

CALL TO ORDER

President Chris Becker called the February 6, 2017, 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
Solicitor:	Patrick Armstrong
Administrative Assistant:	Cynthia Hartzell
Junior Council Member:	Valeria Cordner Renee Martin
Absent:	Marvin Moyer Mayor Gary Cordner

PUBLIC COMMENTS

John Hayes, New Tripoli Bank, informed Council that New Tripoli Bank is proposing to build a branch on Buckeye Road. He commented New Tripoli Bank is a community bank and noted the services offered. He remarked the shareholders of the bank are all local individuals.

ENGINEER SERVICES FOR MS4 POLLUTION REDUCTION PLAN

Borough Manager Boehm explained the Borough has to put a Pollution Reduction Plan together in the next year. The Borough advertised and received 3 proposals for the Engineering Services to prepare the Borough's MS4 Pollution Reduction Plan. Each Council Member was provided a copy of the proposals for review in their packet. After reviewing the proposals, Borough Manager Boehm recommended ACELA Engineering Company be awarded the contract for the engineering services. Borough Manager Boehm explained that this plan was one part of the Borough's NPDES permit that BIA prepares for the Borough and submits to DEP.

Daniel Witczak, owner of ACELA Engineering, was in attendance at the meeting. He described his company and commented on the new permit process.

Council Member Schleicher made a motion to appoint ACELA Engineering Company to prepare the Borough's MS4 Pollution Reduction Plan at a cost not to exceed \$17,500, second by Council Member Akinjiola. Motion carried: 6 ayes

a. Prior Public Comments to Council

1. Tim Schantzenbach – Macungie Fire Department - President Becker reported he received the 2016 training records for the fire fighters. These documents will be given to Council. Solicitor

Armstrong explained the Fire Department is subject to the Right To Know law according to Open Records Department when a request is submitted directly to them. President Becker reported information about the Fire Department like the number of fire fighters needed to man a truck. Council discussed a review committee of Mr. Schantzenbach and Robert Reiss, former Emmaus Fire Chief, perform a peer review of the Macungie Volunteer Fire Department procedures and report back to Council. Council can then end this issue. It was suggested, based on the report, the Fire Department could receive more funds.

Mr. Schantzenbach provided examples of documents that could be in personnel files of the fire fighters. He commented on training that even would extend to County or State level.

Mr. Schantzenbach commented about the hydrant on the corner of Race and Locust. President Becker informed him the hydrant issue is addressed by the Authority.

b. Public Comments – No other public comments.

#### COUNCIL COMPLIMENTS, COMPLAINTS, PETITIONS AND APPEALS

President Becker commented about an individual in the Borough that he would like to acknowledge for his volunteerism to the Borough. Council agreed to recognize this individual.

#### APPROVAL OF MINUTES

a. January 16, 2017 meeting – Council Member Hutchison made a motion to approve the January 16, 2017, Council meeting minutes as presented, second by Council Member Akinjiola. Motion carried: 6 ayes

#### CONSENT AGENDA

a. Treasurer's report of January 31, 2017

Council Member Hutchison made a motion to approve the December 29, 2016 Treasurer's Report, second by Council Member Schleicher. Motion carried: 5 ayes

b. Payment of invoices as listed totaling \$149,891.03

Council Member Akinjiola made a motion to approve the invoices of the Consent Agenda, second by Council Member Hutchison. Motion carried: 6 ayes

#### CORRESPONDENCE

a. Macungie Fire Department December Response Report, Year End Response Report, December Training Report, Member List and January Training Report

b. Municipal Retirement Trust December Monthly Report

c. Emmaus Public Library January Agenda, December meeting minutes, President's Report, Monthly Report, and General Fund 2016 Budget vs Actual

- d. Karen Holt, Macungie Institute Building Coordinator, January Monthly Report
- e. Macungie Police Department January Monthly Report
- f. Air Products, re: 2017 Grant awarded to the Macungie Institute for community activities
- g. Macungie Farmers Market Vendor meeting minutes

## REPORTS

- a. Solicitor Armstrong
  - 1. Update on Assessment Appeals:
    - i. Brookside Country Club Assessment Appeal
    - ii. Narsu Tatikola, 101-111 Lehigh Street, Macungie

Solicitor Armstrong commented that he provided an update on these issues to Council by email.
- b. Mayor – No report
- c. Borough Manager
  - 1. Friends of the Macungie Institute 2017 donations – Borough Manager Boehm reported the Friends of the Macungie Institute will be donating a total of \$5,604 toward maintenance projects on the building. She will send a letter thanking the group for their donation.
  - 2. Committee Positions expiring March 31, 2017 – Borough Manager Boehm reported there are committee terms expiring on March 31, 2017 for the Macungie Institute Board of Trustees, Planning Commission and Zoning Hearing Board. Any resident interested may send a letter of interest.
  - 3. Liquid Fuels Fund Audit – Borough Manager Boehm was happy to report no findings were found in the liquid fuels fund audit.
  - 4. Update on Recycling Toters – Borough Manager Boehm reported the Borough will be getting the 695 35-gallon toters the week of February 21<sup>st</sup>. It has been posted on the website and Facebook. The office is getting a list of people calling to reserve their toter. The toters will be delivered by the Public Works crew.
  - 5. Spring Newsletter – Borough Manager Boehm reported she is working to get the newsletter out before Easter.
  - 6. Sewer Capital Financing Schedule – Borough Manager Boehm gave the time line for Council to approve financing for the sewer system upgrade at the February 21<sup>st</sup> meeting. Solicitor Armstrong commented that when the proposals are received, bonds will be looked at to see if a loan or bond would be better.
  - 7. Quiet Zone Meeting – Borough Manager Boehm reported President Becker, Council Member Schleicher, Mayor Cordner and she attended an on-site meeting with Norfolk Southern,

Woodmont developers and Lower Macungie Township to discuss a quiet zone. She noted options that can be done at the crossing on Main Street but any changes would be the responsibility of the Borough for the upkeep. At the meeting, she informed everyone about the number of vehicles that travel through the crossing and they viewed the number of school buses that travel through the crossing while on the site visit. This request continues to be reviewed by Norfolk Southern.

8. MI Advertising and Signage - President Becker, Council Member Schleicher and Borough Manager Boehm met with Building Coordinator Holt to work on promoting the Macungie Institute. President Becker asked for cost to design a display ad and advertising in the East Penn Press. Council gave approval for the advertising in the East Penn Press for 6 months since this expense was not a budgeted item.

President Becker commented Building Coordinator Holt is getting costs for signage to display at the Macungie Institute which will be brought to Council later.

Council Member Akinjiola made a motion to authorize the display ad be prepared and advertised in the East Penn Press for 6 months, second by Council Member Schleicher. Motion carried: 6 ayes

d. Committees – Council Member Schleicher announced the Spring Fling Dinner and Dance that is being held on March 31 from 6 to 10 pm. This is being held by Town Beautification Committee. Tickets can be purchased from Building Coordinator Holt or her.

#### UNFINISHED BUSINESS – PART I - None

#### UNFINISHED BUSINESS – PART II

a. Main Street Streetscape Plan – BIA provided minutes from the meeting with PennDOT about the traffic light. Borough Manager Boehm noted the project is moving forward and hopefully construction will be started in June.

b. SW Lehigh Comprehensive Plan – Council Member Schleicher reported a draft copy of the plan was discussed at the meeting along with an intergovernmental agreement. The next meeting is February 28<sup>th</sup>. She reported LVPC is planning to visit each Planning Commission in March.

c. Rental Inspection Program – Meeting will be held February 13<sup>th</sup> at 7:00 pm.

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. Engineer Services for MS4 Pollution Reduction Plan - This was discussed earlier in the meeting.

b. Approval of Change Order for 2016 CIPPL Project in the amount of \$19,992.50

Council Member Yerman made a motion to approve the change order for the 2016 CIPPL Project for an increased amount of \$19,992.50 for additional sewer work, second by Council Member Akinjiola.

Motion carried: 6 ayes

c. Pension Actuarial Assumption Percentage – Council Member Yerman commented to let the assumption percentage at 7 ¼%. At budget time, Council will look at the pension to discuss if more funds should be put into the pension. This will be carried.

#### ITEMS NOT ON AGENDA

a. President Becker reported a joint meeting with the Planning Commission and Lower Macungie Township Planning Commission was held and went very well.

b. Council Member Boyko had several comments. He asked the Borough Manager to inform the Fire Department about a grant from DCNR for equipment. He asked if the Borough employees have been keeping up on mandatory training. Borough Manager Boehm reported the employees do keep up on training and will be attending a webinar on blood borne pathogens next week. He asked about the status and condition of the crosswalk at Main and Poplar Streets. Borough Manager Boehm noted a new crosswalk will be installed with the Main Street streetscape project.

He asked what the intention was for the Spruce Street Park. Council discussed the park but there was no definite decision. Council Member Yerman will contact the developer of Stone Hill Meadows to see if they would agree to put in a dog park in the Spruce Street Park. President Becker gave a suggestion to the Macungie Park Board to put in a dog park on their property which he said they were discussing.

#### EXECUTIVE SESSION

Council President Becker called for an executive session at 9:32 p.m. to discuss personnel. The meeting was reconvened at 9:49 with no action taken.

#### ADJOURNMENT

Hearing no further business to be brought before Borough Council, the meeting was adjourned at 9:50 p.m.

Respectfully submitted,

Cynthia Hartzell  
Administrative Assistant