

WORKSHOP

Doug Werley of Thomas J. Anderson & Associates was in attendance to discuss the solvency of the Borough's pension plans. Thomas J. Anderson & Associates oversees the Borough's pension plans through PSAB. Mr. Werley reported the Borough pension plans are in good shape. He credited that to Municipal Retirement Trust's good investing through the years since 2008. Council questioned the actuarial assumption amount of 7¼ % used in the Actuarial Report since the funds have not paid that amount in years. Mr. Werley explained a lower the rate of return would increase the pension liability increasing the Borough's minimum municipal obligation. After more discussion, Mr. Werley remarked that he will be doing the 2017 Actuarial Study for the Borough. He will, at that time, be able to give a recommendation if Council should put additional money into the pensions. Council agreed to have the actuarial study prepared with the 7¼ % assumption rate and pay more money into the pension funds voluntarily. Workshop ended at 7:24 p.m. A brief recess was held.

CALL TO ORDER

President Chris Becker called the October 17, 2016, meeting of Macungie Borough Council to order at 7:30 p.m. in Borough Council Chambers, Borough Hall, 21 Locust, Macungie, PA.

ATTENDANCE

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
Jr. Council Members:	Valeria Cordner Renee Martin
Absent:	Marvin Moyer

OATHS OF OFFICE

Mayor Cordner administered the Oath of Office to Junior Council Member Renee Martin. He administered the Oath of Office to the new part time Police Officers Michael Marshall, Anthony Campanell, Alexander Smith and Kyle Fisher.

PUBLIC COMMENTSa. Prior Public Comments to Council

1. Barry Bloch – President Becker reported he spoke to Mr. Bloch who was more comfortable about the fire coverage from Macungie Fire Department after the discussion at the last meeting.

President Becker was given the Fire Department officers list which he read. He had the year-end report, December's response report, and December's training report from the Fire Department which will be on the next agenda. President Becker noted, in response to a question, that if the property is sold, the funds must go to a non-profit organization.

b. Public Comments

1. Tim Schantzenbach, 102 Locust Street, Macungie, commented Council should make sure the fire fighters have the minimum certification required by the state and he commented how record keeping, certification and training was done when he was fire chief with a crew twice the size of the current crew.

Mr. Schantzenbach commented about a fire hydrant in front of his house at the intersection of Race and Locust Streets that he found out will be removed. He reported that he was at the last Authority meeting recommending the hydrant be replaced. President Becker noted the Authority is consulting with Fire Chief Natysyn about the hydrant and will be giving the fire department current maps. Mr. Schantzenbach reported he looked at a section of the water pipe from Race Street that was replaced and it surprisingly did not have much lime built-up.

President Becker was concerned with all the comments going around and preferred to keep the fire department in the Borough instead of contracting with an outside fire department. Council Member Boyko noted he received a letter asking questions about the fire department which he had addressed. Council Member Schleicher commented about the Fire Department's Bylaws referring to their Standard Operating Guidelines. There is a copy in the Borough office. Solicitor Armstrong remarked the Macungie Volunteer Fire Department is a separate entity and not employed by the Borough which gives Council limited control. Under state law, the Borough must provide Worker's Compensation Insurance.

Council discussed having a few people go to the fire department to see certifications and other documents talked about tonight.

COUNCIL COMPLIMENTS, COMPLAINTS, PETITIONS AND APPEALS – No compliments, complaints, petitions or appeals from Council.

APPROVAL OF MINUTES

a. January 3, 2017 meeting – Council Member Hutchison made a motion to approve the January 3, 2017, Council minutes as presented, second by Council Member Schleicher. Motion carried: 6 ayes

APPROVAL OF BILLS FOR PAYMENT

Council Member Hutchison made a motion to approve the bills for payment totaling \$109,664.79, second by Council Member Schleicher. Motion carried: 6 ayes

CORRESPONDENCE

a. Karen Holt, Macungie Institute Building Coordinator, December Monthly Report

- b. Macungie Ambulance Corp December Monthly Report
- c. Macungie Fire Department December Response Report
- d. State Senator Patrick Browne, re: List of Legislation passed in the 2015-2016 session
- e. Sara Pandl, Lower Macungie Township, re: Zoning Ordinance Amendment
- f. Emmaus Borough, re: Zoning Ordinance Amendment

REPORTS

- a. Solicitor Armstrong - Solicitor Armstrong noted the zoning ordinance amendment for Emmaus Borough regarding medical marijuana facility regulations was given to the Borough for comment. He commented if Council wants to look into regulation on medical marijuana facilities he would have a sample ordinance. Borough Manager Boehm will be attending a seminar about the regulations and this will be discussed later.
- b. Mayor
 - 1. Mayor Cordner thanked Council for having the swearing in of the part time officers.
 - 2. Mayor Cordner reported he met with Sergeant Kocher and the intern. He reported she will be working on reports and riding along with officers.
- c. Borough Manager
 - 1. Sewer Meeting with Solicitor – Borough Manager Boehm reported on February 16th she and Solicitor Armstrong will be meeting with other municipalities to work on a Memorandum of Cooperation for the capital sewer projects.
 - 2. Macungie Institute Events – Borough Manager Boehm asked for comments from Council on the suggestions from Macungie Institute Building Coordinator Holt. It was decided Borough Manager Boehm, President Becker and Council Member Schleicher would meet with Building Coordinator Holt to discuss her list.
- d. Committees – No reports

UNFINISHED BUSINESS – PART I – No Unfinished Business under Part I

UNFINISHED BUSINESS – PART II

- a. Main Street Streetscape Plan – There is a meeting on Friday with PennDOT.
- b. SW Lehigh Comprehensive Plan – Council Member Schleicher reported the next meeting is next Tuesday and the draft plan continues to be reviewed.
- c. Rental Inspection Program – The meeting is scheduled for February 13th.

- d. LTD Capital Projects
 - 1. Church Street Traffic Light
- e. Sewer Ordinance Amendment for sewer lateral inspections
- f. Borough Safety and Loss Control Policy

NEW BUSINESS

- a. Comments to Lower Macungie Township Zoning Ordinance Amendment
- b. Comments to Emmaus Borough Zoning Ordinance Amendment

Council reviewed both amendments and under the recommendation of Planning Commission, Council had no comment on the amendments.

- c. 2016 Budget Transfers
 - \$595.60 from 01.430.142 (Part time Wages) to 01.401.121 (Manager's Wages)
 - \$256.51 from 01.430.142 (Part time Wages) to 01.401.130 (Administrative Assistant Wages)
 - \$50.29 from 01.430.142 (Part time Wages), \$356.70 (Zoning/Code Enforcement Officer) to 01.401.131 (Borough Clerk/Assist. Treasurer)
 - \$248.29 from 01.430.122 (Public Works Supervisor Wages), \$931.05 from 01.430.140 (Public Works Wages), \$978.89 from 01.414.120 (Zoning/Code Enforcement Officer to 01.430.183 (Streets Overtime)
 - \$1,118.88 from 01.403.311 (Tax Collector Auditing) to 01.402.311 (Auditing)
 - \$204.32 from 01.403.311 (Tax Collector Auditing) to 01.403.211 (Operating Expenses)
 - \$3.15 from 01.406.197 (Transitional Reinsurance Fee) to 01.406.153 (Long Term Disability Insurance)
 - \$16.80 from 01.406.196 (Health Reimbursement Account) to 01.406.154 (Short Term Disability Insurance)
 - \$62.44 from 01.406.210 (Office Supplies), \$72.37 from 01.406.213 (Minor Equipment) to 01.406.321 (Telephone)
 - \$277.76 from 01.406.342 (Printing) to 01.406.341 (Advertising)
 - \$79.95 from 01.406.342 (Printing & Reproduction) to 01.406.420 (Dues & Subscriptions)
 - \$4,396.00 from 01.406.351 (Commercial Insurance) to 01.404.314 (Legal Fees)
 - \$32.57 from 01.406.158 (Life Insurance), \$37.27 from 01.409.229 (Hospitality), \$18.81 from 01.406.460 (Seminars) to 01.409.236 (Housekeeping Supplies)
 - \$114.26 from 01.406.460 (Seminars) to 01.409.361 (Electricity)
 - \$1,092.46 from 01.411.231 (Fire Department Fuel) to 01.414.314 (Zoning-Legal)
 - \$21.00 from 01.430.250 (Vehicle Parts) to 01.430.374 (Vehicle Maintenance & Repair Expense)
 - \$10.45 from 01.453.245 (Special Event Decorations) to 01.454.250 (Park Maintenance & Flower Park)
 - \$48.99 from 01.406.337 (Auto Allowance) to 01.406.160 (Pension)
 - \$510.51 from 01.406.325 (Postage), \$100.00 from 01.406.342 (Printing), \$243.53 from 01.406.351 (Commercial Insurance) to 01.406.450 (Service Contracts)
 - \$297.80 from 08.429.140 (Sewer Fund Wages) to 08.429.121 (Borough Manager's Salary)

- \$129.67 from 08.429.140 (Sewer Fund Wages) to 08.429.130 (Administrative Assistant Wages)
- \$218.91 from 08.429.140 (Sewer Fund Wages) to 08.429.131 (Borough Clerk/Assist. Treasurer)
- \$48.97 from 08.429.196 (Health Reimbursement Account) to 08.429.160 (Pension)
- \$93.64 from 08.429.213 (Small Equipment Items) to 08.429.210 (Office Supplies)
- \$184.62 from 08.429.220 (Operating Supplies) to 08.429.230 (Heating Costs-Garage)
- \$4.00 from 08.429.238 (Uniforms) to 08.429.236 (Housekeeping Supplies)
- \$73.62 from 08.429.341 (Advertising) to 08.429.311 (Auditing)
- \$7.33 from 08.429.341 (Advertising) to 08.429.321 (Telephone)
- \$1.77 from 08.429.341 (Advertising) to 08.429.325 (Postage)
- \$3,778.50 from 08.429.354 (Workers Compensation Insurance) to 08.429.313 (Engineering)
- \$1,914.50 from 08.429.351 (Commercial Insurance) to 08.429.314 (Legal)
- \$4,789.38 from 1.410.130 (Police Chief Wages) to 01.410.131 (Sergeant Wages)
- \$1,213.63 from 01.410.130 (Police Chief Wages) to 01.410.135 (30 hr Police Wages)
- \$5,142.02 from 01.410.130 (Police Chief Wages) to 01.410.136 (Part Time Police Wages)
- \$800.38 from 01.410.161 (Police FICA), \$260.00 from 01.410.181 (Wellness Incentive), \$325.62 from 01.410.130 (Police Chief Wages) to 01.410.137 (Corporal Wages)
- \$7,029.13 from 01.410.130 (Police Chief Wages) to 01.410.183 (Police Overtime)
- \$36.00 from 01.410.132 (Patrolman 1) to 01.410.182 (Longevity)
- \$153.16 from 01.410.230 (Heating) to 01.410.238 (Uniforms)
- \$293.34 from 01.410.210 (Office Supplies) to 01.410.242 (Ammunition)
- \$134.65 from 01.410.236 (Housekeeping Supplies), \$185.35 from 01.410.460 (Seminars) to 01.410.250 (Maintenance Repair-Parts)
- \$95.03 from 01.410.325 (Postage), \$7.50 from 01.410.361 (Electricity) to 01.410.321 (Telephone)

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

ITEMS NOT ON AGENDA

- a. Solicitor Armstrong clarified that he will be creating a contract with BIA for the engineer services for the Sanitary Sewer Rehabilitation Project. Solicitor Armstrong noted he did not have to file an appearance for the Brookside assessment appeal. He talked to the County Solicitor who will keep him updated on the appeal.
- b. President Becker reviewed his list of items to be completed this year.

ADJOURNMENT

Hearing no further business to be brought before Borough Council, the meeting was adjourned at 9:13 pm.

Respectfully submitted,

Cynthia Hartzell
Administrative Assistant