

September 04, 2018

MACUNGIE BOROUGH COUNCIL
MINUTES

CALL TO ORDER

President Chris Becker called the September 4, 2018, meeting of Macungie Borough Council to order at 7:30 p.m. in Macungie Borough Hall, 21 Locust Street, Macungie, PA.

ATTENDANCE

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

PUBLIC COMMENTS

a. Prior Public Comments to Council.

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

b. Comments from the Audience on non-agenda items.

1. Barbara Levinson, representative for Emmaus Public Library (the "Library"), gave an update on the activities and events happening at the Library, including:

i. Building Expansion update. The construction is on schedule and the windows were set. The completion and opening are still targeted for October 2018.

ii. Reading Club. The summer reading program was very successful. There were over 700 participants this year, which was higher than last year.

iii. Donation. They received a \$25,000 matching donation for the children's wing construction, which they were able to meet.

iv. Community Hero's Day. Is scheduled for September 06, 2018 at 6:00 p.m. at the Library. The rain date will be September 13, 2018.

v. Position vacancy. They are seeking a replacement for the library director who is resigning effective September 10, 2018.

vi. Drop Box. The Library is seeking to install a materials drop box in Macungie Borough and Upper Milford for residents to return books. The Library will purchase the metal/steel box and the Borough will install it. The box will be emptied periodically by an employee of the Library.

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Council agreed to allow the Library to install a box at Borough Hall.

COUNCIL COMPLIMENTS, COMPLAINTS, PETITIONS AND APPEALS. None.

APPROVAL OF MINUTES

a. August 20, 2018 meeting – Council Member Hutchison made a motion to approve the August 20, 2018 minutes, as written, second by Council Member Schleicher. Motion carried: 4 ayes.

CONSENT AGENDA

a. Treasurer's report of August 30, 2018 – After Council discussed the report, Council Member Schleicher made a motion to accept the August 30, 2018 Treasurer's Report, second by Council Member Hutchison. Motion carried: 4 ayes.

b. Approval of invoices as listed totaling \$116,961.35. Council Member Schleicher made a motion to approve the September 05, 2018 Consent Agenda invoices, in the amount of \$116,961.35, second by Council Member Hutchison. Motion carried: 4 ayes.

CORRESPONDENCE

a. Macungie Volunteer Fire Department, re: July 2018 certificates update. The report noted one (1) certificate of classes and two (2) new members as of July 31, 2018.

President Becker informed Mayor Conrad that his services were needed to swear in the new Macungie Volunteer Fire Police.

b. Emmaus Library, re: August 21, 2018 Board Meeting Minutes/Packet. No action was taken.

c. Emmaus Library, re: materials return drop box. The Library would like to install a drop box at Borough Hall for residents to return borrowed materials.

REPORTS

a. Solicitor. Attorney Nelson requested an executive session regarding a possible litigation matter at the end of tonight's meeting.

b. Mayor. He provided an update regarding the Macungie postmaster and mail not being delivered to Village Walk Drive, due to vehicles parking in front of mailboxes. He is still trying to schedule a meeting with the Post Office Supervisor. He is hoping to speak with the Supervisor before the next Council meeting.

President Becker commented that the Post Office used to have an advisory board that would handle such issues. He asked Mayor Conrad to investigate if an advisory board is still active.

c. Borough Manager.

1. Health & Welfare Plan, GASB 75 Disclosure, years ending 2018 & 2019. The plan was previously called Government Accounting Standards Board (“GASB”) 45, which is the Boroughs expenses and liabilities for the Macungie Police Department’s post-retirement benefits. The amount of OPEB liability increased from \$231,571 on December 31, 2017 to \$343,714 on December 31, 2018. Council requested a representative from Beyer-Barber come to a workshop to discuss the plan.

2. County Executive, re: address changes. Lehigh County is looking to support a state plan, Next Generation 9-1-1, for first responders and public service agencies. Geospatial Information Services (GIS) is a computer program that is based on geography, which gives details on each parcel within a municipality, such as permits and taxes.

3. LSA Grant Project. The total funds available to the entire Lehigh County is \$500,000, which is not a lot of money. Council agreed to apply for a grant for the pedestrian bridge on Cotton Street. Macungie Borough will be notified in March 2019 if the grant is approved.

4. SWLCP Implementation Agreement. Nothing new was reported.

Borough Manager Boehm also reported that Michael and Laura McCready are retiring from Kalmbach Memorial Park, effective June 01, 2019, after 20 years of service.

d. Committees. None.

UNFINISHED BUSINESS – PART I

a. 2019 MMO Amounts. No action was taken. Borough Manager Boehm reminded Council that a decision needs to be made by the next Council meeting, because the Minimal Municipal Obligation (MMO) it is due by the end of September 2018.

b. Sewer Lateral Video Inspection Report. President Becker requested the license number for the Licensed Master Plumber be added to the report. Council approved the revised report.

UNFINISHED BUSINESS – PART II

a. Main Street Streetscape Phase 2.

b. Residential Rental Ordinance - Establish Fees and Inspector. Council discussed the changes that were made to the inspection checklist, then approved it. The revised Checklist will be distributed to Council for the next meeting on September 17, 2018. The Ordinance will be advertised for a November 2018 Council meeting.

c. Parking Restrictions, Village Walk Drive. No action was taken.

NEW BUSINESS

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- a. Emmaus Library's request to place a material return drop box at Borough Hall. Council agreed to allow the Library to install a drop box. An installation date has not been determined.
- b. Ordinance 2018-03, Zoning Ordinance Amendment for Home Occupations. Attorney Peter Nelson gave a brief overview of Ordinance 2018-03, Zoning Ordinance Amendment for Home Occupations. The Lehigh Valley Planning Commission and Macungie Borough Planning Commission have reviewed Ordinance 2018-03. It was advertised for tonight's hearing in the East Penn Press on August 8 and 15, 2018.

The meeting was closed and Council Member Schleicher made a motion to approve Ordinance 2018-03, second by Council Member Hutchison. Motion carried: 4 ayes.

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

Motion Passed.

ITEMS NOT ON AGENDA – None.

EXECUTIVE SESSION

Council President Becker called for an executive session at 8:32 p.m. to discuss a possible litigation matter. The Council meeting reconvened at 8:59 p.m. with no action taken.

ADJOURNMENT.

Hearing no further business to be brought before Borough Council, a motion was made by Council Member Schleicher, to adjourn the meeting at 9:01 p.m., second by Council Member Hutchison. Motion carried: 4 ayes.

Respectfully submitted,

/s/ *Chris L. Boehm*

Chris L. Boehm
Borough Manager
(Secretary, *pro tem*; transcribed written notes)

/s/ *Selma Ritter*

Selma Ritter
Administrative Assistant
(Audio Recording Transcription)