

EMMAUS BOROUGH COUNCIL

The Emmaus Borough Council met in Regular Session on January 3, 2023 in temporary Council Chambers, located at 420 S. 10<sup>th</sup> Street, Emmaus, PA 18049 and via Zoom.

CALL TO ORDER

Mr. Labenberg called the meeting to order at 6:00 p.m.

Brent Labenberg, President	Present
Chris DeFrain, Vice President	Present
Roy Anders	Present
Chad Balliet	Present
Shana Baumgartner	Present
John W. Hart	Present
Teri Sorg-McManamon	Present
LeeAnn Gilbert, Mayor	Present
Jason Ulrich, Solicitor	Present – via Zoom
Shane Pepe, Borough Manager	Present
Sara Jarrett-Eaton, Asst. Borough Manager	Present

PERSONAL APPEALS, PART I - None.

COMMUNITY MINUTE – None.

SPECIAL PRESENTATIONS – None.

READING OF MINUTES

**Motion by Mr. Hart, seconded by Mr. Anders to adopt the December 19, 2022 Council Minutes as drafted. There were 7 ayes. Motion carried.**

DECISION ON BIDS – None.

COMMUNICATIONS

- a. Rebecca Straus, 733 W. Greenleaf Street – Request for Reappointment to the Shade Tree Commission.
- b. Dr. Aaron Ratner, 3775 Leah Drive, Emmaus – Request for Reappointment to the Board of Health.
- c. Sarah Charette, 365 Spruce Street, Emmaus – Resignation from the Library Board, effective January 20, 2023.
- d. John Stover – Request for Reappointment to the Vacancy Board.
- e. Craig Neely, 209 Main Street, Emmaus – Request for Reappointment to the General Authority.

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Mr. Labenberg stated that all reappointments will occur during the President's Business section of the agenda.

BOROUGH ENGINEER'S REPORT – None.

SOLICITOR'S REPORT

Progress.

UNFINISHED BUSINESS, PART I – None.

NEW BUSINESS – None.

UNFINISHED BUSINESS, PART II – None.

ITEMS NOT ON AGENDA, subject to Rule 9

Mr. Hart read a letter stating that he will not seek re-election to Borough Council because he will be pursuing another interest.

MAYOR'S REPORT

Progress.

COMMITTEE REPORTS

a. Public Works Committee

Mr. Anders reported that the Committee did not meet in December and the next Committee meeting is Wednesday, January 18, 2023 at 4:00 p.m. via Zoom.

Progress.

b. Health, Sanitation, and Codes Committee

**Motion by Mr. Balliet, seconded by Mr. Hart to grant the Fields at Indian Creek, LLC request for a reduction of financial security in the amount of \$230,523.92. There were 7 ayes. Motion carried.**

Mr. Balliet reported that the next Committee meeting is Wednesday, January 25, 2023 at 4:45 p.m. via Zoom.

Progress.

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c. Parks and Recreation Committee

Ms. Baumgartner reported that there is nothing for official action tonight. She stated that the next Committee meeting is Tuesday, January 17, 2023 at 4:45 p.m. via Zoom.

Progress.

d. Public Safety Committee

Mr. Hart reported that there is nothing for official action tonight and the next Committee meeting is Thursday, January 26, 2023, at 9:00 a.m. via Zoom.

Progress.

e. General Administration Committee

**RESOLUTION 2023-1**

**BE IT HEREBY RESOLVED** by Emmaus Borough Council to appoint the following officials to their designated positions for a term expiring on January 2, 2024.

Ambulance Corps Assistant Chief	Adam Priest
Animal Control Officer	April Schiel
Assistant Borough Manager	Sara Jarrett-Eaton
Borough Manager/Secretary	Shane Pepe
Borough Solicitor	Gross McGinley LLP
Delinquent Tax Collector	Norris McLaughlin
Director of Finance / Treasurer	Christine Snyder
Certified Public Accountant	Campbell, Rappold & Yurasits LLP
Civil Service Commission Solicitor	Davison & McCarthy
Code Enforcement Officer/Public Works Inspector	Robert Hammond
Earned Income and Local Services Tax Office	H.A. Berkheimer
Deputy Director of Emergency Services	Keith Miller
Emergency Management Coordinator	Keith Miller
Engineer (Primary)	Ott Consulting
Engineer (Utilities and Alternate)	Hanover Engineering
Fire Chief/Director of Emergency Services	John Price
Fire Inspector	Ryan Crawford
Health Officer	Garry Ritter
Pension Consultant-Police/Non-uniform	Mockenhaupt Benefits Group
Per Capita Tax Office	H.A. Berkheimer
Police Chief	Jason Apgar

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Public Works Director  
Sewage Enforcement Officers

Lawrence Carl  
Jacob A. Schray  
Gregory Gray

Special Labor Counsel

Christopher Taylor  
Campbell, Durrant, Beatty, Palumbo &  
Miller, P.C.

Zoning Hearing Board Solicitor

Ronald Corkery, Esq.

**Motion by Mr. Balliet, seconded by Mr. Hart to adopt Resolution 2023-1. There were 7 ayes. Motion carried.**

**Motion by Mr. Hart, seconded by Mrs. Sorg-McManamon to authorize Mr. Pepe and Mr. Labenberg to sign the Collective Bargaining Agreement between the Borough of Emmaus and Teamster's Local Union #773, the Emmaus Borough Secretaries Union, effective January 1, 2023 through December 31, 2027. There were 7 ayes. Motion carried.**

**Motion by Mrs. Sorg-McManamon, seconded by Mr. Anders to appoint the following individuals to the 2023 Employee and Volunteer Safety Committee:**

Administration: Shane Pepe, term infinite;  
(alternate – Sara Jarrett-Eaton)  
Codes / Zoning: Rob Hammond, term infinite;  
(alternate – new Codes Officer)  
Police: Joe Longenbach, term expires 12/31/24;  
(alternate – Jayme Seltzer)  
Fire: Chris Lubenetski, term expires 12/31/24;  
(alternate – Tom Carl)  
Ambulance: JT Pfleegor, term expires 12/31/24;  
(alternate – Adam Priest)  
Public Works: Brent Reed, term expires 12/31/23;  
(alternate – Troy Bower)  
Clerical: Teresa Pohlmann, term expires 12/31/23;  
(alternate – Sherry Palinkas)

**There were 7 ayes. Motion carried.**

Mr. Labenberg reported that next Committee meeting is Thursday, January 5, 2023 at 9:00 a.m. via Zoom.

Progress.

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f. Budget & Finance Committee

**Motion by Mr. DeFrain, seconded by Mr. Hart to appoint the following members to the Pension Board as mandated by Ordinance and/or selected by the different unions/departments.**

**Police Pension Board:**

- Mayor LeeAnn Gilbert (Mayor – per Ordinance)
- Brent Labenberg (Council President – per Ordinance)
- Shane M. Pepe (Borough Manager – per Ordinance)
- Sergeant Kevin Schmidt (Union Representative)
- Carlos Marrero (Union Representative)

**Employee Pension Board:**

- Brent Labenberg (Council President – per Ordinance)
- Shane M. Pepe (Borough Manager – per Ordinance)
- Leslie DeLong (Public Works Union Representative)
- Yashira Hussett (Clerical Union Representative)
- Sara Jarrett-Eaton (Non-Union Representative)

**There were 7 ayes. Motion carried.**

Resolution 2023-2 authorizing payment of the January 3, 2022 bill list as follows:

<b>Bill List</b>	<b>\$</b>	<b>123,880.01</b>
<b>Payroll #26</b>	<b>\$</b>	<b>157,622.63</b>
<b>Payroll Taxes</b>	<b>\$</b>	<b><u>54,114.21</u></b>
<b>Total</b>	<b>\$</b>	<b>335,616.85</b>

Done this 3<sup>rd</sup> day of January 2023.

**Motion by Mr. DeFrain, seconded by Mr. Balliet to adopt Resolution 2023-2. There were 7 ayes. Motion carried.**

Mr. DeFrain entertained questions about the Significant Revenue and Expense Items for December. Mr. DeFrain asked Mr. Pepe to invite the Borough auditors to the January 19, 2023 Committee meeting.

Mr. DeFrain reported that the next Committee meeting is Thursday, January 5, 2023 at 11:00 a.m. via Zoom.

Progress.

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g. Community Relations, Planning and Development Committee

Mrs. Sorg-McManamon reported that the next Committee meeting is Monday, January 23, 2023 at 4:30 p.m.

Progress.

PERSONAL APPEALS, PART II - None.

BOROUGH MANAGER'S REPORT

Progress.

PRESIDENT'S BUSINESS

**Motion by Mr. DeFrain, seconded by Ms. Baumgartner to reappoint Rebecca Straus to the Shade Tree Commission to a term ending 1/1/2028; Dr. Aaron Ratner to the Board of Health to a term ending 1/1/2028; John Stover to the Vacancy Board to a term ending 1/1/2024; Craig Neely to the General Authority to a term ending 1/1/2028; Theodore Iobst and Roger Steinmayr to the Zoning Hearing Board to terms ending 1/1/2026; to appoint Timothy Jones as an alternate to the Zoning Hearing Board to a term ending 1/1/2024; and to reappoint Kathy Reinhard to the Library Board to a term ending 1/1/2026. There were 7 ayes. Motion carried.**

Mr. Hart thanked Mr. Pepe and Mrs. Jarrett-Eaton for their hard work on the 4 union contracts that occurred during 2022. Mr. Pepe thanked the Committee and Council members for their hard work.

Progress.

ADJOURNMENT

**Motion by Mrs. Sorg-McManamon seconded by Ms. Baumgartner to adjourn the January 3, 2023 Emmaus Borough Council Meeting. There were 7 ayes. Motion carried.**

The meeting was adjourned at 6:26 p.m.

Shane M. Pepe  
Borough Manager

Transcribed by: Paula Weiant  
Administrative Assistant  
January 6, 2023