

BUDGET WORKSHOP

President Becker called the Budget Workshop to order at 6:05 p.m. Present at the workshop were Council Members Akinjiola, Becker, Schleicher and Yerman. Also present were Borough Manager Boehm, Mayor Gary Cordner, Mayor Elect Ronald Conrad and Administrative Assistant Cynthia Hartzell. Council Members Boyko, Hutchison and Moyer were absent.

Borough Manager Boehm presented a budget to Council with line items that were not a pass through. Council Member Yerman questioned the solid waste revenue line item. Borough Manager Boehm explained there is 15% included in the refuse cost for administrative expense and that amount is not a pass through. She pointed out that if there is a grant that requires matching funds, that amount is included in the expenses. She also pointed out that she removed the capital projects and created a capital fund budget.

There were a few changes made to the general fund budget. The difference was about a half of a millage. Council remarked that they can account for the increase in taxes because money is being placed in the contingency account, the capital fund budget and the police post-retirement benefit account.

Council discussed the structuring of the police department if a police chief should be hired. Newly elected Mayor Conrad would like to see a police chief in the police department. Not knowing if Council will hire from within the department or from outside, they discussed budgeting for the position. Council decided to have an executive session to discuss personnel.

Council discussed the salary for the newly to be hired Administrative Assistant. The position was advertised with a wage range based of the existing employee but will be based on the applicant's experience.

Borough Manager Boehm will make the adjustments to the general fund and Council decided to hold a budget workshop on Monday, November 27 at 7:00 p.m. President Becker called a recess at 7:15 p.m.

CALL TO ORDER

President Chris Becker called the November 20, 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
Mayor:	Gary Cordner

Borough Manager: Chris L. Boehm
Administrative Assistant: Cynthia Hartzell
Absent: David Boyko
Marvin Moyer
Jr. Council Member Renee Martin

POLLUTANT REDUCTION PLAN PRESENTATION

Justin Brown and Dan Witczak of ACELA Engineering presented the Pollutant Reduction Plan (PRP) that is a requirement for the NPDES permit. They explained how they arrived at the amount of sediment that needs to be removed from the storm water in the Borough before entering the Swabia Creek or Mountain Creek. They looked throughout the Borough to find the best place to remove 10% of the sediment. They proposed 3 locations. One is the streambank of Mountain Creek north of Cotton Street. The second location is the detention pond at Glenwood Street and the third is the swale along Cotton Street from Chestnut Street to Mountain Creek and they proposed to put a rain garden in both locations.

When the plan is submitted to DEP, Council has 5 years to obtain permits, design and do construction. Moving forward, Council will accept public comments until December 18, 2017 at which time they will be read into the minutes.

PUBLIC COMMENTS

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

b. Public Comments

1. Sergeant Travis Kocher - Mayor Cordner gave a presented his recommendation to Council to appoint Sergeant Kocher as the Police Chief of the Macungie Police Department. Mayor Cordner reported on Sgt. Kocher's accomplishments during his position as Officer in Charge for the Police Department. Mayor Cordner stated promoting Sergeant Kocher to the Police Chief position would give more stability to the department. Mayor Cordner recommended the Police Chief position have Civil Service protection. He would like the Civil Service Commission to conduct a non-competitive examination for Police Chief position.

Sergeant Kocher was asked if he was interested in the position to which he answered he was interested. President Becker noted Council will take the Mayor's recommendation under consideration.

2. Donald Hemmer, Concern at Village Walk Drive and West End Trail – Mr. Hemmer, 161 Village Walk Drive, reported his safety concerns about the intersection of Village Walk Drive and West End Trail because cars are not stopping at the 3-way stop intersection. He provided information to Council about the number of cars in the Village Walk Drive area and the number of children that are waiting at the bus stop at the intersection. He is concerned a child may be injured if a car does not stop at a stop sign.

Mr. Hemmer gave a few suggestions to try to make drivers aware of the stop signs. Tom Reilly with Little Tree Day Care has children at the bus stop and had the same concerns. President Becker will see what can be done and reply back to Mr. Hemmer.

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

APPROVAL OF MINUTES

- a. November 6, 2017 meeting and workshop – Some corrections were made by President Becker and Council Member Schleicher. President Becker requested to have the minutes tabled until the corrections were made. Council Member Yerman made a motion to table the November 6, 2017 minutes, second by Council Member Schleicher. Motion carried: 5 ayes

APPROVAL OF BILLS FOR PAYMENT

Assistant Treasurer Nonnemacher discovered bills were inadvertently missing from the November 7, 2017 bill list that Council approved at the November 6th meeting. Council Member Schleicher made a motion to approve the revised November 7, 2017 bills as presented totaling \$362,175.53, second by Council Member Yerman. Motion carried: 5 ayes

Council Member Akinjiola made a motion to approve the November 21, 2017 bills for payment totaling \$221,873.08, second by Council Member Schleicher. Motion carried: 5 ayes

CORRESPONDENCE

- a. Macungie Ambulance Corp October Monthly Report
- b. Emmaus Public Library October Monthly Report
- c. Anti-Defamation League, re: Guide to Religious Displays
- d. Dennis Ritter, re: Offer to do traffic control at railroad crossing when school buses are running – Council had concerns if he was qualified to direct traffic. President Becker talked to the Fire Department and they are willing to train him as a fire police. This mainly pertains to the bus traffic. President Becker would like to see if Mr. Ritter is trained for traffic control or if not, would he be willing to do the training. Council Member Yerman suggested sending a letter to the bus company letting them know about the traffic situation at the railroad tracks, the Borough police have been directing the traffic but there have been other demands and would they be willing to fund an offer from a resident to do traffic control at the railroad. It was decided to contact Mr. Ritter to determine his qualifications.
- e. Macungie Police Department October Monthly Report

REPORTS

a. Mayor

1. Mayor Corder commented on information he received from PSAB to send a letter to the State Representative to support senate bill #251. It passed in the senate and is now in the House. This bill would allow local police to use radars.

Council Member Schleicher made a motion to send a letter to State Representative MacKenzie to support the bill, second by Council Member Yerman. Motion carried: 5 ayes

2. Mayor Corder announced upcoming events in the Borough. The Sheeprock Trek on Thanksgiving morning at 5:45 a.m. It is the 89th annual event; the tree lighting event on November 28, 2017 at 6:30 p.m. at the Flower Park and Macungie Holiday on December 9.

b. Borough Manager

1. Vacation Payout Request – Borough Manager Boehm pointed out Officer Kyle Bernhard's request for his vacation of 16 hours to be paid out. She also noted Officer Mike Mullen received a payout of vacation as he requested. She remarked Council should approve the vacation payout for both officers.

Council Member Schleicher made a motion to approve the pay out of the 16 hours of vacation pay for Kyle Bernhard and pay the 10 days of vacation pay for Michael Mullen, second by Council Member Akinjiola. Motion carried: 5 ayes

Borough Manager Boehm asked Council if they would approve 46 hours of vacation for Cynthia Hartzell. She noted Administrative Assistant Hartzell is taking the vacation so she does not lose the vacation days before retiring. It has had an impact on the work load in the office.

Council Member Hutchison made a motion to give the 46 hours of vacation pay to Cynthia Hartzell, second by Council Member Schleicher. Motion carried: 5 ayes

2. Job Application Update – Borough Manager Boehm reported she received a large number of resumes for the Administrative Assistant and Facility Manager positions. She will be reviewing the resume and scheduling interviews with the top candidates.

c. Junior Council Member – No report.

d. Committees – No report.

UNFINISHED BUSINESS – PART IUNFINISHED BUSINESS – PART II

a. Main Street Streetscape and Church Street Traffic Light Project – Council Member Hutchison questioned if the removal of the bump out on the west side of Race Street was complete. President Becker noted the bump out had been removed but any further plans for that

area have not been done. President Becker remarked to Council that he would like to have the Borough engineer present Phase 2 of the streetscape at a meeting in January. Borough Manager Boehm reported some line markings will be placed tomorrow and the plantings will be planted next week.

1. Reimbursement Invoice #4 – A copy was given to Council.
- b. Sewer Ordinance Amendment for sewer lateral inspections
- c. Rental Inspection Ordinance – Establish Fees and Inspector
- d. Emergency Management Coordinator - President Becker reported Lehigh County had insurance on the computer that was in EMC Boyko's house fire. They will be replacing the computer and Lehigh County reprogrammed a radio from the Fire Department for the Borough's Emergency Management Coordinator.

President Becker reported the Fire Department has 6 people for training with Lower Macungie Township through Berks County Community College. He commented the list of firefighters that resigned was revised. President Becker asked Council if they would agree to pay the last part of the contribution to the Fire Department.

Council Member Yerman made a motion to pay the second payment of \$20,000 less the cost of the training to the Macungie Fire Department because they have done all the items possible and are on track to do the final item from the list, second by Council Member Schleicher. Motion carried: 4 ayes, 1 abstain (Council Member Hutchison was not involved in the original list of Council's Proposal)

- e. Ordinance for Zoning Ordinance Amendments – Given to LVPC and SWL Comprehensive Plan partners for comment.
- f. Ordinance 2017-05, SW Lehigh Comprehensive Plan Implementation Agreement and Resolution 2017-14, Adoption of the SWL Comprehensive Plan – Adoption December 4, 2017
- g. Ordinance 2017-06, Sewer Ordinance Amendment – Adoption December 4, 2017
- h. Ordinance 2017-07, Parking restriction at cluster mailboxes on Village Walk and Brookfield Drives – Adoption December 4, 2017

NEW BUSINESS

- a. Dennis Ritter's offer to do traffic control – This was discussed under Correspondence.

ITEMS NOT ON AGENDA

- a. Council Member Hutchison questioned the status of the moving truck issue on Village Walk Drive. Mayor Cordner updated Council that the truck has not been parked on Village

Walk Drive for a while but the police did check it before and it was being moved. Council Member Akinjiola confirmed that the van has not be around for over a week.

EXECUTIVE SESSION

Council President Becker called for an executive session at 10:06 p.m. to discuss personnel. The meeting was reconvened at 10:58 p.m. with no action taken.

ADJOURNMENT

Hearing no further business to be brought before Borough Council, the meeting was adjourned at 10:58p.m.

Respectfully submitted,

Cynthia Hartzell
Administrative Assistant