Workshop Meeting | February 6, 2018
Municipal Building | 97th Council

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

At this time, public presentation by Jessica O'Donnell from Lehigh Valley Chamber of Commerce to Coplay Recreation & Welfare Association sponsored Food Bank. 10% of profit from "Party 4 a Purpose" event on January 17th at Samuel Owens resulted in donation of $220.00. Representatives of Coplay Borough, LV Chamber of Commerce and Samuel Owens posed for presentation of check and pictures.

Hearing of persons present: None.

PWD Boyle reported projects completed in January, 2018 include removal of holiday lights, trees and Putz, 2 pumps replaced on 550 dump, lift gate motor on 350 replaced, v-snow plow for 350 repaired, pool pumps rebuilt, reinstalled handicap parking sign on S. Front Street, fire department boiler cleaned, installed new shelving unit in borough office store room, leaves cleaned from trees, snow clean up, routine building maintenance, routine street maintenance and routine sanitation pickups. No comments by council.

BCO/CEO Helman reported 1 building, 2 electrical, 3 plumbing, 2 sidewalk, and 8 certificate of occupancy permits issued in January, 2018 for total of $1,062.50. 0 health inspections, 0 new code enforcement complaints with 6 ongoing and 0 resolved in January. No comments or questions by council members.

EMA Coordinator position is being filled on interim basis by Mayor Molitoris, no emergencies to report.

Chief Genovese read police report, 200 incidents in January with 5 arrests, 15 traffic arrests, 4 written warnings and 35 parking tickets issued. Officer DeAngelo returned to work on 2/1. Utilizing "Plan It Police" scheduling program as of 1/1, working through some minor issues. 2017 year end report of calls/incidents prepared with copy to all members, same reviewed by Chief. Mayor Molitoris acknowledged Chief Genovese and police department for job well done in 2017.

Fire Chief Buskaritz was absent, Sodl read January, 2018 fire report, 15 calls for the month. (1) new firefighter added, already has necessary training. 2/9 pre-construction with KME to review new truck. Office of the State Fire Commissioner grant of $10,685 received for gear dryer and bullet proof vest purchases. Also, purchased equipment from Northampton Fire Department to be utilized on new truck.

Administrator Gyecsek reported on letter from Lehigh Valley Planning Commission to create Lehigh Valley General Assembly, they are asking for attendance by one elected official from each municipality, next meeting is July 31 at 7 pm at Penn State Lehigh Valley in Center Valley; I will send an email to all. Also from LVPC, "Planning for the Future" report, same on file in office for any member to review. Fee schedule will be reviewed at March workshop, forward any fees that you would want me to obtain other municipality information for comparison. Financial interest statements to all, return to borough office by March 30, 2018. Per Chief Genovese the handicap parking space at 47 North 8th Street should be removed as it is no longer needed, motion at regular meeting on same. Quick Tickets have been printed and should be in use shortly. Resolution prepared to destroy old records, mostly 2008 and 2009, for passage at regular meeting, contact me if you would like to review list. Started work on "Annual Report to Our Citizens" with requests to all department heads, at this time requesting any suggestions from members for enclosure be sent to office, look to have preliminary completion by end of month. Updated contact information page to all.

Discussion of any problems/matters:

Appoint/Reappoint to Boards and Commissions: appoint Kevin Keppel as member of Planning Commission, application information read by Administrator. No comments or questions, motion at regular meeting.

Requests received from Neurofibromatosis Walk on Saturday, May 19 and from Pediatric Cancer Foundation of the Lehigh Valley on Saturday, April 7 for use of the Coplay Pavilion at no fee. Royer commented we have charged both of these walks in past, Pediatric charged resident rate and NF charged nonresident rate. Discussion by members, all agreed should charge both events resident rate of $125.00, should not waive fee.

CFC Lease Agreement up for renewal on 2/28/2018. Royer questioned if monthly rent should be increased. Administrator Gyecsek reviewed past rent amounts; 2011, 2012, 2013 & 2014 charged $300/month with raise for 2015, 2016 and 2017 to $425/month. Pres. Bodish questioned cost of air conditioning which was replaced last year. Administrator responded cost $22,699.00. Mayor Molitoris and Eisenhauer commented there should be an increase in rent. Pres. Bodish questioned Royer as to an amount, response of $500/month. Burker, Luckenbach, Eisenhauer and Sodl all agreed with increase suggested. Motion to approve lease with increase in monthly rental fee to $500.00 per month, no other changes to lease.

Request from Pocono Wildlife Rehabilitation and Education Center asking for an annual donation. Mayor and members had many questions regarding this project and how they specifically serve Coplay and Coplay's residents. Administrator will obtain additional, specific information on Center for March workshop meeting, donation request tabled.

Recommendation of New Building Committee of Architect/Designer for building at 1 Bridge Street property. Sodl explained committee advertised for RFP and received 5 responses. After review, interviewed 2 with the determination if committee was not satisfied, would revisit and interview additional from 5 responses. After interviews, committee is pleased and recommending KCBA from Hatfield, PA as architect to move forward with Feasibility Study of property. This firm took time to come in and look at property and give preliminary design, they also came back after interview with cost for just a study of $7,000 which will take 2-3 months to complete. Committee agrees with this process first, will wait for completion of this study prior to determining specific direction and approximate costs. Committee moving forward in cautious and cost conscience manner. Mayor commented did question contractors and other administrative personnel who have utilized KCBA all with positive feedback; if we do this, let's make sure we do it right. Eisenhauer agreed with all statements as provided by Sodl. No further questions or comments by members, motion at regular meeting.

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

Mayor Molitoris had nothing additional to report at this time.

Reports of Officers and Standing Committees:

Sodl thanked Chief Genovese for his annual report and had nothing additional.

Royer reported center garage door in public works needs to be replaced at approximate cost of $1,700.00. Emergency generator at fire department building had two problems which were corrected at cost of $1,300.00. Boiler problem in municipal building, same corrected itself, just another issue with this boiler. IRT is requesting release of annual $500.00 maintenance check. Sodl questioned if new door or new door opener in garage with response of door opener; and questioned if other companies beside Overhead Door were contacted for pricing. PWD Boyle responded no, Overhead Door services all doors in garage, fire department and pavilion, prefers utilizing one company. No further questions or comments.

Burker reported Saylor Park bid package will be reviewed by Engineer with Park & Recreation Board at next meeting. Also at next meeting, representative of Catasauqua YMCA will attend to discuss possibility of taking over running of municipal pool. Board will be reviewing pros and cons of outside running of pool or if we should continue to do it ourselves. Park & Rec will be meeting with Coplay Sports and Legion baseball to make sure there are no concerns prior to baseball season, especially with fence situation from last season. Giant has a deadline of 3/27 for their donations to local youth organizations, obtained pricing for Saylor Field new backstop and new fencing for submission. Luckenbach questioned where meeting with baseball leagues will take place with response of American Legion. Sodl questioned if backstop is in Saylor Park grant plan with positive response; and questioned what was cost of backstop. Cost is $7,992.00. Mayor questioned if back stop is larger than what is there and is it the same as what is on Engineer's plan. Boyle stated higher than current. Burker was unsure of what is on plan and will review with Engineer Witczak. Luckenbach questioned if safety guards were included on top and bottom. PWD Boyle could not confirm, but will review to make sure safety guards are included.

Eisenhauer reported library 2017 accomplishment list will be forwarded to all members in packets, board was reorganized with myself continuing as President, and board will be looking at fundraising list. Finance committee asked for additional signature on checks in place of Administrator Gyecsek in case of absence, after bank review they have requested motion to change as follows: Required signatures will be either President or VicePresident, Secretary and Treasurer OR President, VicePresident, and Finance Chair. Motion at regular meeting for same. Loan documents being prepared by Solicitor's office, still awaiting debt service schedule from bank to finalize same. Cable TV Franchise fees were received from RCN of $53,697 and from Service Electric of $6,912, received earlier than usual. Police Pension meeting last month, in good position, made two minor changes, however portfolio is in moderate conservative position overall. Pres. Bodish commented on same. Administration evaluation reviews were completed, working on communication enhancements such as having Committee Chairs forward information to full board to make sure all members are informed, instead of just committee members. Sodl commented on same.

Bodish reported two of eight old garbage bills have been paid in full, 1 other is in Sheriff sale, and 1 is in foreclosure, both should be paid when sold. Public works storm water project at 2nd & Chestnut, along with Hohl's and Keystone Alley's to be completed this year mostly with grant funding from CDBG and Low Volume Roads programs. PWD Boyle explained low volume road program and what can be covered through the grant program.

Hearing of persons present:

None.

AT REGULAR MEETING:
Vote to authorize secretary to advertise the general obligation note ordinance.
Vote on resolution to destroy old records.
Vote to appoint open seat on Planning Commission.
Vote on resident rate for pavilion requests.
Vote on renewal of CFC lease at $500.00 per month rental fee.
Vote on Architect for 1 Bridge Street project.
Vote on changes to authorize signatories on checks.

Motion by Royer, second by Burker to adjourn meeting into executive session for discussion of personnel until regular meeting on Tuesday, February 13, 2018 at 7 pm.

Borough Secretary