

MACUNGIE BOROUGH COUNCIL
MEETING MINUTES
Tuesday, February 20, 2024
REGULAR MEETING MINUTES
7:30 P.M.

Council Members:

Ron Karboski
Greg Hutchison
Barry Bloch
Todd Ritter
Robert Rozak
Carl Sell (arrived at 8:48 pm)
John Yerman
Ronald Conrad
Mike Martin for Pat Armstrong
John Brown

Mayor:

Solicitor:

Borough Manager:

President Karboski called tonight's meeting to order at 7:30 pm.

1. Call to Order
2. Pledge of Allegiance
3. Barry Isett Engineering Report – None
4. Public Comment
 - a. Prior public comment to council – none
 - b. Comments from the audience on non-agenda items
 - i. *Tim Schantzenbach 102 Locust St* –
 1. Mr. Schantzenbach brought the 2017 Macungie Volunteer Fire Department report for the Council President to review. Report to be returned to Mr. Schantzenbach.
 2. In the East Penn press reported and meeting minutes stated that Council approved the funds being held were to be given to the Lower Macungie Volunteer Relief Association. He asked which information was correct. The Council President stated the funds were released to the Macungie Volunteer Fire Company relief association. Minutes to be corrected.
 3. Mr. Schantzenbach also commented on the email correspondence he submitted to the Manager. He questioned why it wasn't put on Council meeting agendas and discussed in public. President Karboski commented that he addressed the request with legal and Mr. Brown.
 - c. Lower Macungie Fire Company – update
 - i. Lower Macungie Fire Company David Nosal gave a presentation and update on Fire Coverage in the Borough.
 1. MOU finalized 12/28/2023
 2. LMFD took over Macungie Borough on 12/28/2023
 3. Since December 2023 LMFD responded to 10 incidents as a primary responder
 4. CPR/AED and annual HAZ-Mat recertified
 5. Borough is now added to mobile radios
 6. Met with Borough Manager, Water Department and Police
 7. LMFD is injury-free in 2022 and 2023

MOTIONS: 022024-A / 022024-B / 022024-C / 022024-D / 022024-E / 022024-F / 022024-G

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8. 2023 audit due in the summer of 2024
 9. LMFD presented a Dwelling/Structure Response sheet
5. Complaints, Petitions, Appeals and Compliments - None
6. Approval of Minutes
- a. February 5, 2024
 - i. Vice President Hutchison made a motion to approve the minutes after correcting - Unfinished Business letter 8(a)(i) to read – VFRA allocation to the Macungie Volunteer Fire Department Relief Association. Councilman Ritter seconded the motion. Motion carried. (022024-A)
7. Financial Agenda
- a. Treasurer’s report
 - i. Bank Reconciliation General Fund summary & Detail 1/31/24
 - ii. General Fund P/L report
 - a. Councilman Rozak made a motion to approve the General Fund Profit/ Loss report. Councilman Yerman seconded the motion. Motion carried. (022024-B)
 - iii. Approval of invoices per Unpaid Bills Detail
 1. Councilman Rozak motioned to approve all invoices for \$63,552.77. Vice President Hutchison seconded the motion. Motion carried. (022024-C)
8. Correspondence
- a. Macungie Ambulance Monthly Report
 - b. PSAB Municipal Pension Report
9. Reports
- a. Macungie Institute Report (2nd meeting of the month)
 - i. Report is only needed quarterly moving forward.
 - b. Zoning Monthly Update Report (2nd meeting of the month)
 - i. Several line items to be removed from the report moving forward. These items will be addressed to Joe Peterson.
 - c. Solicitor – None
 - d. Mayor
 - i. Macungie Police Department Update
 1. Incidents for January are 193 a difference of 59% from last year.
 2. The police department completed the mandatory tri-annual criminal history audit. No violations were reported. Audit passed.
 3. The police department recently arrested a person for a string of burglaries that were also tied to the Salisbury and Slate Belt area.
 4. Background investigations are being conducted on new officer candidates
 5. President Karboski asked if we need a monthly report or quarterly. Councilman Rozak would like to see monthly reports due to the increase in incidents.
 6. President Karboski said the Borough needs a plan to address the ongoing issues. President Karboski asked the Mayor to work with Sgt. Kocher to come up with a comprehensive plan.

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7. President Karboski commented the Borough should have Mutual Aid.

- e. Borough Manager
 - i. Borough Purchases – next meeting
 - ii. Next Tuesday the Borough will begin the annual Audits

10. Unfinished Business – None

11. New Business

- a. DPW \$1,000 request – John Deere Tractor – Snow Removal \$36,911.48. Contract cost update to \$39,718.32. Discussion and vote.
 - i. Purchase previously approved by council.
 - ii. Vice President Hutchison made a motion to approve the price increase of the John Deere Tractor. Councilman Ritter seconded the motion. Motion carried. (022024-D)
- b. Administration \$1,000 request – purchase new computer for Zoning Officer \$1,7535.00 per attached invoice.
 - i. President Karboski made a motion to approve the new computer for the Zoning Officer at purchase price of \$ 1195.00. Vice President Hutchison seconded the motion. Motion carried. (022024-E)
- c. Administration \$1,000 request – purchase and install network upgrades \$1,240.00 per attached quote Lantek IT Equipment upgrades. Discussion and vote.
 - i. President Karboski made a motion to approve the network upgrades and hardware for \$ 1240.00. Vice President Hutchison seconded the motion. Motion carried. (022024-F)
- d. Dave Saylor Purple Martin House Project. Discussion and vote.
 - i. Permission a Purple Martin House at the Flower Park and the Macungie Institute
 - ii. No cost to the Borough – Funds will come from Town Beautification and or The Friends
 - iii. President Karboski asked who would do the maintenance. Mr. Saylor commented that all maintenance will be done by the volunteers.
 - iv. Who will be involved with the maintenance at the Macungie Institute? Mr. Saylor asked if Public Works would be drilling the hole or if it would and could be done by The Friends and other volunteers. Mr. Saylor stated that the volunteers would like to do all the maintenance.
 - v. Information should be forwarded to Public Works Tracy Smith
 - vi. President Karboski asked for a photo and a location for the next meeting.
 - vii. Tabled until the more information is provided by Mr. Saylor.

12. Executive Session

- a. Real Estate, Legal, Personnel
 - i. An Executive Session was held before the meeting.

13. Action as a result of executive session – None

14. Adjournment

- a. Hearing no other business Councilman Rozak made a motion to adjourn tonight’s meeting at 9:15PM. Councilman Bloch seconded the motion. Motion carried. (022024-G)