

CALL TO ORDER

President Chris Becker called the September 17, 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 Greg Hutchison Roseann Schleicher John Yerman
Mayor:	Ronald Conrad
Borough Manager:	Chris L. Boehm
Administrative Assistant:	Selma Ritter
Absent:	Patrick Armstrong, Solicitor Barry Bloch Marvin Moyer

PUBLIC COMMENTS

- a. Prior Public Comments to Council. None.
- b. Comments from the Audience on non-agenda items. None.

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

1. Mayor Conrad.

- i. Officer Joseph David received a full-time position with a university and tendered his resignation of as a 30-hour Police Officer, effective September 17, 2018. But, he requested to remain employed with the MPD as a part-time officer.
- ii. The Macungie Police Departments August 2018 monthly report was briefly discussed.

2. Sergeant Kocher comments, concerns and updates.

i. On August 24, 2018, the Macungie Police Department (“MPD”) was dispatched to a stolen vehicle call, out of Berlin Township, which was tracked to the Borough of Macungie. The suspect was on his way to purchase illegal narcotics in the Borough. Corp. Michael Mullen, Officer Joseph David and Officer Kyle Bernhard apprehended the suspect on Cedar Street. Sgt. Kocher suggested giving the three (3) officers a commendation letter for their role in the apprehension.

ii. On September 07, 2018, Sgt. Kocher, Corp. Mullen and Mayor Conrad attended an active shooter meeting at Allen Organ to hear the specifics and logistics of the company's active shooter plan. The MPD will continue to work with Allen Organ on the plan. Mayor Conrad complimented Allen Organ on the plan.

iii. On September 10 & 11, 2018, Sgt. Kocher and Corp. Mullen attended an FBI "force on force" training course, which was specifically for active shooter incidences. Sgt. Kocher commented that the new training tells officers to advance to where the shooting is occurring as fast as they can. He then gave a brief description of the training. Sgt. Kocher and Corp. Mullen completed the training and are now certified as an active shooter response team.

iv. On September 13, 2018, he attended a meeting at Southern Lehigh High School, regarding school safety and Senate Bill 1136, which would allow a school located in a municipality with no municipal police department to enter into a cooperative police agreement with an adjacent municipality, to provide part-time police coverage. Senate Bill 1136 could place the MPD at Willow Lane, Eyer and Shoemaker schools.

He stated \$70 million in state funding is available to minimize risks in schools. Sgt. Kocher will request more information about the funding.

v. Sgt. Kocher requested Council discuss hiring a full-time police officer. He expressed dissatisfaction with part-time and 30-hour officers not staying employed at the MPD because they are seeking full-time positions. He stated that more manpower is needed to handle the workload, so they can continue attending different events, meetings and provide police presence at the schools.

vi. The MPD visited Eyer, Shoemaker and Willow Lane schools within the past month to show their presence and foster relationships with the children and facility.

vii. He received the \$8,000 grant check from Project Life Saver, for the GPS wrist bands for people who are prone to wander due to medical conditions such as Alzheimer's and Autism. One person in the Borough already contacted him about receiving a bracelet. Sgt. Kocher is working on the procedures for distribution of the bracelets.

Council Member Yerman questioned if any further action was taken to enforce vehicles not stopping at the intersection of Village Walk Drive and West End Trail, since the MPD conducted a traffic stop sting in July 2018. President Becker stated he spoke with Mr. Jeff Schmitt, who resides at 159 Village Walk Drive, Macungie, to inquire if the matter was better since the sting. Mr. Schmitt told him it was a little better, but not the best. Mr. Schmitt would like to see all vehicles stopping at the intersection.

President Becker stated Council Member Moyer informed him that his neighborhood has the same situation with vehicles not stopping at the intersection near his house. Council Member Moyer would like enforcement at the intersection of Village Walk Drive and Brookfield Drive.

Council briefly discussed installing “speed humps” in the development to discourage drivers from speeding.

GASB 75 OPEB EXPENSE AND LIABILITY DISCLOSURE. Randee Sekol, owner of Beyer-Barber, attended tonight’s meeting to present the Government Accounting Standards Board Statement (“GASB”) 75 Expense and Liability Disclosure (the “Disclosure”) and to answer any questions Council may have regarding the Disclosure. Mr. Sekol gave a brief history of the Beyer-Barber Company, which is an independent actuarial and employee benefit consulting firm in Allentown, Pennsylvania.

Mr. Sekol’s letter, dated August 20, 2018, noted the Other Post-Employment Benefits (“OPEB”) liability increased from \$231,571.00 on December 31, 2017 to \$343,714.00 on December 31, 2018. The increase was caused by a GASB rule change, which increased the liabilities.

GASB 75 is for the retirement, dental, vision and medical insurances for officers at the MPD when they reach retirement eligibility, but have not reached eligibility for Medicare. Mr. Sekol stated the Borough is not required by the state to fund the post-retirement medical benefits, but they should. He then discussed the importance for funding and the growing costs of the benefits. If Council decides to fund the benefits, the funds are required to be placed in an Irrevocable Trust account.

President Becker commented that any unused MPD funds budgeted in 2019, will go towards the prefunding. Council asked Mr. Sekol to compile an evaluation of the costs, so Council could consider prefunding it at the current rates.

Council Member Hutchison asked how long the benefits would last, for a 55-year old officer that meets Borough retirement age requirements. Mr. Sekol stated the officer would receive Borough benefits until he/she is eligible for state Medicare. Council Member Yerman commented that the term is contractually based, under the police contract.

BOROUGH FACILITIES FEASIBILITY STUDY PROPOSAL (the “Study”). Salvatore Verrastro, from Spillman Farmer Architects, gave a brief history of Spillman Farmer Architects. He then gave a presentation regarding the Study, which included how his company would evaluate the Borough facilities and needs. Input from the Borough stakeholders is required to make the determination. He encouraged Council hold a public workshop to get public input. In closing, he stated the plans are usually good for approximately 5-10 years.

Borough Manager Boehm commented that a few municipalities referred Spillman Farmer Architects to conduct the feasibility study for the Borough.

COUNCIL COMPLIMENTS, COMPLAINTS, PETITIONS AND APPEALS.

1. President Becker thanked Council Members Schleicher, Akinjiola and Yerman for their support and the opportunity to make the presentation for the Community of Distinction Award.

Council Member Schleicher complimented President Becker for the good presentation at the meeting.

2. Council Member Akinjiola asked Mayor Conrad to thank the MPD for their safety checks on her property, while she was away.

APPROVAL OF MINUTES

a. September 04, 2018 meeting. Council Member Schleicher made a motion to approve the September 04, 2018 minutes as written, second by Council Member Akinjiola. Motion carried: 5 ayes.

CONSENT AGENDA

a. Payment of invoices as listed totaling \$73,652.44. Council Member Akinjiola made a motion to approve the invoices listed on the September 18, 2018 Consent Agenda, in the amount of \$73,652.44, second by Council Member Schleicher. Motion carried: 5 ayes.

CORRESPONDENCE

a. Macungie Ambulance Corps, re: August 2018 Monthly Report. They responded to 329 calls during this service month; 36 of the calls were in the Borough of Macungie.

b. Macungie Volunteer Fire Department, re: August 2018 Training Report. Training included Ladder Truck Rescue, Roof Ventilation, Pump Test on 1512 and Air Pack training.

c. Macungie Volunteer Fire Department, re: August 2018 Response Report. They responded to 9 calls in August 2018, which were all in the Borough of Macungie.

d. ACELA Engineers, 2019 Rates. The company sent their 2019 Municipal Professional Fee Schedule for Council to accept and approve. This is a 2019 Budget item.

e. Emmaus Public Library, re: \$19,822 donation request. This is a 2019 Budget item.

f. Joseph David, re: resignation from Macungie Police Department as 30-hour officer and request to remain as part time officer. He will not be available to work as a 30-hour officer, effective September 17, 2018.

g. Macungie Police Department, re: August 2018 Monthly Report. The report included being dispatched to 270 incidents, 1 DUI, 36 traffic citations, 59 vehicle stops, 20 traffic warnings and 6 traffic accidents. They also assisted outside agencies 4 times.

REPORTS

a. Mayor.

1. Village Walk Mail Delivery. In response to public complaints about U.S. Mail not being delivered to mailboxes along Village Walk Drive, in the Brookfield Townhouse Development (the “Development”), due to vehicles parking in front of, or too close to the mailboxes, he is continuing to work with the Postmaster on the matter. He stated the Development is a driving route because the postal worker’s route for that area is mostly in Lower Macungie Township and the Development is only a small section of their route. Therefore, the Post Office will not change the Development to a walking route. He also, stated that the postal advisory board is no longer active.

Mayor Conrad commented that Council should discuss other options for having the mail delivered in the Development. He suggested relocating the mailboxes to another area in the development, which could be expensive, or expanding the no parking area in front of the current mailboxes and painting the curb yellow.

Council Member Yerman suggested installing a large multi-unit box (similar to those in Macungie Village Apartments, which have approximately 80 individual boxes) at another location where vehicles cannot park. Council Member Schleicher suggested installing one near the playground. Mayor Conrad will ask the Post Office if it is possible to have a multi-unit box installed.

2. Purple Heart Parking Sign. Mayor Conrad inquired if Council decided where they would like to install the reserved parking sign for a Purple Heart recipient. The sign was donated by the Wounded Warriors.

President Becker asked Council to give suggestions for placement of the sign. They would like it installed in a place where it would be most useful. Annette Becker was asked to discuss the sign’s placement with the Macungie V.F.W.

b. Borough Manager

1. Budget Workshop Schedule. The Budget Workshop calendar was distributed to Council and discussed. The budget workshops will be advertised in the East Penn Press.

2. SWLCP Implementation Agreement. Tabled until the next Council meeting.

3. FutureLV – Action Team Meeting. The Lehigh Valley Planning Commission is in the process of updating their regional plan, which they are calling “The Future Lehigh Valley.” A meeting to discuss the plan is scheduled for October 03, 2018 at 7:00 pm at Upper Milford Township Building, for the municipalities of Lower Macungie, Upper Milford, Lower Milford, Macungie Borough, Emmaus Borough and Alburtis Borough.

4. Amendment to Safety Manual (the “Manual”). Corporal Michael Mullen proposed some language changes to the Manual regarding disciplinary action. Borough Manager Boehm forwarded the proposed language changes to the Insurance Company for review. It was SMT’s recommendation to remove the disciplinary language from the Safety Manual.

Council agreed to eliminate Section 41 of the Safety Manual. Borough Manager Boehm will discuss the changes with Corp. Mullen.

d. Committees.

President Becker reported there is a Teamsters contract meeting scheduled for Wednesday, September 19, 2018 at 5:00 pm. Council Member Yerman requested a copy of the current contract for his review.

Council Member Yerman stated Stone Hill Meadows is selling 36 lots, in the Lower Macungie Township, Phase 2, to another developer to build homes upon. Stone Hill Meadows will finish the lots, with electrical and plumbing, before they are sold to the other developer.

UNFINISHED BUSINESS – PART I

a. 2019 MMO Amounts, action required. The Minimum Municipal Obligation (“MMO”) amount needs to be reported by September 30, 2018. The Police Pension Plan MMO is \$57,290, Non-Uniformed MMO is \$29,000 and Defined Contribution MMO is \$2,730.

Council Member Yerman suggested committing to the minimum amount allowable for now, then putting in extra funds later, if additional funds are available. After discussing the matter and options, Borough Council agreed to fund the minimum amount.

Council Member Yerman made a motion to contribute the Minimum Municipal Obligation amount of \$57,290 for the Police Pension, \$29,000 for the Non-Uniformed Pension and \$2,730 for the Defined Contribution Pension, second by Council Member Schleicher. Motion carried: 5 ayes.

UNFINISHED BUSINESS – PART II

a. Residential Rental Ordinance. The name of the person doing the inspections will be changed from “Observer” to “Inspector.”

Borough Manager Boehm received an email containing questions related to the Ordinance. Council Member Yerman made a motion to send the questions to Solicitor Armstrong, second by Council Member Schleicher. Motion carried: 5 ayes.

President Becker reminded Council that the Ordinance is planned to be adopted in November 2018.

i. Inspection Checklist. A revised Inspection Checklist was distributed to Council. No action was taken by Council.

ii. Establish Fee. No action was taken by Council.

iii. Job Description. Council briefly discussed some of the qualifications/skills the Inspector should have. Borough Manager Boehm will ask Zoning Officer Nicholson to revise the Job Description, for distribution at the next Council meeting.

b. Parking Restrictions on Village Walk Drive. No action was taken by Council.

NEW BUSINESS

a. Borough Facilities Feasibility Study Proposal from Spillman Farmer Architects. The cost for the Study is \$8,500.00, which would include future phases, if any. President Becker noted the cost was included in the 2018 Budget, to be taken from the Contingency Fund.

Council Member Schleicher made a motion to accept Spillman Farmer Architects' Feasibility Study Proposal, in the amount of \$8,500.00, to be withdrawn from the Contingency Fund, second by Council Member Akinjiola. Motion carried: 4 ayes and 1 nay (Greg Hutchison).

b. Budget Transfers. Motion by Council Member Yerman to approve the following Budget Transfers, with changes to the "Purchase" lines of Budget Transfer #14 and #15, second by Council Member Schleicher. Motion carried: 5 ayes.

1. \$52.00 from 01.410.373 (Maintenance & Repair Building) to 01.410.742 (Capital Building Improvements)
2. \$209.98 from 01.410.250 (Maintenance & Repair-Parts) to 01.410.374 (Vehicle Maintenance-Police)
3. \$75.00 from 01.453.245 (Special Events-Decorations) to 01.455.000 (Shade Trees)
4. \$43.69 from 01.406.337 (Automobile Allowance) to 01.406.162 (UC-General)
5. \$20.00 from 01.414.310 (Professional Services) to 01.406.460 (Seminar-General)
6. \$1.49 from 01.409.450 (Elevator Service Contract) to 01.409.430 (Real Estate Tax)
\$20.53 from 01.409.373 (Bldg. Maint. & Repair) to 01.409.430 (Real Estate Tax)
7. \$602.02 from 01.433.451 (Traffic Control) to 01.430.231 (Fuel Trucks)
8. \$1,340.28 from 01.436.310 (Stormwater PRD Plan) to 01.436.246 (Storm Sewer Maint/Repair).
9. \$41.14 from 08.429.210 (Office Supplies) to 08.429.213 (Small Equipment Items)
10. \$52.94 from 08.429.313 (Engineering) to 08.429.230 (Heating Costs-Garage)
11. \$2.51 from 08.429.220 (Operating Supplies) to 08.429.236 (Housekeeping Supplies)
12. \$520.00 from 08.429.313 (Engineering) to 08.429.314 (Legal)
13. \$2,445.00 from 01.409.670 (Bldg. Improvements) to 01.409.230 (Heating Expense)
\$377.73 from 01.414.314 (Zoning Legal) to 01.409.230 (Heating Expense)
14. \$162.39 from 01.430.220 (Operating Supplies-Streets) to 01.430.260 (Minor Equipment-Streets)
15. \$1,554.55 from 01.433.450 (Crosswalk Painting) to 01.430.374 (Vehicle Maint & Repair Expense)
\$322.58 from 01.433.450 (Street Equipment Rental) to 01.430.374 (Vehicle Maint & Repair Expense)

c. Approval of Joseph David's resignation as 30-hour officer and request to remain as part time officer. Council Member Schleicher made a motion to accept Joseph David's resignation as 30-hour officer and approve his request to remain as part time officer, second by Council Member Akinjiola. Motion carried: 5 ayes.

d. Approval of Settlement Stipulation w/Pino Vince LLC and authorization for President Becker to sign. Council Member Schleicher made a motion to accept the Settlement Stipulation with Pino Vince LLC and authorize President Becker to sign it, second by Council Member Akinjiola. Motion carried: 5 ayes.

ITEMS NOT ON AGENDA.

President Becker noted both Zoning Hearing Board candidates are registered to attend the training at the Lehigh Valley Planning Commission in October. Once they have completed the training Council will need to discuss the appointment to the Board.

Borough Manager Boehm stated the Phase 2 Streetscape project will be advertised for bid on October 4, 2018. Construction will begin in March and continue through May 2019.

EXECUTIVE SESSION – None.

ADJOURNMENT

Hearing no further business to be brought before Borough Council, Council Member Yerman made a motion to adjourn the meeting at 9:42 p.m., second by Council Member Schleicher. Motion carried: 5 ayes.

Respectfully submitted,

Selma Ritter
Administrative Assistant