

CALL TO ORDER

President Chris Becker called the December 7, 2015, meeting of Macungie Borough Council to order at 7:30 p.m. in Borough Council Chambers, Borough Hall, 21 Locust Street, Macungie, PA.

ATTENDANCE

Council Members:	Alma Akinjiola Chris Becker Debra Cope Greg Hutchison Roseann Schleicher John Yerman
Borough Manager:	Chris L. Boehm
Solicitor:	Patrick Armstrong
Administrative Assistant:	Cynthia Hartzell
Absent:	David Boyko Mayor Gary Corder

PUBLIC COMMENTS

- a. Prior Public Comments to Council – President Becker read a letter from the State Fire Commissioner congratulating the Macungie Fire Department for obtaining the 75% recognition level in the Department Recognition Program and showed the certification from the Office of the State Fire Commissioner. President Becker thanked the Macungie Fire Department for achieving the goal. Council Member Hutchison commented it was great for the Macungie Fire Department to strive to be better.
- b. Public Comments – No Public Comments

COUNCIL COMPLIMENTS, COMPLAINTS, PETITIONS AND APPEALS

- a. Council Member Schleicher remarked that she helped make cookies for the Macungie Holiday with a group of people on Sunday. She commented the weather was looking good for the event.
- b. Council Member Cope commented that that Holiday Tree Lighting event was a good event. She noted there was a good crowd despite the light rain.
- c. Council Member Cope thanked Council Members for the 4 years that she served on Council and noted she will try to be involved in the community. Council Member Hutchison commented that he liked the way she showed him a different point of view. President Becker remarked that he appreciated her serving on Council. Borough Manager Boehm thanked her for everything she did for the community and serving on Council.

APPROVAL OF MINUTES

- a. November 9, 2015 budget workshop – Council Member Hutchison made a motion to approve the November 9, 2015, budget workshop minutes as presented, second by Council Member Schleicher. Motion carried: 6 ayes
- b. November 16, 2015 budget workshop and meeting – President Becker had some changes and the minutes were tabled until the next meeting.
- c. November 23, 2015 budget workshop – Council Member Hutchison made a motion to approve the November 23, 2015, meeting minutes as corrected, second by Council Member Cope. Motion carried: 6 ayes

CONSENT AGENDA

- a. Treasurer's report for November 30, 2015
- b. Payment of invoices as listed totaling \$102,110.20

Council Member Hutchison made a motion to approve the consent agenda as presented, second by Council Member Akinjiola. Motion carried: 6 ayes

CORRESPONDENCE

- a. Macungie Police Department, re: October Monthly Report
- b. Macungie Volunteer Fire Department, re: October Monthly Report and November Training Report
- c. Municipal Retirement Trust, re: October Monthly Report
- d. Emmaus Public Library, re: November Meeting Agenda and October budget
- e. Karen Holt, Macungie Institute Building Coordinator, re: November Monthly Report
- f. Lower Macungie Township, re: Zoning amendment – this usually goes before the Planning Commission for a recommendation but there is no meeting this month. Borough Manager Boehm explained the zoning revision in the East Texas Village area. She did not see that this change would have an impact on the Borough or be in conflict with the SWL Comp Plan. There were no comments from Council Members. Borough Manager Boehm will inform Lower Macungie Township there are no comments from Council.

REPORTS

- a. Solicitor - Solicitor Armstrong noted he will have comments on agenda items.
- b. Mayor – no report in his absence.
- c. Borough Manager

1. 2016 Meeting Dates – Borough Manager Boehm provided the dates for the 2016 Council meetings and noted the Tuesday meetings due to holidays. She explained that she scheduled the budget workshops with the budget being adopted the first meeting of December and holding the Holiday Open House on the date of the second meeting in December.

2. Macungie Holiday – Borough Manager Boehm reminded everyone of the Macungie Holiday this Saturday.

3. 2016 TAP Grant – Borough Manager Boehm noted the TAP Grant deadline is in early January and she would like to have Council's opinion of what to apply for in the grant. She provided a cost estimate for each the Streetscape lighting and the median between Race Street and Pine Alley. She noted the grant is only for construction; the engineering and inspection costs would be Council's responsibility.

Council Member Hutchison made a motion to move forward with the TAP Grant Application to include both the lighting and the median, second by Council Member Cope. Motion carried: 6 ayes

4. Borough Website Video – Borough Manager Boehm reported the video company reviews the videos and the videos would be a link on the Borough website. Council approved moving forward with the videos.

5. Brookfield Park Workshop – Borough Manager Boehm reported on the workshop held. There were about 9 residents in attendance who suggested moving the playground equipment forward to Village Walk Drive, adding a pavilion and benches, a walk/bike path around the park and other suggestions. Bryan Smith, BIA, will draw up a sketch plan for review by the residents and Council.

6. Borough Manager Boehm reminded everyone about the Macungie Holiday Open House on December 18th at the Macungie Institute.

7. Borough Manager Boehm noted the January 4th meeting will be re-organization and Mayor Corder will swear in the new Council Members.

d. Committees

EXECUTIVE SESSION

Council President Becker called an executive session at 8:26 p.m. to discuss personnel. The meeting was reconvened at 9:09 p.m. with no action being taken.

UNFINISHED BUSINESS – PART I

a. SW Lehigh Comprehensive Plan

1. Charrette Dates: 1/5 @ 12 noon & 7 p.m.; 1/6 @ 7 a.m. All Charrette meetings are at the Macungie Institute
2. Public Meeting: 1/14 @ 7 p.m. at Lower Macungie Township Community Center

Borough Manager Boehm urged Council members to attend one of the charrettes and provide information. Council Member Schleicher reported the SWL Comp plan website is live.

- b. Rental Inspection Program - President Becker noted a meeting was held and there are some assignments.
- c. 2016 Teamster Collective Bargaining Agreement – Council Member Hutchison made a motion to approve the 2016 Teamster Collective Bargaining Agreement, second by President Becker. Motion denied: 2 ayes, 4 nays (Council Member Akinjiola, Cope, Schleicher and Yerman)

Solicitor Armstrong had some proposed changes. President Becker suggested passing the changes to the union and ask the union to get back with their comments by the December 21st meeting for Council to be able to address the contract this year.

EXECUTIVE SESSION

Council President Becker called an executive session at 9:15 p.m. to discuss personnel. The meeting was reconvened at 9:34 p.m. with no action being taken.

UNFINISHED BUSINESS – PART II

- a. Committee Vacancies – Civil Service Commission (1 Alternate) - President Becker noted 2 vacancies have opened on the Borough Authority. At the Authority meeting prior to the Council meeting, Dave Wentz and James Wieder resigned effective tonight, December 7th. Any interested person should send a Letter of Interest to Borough Council.
- b. Main Street Streetscape Plan
- c. LTD Capital Projects
 1. Cotton Street
 2. Church Street Traffic Light
- d. Service Electric Cable Franchise Renewal

NEW BUSINESS

- a. Budget Transfers
 - \$315.31 from 01.410.131 (Sergeant's Wages) to 01.410.183 (Police Overtime)
 - \$4,683.79 from 01.410.135 (30 Hour Officer Wages) to 01.410.136 (Part-Time Police)
 - \$66.74 from 01.410.231 (Fuel-car) to 01.410.230 (Fuel Oil-Police Station)

- \$57.54 from 01.410.460 (Seminar-Police) to 01.410.361 (Electricity)
- \$1,789.09 from 01.403.311 (Tax Collector Auditing) to 01.402.311 (Auditing)
- \$960.94 from 01.403.311 (Tax Collector Auditing), \$11.82 from 01.406.337 (Personal Car Usage) to 01.406.341 (Advertising)
- \$505.60 from 01.409.260 (Minor Equipment Bldg), \$582.71 from 01.404.314 (Legal Fees) to 01.409.230 (Heating Cost)
- \$139.31 from 01.406.460 (Seminars) to 01.409.236 (Housekeeping Supplies)
- \$89.42 from 01.430.260 (Minor Equipment-Street) to 01.430.220 (Operating Supplies)
- \$121.28 from 01.436.246 (Storm Sewer Maintenance) to 01.430.374 (Vehicle Maintenance & Repair Expense)
- \$256.15 from 01.414.310 (Professional Services) to 01.430.384 (Street Equipment Rental)
- \$99.99 from 01455.000 (Shade Trees) to 01.453.245 (Special Event Decorations)
- \$117.54 from 01.465.310 (Comprehensive Plan Update) to 01.454.250 (Park Maintenance & Flower Park)
- \$299.25 from 01.433.220 (Signs & Markings) to 01.430.250 (Vehicle Parts-General)
- \$263.33 from 01.430.141 (Seasonal Wages) to 01.430.183 (Streets Overtime)
- \$17.70 from 08.429.213 (Small Items of Equipment) to 08.429.158 (Sewer-Life Insurance)
- \$55.70 from 08.429.220 (Operating Supplies) to 08.429.210 (Office Supplies)
- \$98.95 from 08.429.220 (Operating Supplies) to 08.429.230 (Fuel Oil)
- \$71.48 from 08.429.460 (Seminars) to 08.429.361 (Electricity)
- \$437.38 from 08.429.364 (Transmission & Treatment) to 08.429.250 (Maintenance & Repair-Parts)
- \$679.69 from 08.429.364 (Transmission & Treatment) to 08.429.311 (Auditing)
- \$14,607.62 from 08.429.720 (Inflow & Infiltration) to 08.429.313 (Engineering)
- \$42.00 from 08.429.373 (Garage Maintenance & Repair) to 08.429.374 (Vehicle Repairs)
- \$300,000 from 08.492.008 (Transfer to Sewer Fund Capital) to Sewer Fund Capital Bank Account

Council Member Hutchison made a motion to approve the budget transfers as presented, second by Council Member Akinjiola. Motion carried: 6 ayes

b. Appointment of 30 hour police officer – With the resignation of Officer Penn, Chief Harry requested to hire Officer Kyle Bernhard as the 30 Hour Police Officer.

Council Member Hutchison made a motion to appoint Kyle Bernard to the 30 Hour Police Officer position effective December 8, 2015, second by Council Member Cope. Motion carried: 6 ayes

c. Resolution 2015-11, Police Pension Contributions - Borough Manager Boehm explained this resolution is to approve the police contributions of 3% instead of the mandated 5%. The 3% was according to the Police Collective Bargaining Agreement.

Council Member Schleicher made a motion to adopt Resolution 2015-11, second by Council Member Yerman.

Roll Call Vote: Akinjiola – aye Becker – aye
 Boyko - absent Cope – aye
 Hutchison – aye Schleicher – aye
 Yerman – aye

Motion carried.

d. Adoption of 2016 Budget - President Becker gave a brief overview of the 2016 budget.

Fund	2016 Revenues	Beginning Cash Balances	Total 2016 Revenues	2016 Expenditures
General	\$2,385,886	\$300,000	\$2,685,886	\$2,693,458
Water	\$525,952	\$25,000	\$550,952	\$552,292
Sewer	\$587,783	\$120,000	\$707,783	\$703,249
State Liquid Fuels	\$76,351	\$32,685	\$109,036	\$53,709
LTD Capital Reserve	\$1,500	\$626,965	\$628,465	\$572,815

Council Member Hutchison made a motion to adopt the 2016 Budget as presented with the explanation that the funds for the police renovation could be used to balance the budget, if necessary, second by Council Member Schleicher. Motion carried: 6 ayes

Council Member Schleicher commented her regret to increase the tax but it was for the good of the Borough.

e. Ordinance 2015-07, 2016 Tax Rate - This ordinance establishes the 2016 tax rate at 3.5 mills, an increase of .5 mills. President Becker opened and closed the public hearing since there were no public comments.

Council Member Hutchison made a motion to adopt Ordinance 2015-07, second by Council Member Schleicher.

Roll Call Vote: Akinjiola – aye Becker – aye
 Boyko - absent Cope – aye
 Hutchison – aye Schleicher – aye
 Yerman – aye

Motion carried.

f. Ordinance 2015-08, Sewer Surcharge Rate Amendment – Borough Manager Boehm explained this ordinance changes the extra strength charges that are established by Lehigh County Authority. President Becker opened and closed the public hearing since there were no public comments.

Council Member Hutchison made a motion to adopt Ordinance 2015-08, second by Council Member Akinjiola.

Roll Call Vote: Akinjiola – aye Becker – aye
 Boyko - absent Cope – aye
 Hutchison – aye Schleicher – aye
 Yerman – aye

Motion carried.

g. Acceptance of time extension for Main Street Commons until March 31, 2016 – Council Member Hutchison made a motion to accept the time extension until March 31, 2016 for the Main Street Commons Land Development, second by Council Member Schleicher. Motion carried: 6 ayes

h. Award 2016 Janitorial Contract – This was tabled.

NON-AGENDA ITEMS

a. President Becker provided a list of Unfinished Business items that he would like to address in 2016.

 He thanked Council for the opportunity to be Council President.

ADJOURNMENT

 Hearing no further business to be brought before Borough Council, the meeting was adjourned at 10:04 p.m.

Respectfully submitted,

Cynthia Hartzell
Administrative Assistant