, re: response to Resolution 2017-04.
- h. Macungie Ambulance Corp., Inc. December 2017 Monthly Report.
- i. Joseph David, re: letter of interest for 30-hour position at the Macungie Police Department.

REPORTS

- a. Mayor – Macungie Police Department 2017 Year in Review. Mayor Conrad discussed selected portions of the 2017 Macungie Police Department Year in Review. Mayor Conrad mentioned that the Police Department is the first to arrive at most ambulance and fire calls, and assist until the responders arrive. The Macungie Police investigate each call from start to end.

Sergeant Kocher and Officer Mullen attended tonight's Council meeting to address any questions regarding the 2017 Macungie Police Department Year in Review and answer any questions relating to the Police Departments activities.

Sergeant Kocher stated a representative from the Police Department will attend the second Council meeting of the month to report on the Police Department's activity.

Council Member Yerman requested the Police Department provide Council with the Department's strategies to resolve the issues in Village Walk. Upon notification of incidences at Village Walk, Sergeant Kocher should be notified, so he can provide strategies and an implementation plan to resolve them.

Council Member Hutchison asked Sergeant Kocher:

1. If a Macungie Police Officer was assigned to the Drug Taskforce. Sgt. Kocher responded that there is not. He said the Task Force assists whenever asked by the Macungie Borough Police Department. A list of the Task Forces that assist is in the 2017 Macungie Police Department Year in Review.
2. Which officer would be attending the monthly Council meeting. If available, Sergeant Kocher will be the primary officer attending. Other representation will depend on availability.

Any issues or suggestions Council has regarding the Police Department should be brought to Mayor Conrad's attention and he will address them with Sergeant Kocher.

b. Borough Manager

1. Terrorism Insurance Coverage. Borough Manager Boehm received a policy disclosure from the insurance company to accept or decline Foreign Terrorism Insurance Coverage, which would cost an additional \$204.00 annually. Macungie Borough is currently insured for Domestic Terrorism Insurance Coverage. At this time, Council Members do not feel the coverage for Foreign Terrorism Insurance Coverage is necessary and declined the additional coverage.
2. Rental Inspection Fees. This item was included as #3 on Managers Notes.
3. Reminder January 22nd workshop at 7:00 p.m. regarding the Main Street Streetscape.
4. Borough Manager Boehm has the schedule to move forward with the 2017 CDBG and will be advertising in the East Penn Press on February 14 and 21, 2018 for a bid opening of March 14, 2018. The bid must be awarded by April 15, 2018. The ADA ramps include 4 ramps at Race and Willow Streets and 2 ramps at Parkside and Willow Streets.

Borough Manager Boehm received written notice from Cristie Barry regarding the bump-out at Race Street and Route 100, which requires modification or removal of the bump-out.

c. Committee Report – Changes:

1. The *Realtor Signs*, under Public Works, Sewer & Facilities, Planning/Zoning/Code Enforcement was removed from the Committee Report.

2. Added *Update Emergency Management Plan*, under Public Safety Committee.
3. There will not be a *Spring Fling* in 2018, so it was removed from the Committee Report.
4. The *Handbook Review*, under Administration and Personnel Committee, was renamed to *Employee Handbook Review*.

Fire Chief Mike Natysyn and Brian Frizzell are interested in the Emergency Management Coordinator and Deputy Emergency Management Coordinator positions. They each need to submit letters of interest, attend training and receive approval from Governor Wolf.

UNFINISHED BUSINESS – PART I - None

UNFINISHED BUSINESS – PART II

- a. Main Street Streetscape and Church Street Traffic Light Project
 1. Reimbursement Invoice #7 - Council Member Yerman made a motion to approve Reimbursement Invoice #7 in the amount of \$203,094.74, second by Council Member Akinjiola. Motion carried: 6 ayes.

President Becker noted PennDOT is requiring another traffic signal head be installed on the mast pole on the north side of Main Street, facing Church Street. This will be the 4th signal head facing Church Street.
- b. Sewer Ordinance Amendment for sewer lateral inspections - This matter is being carried.
- c. Rental Inspection Ordinance – Establish Fees and Inspector - Council discussed fees and options for person conducting the inspections. Barry Isett & Associates submitted their fees for the inspections. Borough Manager Boehm will ask Zoning Officer Nicholson if he would be interested in conducting the inspections. At this time, the matter is still open for discussion and Council will ask other engineers for inspection quotes.
- d. Emergency Management Coordinator and Deputy - See C.4. above.
- e. Borough Authority and Zoning Hearing Board Vacancies - Both vacancies have been advertised. There are no interested candidates at this time.
- f. Ordinance 2018-01, Zoning Ordinance Amendment – Scheduled for public hearing and adoption 2/5/18

NEW BUSINESS

- a. Acceptance of Richton Penn's resignation as a 30-hour officer from Macungie Police Department effective 1/7/18 - He will remain on the force as a part-time officer. Member

Schleicher made a motion to accept the resignation of Richton Penn from the 30-hour position with regret, second by Council Member Akinjiola. Motion carried: 6 ayes.

- b. ACELA Engineering sent a letter of interest requesting to continue working with Macungie Borough with the MS4 - Daniel Witczak from ACELA attended tonight's Council meeting to reiterate ACELA's letter of interest in working with Macungie Borough on the MS4 and any other projects they may have. He noted that the MS4 package must be installed within 5 years.

Daniel Witczak commented on ACELA's low rates for municipalities, should Council consider hiring them to work on other projects. President Becker and Council Member Yerman expressed interest in partnering with ACELA Engineering. President Becker asked Daniel Witczak how long the low rates would be effective. Daniel Witczak will prepare a rate chart for the 2018 calendar year and submit it to Council for the February 5, 2018 meeting. Daniel Witczak also agreed to have a representative from ACELA go before Council in September of each year to submit the following year's rates.

- c. Appointment of Joseph David as 30-hour officer for the Macungie Police Department - Mayor Conrad recommended Joseph David be appointed to the position of 30-hour police officer, based on the recommendation of Sergeant Kocher. Council Member Schleicher made a motion to appoint Joseph David as a 30-hour officer for the Macungie Police Department, second by Council Member Akinjiola. Motion carried: 6 ayes.

ITEMS NOT ON AGENDA – None.

EXECUTIVE SESSION #2

Council President Becker called for an executive session at 9:06 p.m. to discuss personnel. The Council meeting reconvened at 10:02 p.m. with the following action taken:

Motion by Council Member Schleicher, second by Council Member Bloch, to approve signing the 2018 Collective Bargaining Agreement with the Macungie Police Department as written. Motion carried: 5 ayes, 1 nay (Council Member Hutchison).

ADJOURNMENT

Hearing no further business to be brought before Borough Council, a motion was made by Council Member Schleicher, second by Council Member Akinjiola, to adjourn the meeting at 10:03 p.m. Motion carried: 6 ayes.

Respectfully submitted,

/s/ *Selma Ritter*

Selma Ritter
Administrative Assistant