

CALL TO ORDER

President John Yerman called the May 18, 2020, regular meeting of Macungie Borough Council to order at 7:30 p.m. Due to the Coronavirus Pandemic (COVID-19), the meeting was held via telecommunications. The change in venue was announced on the Borough website and by a posting notice on the Macungie Institute and Borough Hall doors. The meeting was open to the public where participants could “attend” the meeting by using an assigned web link or telephone number and access code.

ATTENDANCE

Council Members:	Alma Akinjiola Angela Ashbrook Barry Bloch Ryan Hanosek Todd Rutledge Roseann Schleicher John Yerman
Mayor:	Ronald Conrad
Borough Manager:	Robert H. Glisson
Administrative Assistant:	Selma Ritter
Absent:	Patrick Armstrong, Solicitor

MACUNGIE POLICE DEPARTMENT (“MPD”) – Sergeant Travis Kocher was in attendance tonight to provide updates and hear any issues residents may have.

- a. Macungie Police Department, re: March 2020 Report. Sgt. Kocher discussed the March 2020 report, which included being dispatched to 155 incidents, 10 Traffic Citations and 3 persons arrested.
- b. Allentown Dog Training Club Donation (“ADTC”) Thank You Letter. In his correspondence to ADTC, Sgt. Kocher thanked them for the donation they made to the MPD for K-9 or any other needs.
- c. Introduction of Towing Ordinance for Borough; why needed. No discussion.
- d. Miscellaneous Updates:
 - i. A fogging system is being used to disinfect the MPD vehicles one-time per week, plus whenever they transport a suspect.
 - ii. The MPD has had a lot of requests for “birthday drive bys,” where the MPD and a Macungie Volunteer Fire Department apparatus drive by the person to wish them a happy birthday.

iii. A medication take back grant was received, which was for a large metal box for the public to place unneeded prescription medications into. The MPD will surrender the medications to the Drug Enforcement Administration in Allentown, Pennsylvania, periodically.

iv. Federal Emergency Management Agency (FEMA) is reimbursing cleaning labor and disinfectant costs related to the Coronavirus (COVID-19). Sgt. Kocher has been keeping track of the costs and, to date, the MPD has incurred approximately \$3,000.00 in expenses.

v. Domestic disturbances and violent crimes have increased in the Borough, which is most likely related to the COVID-19 pandemic. On two separate occasions, an MPD Officer had to discharge their Taser when responding to a call.

PUBLIC COMMENT

a. Prior Public Comments to Council - None.

b. Comments from the Audience on Non-Agenda Items.

i. Carl Sell, 46 Locust Street, Macungie, commented on the Zoning Officer's changes to the Checklist, which is an Exhibit to the Residential Rental Ordinance 2018-06. He stated the previously approved Checklist had 21 items on it and the revised draft has 46 items; the additional items on the draft appear to be Occupancy Certificate related. President Yerman agreed with Mr. Sell and stated the Checklist will go back to a safety inspection.

COMPLAINTS, PETITIONS, APPEALS AND COMPLIMENTS – None.

APPROVAL OF MINUTES

a. May 04, 2020 - Council Member Rutledge made a motion to approve the May 04, 2020 minutes, as written, second by Council Member Schleicher. Motion carried: 7 ayes.

CONSENT AGENDA

a. Payment of invoices listed, as of May 19, 2020, totaling \$65,752.25. Some of the invoices listed on the Consent Agenda were briefly discussed.

Council Member Schleicher made a motion to approve the invoices listed on the Consent Agenda, as of May 19, 2020, in the amount of \$65,752.25, second by Council Member Ashbrook. Motion carried: 7 ayes.

CORRESPONDENCE

a. Macungie Ambulance Corps, re: April 2020 Monthly Report. They responded to 259 calls during this service month; 27 of the calls were in the Borough of Macungie. The report stated this was the lowest monthly call volume recorded in the last three years.

b. Emmaus Public Library (“EPL”), re: Current Operational Costs Update. The letter stated EPL’s: (1) physical building is closed as mandated by the state, but the staff remains actively working to provide online and telecommunication services to its patrons; (2) the costs of the building operation and other library overheads cannot be eliminated, therefore, the library’s overall budget has very little discretionary spending that can be deferred; (3) municipal and state funding only covers 70% of the basic operating costs; and (4) the library is engaged in trying to obtain Federal assistance. Council recalled their decision, at their April 20, 2020 meeting, to withhold the library’s funding.

Council Member Schleicher made a motion to approve the release of Emmaus Public Library’s funding as soon as possible, second by Council Member Yerman. Motion failed: 2 ayes (Council Members Akinjiola, Schleicher and Yerman) and 5 nays (Council Members Akinjiola, Ashbrook, Bloch, Hanosek and Rutledge).¹

REPORTS

a. Mayor.

i. The Mayor acknowledged and thanked the Emergency Management Manager and his Deputy for their work on the COVID-19 reimbursement(s).

ii. The Memorial Day Parade, scheduled for May 22, 2020, has been cancelled due to the COVID-19 pandemic. There will be a ceremony at the Macungie Veterans Association location near or at the site of the monument.

iii. The Macungie Volunteer Fire Department sent a letter to residents in the community requesting their financial support. Mayor Conrad asked everyone to consider making a donation.

Karen Billger, 975 Vine Street, Macungie, suggested (1) residents ask their employer if they would consider matching the amount of their donation; and (2) the Borough include an article in their Newsletter to inform residents that some employers will match their donation funds.

iv. Police Chief Position. There was no discussion on this matter.

b. Borough Manager – None.

c. Committees.

i. Employee Handbook Revisions. Three proposed revisions are before Council for consideration: (1) Page 14: non-uniform employee *Life Insurance* increased to \$80,000.00, in accordance with the contract; (2) Page 17: the *Smoking, Tobacco and Clear Air* policy to include “vaping”; and a paragraph to include language for the wearing of perfume/cologne in the office, to help protect employees with allergies and/or breathing problems from having health issues; and (3) Page 18: the *Personal Appearance* policy to include language outlining what attire would be considered appropriate/inappropriate.

¹ At the 06/01/2020 Council meeting, Council Member Akinjiola requested a change to her vote and stated the reason as she voted aye, not nay for the motion.

Two new revised versions were drafted; one by Council Member Schleicher/Administrative Assistant Ritter and the other by Solicitor Armstrong. Both versions were distributed to Council and discussed tonight. Council Member Schleicher will work with Solicitor Armstrong on the proposed language.

ii. The Chalk the Walk Event, scheduled for June 27, 2020, has been postponed. There is a tentative rescheduled date of August 22, 2020, with a rain date of August 23, 2020.

iii. Wreaths for Lamp Posts on Main Street. Council Member Schleicher requested confirmation on Council's previous approval for her to spend the \$2,000.00 of budgeted funds for the purchase of four (4) wreaths. She commented since the Borough currently has spending restrictions in place she just wanted to ensure the permission was still valid. Town Beautification will also be donating \$2,000.00 for the purchase of five (5) additional wreaths.

Council Member Schleicher made a motion to approve spending \$2,000.00 to purchase four (4) wreaths, for holiday decorations for the Streetscape, second by Council Member Akinjiola. Motion carried: 5 ayes and 2 nays (Council Members Ashbrook and Yerman).

UNFINISHED BUSINESS – PART I.

a. Consideration of Residential Rental Ordinance 2018-06 (the “Ordinance”) Amendment. Currently, Section 267-8.C of the Ordinance states inspections must take place within 30-days of the receipt of the inspection fee, but that is not always possible. The proposed amendment would add language to allow the time frame to be longer if needed.

After Council discussed the two different amendments that were suggested, there was a unanimous consensus among them to use the proposed option #1 revision which states:

“The owner, tenant, or any other person with the approval of the owner may request an inspection of the dwelling unit at any time. Application for a requested inspection must be made on the appropriate form issued by the Borough and the fee for this inspection must be paid in full at the time of the request. The Borough will make a reasonable effort to conduct the inspection within thirty (30) days of the receipt of the inspection fee. A written inspection report of the requested inspection will be delivered to the person making the request and to the owner within fifteen (15) days of completion of the inspection. Any defects or deficiencies uncovered during a requested inspection will be subject to the correction process set forth in this Chapter.”

UNFINISHED BUSINESS – PART II

a. Macungie Institute HVAC Plan. Council Member Rutledge reported he received the gas heating and A/C expenditures for the years 2015 through 2020, from Assistant Treasurer, Rosemarie Nonnemacher. He suggested he and Council Members Bloch and Hanosek hold a workshop to discuss the findings and proper insulation for the attic. Council Member Hanosek will extend an offer to the Macungie Institute Trustees (the “Trustees”) to attend the workshop.

Council Member Hanosek requested more information from Council on their vision for how the Macungie Institute building should be used. President Yerman stated the question should be guided to the Trustees on how they would like to utilize the building. He commented Council only stepped in over the years because the Trustees were not engaged in the building's oversight; he would like to see them engaged, which would include preparing a budget.

b. Consideration of Sonya Spotts Interest to Enter Into Rental Agreement With Borough of Macungie for 24 S. Church Street. This matter is ongoing.

c. Council Member Bloch to work with Council Member Hanosek on Additional Long-Term Rental Ideas at the Macungie Institute. Council Member Bloch stated the idea has stalled due to the COVID-19 pandemic. Council Member Bloch agreed for this item to be temporarily removed from future Council agendas; he will reinstate it in the future after he obtains more information. President Yerman stated the Trustees should be included in all of the discussions.

d. Team of Council Members Ashbrook, Rutledge and Yerman, along with Borough Manager Glisson to start working on filling Borough Clerk/Assistant Treasurer position. This matter will be discussed in Executive Session later tonight.

e. Zoning/Code Enforcement Officer, Joseph Peterson, to provide update on Sidewalk repairs for phase 4 letter, list of repairs. Borough Manager Glisson reported the letters are due to go out this week.

f. ACELA to provide an update on the Raingarden. Borough Manager Glisson reported ACELA stated the project is on track.

g. Get the Macungie Institute Trustees Functioning Again. No discussion on this matter.

h. Verizon Proposal to Place 5G Antennas in Five Locations and Proposed Ordinance for Wireless Communications. The Borough Planning Commission will be viewing the proposal at their next meeting tomorrow night.

j. Interim Act 537 Plan (Wastewater Treatment Plan for LCA). A representative from Lehigh County Authority ("LCA") will be attending the Borough Planning Commission meeting tomorrow evening to discuss the Interim Act 537 Plan (the "Plan"). The Plan will then go before Council at a June 2020 meeting.

Council Member Schleicher commented the Plan will also be discussed at the Steering Committee next week and she would like to take information from the Borough Planning Commission's meeting tomorrow evening to the Committee.

NEW BUSINESS

a. Review Sufficiency of Zoning Hearing Board ("ZHB") Fees for Hearings. Council discussed the possibility of increasing the fixed Commercial (\$670.00) and Residential (\$370.00) ZHB fees to make them more in line with the actual costs associated with a hearing, which are

typically over \$1,000.00. Currently, the fees charged are less than half of the actual costs; the Borough pays the remaining costs that are not covered in the fixed rates.

Council Member Rutledge suggested Council make the fees variable in the *Borough Fee Schedule*, so the applicant pays the accurate amount related to their hearing. Borough Manager Glisson was asked to contact other municipalities to inquire what they charge, ask Borough staff for actual costs from a couple of past hearings and contact Solicitor Armstrong to inquire if the *Borough Fee Schedule* could have a variable amount.

ITEMS NOT ON AGENDA (Mayor and Council Members Only) – None.

a. Council Member Bloch:

i. Main Street Streetscape. He questioned where the Main Street Streetscape construction will end. ~~President Yerman stated~~ The next phase (Phase IV) will end at the Mountain Creek Bridge, at the Animal Hospital, and any Streetscape construction past that point (to Chestnut Street) will be dependent upon grants and Borough funding.² Council Member Bloch suggested Council not continue constructing the Streetscape past the Mountain Creek Bridge.

ii. Loans. He noted the two loans the Borough is currently financing, then he questioned how the reconstruction of South Church Street will be financed. President Yerman stated there is no plan for the financing of South Church Street at this time. Council Member Bloch suggested the Borough pay off the two loans they are currently financing before taking out another loan for the street renovation.

b. President Yerman reported a resident questioned why blue and green lines are painted on Main Street. Borough Manager Glisson stated they were painted for a PA One Call, possibly for PPL and the paint will eventually wear off.

EXECUTIVE SESSION, IF NECESSARY - President Yerman called for an Executive Session at 08:52 p.m. to discuss personnel matters. The regular Council meeting reconvened at 9:22 p.m. with no action was taken and no decisions were made.

ADJOURNMENT

Hearing no further business to be brought before Borough Council, Council Member Schleicher made a motion to adjourn the meeting at 9:23 p.m., second by Council Member Bloch. Motion carried: 7 ayes.

Respectfully submitted,

/s/ *Selma Ritter*

Selma Ritter
Administrative Assistant

² At the 06/01/2020 Council meeting, President Yerman requested his name be removed from the sentence because the comment was made, but he was not the person who said it.