

BUDGET WORKSHOP

President Chris Becker called the budget workshop to order at 6:30 p.m. Present at the workshop were Council Members Akinjiola, Becker, Schleicher and Yerman. Also present were Borough Manager Boehm, Solicitor Patrick Armstrong and Administrative Assistant Cynthia Hartzell. Council Members Boyko, Hutchison and Moyer were absent.

Gary Pulcini and Ryan Hottenstein of Financial S&Lutions were in attendance to discuss getting funds for the sewer I&I work required. Mr. Pulcini explained Council had the option to go for a loan or bonds for the funds. He explained the difference between the two types. He recommended taking out bonds. He explained when the loan amount is over \$3,000,000 a bond is better than a loan. Mr. Pulcini noted 85% of the proceeds must be spent in 3 years for either a loan or bond.

The agreement between the Borough and Financial S&Lutions was discussed. Solicitor Armstrong requested to have the second paragraph under Indemnification removed and other language added. Mr. Pulcini and Mr. Hottenstein will look into the changes.

Council discussed the sewer rate increase that was in the sewer fund budget. The rate increase was for anticipated expenses before the work is done. Mr. Pulcini informed Council a reimbursement resolution will have to be adopted so the funds spent prior to the loan or bond is completed can be paid back to the sewer fund.

Mr. Pulcini will work on a proposed loan payment schedule and on the reimbursement resolution with Solicitor Armstrong.

The Budget Workshop was adjourned at 7:38 p.m.

CALL TO ORDER

President Chris Becker called the November 21, 2016, meeting of Macungie Borough Council to order at 7:38 p.m. in Borough Council Chambers, Borough Hall, 21 Locust, Macungie, PA.

ATTENDANCE

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

President Becker noted he has spoken to Council Member Moyer who has some health issues that prevented his attendance at the Borough Council meetings.

PUBLIC COMMENTS

- a. Prior Public Comments to Council
- b. Public Comments

1. Tom Bailey, Bailey Insurance – Mr. Bailey presented an insurance proposal from Selective Insurance that would save the Borough approximately \$2,000 and would be effective December 1, 2016 or January 1, 2017. The Borough's current insurance policy period is May 1, 2016 to May 1, 2017. This proposal is for property, inland marine, automobile, crime, general liability and umbrella coverage. Council reviewed the proposal.

Council Member Schleicher made a motion to proceed with obtaining insurance coverage with Selective Insurance effective January 1, 2017, second by Council Member Akinjiola. Motion carried: 4 ayes.

No other Public Comments.

COUNCIL COMPLIMENTS, COMPLAINTS, PETITIONS AND APPEALS

- a. Council Member Schleicher reported a speeding problem on North Buttonwood Street. Parents picking up their children and the school buses are all driving fast on North Buttonwood Street to Main Street. She witnessed the vehicles traveling too fast herself. She asked to have the police look into it. Mayor Corder suggested putting the speed display sign on Buttonwood Street.
- b. Council Member Schleicher reported she has seen residents pulling into Dock Street and then backing out onto Church Street to park on Church Street. She had noticed a vehicle backing out almost get hit by another vehicle.

APPROVAL OF MINUTES

- a. October 31, 2016 budget workshop – Council Member Schleicher made a motion to approve the October 31, 2016, budget workshop minutes as presented, second by Council Member Akinjiola. Motion carried: 4 ayes
- b. November 7, 2016 budget workshop and meeting – Council Member Schleicher made a motion to approve the November 7, 2016, budget workshop and meeting minutes as presented, second by Council Member Akinjiola. Motion carried: 4 ayes

APPROVAL OF BILLS FOR PAYMENT

Council Member Akinjiola made a motion to approve the bills for payment totaling \$99,216.74, second by Council Member Schleicher. Motion carried: 4 ayes

CORRESPONDENCE

- a. Macungie Ambulance Corp October Monthly Report

- b. Municipal Retirement Trust September & October Monthly Pension Report and Balanced & Fixed Account Summary Report – Council Member Yerman was concerned the report showed the account grow less than the amount that was deposited. Borough Manager Boehm was directed to schedule a representative from the pension to attend a meeting in January or February.
- c. Anti-Defamation League, re: Guide to Religious Displays
- d. Michael Rhoads, Turfpro, re: Request for sewer fee waiver
- e. Lisa Marten, Emmaus Public Library, re: New Library Director Announcement

REPORTS

- a. Solicitor Armstrong
 - 1. Sewer Rate Amendment Ordinance - Solicitor Armstrong reviewed the fees to be amended in the ordinance. The ordinance included the sewer system rehabilitation capital improvement fee. Council discussed the improvement fee being charged before the capital loan has been applied for. Council will move forward with adoption at the December 5th meeting.
 - 2. Sanitary Sewer Rehabilitation Engineering Services RFP - Solicitor Armstrong created an RFP for an engineer for the engineering and construction management services for the sewer rehabilitation project. Borough Manager Boehm forwarded the document to BIA for review but has not received any comment at this time. Borough Manager Boehm will give revised wording for the scope of services project details and follow up with Engineer Garman for any other comments. After all revisions are done, Solicitor Armstrong will distribute the RFP to engineering firms.
 - 3. Solicitor Armstrong noted he has not yet written the letter as requested by Council Member Boyko. He needs specifics to complete it.
- b. Mayor
 - 1. Tree Lighting Ceremony - Mayor Corder announced the Tree Lighting Ceremony is on November 29th at 6:30 p.m. at the Flower Park.
 - 2. Mayor Corder reminded everyone about the Sheeprock Trek Thursday morning at 5:30 a.m. starting at the Macungie Fire Department.
 - 3. Mayor Corder reported Sergeant Kocher requested Council hire Alex Smith for the second 30-hour officer and another Kyle Fisher as a part time officer. Council tabled appointment of the 30-hour officer until after the budget discussion.

Council Member Schleicher made a motion to appoint Kyle Fisher as a part time officer in the Macungie Police Department, second by Council Member Yerman, effective immediately. Motion carried: 4 ayes

- c. Borough Manager

1. Macungie Holiday – Borough Manager Boehm reported the Macungie Holiday is Saturday, December 10th, 9 a.m. to 3 p.m.
 2. Borough Manager Boehm reported she started to create a safety policy as required by Susquehanna Mutual. There were some items that she referred to Solicitor Armstrong and President Becker for their input on the policy.
 3. Borough Manager Boehm asked for Council's decision to install the left turn signal on the West End Trail traffic light traveling east. The funds were received from the Grandview development. She reported the engineer said the left turn signal is warranted according to the traffic study from the Grandview development.
- Council Member Yerman made a motion to proceed to install the left turn signal at West End Trail based on the calculated warrants by the engineer, second Council Member Schleicher. Motion carried: 4 ayes
4. Borough Manager Boehm announced two proposals were received for the Borough Auditor position. Council would like her recommendation instead of doing interviews. She will review the proposals for a recommendation at the December 5th meeting for appointment.
 5. Borough Manager Boehm noted the meeting recap from the Allentown Public meeting on Blending at the Klines Island Sewer Treatment Facility that was in Council's packet. She urged them to read it as it does impact the Borough's sewer costs.
 6. Police Department insulation project – Borough Manager Boehm reported Mike Smith has a second contractor scheduled to install the insulation in the Police Department on November 29th and 30th. She wanted to verify that the insulation work should be done. Council agreed to move forward with the work.

d. Committees – No reports

UNFINISHED BUSINESS – PART I

- a. Stone Hill Meadows Request for Borough Sewer Service – Engineer Garman provided his comments in reference to a request for a will serve letter for sewer capacity for the Stone Hill Meadows development at 150 Spring Street for 44 single family homes. He calculated there is capacity available for the 44 single family homes.

Council Member Yerman made a motion to authorize Borough Manager Boehm to write a letter indicating there is capacity in the sewer system for the Stone Hill Meadows development, second by Council Member Schleicher. Motion carried: 4 ayes

UNFINISHED BUSINESS – PART II

- a. Main Street Streetscape Plan – Borough Manager Boehm and President Becker along with Christine Mildner and Roberto Gonzalez from BIA met with representatives from PennDOT to discuss

additional comments on the streetscape plan. President Becker wrote a letter to PennDOT after the meeting which was provided to Council.

- b. SW Lehigh Comprehensive Plan – Council Member Schleicher reported the next meeting is December 12th and a draft of the plan will be provided to the committee members.
- c. Rental Inspection Program
- d. LTD Capital Projects
 - 1. Church Street Traffic Light

NEW BUSINESS

- a. 2017 Preliminary Budget – Borough Manager Boehm noted she moved the wages from the Police Chief line item to the 30-hour police officer and associated taxes and benefits, with the remaining funds being split between overtime and part time keeping within the police budget. A change was made to the street resurfacing material to keep the street work budget at \$90,000 and the sewer allocation in the sewer fund budget was updated to reflect the sewer fee amendment ordinance.

Council Member Akinjiola made a motion to approve the 2017 preliminary budget with the corrections of changing the street resurfacing to \$80,000 in the general fund and changing the sewer allocation to \$4,956 in the sewer fund, second by Council Member Yerman. Motion carried: 4 ayes

Since the budget was passed with a second 30-hour police officer, Council addressed Sergeant Kocher's request to hire a 30-hour officer at this time. President Becker made a motion to appoint Alex Smith as a 30-hour officer effective immediately, second by Council Member Schleicher. Motion carried: 4 ayes

- b. Engagement Agreement with Financial S&Lutions – This is tabled.
- c. Budget Transfers
 - \$486.33 from 01.406.354 (Workers Compensation Insurance) to 01.430.183 (Street Overtime)
 - \$445.00 from 01.406.354 (Workers Compensation Insurance) to 01.430.141 (Seasonal Wages-PW)
 - \$402.50 from 01.406.354 (Workers Compensation Insurance) to 01.404.314 (Legal Fees)
 - \$27.30 from 01.409.430 (Real Estate Tax), \$21.99 from 01.409.229 (Hospitality) to 01.406.375 (Office Maintenance & Repair)
 - \$14.00 from 01.409.670 (Building Improvements), \$67.00 from 01.406.460 (Seminars) to 01.409.450 (Elevator Service Contract)
 - \$556.56 from 01.430.384 (Street Equipment Rental) to 01.430.374 (Vehicle Maintenance Repair)
 - \$70.47 from 01.453.245 (Special Event Decorations) to 01.454.250 (Park Maintenance)
 - \$39.88 from 01.471.100 (Capital Improvement Loan), \$3,300.12 from 01.438.245 (Street Patching) to 01.465.310 (Comprehensive Plan Update)
 - \$7.31 from 08.429.213 (Small Equipment Items) to 08.429.162 (Sewer Unemployment Compensation)
 - \$24.12 from 08.429.260 (Minor Equipment) to 08.429.230 (Heating Costs)
 - \$100.00 from 08.429.460 (Seminars) to 08.429.480 (Miscellaneous Expense)

- \$625.00 from 08.429.245 (Street Patching Material) to 08.429.160 (Pension)
- \$23.64 from 01.406.460 (Seminars) to 01.406.162 (Unemployment Compensation)
- \$625.00 from 01.406.351 (Commercial Insurance) to 01.406.160 (Pension)
- \$5,556.00 from 01.410.130 (Police Chief) to 01.410.136 (Part Time Police)
- \$228.04 from 01.410.351 (Commercial Insurance) to 01.410.373 (Maintenance & Repair – Building)
- \$471.25 from 01.410.354 (Workers Compensation-Police) to 01.410.238 (Uniform-Police)
- \$577.08 from 01.410.354 (Workers Compensation-Police) to 01.410.250 (Maintenance & Repair – Parts)
- \$15.41 from 01.410.210 (Office Supplies) to 01.410.321 (Telephone)
- \$97.00 from 01.410.236 (Housekeeping Supplies) to 01.410.374 (Vehicle Maintenance)
- \$625.00 from 01.410.351 (Commercial Insurance) to 01.410.160 (Pension)
- \$4,422.39 from 01.410.130 (Police Chief) to 01.410.183 (Police Overtime)

Council Member Akinjiola made a motion to approve the budget transfers as presented, second by Council Member Schleicher. Motion carried: 4 ayes

d. Turfpro Request for Sewer Fee Waiver – Michael Rhoads of TurfPro requested his sewer fees be waived due a water leak caused by the auto shut off on his tank system malfunctioning causing the tank to overflow. With the new radio meters, the Borough was able to obtain information on his usage per hour. Assistant Treasurer Nonnemacher reviewed the usage that showed off hours had an average usage of about 13 gallons per hour. She figured at the most about 19,080 gallons overflowed the tank for the 3rd quarter.

Council Member Yerman made a motion to wave the sewer fees for 19,080 gallons conditioned upon Lehigh County Authority waiving their fees, second by Council Member Schleicher. Motion carried: 4 ayes

ADJOURNMENT

Hearing no further business to be brought before Borough Council, the meeting was adjourned at 10:31 pm.

Respectfully submitted,

Cynthia Hartzell
Administrative Assistant