

CALL TO ORDER

President Chris Becker called the August 20, 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:	Chris Becker
	Barry Bloch
	Greg Hutchison
	Roseann Schleicher
	John Yerman
Mayor:	Ronald Conrad
Borough Manager:	Chris L. Boehm
Administrative Assistant:	Selma Ritter
Absent:	Alma Akinjiola
	Patrick Armstrong, Solicitor
	Marvin Moyer

MACUNGIE POLICE DEPARTMENT (“MPD”). Updates and hearing of resident issues by Sergeant Travis Kocher.

1. Mayor Conrad. In response to public complaints about U.S. Mail not being delivered to mailboxes along Village Walk Drive in the Brookfield Townhouse Development, due to vehicles parking in front of, or too close to the mailboxes, Mayor Conrad discussed the matter with a supervisor at the Macungie Post Office. The supervisor noted the route is a driving route and mail trucks need a long clearance to pull in front of the mailboxes to deliver the mail, without getting out of the truck or using reverse gear. Council questioned why the development is listed as a driving route instead of a walking route, as the rest of Macungie Borough is a walking route.

Debra Burns, 317 Village Walk Drive, Macungie, PA, commented that the issue got better since the “No Parking” signs were posted and the MPD issued tickets, but there are still issues and there are times the Post Office does not deliver the mail.

Council discussed painting the curb yellow, so the mail trucks can pull in and out. An ordinance would need to be adopted to approve painting the yellow line and the MPD to enforce it. Sergeant Kocher stated tickets would be issued to vehicles parked along the yellow line, if one is painted and an ordinance adopted, without “no parking” signs. Mayor Conrad stated any vehicles parked in front of the mailboxes will receive a ticket, regardless of a yellow line being painted, because there are no parking signs currently posted. Council noted the development would lose parking spaces, if the curb is painted.

Council Member Yerman suggested the Borough obtain a copy of the Post Offices rules on how they designate a walking route versus a driving route, to see if there is a way to convert the development to a walking route. Council suggested Mayor Conrad speak with the supervisor at

the Macungie Post Office again to inquire what the process would be to convert the development to a walking route.

2. Sergeant Kocher comments, concerns and updates.

i. Queen City Airport, in Allentown PA, will be celebrating their 75th Anniversary on August 25, 2018. In response to the Airport's request for an officer from each local municipality to attend the event, Officer Wiedemann, from the MPD, will attend for about 3 hours.

ii. The evidence room for the MPD requires cleaning and/or possible relocation. Council discussed possible locations where the evidence can be moved to, on either a temporary or permanent basis. Sergeant Kocher noted any location would require good ventilation and compliance with the rules of evidence. A court order would be required to purge any evidence that is no longer significant.

iii. The speed checker board has been moved to Main Street/Route 100. Council questioned why the board is not on the streets at all times. Sergeant Kocher responded that it has a battery which requires charging, so it has to be taken back to the station for charging.

3. President Becker comments. He commented he was very impressed with the MPD presence at the Das Awkscht Fescht.

A citizen of the Borough asked President Becker what would trigger an *Emergency Management* event. Sergeant Kocher stated the MPD would receive a response call, they would then go to the site and determine if an *Emergency Management* is required. If so, MPD would contact Lehigh County Communications and the County would make the call(s) to activate it. President Becker noted that there are sandbags available at the Macungie Public Works Department and Macungie Volunteer Fire Department that can be used for flooding situations, if needed.

WEBSITE PRESENTATION BY N.A. STUDIOS. Robert Bysher, of N.A. Studios, thanked Council for the opportunity to redesign the Macungie Borough website. He gave a brief history of N.A. Studios, its services and the design of the website. He also commented that N.A. Studios services many municipalities in the Lehigh Valley.

During the presentation, Mr. Bysher discussed the new website's design, technology capabilities, organization, automatic Facebook feed and other items. The design of the site includes ribbons, banners and photographs for user friendliness.

Council requested an estimate to have the MPD and Macungie Institute (MI) websites updated, so the costs could be incorporate into their 2019 Budgets.

All of the Council Members agreed to authorize the activation of the new website on August 21, 2018.

PUBLIC COMMENTSa. Prior Public Comments to Council.

1. Vehicles not stopping at the intersection of West End Trail and Village Walk Drive.
No action taken by Council.

b. Comments from the Audience on non-agenda items. None.

COUNCIL COMPLIMENTS, COMPLAINTS, PETITIONS AND APPEALS - None.

APPROVAL OF MINUTESa. August 06, 2018 meeting.

Council Member Schleicher made a motion to approve the August 06, 2018 minutes, as written, second by Council Member Bloch. Motion carried: 5 ayes.

CONSENT AGENDA

a. Payment of invoices as listed totaling \$161,261.70. Council Member Schleicher made a motion to approve the invoices listed on the August 21, 2018 Consent Agenda, in the amount of \$161,261.70, second by Council Member Bloch. Motion carried: 5 ayes.

CORRESPONDENCE

a. Macungie Ambulance Corp., re: July 2018 Monthly Report. They responded to 307 calls during this service month; 17 of the calls were in the Borough of Macungie.

b. County of Lehigh Department of Administration Office of Veterans Affairs, re: grant request for homeless veterans. Requested a donation from Macungie Borough to support a recurring grant to create and maintain a funding pool for agencies that serve homeless and in-need Veterans in the Lehigh Valley.

President Becker requested the request be put in the Macungie Borough 2019 Budget for review.

c. Borough of Alburdis, re: review comment(s) on proposed Home Occupation Ordinance. At this time, Alburdis Borough had no comments or concerns.

d. Macungie Ambulance Corp., re: municipal fund appeal. Requested Macungie Borough Council consider supporting the Corp financially in 2019 and provided their 2017 financial statement and their proposed 2019 budget.

President Becker requested the request be put in the Macungie Borough 2019 Budget for review.

- e. Macungie Volunteer Fire Department, re: July 2018 Training Report. Training included Interior Training, 1512 Training, Ground Ladders and Handle Lines (Preconnects).
- f. Lower Milford Township, re: review comments on proposed Home Occupation Ordinance. After review of Ordinance 2018-03, the Lower Milford Township Planning Commission suggested Macungie Borough reconsider the restrictions proposed on a variety of the uses, especially numbers 11, 12 and 18 found on page 3. They commented the phrasing used in number 12 may bring forth a challenge or legal issue. The Planning Commission recommended setting forth specific standards for the special expectation rather than general statements.
- g. Municipal Retirement Trust and Quarterly Reports. Council briefly discussed the reports. Council Member Yerman commented Council needs to be careful not to underfund the pensions, to avoid shortage(s).
- h. Macungie Police Department, re: July 2018 report. The report included being dispatched to 227 incidents, 1 DUI, 13 traffic citations, 37 vehicle stops, 15 traffic warnings and 2 traffic accidents. The MPD assisted the Pennsylvania State Police and Alburtis Police Department.

REPORTS

- a. Mayor – reminded Council and the public of the Wheels of Time Car Show this weekend.
- b. Borough Manager

1. LSA Grant Project. The Local Share Account Grant (formally the Casino Fund) is open to all municipalities in Lehigh and Northampton Counties. There is no limit on the amount of funds that can be requested. LSA funds may be used for economic development, community development and public interest projects. The application deadline is November 15, 2018.

Borough Manager Boehm asked Council to think about what project they would like to apply for, then bring one suggestion to the next Council meeting. Some suggestions tonight included, repairs at Brookfield Park playground, Cotton Street bridge repairs, lighting on Lumber Street, new heating system for Macungie Institute, tree removal at Old Reservoir and paving of Lemon Alley.

Council Member Bloch questioned if the Macungie Borough water supply will require more processing (i.e., chlorine), before flowing to residents, if 60 trees are removed from the Old Reservoir. He commented with that many trees being removed, natural elements (i.e., the sun) will be directly on the building, which may cause changes to the inside of the building and its contents.

Council Member Yerman questioned what happened to the 10-year street paving plan that was generated. President Becker discussed its status. Council Member Yerman asked Council to review the 10-year street paving plan, include Lemon Alley on it and have it paved. Borough Manager Boehm commented that Public Works Supervisor Tracy Smith and Macungie Borough Engineer

Ryan Kern looked at all of the streets in the Borough and decided which streets require repairs. President Becker asked Borough Manager Boehm to get estimates for repairing Lemon Alley.

2. SWLCP Implementation Agreement. Solicitor Armstrong will discuss his comments at the next Council meeting. Borough Manager Boehm commented that Emmaus Borough would like another meeting scheduled.

Additional Comment, Not on Report.

Traffic Planning and Design, Inc. (“TPD”) Invoice. PennDOT was having issues with their computer program TPD was using to generate the invoices for the Streetscape Phase I project which was causing TPD to request a time extension, so they can close out the grant. TPD informed Borough Manager Boehm they will close out the grant project at no additional charge to the Borough. Therefore, an extension of time is not required.

d. Committees – The Public Works, Sewer & Facilities, Planning/Zoning/Code Enforcement Committee will be meeting on Wednesday, August 29, 2018, to discuss the proposed Rental Ordinance Checklist. President Becker invited Council and Committee Members to attend.

UNFINISHED BUSINESS – PART I

a. 2019 MMO Amounts. Borough Manager Boehm needs to know which amounts Council would like to put in budget for the 2019 Minimum Municipal Obligation (“MMO”) by September 30, 2018. Doug Werley, from Thomas Anderson, suggested Budget #10 would be in the Boroughs best interest to provide for growth.

UNFINISHED BUSINESS – PART II

a. Main Street Streetscape Phase 2 Update. President Becker received a landscape proposal from Plantique, in the amount of \$1,188.00, for a 10’ high Japanese Zelkova City Sprite tree, which he would like planted in Brookfield Park.

Council Member Schleicher made a motion to approve purchasing the Japanese Zelkova City Sprite tree, in the amount of \$1,188.00, second by Council Member Yerman. Motion carried: 5 ayes.

President Becker commented Plantique also has experience with plants that grow well in bumpouts. They will give a free estimate for replanting costs.

b. Sewer Lateral Inspections Report. No action by Council; will be discussed at next month’s Council meeting.

c. Residential Rental Ordinance - Establish Fees and Inspector Job Description. A meeting is scheduled on August 29, 2018 to discuss the matter. (See item d, under Reports, above.)

President Becker commented that a resident of Macungie Borough expressed interest in the inspector position. The person will provide their salary expectation.

d. Zoning Ordinance Amendment, re: Home Occupation, tentative adoption 9/4. No action by Council. Matter will be discussed at the September 04, 2018 Council meeting.

NEW BUSINESS

a. Stone Hill Meadows, Traffic Permit Plans.

1. Authorization to sign Resolution 2018-12; traffic light at Route 100 & Chestnut Street. The Resolution is to approve a traffic light timing change, which was part of the conditional plan approval.

Council Member Hutchison made a motion to approve and authorize signing Resolution 2018-12; traffic light at Route 100 & Chestnut Street, second by Council Member Bloch. Motion carried: 5 ayes.

Roll Call Vote:	Akinjiola – Absent	Becker – aye
	Bloch – aye	Yerman – aye
	Schleicher – aye	Hutchison – aye
	Moyer - Absent	

Motion Passed.

2. Authorization to sign Resolution 2018-13; traffic light at Route 100 & Church Street. The Resolution is to approve a traffic light timing change, which was part of the conditional plan approval.

Council Member Hutchison made a motion to approve and authorize signing Resolution 2018-13; traffic light at Route 100 & Church Street, second by Council Member Schleicher. Motion carried: 5 ayes.

Roll Call Vote:	Akinjiola – Absent	Becker – aye
	Bloch – aye	Yerman – aye
	Schleicher – aye	Hutchison – aye
	Moyer - Absent	

Motion Passed.

b. Budget Transfers. Borough Manager Boehm submitted seven (7) Budget Transfers to Council. She explained the reasons for the transfers.

1. \$1.15 from 01.406.198 (PCOR Fee) to 01.406.162 (UC-General)
 \$1.49 from 01.409.450 (Elevator Service Contract) to 01.406.162 (UC-General)
 \$14.18 from 01.406.375 (Office Maintenance & Repair) to 01.406.162 (UC-General)
2. \$2,793.57 from 01.406.156 (Medical, Eye & Dental Benefits) to 01.409.230 (Heating Expenses)

3. \$122.79 from 01.430.220 (Operating Supplier-Streets) to 01.430.260 (Minor Equipment Streets)
4. \$1,877.13 from 01.430.250 (Vehicle Parts-General) to 01.430.374 (Vehicle Maintenance & Repair Expenses)
5. \$1,229.28 from 01.436.310 (Stormwater PRP Plan) to 01.436.246 (Stormwater Maintenance/Repair)
6. \$21.97 from 08.429.313 (Engineering) to 08.429.230 (Heating Costs-Garage)
7. \$209.98 from 01.410.250 (Maintenance & Repairs-Parts) to 01.410.374 (Vehicle Maintenance-Police)

Council Member Bloch questioned the high repair costs for Truck 7 and why the repairs were not done in-house. Borough Manager Boehm will ask the Public Works Department about the costs.

Council Member Hutchison made a motion to approve the seven (7) budget transfers, second by Council Member Schleicher. Motion carried: 5 ayes.

ITEMS NOT ON AGENDA.

1. Council Member Hutchison asked if the Public Works Department has more time to get their work done, since they are not paving streets. Borough Manager Boehm stated the high priority jobs are getting done. RADIO meters have been installed and a lot of water projects have been completed.

Council Member Schleicher stated that there will be a water shutoff on W. Chestnut Street, on August 23, 2018, for the Public Works Department to install a shutoff valve for the street.

2. President Becker asked the Council Members to review the Engineer Report, which will be discussed at an October 2018 Council meeting.

3. Borough Manager Boehm: (i) reported the Macungie Institute sign is ordered and should be installed in September 2018; and (ii) gave an update on the Administrative Order that was issued during the last heavy rainfall. The City of Allentown opened the bypass gate for 14 hours.

4. Council Member Schleicher gave a brief synopsis on the Lehigh Valley Planning Commission ("LVPC") meeting she and Council Member Yerman attended on July 31, 2018. Among other topics, LVPC discussed the Transportation Improvement Program ("TIP"), which is a 4-year program to increase funds by 534 Million. The funds will be increased with Federal and State assistance. TIP will fund 110 projects to improve the Lehigh Valley's highest priority roads, bridge, and pedestrian and bicycle rail infrastructures. It is a 17% increase over the previous year's spending. Some of her take-a-way comments from the meeting included: most new housing in the area is apartment living; if Lehigh and Northampton Counties continue to grow at its current rate, in 10 years they will be out of land to develop housing projects; more public transportation will be needed (possibly a subway or transit system); and issues with developers connecting bike and walking trails. LVPC applied for a \$19.6 million-dollar federal grant to use toward the trail connection(s) plan.

5. President Becker reminded the Council Members about the vacant Zoning Hearing Board position. He asked them to review the letter of interest(s) that were submitted for the position.

EXECUTIVE SESSION – None.

ADJOURNMENT

Hearing no further business to be brought before Borough Council, a motion was made by Council Member Bloch, second by Council Member Hutchison, to adjourn the meeting at 9:36 p.m. Motion carried: 5 ayes.

NOTE: The September 04, 2018 Borough Council meeting will be held at Borough Hall, 21 Locust Street, Macungie, PA. The change in location is for this meeting only.

Respectfully submitted,

/s/ *Selma Ritter*

Selma Ritter
Administrative Assistant