

The Emmaus Borough Council met in Regular Session on January 5, 2026, in Council Chambers and via Zoom.

The Honorable Magisterial District Judge Daniel Trexler administered the Oath of Office to Mayor Lee Ann Gilbert, Borough Tax Collector Kathleen Mintzer, as well as Council Members Roy Anders, Chris DeFrain, Brent Labenberg, and Megan Brehm.

CALL TO ORDER

Mayor Lee Ann Gilbert called the Reorganization meeting to order at 6:13PM.

Roy Anders	Present
Chad Balliet	Present
Megan Brehm	Present
Nathan Brown	Present
Chris DeFrain	Present
Brent Labenberg	Present
Kate Watt	Present
Lee Ann Gilbert, Mayor	Present
Taylor Meyers, Solicitor	Present
Shane Pepe, Borough Manager	Present

Mayor Gilbert asked for nominations for President of Borough Council.

Mr. Balliet nominated Mr. DeFrain for Council President.

Motion by Mr. Brown, seconded by Mr. Labenberg to close the nominations for Council President. There were 7 ayes. Motion carried.

Mr. DeFrain received 7 votes for Council President.

Mr. DeFrain was declared Council President.

Mayor Gilbert asked for nominations for Vice President of Borough Council.

Mr. Anders nominated Mr. Labenberg for Council Vice President.

Motion by Mr. Balliet, seconded by Mr. Brown to close the nomination for Council Vice President. There were 7 ayes. Motion carried.

Mr. Labenberg received 7 votes for Council Vice President.

Mr. Labenberg was declared Council Vice President.

Mr. DeFrain took the President's seat and presided over the Borough Council Meeting.

PERSONAL APPEALS, PART I – None.

COMMUNITY MINUTE – None.

SPECIAL PRESENTATIONS – None.

READING OF MINUTES

Motion by Mr. Labenberg, seconded by Mr. Anders, to adopt the December 15, 2025, Council Meeting Minutes as drafted. There were 7 ayes. Motion carried.

DECISION ON BIDS – None.

COMMUNICATIONS

Michael Wilson Request for Reappointment to the Civil Service Commission for a 6-year Term Expiring January 1, 2032.

Motion by Mrs. Watt, seconded by Mr. Brown, to reappoint Michael Wilson as an alternate to the Civil Service Commission for a 6-year term expiring January 1, 2032. There were 7 ayes. Motion carried.

Susan Kowalchuk Request for Reappointment to the Community Garden Commission for a 4-year Term Expiring January 1, 2030.

Motion by Mrs. Brehm, seconded by Mr. Labenberg, to reappoint Susan Kowalchuk as an alternate to the Community Garden Commission for a 4-year term, expiring January 1, 2030. There were 7 ayes. Motion carried.

Stephen Baier request for reappointment to the Community Garden Commission for a 4-year term expiring January 1, 2030.

Motion by Mr. Balliet, seconded by Mrs. Watt, to reappoint Stephen Baier to the Community Garden Commission for a 4-year term expiring January 1, 2030. There were 7 ayes. Motion carried.

Carl Cramer Request for Reappointment to the Library Board for a 3-year Term Expiring January 1, 2029.

Motion by Mr. Labenberg, seconded by Mrs. Watt, to reappoint Carl Cramer to the Library Board for a 3-year term expiring January 1, 2029. There were 7 ayes. Motion carried.

Roger Steinmayr Request for Reappointment to the Zoning Hearing Board for a 3-year Term Expiring January 1, 2029.

Motion by Mr. Labenberg, seconded by Mr. Anders, to reappoint Roger Steinmayr to the Zoning Hearing Board for a 3-year term expiring January 1, 2029. There were 7 ayes. Motion carried.

Theodore Iobst II Request for Reappointment to the Zoning Hearing Board for a 3-year Term Expiring January 1, 2029.

Motion by Mr. Labenberg, seconded by Mr. Balliet, to reappoint Theodore Iobst II to the Zoning Hearing Board for a 3-year Term Expiring January 1, 2029. There were 7 ayes. Motion carried.

Lucy McLeod Request for Reappointment to the Vacancy Board for a 1-year Term Expiring January 1, 2027.

Motion by Mr. Balliet, seconded by Mr. Labenberg, to reappoint Lucy McLeod Vacancy Board for a 1-year term expiring January 1, 2027. There were 7 ayes. Motion carried.

Rachel Zarzatian (Peters) letter of resignation from the Emmaus Arts Commission effective immediately. Mr. DeFrain thanked Ms. Zarzatian for volunteering her time and directed Mr. Pepe to send a letter of thanks.

Ott Consulting Inc. request for reappointment as the Borough Engineer.

Hanover Engineering request for reappointment as the Borough Utility Engineer and Sewage Enforcement Officers

BOROUGH ENGINEER'S REPORT – None.

SOLICITOR'S REPORT – None.

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 – None.

Progress.

COMMITTEE REPORTS

- a. Public Works Committee – None.
- b. Health, Sanitation, and Codes Committee – None.
- c. Parks and Recreation Committee – None.
- d. Public Safety Committee – None.
- e. General Administration Committee

Resolution 2026 – 1: Appointment of Officials for a 1-year term expiring January 1, 2027.

Motion by Mr. Labenberg, seconded by Mrs. Brehm, to adopt Resolution 2026 – 1: Appointment of Officials to a 1-year term expiring January 1, 2027. There were 7 ayes. Motion carried.

Motion by Mr. Labenberg, seconded by Mrs. Brehm, to appoint Melanie Shimer to the Library Board for a 3-year term expiring January 1, 2029. There were 7 ayes. Motion carried.

Motion by Mr. Balliet, seconded by Mr. Labenberg, to appoint the following individuals to the 2026 Employee and Volunteer Safety Committee:

<u>Department:</u>	<u>Name:</u>	<u>Term Began:</u>	<u>Term Expires:</u>
Administration:	Shane Pepe (alternate – Christine Snyder)	3/6/12	Infinite
Codes / Zoning	Brent Reed (alternate – Eric Furhmann)	1/1/24	Infinite
Police	Christian Gill (alternate – Vince Murante)	1/1/26	12/31/27
Fire	Tom Carl (alternate – Chris Lubenetski)	1/1/25	12/31/26
Ambulance	Laurie Barry (alternate – Cara Biery)	1/1/25	12/31/26
Public Works	Tyler Llewellyn (alternate – Guy Washburn)	1/1/26	12/31/27
Clerical	Sherry Palinkas (alternate – Yashira Hussett)	1/1/26	12/31/27

There were 7 ayes. Motion carried.

f. Budget & Finance Committee

Resolution 2026 – 2, authorizing payment of the January 1, 2026, Bill List as follows:

Bill List	\$	773,224.27
Payroll #26	\$	218,872.58
Payroll Taxes	\$	72,240.24
Total	\$	1,064,337.09

Done this 5th day of January 2026.

Motion by Mr. Brown seconded by Mr. Labenberg, to adopt Resolution 2026 - 2. There were 7 ayes. Motion carried.

Mr. DeFrain entertained questions regarding the significant revenue and expenses for December 2025.

g. Community Relations, Planning and Development Committee – None.

BOARDS and COMMISSIONS – None.

PERSONAL APPEALS, PART II – None.

BOROUGH MANAGER'S REPORT

Mr. Pepe reported that Richard Hadju was hired as a part-time EMT.

Mr. Pepe welcomed Mrs. Brehm to Borough Council and congratulated all of the newly elected and re-elected officials.

PRESIDENT'S BUSINESS

Mr. DeFrain announced the Council Committee assignments as follows:

Budget and Finance Committee:

Chris DeFrain – Chair
Brent Labenberg
Kate Watt

Community Relations, Planning, and Development Committee:

Megan Brehm – Chair
Nathan Brown
Roy Anders

General Administration Committee:

Brent Labenberg – Chair
Chad Balliet
Chris DeFrain

Health, Sanitation, and Codes Committee:

Nathan Brown – Chair
Kate Watt
Megan Brehm

Parks and Recreation Committee:

Roy Anders – Chair
Megan Brehm
Nathan Brown

Public Safety Committee:

Kate Watt – Chair
Chris DeFrain
Chad Balliet

Public Works Committee:

Chad Balliet – Chair
Roy Anders
Brent Labenberg

EXECUTIVE SESSION – None.

ADJOURNMENT

Motion by Mr. Labenberg, seconded by Mrs. Brehm to adjourn the January 5, 2026, Emmaus Borough Council Meeting. There were 7 ayes. Motion carried.

The meeting was adjourned at 6:32PM.

Shane M. Pepe
Borough Manager

Transcribed by: Jessica Wessner
Administrative Assistant