

CALL TO ORDER

President Chris Becker called the March 7, 2016, meeting of Macungie Borough Council to order at 7:30 p.m. in Borough Council Chambers, Borough Hall, 21 Locust Street, Macungie, PA.

ATTENDANCE

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

PUBLIC COMMENTS

- a. Prior Public Comments to Council – No prior public comments.
- b. Public Comments – No public comments.

COUNCIL COMPLIMENTS, COMPLAINTS, PETITIONS AND APPEALS

a. Council Member Hutchison noted there were 3 topics that were discussed in executive session at the last meeting and asked if the topics were done. Unsure of what the topics are, Council Member Hutchison was asked to bring them up in the executive session tonight.

APPROVAL OF MINUTES

a. February 16, 2016 meeting - Council Member Akinjiola made a motion to approve the February 16, 2016 meeting minutes, second by Council Member Schleicher. Motion carried: 6 ayes

CONSENT AGENDA

a. Treasurer’s report of February 29, 2016

Council Member Akinjiola made a motion to approve the February 29, 2016 Treasurer’s Report, second by Council Member Yerman. Motion carried: 6 ayes

b. Payment of invoices as listed totaling \$111,778.82

Council Member Yerman made a motion to approve the invoices for the current month of the Consent Agenda, second by Council Member Schleicher. Motion carried: 6 ayes

CORRESPONDENCE

- a. Emmaus Public Library, re: February agenda, January meeting minutes and monthly report
- b. Municipal Retirement Trust, re: January Monthly Report
- c. Dennis McArdle, Goodwill Fire Company, re: Request for Macungie Fire Police assistance for the Four County Firemen's Parade on July 16, 2016
- d. Macungie Volunteer Fire Department, re: 2015 Internal Audit – Council discussed if the internal audit was sufficient. Borough Manager Boehm will contact the Fire Chief about it.
- e. Kevin Kennedy, re: Resignation as Macungie Police Officer
- f. Debra Cope, re: Letter of Interest for the Civil Service Commission Alternative
- g. Karen Holt, Macungie Institute Building Coordinator, February Monthly Report- Borough Manager Boehm noted the \$2,500 grant from Air Products Foundation was received and a new projector was installed that was funded by the Friends of the Macungie Institute and the Tree of Life Fund.
- h. Macungie Police Department February Monthly Report
- i. Gregory Rhoads, Rita's, re: Request for Macungie Fire Police assistance during the First Day of Spring Event on March 20, 2016

REPORTS

- a. Solicitor
 1. Grandview Crossings - Solicitor Armstrong reported the developer responded to the Borough's request to install a left turning signal and an emergency pre-emption on the West End Trail traffic light. He said they agreed to install the emergency pre-emption but proposed to post a financial security for the left turning signal. Solicitor Armstrong noted Engineer Kern is reviewing the proposal and will report on it.
- b. Mayor
 1. Mayor Corder noted the memo from Sergeant Kocher placed at Council's seat is requesting to hire Edward Harry as a part time officer. Mayor Corder would like to add the appointment under New Business.

2. Mayor Corder reported he and President Becker met with Sergeant Kocher to talk about the scheduling of the police staff. Sergeant Kocher was directed to make use of the current personnel and stay within the budget.

3. Mayor Corder reported before Ed Harry resigned he was fitted for a bullet proof vest. He noted the vest would not really fit anyone else and recommends Ed Harry be able to keep the vest to use it during his part-time employment with the Borough. Borough Manager Boehm noted the CBA requires a part-time officer is responsible for 50% of the cost of the vest.

Council Member Yerman made a motion to allow Ed Harry to retain the new vest he was fitted for while Police Chief, but the vest must be returned upon termination of his employment with the Borough of Macungie, second by Council Member Schleicher. Motion carried: 6 ayes

4. Council Member Akinjiola asked the status of her comment about the parking situation on Village Walk Drive. Mayor Corder has not heard but will follow up.

5. Council Member Boyko followed up on a comment from Mayor Corder about Council not being required to take the NIMS Courses. Council Member Boyko commented that FEMA could take away funding if Council was not NIMS compliant.

c. Borough Manager

1. Authority Meeting 3/10/16 – Borough Manager Boehm reported the Authority meeting is this Thursday at the Macungie Institute. She noted Water Operator McNair is giving a presentation on the lead in the water system and where to find the Borough's public reports on the DEP website.

2. Publishing Company for Borough Codification – Borough Manager Boehm reported her and Administrative Assistant Hartzell have been looking into other codification companies. They have received information from 4 companies which she presented in a spreadsheet. Borough Manager Boehm is recommending Council approve American Legal Publishing Corp for the Borough's codification update. Council expressed concern about having a 3 year contract. Solicitor Armstrong also noted the agreement required the Borough to provide the codification in word perfect or word format. Borough Manager Boehm informed Council and the solicitor that American Legal would take the Borough's codification in pdf format. The Solicitor asked that the agreement be corrected to reflect the pdf format.

Council Member Boyko made a motion to allow Borough Manager Boehm to move forward with contracting with American Legal Publishing Corp for a two year contract term with the current codification in pdf format being acceptable, second by Council Member Schleicher. Motion carried: 6 ayes

3. SMT Accident and Illness Prevention Program Safety Manual (AIPP) – Borough Manager Boehm noted the Susquehanna Municipal Trust Agreement requires the Borough to adopt an accident and illness prevention program safety manual. Borough Manager Boehm will work on preparing the template policy and provide it to Council for review when complete.

Council expressed concern about the safety manual causing union issues. Borough Manager Boehm will provide the template to Council for review.

4. Council Member Boyko commented about the water leak on Lehigh Street. Borough Manager Boehm reported on the water leak.

d. Committees

1. Community Revitalization & Events – Council Member Schleicher reported there is a Spring Craft Show at the Macungie Park to benefit Town Beautification Committee. The Spring Fling event is April 1 and tickets are still available. Council Member Schleicher reported the Pizzetta \$10 gift cards are also available and the cards benefit the Town Beautification Committee.

UNFINISHED BUSINESS – PART I

UNFINISHED BUSINESS – PART II

a. Committee Vacancies – Water Authority (2), Civil Service Commission (1 Alternate), MI Board of Trustee vacancy (1)

b. Main Street Streetscape Plan – Council was given the letter from LVPC about the TAP Grant. She noted the presentation is on March 28 and Bryan Smith of BIA will be doing the presentation.

c. SW Lehigh Comprehensive Plan – Council Member Schleicher reported there will be a workshop prior to the March 21st meeting that LVPC will give a presentation on the SWL Comprehensive Plan. She noted the Planning Commission is invited to attend.

Council Member Schleicher reported the dates of the public meetings in March, April and at the last public meeting in May a draft of the comprehensive plan will be presented.

d. Rental Inspection Program

e. LTD Capital Projects

1. Cotton Street
2. Church Street Traffic Light

f. Service Electric Cable Franchise Renewal

NEW BUSINESS

a. Ordinance 2016-01, Join Susquehanna Municipal Trust for Workers Compensation Insurance

Solicitor Armstrong opened the public meeting for comments on Ordinance 2016-01. Hearing no comments he closed the public hearing.

Council Member Schleicher made a motion to adopt Ordinance 2016-01, second by Council Member Akinjiola.

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

Motion carried.

b. Water Ordinance Amendments proposed by Borough Authority - Solicitor Armstrong explained that the Authority has been working on updating the water ordinance. It was outdated and there were some items that needed to be addressed in the ordinance. Solicitor Armstrong noted The Authority is requesting Council adopt the water ordinance since the Authority cannot adopt an ordinance. He noted the water ordinance is consistent with the management agreement between the Borough and the Authority. Council had two concerns that Borough Manager Boehm will take back to the Authority.

c. Macungie Historical Society Rental Rate – The renewal of the rental contract for the Boy Scouts and the Macungie Historical Society is up in April. Some Council Members, Borough Manager Boehm, The Trustees and the Friends of the Macungie Institute met and discussed increasing the rental rate for both organizations. President Becker reported that they were indirectly informed the Historic Society did not want their rates increased. President Becker asked Council if they would agree to allow him to meet with the Historic Society Board to discuss the rate increase. With Council’s permission, President Becker will met with the Historic Society and follow up with Council.

d. Macungie Institute Alcohol Policy – At the same Trustee meeting, there was a discussion about allowing alcohol during a rental or event at the Macungie Institute. Council agreed to allow events or rentals to have alcohol sensibly. Borough Manager Boehm will have the Trustees create an Alcohol Policy to bring back to Council.

e. Acceptance of Kevin Kennedy’s resignation from the Macungie Police Department – Council Member Yerman made a motion to accept the resignation of Kevin Kennedy from the Macungie Police Department, second by Council Member Akinjiola. Motion carried: 6 ayes

f. Acceptance of time extension for Main Street Commons until June 30, 2016 – Council Member Yerman made a motion to accept the time extension for the Main Street Commons land development and lot line adjustment plans until June 30, 2016, second by Council Member Schleicher. Motion carried: 6 ayes

g. Authorize Fire Police to provide traffic control assistance to Goodwill Fire Company for the Four County Firemen’s Parade on July 16, 2016 – Council Member Boyko made a motion authorizing the assistance of the Macungie Fire Police for the Four County Firemen’s Parade on July 16, 2016, second by Council Member Schleicher. Motion carried: 6 ayes

h. Appointment of PennDOT Qualified Construction Inspector for TAP Grant construction on Main Street - Under the TAP Grant from PennDOT, the Borough is required to hire a PennDOT Qualified Transportation Construction Inspector for the Main Street Streetscape Project. Proposals were received from Traffic Planning and Design, McTish, Kunkel & Associates, and Urban Engineers. Borough Manager Boehm reviewed the proposals and recommended hiring Traffic Planning and Design because they had the most experience with streetscape grant projects. Council was concerned because PennDOT did not allow them to consider the cost factor in choosing the inspector.

Council Member Boyko made a motion to list the companies in the order of Traffic Planning and Design, McTish, Kunkel & Associates, and Urban Engineers on condition that Council sees the final agreement with the chosen firm for review, second by Council Member Yerman. Motion carried: 6 ayes

i. Appointment of Debra Cope as the Civil Service Commission Alternate – Council Member Schleicher made a motion to appoint Debra Cope as the Alternate for the Civil Service Commission, second by Council Member Akinjiola. Motion carried: 6 ayes

j. Request for Macungie Fire Police assistance during the First Day of Spring Event on March 20, 2016 – Borough Manager Boehm contacted Fire Chief Natysyn who will have the event covered. Borough Manager Boehm will inform the police department also.

Council Member Yerman made a motion authorizing the assistance of the Macungie Fire Police for the First Day of Spring Event at Rita's Ice on March 20, 2016, second by Council Member Boyko. Motion carried: 6 ayes

k. Appointment of Part-Time Police Officer - Sergeant Kocher has requested to hire Edward Harry as a part-time police officer to help with scheduling.

Council Member Akinjiola made a motion to appoint Edward Harry as a part-time Police Officer for the Macungie Police Department, second by Council Member Boyko. Motion carried: 6 ayes

ITEMS NOT ON AGENDA

a. President Becker informed Council to be aware of sewer work that needs to be done under the SCARP Program that will be very costly. He will give more information as Lehigh County Authority gives updates.

b. Council Member Hutchison brought up the funding for security cameras in the Police Department. It was commented that the Police Department received a grant that will be used for the security cameras.

EXECUTIVE SESSION

Council President Becker called an executive session at 9:58 p.m. to discuss personnel. The meeting was reconvened at 10:10 p.m. with no action being taken.

ADJOURNMENT

Hearing no further business to be brought before Borough Council, the meeting was adjourned at 10:14pm.

Respectfully submitted,

Cynthia Hartzell
Administrative Assistant