

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 not in attendance. EMA Coordinator position is being filled on interim basis by Mayor Molitoris. Pres. Bodish led pledge of allegiance.

At this time, Denise Continenza of the Communities That Care program presented documentation to members. Information was reviewed and shows reduction in alcohol use, marijuana use and other drug use as well. However, it also shows a slight increase in the area of not enough food at home. These questionnaires are completed every 2 years, next in 2017-2018 school term. Whitehall-Coplay school district is utilizing life skills training and strengthening families program to fight the use of alcohol and drug addiction by students in the district. Meetings are held third Friday of the month at the school at 8:30 am. Mayor Molitoris commented that the numbers look very promising. Burkner questioned what does the CTC program need most from Coplay with response of help promoting and hosting CTC events.

Hearing of persons present:

Anne Killeen, 32 S 4th St., questioned members if Coplay has looked at implementing legislation regarding the growing, production and sale of medical marijuana. Sodl responded yes. Ms. Killeen continued questions regarding medical marijuana. Sodl stated already responded in the positive, Coplay Planning Commission has discussed and is working on legislation.

PWD Boyle reported projects completed in January include all Christmas decorations removed from borough street, building and civic plaza, started work on police locker room, picked up donated desks from ReMax for Library and pool, repair work on C-6 trash truck, recapped tires installed on C-5 and C-6 trash trucks, new battery, starter and rear tires installed on loader, miscellaneous shop work, routine building maintenance, routine street maintenance, routine sanitation pickups, and public works employees have been assisting Ankiewicz Construction and NBMA with work along South Front Street. At this time, PWD Boyle reviewed all projects completed in 2016 as follows: North Front Street from Chestnut to Keystone Alley repaved; C.F.C. Lot repaired; 17 Storm drains were reconstructed; Library - one air conditioning unit replaced; Carpet replaced; Roofs were redone; Gym roof was coated; Main roof replaced; Flag pole painted; Repaired back parking lot; at fire department main bays were painted; Washer hook up installed; Main roof was replaced; Office area repainted by Fire Department personnel; at CFC Fire extinguishers were installed and doors repainted; at tennis court building New roof was put on and bathroom doors repainted; at parkway pavilion New roof was installed; Emergency lighting installed; Exit lighting, outside safety lights installed; New electric panel was installed and sub panel for stage; at pool pump house New roof installed; New electric panel and lighting installed; at pool bath house Roof was repaired; New hot water heater installed; at parkway area new power panel installed to feed whole site; Pole was installed for Community Days (power); Repaired Parkway walk way; Removed temporary power pole feed; at new property, 1 Bridge Street, fire damage cleaned up; Rear of site cleaned up; Garage door installed for storage; and at town square sidewalks were installed; Gazebo installed; and Electric panel installed. Announced street sweeping will take place on May 17 & May 18 and alarm system scheduled for installation by end of February. Sodl questioned CFC air conditioning replacement project status. Administrator Gycsek responded contracts were just received end of last week and signed, had some concerns with insurance coverage that needed to be worked out prior to signing contracts, but all is corrected and in place for project to begin.

EMA Coordinator position is being filled on interim basis by Mayor Molitoris who reported information obtained to fill EMA position forwarded to Sodl, looking at possibility of offering position to a neighboring coordinator, additional information will follow.

Chief Genovese reported 178 incidents for January with 1 arrest, 13 traffic violations, 2 written warnings and 18 borough parking tickets issued. At this time, Chief Genovese also reviewed the 2016 year end report for the Coplay Police Department. Specifically, Chief Genovese reported no arrests for curfew violation, however 8 violations that did occur, all violators were returned home to grateful parents who had no idea they were not at the residence; based on this, curfew ordinance is working and doing what it is supposed to do. Sodl added speed signs also worked, definitely slowed drivers down along 2nd and Chestnut Streets. Chief Genovese continued, received application from 30 North 4th Street for handicapped parking space, although there is another close by, actually across the street, both residents are in need of a space. No questions or comments by members, motion at regular meeting. Molitoris questioned if Chief could provide map of zones for review with positive response.

Fire Chief Buskaritz was absent, report read by Sodl, 3 calls for January. Parts to repair brush truck unit ordered and working up costs for new pumper as part of capital projects information requested by Eisenhower. Received \$12,101.36 in state grant funds, using toward purchase of new gear. Would like to promote current Lieutenant Bechtel to Assistant Fire Chief, in past have had two assistants. Pres. Bodish questioned if open Lieutenant position would be filled. Sodl responded if qualified individual is found, same would be filled. No further questions or comments by members, motion at regular meeting.

Administrator Gyecsek reported Ordinance #826 re: zero contribution to police pension plan and #827 updating the street and sidewalk ordinance are prepared, reviewed and advertised for passage at next week's regular meeting. Trexler Trust application, I received phone call from them 1/17 requesting an additional year of financial statements which were copied and dropped off by Paul on 1/18. DCNR contact (Rick Bogart) called, just an initial contact call, forwarded info re: grant guidelines, timeline, communications kit and a fact sheet. Actual grant agreement and start-up was received today. CFC lease agreement letter extension forwarded to Paul Myers by solicitor's office. Another email was sent to SBA (8th St cell tower) rep re: extension of the lease; responded Verizon, Sprint and AT&T use the tower, however stated they could not disclose what is received due to contractual relations with those carriers. I have a question in to solicitor's office to determine if this is correct; Borough would have to release that information (right to know) why wouldn't they? One lien has been filed for nonpayment of curb and sidewalk along Front Street; all others are submitting payments or paid in full. Two of recommended health inspectors responded that they were interested in our open health inspector position; interviewed both, recommend hiring Joe Gill. Currently he is chief health administrator for the City of Easton. He does suggest increasing the health license fee and instituting a fee for reinspection (when necessary). Since we are looking at the fee schedule – suggests \$80 for license and \$40 reinspect fee. Financial Interest forms for 2016 provided to all; please return to office by 3/1. Received listing of curb and sidewalk installations/replacements needed along South Front and Hokendauqua Streets; per solicitor, requests a motion by council whenever a roadway is being paved and curb/sidewalk is needed. Curb and sidewalk along Front Street must be complete by 6/1 and Hokendauqua by 8/1. Motion at regular meeting. Beginning to work on the second annual "report to our citizens" noting what was accomplished in 2016 and what is being worked on for 2017; if anyone has any input forward to the office, should have ready for review at March workshop. Re: RCN franchise agreement; per solicitor's office 5% of the annual gross subscriber revenues is maximum allowed per FCC. Agreement is valid through 2021, Secretary will prepare an ordinance to extend the agreement. Sodl and Pres. Bodish stated since agreement in place until 2021, no need to work on this immediately.

Discussion of any problems/matters:

Protective Safety Systems is requesting use of borough gym from 3/27-4/13/2017 and from 9/11-10/26/2017. No questions or comments by members, motion at regular meeting.

Performance Evaluations for yearly review of all employees, copy to all members. Eisenhower requested all members review the evaluations and forward any feedback, concerns or questions on same. Expects to roll out to employees after council approval and have supervisory personnel, or council, prepare evaluations for all employees at end of 2016, probably December. Sodl commented that evaluations have been done in the private business sector for more than 150 years, they are very useful and effective tool as shown when same was introduced at Library. Eisenhower commented evals are used as a tool to improve both the individual and the team. Sodl stated in complete agreement with Eisenhower's comments.

Tax Assessor for 2017. Administrator Gyecsek stated no per capita listing received from assessor in 2016 and no response received to inquiries, as such, after discussion with Eisenhower, spoke with Gloria Reinert, secretary in police station, to see if she was interested in taking over the position, with positive response. No further questions by members, motion at regular meeting.

Annual requests for use of pavilion at no fee – Sunday, 7/23 St. John's Lutheran Church, Thursday, 8/17 Cub Scout Pack 32, Thursday, 8/24 through Monday, 8/28 Coplay Community Days, Sunday, 9/10 Trinity UCC, and Wednesday, 9/20 Coplay Senior Citizens. And use by Pediatric Cancer Foundation of LV at Coplay resident rate on Saturday, 4/1. No questions or comments by members, motion at regular meeting.

From Tax Collector, request to turn over outstanding 2016 garbage fees of \$28,053.30 and outstanding 2016 per capita tax of \$3,201.00 to G.H. Harris Associates. Sodl questioned difference between the two amounts. Mayor stated, per capita rate only \$20/person while garbage is \$270 per household; probably the same number of non-payers. No additional questions or comments by members, motion at regular meeting.

Annual review of fee schedule. Administrator Gyecsek stated police protection charge is based on full time hourly police rate and should be increased from \$38/hour to \$39/hour, also the increase suggested by new health inspector of \$80 for health inspection and \$40 for re-inspections and the Park & Recreation Board

reviewed pavilion rates and recommend increase from \$120 to \$125 for residents and \$160 to \$175 for non-residents. At this time, members discussed street opening fees; reviewed surrounding municipality fees obtained by office. Discussion resulted in determination to increase permit fee to \$25, inspection fees increased from \$4 to \$6 and \$6 to \$12 per square yard, \$30 remains same but minimum charge has been increased to \$100.00. Also, members agreed to add a degradation fee on top of the escrow fees which were also changed to \$200 per square yard up to 10 yards with additional fee of \$75 for each additional square yard over 10; and to change the escrow 25% final reimbursement from 18 months after restoration to 24 months after restoration. Administrator Gynecsek added emergency cuts have taken up to 6 months to receive a permit application, finds this time period unacceptable and would like something added to fees for this situation. Sodl suggested a 10% penalty of the total cost of the permit for any permit applications received more than 30 days after the emergency cut. Discussion by members questioned legality and requested Administrator Gynecsek discuss with Solicitor's office to verify it can be added to fees prior to final passage.

Pres. Bodish asked for any other items for discussion.

At this time, Burkner stated he has received questions regarding the Christmas trees laying around in the parking area to the front of 904 Chestnut Street, questioned status of same from BCO Helman. Sodl responded that address is indicated on code enforcement report and violation notice was sent to property owner to clean up same. BCO Helman added did speak with owner over phone who stated same would be removed two weekends ago, nothing removed, so borough office prepared and mailed violation notice. Administrator Gynecsek stated notice was prepared, sent to solicitor's office for review and approval, returned and mailed via certified mail last Thursday. Sodl questioned next step in process. BCO Helman stated given 10 days to clear, if not removed will prepare non-traffic citation to be presented to magistrate.

Mayor Molitoris reported received complaints regarding the Christmas trees as well; no additional report.

At this time, BCO Helman reported to council on status of 130 South 9th Street property, received call from sister stating minimal corrections, however has not physically reinspected property. Next court date is 6/4/2017. Sodl stated abandoned vehicle is still sitting in driveway and requested BCO Helman check with solicitor's office to see if we can do anything regarding vehicle and also to check when next inspection is scheduled to take place.

Reports of Officers and Standing Committees:

Sodl read January, 2017 health inspector/code enforcement report, 3 new complaints received with 1 resolved and 6 ongoing. Pres. Bodish questioned result of citation to 105 Chestnut Street. BCO Helman responded same found guilty at magistrate and fines were assessed. Further discussion at this time regarding process, magistrate fines, and subsequent complaints against the same property. Sodl stated would like to formally complain to BCO Helman about property located at 105 Chestnut Street; BCO Helman will pursue corrections to same. Sodl continued report, civic plaza has received a major donation toward efforts to purchase town clock, currently looking at two similar clocks from two different companies, total cost approximately \$35,000.00. Putting together layout of civic plaza area with help from Engineer Witczak, where to place clock and also install benches. Clock will be purchased by offering sales for engraving on clock base, unsure of cost at this time, working on same and on how to properly recognize all donors.

Royer reported bids received from Clim a temp of \$6,167 and from ICS of \$6,881, committee is recommending ICS as they installed other AC unit at Library, even though they are \$714 more. Installation of locker room for police officers in old boys bathroom is progressing. CWSA report, Front Street project has been suspended, contractor storing equipment at fire department lot with our permission. IRT report, voted best scenic trail in Lehigh Valley for 2016; plans this year include additional extension in North Whitehall, paving and another pavilion. Thanked borough council for continued support of IRT. Luckenbach questioned air conditioning bids, 10% difference, understands contractor concerns, but 10% is large difference, would like more information. After discussion, Sodl suggested Engineer Witczak take look at bids, make sure they are comparable with no major differences. All members agreed with same, Administrator Gynecsek will forward to Engineer Witczak.

Burkner reported next Park & Recreation Board meeting on 2/22 will begin at 7:30 pm to accommodate Coplay Recreation & Welfare who meets same evening at 6:30 pm. The board will discuss upcoming pool season and recreation grants. Questioned if council wants to acknowledge Hauke Funeral Home, now that he has retired, in some way. Members asked for discussion on Hauke at March workshop. Burkner continued, stating DCNR grant is progressing.

Eisenhauer reported Library Board held reorganization meeting, no changes to officers. Library is still researching new library book catalog system, comparing costs versus effectiveness. Cetronia Ambulance will hold free CPR training class at the library on 4/1. Library board is beginning to review personnel policies for updates. Attended police pension meeting, the changes made in July, 2016 resulted in positive results. Proposing interest from the Payroll and Street Opening checking accounts be moved at end of each year for use on specific projects, last year being moved to recreation for the Saylor Park recreation project. The capital projects and 5 year plan, review will be discussed at March workshop, preparing spreadsheet with approximate dates and costs of each project. Reported personnel manual for borough employees may need revisions as well, questioned if members wanted to pursue. No comments by members.

Bodish reported two garbage bills were sent out, first billing had incorrect amount for some properties; corrected billing sent, first bill should be ignored and orange billing used. Printer is not sure what happened and we were not charged for reprint. In conjunction with the CWSA and NBMA projects on Front Street, we will replace one of our storm sewers in area, borough employees will replace, which should help us see a savings of \$40,000.00 and also helps with our MS4 compliance. Sodl questioned if we have the necessary equipment to do storm sewer replacement projects; point being, if additional equipment is needed, based on savings of \$40,000.00, we should go ahead and purchase that equipment. Further discussion by PWD Boyle, Pres. Bodish and Sodl. PWD Boyle believes we have the necessary equipment to complete storm sewer replacement projects.

Hearing of persons present: None.

AT REGULAR MEETING:

Vote on use of gym by Protective Safety.

Vote to hire tax assessor for 2017.

Vote to hire health inspector.

Vote on curb and sidewalk repair and installation needed on Front and Hokendauqua Streets in conjunction with roadway paving projects for 2017.

Vote to approve requests for use of pavilion at no fee or lesser fee.

Vote to turn over outstanding 2016 garbage and per capita to G.H. Harris Associates.

Vote on Resolution #1425 re: fee schedule.

Vote on Ordinance #826 re: zero contribution to police pension plan.

Vote on Ordinance #827 re: updating street and sidewalk ordinance.

Vote to approve handicap parking space.

Vote to approve appointment of Assistant Fire Chief.

Vote to approve yearly employee evaluations.

Motion by Burkner, second by Eisenhauer to adjourn meeting at 9:10 pm to executive session for discussion of possible litigation until regular meeting on Tuesday, February 14, 2017 at 7 pm.

Borough Secretary