

ATTENDANCE

Council Members: Angela Ashbrook  
Alma Akinjiola  
Barry Bloch  
Ryan Hanosek  
Todd Rutledge  
Roseann Schleicher, Vice-President  
John Yerman, President

Mayor: Ronald Conrad

Borough Manager: Robert H. Glisson

Solicitor: Patrick Armstrong (7:30 p.m. to 10:20 p.m.)

Engineers: Stan Wojciechowski (7:30 p.m. to 8:06 p.m.)

Administrative Assistant: Selma Ritter (6:30 p.m. to 9:41 p.m.)

BUDGET WORKSHOP

President John Yerman called the October 05, 2020, Budget Workshop of Macungie Borough Council to order at 6:30 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 notice being posted 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. The 2021 Budget Workshops were advertised in the East Penn Press Newspaper and on the Borough website.

The workshop opened with Borough Manager Glisson discussing a memorandum he received from Berkheimer Tax Innovations, which he stated predicts an estimated Earned Income Tax (“EIT”) revenue loss of approximately \$5,300 to \$5,800 per month for the Borough in the upcoming year because employees are out of work this year due to the COVID-19 pandemic and not paying into the tax. Borough Manager Glisson explained he calculated, on a monthly average of \$5,550.00, the loss would total \$66,600.00 over a 12 month period.

Borough Manager Glisson reported the Real Estate Taxes that were collected so far this year are at 99.2% of the forecasted amount in the 2020 Budget, which is more than the total at the end of 2019 (98.9%). He suggested for the 2021 Budget, Council leave the Real Estate Tax Revenue at the same amount as it was in 2020 (\$946,695.86).

President Yerman stated there was an increase in employee expenses for 2020 and together with the projected EIT Revenue loss it would total approximately \$100,000.00, which he stated Council would need to find somewhere. He then asked Council what strategy they would like to use to plan a for the projected deficit, e.g., if they are going to cut costs (staffing cuts, street paving, leaf pickup, street cleaning, EPL funding, etc.) and/or services to the residents or let the costs and/or services alone and raise taxes in 2021; he commented it would be easier for him and Borough Manager Glisson to plan the 2021 Budget if Council discussed the options upfront. He then polled each Council Member to choose one of two choices tonight: (1) “hold” - cut services and/or costs or (2) raise taxes; he then commented whatever Council decides tonight is how they will plan for the 2021 Budget as he does not want to wait until the end of the Budget discussions to decide. Most of the Council Members stated they could not make a decision tonight because they would like to “review the numbers” and consider what costs could possibly be cut before determining if taxes should be

raised or not. However, upon President Yerman polling each Council Member, they stated: Ashbrook, Akinjiola, Bloch and Yerman stated they wanted to hold and Council Members Hanosek, Schleicher and Rutledge stated they would not be opposed to raising taxes if there was a good reason for it, such as keeping services and inflation. President Yerman stated he is reluctant to raise taxes in an economy where average income residents (\$40,000.00) are not doing well, there is a current pandemic and recession; he believes Council should cut expenses, which are hard decisions and residents are not going to be happy, however, they will be just as unhappy if Council raises taxes. Council Member Schleicher rebutted stating residents are not happy when taxes are raised, but they are less happy when services are cut.

President Yerman suggested, if Council holds, the budget managers be told they have to cut expenses back to the average of the past three years tax Revenues for the 2021 Budget; then the budget managers would have to decide how the money gets spent and provide the amounts to Council, and if they don't Council would make the decisions for them.

MPD Sergeant, Travis Kocher questioned what effect unused money from the 2020 Budget could/would have on the 2021 Budget. President Yerman stated it would be carried over. Sgt. Kocher then noted there is an entire year of unused salary funds in the MPD 2020 Budget that was not used due to an officer being out on an insurance claim that could be carried over in 2021 to help fill the projected \$100,000.00 deficit. He estimated the unused salary for the 2020 year to total approximately \$50,000.00 to \$70,000.00, less money for a few items he needs to purchase for the MPD. Council Member Schleicher stated there is also unused salary funds in the 2020 Budget from the vacant Macungie Institute Building Coordinator position, totaling approximately \$24,869.00, that could be carried over to the 2021 Budget. Sgt. Kocher stated between both of the unused employee position salaries that would be carried over to 2021, the \$100,000.00 deficit should almost be covered.

Council then discussed needing funds for a bridge replacement in the Borough and the underfunded Pension Plans. Council Member Schleicher commented that for many years the Borough had been extremely prudent on saving money and not raising taxes, but raising taxes is inevitable or things don't get taken care of properly. Council Member Rutledge suggested Council re-evaluate some of its existing expenses, then figure out what is more important. Council Member Akinjiola commented that if Council raised taxes, some residents may not be able to afford to pay them. Mayor Conrad commented most people live in a Borough for the services they receive in them; he stated Council should pay the bills, plus keep the services, but only spend what they need to run the Borough, however, not raising taxes just for Council to say they didn't raise taxes is only kicking the can down the road and eventually someone has to pay the deficits (e.g. pensions). Sgt. Kocher suggested, with the new information provided tonight, of unused salaries which would fill 90% of the \$100,000.00 deficit, Council review the figures then decide where the finances lay before continuing to discuss raising taxes or cutting services. The workshop concluded at 07:17 p.m.

#### CALL TO ORDER

President John Yerman called the regular meeting of Borough Council to order at 7:30 p.m.

#### ENGINEER'S MONTHLY REPORT – BARRY ISETT & ASSOCIATES (“BIA”)

a. Macungie Borough Projects Report- Stan Wojciechowski, P.E. from BIA discussed the projects, costs and finances on his October 05, 2020 Engineer's Report, more specifically:

i. Bridge Damage from August 2020 Storm(s).

- Hickory Street Bridge. Due to the bridge deck and abutment damages, BIA determined the bridge is no longer serviceable. They estimated the cost to replace the bridge at ± \$300,000.00, which would include the abutments and deck. Engineer Wojciechowski stated another option would be to demolish the bridge and not replace it. BIA is also investigating the cost of a steel bridge. The Borough requested disaster funding from the County and PEMA, but the outcome of the request is unknown at this time.

- Cotton Street Bridge. The concrete cutoff walls in front of the stone abutments were damaged and, in some locations, torn apart from the walls. BIA will prepare and submit a GP11 to reconstruct the cutoff walls. BIA's cost to prepare and submit the permit, plus prepare a plan is \$4,500.00, which would not include the estimated \$25,000.00 repair cost(s) for the bridge.

ii. Main Street Streetscapes.

- Phase 3. The Borough was awarded a grant in the amount of \$750,000.00 for this project, which covered the construction and administration costs 100%. Phase 3 has been completed and will be closed out.

- Phase 4 (north side of Main Street to the Mountain Creek Bridge). The Borough was awarded a grant in the amount of \$450,000.00 for this project, which will cover the construction and administration costs 100% (total grant money available for construction is \$405,000.00; construction contract value of \$322,095.00; and the remaining grant money is \$82,905.00). BIA received an extended improvements estimate of approximately \$86,000.00, which they asked the contractor to cut back so it does not exceed the remaining grant funds of \$82,905.00. A preconstruction meeting is scheduled for October 08, 2020 at 8:00 a.m. Construction is expected to begin the week of October 12<sup>th</sup>. The light poles are scheduled for delivery in mid-November. Three extra pallets of brick (total cost of \$2,220.00) will be stored at the Borough Public Works Department garage, for future use if bricks in the streetscape need to be replaced.

iii. South Church Street ADA Ramps. The total Construction cost was \$97,033.00 (including BIA fees), which was funded by a grant (\$61,450.00) and Borough funds (\$35,583.00). BIA engineering fees for design and bidding (\$19,705.00) and inspection fees (\$2,000.00) totaled \$22,000.00. Council discussed the BIA fees, as they seemed high for a project this size. Engineer Wojciechowski will review the calculations and work BIA performed, then report back to Council. The punchlist items were inspected by the Borough Manager and found to be acceptable.

Council then discussed the G&B Construction Payment Request #2, in the amount of \$7,532.80, for South Church Street ADA Ramps, which is for the final release of retainage money held on the contract.

Council Member Schlicher made a motion to approve the Application and Certification for Payment #2, to G&B Construction, regarding the ADA ramps on South Church Street, second by Council Member Bloch. Motion carried: 7 ayes.

iv. Lumber Street Streetlights. The materials were grant funded (\$42,317.00) and the administration fees were Borough funded. Engineer Wojciechowski reported all of the technical and front end work on the project has been completed. BIA requested the dates for bid opening and advertisement from the Borough so they can finalize the bid documents.

v. Sewer Lateral Sealing/Lining. The Borough requested a grant from the State for \$1.2M, but it was denied; the Borough secured project funding of > \$2M through a loan. Tentatively, the project will be advertised for bid in mid-December; bids will be due by late January or early February 2021; and construction is anticipated to begin in Spring 2021.

President Yerman asked Council Members Bloch and Rutlege if they looked into the stormwater runoff that went into the manholes during the August 2020 storms. Council Member Rutledge reported, soon after the storm, he, Council Member Bloch, Borough Manager Glisson and BIA Engineer Harry Garman met and discussed the sewer and sewer laterals; most of the discussion focused on what went wrong during the storm and why. Engineer Garman was tasked with providing flow meter readings from three metering points (1) in the Borough, (2) Alburdis Borough and (3) a temporary meter at the sewer on Route 100 from Lower Macungie Township ("LMT") to track the stormwater flow rate to determine if the stormwater belonged to the Borough, Alburdis and/or LMT. Council Member Rutledge stated they believe lining the laterals would make a significant improvement, but they have to first determine where the Inflow and Infiltration (I&I) is coming from. Council Member Bloch stated he looked at the manhole covers along the stream in LMT and discovered one of them was broke open and they also need to be raised or taken care of better. Council Member Rutledge stated they are waiting for the meter readings from Engineer Garman before they can continue to work on the matter.

vi. Borough Authority Project. A grant, in the amount of \$155,340.00, was awarded for the full amount of the South Church Street water lateral replacement project. BIA is currently preparing the bidding documents.

b. Approval of G&B Construction Payment #2 for South Church Street ADA Ramps. See motion above, under *Engineer's Monthly Report*, §§ iii.

PUBLIC COMMENT – None.

a. Prior Public Comments to Council - None.

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

#### COUNCIL COMPLIMENTS, COMPLAINTS, PETITIONS AND APPEALS

a. Council Member Schleicher reported:

- The Borough is holding its Electronic Recycling Event on October 31, 2020 at Macungie Memorial Park from 9:00 a.m. to 12:00 p.m., or until the trucks are full, for Macungie and Alburdis residents and businesses. She reminded residents this is a good event to dispose of unwanted televisions since the Borough's refuse hauler does not take them.

- Residents are placing trash and/or recycling out to the curb to early on a Sunday. She reminded residents the Borough Ordinance states it cannot be placed out before 6:00 p.m.

APPROVAL OF MINUTES – President Yerman requested the 2021 Budget Workshop dates and times be included in the Council minutes. The workshops are scheduled for Oct. 5, 19; Nov. 2, 16; Dec. 7, 21; at 6:30 p.m. (prior to regularly scheduled Council Meetings) AND in addition to the above, workshops will also be held on Oct. 12, 26; Nov. 9, 23; Dec. 14 at 7:30 pm. Currently, due to

the COVID-19 government restrictions, all workshops will be held via Zoom. Zoom Notices will be posted on the Borough website (www.macungie.pa.us).

- a. September 21, 2020. Council Member Akinjiola made a motion to approve the September 21, 2020 meeting minutes, as written, second by Council Member Yerman. Motion carried: 7 ayes.

#### CONSENT AGENDA

- a. Treasurer's report of September 30, 2020 – Some of the balances listed on the Treasurer's report were discussed. President Yerman questioned what the *Water Revenue Fund* (\$766,693.05) is and what the money would be used for. Borough Manager Glisson stated he believes the money would be used for water projects. President Yerman also questioned what the *Bond Redemption and Improvement Fund* (\$373,216.25) and *Sewer Fund Capital Account* (\$578,016.25) are for. He then discussed the balances in the two Water Authority accounts (combined total of \$1,344,709.30) and questioned if the money would be spent on projects. Borough Manager Glisson will investigate what the money will be used for and report back to Council.

The Budget vs. Actual Report was then discussed. President Yerman noted the \$150,000.00 that was transferred from the General Fund Capital account (in the beginning of the 2020 year) to the General Fund account; he stated although Council approved transferring the money back to the General Fund Capital account in May 2020, the report does not show the funds were actually transferred back. He also commented the report shows the Engineering Fees at \$199,159.08 (originally budgeted at \$85,000.00), which are over budget by \$115,000.00. He requested clarification on what the overage amount included (e.g., developers, grants and/or Borough taxpayer funded). He also noted the Building Maintenance & Repairs costs are currently 40% over budget.

Council Member Bloch made a motion to approve the September 30, 2020 Treasurer's Report, as presented, second by Council Member Schleicher. Motion carried: 7 ayes.

- b. Payment of invoices as listed totaling \$172,999.43 - some of the invoices listed on the report were briefly discussed.

Council Member Schleicher made a motion to approve paying the Consent Agenda invoices, as of October 06, 2020, in the amount of \$172,999.43, second by Council Member Akinjiola. Motion carried: 7 ayes.

#### CORRESPONDENCE

- a. Municipal Retirement Trust, re: August 2020 Monthly Trust Reports. President Yerman noted the reports show the Non-Uniform Benefit Pension went down as it is paying out more funds to Borough retirees than it is currently taking in (\$70,162.69 in and \$76,015.70 out) and the Police Pension grew a small amount (\$45,719.91 in and \$33,043.06 out).

#### REPORTS

- a. Solicitor – None.

- i. Towing Ordinance. Solicitor Armstrong noted the motion Council made at their September 21, 2020 meeting, authorizing the Towing Ordinance to move forward, minus the Main

Street reference. The Ordinance will be advertised for discussion and possible adoption at the next Council meeting.

ii. Steps for joining Police Consortium. It was noted that the MPD missed the 2020 cutoff date to join the Consortium and will now have to wait until spring 2021 to apply. Solicitor Armstrong discussed the steps that need to be taken for the MPD to join the Consortium:

(1) The Consortium needs to confirm if they are agreeable for the MPD to join. Borough Manager Glisson stated he contacted Chief Marks, but he has not heard back from him yet;

(2) Solicitor Armstrong stated he considers the Agreement with the Lehigh County Chief of Police as an Inter-Municipal Agreement, therefore Council would need to authorize the execution and entering into the Agreement by way of an ordinance. There was a discussion about the Agreement being an Inter-Municipal Agreement or not, along with the pros and cons of having an ordinance. Solicitor Armstrong stated the only purpose for the Ordinance is to authorize the Council President to sign the Agreement; not to bind the Borough/MPD to the Agreement. A public hearing would need to be advertised in the newspaper for the Ordinance. Sgt. Kocher will contact other nearby Boroughs who joined the Consortium to inquire how they entered into the agreement;

(3) The MPD would need to provide the Consortium with a list of the department requirements for the MPD;

(4) Chapter 14 (Civil Service Commission) in the Borough's Code of Ordinances would need to be revised to allow for the new testing arrangement, which Solicitor Armstrong can revise; and

(5) A second Ordinance would also need to be adopted. President Yerman suggested Council consider advertising and adopting both ordinances at the same time.

President Yerman recapped the required steps, then stated no one would work through the other steps until after Borough Manager Glisson receives confirmation of the MPD being able to join the Consortium from the Lehigh County Chief of Police (step #1).

b. Mayor.

i. Steps for joining Police Consortium. Discussed above, under the *Solicitor's Report*, §§ ii.

ii. Christmas Tree Lighting Ceremony this year has been cancelled due to COVID-19, as the space would be too small to safely practice the six-foot social distancing requirement, plus some attendees may not want to wear masks. Council Member Schleicher will speak with the PWD to setup a date and time for when they will light the tree.

Council discussed having events put on the Borough Facebook page, which has not been updated since last year. President Yerman questioned who has access to the page. Borough Manager Glisson stated the previous Borough Manager transferred the Facebook page to his Facebook account when he first started in the manager position, but he could not recall the password. Sgt. Kocher offered to have Officer Todd Bernhard help him get access to the page tomorrow. President Yerman stated the steps to updating the page would be (1) get the password recovered; (2) Council assigns a person to maintain the page (Borough Manager or Administrative Assistant); and (3) make a list of items that should be placed on the page. He then stated the page should be up and running within the next month.

iii. Fire Prevention Week is this week. Mayor Conrad asked all residents to check the batteries in their smoke alarms and make a family plan on what everyone should do if there would ever be a fire.

iv. Scarecrows along Main Street. Mayor Conrad thanked Town Beautification for the Scarecrows, which can be adopted for \$15.00 each as a fundraiser for Town Beautification. Parties interested in adopting one can do so on the *Macungie Town Beautification* Facebook page or by contacting Buffy Albright. Council Member Schleicher stated Town Beautification funded most of the holiday decorations in the Borough with the proceeds from fundraisers.

v. Macungie Police Department Equipment. Sgt. Kocher discussed:

- MPD Tasers are over 13-years old and the manufacturer is no longer supporting them or supplying the cartridges. New Tasers will cost approximately \$1,500.00 each. Funds from the unused police wages will be used to purchase new ones. President Yerman requested Sgt. Kocher fill out and submit a Budget Transfer at the next Council meeting, which will serve as the approval to make the purchase.

- MPD Bullet Proof Vests will need to be replaced soon, as they expire every five years. The previous Borough Clerk/Assistant Treasurer, Rosemarie Nonnemacher, applied for a grant prior to her retirement, which is still pending. The cost to the MPD would be a total of approximately \$2,500-\$3,000 for five vests.

- Three Body Cams were purchased with 2020 Budgeted funds. The total cost for the three cams was \$1,300.00.

c. Borough Manager.

i. PSAB Fall Conference will be held via Zoom and is free this year. A Conference flyer was provided to Council. All Council Members were encouraged to attend.

ii. Local Share Grant (“LSG”). A grant will be submitted to help fund the Macungie Institute (“MI”) boiler and air condition units. A new system would provide heating and cooling with more energy efficiency.

iii. COVID-19 Grant Funds. Justification for the funds was sent to Lehigh County on Wednesday, September 30, 2020. The distribution is based on per capita, therefore, the maximum funds the Borough would receive is \$52,000.00.

iv. PA Infrastructure Bank (which is run by PennDOT) has loans available. Borough Manager Glisson discussed the interest rates and his ideas on what the loan funds could be used for (new skid steer loader, new equipment, bridges). He stated the skid steer loader is over 18-years old and needs over \$5,000.00 in repairs. Currently, if it is traded in for a new one, they would receive a trade in credit in the amount of \$4,000.00.

d. Committees - None.

#### UNFINISHED BUSINESS – PART I

a. Consideration of Residential Rental Ordinance 2018-06 Amendment. Borough Manager Glisson provided an update on the letters the Zoning Officer is sending to property owners of rental units in the Borough. He reported since the last Council meeting, the Zoning Officer received

approximately thirty (30) replies to register the units, along with the payments. President Yerman requested a summary on how many properties have to be done yet.

b. Hartman Property at 212 W. Main Street; Installation of Sidewalk. Council Member Bloch questioned the status of their sidewalk installation. He commented the Harmans were given a few different deadline for the installation, but the work has not been completed yet; he cautioned with winter months approaching it may not be installed. Borough Manager Glisson reported the Hartmans received the Highway Occupancy Permit (HOP) and Mr. Hartman is trying to negotiate with the contractor at Main Street Commons, but he does not know the status of the negotiations. Borough Manager Glisson was tasked with sending correspondence to the Hartmans to request a date on when the sidewalks will be completely installed.

#### UNFINISHED BUSINESS – PART II

a. Verizon Proposal to Place 5G Antennas in Five Locations and Proposed Agreement for Small Wireless Communications for Council consideration (Ordinance at Planning Commission). Solicitor Armstrong provided the history and an update on the Co-Location License Agreement (the “Agreement”). He stated it is specific to the five proposed co-locations that Verizon provided the Borough earlier this year and it would also apply to any future co-locations within the Borough’s right-of-ways for the small wireless facilities, unless the Borough adopts an Ordinance in the future. The Agreement provides a provision indicating if Verizon applies for additional co-locations in the future at different locations, the Agreement will apply, unless the Borough adopts an Ordinance by that time, then the Ordinance would apply. He noted the Agreement does not cover any proposed new poles within the right-of-way that are not considered a co-location. He reported the Borough Planning Commission is currently working on the draft Ordinance, which would address new poles within the right-of-way. The Agreement does indicate that where there is a co-location being proposed, if there is no Ordinance adopted at that time, if the pole that is being proposed to being co-located on cannot support the antenna it would give Verizon the ability to replace the pole within five-feet of the existing pole for the purpose of the co-location.

Council Member Bloch made a motion to approve and authorize the execution of the Small Wireless Communications Facility Co-Location License Agreement, second by Council Member Rutledge. Motion carried: 7 ayes.

Solicitor Armstrong stated one of the Exhibits attached to the Agreement is the design standards for the co-locations, which was taken from the LMT Ordinance and is consistent with the standards in the draft Ordinance, and.

b. Public Works Department, re: Monthly Report on Upcoming Projects; Due at 2<sup>nd</sup> Council Meeting of month. No discussion by Council.

c. Streets; Reports of Flooding (See Manager’s list). Borough Manager Glisson reported he is continuing to work on compiling the list.

d. Adoption of Towing Ordinance on 19 Oct. 2020 after Advertising. The Ordinance will be advertised in the newspaper for adoption at the next Council meeting.

#### NEW BUSINESS

a. Adoption of Resolution 2020-12, re: Disposition of Municipal Records. Borough Manager Glisson discussed the requirement of municipalities having to adopt a Resolution when destroying records, in accordance with the Pennsylvania Historical and Museum Commission, which dictates how long certain municipal records must be retained.

Borough Manager Glisson stated the company that will be hosting the Electronic Recycling Event in the Borough, will arrive one hour prior to the public event to shred the Borough documents onsite. For security reasons, due to the personal information in the documents, a Borough employee will be present at all times with the documents while they are being shredded.

Council Member Yerman made a motion to adopt Resolution 2020-12, regarding the Disposition of Municipal Records, second by Council Member Bloch.

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|-----------------|-----------------|-------------------|
| Roll Call Vote: | Akinjiola – aye | Ashbrook – absent |
|                 | Bloch – aye     | Hanosek - aye     |
|                 | Rutledge – aye  | Schleicher – aye  |
|                 | Yerman – aye    |                   |

Motion Passed.

Council Member Ashbrook was absent from this vote due to a brief loss of call connectivity (approximately 9:18 – 9:23 p.m.), but she was present for the remainder of the Council meeting.

Adoption of Resolution 2020-13, re: Refuse and Recycling Rate (2021). The collection and disposal rate for solid waste, refuse and recycling within the Borough of Macungie is established annually through the contract with the hauler. The rate change is an increase of \$1.06 per quarter, per unit, for a total of \$4.24 annually. Borough Manager Glisson stated the contract will end in 2021, therefore, this is the last year for the contract.

Council Member Schleicher made a motion to adopt Resolution 2020-13 establishing the refuse rate at \$196.75 annually, (\$49.19 quarterly) effective November 01, 2020 to October 31, 2021, second by Council Member Rutledge.

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|-----------------|-----------------|------------------|
| Roll Call Vote: | Akinjiola – aye | Ashbrook – aye   |
|                 | Bloch – aye     | Hanosek - aye    |
|                 | Rutledge – aye  | Schleicher – aye |
|                 | Yerman – aye    |                  |

Motion Passed.

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

a. Council Member Akinjiola stated, as discussed at the last Council meeting, she researched the past Council Minutes and found Council made one vote to defer payment #2 to the Emmaus Public Library (“EPL”), then Solicitor Armstrong was tasked with reviewing the Contract the Borough has with EPL. Solicitor Armstrong stated he circulated his overview of the Contract to Council back in July 2020, via email. President Yerman summarized Solicitor Armstrong’s reply email as the Borough is obligated to pay EPL because they have a contract with them and Council should not have voted to defer (or not pay) payment #2 in the first place (Solicitor Armstrong concurred with this summarization). Council Member Schleicher recalled on April 20, 2020 Council

voted to hold payment #2 due to COVID-19, and on May 18, 2020 it was discussed again and voted upon, but the motion to pay EPL did not pass (there were four nays), then in July Council received Solicitor Armstrong's email regarding the contract. She expressed concern of EPL not providing services to Borough residents if Council did not fulfil their contractual obligation with them and release payment #2.

There was a disagreement among some of the Council Members on whether or not to approve payment #2 to EPL. Council Members Ashbrook and Bloch expressed since EPL received government funds (approximately \$47,000) and the building was closed for a couple of months due to COVID-19, the Borough should not pay them. President Yerman and Mayor Conrad concurred any government funds EPL received has nothing to do with the Borough's contract with them. Council Members Akinjiola and Schleicher stated, although the EPL building was closed, they did provide online and other services to their card holders. President Yerman stated he received books from the library the entire time COVID was going on. Council Member Schleicher noted Borough Hall has also been closed to the public, but they are still providing services to the residents. Solicitor Armstrong stated although the EPL building was closed and they did not provide in-person services, EPL continued to provide online and other services to its members. During the upcoming Budget Workshop discussions Council will consider the amount they will allot to EPL in 2021. President Yerman suggested the payment #2 be placed on the list of bills for payments for the next Council meeting, then they can determine if they would like to approve it that time.

b. Council Member Hanosek reported the Macungie Institute Trustees requested Council allow them to use the 2020 budgeted funds of \$3,300.00 to update the MI website. The new MI website would then be linked to the Borough page. The web designer would need to provide an estimate, prior to the approval.

Council Member Hanosek made a motion to approve moving ahead with exploring options for the Macungie Institute website design and to obtain estimates to rebuild the website, second by Council Member Schleicher. Motion carried: 7 ayes.

c. President Yerman made two announcements:

- Lehigh County scheduled a Hazardous Waste Event for November 14, 2020. Hazardous waste would include, but is not limited to pesticides, gasoline, paint and other toxic items. Residents must register on the Lehigh County website to participate. The information is also located on the Borough website at [www.macungie.pa.us](http://www.macungie.pa.us).

- Lehigh Valley Planning Commission is holding their 7<sup>th</sup> Annual Gala online on October 13, 2020 from 5:30-6:30 p.m. Some Council Members stated they plan on attending the event. The cost is \$15.00 per ticket.

EXECUTIVE SESSION, IF NECESSARY – President Yerman called for an Executive Session at 09:41 p.m. to discuss a personnel issue. The regular Council meeting reconvened at 10:17 p.m. President Yerman summarized the Executive Session as a potential opening of a position within the Borough Administrative Staff. The following actions were taken:

Motion #1: Council Member Yerman made a motion to authorize Borough Manager Glisson to contact Tiffany Rhoads and extend an offer to fill the Borough Clerk/Assistant Treasurer position, second by Council Member Schleicher. Motion carried: 7 ayes.

Motion #2: Council Member Yerman made a motion to extend Rosemarie Nonnemacher's authorized temporary part-time hours to up to four hundred (400), second by Council Member Akinjiola. Motion carried: 7 ayes. Solicitor Armstrong clarified it is up to 400 hours.

Motion #3: Council Member Yerman made a motion, if an arrangement cannot be worked out with Tiffany Rhoads, to authorize Borough Manager Glisson to move forward with the same advertisements for the Borough Clerk/Assistant Treasurer position and advertise it in the same places as was last time, in preparation of a hiring/recruitment cycle, second by Council Member Schleicher. Motion carried: 7 ayes.

#### ADJOURNMENT

Council Member Akinjiola made a motion to adjourn the meeting at 10:20 p.m., second by Council Member Bloch. Motion carried: 7 ayes.

Respectfully submitted,

/s/ *Selma Ritter*

Selma Ritter  
Administrative Assistant