

EMMAUS BOROUGH COUNCIL

The Emmaus Borough Council met in Regular Session on April 17, 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 6:02 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
Shane Pepe, Borough Manager	Present
Sara Jarrett-Eaton, Asst. Borough Manager	Present

PERSONAL APPEALS, PART I – None.

COMMUNITY MINUTE

Mr. Anders reminded everyone that the 23<sup>rd</sup> annual Friends of the Library Book Sale will be held on April 21<sup>st</sup> and 22<sup>nd</sup> at the Lower Macungie Middle School. He stated that the Friends-Only Preview Night will be held on Friday, April 21, from 6:00 – 8:00 p.m. and the public sale will be held on Saturday, April 22, from 8:00 a.m. to 1:45 p.m.

Mayor Gilbert reminded everyone that Saturday, April 22, 2023 is National Drug Take Back Day at the Emmaus Police Department from 10:00 a.m. to 2:00 p.m.

SPECIAL PRESENTATIONS

Mr. Labenberg invited Mrs. Sorg-McManamon to present the 2021 and 2022 Volunteer of the Year awards. Mrs. Sorg-McManamon explained that the annual Emmaus Borough Volunteer of the Year Award was created to recognize those outstanding community volunteers whose unselfish and dedicated service to an Emmaus organization have made a significant difference in the community. Tonight during National Volunteer Month, the Borough is honoring its 2021 and 2022 Volunteer’s of the Year with a brick to be installed at the Emmaus Remembrance Garden.

Mrs. Sorg-McManamon presented the 2021 Volunteer of the Year award to Dr. Anne Zayaitz for her hard work and dedication to East Penn Neighbors Helping Neighbors. Dr.

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Zayaitz stated that she is honored to receive the award, explained her work with East Penn Neighbors Helping Neighbors, and thanked Borough Council for their support.

Mrs. Sorg-McManamon presented the 2022 Volunteer of the Year award to Reds Bailey for his hard work and many years of dedication to the Borough's Shade Tree Commission. Mr. Bailey thanked Borough Council for the award.

Mrs. Sorg-McManamon thanked Dr. Michael Waddell and the Emmaus Remembrance Garden for their partnership and supplying the Volunteer of the Year award bricks for the walkway at the Remembrance Garden. Mr. Labenberg stated that Dr. Waddell was a past recipient of the Volunteer of the Year award.

READING OF MINUTES

**Motion by Mr. Balliet, seconded by Mr. Hart to adopt the April 3, 2023 Council Minutes as drafted. There were 7 ayes. Motion carried.**

DECISION ON BIDS – None.

COMMUNICATIONS

- a. Knauss Homestead – Harvest Festival Event Request. Event to be held on September 16, 2023 from Noon to 5:00 p.m. Mr. Labenberg referred the item to staff.
- b. Knauss Homestead – Peach Festival Event Request. Event to be held on August 5, 2023 from Noon to 5:00 p.m. Mr. Labenberg referred the item to staff.
- c. Knauss Homestead – Strawberry Festival Event Request. Event to be held on June 3, 2023 from Noon to 5:00 p.m.

**Motion by Mr. Balliet, seconded by Mrs. Sorg-McManamon to grant the Knauss Homestead's request to hold the Strawberry Festival on June 3, 2023 from Noon to 5:00 p.m. There were 7 ayes. Motion carried.**

**Motion by Mr. Hart, seconded by Mr. Balliet to grant Knauss Homestead's request to sell alcohol at the Harvest Festival, the Peach Festival, and the Strawberry Festival. There were 7 ayes. Motion carried.**

Mr. Clock, who was present at the meeting, invited everyone to attend the events and to see the newly renovated barn. Maggie Fischer, Vice President of the Knauss Homestead Society, stated that the Senior Film Class from DeSales University is filming their senior class project at the Knauss Homestead this week.

Mayor Gilbert stated that there are 2 other events in the Borough during these events and will do her best to have police officers present for the events.

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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 – None.

MAYOR'S REPORT

Mayor Gilbert read Proclamation 2023-556 proclaiming April 28, 2023 as Arbor Day in the Borough of Emmaus and urged all citizens to support the planting of trees to promote the well-being of this and future generations.

Progress.

COMMITTEE REPORTS

a. Public Works Committee

Mr. Anders reported that the Committee recommends hiring Scott Sell as a full-time Public Works employee. Mr. Anders stated that Mr. Sell is highly qualified for the position. Mr. Labenberg stated that Mr. Sell is very humble, and his work ethic is impressive.

**Motion by Mr. Anders, seconded by Mr. Balliet to hire Scott Sell as a full-time Public Works employee contingent upon the successful completion of a background check. There were 7 ayes. Motion carried.**

Mr. Anders reported that the next Committee meeting is Wednesday, April 19, 2023 at 4:00 p.m. via Zoom.

Progress.

b. Health, Sanitation, and Codes Committee

Mr. Balliet reported that there is nothing for official action tonight and the next Committee meeting is Wednesday, April 26, 2023 at 4:45 p.m. via Zoom.

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Progress.

c. Parks and Recreation Committee

Ms. Baumgartner reported that there are several items for official action tonight. She explained that park signage has been an issue and there is a need to create a cohesive look for park branding and signage. Ms. Baumgartner explained that the Committee's goal is to identify the signs and sizes for the parks, and to have the designs in place so that as the funding becomes available, the signs have already been designed. Mr. Labenberg clarified that the signs are budgeted through the Parks and Recreation line item, not the Public Works signs line item.

**Motion by Ms. Baumgartner, seconded by Mr. Hart to hire Bob Ayers for the branding/park signage project at the rate of \$850 for the park entry sign design and file, \$660 for the logo design and file, and \$100 for each additional sign. There were 7 ayes. Motion carried.**

Ms. Baumgartner reported that the Committee discussed a clear definition of family pass before the 2023 pool season begins to set the family pass definition as 2 adults of the same household and their dependent children aged 23 and younger. Mr. Balliet clarified that the 2 adults will have the same address.

**Motion by Ms. Baumgartner, seconded by Mr. Balliet to approve the definition of a family for a Community Pool family pass as 2 adults of the same household and their dependent children aged 23 and younger. There were 7 ayes. Motion carried.**

Ms. Baumgartner entertained questions about the meeting notes and reported that the next Committee meeting is May 2, 2023 at 4:45 p.m.

Progress.

d. Public Safety Committee

Mr. Hart reported that the next Committee meeting is Thursday, April 27, 2023 at 9:00 a.m. via Zoom.

Progress.

e. General Administration Committee

Mr. Labenberg reported there is nothing for official action and that the next Committee meeting scheduled for Thursday, April 20, 2023 at 9:00 a.m. may be cancelled.

Progress.

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f. Budget & Finance Committee

Resolution 2023-16 authorizing payment of the April 17, 2023 bill list as follows:

<b>Bill List</b>	\$	<b>277,084.03</b>
<b>Payroll #7</b>	\$	<b>177,673.92</b>
<b>Payroll Taxes</b>	\$	<b><u>56,774.41</u></b>
<b>Total</b>	\$	<b>511,532.36</b>

Done this 17<sup>th</sup> day of April 2023.

**Motion by Mr. DeFrain, seconded by Mr. Hart to adopt Resolution 2023-16. There were 7 ayes. Motion carried.**

Mr. DeFrain entertained questions about the Significant Revenue and Expense Items for the 1<sup>st</sup> half of April, the Quarterly Budget Summary Report for March, 2023, and the Committee notes. He reported that the next Committee meeting on Thursday, April 20, 2023 at 11:00 a.m. has been cancelled.

Progress.

g. Community Relations, Planning and Development Committee

Mrs. Sorg-McManamon reported that there is nothing for official action tonight. She explained that the Borough’s new website will be going live shortly. She reported that the next Committee meeting is Monday, April 24, 2023 at 4:30 p.m. via Zoom.

Progress.

PERSONAL APPEALS, PART II – None.

BOROUGH MANAGER’S REPORT

Mr. Pepe reported that staff hired Daniel Hoffman as a part-time Para-Transit Driver for the Emmaus Ambulance Corps.

Mr. Pepe also reported that he applied for the CGBD Grant for handicapped ramps on Chestnut Street and Main Street because PennDot will be repaving the road and is requiring the Borough to place handicapped ramps on both streets.

Progress.

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PRESIDENT'S BUSINESS

Mr. Labenberg noted how beautiful the Borough looks during spring.

Progress.

ADJOURNMENT

**Motion by Mr. Balliet, seconded by Mrs. Sorg-McManamon to adjourn the April 17, 2023 Emmaus Borough Council Meeting. There were 7 ayes. Motion carried.**

The meeting was adjourned at 6:39 p.m.

Shane M. Pepe  
Borough Manager

Transcribed by: Paula Weiant  
Administrative Assistant  
April 19, 2023