

BUDGET WORKSHOP

Borough Manager Boehm reviewed the General Fund Revenues and noted the amounts for the residential rental inspection fees and licenses needed to be determined in order to put the revenue amount in the budget. Council suggested Zoning Officer Joseph Peterson begin scheduling inspections in vacant apartments within the Brookside Apartments and Macungie Village Apartments complexes and track his time to perform the administrative work and inspections. After Zoning Officer Peterson inspects a couple of units and determines how much time is involved, Council requested he give them an estimate of how many inspections he could accomplish annually, so they can determine the fees and include them in the budget.

The Budget Expenditures were then discussed, including funding requests and expenditures for the Macungie Institute ("MI"). Council requested Facility Manager, Tim Brown, provide them with the MI Revenues. Council discussed requesting all rental payments for the MI be sent to Borough Hall. The Police and Non-Uniform Pension Minimum Municipal Obligations ("MMO") were also discussed. The lesser MMO amount (line item #9) was calculated in the 2020 Budget, however, CPA, Doug Werley, suggested Council adopt the market value, which is a higher amount, plus an additional \$22,500 and 27,500 (total of \$50,000). There was a consensus among Council to earmark some of the 2019 carryover funds for the pensions and not use the MMO market value. The Macungie Police Department will be using the Mayor's Discretionary Fund for unexpected expenses and will reflect a zero (0) balance on the 2020 Police Budget. The Shade Tree line item was increased to \$7,500.

Church Street road repairs were discussed. AMS suggested not tar and chipping the street, if the Borough would be repaving the street within 2-3 years. The Authority will be applying for a PA Small Water Sewer Grant, to help pay for replacement of the water laterals, and an H2O grant to help assist with the costs of the sewer project to replace laterals and install cleanouts. Since repairs will begin on Church Street in 2020, the Borough would not tar and chip it.

Borough Manager Boehm stated she does not anticipate a sewer rate increase in 2020. The Borough is still waiting for an estimate for the sewer replacement project on Hillcrest Drive South.

CALL TO ORDER

President Chris Becker called the November 04, 2019, regular 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
	Debra Cope
	Greg Hutchison
	Roseann Schleicher
	John Yerman
Mayor:	Ronald Conrad
Borough Manager:	Chris L. Boehm

Solicitor: Patrick Armstrong
Absent: Selma Ritter, Administrative Assistant

PUBLIC COMMENTS

a. Prior Public Comments to Council.

i. Angie Ashbrook, re: amount of engineering fees for Phases I, II and IV of the Main Street Streetscape Project. President Becker reported on the engineering expenses paid by the Borough for Phases I (\$145,429.49) and II (\$41,090.68). The Borough would not be paying for engineering expenses in Phase III, as they are covered by the grant. He noted Phase IV is only in the grant application stage and has not been awarded yet, so there are no engineering expenses to report at this time.

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

i. Carl Sell, 46 Locust Street, Macungie, questioned the amount of engineering fees that were paid for the island at Race and Main Streets, which had to be removed. He also questioned the cost of painting the crosswalk at Race Street, which was authorized by Council.

COUNCIL COMPLIMENTS, COMPLAINTS, PETITIONS AND APPEALS.

a. Council Member Schleicher thanked everyone that participated and attended the Town Beautification Soup Fundraiser on October 25, 2019.

b. President Becker reported on the Real Estate Tax millage over the past 8 years. He discussed the tax history in the Borough from 2014 through 2019, along with the reasons for any increases that occurred. He commented that, at this time, it appears the 2020 taxes in the Borough would not be increased (they would remain at the rate of 4.25 mills). He commented Council has worked very hard at budgeting the Borough's finances in a proper way and the Borough millage rate is the second lowest in the immediate area, next to Alburtis Borough.

APPROVAL OF MINUTES

a. October 21, 2019 meeting. Council Member Akinjiola made a motion to approve the October 21, 2019 minutes, as written, second by Council Member Bloch. Motion carried: 7 ayes.

b. October 28, 2019 Budget Workshop. Council Member Yerman made a motion to approve the October 28, 2019 budget workshop minutes, as written, second by Council Member Hutchison. Motion carried: 7 ayes.

CONSENT AGENDA

a. Treasurer's report of October 31, 2019 – President Becker noted the amounts in the General Fund Capital Account and Contingency Fund.

Council Member Schleicher made a motion to approve the October 31, 2019 Treasurer's Report, as presented, second by Council Member Hutchison. Motion carried: 7 ayes.

b. Payment of invoices as listed totaling \$155,516.21 – Council discussed some of the bills listed on Consent Agenda, future funding of the employee and police pensions (to ensure there are enough funds available when employees retire) and the year to date 2019 Budget expenditures were compared with the projected 2019 Budget.

Council Member Schleicher made a motion to approve paying the Consent Agenda invoices, in the amount of \$155,516.21, second by Council Member Akinjiola. Motion carried: 7 ayes.

CORRESPONDENCE

a. Lehigh County Board of Commissioners, re: Resolution 2019-76 honored the first responders that assisted at the Heather Glen Senior Living facility fire on September 22, 2019. Resolution 2019-76 was read into the record.

President Becker then noted two firefighters from the Macungie Volunteer Fire Department (“MVFD”) that assisted at the Pocono Manor fire for 23 hours. He also reported there are now 27 active volunteers with the MVFD.

b. Borough of Macungie 2018 Audited Financial Statements.

c. Real Estate Tax Collector’s Office 2018 Audited Financial Statements.

President Becker read the Auditor’s opinions for both audits (items b and c).

REPORTS

a. Mayor.

i. Police Chief Position. No discussion.

ii. Election Day. Mayor Conrad reminded everyone to come out and vote on Election Day on Tuesday, November 05, 2019.

b. Solicitor

i. PMHIC Agreement Amendment. The ordinance will be advertised for adoption at the 1st meeting in December 2019. Solicitor Armstrong is comparing the MetLife Plan Agreement with the current 457b Plan Agreement with Brighthouse for changes. Metlife will no longer provide ongoing maintenance of the Brighthouse Agreement after December 31, 2019. Solicitor Armstrong will have someone in his office review for changes and prepare an ordinance for adoption at the 1st meeting in December 2019.

ii. Main Street Commons (“MSC”). Solicitor Armstrong requested authorization for President Becker to execute the Deed of Dedication (the “Dedication”) tonight, for the small parcel the Borough currently owns along Route 100, so MSC can move forward. He reminded Council that they previously approved dedication of the parcel to MSC at a previous Council meeting. After President Becker signs the Dedication over to MSC, MSC would then dedicate it to PennDOT as part of the PennDOT application process, which is a standard policy because PennDOT does not want any encumbrances or other property rights within their right-of-ways. Solicitor Armstrong

stated he did not have any issues with the Dedication being signed tonight and the Borough would still own the storm water pipe within the right-of-way, which the Borough would have access to.

It was noted that the Borough still does not have signed and recorded plans for the project and MSC, to date, does not have a Highway Occupancy Permit (HOP) in place. Solicitor Armstrong commented that MSC has certain preliminary earth moving work rights, within the Development Agreement, prior to the signing of the plan. President Becker commented that the earth moving work is for the development of the site to accommodate the bank, then the bank itself would be doing the building; it would not go beyond the bank for other potential building development. Solicitor Armstrong stated it would not go beyond anything Council previously approved.

Council Member Yerman made a motion to authorize President Becker to sign the Deed of Dedication for the parcel of land to the developer, so they can assign it to PennDOT, second by Council Member Schleicher. Motion carried: 6 ayes, 1 nay (Council Member Bloch).

c. Borough Manager

i. Request to Purchase Storage Container. Borough Manager Boehm requested permission to purchase a used 40' storage container for \$2,399.00 to store the holiday lights at the Public Works Department ("PWD"), from year to year. Currently, the new wreaths purchased for the decorative street lights are being stored in the PWD garage bay because there is nowhere to store them, which results in a Borough truck having to be parked outside of the garage. The funds to purchase the storage container would be taken from Traffic Control and Crosswalk Painting funds.

Todd Rutledge, 325 Surrey Place, Macungie questioned if a storage rental unit would be conducive. Borough Manager Boehm stated it would be good for short-term, but the storage needed would be long-term and the cost would not be in the Borough's best interest.

Council Member Akinjiola made a motion to approve the purchase of a storage container, second by Council Member Schleicher. Motion carried: 7 ayes.

ii. Repairs for Building at Reservoir. Council Member Bloch questioned if funds were allotted in the budget to fix the building at the reservoir, which the PWD is currently using for storage. He commented that if the building were repaired, it could continue to be used for storage. Borough Manager Boehm commented that since it is an Authority building, the matter would need to be discussed at an Authority meeting, which she suggested Council Member Bloch attend. She will also discuss the matter with Water Operator Douglas McNair.

iii. Bear Statue at Macungie Institute. Council Member Hutchison questioned the status of the bear statue replacement. Borough Manager Boehm reported Town Beautification is discussing the project and once something is formalized, the matter would come back before Council.

d. Committees.

i. Borough Manager Search Committee. President Becker announced there will be an executive session later this evening to discuss this matter.

UNFINISHED BUSINESS – PART I.UNFINISHED BUSINESS – PART II

- a. Main Street Streetscape Phase 2. No action taken.
- b. Main Street Streetscape Phase 3.
 - i. Payment Request #02, in the amount of \$157,188.30. Mohawk Contracting & Development LLC submitted Application No. 2, *Application and Certification for Payment* for Council's approval. Barry Isett & Associates reviewed and approved the invoice for payment. The certified payrolls were received.

Council Member Schleicher made a motion to authorize Payment Request #02, in the amount of \$157,188.30, second by Council Member Hutchison. Motion carried: 7 ayes.

- c. Borough Manager Request for Retirement Medical Benefits and Reimbursement of accumulated sick and vacation time. The matter will be discussed at the next Council meeting in Executive Session.
- d. Joint Building Board of Appeals Vacancy. President Becker will follow up with the potential candidate, Jeff Dreas, and inquire if he is still interested in submitting a letter of interest for the position.
- e. Memorial Plaque Criteria. Council Member Hutchison stated he would like the next Council in 2020 to discuss the criteria.

NEW BUSINESS

- a. Authorization to Sign 2020 L.C. Humane Society Agreement for Animal Control Services. The agreement would run from January 01, 2020 to December 31, 2020, for a payment of \$800.00. Borough Manager Boehm commented language was added to the Agreement to address seizure of a large amount of animals, outside the normal conditions of the contract.

There was a unanimous consensus among Council to table the matter to allow Borough Manager Boehm time to contact Berks County Humane Society to inquire how they address large animal collections.

- b. Ridings At Brookside Condo Association (the "Association"), Auxiliary Parking Lot Expansion.
 - i. SALDO Waiver Request. Todd Rutledge, President of the Ridings Condo Association, was present to request a waiver from the SALDO requirements to install an Auxiliary Parking Lot (the "Lot") in the Association. He described the project, along with the work that would be done and stormwater runoff. He commented that the retention pond, where the stormwater runoff would flow to, has never filled up or overflowed in the past.

Solicitor Armstrong provided a brief history of the proposed Lot, which included 16 parking spaces, along with previous decisions and plan(s). He stated he believed the Lot could be fit into an amendment to the already approved land development application; then he noted the SALDO was amended since the original plan was approved. He also commented that the Borough Planning Commission did not appear to have any issues with the project and made a recommendation to allow proceeding with the Lot approval.

Council Member Yerman made a motion, based on the Borough Planning Commission recommendation and the Ridings Condo Association stating they will meet all of the conditions the engineer raised and the size of the project (less than 5,000 square feet) does not trigger most of the regulations, Council should waive any further requirements and let the project proceed, second by President Becker. Motion carried: 7 ayes.

EXECUTIVE SESSION

President Becker called for an Executive Session at 8:35 p.m. to discuss a personnel matter, specifically the Borough Manager applicants. The regular Council meeting reconvened at 8:45 p.m., with the following action taken:

Council Member Yerman made a motion to extend an offer of employment to Robert Glisson for the Borough Manager position, at a salary of \$68,000 a year, second by Council Member Schleicher. Motion carried: 7 ayes.

Council agreed the position is open ended (at will), with no contract.

a. PennDOT Multimodal Transportation Grant, submission deadline 11/8/19.

i. Resolution 2019-13 – PennDOT Multimodal Grant (\$391,804) for Main Street Streetscape Phase IV, which would run from Lea Street to Poplar Street. Borough Manager Boehm commented she thought Council's comment to let it [the grant] lay at the last meeting, meant they would not pursue the grant; President Becker clarified the comment meant to table it to further the discussion.

President Becker discussed the grant, the matching funds the Borough would need to provide and the engineering fees associated with the project. The Borough would be liable for matching grant funds in the amount of \$138,872.00, which would cover the engineering fees. He commented that the Borough would have approximately 2 years before the matching funds would be required. Council discussed earmarking \$65,000.00 in 2020 and 2021 for the matching funds, which would provide the \$138,872.00. However, if there are carryover funds available at the end of 2019, Council will earmark \$65,000.00 for the matching funds. President Becker commented that a motion would be to start the process, but not deal with the mechanics of it at this point. There was a consensus among Council to put some funds into the Capital account towards the matching funds, then whatever is left would be earmarked for the pension plans.

Council Member Hutchison made a motion to approve Resolution 2019-13 authorizing the submission of the PennDOT Multimodal Grant application, in the amount of \$1,295,195.00, for the Main Street Streetscape Phase IV, second by Chris Becker. Motion carried: 7 ayes.

Roll Call Vote:

Akinjiola – aye	Becker – aye
Bloch – aye	Cope - aye
Hutchison – aye	Schleicher – aye
Yerman – aye	

Motion Passed.

ITEMS NOT ON AGENDA (Mayor and Council members only).

ADJOURNMENT

Hearing no other business come before Council, Council Member Yerman made a motion to adjourn the meeting at 9:55 p.m., second by Council Member Schleicher.

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)