



Macungie Borough Council General Business Meeting Agenda

Monday, March 2, 2026

7:30 p.m.

Macungie Institute

- I. Call to Order – Pledge of Allegiance**
- II. Announcement of Executive Sessions**
- III. Public Hearing – Ordinance #2026-01 – Sewer Lateral Inspection Validity Time Period**
- IV. Engineer’s Report**
- V. Public Comment on Non-Agenda Items**
- VI. Approval of Minutes**
 - A. February 17, 2026
- VII. Financial Reports**
 - A. Approval of Paid Bills Detail Report in the Amount of \$91,885.14
- VIII. Correspondence**
 - A. PSAB-MRT Monthly Report of Municipal Net Assets
 - B. William Reiss Letter of Interest for Zoning Hearing Board Appointment
 - C. Macungie Town Beautification Committee – Request to Plant Memorial Tree
- IX. Reports**
 - A. Council
 - B. Mayor
 - C. Solicitor
 - D. Borough Manager
- X. Unfinished Business**
- XI. New Business**
 - A. Boy Scout Troop 71 Request for Upgrades to Macungie Institute
 - B. Audio Equipment Upgrade for Macungie Institute Auditorium
 - C. William Reiss Appointment to Zoning Hearing Board
 - D. Macungie Town Beautification Request to Plant Memorial Tree
- XII. Adjournment**



BOROUGH COUNCIL ISSUE BRIEFING

DEPARTMENT MANAGER: Kal Sostarecz, Borough Manager

MEETING DATE: March 2, 2026

AGENDA ITEM: Ordinance #2026-01 – Sewer Lateral Inspection Validity Time Period

I. Action/Motion to Be Considered:

Motion to adopt Ordinance #2026-01 establishing a two-year time period for sewer lateral inspections to be valid.

II. Reason Why This Issue Needs Consideration:

The current ordinance requires that a new sewer lateral inspection be completed upon every transfer of a property or change in use, regardless of when the last sewer lateral inspection was completed. This is onerous and costly for residents and businesses due to hiring a private plumber to complete the inspection, and the requisite Borough fee to process the inspection. A sewer lateral which passed an inspection is likely to pass another inspection within a certain period of time following.

III. Current Policy or Practice:

Borough Council enacts ordinances regulating the usage of the Sanitary Sewer System.

IV. Other Background Information:

Surrounding municipalities which have a similar ordinance requiring the inspection of sewer laterals also have a provision permitting the inspection to be valid for a certain period of time following its completion. Lower Macungie Township permits two years and Upper Macungie Township permits three years. In consultation with our Public Works Department, the draft has been created with a two-year period, with a caveat that an inspection be required if the Borough deems it necessary. Lower Macungie also has this provision.

V. Financial Impact:

None

VI. Recommendations:

Pass the motion as presented.

**BOROUGH OF MACUNGIE
LEHIGH COUNTY, PENNSYLVANIA**

ORDINANCE #2026-01
(Duly Adopted March 2, 2026)

**AN ORDINANCE OF THE MACUNGIE BOROUGH COUNCIL
AMENDING CHAPTER 274 (SEWERS) OF THE CODE OF
ORDINANCES OF THE BOROUGH OF MACUNGIE AT ARTICLE
II (SEWER RENTALS AND REGULATIONS) BY AMENDING
SECTION 27-33.1 (INSPECTIONS OF BUILDING SEWERS) BY
ADDING A NEW SECTION 274-33.1.A(6) TO ESTABLISH A
CERTAIN PERIOD OF TIME FOR BUILDING SEWER
INSPECTIONS TO BE VALID**

WHEREAS, the Borough of Macungie owns and operates a Sanitary Sewer system; and

WHEREAS, the Borough of Macungie has adopted rules and regulations governing the usage of the Macungie Borough Sewer System to include the required inspection of private building sewers and sewer laterals under certain circumstances; and

WHEREAS, the Macungie Borough Council now desires to amend the regulations associated with the inspection of private building sewers and sewer laterals to allow for a period of time for such building sewer inspections to be valid.

NOW, THEREFORE, BE IT HEREBY ENACTED AND ORDAINED that the Macungie Borough Council does hereby adopt and enact the following amendment to Article II, Sewer Rentals and Regulations, of Chapter 274, Sewers, of the Code of Ordinances of Macungie Borough:

SECTION 1.

Article II, Sewer Rentals and Regulations, of Chapter 274, Sewers, of the Macungie Borough Code of Ordinances is hereby amended by the addition of a new Section 274-33.1.A(6) to read as follows:

- (6) The results and report of a building sewer inspection performed in accordance with this Section 274-33.1 shall be valid for a period of two (2) years from the date of the inspection unless the Borough has reason to believe that the building sewer or sewer lateral has become defective since the last date of inspection.

SECTION 2. EFFECTIVE DATE

This Ordinance shall become effective on the earliest date permitted by law after its adoption.

SECTION 3. SEVERABILITY

In the event that any provision, section, sentence, clause, or part of this ordinance shall be declared

invalid or unconstitutional by a court of competent jurisdiction, such decision shall not affect or impair this ordinance as a whole or any remaining provision, section, sentence, clause, or part of this ordinance other than that portion specifically declared invalid, it being the intent of this Borough that such remainder shall remain in full force and effect.

SECTION 4. REPEALER

All Ordinances or parts of Ordinances that are inconsistent herewith are hereby repealed.

ENACTED AND ORDAINED the 2nd day of March 2026, by the Council of the Borough of Macungie, Lehigh County, Pennsylvania, in lawful session duly assembled.

ATTEST

MACUNGIE BOROUGH COUNCIL

KALMAN SOSTARECZ, Borough Secretary

CARL SELL, JR., Council President

AND NOW, this ____ day of _____, 2026, the above Ordinance is hereby **APPROVED.**

The Honorable Robert Sell, Jr, Mayor



5420 Crackersport Road, Allentown, PA 18104

610.398.0904 610.481.9098

barryisett.com

Macungie Borough Council

March 2, 2026

ENGINEER'S REPORT

MUNICIPAL INFRASTRUCTURE PROJECTS

Hickory Street Bridge & Church Street

- Hickory Street Bridge structural design currently under PennDOT review, awaiting comments.
- Foundation report comments received, resubmittal scheduled for 3/6.
- S Church Street roadway design complete, roadway work to be coordinated with UGI project.
 - UGI has agreed to share the costs of the road reconstruction.
- PennDOT clearances
- Environmental clearance – obtained
- ROW clearance – letter from solicitor submitted to PennDOT, currently under review
- Utility Clearance – PPL relocation complete
- Meeting with PennDOT scheduled for 3/4
- Currently anticipating bid in April/May

MS4

No updates at this time.

ACTIVE LAND DEVELOPMENTS:

Fields at Brookside

- Currently under construction
- Winter grading inspections, final grading inspections ongoing for individual lots
- Final grading plan submittals have slowed down, none currently under review
- Approximately 9 “lots” worth of cart path has been completed – base course only

Mavis Tire – Main Street Commons Phase 4

- Currently under construction
- Occupancy permit issued
- Waiting on escrow release requests for final inspections

Lumber Street Development

- Phase 1 conditionally approved – emergency access and parking lot
- Awaiting resubmission of Phase 2 plans to planning commission

- Outstanding planning comments must be addressed in resubmittal

South Walnut Street Development

- Project conditionally approved. Construction expected to start this spring once outstanding conditions are satisfied

Stone Hill Meadows

- Developer responsible for completing outstanding punch list items within the Borough portion of this project
- The Conservation District and DEP are pursuing NPDES permit violations

GRANTS

2026 Water Resources Development Act

- Last-minute funding opportunity through Congressman Ryan Mackenzie's Office.
- "Environmental Infrastructure" projects to be funded US Army Core funding.
- Congressional district soliciting projects to demonstrate need. Funding will be distributed to districts based on need, and then projects will be selected based on availability.
- 3 potential projects submitted:
 - Analysis & repair of retaining walls within Mountain Creek near Main Street.
 - Streambank restoration – Mountain Creek near Hickory Street.
 - Stone retaining wall restoration - Mountain Creek.
- Notified by USACE that project is not large enough to be considered a good candidate.

DCED Small Water and Sewer – Buttonwood Street Water Main Replacement Phase II

- Award to Macungie Borough Authority announced 1/20 in the full amount requested.
 - \$348,239 awarded
 - \$61,500 match required
 - Total \$409,739

Respectfully submitted,

Barry Isett & Associates

MACUNGIE BOROUGH COUNCIL
MEETING MINUTES
General Business Meeting
Tuesday, February 17, 2026 - 7:30 P.M.

I. Call to Order – Pledge of Allegiance

The Macungie Borough Council meeting was called to order on February 17, 2026 at 7:37 p.m. at the Macungie Institute, 510 E. Main Street, Macungie, PA 18062. In attendance were Carl Sell, Jr., President; Ronald Karboski, Vice President; Greg Hutchison, Member; Megan Sell, Member; Greg Reinbold, Member; Lynette Sell, Member (via telephone); Stan Landis, Member (via telephone); Bob Sell, Jr., Mayor; Michael Martin, Esq., Solicitor; and Kalman Sostarecz, Jr., Borough Manager.

President Sell opened the meeting and asked all present to join him in reciting the Pledge of Allegiance to the Flag of the United States of America.

II. Announcement of Executive Sessions

Mr. Sostarecz announced that an executive session was held prior to the meeting, beginning at 6:30 p.m., and the topics were legal matters and personnel.

III. Public Comment on Non-Agenda Items

Resident Virginia Voros stated that the UGI project on Church Street is creating a mess and they have worked late some nights; the Manager Sostarecz stated that he has spoken to their foreman and would do so again.

IV. Approval of Minutes

A. February 2, 2026

Vice President Karboski made a motion to approve the minutes, seconded by Mr. Hutchison. Motion passed unanimously.

V. Financial Reports

A. Treasurer’s Report

Vice President Karboski made a motion to accept the Treasurer’s report as presented, seconded by Mr. Hutchison. Motion passed unanimously.

B. Approval of Paid Bills Detail Report in the Amount of \$168,793.09

Mr. Hutchison made a motion to pay the bills in the amount of \$168,793.09, seconded by Ms. M. Sell. Motion passed unanimously.

Vice President Karboski stated that there is a purchasing policy in place and certain purchases over a threshold should be pre-approved by Council and the Borough Manager.

VIII. Reports

A. Macungie Police Department January Report

Mayor Sell reported on the January statistics. He also reported that at the request of President Sell, he reviewed where traffic stops occur – he noted that for safety reasons, even if a traffic infraction occurs on a side street, many times the officer will not pull over the vehicle until they reach Main Street, thus when they call out with the vehicle there, that’s the location of the stop.

B. Macungie Ambulance Corps January Report

C. Council

None

D. Mayor

Mayor Sell announced that a new beauty salon would be having a grand opening at 21 E Main Street.

Resident Janet Sell asked the Mayor why he refused to swear in Lynette Sell at a previous meeting. Mayor Sell stated that he had not been entirely sure that what Council did that evening in appointing her was legal, so he chose not to participate. Vice President Karboski stated that the Mayor should have consulted with the Solicitor; he also asked the Mayor if the reason he didn't swear her in was because he thought she should not be on Council. Mayor Sell stated that was not the reason. Ms. M. Sell stated that on that same evening she felt there was an issue when President Sell did not correctly declare his conflict ahead of time and file a written memorandum prior to the discussion, and this factored into the Mayor's decision.

E. Solicitor
None

F. Borough Manager
Manager Sostarecz announced that the utility bills were due on February 17th. Additionally, the Worker's Compensation Audit was completed with no issues, and the main financial audit by CR&Y would be occurring the first week of March.

IX. Unfinished Business
None

X. New Business

A. Resolution #2026-07 – Appointing Philip A. Vanim as Deputy Tax Collector

Mr. Sostarecz stated that the Local Tax Collection Law requires a deputy tax collector be appointed in case the primary tax collector is incapacitated.

Vice President Karboski made a motion to adopt Resolution #2026-07 appointing Philip A. Vanim as Deputy Tax Collector, seconded by President Sell. Motion passed unanimously.

C. Authorizing Advertisement to Hire a Zoning & Code Enforcement Officer

Mr. Sostarecz stated that the position would be advertised everywhere including PSAB, The Morning Call, online, and social media. Resident Jeff Hartman asked what the roles and responsibilities of the employee would be which Manager Sostarecz outlined.

Vice President Karboski made a motion to authorize the Borough Manager to advertise for a Zoning & Code Enforcement Officer, seconded by Mr. Hutchison. Motion passed unanimously.

D. Non-Uniformed Defined Contribution Pension Plan – Municipal Contribution

Vice President Karboski made a motion to authorize a contribution to the Non-Uniformed Defined Contribution Pension Plan in the amount of \$1,604.71 for the 2025 plan year, seconded by President Sell. Motion passed unanimously.

Council recessed at 8:10 p.m. into an Executive Session and reconvened at 8:15 p.m.

B. Authorizing a Conditional Offer of Employment for an Administrative Assistant

Resident Jeff Hartman asked that the person's name be announced. President Sell stated "Tara Troxell."

Vice President Karboski made a motion to make a conditional offer of employment for an Administrative Assistant, seconded by Mr. Hutchison. Motion passed unanimously.

X. Adjournment

Vice President Karboski made a motion to adjourn the meeting at 8:17 p.m., seconded by Mr. Hutchison. Motion passed unanimously.

Respectfully Submitted,

Kalman A. Sostarecz, Jr.
Borough Secretary

11:02 AM

02/17/26

Borough of Macungie - General Fund
Paid Bills Detail
All Transactions

Type	Date	Memo	Open Balance
TASC - Total Administrative Services Corp Bill	01/29/2026	IN3672742 - Non-discrimination testing for Healthcare plans	677.76
Total TASC - Total Administrative Services Corp			677.76
TOTAL			677.76

8:59 AM

02/17/26

35-LIQUID FUELS
Paid Bills Detail
All Transactions

<u>Type</u>	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Telco, Inc. Bill	01/06/2026	Inv #35600 - Annual Traffic Signal Maintenance Contract	<u>1,028.50</u>
Total Telco, Inc.			<u>1,028.50</u>
TOTAL			<u>1,028.50</u>

Borough of Macungie - General Fund
Paid Bills Detail
All Transactions

Type	Date	Memo	Open Balance
Campbell, Rappold & Yurasits LLP			
Bill	01/31/2026	Inv #247042 - 2022, 2023, 2024 Tax Collector Audit	9,505.00
Total Campbell, Rappold & Yurasits LLP			9,505.00
Canon Financial Services, Inc.			
Bill	02/09/2026	Inv #42684820 - Police Copier usage	123.29
Total Canon Financial Services, Inc.			123.29
Flagger Force, LLC			
Bill	02/09/2026	INV329719 - Flagger	1,373.52
Total Flagger Force, LLC			1,373.52
Lamb McErlane PC			
Bill	02/10/2026	Inv #391493 - Police Matters	8,920.00
Total Lamb McErlane PC			8,920.00
Lehigh Valley Humane Society			
Bill	01/15/2026	Inv #2346	1,540.50
Total Lehigh Valley Humane Society			1,540.50
Miller Municipal Supply, LLC			
Bill	01/16/2026	Inv #143037 - Speed & clearance signs	740.80
Total Miller Municipal Supply, LLC			740.80
Safe Life Defense			
Bill	02/10/2026	Inv #32528745 - Police Vest	644.10
Total Safe Life Defense			644.10
Service Electric Telephone Co			
Bill	02/10/2026	Acct #0675203872 - Macungie Institute	42.92
Bill	02/10/2026	Acct #0677969959 - Police Department	42.92
Bill	02/10/2026	Acct #0675203880 - Borough Hall	80.14
Bill	02/10/2026	Acct #0675192497 - Garage	24.32
Total Service Electric Telephone Co			190.30
UGI			
Bill	02/05/2026	Acct #411002403722 - -301 S Church-garage-heating	829.80
Bill	02/05/2026	Acct #411002403458 - 21 Locust St	483.59
Total UGI			1,313.39
UniFirst Corporation			
Bill	02/11/2026	Inv #1290285508 - Uniform Service	95.53
Total UniFirst Corporation			95.53
Wehrung's Macungie LLC			
Bill	02/09/2026	Inv #64643 - Small tools/minor equipment	169.95
Total Wehrung's Macungie LLC			169.95
TOTAL			24,616.38

10:54 AM

02/24/26

MBWA - MACUNGIE BOROUGH WATER AUTHORITY

Paid Bills Detail

All Transactions

<u>Type</u>	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Badger Meter Bill	01/29/2026	Inv #80226083 - MBL Hosting	114.75
Total Badger Meter			114.75
TOTAL			114.75

Borough of Macungie - General Fund
Paid Bills Detail
All Transactions

Type	Date	Memo	Open Balance
American Legal Publishing Corp.			
Bill	02/18/2026	Inv #49081- Internet Renewal Period 3/17/26 to 3/17/27	595.00
Total American Legal Publishing Corp.			595.00
Avalon Insurance			
Bill	02/16/2026	Inv #260470025386 - Secure Rx	170.98
Total Avalon Insurance			170.98
Haldeman - Allentown			
Bill	02/10/2026	Inv #74286 -Police vehicle #703	359.21
Total Haldeman - Allentown			359.21
Linde Gas & Equipment Inc.			
Bill	02/22/2026	Inv #55101526 - Cylinder rental	89.64
Total Linde Gas & Equipment Inc.			89.64
Master Supply Line			
Bill	02/20/2026	Inv #8-196938 - TH & Police supplies	80.10
Bill	02/20/2026	Inv #8-196940 - Shop supplies	99.90
Bill	02/20/2026	Inv #8-196939 - MI Supplies	19.80
Total Master Supply Line			199.80
NAPA Auto Parts-Allentown			
Bill	02/09/2026	Inv #284386 - Police vehicle #703 and Truck #7	50.11
Total NAPA Auto Parts-Allentown			50.11
Pitney Bowes Global Financial Svc. LLC			
Bill	02/12/2006	Inv #3322076043 - 1st Quarter 2026 Lease	144.93
Total Pitney Bowes Global Financial Svc. LLC			144.93
Stratix Systems, Inc.			
Bill	02/18/2026	Inv #868869 - Copier Usage	526.38
Total Stratix Systems, Inc.			526.38
The Carwash in Macungie			
Bill	01/31/2026	Stmt #1139 - Police Carwash	24.00
Total The Carwash in Macungie			24.00
TnT Home & Business Cleaning			
Bill	01/19/2026	Inv #3036 - Office Cleaning	1,090.00
Bill	02/18/2026	Inv #3054 - Office Cleaning	1,120.00
Total TnT Home & Business Cleaning			2,210.00
UGI			
Bill	02/19/2026	Acct 411002564895 - Macungie Institute	1,049.53
Total UGI			1,049.53
UniFirst Corporation			
Bill	02/18/2026	Inv #1290286800 - Uniform Service	95.53
Total UniFirst Corporation			95.53
Viper Pest Services			
Bill	02/20/2026	Inv #23589 - Garage bait stations	45.00
Total Viper Pest Services			45.00

Borough of Macungie - General Fund
Paid Bills Detail
All Transactions

Type	Date	Memo	Open Balance
Wehrung's Macungie LLC Bill	02/19/2026	Inv #64985 - Truck #7	24.35
Total Wehrung's Macungie LLC			24.35
TOTAL			<u>5,584.46</u>

8:55 AM

02/24/26

35-LIQUID FUELS
Paid Bills Detail
All Transactions

Type	Date	Memo	Open Balance
American Rock Salt Co			
Bill	02/11/2026	Inv #0824345 - Salt	4,404.20
Total American Rock Salt Co			4,404.20
PP&L			
Bill	02/10/2026	Acct #96619-34013 - W Main St	124.31
Bill	02/10/2026	Acct #96229-63007 - Church St & Rte 100	39.62
Total PP&L			163.93
TOTAL			4,568.13

9:00 AM

02/24/26

REFUSE-SANITATION COMPANY

Paid Bills Detail

All Transactions

Type	Date	Memo	Open Balance
Casella Waste Systems Inc Bill	01/31/2026	Inv #1755905 - January Trash & Recycling	51,876.25
Total Casella Waste Systems Inc			51,876.25
TOTAL			51,876.25

MBWA - MACUNGIE BOROUGH WATER AUTHORITY

Paid Bills Detail

All Transactions

Type	Date	Memo	Open Balance
Capp			
Bill	02/05/2026	Inv #325762806 - Chart paper	330.00
Total Capp			330.00
Core & Main			
Bill	02/16/2026	Inv #Y540460- Buttonwood St	1,447.98
Bill	02/19/2026	Inv #Y560835- Restock PW inventory	517.02
Total Core & Main			1,965.00
Hach			
Bill	02/02/2026	Inv #14854853 - Chlorine	653.75
Total Hach			653.75
NAPA Auto Parts			
Bill	02/03/2026	Inv #284154 - Water system solar battery charger	106.40
Total NAPA Auto Parts			106.40
PA Rural Water			
Bill	02/20/2026	Inv #87359 - PRWA Training Seminars (Doug)	143.00
Total PA Rural Water			143.00
Spok, Inc.			
Bill	01/31/2026	Inv #K0204563N - WF Pagars	70.00
Total Spok, Inc.			70.00
Wehrung's Macungie LLC			
Bill	02/14/2026	Inv #64828 - Water service hook-up supplies	127.77
Bill	02/18/2026	Inv #64935 - Water system locator tool	22.99
Total Wehrung's Macungie LLC			150.76
TOTAL			3,418.91



**Municipal
Retirement
TRUST**

**Pennsylvania State Association of Boroughs
Municipal Retirement Trust**

2941 North Front Street, Harrisburg, PA 17110
(717) 236-9526 | (800) 232-7722 | Fax (717) 695-4449 | www.mrt pensions.org

Monthly Report of Municipal Net Assets

MACUNGIE BOROUGH DEFINED BENEFIT POLICE PENSION

SCHEDULE OF CHANGES IN NET ASSETS
PSAB MUNICIPAL RETIREMENT TRUST
BALANCED FUND
MRT:90421

For the 1 Months ended January-31-2026

	Month to Date	Year to Date
Receipts:		
State Aid	0.00	0.00
Employer Contributions	0.00	0.00
Employee Contributions	0.00	0.00
Interest, DROP/Escrow Acct.	0.00	0.00
Interest, Net of Investment Fees	697.23	697.23
Dividend Income	1,166.57	1,166.57
Realized Gains(Loss)	4,767.53	4,767.53
Unrealized Gains(Loss)	35,270.81	35,270.81
Misc. Income	0.00	0.00
Transfer In - Other Funds	0.00	0.00
Transfer In - Previous Trust	0.00	0.00
Total Receipts	41,902.14	41,902.14
Disbursements:		
Pension Payments	3,291.61	3,291.61
Lump Sum Payments	0.00	0.00
Payments to DROP/Escrow Acct.	0.00	0.00
Interest Pd to DROP/Escrow Acct.	0.00	0.00
Return of Excess State Aid	0.00	0.00
Return of Employee Contrib.	0.00	0.00
Return of Excess Employer Ctb.	0.00	0.00
Actuarial/Consulting Fees	0.00	0.00
Admin. Fees	250.00	250.00
Admin. Fees - Allocated	1,263.36	1,263.36
Insurance Premiums	0.00	0.00
Legal Fees	0.00	0.00
Misc. Expenses	0.00	0.00
Transfer Out - Other Funds	0.00	0.00
Transfer Out - Withdrawal	0.00	0.00
Total Disbursements	4,804.97	4,804.97
Net Change in Assets	37,097.17	37,097.17
Other Assets, Begin. of Period	2,413,664.71	2,413,664.71
Other Assets, End of Period	2,450,761.88	2,450,761.88
Restricted DROP/Escrow Balance	0.00	0.00



**Municipal
Retirement
TRUST**

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Municipal Retirement Trust**

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Monthly Report of Municipal Net Assets

MACUNGIE BOROUGH NON-UNIFORM DEFINED BENEFIT PENSION

SCHEDULE OF CHANGES IN NET ASSETS

PSAB MUNICIPAL RETIREMENT TRUST

BALANCED FUND

MRT:90423

For the 1 Months ended January-31-2026

	Month to Date	Year to Date
Receipts:		
State Aid	0.00	0.00
Employer Contributions	0.00	0.00
Employee Contributions	0.00	0.00
Interest, DROP/Escrow Acct.	0.00	0.00
Interest, Net of Investment Fees	705.04	705.04
Dividend Income	1,179.63	1,179.63
Realized Gains(Loss)	4,820.90	4,820.90
Unrealized Gains(Loss)	35,665.64	35,665.64
Misc. Income	0.00	0.00
Transfer In - Other Funds	0.00	0.00
Transfer In - Previous Trust	0.00	0.00
Total Receipts	42,371.21	42,371.21
Disbursements:		
Pension Payments	10,021.21	10,021.21
Lump Sum Payments	0.00	0.00
Payments to DROP/Escrow Acct.	0.00	0.00
Interest Pd to DROP/Escrow Acct.	0.00	0.00
Return of Excess State Aid	0.00	0.00
Return of Employee Contrib.	0.00	0.00
Return of Excess Employer Ctb.	0.00	0.00
Actuarial/Consulting Fees	0.00	0.00
Admin. Fees	250.00	250.00
Admin. Fees - Allocated	1,277.50	1,277.50
Insurance Premiums	0.00	0.00
Legal Fees	0.00	0.00
Misc. Expenses	0.00	0.00
Transfer Out - Other Funds	0.00	0.00
Transfer Out - Withdrawal	0.00	0.00
Total Disbursements	11,548.71	11,548.71
Net Change in Assets	30,822.50	30,822.50
Other Assets, Begin. of Period	2,440,683.83	2,440,683.83
Other Assets, End of Period	2,471,506.33	2,471,506.33
Restricted DROP/Escrow Balance	0.00	0.00



**Municipal
Retirement
TRUST**

**Pennsylvania State Association of Boroughs
Municipal Retirement Trust**

2941 North Front Street, Harrisburg, PA 17110
(717) 236-9526 | (800) 232-7722 | Fax (717) 695-4449 | www.mrtpensions.org

Monthly Report of Municipal Net Assets

MACUNGIE BOROUGH NON-UNIFORM DEFINED CONTRIBUTION PENSION

SCHEDULE OF CHANGES IN NET ASSETS

PSAB MUNICIPAL RETIREMENT TRUST

BALANCED FUND

MRT:90422

For the 1 Months ended January-31-2026

	Month to Date	Year to Date
Receipts:		
State Aid	0.00	0.00
Employer Contributions	0.00	0.00
Employee Contributions	0.00	0.00
Interest, DROP/Escrow Acct.	0.00	0.00
Interest, Net of Investment Fees	12.52	12.52
Dividend Income	20.95	20.95
Realized Gains(Loss)	85.62	85.62
Unrealized Gains(Loss)	633.43	633.43
Misc. Income	0.00	0.00
Transfer In - Other Funds	0.00	0.00
Transfer In - Previous Trust	0.00	0.00
Total Receipts	752.52	752.52
Disbursements:		
Pension Payments	0.00	0.00
Lump Sum Payments	0.00	0.00
Payments to DROP/Escrow Acct.	0.00	0.00
Interest Pd to DROP/Escrow Acct.	0.00	0.00
Return of Excess State Aid	0.00	0.00
Return of Employee Contrib.	0.00	0.00
Return of Excess Employer Ctb.	0.00	0.00
Actuarial/Consulting Fees	0.00	0.00
Admin. Fees	36.12	36.12
Admin. Fees - Allocated	22.69	22.69
Insurance Premiums	0.00	0.00
Legal Fees	0.00	0.00
Misc. Expenses	0.00	0.00
Transfer Out - Other Funds	0.00	0.00
Transfer Out - Withdrawal	0.00	0.00
Total Disbursements	58.81	58.81
Net Change in Assets	693.71	693.71
Other Assets, Begin. of Period	43,347.22	43,347.22
Other Assets, End of Period	44,040.93	44,040.93
Restricted DROP/Escrow Balance	0.00	0.00

Macungie Bourgh

February 9, 2026

Ref: Zoning Board Vacancy

Bill Reiss

21 Locust St.



Macungie PA. 18062

Macungie PA. 18062

Dear Members of Macungie Bourgh Council,

I am writing to express my interest in filling the current vacancy of the Macungie Borough Zoning Board.

As a resident of Macungie for 40 years and a commercial property owners for 14 years I have roots in the Borough and commit to enhancing the zoning ordinances.

Prior to moving to Macungie, I had residence and owned my residence and commercial properties for 17 years in Western PA. I know and respect the responsibility of property ownership and zoning ordinances.

I will be available for the opportunity to discuss this position at the request of Council.

Sincerely,

William C Reiss



RECEIVED
FEB 09 2026
BY:

Macungie Borough Council/Macungie Borough Manager

21 Locust Street

Macungie, PA 18062

8 February 2026

Dear Macungie Borough Council:

I'm writing this letter on behalf of the Macungie Town Beautification Committee (MTBC).

A few years ago, a tree located at the southwest corner of the handicap parking area, was taken down for unknown reasons. At the time, the Macungie Institute (MI) Trustees asked the Macungie Borough to replace the tree. A replacement tree was planted, however, the tree did not last very long (possibly due to non-care and watering issues) and was removed. The MTBC received funds from Barbara Ritter's husband upon her death. The MTBC would like to plant a tree in memory of Barbara Ritter at the same place the original tree was at the MI. The MTBC is looking into a native tree (possibly oak) and will be purchased from a local nursery who will also take care of planting the tree. The MTBC is committed to caring of the tree to make sure that it takes off and is established.

Please review this letter and attached drawing for approval of planting a tree in memory of Barbara Ritter at the MI.

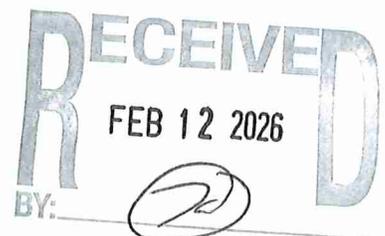
I can be reached at [REDACTED]

Sincerely,

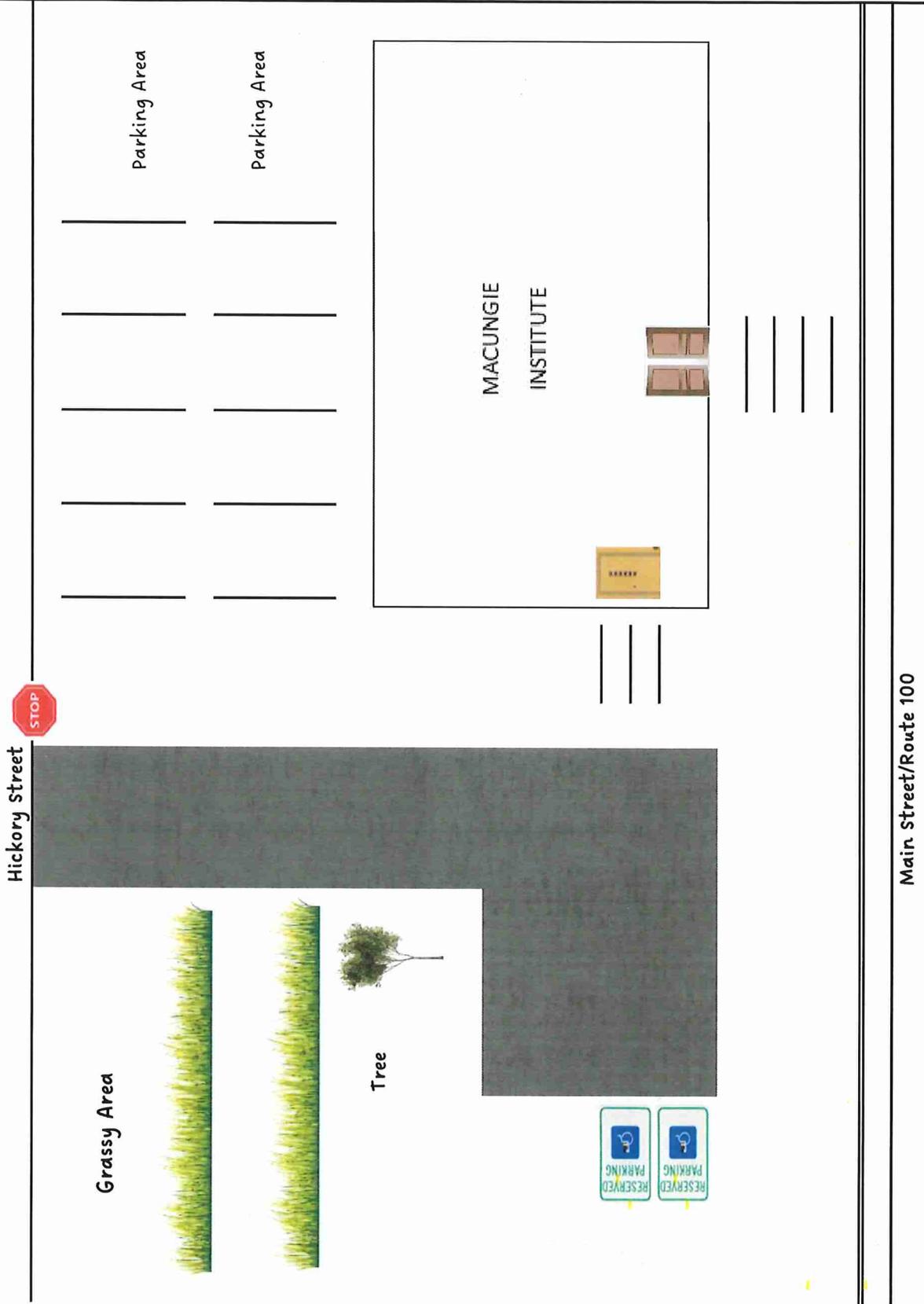


Kayren W. Billger

[REDACTED]
Macungie, PA 18062



2/10/2026: Request from Macungie Town Beautification Committee to plant a tree in Barbara Ritter's memory; tree to be 5-7' from macadam driveway/parking lot.



Main Street/Route 100



BOROUGH COUNCIL ISSUE BRIEFING

DEPARTMENT MANAGER: Kal Sostarecz, Borough Manager

MEETING DATE: March 2, 2026

AGENDA ITEM: Boy Scout Troop 71 Request for Upgrades to Macungie Institute

I. Action/Motion to Be Considered:

Motion to authorize Boy Scout Troop 71 to complete upgrades to their leased space at the Macungie Institute, including epoxy flooring, ceiling tiles, tack strip, minor painting, and exterior signage, all to the satisfaction of the Township Manager and Public Works staff.

II. Reason Why This Issue Needs Consideration:

Boy Scout Troop 71 leases space in the basement of the Macungie Institute. They would like to upgrade the space to make it more enjoyable to use and inviting to new members. They would like to contract with a professional flooring company, Surface System Installation, to install an epoxy flooring surface in the main room and hallway, replace sagging and discolored ceiling tiles, install a tack strip on the wall around the perimeter of the room, paint the existing green walls, and clean the rest of the walls, windows, and blinds. Additionally, they would like to install a stainless steel sign on the exterior building wall to the left of the entrance door on Sycamore Street.

III. Current Policy or Practice:

Borough Council authorizes all work to its facilities.

IV. Other Background Information:

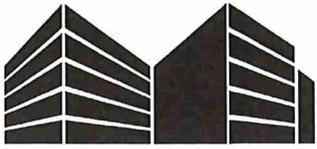
Public Works has been consulted and is okay with the planned work; they requested that the ceiling tile installation be performed by PW employees as there is wiring laying on top of the tiles. The exterior sign would be installed in the grout so if it would ever need to be removed the grout could be easily repaired. In addition to the above-mentioned work, the Boy Scouts will be doing significant clean-up and organization of their storage areas. Certificates of Insurance will be needed from all those doing work listing the Borough as an Additionally Insured.

V. Financial Impact:

None – all items will be paid for by the Boy Scouts and donated to the Borough.

VI. Recommendations:

Pass a motion to authorize the work to be completed.



Surface System Installation

Estimate

Date: 11/25/2025

Estimate #: E11088

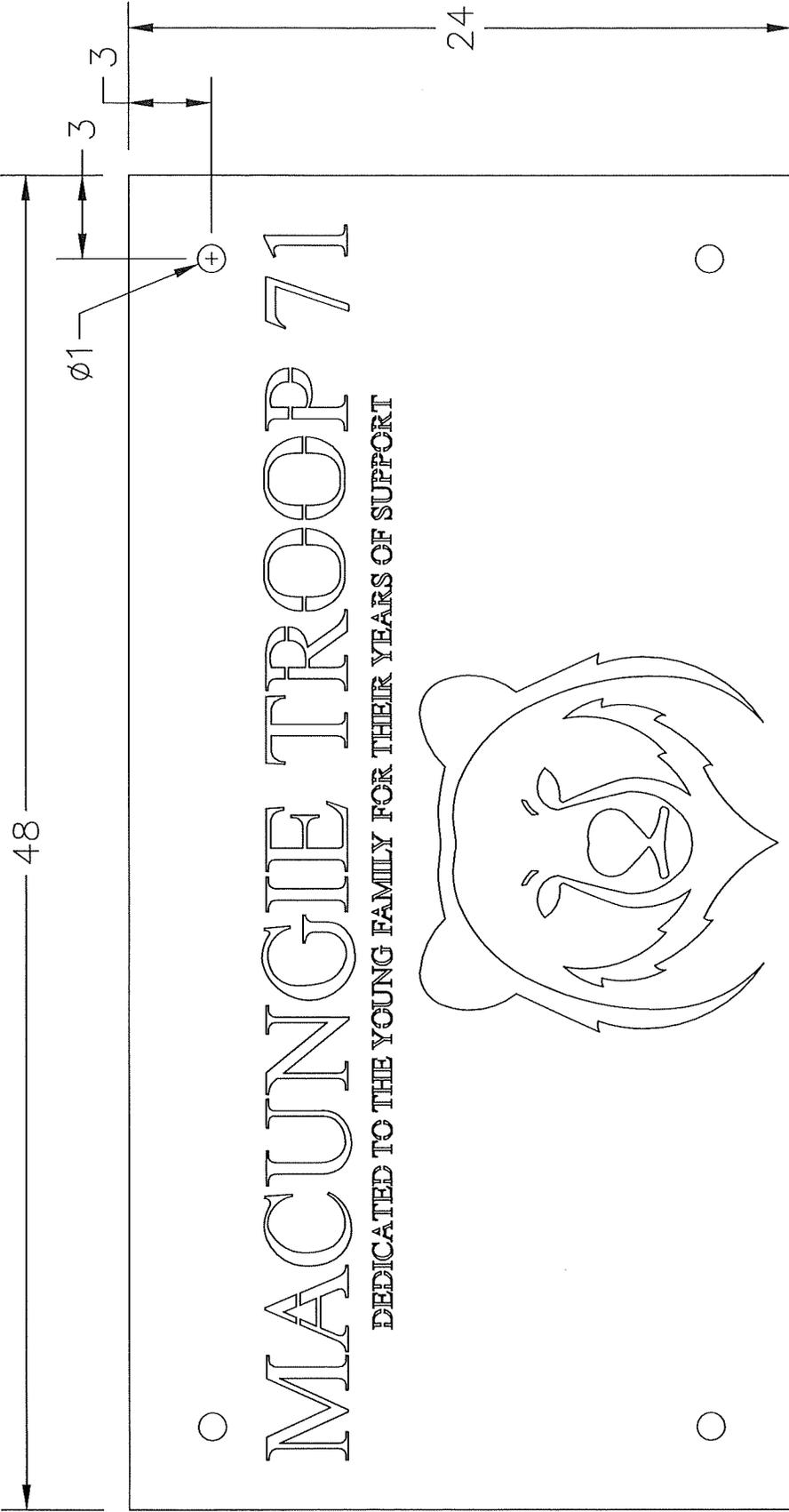
Industrial Division of



1446 N. 18th Street
Allentown, Pa 18104
610-285-6061

Macungie Institute
510 East Main Street
Macungie, Pa 18062

Description	Total
<p>Project: Epoxy Flooring</p> <p>OPTION 1: Solid Color Floor: \$5,075.00 Meeting Room: (Est 875 sqft) Surface will be dustless diamond ground in preparation for coating. Blemishes will be repaired with 2 component rapid set epoxy and ground smooth. Surface 1' around drain and surface in front of door 40" x 1' will receive 1 seal coat CFI Wearcoat 1020 Epoxy Primer. Surface will receive 1 prime coat CFI Wearcoat 440 Epoxy. While wet 40/60 mesh sand will be broadcast to full rejection. Loose sand will be vacuumed off. Surface will receive 1 topcoat CFI Wearcoat 100 Urethane (color to be determined)</p> <p>Solid Color Floor OPTIONS: Stair Hall Floor (Est 135 sqft)* NO Stairs \$785.00 Office (Est 100 sqft) \$550.00</p> <p>OPTION 2: Decorative Flake Floor \$5,950.00 Meeting Room (Decorative Flake - Est 875 sqft) *NO Closet Surface 1' around drain and surface in front of door 40" x 1' will receive 1 seal coat CFI Wearcoat 1020 Epoxy Primer. Surface will receive 1 prime coat CFI Wearcoat 440 100% Solids Epoxy. While wet decorative flake will be broadcast to full rejection (blend to be determined) Loose flake will be vacuumed off. Surface will receive 1 grout coat CFI 481 Non-Yellowing Epoxy. Surface will receive 1 topcoat CFI Wearcoat 100 Satin finish * Shark Grip will be added to top coat for added slip resistance.</p> <p>Decorative Flake Finish OPTIONS: Stair Hall Floor (Est 135 sqft)* NO Stairs \$915.00 Office (Est 100 sqft) \$645.00</p>	
<p>Terms: Commercial customers only - Net due 30 days from project completion or 1.5% per month on balance will be charged. Residential customers - Balance due upon completion. 3% added for credit card payment. Thank you for your business.</p>	<p>Total \$0.00</p>



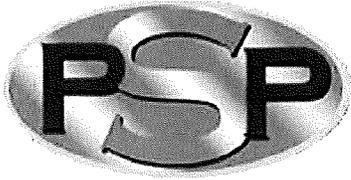
THICKNESS/GAUGE: 16ga (NOMINAL) GRADE: 304

NOTE: THIS DESIGN AND ITS CONTENT WAS CREATED FROM A CUSTOMER SUPPLIED DRAWING. CUSTOMER APPROVAL IS REQUIRED PRIOR TO CUTTING OF PARTS SHOWN. THE INFORMATION SHOWN ON THIS PAGE MAY NOT BE COPIED OR USED INDIRECTLY FOR ANY PURPOSE EXCEPT BY PENN STAINLESS PRODUCTS INC.

PENN STAINLESS PRODUCTS, INC
 190 Kelly Rd, Quakertown, PA 18851
 Phone: 800-222-6144



CUSTOMER NAME: _____
 DATE: _____



Penn Stainless Products

190 Kelly Road
 PO Box 9001
 Quakertown, PA 18951
 Phone: (800)222-6144 Fax: (215)536-3255
 www.pennstainless.com

SALES QUOTATION

Pg 1 of 3

QP06886

CUSTOMER: 00006625
 MATTHEW K WIEDER
 ALLENTOWN, PA 18103

 Ph: (610) 216-7987 Fax:

SHIP TO:
 CASH SALES/HOUSE ACCOUNT
 QUAKERTOWN, PA 18951

SPECIAL INSTRUCTIONS:

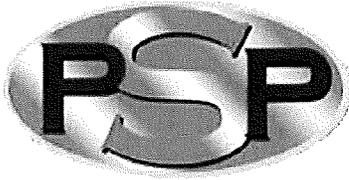
 Requested: 12/23/25

Currency	Sales Person	Payment Terms	Contact
USD	LINDSAY BONDE/LAE	TO BE DETERMINE	MATT WIEDER

Ship Via	Shipping Terms	RFQ Number	Date	Validity Date
CUSTOMER PICKUP	CUSTOMER PICK-UP		12/22/25	01/01/26

Ln	Quantity	Product Description	Pricing Qty	Price	Value
		Taxes to be calculated at time of purchase, if applicable 3 WEEKS TO PROCESS			
0001	1 PC	STNLS SHEET SSH 304 #4POL 4228 16ga 24" x 48" DWG: MACUNGIE TROOP 71 Weight: 20 LB Machine: LASER SKETCH Tolerance: WID (+0.030/-0.030) LEN (+0.030/-0.030)	1 PC	419.27 PC	419.27

Please see our terms and conditions at pennstainless.com. Quoted weights & lengths may differ from actual quantity shipped.
 Quote totals may change. No guarantee on flatness.
 F820-64 Rev B



Penn Stainless Products

190 Kelly Road
 PO Box 9001
 Quakertown, PA 18951
 Phone: (800)222-6144 Fax: (215)536-3255
 www.pennstainless.com

SALES QUOTATION

Pg 2 of 3

QP06886

CUSTOMER: 00006625
 MATTHEW K WIEDER
 ALLENTOWN, PA 18103

Ph: (610) 216-7987 Fax:

SHIP TO:
 CASH SALES/HOUSE ACCOUNT
 QUAKERTOWN, PA 18951

SPECIAL INSTRUCTIONS:

Requested: 12/23/25

Currency	Sales Person	Payment Terms	Contact
USD	LINDSAY BONDE/LAE	TO BE DETERMINE	MATT WIEDER

Ship Via	Shipping Terms	RFQ Number	Date	Validity Date
CUSTOMER PICKUP	CUSTOMER PICK-UP		12/22/25	01/01/26

Ln	Quantity	Product Description	Pricing Qty	Price	Value
		<p>PSP does not guarantee flatness on processed sheet or plate. All PSP material is produced to ASTM Standards and only items out of ASTM tolerance will be returned. Please contact your salesperson if you need information on specific tolerances regarding size, flatness, thickness or camber. PSP does not guarantee specifications to the latest revision. Any specific revision levels must be noted on the line item at time of quote and on the purchase order.</p> <p>----- All sales subject to Penn Stainless Products, Inc. terms and conditions found @ www.pennstainless.com -----</p> <p>I acknowledge that all items listed above, including price, terms, delivery method and specs, are accurate. I authorize Penn Stainless Products to proceed with the processing of this order. * PO# : _____ * Signature: _____ -----</p> <p>PRICE IN EFFECT AT TIME OF SHIPMENT. ALL MATERIAL IS SUBJECT TO PRIOR SALE AND REVIEW. TAXES AND TARIFFS MAY RESULT IN PRICE CHANGES.</p> <p>RANDOM LENGTHS WILL AFFECT THE TOTAL PRICE FINAL INVOICE IS BASED UPON TOTAL LENGTH DELIVERED</p>			

Please see our terms and conditions at pennstainless.com. Quoted weights & lengths may differ from actual quantity shipped.
 Quote totals may change. No guarantee on flatness.
 F820-64 Rev B



BOROUGH COUNCIL ISSUE BRIEFING

DEPARTMENT MANAGER: Kal Sostarecz, Borough Manager

MEETING DATE: March 2, 2026

AGENDA ITEM: Audio Equipment Upgrade for Macungie Institute Auditorium

I. **Action/Motion to Be Considered:**

Motion to authorize the purchase and installation of microphones and related equipment for the Macungie Institute Auditorium from ESG Systems at cost of \$4,193.14.

II. **Reason Why This Issue Needs Consideration:**

The Macungie Institute Auditorium is the location for all borough meetings including Council, Water Authority, Planning Commission, and Zoning Hearing Board. Residents in the audience have a difficult time hearing those who are speaking from the dais.

III. **Current Policy or Practice:**

Borough Council authorizes purchases.

IV. **Other Background Information:**

The proposal calls for four gooseneck microphones, one at each of the tables of the dais, as well as the automixing equipment they would plug into, which would then be plugged into a very small rack at the edge of the stage. This small rack would then plug into a port that leads to the main rack at side stage. The automixer would have the capability of adding up to four additional microphones in the future. The proposed solution is the most cost effective option that would produce a quality audio result. ESG has performed work on the MI audio system in the past and is one of the leading audio companies servicing municipalities in the region.

V. **Financial Impact:**

\$4,193.14 which would be applied to the Minor Office Equipment & IT line items, in which there is sufficient funding to cover the expense.

VI. **Recommendations:**

Pass the motion as presented.



January 22, 2026

QUOTATION NBR. 226-01-3724

Macungie Institute
 Kal Sostarecz
 510 E Main St
 Macungie, PA 18062

Quotation Summary	
Subtotal:	\$ 4,193.14
Tax Exempt:	\$ -
Total:	\$ 4,193.14
Initial Deposit:	\$ 2,087.81
TERMS:	50/50

Quote Prepared by Nate Hunsicker - nateh@esg-1.com

Portable AMX System for Board

LINE	QTY	MFG	MODEL NBR	DESCRIPTION	UNIT PRICE	TOTAL
1	4	Shure	MX418D/C	18" Gooseneck Microphone with base	362.94	1,451.76
2	1	Shure	SCM810	8-channel automixer	1,809.18	1,809.18
3	1	ESG	Custom	Rack Panel ins/outs/power	174.49	174.49
4	1	Gator	G-PRO-2U-19	Portable Audio Rack	156.86	156.86
5	1	Hosa	DNX-345F	Ethercon to 4x XLR Breakout Box	30.91	30.91
6	1	Hosa	ETC-125	25' Ethercon Cable	23.81	23.81
7	1	Hosa	HMIC-010	10' Mic Cable	15.87	15.87
8	1	Hosa	PRX-115	15" Power Cable (TRUE1)	51.82	51.82
9	1	ESG	Freight	Inbound Freight	175.93	175.93
10	1	ESG	Labor	Assembly & Test	165.01	165.01
11						
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38	1	ESG	LABOR	System Installation and Delivery	137.50	137.50

Quotation Total:	\$	4,193.14
Tax Exempt:	\$	-
Total Estimate:	\$	4,193.14



TERMS & CONDITIONS

1) **Scope of Work** - ESG hereby proposes to furnish the equipment, materials and labor in accordance with the above specifications. All materials are guaranteed to be as specified. All work will be completed in a workmanlike manner according to standard practices. The proposed quotation and integration of the above specifications will address the following areas:

- i Due to market volatility, prices only valid 15 days from quote date. Please contact us to confirm pricing after 15 days
- ii A 3.5% processing fee will be added to all Credit Card/Electronic payments
- iii All items to be assembled and tested by ESG before delivery
- iv System configured for 4 mics to start, expandable to 8 channels by adding 4 more mics, 1 more ethercon cable and 1 more ethercon breakout
- v n/a

Any alterations or deviations from above specifications involving extra cost will be executed only upon written orders, and will become an extra charge over and above the quotation.

2) **Responsibility of Others** - Unless otherwise noted in the proposal, the Owner shall be responsible for all electrical work such as but not limited to AC power, conduit systems, and outlet boxes. All finishes will be supplied as standard manufacturer's finish. All other work necessary to the completion of the project and not specifically defined in the proposal as being furnished by ESG shall be the responsibility of the Owner.

3) **Existing Equipment** - Unless otherwise noted in the proposal, all existing equipment shall remain the property of the Owner and will be incorporated into the new system as proposed. ESG shall remove and may reuse such equipment as necessary for the purposes of this Agreement.

4) **Time of Commencement and Substantial Completion** - The work to be performed under the terms of this Agreement shall be commenced upon receipt of the signed Agreement and down payment and shall be substantially completed as a useable system as the construction schedule allows. The substantial completion date shall be subject to extensions due to conditions beyond the control of the ESG such as acts of nature, delays in material delivery, accessibility to the facility, and delays of work by others where such work is necessary to the completion of the project.

5) **Payment** - The Agreement sum shall be paid as follows: 50/50, FIFTY PERCENT (50%) down payment due with the signed Agreement, FIFTY PERCENT (50%) due upon final acceptance or first beneficial use whichever occurs first. Any costs that are incurred due to changes in the completion date at the request of or caused by the Owner shall be the responsibility of the Owner and shall be due upon receipt of invoice for same. ESG reserves the right to file a lien against the Owner's property if the Owner fails to make complete payment. The full balance shall become due on default of payment with the Owner paying all reasonable legal fees and costs of collection. Upon default, ESG shall have the right to retake the goods, hold or dispose of them and collect expenses together with any deficiency due from the Owner, but subject to the Owner's right to redeem pursuant to the law.

6) **Title to Goods** - Title to goods is retained by ESG until payment of the full Agreement sum subject to allocation of payments and release of security as required by law. The Owner agrees to keep the goods safe, free from other liens and at the address of the installation.

7) **Warranty** - ESG guarantees all equipment and workmanship provided under this Agreement to be free of defects for a period of NINETY (90) DAYS from the date of final acceptance or first beneficial use whichever occurs first (with the exception of existing and/or Owner provided equipment and wiring). Contractor will repair or replace, at its option, any defective equipment and will correct any defective workmanship during normal business hours while the warranty is in effect at no cost to the Owner. All equipment warranties provided by equipment manufacturers that extend beyond NINETY DAYS become warranties between the Owner and the equipment manufacturer and the Contractor has no liability beyond the stated NINETY DAY period. This warranty does not apply in case of abuse, misuse, neglect, acts of nature, or readjustment of system settings when they have been changed by anyone other than ESG.

8) **Labor Calculation** - In this quotation ESG has calculated all labor based on the following: A standard work week which is Monday thru Friday between the hours of 7 AM and 6 PM, NO NIGHTS, NO WEEKENDS or NO HOLIDAYS. The hourly labor rate is based on the use of NON UNION labor. If required; nights, weekends, holidays and union labor are available at an additional cost, and ARE NOT INCLUDED in this quotation.

9) **Acceptance of Proposal** - I have read this document and accept the prices, specifications and conditions stated. I understand that upon signing, this quotation becomes a binding contract. You are authorized to do the work as specified. Payment will be made according to the above listed terms.

Signature: _____
Kal Sostarecz

Date: _____