

BUDGET WORKSHOP

President Becker called the Budget Workshop to order at 6:00 p.m. Present at the workshop were Council Members Akinjiola, Becker, Schleicher and Yerman. Also present were Borough Manager Boehm, Mayor Gary Cordner and Administrative Assistant Cynthia Hartzell. Council Members Boyko, Hutchison and Moyer were absent.

Borough Manager Boehm reviewed the sewer fund budget. She pointed out a separate line item for the sewer debt service was added to keep track of the loan funds. She wanted to keep it separate from the metered service. The sewer revenue is higher this year because of the grant for the CIPPL Project that the Borough just received. She noted the next sewer project to be done will be video inspection of the sewer laterals and manholes. Council discussed spending the sewer capital loan in the required time frame.

Under expenditures, Council requested a breakdown of the small equipment line item.

Council moved on to the general fund. Council reviewed the expenses of 2017 noting there are some line items with low expenses. Borough Manager Boehm will look closely to see what will be spent this year. Council discussed adding more funds to the police pension. Council decided to add the remaining balance of the police budget that was not spent by the end of the 2017 year to the post retirement fund. Council discussed the balance of the contingency fund and further discussed increasing the contingency fund by putting some of the excess carryover amount in it. Council asked Borough Manager Boehm to calculate what funds will be used until the end of this year.

The Budget Workshop was adjourned at 7:24 p.m. Next budget workshop will be Monday, November 13, 2017 at 7:00 p.m.

CALL TO ORDER

President Chris Becker called the November 6, 2017, 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
	Greg Hutchison
	Roseann Schleicher
	John Yerman
Borough Manager:	Chris L. Boehm
Solicitor:	Patrick Armstrong
Mayor:	Gary Cordner
Administrative Assistant:	Cynthia Hartzell
Absent:	David Boyko
	Marvin Moyer
	Jr. Council Member Renee Martin

President Becker reported a budget workshop was held prior to the general meeting. President Becker called an executive sessions at 7:31 p.m. for personnel and real estate. The meeting reconvened at 8:50 p.m. with no action taken.

PUBLIC COMMENTS

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

b. Comments from the Audience on non-agenda items

1. Dave Fatzinger, 218 Village Walk Drive, Macungie addressed the issue with a company box truck parked on Village Walk Drive for long periods of time and his concern that it is a safety issue parked on the curve of Village Walk Drive. President Becker told Mr. Fatzinger Council has heard his comment and the situation is being addressed. Mayor Cordner remarked that the truck is checked by the police department and it is being moved. Council Member Hutchison remarked to Mr. Fatzinger about being very upset with the police department for not listening to comments from Council or the Borough residents. Because of his disappointment, he remarked about disbanding the police department.

2. Debbie Burns, 317 Village Walk Drive, Macungie, thanked Council for having Village Walk Drive paved. She remarked driving on the street is better. She had concerns about cracks in another section of Village Walk Drive and asked if the cracks will be taken care of. President Becker noted Public Works Supervisor Smith will address the cracks.

UNFINISHED BUSINESS – PART II

a. Main Street Streetscape and Church Street Traffic Light Project - Council decided to discuss this topic because Tim Romig requested to address his comments now. Mr. Romig commented that the wrong turning radius model was used for the intersection at Race Street. He asked when the bump out on the west side of Race Street will be removed and President Becker remarked Council will be discussing the topic tonight. Mr. Romig asked who is responsible to take care of the bump outs. President Becker hoped the property owner would help take care of it and remove the snow on the ramp. To answer another question from Mr. Romig, the bump out on the east side of Race Street is being re-evaluated and when all the data is obtained, a decision will be made about it.

President Becker had comments concerning the Streetscape Project.

1. Funding for the project was through a Multi Model Grant consisting of State and some Federal funds. There was no tax levied against the citizens of Macungie to pay for this. As a citizen of Pennsylvania your state taxes did go towards it.
2. There are 4 phases assigned to the project.
 - a. Phase 1 which we are currently involved with approximately \$530,000 grant for infrastructure and bump-outs w/ curbing.
 - b. Traffic light installation approximately \$160,000; paid for from the Capital campaign projects. 1 of 3 projects total-Lumber Street, Cotton Street and the light installation at Church and Main streets. These projects were all paid by the Capital improvement loan Council approved over 4 years ago.
 - c. Phase II which has approved funding of approximately \$153,000 again from a Multi-Model Grant as was Phase 1. This will see a center island planned and brick pavers and possibly some tree installations.

- d. Phase III which once again is a Multi-Model grant worth 1 million with the possibility of a portion of this presentation has occurred already by our landscape engineer and myself to the Lehigh Valley Planning Commission. Still waiting to hear a decision. Which would include more installation of the overall plan.
 - e. The fourth part of this which as of now is just waiting to see if and when another grant becomes available.
3. Phase II which is currently under design will have a presentation to the public at a date to be determined as of yet. Business owners will also be contacted.
 4. Council has meet with the following businesses: Allen Organ, BMI, Automotive Solutions, Two of the owners at the entranceway to the dance studio, the third was notified by registered letter, Salvatore's and Master Supply Line.
 5. At the last construction meeting I asked the contractor to provide a price to remove the west bump out at Race and Main Street. We have that price tonight to vote on.
 6. There are plantings going in the bump outs that will need to be maintained, it was the hope that where these are located the owners of the property will volunteer to do so. Planting would be supplied because they need to be a certain type to comply with the vehicle code.
 7. The light should be installed by December 15. It will be on a blinking mode for 30 Days.
 8. Council expects pedestrians will be walking back and forth from the township to the borough due the newly erected apartments and housing developments.
 9. Several Council Members meet with Norfolk Southern, the utility commission, representative from Senator Brown's office and a handicapped citizen from the Borough attempting to make the crossing at the RR more accessible. The masts were discussed to be relocated but this never worked out. The design that was eventually approved and signed by PennDOT and the Borough brought us to where we are today.
 10. It is not the intention of Council to make anything more difficult for the businesses in the Borough to do business, but Council is also working on a vision to make the Borough more pedestrian safer also.

President Becker addressed the removal of the bump out on the west side of Race Street. He received a quote of \$6,619 to remove the bump out and pave over the area by Marino Corporation. Council discussed the topic.

Council Member Hutchison made a motion to remove the bump out on the west side of Race Street and patch with asphalt at the cost of \$6,619, second by Council Member Akinjiola. Motion carried: 5 ayes

The contractor will be notified tomorrow and it will be discussed at the bi-weekly meeting on Wednesday.

1. Reimbursement Invoice #2
2. Reimbursement Invoice #3

These copies of the invoices are for Council's information.

3. Approval of Streetscape Fund 99 Payments totaling \$5,244.00 – Borough Manager Boehm explained the Fund 99 funds are parts of the streetscape project that are not included in the grant and have to be paid directly by the Borough. These mostly are for the street light at Church Street.

Council Member Hutchison made a motion to pay the Fund Code 99 cost to Marino Corporation in the amount of \$5,244, second by Council Member Schleicher. Motion carried: 5 ayes

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

APPROVAL OF MINUTES

- a. October 16, 2017 meeting - Council Member Hutchison made a motion to approve the October 16, 2017, Council meeting minutes, second by Council Member Schleicher. Motion carried: 5 ayes
- b. October 30, 2017 budget workshop - Council Member Yerman made a motion to approve the October 30, 2017, budget workshop minutes, second by Council Member Hutchison. Motion carried: 5 ayes

CONSENT AGENDA

- a. Treasurer's report of October 31, 2017

Council Member Hutchison made a motion to approve the October 31, 2017, Treasurer's Report, second by Council Member Akinjiola. Motion carried: 5 ayes

- b. Payment of invoices as listed totaling \$320,473.21

Council Member Hutchison made a motion to approve the Consent Agenda, second by Council Member Yerman. Motion carried: 5 ayes

CORRESPONDENCE

- a. Macungie Memorial VFW Post 9264, re: Invite to Macungie Veterans Appreciation Day
- b. Municipal Retirement Trust September Monthly Reports and Quarterly Trust Report
- c. American Lung Association, re: Young Lungs at Play – Borough Manager Boehm mentioned this information is to create an outdoor tobacco free park. Council decided not to move forward with this topic. This information will be passed to Macungie Memorial Park.
- d. Karen Holt, Macungie Institute Building Coordinator, October Monthly Report - Mayor Cordner reported he attended the Friends of the Macungie Institute annual meeting where Karen Holt was honored. It was a nice event.
- e. Macungie Fire Department October Training Report
- f. Macungie Police Department September Monthly Report

REPORTS

- a. Solicitor Armstrong

1. Ordinance prohibiting parking in front of cluster mailboxes on Village Walk Drive - Solicitor Armstrong reviewed the ordinance. Council discussed how this would be enforced and if fines should be needed. Mayor Cordner commented the police department will enforce the ordinance.

Council Member Yerman made a motion to authorize advertisement of the ordinance, second by Council Member Hutchison. Motion carried: 5 ayes

2. Sewer Ordinance Amendment to comply with City of Allentown Industrial Waste Ordinance - Solicitor Armstrong reviewed the ordinance with changes based on the requirements from Allentown and changes to the surcharge fees.

Council Member Yerman made a motion to authorize advertisement of the ordinance, second by Council Member Hutchison. Motion carried: 5 ayes

3. Zoning Ordinance Amendments - Solicitor Armstrong reviewed the ordinance. He commented on the suggestion of a conditional use. The zoning ordinance currently does not have criteria for conditional uses. He suggested changing the conditional uses to special exception uses which has criteria in the zoning ordinance. A copy of the ordinance will be provided to LVPC and the partners in the Comprehensive Plan.

4. Solicitor Armstrong gave Council information about an Act 42 passed by the Governor allowing 10 new mini-casino sites in the state. If a municipality wants to prohibit that type of facility, a resolution must be passed by the end of the year. Council discussed it but did not make any decision.

5. Solicitor Armstrong updated Council on the Memorandum Of Cooperation (MOC) for the signatories of the Western Lehigh municipalities and LCA. The MOC is not moving forward for approval because not all the municipalities are in agreement but it is not needed to submit the sewer improvement plans to EPA. The interceptor work that LCA is proposing to do is moving forward but there is still a question as to how it will be paid for by the Western Lehigh municipalities. It was remarked that the Borough will continue to move forward with the sewer work.

b. Mayor

1. Mayor Cordner announced Election Day is tomorrow and encouraged everyone to go and vote.

c. Borough Manager

1. Police Testing – Borough Manager Boehm reported the police applicants will be taking the physical agility and written testing on Wednesday.

2. Administrative Assistant Job Description and authorization to advertise for position – Borough Manager Boehm presented a job description for the Administrative Assistant position. She would like approval from Council to advertise to hire for the position if Cynthia Hartzell is elected tomorrow as the Tax Collector.

Council Member Yerman made a motion to authorize the advertising of the Administrative Assistant position depending on the voting results of the tax collector position, second by Council Member Hutchison. Motion carried: 5 ayes

3. Zoning Ordinance update regarding cellular towers and right of way – Borough Manager Boehm received an email from a township manager asking if other municipalities would be interested in jointly hiring Cohen Law Group to update their zoning ordinance. After a discussion, Council is not interested in going along with the group.

4. Borough Manager Boehm asked Council what they would like to do with the leaf machine since it is no longer used. Council directed Borough Manager Boehm to advertise to sell the leaf machine and the 1994 Ford pickup truck.

d. Junior Council Member – Borough Manager Boehm contacted Jr. Council Member Martin. Jr. Council Member Martin will try to come but if not, she will let Council know if she is able to continue as Jr. Council Member.

e. Committees – No Reports

UNFINISHED BUSINESS – PART I – No outstanding Unfinished Business.

UNFINISHED BUSINESS – PART II

a. Main Street Streetscape and Church Street Traffic Light Project

1. Reimbursement Invoice #2
2. Reimbursement Invoice #3
3. Approval of Streetscape Fund 99 Payments totaling \$5,244.00

This was discussed earlier in the meeting.

b. SW Lehigh Comprehensive Plan – Council Member Schleicher reported the plan was updated with a date of October 2017 and will be received by next week. As soon as the copies are received, they will be distributed to Council. Borough Manager Boehm noted an ordinance will be advertised for adoption of the implementation agreement and a resolution to adopt the comprehensive plan on December 4th.

c. Sewer Ordinance Amendment for sewer lateral inspections – This will be carried.

d. Emergency Management Coordinator – This will be carried.

e. Residential Rental Ordinance - Establish Fees and Inspector – This will be carried.

NEW BUSINESS

a. Adoption of Ordinance 2017-04 Traveling Restrictions are the Main and Church Street Intersection - Solicitor Armstrong reviewed the ordinance indicating the traveling restriction for N. Church Street direction is one way going south from Depot Street to Main Street with a right turn only

onto Main Street. There is also a restriction for a no left turn into a driveway at the Main and Church Streets intersection. He opened the public hearing. There was only 1 question to clarify the restrictions. Solicitor Armstrong closed the public hearing.

Council Member Hutchison made a motion to adopt Ordinance 2017-04, second by Council Member Yerman.

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

Motion carried.

b. Fire Department Training Request - President Becker reported the Fire Department has requested Council pay for the department to go to training at Bucks County Community College. The paperwork showed options that required a minimum of 10 students. Council would like to know which option they would apply for and if they have 10 students consisting of members from Macungie or if others from a different fire department are allowed. Council Member Hutchison offered to call the college to get information on the training course. This cost will be put against the allocation.

President Becker reported the fire department has completed all the items on the action list except for the annual audit. He suggested Council discuss the fire department's allocation at the next meeting.

ITEMS NOT ON AGENDA

a. Council Member Schleicher reported an End of the Year Gathering was held for the Macungie Farmers Market and it was a nice affair.

ADJOURNMENT

Hearing no further business to be brought before Borough Council, the meeting was adjourned at 11:06 p.m.

Respectfully submitted,

Cynthia Hartzell
Administrative Assistant