

Meeting called to order at 7:00 p.m. by President Bodish. In attendance were Burkner, Eisenhower, Molitoris, Luckenbach, Royer, and Sodl, as well as Mayor Molitoris, Police Chief Genovese, BCO Helman, and PWD Boyle. Fire Chief Buskaritz was absent. EMA Coordinator position is being filled on interim basis by Mayor Molitoris. Pres. Bodish led pledge of allegiance.

Bids for Fire Building Air Conditioning project opened by Secretary Gynecsek. Bids were as follows: Hirschberg Mechanical \$24,940.00; Hosler Corporation \$34,400.00; Leibold Inc. \$24,400.00; ASL Mechanical \$22,699.00; JBM Mechanical \$35,000.00; KC Mechanical \$37,500.00; and Air Control Technologies \$30,616.00. Secretary stated all bid documents will be forwarded to Engineer Witczak for review and he will have recommendation to award at regular meeting.

Hearing of persons present:

Anne Killeen, 32 South 4th St., here again regarding wall installed to front of neighbor's property. BCO Helman responded he approved the 2' set back prior to review and determination by Engineer Witczak that set back should be 3' due to width of alley; all alleys are paved to different widths. BCO Helman stated this is a temporary wall, no footers, made a judgement call on the 2' setback. Ms. Killeen is requesting council require wall be moved to 3' setback as required by code, nothing should be allowed to be built within right of way. Council members Eisenhower, Molitoris, Sodl, Bodish and Burkner agreed code should be followed and wall should be corrected to a 3' setback; members Luckenbach and Royer did not have any concerns with current 2' set back as it is still not as far into alleyway as side wall at property. After further discussion, letter will be prepared by Secretary Gynecsek apologizing to resident but requesting they move wall to 3' set back by end of January and include if wall along Keystone Alley is replaced, this will also need to have 3' set back. Ms. Killeen requested rain spouts coming through side wall along Keystone Alley also be cut flush with wall with negative response from Pres. Bodish, will not require any changes to side wall unless owners replace.

PWD Boyle reported projects completed in November include repairs to borough hall parking lot, continued leaf clean up at all borough properties, all public works vehicles serviced, hung and removed flags for Veterans' Day, cleaned out library and put it back together for carpet installation, boiler up and running in borough hall, checked all light bulbs and hung Christmas lights on poles, installed putz and tree at borough hall, decorated town square for holiday, cleaned gym for holiday show, routine building maintenance, routine street repair and routine sanitation pick ups. Also, obtained two quotes for installation of new fire alarm system at fire building and determined hood over grill/stove in CFC kitchen is outdated, not operational and not inspected. Obtaining quote on same to get idea on cost to correct, Solicitor is reviewing to determine who is responsible for same. Secretary Gynecsek stated initially spoke with Attorney Pereira on same, no definitive response to date. Sodl stated installation of fire alarm system for building is borough's responsibility and bids of \$12,700 and \$6,600 received, however fire suppression system for kitchen facilities is CFC's responsibility; also requested Engineer Witczak review the bids received for fire alarm system since bids so far apart. As hood is not to code, must take action to protect those who attend function, our firefighters and equipment and our residents, again stated, hood unit should not be responsibility of Borough but must be replaced. PWD Boyle stated both bids for alarm system seem to have same equipment, and lower price has additional equipment, both bids include tying hood suppression system into fire alarm system. Mayor Molitoris stated Coplay Sports utilized Associated Fire Equipment in Whitehall, easy to work with and they install and inspect, CFC could contact for quote. PWD Boyle stated kitchen alarms were disconnected from current, outdated fire alarm system in 2013, does not know by whom or why. Luckenbach stated as CFC liaison will contact them after Secretary obtains verification from Solicitor's office that hood replacement would be responsibility of CFC and requests Secretary let him know ASAP re: same. After discussion and comments by Sodl, Mayor, Eisenhower, Molitoris, Bodish and Burkner, upon determination by Solicitor, Secretary will prepare letter for Luckenbach to deliver to CFC that hood suppression must be replaced within 30 days of letter or they will no longer be authorized to use kitchen.

EMA Coordinator position is being filled on interim basis by Mayor Molitoris who reported Secretary Gynecsek obtained information on surrounding municipality EMA Coordinators, will meet with Sodl to discuss and review.

Chief Genovese reported 141 incidents for November with 1 arrest, 7 traffic violations, 4 written warnings and 14 borough parking tickets issued. Received request from Thomas Mohr at 25 North 4th Street to install handicap parking space to front of residence, all necessary information provided, Chief Genovese okay with approval/installation of space.

Fire Chief Buskaritz was absent, Sodl reported fire department responded to 12 calls for November. Department participated in Recreation & Welfare's annual tree lighting ceremony and will also be participating in Coplay Sports' upcoming Santa Parade.

Secretary Gyecsek reported received preliminary approval from FEMA for reimbursement in amount of \$16,226.58 for January 22-23, 2016 snowstorm, submitted \$17,170.77 however \$944.19 of labor and equipment denied. Prepared and submitted grant application to Trexler Trust for \$315,250.53, our portion of Saylor Park renovations; nothing from DCNR to date on that grant. Notice received from RCN re: franchise agreement expires on 4/14/2019, same forwarded to Solicitor's office to begin review process. Notice received from SBA, 8th Street cell tower, requesting additional 25 year extension to current lease even though there are still 12 years left on current contract; would council like me to review other lease terms, maybe have solicitor take a look at it before just going ahead with renewal. Members responded yes, and commented that upkeep of fencing around site and painting of tower took too long last year, stricter wording on upkeep/maintenance of site should be included in any lease extension. Secretary continued, actuarial study requested from Beyer-Barber to increase COLA for retired Chief Donald Hill of 0.3%; per study increase will not negatively impact pension plan and could be granted. Resolution prepared and sent to Solicitor for review, okayed by same. No comments or questions by members, Resolution should be placed on regular meeting agenda for council approval. All resolutions and ordinances for special meeting for millage rate, budget and garbage fee were prepared and reviewed by Solicitor, could make any necessary changes to budget determined by council if needed without affecting same.

Discussion of any problems/matters:

Borough Engineer reappointment needed for 2017, new fee schedule submitted from Acela Engineering. Secretary Gyecsek stated prepared spreadsheet showing fees obtained with last year's RFP for Engineering services and newly submitted fee schedule, copy to all members. Sodl stated compared to Keystone Consulting Engineers, borough didn't spend as much on engineering with KCE, but didn't receive the service and commitment that Dan has given us either. Royer stated based on spread sheet increased hourly rate is still below RFP's from last year. Secretary Gyecsek added, Dan has done everything asked of him and in a timely manner, compared to KCE, there is no comparison, Dan has been invaluable. PWD Boyle agreed, Dan has been very hands on and committed. Burkner agreed he is a plus for Borough. No further comments or questions by members, motion to reappoint Acela Engineering as Engineer and accept 2017 fee schedule.

38 South 4th Street – discussion regarding possible auction of property. Royer reviewed email prepared by Secretary Gyecsek regarding auctioneer costs, etc. Fees for auction would be \$2,300 which includes newspaper, social media and MLS advertising, and email to his extensive list of previous clients. Have already spent \$851 on our own to advertise and have house appraised. Auctioneer suggests reducing minimum bid price to \$85,000 or \$90,000, requires motion, he does not advertise minimum anywhere and would start bidding at \$128,000 appraisal amount. Auction could take place within 60 days of signing contract with closing 30-45 days after auction. Sodl stated would not be in agreement to lower minimum bid; we have a renter and now is not really time to sell a house, suggests we hold off until Spring. Secretary Gyecsek stated just received contract from auctioneer on 12/5 and sent to Solicitor for review which will take some time. After discussion, council requested auction of property discussion should be revisited at March workshop meeting.

Renewal of Balliet Stadium Agreement with Coplay Sports and Legion Baseball for 2017. Burkner questioned status of signage situation at Legion field. Sodl responded regulations are already covered in zoning ordinance, no need to add to agreement and Legion has corrected. Questioned isn't lease with Legion for 10 years due to Coca-Cola agreement with positive response. Correction, lease agreement will only need to be signed with Coplay Sports. No further questions or comments by members, motion at regular meeting.

Reappointments and resignation to Boards & Commissions. Mel Procanyn for reappointment to Coplay Library Board; Addie Todal resigning from Park & Recreation Board; Jane Gillespie for reappointment to Coplay Library Board; and Faye Schreiner for reappointment to Coplay Library Board. No comments or questions from members, motions at regular meeting.

Renew agreement with The Sanctuary at Haafsville for animal control services in 2017 at cost of \$110 per dog, no increase. Chief Genovese stated have had good results with this organization. No further questions or comments by members, motion to approve at regular meeting.

Pres. Bodish asked for any other items for discussion, there were none.

Mayor Molitoris thanked all for MECAB meeting turnout, very well attended; and thanked Burkner and Secretary Gyecsek for preparations. Invited to attend liaison meeting with other local Mayors and representatives from LaFarge, questioned council if there was anything they wanted brought up. Royer stated Kilns restoration and D&L Trail expansion. Sodl stated why not try to get them involved in the 150th anniversary celebration. Mayor requested Secretary forward names of steering committee members.

Reports of Officers and Standing Committees:

Sodl read letter of resignation from current Health Inspector Lynn Zakos, she did forward three names of possible replacements. Requests Secretary Gynecsek review names. Health Inspector/Code Enforcement Officer report for November, 11 health inspections completed, 5 new code enforcement reports with 10 ongoing and 5 resolved. New budget sets funding aside for police vehicle, however if ordered by 12/8 can save \$2,000 on pricing, as this is Thursday wanted to make council aware of same. Chief Genovese contacted dealer to see if deadline could be extended with negative response, pricing is set by Ford, not dealership, must order by 12/8 deadline to receive discount. Members questioned when vehicle would be delivered and if any monies would be due when ordered. Chief Genovese stated no cash needed to order and vehicle would not be received until April or May, also that is when payment for vehicle would be needed. No further questions or comments by members, vehicle will be ordered. Sodl continued, requesting end of year transfers from Emergency Services Fund to Departmental Projects Fund of \$1,000 from Fire, Building Maintenance and \$4,500 from Fire, Truck Fund. End of year transfers from Police Department to Departmental Projects Fund of \$2,000 from office supplies, \$4,000 from computer, \$2,000 from telephone/radio, \$12,000 from gas and oil and \$4,000 from vehicle purchase for total of \$24,000 which will be used as follows: \$16,000 towards purchase of new vehicle and \$8,000 for technologies. Eisenhower questioned if technologies monies will be used to correct library cameras connectivity issues with police office for viewing of same. Chief Genovese stated plan to install panic button in Library as still unable to find problem and will check again with our IT company for resolution. Sodl continued, along with appropriate increases for employees in 2017 budget would like to discuss current title of Clerk/Borough Secretary/Borough Treasurer. Position has too many different titles, would like to see something clearer, such as Borough Administrator, this will also help Coplay to connect with other communities managers and administrators, we are cheating ourselves of this opportunity and of promoting intergovernmental relations; just like council with MECAB. Eisenhower agrees with more definitive job title and description and would also like to suggest beginning yearly reviews of all employees; informal, just something to let employees know where they need to improve, or not. Sodl agrees, this would get away from any discussions or comments regarding perceived favoritism, makes Coplay better workplace.

Royer reported Coplay Sports is again requesting use of borough truck for annual Santa Parade. End of year transfers for Property include \$2,000 from repair fund, \$10,000 from repairs to complete police locker room project, and \$3,737 from library building maintenance to put toward air conditioning in 2017. All monies will be transferred to departmental projects.

Burker reported nothing on DCNR grant at this time. MECAB meeting had great attendance; presentation by Sherriff Joe Hanna. Sherriff Hanna requested a letter be sent to Lehigh County Commissioners regarding his presentation at MECAB meeting, Burker requested Secretary Gynecsek prepare same. End of year transfers from Recreation to Departmental Projects Fund are \$13,000 from equipment fund, \$5,000 left over from electrical upgrades, \$3,500 from shade tree commission, and \$1,928 from IRT maintenance.

Eisenhower reported only change since first reading of proposed 2017 budget is in Administration. Engineer, line item has been separated into two line items per request of Engineer Witczak with no change in amount budgeted. Was Borough Engineer \$30,000 and changed to Borough Engineer \$15,000 and Borough Engineer MS4 \$15,000. Thanked Secretary Gynecsek for preparation and submission of Trexler Grant application. On behalf of Library Board and Staff would like to thank PWD Boyle and public works employees for all their help and work to get new carpet installed, has made a huge difference. Next library board meeting on 12/8 to pass budget of \$93,600, only a \$200 increase. Library also submitted Trexler grant application to replace two windows and for new window coverings. Also submitted to Air Products and PP&L for funding of other improvements. May need to purchase and install a new circulation program, having review of program, not in favor of change, but have until 2018 to make determination. Eisenhower will begin process of what type of yearly reviews will be used for employees. Also, office staff asked if a more relaxed dress code of khakis/dockers with casual or polo shirt with borough logo could be worn; especially with heat in office during winter months. Pres. Bodish questioned if written dress policy at this time with negative response from Secretary Gynecsek. All members okay with same. End of year transfers from General Fund, Administration will not have any this year; Miscellaneous will transfer \$10,000 from Capital Reserve to new building fund in departmental projects account and \$16,000 from June 30 storm damage repair line item as contractor has not completed repair of this part of project or billed to date.

Bodish thanked Paul for the good work. Last yard waste collection for year will be on Friday, December 16. Christmas tree collection will be for three Fridays, beginning on 12/30. Received update from Tax Collector Deutsch regarding owed garbage fees. 2015-\$9,000 (was \$19,00 at beginning of year), 2014-\$3,000 (\$5,000), 2013-\$2,000 (\$3,000), with 2012, 2011, 2010 and 2009 all at \$2,000 still owed. Sodl questioned if 2009 to 2012 were repeat offenders. Pres. Bodish responded yes, 4 to 5 consistent non-payers of the garbage fee. End of year transfers from Garbage Fund are as follows: Truck fund to truck fund money market in amount of \$25,000; Landfill maintenance of \$25,000 and diesel fuel of \$5,000 to departmental projects fund for new building. In General fund, streets department, transfer equipment fund of \$3,000 to departmental projects account.

Hearing of persons present: None.

AT REGULAR MEETING:

Vote on appointment of Engineer.

Vote on renewal of Balliet Stadium agreement.

Vote on resignation and reappointments to Boards & Commissions.

Vote on animal control services agreement for 2017.

Vote to approve second reading of budget.

Vote on Resolution #1424 to approve cost of living increase for police pension.

Vote to award fire department air conditioning project.

Vote to award fire building alarm system project.

Vote on installation of handicapped parking space at 25 North 4th Street.

Vote to order new police vehicle.

Vote to accept resignation of Health Officer Lynn Zakos.

Vote on all end of year fund transfers.

At this time, Sodl thanked PWD Boyle and public works employees for decorating for the holidays at civic plaza, looks great.

As there was no further business, motion by Sodl, second by Burkner to adjourn meeting until regular meeting on Tuesday, December 13, 2016 at 7pm and special meeting on Monday, December 19, 2016 at 6:30pm.

Borough Secretary