

CALL TO ORDER

President Chris Becker called the March 21, 2016, meeting of Macungie Borough Council to order at 7:30 p.m. in the Auditorium of the Macungie Institute, 510 E. Main Street, Macungie, PA.

ATTENDANCE

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

Presentation by Lehigh Valley Planning Commission on Regional Comprehensive Plan Update

Eric McAfee, Geoffrey Reese and George Kinney of Lehigh Valley Planning Commission were in attendance to update Council on Southwest Lehigh County Regional comprehensive plan update. It was noted that the next meeting will reveal the survey results and to have a draft comprehensive plan by the May meeting.

President Becker called a recess at 7:43 p.m. Meeting reconvened at 7:47 p.m.

Presentation on Brookfield Park Improvement Plan – Bryan Smith of BIA was unable to attend so Borough Manager Boehm presented the proposed plan for Brookfield Park improvements. The basketball court was going to stay in the same location and be repaved. There were two play areas proposed at the front of the property and a walking path around the perimeter of the property. This plan was based on comments from residents at a public meeting in December. Council discussed the cost for the improvements and discussed downscaling the plan. Borough Manager Boehm noted there is a public meeting for the neighborhood residents to see the proposed plan and provide comment on March 23rd at 7 p.m. at the Macungie Institute. Borough Manager Boehm informed Council that the DCNR grant application is due April 13th. Borough Council was not in favor of going forward with the grant application for the park at this time because of the cost. Council wanted to go forward with purchasing a piece of equipment to be installed by the public works department.

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 Schleicher thanked Mr. and Mrs. Fatzinger and Mr. and Mrs. Cope of Village Walk Drive for helping to hand out the flyers for the park public meeting.
- b. President Becker remarked that the presentation from Water Operator McNair at the Authority meeting was very informative.

APPROVAL OF MINUTES

- a. March 7, 2016 meeting – Council Member Akinjiola made a motion to approve the March 7, 2016 Council minutes as presented, second by Council Member Schleicher. Motion carried: 5 ayes

APPROVAL OF BILLS FOR PAYMENT

Council Member Akinjiola made a motion to approve the bills for payment totaling \$117,275.46, second by Council Member Schleicher. Motion carried: 5 ayes

CORRESPONDENCE

- a. Macungie Ambulance Corp February Monthly Report
- b. Macungie Fire Department February Call and Training Monthly Reports – Council discussed having the Fire Department provide Council with the call information as to the type and location of call and a list of fire fighters on the call for Worker’s Compensation Insurance purposes. Borough Manager Boehm was directed to find out what the insurance company would want from the Borough if a cancer claim were filed by a fire fighter.
- c. John Horner Jr, re: Letter of Interest for reappointment to Zoning Hearing Board
- d. Linden Miller, re: Letter of Interest for reappointment to Macungie Institute Board of Trustees
- e. Linn Walker, re: Letter of Interest for reappointment to Planning Commission
- f. Thomas Kociuba, re: Letter of Interest for Planning Commission

The Committee appointments will be at the April 4th meeting.

- g. Lower Macungie Township, re: Amendments to Zoning Ordinance and SALDO
- h. Lower Milford Township, re: Amendments to Zoning Ordinance
- i. Kent Yorgey, re: Request to hold 7th Annual Hey I Know You 5K Race
- j. Emmaus Public Library, re: March agenda, February Meeting minutes & Director’s Report, February Monthly Report

- k. Lehigh County Board of Assessment Appeals, re: 227 Sawgrass Circle Assessment Final

REPORTS

- a. Mayor

1. Mayor Corder noted the page that was missing from the police department report at the last meeting was supplied to Council.
2. Status of parking on Village Walk Drive - Mayor Corder reported the police department monitored the truck and it was moved regularly. He asked for more information on the car that was reported as not being moved.
3. Mayor Corder reported Council Member Schleicher and him are meeting with Pastor Schaffer about the Solomon UCC and Grace Lutheran Church Anniversaries. He remarked there are several events and the first event is a banquet on April 23rd which is where he would like to present a proclamation. There is a joint anniversary service in September and a special event will be held December 11th on the official date.

- b. Borough Manager

1. Spring Clean-Up Day Events – Borough Manager Boehm announced the Spring Clean Up Day is on April 9th. The meeting location is at the Train Station at 9 a.m. She announced the Electronic Recycling Event is on April 9th from 9 to 11 a.m. in Macungie Park for both the Alburtis Borough and Macungie Borough residents. Another event on April 9th is a Rain Barrel Workshop in Macungie Park from 12 to 3 p.m. The participants must register and there is a cost of \$25.
2. AIPP Safety Manual – Borough Manager Boehm provided a draft copy of the safety manual to Council for review. It is a template from Susquehanna Municipal Trust. Council shall review it.
3. Fire Department Audit – Borough Manager Boehm reported Fire Chief Natysyn remarked that the in house audit is done before having the official audit done by Haffner and Associates.

Council President Becker called for an executive session at 8:35 p.m. to discuss personnel. The meeting was reconvened at 9:05 p.m. with the following action being taken:

Council Member Schleicher made a motion to appoint Kenneth W. Nicholson as Zoning/Code Enforcement Officer at the rate of \$40 per hour starting May 1st working up to 20 hours per week, second by Council Member Boyko. Motion carried: 5 ayes

- d. Committees – Council Member Schleicher reiterated that the Spring Fling Dinner is April.

UNFINISHED BUSINESS – PART I

- a. Macungie Historical Society Rental Rate – Borough Manager Boehm reported that Dale Eck, Macungie Historical Society, would like to review the rental agreement for the meeting with the Historical Society Board. It will be provided to him.
- b. Water Ordinance Amendment – Borough Manager Boehm reported the Borough Authority approved the changes recommended by Council. A copy was provided showing the changes.

Council Member Yerman made a motion to authorize the advertising of the Water Ordinance Amendment for adoption, second by Council Member Akinjiola. Motion carried: 5 ayes

UNFINISHED BUSINESS – PART II

- a. Committee Vacancies – Water Authority (2), Civil Service Commission (1), MI Board of Trustees (1)
- b. Main Street Streetscape Plan
- c. SW Lehigh Comprehensive Plan – Council Member Schleicher reported the next Committee meeting is March 22nd.
- d. Rental Inspection Program – It was reported the Committee will be meeting on April 12th at 7 p.m. at the Macungie Institute.
- e. LTD Capital Projects
 1. Church Street Traffic Light
- f. Service Electric Cable Franchise Renewal
- g. Macungie Institute Alcohol Policy – A Trustee meeting is scheduled for April 19th. Building Coordinator Holt is creating a draft alcohol policy for the Trustees to review.

NEW BUSINESS

- a. Comments on the Lower Macungie Township and Lower Milford Township zoning amendments – Council reviewed the zoning amendments from both Townships. Borough Manager Boehm noted the amendments would not have an impact on the Borough. Council had no other comments. Borough Manager Boehm will inform the Townships that Council had no comments.
- b. Approval for the 7th Annual Hey I Know You 5K Race on July 16, 2016 – Council Member made a motion to approve the 5K Race for the Hey I Know You event on July 16, 2016 and accept the request for the Macungie Fire Police assistance at the event, second by Council Member Schleicher. Motion carried: 5 ayes

c. Resolution 2016-08, TAP Grant Maintenance Agreement - Solicitor Armstrong sent an email pointing out some items in the agreement that he wanted Council to be aware of. The Agreement is a standard with PennDOT and cannot be revised.

Council Member Yerman made a motion to adopt Resolution 2016-08, second by Council Member Schleicher.

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

Motion carried.

d. Appointment of Part-time Police Officer – Sergeant Kocher recommended hiring a part-time police officer.

Council Member Schleicher made a motion to appoint Nathan Killian as a part-time Police Office on the Macungie Police Department at the hourly rate of \$18.52 effective immediately, second by Council Member Boyko. Motion carried: 5 ayes

e. Acceptance of Troy Bower’s Resignation from the Public Works Department

Council Member Yerman made a motion to accept Troy Bower’s resignation from the Public Works Department with regret and wished him the best in his future, second by Council Member Boyko. Motion carried: 5 ayes

Borough Manager Boehm obtained quotes from Automotive Service Solution and Jeff's Auto for cost to maintain the Borough’s vehicles during the interim of hiring a mechanic. After reviewing the quotes, Council Member Boyko made a motion to appoint Automotive Service Solution to do the vehicle maintenance at the quoted price of \$50/hr. for vehicle repair and \$45/hr. for minor vehicle maintenance and materials to be charged at 10% over cost, during the interim of hiring a mechanic, second by Council Member Akinjiola. Motion carried: 5 ayes

It was the consensus of Council to authorize Borough Manager Boehm to award the lower bid for the small equipment repairs.

Borough Manager Boehm recommended Council hire the seasonal part time employee to start April 4th to help with the manpower. This would be with the approval of the Teamsters Union. She recommended hiring Terry Heil back from last year since he was a good worker.

Council Member Akinjiola made a motion to hire Terry Heil as a seasonal employee, effective April 1st at the rate of \$10 per hour, second by Council Member Schleicher. Motion carried: 5 ayes

A copy of the employment ad and job description for the mechanic position were provided to Council.

Council Member Yerman made a motion to authorize advertising for the Public Works mechanic position in the East Penn Press and the Morning Call and the length and cost will be based on what information has to be in the ad and to confer with PSAB to make sure the ad is proper, second by Council Member Boyko. Motion carried: 5 ayes

f. Cotton Street – Construction Time Line - President Becker asked Council for their approval to move ahead with the construction of Cotton Street before the Church Street traffic light is installed. He was concerned about the cost increasing if the project waits until next year which is the proposed time frame since the traffic light is taking some time to move forward. President Becker noted it will cause a traffic issue at Main and Church Streets. It was the consensus of Council to move forward and have the engineer prepare the bid documents for the Cotton Street Reconstruction Project.

g. Appointment of SMT Planning Committee Member – A SMT Planning Committee Member must be appointed to attend the meetings and Borough Manager Boehm recommended appointing her as the SMT Planning Committee Member.

Council Member Boyko made a motion to appoint Borough Manager Chris Boehm as the SMT Planning Committee Member, second by Council Member Schleicher. Motion carried: 5 ayes

h. Appointment of Seasonal Employee – Addressed under New Business, item e.

ITEMS NOT ON AGENDA

a. Council had a discussion about requiring an applicant for the mechanics position to have a CDL when they apply for the position. They felt the CDL is preferable but the person can get the CDL after being hired.

b. Council Member Schleicher pointed out that the Public Works crew did a good job in the renovation of the Police Department. It was noted that the new countertop was donated by Home Depot. Council Member Schleicher commented she liked the way Sergeant Kocher was handling his position in the Police Department. Mayor Cordner remarked that the Police Department was loaned a license plate reader from Lehigh County to work with for a period of time.

ADJOURNMENT

Hearing no further business to be brought before Borough Council, the meeting was adjourned at 9:45 p.m.

Respectfully submitted,

Cynthia Hartzell
Administrative Assistant