



# Macungie Borough Council General Business Meeting Agenda

Monday, May 4, 2026

7:30 p.m.

Macungie Institute

- I. **Call to Order – Pledge of Allegiance**
- II. **Announcement of Executive Sessions**
- III. **Engineer’s Report**
- IV. **Approval of Minutes**
  - A. April 6, 2026
  - B. April 20, 2026
- V. **Financial Reports**
  - A. Treasurer’s Report for March 2026
  - B. Approval of Paid Bills Detail Report in the Amount of \$272,068.58
- VI. **Correspondence**
  - A. PSAB-MRT Monthly Report of Municipal Net Assets
  - B. Letter of Interest from Bob Bogert on Zoning Hearing Board Appointment
  - C. Letter of Interest from Sue Steinberg on Planning Commission Appointment
  - D. Letter from Bill Reiss on Request to Seek Grant for Swabia Creek Cleanup
- VII. **Reports**
  - A. Macungie Institute Quarterly Report
  - B. Police Department Monthly Report for March
  - C. Council
  - D. Mayor
  - E. Solicitor
  - F. Borough Manager
- VIII. **Unfinished Business**
  - A. Authorizing Execution of Lease Agreement with Macungie Historical Society
  - B. Authorizing Execution of Lease Agreement with Boy Scout Troop #71
- IX. **New Business**
  - A. Authorizing Wage Increase for Part-Time Summer Employee
  - B. Appointing Bob Bogert to the Zoning Hearing Board
  - C. Appointing Sue Steinberg to the Planning Commission
  - D. Appointing Special Legal Counsel
  - E. Authorizing Repair of Fire Sprinkler System at Macungie Institute
  - F. Authorizing Seal Coating of Parking Lots at Borough Hall and Macungie Institute
- X. **Public Comment on Non-Agenda Items**
- XI. **Adjournment**



MULTI-DISCIPLINE ENGINEERS AND CONSULTANTS

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**Macungie Borough Council**

**May 4, 2026**

**ENGINEER'S REPORT**

## **MUNICIPAL INFRASTRUCTURE PROJECTS**

### **Hickory Street Bridge & Church Street**

- Church Street roadway design complete.
  - UGI has rescinded their offer to cost-share the paving work on Church Street.
- Foundation plan has been resubmitted and is currently under review.
- Hickory Street Bridge structural design comments received and addressed, waiting on foundation plan comments before resubmitting the structural plans to PennDOT.
- PennDOT clearances
  - Environmental clearance – obtained
  - ROW clearance – Easements currently being coordinated
  - Utility Clearance – Final clearance document signed
- Next meeting with PennDOT scheduled for 5/6
- Minor plan modifications in progress to modify guardrail placement and replace existing drainage pipe.
- Survey prepared to re-stake proposed easements as requested by neighbors

### MS4

*No updates at this time.*

## **ACTIVE LAND DEVELOPMENTS:**

### **Fields at Brookside**

- Currently under construction
- Final grading inspections ongoing for individual lots
- Meeting held onsite with Kay 4/27 to discuss outstanding improvements
- Isett issuing letter defining outstanding items and required responses
- Kay is requested to attend upcoming Council meeting to discuss project status

### **Main Street Commons (MSC)**

- Currently under construction
- Developer working on NPDES NOT. Basin conversion is complete – witnessed by Isett
- Outstanding items:
  - Post construction infiltration testing
  - Final as-builts

### **Mavis Tire (MSC Phase 4)**

- Outstanding sidewalk and HOP improvements along Rte. 100.
- Letter issued to Mavis on 4/17 requiring an updated schedule and reason for delay.

Response from Mavis due by 5/4.

#### **Lumber Street Development**

- Phase 1 conditionally approved – emergency access and parking lot
- Phase 2 plan resubmission is currently being reviewed by Isett. Scheduled for Planning commission hearing 4/23.
- **No action taken at 4/21 PC meeting. Revised review letter issued by Isett, applicant to respond to outstanding comments.**

#### **South Walnut Street Development**

- Project conditionally approved. Construction is expected to start this spring once outstanding conditions are satisfied.
- **Development agreement finalization by Solicitor**

#### **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
- **Isett to complete a revised punch list inspection and confirm that recent estimate is accurate.**

#### **PERMITS**

PPL Sidewalk Opening Permits under review

- 102 Cedar St
- 531 E Main St South
- 531 E main St North

#### **GRANTS**

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
- **Scope and fee for engineering services provided to the Borough for review**

Respectfully submitted,

Barry Isett & Associates

**MACUNGIE BOROUGH COUNCIL**  
**MEETING MINUTES**  
General Business Meeting  
Monday, April 6, 2026 - 7:30 P.M.

**I. Call to Order – Pledge of Allegiance**

The Macungie Borough Council meeting was called to order on March 2, 2026 at 7:35 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; Stan Landis, Member; Bob Sell, Jr., Mayor; Patrick Armstrong, Esq., Solicitor; Matthew Rieger, Engineer; 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 on Monday, April 6, 2026 at 6:00 p.m. regarding personnel and legal matters.

**III. Presentations**

**A. Macungie Ambulance 2025 Report – Christopher Greb**

Mr. Greb outlined the Macungie Ambulance Corps 2025 report and thanked the Council for their ongoing support of their organization. Mr. Landis asked about the large number of people trained in 2020; Mr. Greb stated that they train a large number of students in the schools and he believes that is the main cause. Mr. Hutchison asked what the breakdown of the Ambulance Corps employee certifications are; Mr. Greb stated they have approximately six nurses who achieved additional training and function like a paramedic on an ambulance, twelve paramedics, and twenty EMT's, including two full-time Advanced EMT's and one part-time Advanced EMT.

**IV. Engineer's Report**

Mr. Rieger outlined the Engineer's Report for March. President Sell asked what phase the walking path is in for Fields at Brookside as well as the status of the South Walnut Street development; Mr. Rieger stated he would follow-up with information. Solicitor Armstrong stated that the South Walnut Street agreements have been drafted and waiting to be signed, and that financial security still needs to be posted prior to the plan being recorded. Resident Brian Wittman stated that he is a neighbor of the South Walnut Street development and that he noticed flags in the stream and asked what they were for – Mr. Rieger stated he would look into it. Resident Karen Billger asked about the status of the Hickory Street Bridge project – Mr. Rieger stated they are awaiting on an approval from PennDOT as well as easements to be executed. Vice President Karboski stated that regarding Fields at Brookside there are a number of punch list items that still need completion beside the walking trail and he requested Solicitor Armstrong to review them with the engineer. Business owner Tim Romig asked if a stream is permitted to be used as part of the setback; Mr. Rieger stated he would research it. Mr. Romig also mentioned the easement on the MVFD property for the bridge project; Solicitor Armstrong stated he would be contacting him regarding it. Finally, Mr. Romig asked about the status of the Mavis Tire sidewalks and their CO issuance; Mr. Rieger stated he would research it.

**V. Public Comment on Non-Agenda Items**

Diane Angermeier helps organize the volunteers for Macungie Memorial Park and is asking for help from anyone to volunteer. They should be thirteen years or older and should contact the park or her to register.

**VI. Approval of Minutes**

**A. March 16, 2026**

Mayor Sell stated that he requested the minutes to reflect that Officer Santiago was also recognized in Section III.C. Resident Terry Buss commented on Vice President Karboski's absence at the previous meeting.

**Mr. Landis made a motion to approve the minutes, seconded by Mr. Hutchison. Motion passed 6-0 (Karboski – Abstain)**

**VII. Financial Reports**

**A. Approval of Paid Bills Detail Report in the Amount of \$119,727.28**

Mr. Romig asked what the amount for Campbell Durrant is for and what the time period it covers. Solicitor Armstrong stated that it is for a law firm; Mr. Sostarecz stated that it is monthly billing. Ms. Billger asked about the amount listed for cleaning; Mr. Sostarecz stated it is for cleaning of all Borough facilities. Mr. Landis asked about some of the PPL bills; Mr. Sostarecz stated that a number of them are for street lights.

**Vice President Karboski made a motion to pay the bills in the amount of \$119,727.28, seconded by Mr. Hutchison. Motion passed unanimously.**

**VIII. Correspondence**

**A. PSAB-MRT Monthly Report of Municipal Net Assets**

**B. Macungie Ambulance March 2026 Report**

**C. Letter from Ronald Karboski on Macungie Historical Society Lease Rate**

**IX. Reports**

**A. Council**

None

**B. Mayor**

Mayor Sell stated that he had postcards made which will be going out in the mail to all addresses in the Borough with contact information for a newsletter.

**C. Solicitor**

None

**D. Borough Manager**

Mr. Sostarecz announced that the street sweeping will be occurring April 21 – 23 and that the roadways will be posted as to which sides are being swept on certain days; additionally, that the Borough received a \$407,000 reimbursement from the state for the South Buttonwood water main replacement; and finally that the region's Act 537 plan has received approval from DEP after several years of development.

Mr. Romig commented on the status of Right to Know requests that he's submitted to the Borough as well as documentation that he has submitted for distribution to the Council.

**X. Unfinished Business**

None

**XI. New Business**

**A. Authorizing Hire of a Part-Time Police Officer**

Resident Janet Sell asked if the officer will come to a Council meeting to be introduced; Mr. Hutchison stated that he would.

**Ms. Megan Sell made a motion to authorize the hiring of Dean Lukens to the position of Part-Time Officer, seconded by Mr. Landis. Motion passed unanimously.**

**B. Authorizing Compensation to Police Officers for Unallocated Personal Time**

Mr. Sostarecz stated that in an audit of the allotted paid time off it was discovered that an amount of personal time was not provided to the police officers from 2019 – 2025. The officers have agreed to accept financial compensation in an amount equal to the time they should have received at the hourly rate for the year in which it would have been allotted. The police association will execute an MOU agreeing to this.

**Vice President Karboski made a motion to authorize the compensation of police officers for unallocated personal time in the amount of 9,731.46, seconded by Mr. Hutchison. Motion passed unanimously.**

**C. Authorizing Borough Manager to Solicit Proposals for Police Consultation Services**

Mr. Sostarecz stated that there are organizations and individuals which provide consultation services for police departments. They can analyze every aspect of the police department including call volume, staffing, vehicles, and services provided. He is asking for approval to solicit proposals from such firms to bring back to Council at a future meeting for discussion and potential approval. Mayor Sell asked if something similar would be completed for the other departments; Mr. Sostarecz stated that there is potential for that in the future. Resident Bob Bogert asked why the police department is chosen first; Mr. Sostarecz stated that because of the importance of police as emergency services.

**Mr. Hutchison made a motion to authorize the Borough Manager to solicit proposals for police consultation services, seconded by President Sell. Motion passed unanimously.**

**D. Authorizing Agreement with Lantek IT for Managed Services**

Mr. Sostarecz stated the Borough has been under a contract with Lantek IT for services for approximately four years, but it is an a la carte type of agreement in which we pay a quarterly fee, which provides minimal services, and that all calls for services are charged by the hour. Over the past two years the total amount paid to Lantek was \$26,395 which averages out to \$1,100 per month. More typical of a government agency is to have a Managed Services Agreement which is much more proactive and all calls for services are included in a monthly fee. Lantek has provided a quote for such an agreement for a monthly fee of \$1,065, which would save the Borough money and provide us with significantly better service. Resident Tom Ashelman asked if we are required to bid this out; Solicitor Armstrong stated that this is below the bid limit, and it is considered a professional service which is not required to be bid.

**Vice President Karboski made a motion to authorize the execution of an agreement with Lantek IT for Managed Services at a cost of \$1,065 per month, seconded by Mr. Hutchison. Motion passed unanimously.**

**E. Discussion on Lease Agreement with Macungie Historical Society**

Mr. Sostarecz stated that there is a lease agreement with the Macungie Historical Society to utilize a portion of the Macungie Institute and it expires at the end of the month. The agreement is on the agenda for Council to discuss any desired changes to the draft agreement which will be brought back to the Council at their next meeting for their action. Vice President Karboski read a letter he submitted recommending that the annual lease charge be reduced to \$1.00 per year. Mr. Landis stated that the Historical Society is not open often and it would be nice if they did have more office hours; he recognizes that it is difficult to get volunteers. Mr. Hutchison stated that there has been comment from time to time that the Borough should not own the Institute, but he believes it is a great asset and crown jewel of the Borough. Resident Bernie Reinert asked if that has been mentioned recently; Mr. Hutchison said no.

**Vice President Karboski made a motion to reduce the Macungie Historical Society's lease amount to \$1.00 per year, seconded by Mr. Hutchison. Motion passed unanimously.**

**F. Discussion on Lease Agreement with Boy Scout Troop #71**

Mr. Sostarecz stated that similar to the previous agenda item, the Boy Scout lease is also up for renewal at the end of the month and Council should provide guidance on the draft of the renewal agreement. Mr. Hutchison recommended that the Boy Scouts lease also be reduced to \$1.00 because they provide a valuable service to the community. Mr. Ashelman stated that if you provide a lease of \$1.00 per year to one group, it may open up the door for future groups to also be entitled to the same rate. Chip Wachob and Matt Wieder from the Boy Scout Troop stated they are thankful for the reduction in the lease rate and they are excited to grow the troop and improve their space.

**Mr. Hutchison made a motion to reduce the Boy Scout's lease amount to \$1.00 per year, seconded by Vice President Karboski. Motion passed unanimously.**

**XII. Adjournment**

**Vice President Karboski made a motion to adjourn the meeting at 8:58 p.m., seconded by Mr. Landis. Motion passed unanimously.**

Respectfully Submitted,

Kalman A. Sostarecz, Jr.  
Borough Secretary

**MACUNGIE BOROUGH COUNCIL**  
**MEETING MINUTES**  
General Business Meeting  
Monday, April 20, 2026 - 7:30 P.M.

**I. Call to Order – Pledge of Allegiance**

The Macungie Borough Council meeting was called to order on April 20, 2026 at 7:30 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; Stan Landis, Member; Bob Sell, Jr., Mayor; Patrick Armstrong, 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 on April 16, 2026 at 1:00 p.m. regarding personnel.

**III. Public Comment on Non-Agenda Items**

Rachel Cuevas, who is running for State Representative in the Borough's district, introduced herself and gave some background on her campaign.

Resident Karen Billger commented on the new microphones.

Business Owner Tim Romig commented on Vice President Karboski's previous employment with East Penn School District from 2005; Vice President Karboski refuted the comments. Solicitor Armstrong cautioned Mr. Romig to not cross a line with his comments.

A discussion ensued that escalated, and the meeting was adjourned without addressing any further business.

**IV. Adjournment**

**Mr. Hutchison made a motion to adjourn the meeting at 7:37 p.m., seconded by President Sell. Motion passed unanimously.**

Respectfully Submitted,

Kalman A. Sostarecz, Jr.  
Borough Secretary

**Borough of Macungie - General Fund  
Profit & Loss Budget vs. Actual  
January through March 2026**

8:10 PM  
04/15/26  
Cash Basis

	Jan - Mar 26	Budget	\$ Over Budget
<b>Income</b>			
301.100 · REAL PROPERTY TAXES			
301.100 · Real Estate Taxes—Current Year	9,378.70	1,145,327.00	-1,135,948.30
301.200 · Real Estate Taxes—Prior Year's	0.00	9,000.00	-9,000.00
301.300 · Real Estate Taxes—Delinquent	0.00	15,000.00	-15,000.00
301.400 · Delinquent frm Tax Claim Bureau	14,523.75		
301.500 · Real Estate Taxes—Interim	0.00	1,000.00	-1,000.00
<b>Total 301 · REAL PROPERTY TAXES</b>	<b>23,902.45</b>	<b>1,170,327.00</b>	<b>-1,146,424.55</b>
310 · LOCAL TAX- (Act 511)			
310.010 · Per Capita Taxes—Current Year	247.60	15,000.00	-14,752.40
310.020 · Per Capita Taxes - Prior Years	0.00	164.00	-164.00
310.030 · Per Capita Taxes—Delinquent	1,700.56	7,500.00	-5,799.44
310.100 · Real Estate Transfer Tax	30,931.65	184,630.00	-153,698.35
310.210 · Earned Income Tax—Current Year	188,466.73	610,000.00	-441,543.27
310.500 · Local Services Tax	9,527.40	45,000.00	-35,472.60
<b>Total 310 · LOCAL TAX- (Act 511)</b>	<b>210,863.94</b>	<b>862,294.00</b>	<b>-651,430.06</b>
320-322 · LICENSES & PERMITS			
320.100 · Yard Sale Permit	6.00		
320.200 · Fireworks Permit	792.00		
321.450 · Residential Rental License	70.00	300.00	-230.00
321.800 · Cable Television Franchise	7,784.15	40,000.00	-32,215.85
322.100 · Moving Permit	182.00		
322.400 · Zoning Permit	430.00	3,000.00	-2,570.00
320-322 · LICENSES & PERMITS - Other	92.50	2,000.00	-1,907.50
<b>Total 320-322 · LICENSES &amp; PERMITS</b>	<b>9,336.65</b>	<b>45,300.00</b>	<b>-35,963.35</b>
331 · FINES			
331.100 · Court-District Magistrate	386.65	1,300.00	-913.35
331.130 · State Police Fines	0.00	600.00	-600.00
331.140 · Parking Violation Fines	60.00	850.00	-790.00
331.210 · Lehigh County Fines	142.59	1,750.00	-1,607.41
<b>Total 331 · FINES</b>	<b>589.24</b>	<b>4,500.00</b>	<b>-3,910.76</b>
341 · INTEREST			
341.02 · GF Recreation Interest	52.30		
341.040 · Post Med. Benefits Interest	1,406.91		
341.060 · Contingency Interest	1,980.93		
341.070 · MI Tree of Life Interest	32.32		
341.90 · GF Depository Interest	2.14		
341 · INTEREST - Other	0.00		
<b>Total 341 · INTEREST</b>	<b>3,474.60</b>	<b>80,000.00</b>	<b>-80,000.00</b>
342 · RENTS, ROYALTIES & DONATIONS			
342.200 · 24 S Church Street	1,350.00		
342.210 · Macungie Institute	7,310.26		
342.220 · Contributions & Donations - MI	75.00		
342 · RENTS, ROYALTIES & DONATIONS - Other	0.00	30,000.00	-30,000.00
<b>Total 342 · RENTS, ROYALTIES &amp; DONATIONS</b>	<b>8,735.26</b>	<b>30,000.00</b>	<b>-21,264.74</b>
354 · State Capital & Operating			
354.030 · Winter Maintenance	0.00	1,267.00	-1,267.00
354.150 · Recycling/Act 101 Grant	17,424.11	8,000.00	9,424.11
<b>Total 354 · State Capital &amp; Operating</b>	<b>17,424.11</b>	<b>9,267.00</b>	<b>8,157.11</b>
355 · STATE SHARED REVENUE			
355.010 · Public Utility Realty Tax-PURTA	0.00	1,750.00	-1,750.00
355.040 · Alcoholic Beverage License	0.00	1,100.00	-1,100.00

# Borough of Macungie - General Fund Profit & Loss Budget vs. Actual

January through March 2026

8:10 PM  
04/15/26  
Cash Basis

	Jan - Mar 26	Budget	\$ Over Budget
355.050 - General Municipal Pension-Aid (State Aid)	0.00	88,876.00	-88,876.00
355.099 - Firemen's Relief Funding	0.00	21,863.00	-21,863.00
<b>Total 355 - STATE SHARED REVENUE</b>	0.00	113,589.00	-113,589.00
359.000 - Payment in Lieu of Taxes	0.00	11,500.00	-11,500.00
360-361 - CHARGES FOR SERVICE			
361.300 - Subdivision & Land Dev. App	600.00	1,500.00	-900.00
361.750 - Fingerprinting	50.00	200.00	-150.00
361.90 - 15% Admin Fee - Refuse	2,245.60		
<b>Total 360-361 - CHARGES FOR SERVICE</b>	2,895.60	1,700.00	1,195.60
362 - PUBLIC SAFETY			
362.110 - Police Reports	495.00	750.00	-255.00
362.405 - Rental Inspection	0.00	2,000.00	-2,000.00
362.410 - Building Permit	6,349.00	5,000.00	1,349.00
362.420 - Electrical Permit	401.50	1,250.00	-848.50
362.430 - Plumbing Permit	383.00	1,250.00	-867.00
362.450 - Occupancy/Use Permit	0.00	200.00	-200.00
362.470 - Mechanical/HVAC Permit	189.00	1,750.00	-1,561.00
<b>Total 362 - PUBLIC SAFETY</b>	7,817.50	12,200.00	-4,382.50
364 - SANITATION			
364.300 - Solid Waste Collection	0.00	720,068.00	-720,068.00
364.900 - Yard Waste Passes	0.00	1,250.00	-1,250.00
<b>Total 364 - SANITATION</b>	0.00	721,318.00	-721,318.00
365.050 - Sale of Maps and Publications	105.00	50.00	55.00
365.600 - Health Ins./Co-pay Dividend	0.00	35,784.00	-35,784.00
380-100 - MISC REVENUE			
389.11 - Late Fee on Utilities	0.00		
390.00 - Hometown Hero	1,600.00		
380.100 - MISC REVENUE - Other	0.00	25,000.00	-25,000.00
<b>Total 380.100 - MISC REVENUE</b>	1,600.00	25,000.00	-23,400.00
<b>Total Income</b>	286,744.35	3,122,829.00	-2,836,084.65
<b>Gross Profit</b>	286,744.35	3,122,829.00	-2,836,084.65
Expense			
400 - COUNCIL & MAYOR			
400.105 - Salaries & Wages	0.00	8,700.00	-8,700.00
<b>Total 400 - COUNCIL &amp; MAYOR</b>	0.00	8,700.00	-8,700.00
401 - BOROUGH MANAGER			
401.110 - Borough Manager Wages	9,114.15	45,938.00	-36,823.85
401.353 - Surety and Fidelity (Bonding)	-85.66		
<b>Total 401 - BOROUGH MANAGER</b>	9,018.49	45,938.00	-36,919.51
402 - AUDITING & BOOKKEEPING			
402.311 - AUDITOR SERVICES	5,000.00	13,044.00	-8,044.00
402.312 - BOOKKEEPING	3,372.50	20,000.00	-16,627.50
<b>Total 402 - AUDITING &amp; BOOKKEEPING</b>	8,372.50	33,044.00	-24,671.50
403 - TAX COLLECTION			
403.116 - Tax Collector- Wages/Commission	0.00	4,376.00	-4,376.00
403.211 - Operating Expenses	0.00	7,600.00	-7,600.00
403.317 - EIT Collection Fees	0.00	6,166.00	-6,166.00
403.353 - Surety & Fidelity (Bonding)	0.00	160.00	-160.00
403.450 - Tax Collectors Audit	9,505.00	3,630.00	5,875.00

# Borough of Macungie - General Fund Profit & Loss Budget vs. Actual

January through March 2026

8:10 PM  
04/15/26  
Cash Basis

	Jan - Mar 26	Budget	\$ Over Budget
<b>Total 403 - TAX COLLECTION</b>	9,505.00	21,932.00	-12,427.00
<b>404 - LEGAL SERVICES</b>			
404.310 - Solicitor-Legal Services			
404.320 - Reimbursable Expenses	648.00		
404.321 - BT Stonehill Meadows	72.00		
404.322 - Young Development	720.00		
Total 404.320 - Reimbursable Expenses	1,440.00		
404.310 - Solicitor-Legal Services - Other	57,777.21	75,000.00	-17,222.79
Total 404.310 - Solicitor-Legal Services	58,497.21	75,000.00	-16,502.79
<b>Total 404 - LEGAL SERVICES</b>	58,497.21	75,000.00	-16,502.79
<b>405 - SECRETARY/CLERK/TREASURER</b>			
405.112 - Administrative Assistant-Wages	1,000.00	17,472.00	-16,472.00
405.113 - Clerk/Assistant Treasurer-Wages	0.00	14,907.00	-14,907.00
Total 405 - SECRETARY/CLERK/TREASURER	1,000.00	32,379.00	-31,379.00
<b>406 - GENERAL GOV. ADMINISTRATION</b>			
406.154 - Short Term/Long Term Disability	244.45	1,100.00	-855.55
406.156 - Medical/Dental/Vision	5,751.58	93,932.00	-88,180.42
406.162 - UC - General	100.00		
406.192 - FICA - Employer Paid	4,810.95	23,712.00	-18,901.05
406.193 - Medicare - Employer Paid	1,125.17		
406.194 - Unemployment - Employer Paid	108.43	1,045.00	-936.57
406.196 - Health Reimbursement Account	0.00	2,000.00	-2,000.00
406.197 - Pension - Defined Contributions	710.07	907.00	-196.93
406.198 - PCOR Fee	0.00	35.00	-35.00
406.199 - Life Ins. & AD&D	82.73	500.00	-417.27
406.210 - Office Supplies	694.61	3,500.00	-2,805.39
406.212 - Bank Service Charges	95.96		
406.213 - Minor Office Equip Purch & IT	1,397.72	6,800.00	-5,402.28
406.215 - Postage	353.98	3,000.00	-2,646.02
406.249 - Petty Cash	0.00	50.00	-50.00
406.310 - Professional Svcs - Payroll Svc	687.55		
406.321 - Telephone	109.12	700.00	-590.88
406.331 - Mileage Reimbursement	0.00	250.00	-250.00
406.341 - Advertising	265.12	5,000.00	-4,734.88
406.342 - Printing Services	198.34	825.00	-626.66
406.351 - Commercial Insurance	11,096.18	8,861.00	2,235.18
406.353 - Bonding - General	0.00	300.00	-300.00
406.354 - Workers Compensation Insurance	1,164.12	5,719.00	-4,554.88
406.375 - Office Maintenance & Repairs	0.00	1,250.00	-1,250.00
406.420 - Dues, Subscriptions, & Membersh	583.38	1,500.00	-916.62
406.450 - Contracted Services	3,634.24	35,633.00	-31,998.76
406.460 - Meetings/Conferences/Cont. Edu.	75.00	1,000.00	-925.00
406.480 - Miscellaneous	0.00	1,800.00	-1,800.00
406.530 - Yard Waste Passes (Yard Waste Passes for Lower Macungie Township & Emmaus)	0.00	1,000.00	-1,000.00
<b>Total 406 - GENERAL GOV. ADMINISTRATION</b>	33,288.70	200,419.00	-167,130.30
<b>408 - ENGINEERING SERVICES</b>			
408.310 - Reimbursable Engineering			
408.311 - BT Stonehill Meadows	9,704.25		
408.312 - Young Development	5,236.75		
Total 408.310 - Reimbursable Engineering	14,941.00		
408.313 - Engineering-General Services	8,048.25	65,000.00	-56,951.75
408.314 - Sonoma Way Sinkhole	244.00		
408.315 - Engineering - MS4 Annual Report	2,160.75		

# Borough of Macungie - General Fund Profit & Loss Budget vs. Actual

January through March 2026

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Cash Basis

	Jan - Mar 26	Budget	\$ Over Budget
408.450 - BCO Fees	17,151.92		
<b>Total 408 - ENGINEERING SERVICES</b>	<b>42,545.92</b>	<b>65,000.00</b>	<b>-22,454.08</b>
409 - General Government Buildings			
409.229 - Hospitality (M&E)	0.00	500.00	-500.00
409.230 - Heating	1,104.65	7,750.00	-6,645.35
409.236 - Building Supplies	25.40	2,000.00	-1,974.60
409.260 - Small Tools & Minor Equipment	0.00	100.00	-100.00
409.361 - Electricity	3,169.80	4,750.00	-1,580.20
409.373 - Building Repairs/Maintenance	162.79	20,115.00	-19,952.21
409.430 - Real Estate Tax- S Church	162.99	1,250.00	-1,087.01
409.450 - Contracted Services	0.00	35,519.00	-35,519.00
409.451 - Janitorial Services	847.50	10,920.00	-10,072.50
<b>Total 409 - General Government Buildings</b>	<b>5,483.13</b>	<b>82,904.00</b>	<b>-77,420.87</b>
410 - POLICE DEPT.			
410.110 - Sgt. Wages	21,234.30	94,019.00	-72,784.70
410.112 - Corporal- Wages	20,112.00	89,984.00	-69,872.00
410.115 - Part-Time- Wages	4,755.52	42,000.00	-37,244.48
410.117 - Patrol Officer's Wages	72,582.24	289,368.00	-216,785.76
410.120 - 30-Hr. Officer- Wages	0.00	45,838.00	-45,838.00
410.162 - Police UC	187.04		
410.179 - Longevity Pay	0.00	7,428.00	-7,428.00
410.180 - Overtime	13,645.04	42,000.00	-28,354.96
410.184 - Sick Pay Buy-Back	0.00	420.00	-420.00
410.187 - Health Reimbursement Acct-HRA	0.00	750.00	-750.00
410.188 - Shift Differential	0.00	8,400.00	-8,400.00
410.190 - PCOR Fees - Police	0.00	35.00	-35.00
410.192 - FICA - Employer Paid	0.00	47,913.00	-47,913.00
410.194 - Unemployment Compensation - Emp.	0.00	3,135.00	-3,135.00
410.196 - Medical/Dental/Vision	40,323.01	186,739.00	-146,415.99
410.197 - Pension - Defined Benefit	0.00	149,031.00	-149,031.00
410.198 - Short Term/ Long Term Disability (Short-Term/ Long-Term Disability)	743.45	3,350.00	-2,606.55
410.199 - Life Ins. & AD&D	302.40	1,500.00	-1,197.60
410.210 - Office Supplies	13.76	600.00	-586.24
410.213 - Minor Equipment	1,278.00	1,500.00	-222.00
410.215 - Postage	0.00	800.00	-800.00
410.230 - Heating	547.26	1,200.00	-652.74
410.236 - Building Fuel	2,205.48	16,000.00	-13,794.52
410.238 - Building Supplies	40.05	750.00	-709.95
410.239 - Clothing and Uniforms	680.09	9,000.00	-8,319.91
410.242 - Ammunition	3,000.00		
410.250 - Maintenance and Repairs Parts	0.00	2,500.00	-2,500.00
410.260 - Major Equipment	1,779.96	7,100.00	-5,320.04
410.314 - Legal Expenses - Police	0.00	13,000.00	-13,000.00
410.321 - Telephone	19,394.00		
410.351 - Commercial Insurance	729.06	2,400.00	-1,670.94
410.354 - Workers' Compensation Insurance	9,670.70	9,969.00	-298.30
410.361 - Electricity	5,259.89	22,147.00	-16,887.11
410.373 - Building Repairs/Maintenance	568.80	1,700.00	-1,131.20
410.374 - Vehicle Maintenance	327.37	4,425.00	-4,097.63
410.420 - Dues, Subscriptions and Members	0.00	2,520.00	-2,520.00
410.450 - Contracted Services	0.00	400.00	-400.00
410.451 - Janitorial Services	513.55	27,340.00	-26,826.45
410.454 - Civil Service Commission	817.50	3,640.00	-2,822.50
410.460 - Meetings/Conferences/Cont. Edu.	0.00	900.00	-900.00
410.461 - Civil Service Commission Exp	275.00		
410.480 - Miscellaneous Expenses	1,728.50	1,500.00	228.50
410.500 - Transfer-Post Retirement Med.	0.00	25,000.00	-25,000.00

# Borough of Macungie - General Fund Profit & Loss Budget vs. Actual

January through March 2026

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Cash Basis

	Jan - Mar 26	Budget	\$ Over Budget
Total 410 - POLICE DEPT.	222,713.97	1,166,801.00	-944,087.03
411 - FIRE DEPT.			
411.540 - Annual Allocation	0.00	90,000.00	-90,000.00
411.541 - Fire Relief Distribution	0.00	21,863.00	-21,863.00
Total 411 - FIRE DEPT.	0.00	111,863.00	-111,863.00
412 - AMBULANCE/RESCUE			
412.540 - Annual Allocation	0.00	1,600.00	-1,600.00
Total 412 - AMBULANCE/RESCUE	0.00	1,600.00	-1,600.00
413 - CODE ENFORCEMENT			
413.115 - Wages - Part-Time	0.00	37,440.00	-37,440.00
413.450 - Contracted Services	3,275.51		
Total 413 - CODE ENFORCEMENT	3,275.51	37,440.00	-34,164.49
414 - PLANNING & ZONING			
314 - Zoning - Legal	386.00	5,000.00	-4,604.00
414.115 - Wages-Part Time	0.00	61,956.00	-61,956.00
414.120 - Zoning Hearing Board -Wages	0.00	675.00	-675.00
414.450 - Contracted Services	2,350.00	3,300.00	-950.00
414.460 - Zoning Services	3,283.38		
Total 414 - PLANNING & ZONING	6,029.38	70,931.00	-64,901.62
415 - EMERGENCY MANAGEMENT			
415.241 - General Government Supplies	0.00	5,000.00	-5,000.00
Total 415 - EMERGENCY MANAGEMENT	0.00	5,000.00	-5,000.00
425 - LEAF COLLECTION			
426.450 - Leaf Collection Service	0.00	25,343.00	-25,343.00
Total 425 - LEAF COLLECTION	0.00	25,343.00	-25,343.00
427 - SOLID WASTE COLLECTION & DISPOS			
427.342 - Solid Waste Printing	0.00	200.00	-200.00
427.450 - Solid Waste/Recycling Contract	0.00	626,146.00	-626,146.00
Total 427 - SOLID WASTE COLLECTION & DISPOS	0.00	626,346.00	-626,346.00
430-439 - PW-HIGHWAYS, ROADS, & STREETS			
430.110 - Public Works Supervisor-Wages	5,125.24	25,431.00	-20,305.76
430.112 - Public Works Full-Time-Wages	11,714.36	78,340.00	-66,625.64
430.117 - Seasonal Employee-Wages	0.00	3,400.00	-3,400.00
430.180 - Overtime	5,254.18	2,500.00	2,754.18
430.182 - Bonus	0.00		
430.183 - Comp	0.00		
430.184 - Sick Pay Buy-Back	157.50		
430.187 - Health Reimbursement Acct-HRA	50.01		
430.197 - Pension - Defined Benefit	0.00	10,560.00	-10,560.00
430.220 - Operating Supplies	282.76	3,667.00	-3,384.24
430.230 - Fuel Oil-Garage	616.60		
430.231 - Vehicle Fuel	1,160.72	4,916.00	-3,735.28
430.238 - Uniforms	526.56	2,200.00	-1,673.44
430.250 - Vehicle Maintenance	2,302.96	10,043.00	-7,740.04
430.260 - Small Tools & Minor Equipment	354.11	7,400.00	-7,045.89
430.317 - CDL Testing	141.00	400.00	-259.00
430.374 - Machinery & Equipment Repairs	2,980.00	3,513.00	-533.00
430.384 - Machinery & Equipment Rental	1,621.97	2,000.00	-378.03
431.450 - Street Sweeping Services	0.00	15,400.00	-15,400.00
432.000 - Winter Maintenance - Snow Remov	5,379.09		
433.220 - Signs & Markings	1,039.31	3,667.00	-2,627.69
433.450 - Crosswalk Painting-Contracted	0.00	14,000.00	-14,000.00

# Borough of Macungie - General Fund Profit & Loss Budget vs. Actual

January through March 2026

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Cash Basis

	Jan - Mar 26	Budget	\$ Over Budget
433.454 - Traffic Control-Contracted	1,373.52	4,167.00	-2,793.48
434.361 - Holiday Lights	47.75	300.00	-252.25
436.236 - Storm Sewer Maintenance/Repairs	0.00	3,000.00	-3,000.00
438.245 - Street Patching Materials	0.00	3,667.00	-3,667.00
439.600 - Street Resurfacing & Overlay	0.00	240,000.00	-240,000.00
<b>Total 430-439 - PW-HIGHWAYS, ROADS, &amp; STREETS</b>	<b>40,147.64</b>	<b>438,571.00</b>	<b>-398,423.36</b>
<b>450 - CULTURE &amp; RECREATION</b>			
453.240 - Special Event Decorations	0.00	4,000.00	-4,000.00
454.250 - Parks Maintenance	0.00	16,875.00	-16,875.00
454.361 - Flower Park- Electricity	157.38	500.00	-342.62
456.520 - Library Contract	6,138.50	24,554.00	-18,415.50
457.540 - Halloween Parade	1,500.00	1,500.00	0.00
457.541 - Flower Park Contribution	0.00	3,679.00	-3,679.00
457.542 - Macungie Holiday Contribution	1,500.00	1,500.00	-100.00
457.543 - National Night Out	0.00	2,000.00	-2,000.00
<b>Total 450 - CULTURE &amp; RECREATION</b>	<b>9,295.88</b>	<b>54,708.00</b>	<b>-45,412.12</b>
<b>459 - MACUNGIE INSTITUTE</b>			
459.110 - Payroll - MI Coordinator	6,438.50	24,960.00	-18,521.50
459.230 - Heating	2,367.30		
459.236 - Building Supplies	19.80		
459.321 - Telephone Monthly Charges	128.76		
459.361 - Electricity	3,218.64		
459.373 - Building Repairs/Maintenance	797.82		
459.451 - Janitorial Services	1,635.00		
<b>Total 459 - MACUNGIE INSTITUTE</b>	<b>14,605.82</b>	<b>24,960.00</b>	<b>-10,354.18</b>
<b>471 - DEBT PRINCIPAL</b>			
481.100 - Gen Oblig Note Series of 2021	0.00	74,942.00	-74,942.00
<b>Total 471 - DEBT PRINCIPAL</b>	<b>0.00</b>	<b>74,942.00</b>	<b>-74,942.00</b>
<b>472,000 - DEBT INTEREST</b>			
481.110 - Gen Oblig Note Ser of 2021-Int	2,640.33	5,290.00	-2,649.67
<b>Total 472,000 - DEBT INTEREST</b>	<b>2,640.33</b>	<b>5,290.00</b>	<b>-2,649.67</b>
<b>492.00 - Interfund Operating Transfers</b>			
492.300 - Transfer to General Fund Cap. (Transfer to General Fund Capital)	0.00	76,732.00	-76,732.00
492.400 - Transfers to GF Escrow	3,434.00		
<b>Total 492.00 - Interfund Operating Transfers</b>	<b>3,434.00</b>	<b>76,732.00</b>	<b>-73,298.00</b>
<b>Total Expense</b>	<b>469,653.48</b>	<b>3,285,843.00</b>	<b>-2,815,989.52</b>
<b>Net Income</b>	<b>-183,109.13</b>	<b>-183,014.00</b>	<b>-20,095.13</b>

**MBWA - MACUNGIE BOROUGH WATER AUTHORITY**  
**Profit & Loss Budget vs. Actual**  
 January through March 2026

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 Cash Basis

	Jan - Mar 26	Budget	\$ Over Budget
<b>Income</b>			
<b>INCOME</b>			
354.00 · State Capital & Operating Grant	407,601.00		
355.050 · Pension Funding- State Aid	0.00	8,888.00	-8,888.00
365.600 · Health Ins./Co-pay Dividend	0.00	15,703.00	-15,703.00
378.06 · Certifications	0.00		
378.064 · Late Fees	1,552.16		
378.100 · Metered Water Sales	146,431.72	585,000.00	-438,568.28
378.400 · Private Fire Protection-Hydrant	0.00	1,350.00	-1,350.00
378.900 · Kornerhorn Sales	191.37	2,400.00	-2,208.63
379.100 · Water Connection Fee/Tap-in	0.00	31,240.00	-31,240.00
389.100 · Unclassified Operating Revenue	0.00	100.00	-100.00
<b>Total INCOME</b>	<b>555,776.25</b>	<b>644,681.00</b>	<b>-88,904.75</b>
<b>341 · INTEREST EARNINGS</b>			
341.010 · Water Fund Interest	3,666.95		
341.03 · Water Fund Capital Interest	2,207.09		
341 · INTEREST EARNINGS - Other	0.00	30,000.00	-30,000.00
<b>Total 341 · INTEREST EARNINGS</b>	<b>5,874.04</b>	<b>30,000.00</b>	<b>-24,125.96</b>
<b>Total Income</b>	<b>561,650.29</b>	<b>674,681.00</b>	<b>-113,030.71</b>
<b>Expense</b>			
<b>EXPENSES</b>			
402 · AUDITING & BOOKKEEPINGSERVICES			
402.311 · Auditing	0.00	9,359.00	-9,359.00
402.312 · Bookkeeping	3,372.50		
<b>Total 402 · AUDITING &amp; BOOKKEEPINGSERVICES</b>	<b>3,372.50</b>	<b>9,359.00</b>	<b>-5,986.50</b>
404 · SOLICITOR/LEGAL SERVICES			
404.310 · Legal Expenses	0.00	800.00	-800.00
<b>Total 404 · SOLICITOR/LEGAL SERVICES</b>	<b>0.00</b>	<b>800.00</b>	<b>-800.00</b>
406 · GENERAL GOV. ADMINISTRATION			
406.100 · PAYROLL			
401 · BOROUGH MANAGER			
401.353 · Surety and Fidelity-Bonding	-95.67		
<b>Total 401 · BOROUGH MANAGER</b>	<b>-95.67</b>		
401.110 · Borough Manager- Salary	9,114.14	45,938.00	-36,823.86
405 · SECRETARY/CLERK/TREASURER			
405.113 · Clerk/Assistant Treasurer-Wages	0.00	14,907.00	-14,907.00
<b>Total 405 · SECRETARY/CLERK/TREASURER</b>	<b>0.00</b>	<b>14,907.00</b>	<b>-14,907.00</b>
405.112 · Administrative Assistant-Wages	1,000.00	14,907.00	-13,907.00

**MBWA - MACUNGIE BOROUGH WATER AUTHORITY**  
**Profit & Loss Budget vs. Actual**  
 January through March 2026

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 04/15/26  
 Cash Basis

	Jan - Mar 26	Budget	\$ Over Budget
<b>430 · PW WAGES</b>			
430.180 · Overtime	5,254.17		
430.184 · Sick Pay - Buy Back	157.50		
<b>Total 430 · PW WAGES</b>	<u>5,411.67</u>		
<b>Total 406.100 · PAYROLL</b>	15,430.14	75,752.00	-60,321.86
<b>406.110 · PAYROLL TAX EXPENSES &amp; BENEFITS</b>			
406.190 · Wellness Incentive	0.00	170.00	-170.00
406.192 · FICA/MEDICARE-Employer Paid	4,810.98	14,727.00	-9,916.02
406.193 · Medicare-Employer Paid	1,125.15		
406.194 · Unemployment - Employer Paid	108.43	1,045.00	-936.57
406.196 · Medical/Dental/Vision	5,751.58	88,790.00	-83,038.42
406.197 · Pension-Defined Contributions	710.06	907.00	-196.94
406.198 · Short Term/Long Term Disability	244.43		
406.199 · Life Ins. & AD&D	82.73		
<b>Total 406.110 · PAYROLL TAX EXPENSES &amp; BENE...</b>	<u>12,833.36</u>	105,639.00	-92,805.64
<b>406.200 · EXPENSES</b>			
400.234 · Oil	1,957.37		
406.210 · Office Supplies	855.85		
406.215 · Postage	353.97		
406.310 · Professional Svcs-Payroll Svc	687.53		
406.321 · Telephone	462.98		
406.342 · Printing Services	198.33		
406.420 · Dues, Subscriptions&Memberships	583.37		
406.450 · Contracted Services	9,174.24		
<b>Total 406.200 · EXPENSES</b>	<u>14,273.64</u>		
<b>Total 406 · GENERAL GOV. ADMINISTRATION</b>	42,537.14	181,391.00	-138,853.86
<b>406.351 · Commercial Insurance</b>			
408 · ENGINEERING SERVICES	11,102.97		
408.314 · Buttonwood Water Main Replaceme	5,064.50	20,000.00	-20,000.00
408 · ENGINEERING SERVICES - Other	0.00		
<b>Total 408 · ENGINEERING SERVICES</b>	<u>5,064.50</u>	20,000.00	-14,935.50
<b>448 · WATER SYSTEM</b>			
448.110 · Public Works Supervisor-Wages	5,125.20	25,431.00	-20,305.80
448.112 · Full Time Public Works-Wages	11,714.36	81,740.00	-70,025.64
448.180 · Overtime	0.00	2,500.00	-2,500.00
448.187 · Health Reimbursement-HRA	0.00	500.00	-500.00
448.190 · PCOR Fees	0.00	35.00	-35.00
448.197 · Pension	0.00	10,560.00	-10,560.00
448.198 · Short-Term/Long-Term Disability	0.00	1,100.00	-1,100.00
448.199 · Life Insurance & AD&D	0.00	500.00	-500.00

**MBWA - MACUNGIE BOROUGH WATER AUTHORITY**  
**Profit & Loss Budget vs. Actual**  
 January through March 2026

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 Cash Basis

	Jan - Mar 26	Budget	\$ Over Budget
448.210 · Office Supplies	0.00	2,313.00	-2,313.00
448.213 · Small Items of Office Equipment	1,397.71	2,650.00	-1,252.29
448.215 · Postage	0.00	1,939.00	-1,939.00
448.221 · Purification/Chemicals	1,422.93	4,291.00	-2,868.07
448.230 · Heating-Shop	1,202.02	3,000.00	-1,797.98
448.231 · Vehicle Fuel	0.00	5,043.00	-5,043.00
448.236 · Building/Housekeeping Supplies	0.00	526.00	-526.00
448.238 · Clothing & Uniforms	0.00	2,200.00	-2,200.00
448.239 · Pump Maintenance	0.00	20,595.00	-20,595.00
448.249 · Hydrant/Distribution Supplies	9,051.53	39,534.00	-30,482.47
448.250 · Maintenance & Repair Parts	3,372.05	10,043.00	-6,670.95
448.260 · Small Tools & Minor Equipment	1,775.48	14,167.00	-12,391.52
448.316 · Lab Fees/Testing	1,455.70	11,900.00	-10,444.30
448.321 · Telephone	0.00	2,770.00	-2,770.00
448.329 · Pagers	210.00	1,100.00	-890.00
448.341 · Advertising	0.00	300.00	-300.00
448.342 · Printing	399.33	1,000.00	-600.67
448.351 · Commercial Insurance	0.00	11,445.00	-11,445.00
448.353 · Bonding	0.00	300.00	-300.00
448.354 · Workers' Compensation	1,288.12	5,719.00	-4,430.88
448.361 · Electricity	6,794.40	27,148.00	-20,353.60
448.368 · Water Meters/Certification	0.00	2,846.00	-2,846.00
448.370 · Maintenance & Street Repairs	2,536.70	5,000.00	-2,463.30
448.373 · Maintenance & Repairs-Buildings	0.00	15,500.00	-15,500.00
448.374 · Vehicle Machinery & Equip Repair	0.00	3,513.00	-3,513.00
448.384 · Rent of Machinery & Equipment	0.00	1,000.00	-1,000.00
448.420 · Dues & Subscriptions	592.00	500.00	92.00
448.450 · Contracted Services	656.65	35,134.00	-34,477.35
448.451 · Traffic Control	0.00	4,167.00	-4,167.00
448.460 · Meetings/Conference/Cont. Edu.	143.00	1,300.00	-1,157.00
448.480 · Misc Expenses	0.00	20,000.00	-20,000.00
<b>Total 448 · WATER SYSTEM</b>	<b>49,137.18</b>	<b>379,309.00</b>	<b>-330,171.82</b>
<b>474 · DEBT SERVICE</b>			
474.100 · Capital Loan Payment	0.00	66,500.00	-66,500.00
474.200 · Capital Loan Interest	0.00	10,100.00	-10,100.00
<b>Total 474 · DEBT SERVICE</b>	<b>0.00</b>	<b>76,600.00</b>	<b>-76,600.00</b>
<b>492 · INTERFUND OPERATING TRANSFERS</b>			
492.300 · Transfers to WF Capital Acct	0.00	152,442.00	-152,442.00
<b>Total 492 · INTERFUND OPERATING TRANSFERS</b>	<b>0.00</b>	<b>152,442.00</b>	<b>-152,442.00</b>
<b>Total EXPENSES</b>	<b>111,214.29</b>	<b>819,901.00</b>	<b>-708,686.71</b>
403.353 · Surety & Fidelity (Bonding)	0.00		

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Cash Basis

**MBWA - MACUNGIE BOROUGH WATER AUTHORITY**  
**Profit & Loss Budget vs. Actual**  
 January through March 2026

	Jan - Mar 26	Budget	\$ Over Budget
406.470 · Bank Service Charge	20.00		
409 · GENERAL GOVERNMENT BUILDINGS			
409.236 · Building Supplies	25.40		
409.373 · Building Repairs & Maintenance	251.14		
<b>Total 409 · GENERAL GOVERNMENT BUILDINGS</b>	<b>276.54</b>		
430-439 · PW-HIGHWAYS, ROADS & STREETS			
430.220 · Operating Supplies	282.76		
430.231 · Vehicle Fuel	1,180.70		
430.238 · Uniforms	526.55		
430.250 · Vehicle Maintenance	2,302.98		
430.260 · Small Tools & Minor Equipment	354.10		
<b>Total 430-439 · PW-HIGHWAYS, ROADS &amp; STREETS</b>	<b>4,647.09</b>		
<b>Total Expense</b>	<b>116,157.92</b>	<b>819,901.00</b>	<b>-703,743.08</b>
<b>Net Income</b>	<b>445,492.37</b>	<b>-145,220.00</b>	<b>590,712.37</b>

10:21 PM  
04/15/26  
Cash Basis

REFUSE-SANITATION COMPANY  
**Profit & Loss**  
January through March 2026

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	<u>Jan - Mar 26</u>
Income	
364 · SANITATION	
364.30 · Refuse-Sanitation Collection	195,918.25
364.32 · Late Fee collections	<u>2,576.59</u>
Total 364 · SANITATION	<u>198,494.84</u>
Total Income	198,494.84
Expense	
406.420 · Dues & Subscriptions	5,540.00
427 · SOLID WASTE COLLECTION	
427.342 · Solid Waste Printing	399.34
427.450 · Solid Waste Contract	<u>155,628.75</u>
Total 427 · SOLID WASTE COLLECTION	156,028.09
492.00 · Interfund Operating Transfers	
492.01 · Transfer to General Fund	<u>2,245.60</u>
Total 492.00 · Interfund Operating Transfers	<u>2,245.60</u>
Total Expense	<u>163,813.69</u>
Net Income	<u><u>34,681.15</u></u>

**Borough of Macungie - General Fund**  
**Paid Bills Detail**  
**All Transactions**

Type	Date	Memo	Open Balance
<b>Financial Related Services, LLC</b>			
Bill	03/31/2026	March 2026 Bookkeeping Services	2,761.25
Total Financial Related Services, LLC			2,761.25
<b>Foley, Incorporated</b>			
Bill	03/28/2026	Inv #0771437 - Backhoe maintenance	37.50
Bill	03/28/2026	Inv #0771314 - Backhoe maintenance	188.58
Bill	03/28/2026	Inv #0771376 - Backhoe maintenance	259.72
Total Foley, Incorporated			485.80
<b>IntegraOne</b>			
Bill	03/26/2026	Inv #CW86416 - Agreement SentinelONE Protection	61.80
Total IntegraOne			61.80
<b>Lower Macungie Twp.</b>			
Bill	03/30/2026	Inv #11669- 2026 Fire Services Installment #1	45,000.00
Total Lower Macungie Twp.			45,000.00
<b>Master Supply Line</b>			
Bill	03/02/2026	Inv #8-197145 - MI Supplies	47.70
Bill	03/02/2026	Inv #8-197144 - Shop supplies	69.65
Total Master Supply Line			117.35
<b>Melanie Carwell, Tax Collector</b>			
Bill	04/01/2026	Bill #113- 2026 Real Estate Tax Bill, 24 S Church St	183.26
Total Melanie Carwell, Tax Collector			183.26
<b>NA Studios</b>			
Bill	03/31/2026	1Q2026 Website Hosting-Maintenance	900.00
Total NA Studios			900.00
<b>NAPA Auto Parts-Allentown</b>			
Bill	03/31/2026	Inv #286946 - Paver Maintenance	116.68
Bill	03/31/2026	Inv #286949 - Truck #8 & Vehicle maintenance	192.46
Total NAPA Auto Parts-Allentown			309.14
<b>Proulx, Stephanie</b>			
Bill	04/02/2026	Security Deposit Return	75.00
Total Proulx, Stephanie			75.00
<b>Reinert, Cindy</b>			
Bill	04/02/2026	Security Deposit Return	75.00
Total Reinert, Cindy			75.00
<b>Strawdinger, Jessica</b>			
Bill	04/02/2026	Security Deposit Return	75.00
Total Strawdinger, Jessica			75.00
<b>UniFirst Corporation</b>			
Bill	04/01/2026	Inv #1290294994 - Uniform Service	93.45
Total UniFirst Corporation			93.45
<b>Viper Pest Services</b>			
Bill	03/30/2026	Inv #24170 - Quarterly Pest Control	140.00
Bill	03/30/2026	Inv #24171 - Garage bait stations	45.00
Total Viper Pest Services			185.00

9:10 AM

04/07/26

**Borough of Macungie - General Fund**  
**Paid Bills Detail**  
**All Transactions**

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Type	Date	Memo	Open Balance
<b>Wehrung's Macungie LLC</b>			
Bill	04/01/2026	Inv #66295 - Police bldg repairs/maint	71.78
Total Wehrung's Macungie LLC			71.78
<b>WEX Bank - Sunoco</b>			
Bill	03/31/2026	Inv #111572017 - March 2026 Fuel	1,624.47
Total WEX Bank - Sunoco			1,624.47
<b>TOTAL</b>			<b>52,018.30</b>

9:16 AM

04/07/26

**35-LIQUID FUELS**  
**Paid Bills Detail**  
All Transactions

---

Type	Date	Memo	Open Balance
PP&L			
Bill	03/31/2026	Acct #68055-05002 - Borough Street Lights	3,849.60
Bill	03/31/2026	Acct #70000-43002 - Borough Street Lights	278.39
Bill	04/02/2026	Acct #22084-14002 - Rte 100, Traffic Signal	42.57
Total PP&L			<u>4,170.56</u>
TOTAL			<u><u>4,170.56</u></u>

**MBWA - MACUNGIE BOROUGH WATER AUTHORITY**

**Paid Bills Detail**

**All Transactions**

Type	Date	Memo	Open Balance
<b>A.C. Schultes, Inc.</b>			
Bill	03/31/2026	inv #50511 - Initial test at Well #1	550.00
Total A.C. Schultes, Inc.			550.00
<b>Badger Meter</b>			
Bill	03/30/2026	Inv #80232615 - MBL Hosting & Annual User Login License	834.75
Total Badger Meter			834.75
<b>Exeter Supply Co, Inc.</b>			
Bill	04/01/2026	Inv #314551 - Replacement chlorine feed tubing for well #2	95.00
Total Exeter Supply Co, Inc.			95.00
<b>M.J. Reider Associates, Inc.</b>			
Bill	04/03/2026	Inv #26D0161 - Water testing	1,562.60
Total M.J. Reider Associates, Inc.			1,562.60
<b>Spok, Inc.</b>			
Bill	03/31/2026	Inv #K0204563P - WF Pagars	69.96
Total Spok, Inc.			69.96
<b>Wehrung's Macungie LLC</b>			
Bill	04/01/2026	Inv #66282- Fan for ventilation in well house #2	45.99
Total Wehrung's Macungie LLC			45.99
<b>TOTAL</b>			<b>3,158.30</b>

## Borough of Macungie - General Fund

## Paid Bills Detail

## All Transactions

Type	Date	Memo	Open Balance
<b>Campbell Durrant, P.C.</b>			
Bill	04/09/2026	Inv #086528 - Personnel Matters	4,876.20
Total Campbell Durrant, P.C.			4,876.20
<b>Canon Financial Services, Inc.</b>			
Bill	01/12/2026	Inv #42509563 - Police Copier usage	123.29
Bill	04/11/2026	Inv #43033475 - Police Copier usage	123.29
Total Canon Financial Services, Inc.			246.58
<b>Fritch</b>			
Bill	04/05/2026	Inv #202998 - Annual gas tune up	104.00
Total Fritch			104.00
<b>Great America Financial Services</b>			
Bill	04/05/2026	Inv #41687479 - Borough Hall Copier Lease	165.00
Total Great America Financial Services			165.00
<b>Greg's Auto &amp; Tire Service, Inc.</b>			
Bill	04/08/2026	Inv #101557 - Police Vehicle #705	97.97
Bill	04/09/2026	Inv #101588 - Truck #3	45.00
Total Greg's Auto & Tire Service, Inc.			142.97
<b>Haun Welding Supply, Inc.</b>			
Bill	04/07/2026	Inv #783419 - Shop supplies	52.12
Total Haun Welding Supply, Inc.			52.12
<b>Isett, Barry &amp; Assoc.</b>			
Bill	04/09/2026	Inv #VI-210525 - UCC Inspection Services, Rental Inseptions, Zoning & Code Enforcement	11,504.89
Total Isett, Barry & Assoc.			11,504.89
<b>Lamb McErlane PC</b>			
Bill	04/10/2026	Inv #396874 - Police Matters	3,817.29
Total Lamb McErlane PC			3,817.29
<b>Lehigh Print &amp; Data LLC</b>			
Bill	04/09/2026	Inv #SS 2026-1172- Street sweeping signs	506.00
Total Lehigh Print & Data LLC			506.00
<b>Lorish Mower Shop LLC</b>			
Bill	04/08/2026	Inv #35005 - Zero-turn mower	321.45
Total Lorish Mower Shop LLC			321.45
<b>Master Supply Line</b>			
Bill	04/07/2026	Inv #8-198051 - Shop supplies	52.20
Bill	04/09/2026	Inv #8-198144 - MI Supplies	39.60
Total Master Supply Line			91.80
<b>Microsoft</b>			
Bill	04/12/2026	Inv #E0800Z7VXR - Office 365 & Exchange Subscriptions	4,368.00
Total Microsoft			4,368.00
<b>NAPA Auto Parts-Allentown</b>			
Bill	04/07/2026	Inv #287283- Zero-turn mower	55.30
Total NAPA Auto Parts-Allentown			55.30
<b>Patriot Workwear</b>			
Bill	04/06/2026	Inv #45623 - Police Clothing/Uniform	4,936.00
Total Patriot Workwear			4,936.00
<b>PMHIC</b>			
Bill	04/08/2026	Inv #251192-0 - May 2026 Coverage	25,594.51
Total PMHIC			25,594.51
<b>PSAB Municipal Retirement Trust</b>			
Bill	04/09/2026	Ryan Keiser Match 04-09-26 pay	70.86
Total PSAB Municipal Retirement Trust			70.86

## Borough of Macungie - General Fund

## Paid Bills Detail

## All Transactions

Type	Date	Memo	Open Balance
<b>Service Electric Telephone Co</b>			
Bill	04/10/2026	Acct #0675192497 - Garage	48.60
Bill	04/10/2026	Acct #0677969959 - Police Department	42.86
Bill	04/10/2026	Acct #0675203880 - Borough Hall	80.04
Bill	04/10/2026	Acct #0675203872 - Macungie Institute	42.86
Total Service Electric Telephone Co			214.36
<b>Super Circuits</b>			
Bill	03/05/2026	INV127164- Police security camera & power cable	84.48
Total Super Circuits			84.48
<b>UGI</b>			
Bill	04/08/2026	Acct #411002403722 - -301 S Church-garage-heating	425.39
Bill	04/08/2026	Acct #411002403458 - 21 Locust St	309.08
Total UGI			734.47
<b>UniFirst Corporation</b>			
Bill	04/08/2026	Inv #1290296242 - Uniform Service	93.45
Total UniFirst Corporation			93.45
<b>WilliamSignsLLC</b>			
Bill	04/03/2026	Inv #236-444- Yard signs for street sweeping	238.68
Total WilliamSignsLLC			238.68
<b>TOTAL</b>			<b>58,218.41</b>

10:12 AM

04/14/26

REFUSE-SANITATION COMPANY  
**Paid Bills Detail**  
All Transactions

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Type	Date	Memo	Open Balance
Casella Waste Systems Inc Bill	03/31/2026	Inv #1806915 - March Trash & Recycling	51,876.25
Total Casella Waste Systems Inc			51,876.25
TOTAL			<u>51,876.25</u>

10:08 AM

04/14/26

**MBWA - MACUNGIE BOROUGH WATER AUTHORITY**  
**Paid Bills Detail**  
All Transactions

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Type	Date	Memo	Open Balance
<b>Commonwealth of PA - DEP</b>			
Bill	04/14/2026	Inv #1459121 - Chapter 92a Annual Fee	2,500.00
Total Commonwealth of PA - DEP			2,500.00
<b>LB Water</b>			
Bill	03/31/2026	Inv #4030256 - Distribution supplies	997.89
Bill	03/31/2026	Inv #4030282 - Distribution supplies	2,165.42
Total LB Water			3,163.31
<b>TOTAL</b>			<b>5,663.31</b>

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**Borough of Macungie - General Fund**  
**Paid Bills Detail**  
**All Transactions**

Type	Date	Memo	Open Balance
<b>American United Life</b>			
Bill	04/17/2026	05126-053126 - STD-LTD and Life Insurance	529.18
Total American United Life			529.18
<b>Avalon Insurance</b>			
Bill	04/15/2026	Inv #261050023230 - Secure Rx	341.96
Total Avalon Insurance			341.96
<b>Axon Enterprise, Inc.</b>			
Bill	04/15/2026	Inv #INUS438963- Taser Instructor School	895.00
Total Axon Enterprise, Inc.			895.00
<b>Bennicoff, Nicole</b>			
Bill	04/28/2026	Security Deposit Return	75.00
Total Bennicoff, Nicole			75.00
<b>Berks County Intermediate Unit</b>			
Bill	04/10/2026	Inv #2600062616 - Real Estate Billing & Module	2,316.09
Total Berks County Intermediate Unit			2,316.09
<b>Cintas Fire Protection</b>			
Bill	04/15/2026	Inv #0F50110112- MI Fire Alarm Monitoring	900.00
Bill	04/27/2026	Inv #0F50746884- Shop eng spr repair	932.14
Total Cintas Fire Protection			1,832.14
<b>Davidheiser's Inc</b>			
Bill	04/07/2026	Inv #31012 - (4) Stop Watch/s Tested & Cert, (1) battery replacement	64.00
Total Davidheiser's Inc			64.00
<b>Enterline, Whitney</b>			
Bill	04/28/2026	Security Deposit Return	75.00
Total Enterline, Whitney			75.00
<b>Foley, Incorporated</b>			
Bill	04/17/2026	Inv #0783299 - Skid steer maintenance	159.51
Total Foley, Incorporated			159.51
<b>Germanton, Caitlin</b>			
Bill	04/28/2026	Security Deposit Return	75.00
Total Germanton, Caitlin			75.00
<b>Grainger</b>			
Bill	04/14/2026	Inv #9878411124 - A/C units cleaners	183.98
Total Grainger			183.98
<b>IntegraOne</b>			
Bill	04/20/2026	Inv #CW86852 - Agreement SentinelONE Protection	61.80
Total IntegraOne			61.80
<b>Isett, Barry &amp; Assoc.</b>			
Bill	04/06/2026	Inv #0210064 - MS4	547.50
Bill	04/07/2026	Inv #0210102 - General Engineering	942.50
Total Isett, Barry & Assoc.			1,490.00

**Borough of Macungie - General Fund**  
**Paid Bills Detail**  
**All Transactions**

Type	Date	Memo	Open Balance
<b>Lantek</b>			
Bill	04/13/2026	Inv #44599 - Quarterly Maintenance	1,615.00
Bill	04/16/2026	Inv #CW60273 - Ticket work for MB Admin machine	82.50
Bill	04/16/2026	Inv #CW60269 - Ticket work for phone system programming	412.50
Total Lantek			2,110.00
<b>Linde Gas &amp; Equipment Inc.</b>			
Bill	04/22/2026	Inv #56260972 - Cylinder rental	89.64
Total Linde Gas & Equipment Inc.			89.64
<b>Lorish Mower Shop LLC</b>			
Bill	04/10/2026	Inv #35051 - Lawn mower parts	22.95
Total Lorish Mower Shop LLC			22.95
<b>Marks, Robert</b>			
Bill	04/28/2026	Security Deposit Return	75.00
Total Marks, Robert			75.00
<b>Master Supply Line</b>			
Bill	04/14/2026	Inv #8-198250 - Shop supplies	118.80
Bill	04/14/2026	Inv #8-198249 - MI Supplies	135.45
Bill	04/14/2026	Inv #8-198248 - TH & Police supplies	173.70
Total Master Supply Line			427.95
<b>Mogel, Karen</b>			
Bill	04/28/2026	Security Deposit Return	75.00
Total Mogel, Karen			75.00
<b>NAPA Auto Parts-Allentown</b>			
Bill	04/21/2026	Inv #288032 - Paver Maintenance	100.86
Total NAPA Auto Parts-Allentown			100.86
<b>Patriot Workwear</b>			
Bill	04/16/2026	Inv #45700 - Police Clothing/Uniform	404.00
Bill	04/16/2026	Inv #45699 - Police Clothing/Uniform	8.00
Total Patriot Workwear			412.00
<b>ProAsys</b>			
Bill	04/15/2026	Inv #0205665-IN - Quarterly Billing for Chem/Svc	288.75
Total ProAsys			288.75
<b>PSAB Municipal Retirement Trust</b>			
Bill	04/23/2026	Ryan Keiser Match 04-23-26 pay	68.99
Total PSAB Municipal Retirement Trust			68.99
<b>Rogers, Jessica</b>			
Bill	04/28/2026	Security Deposit Return	75.00
Total Rogers, Jessica			75.00
<b>The Carwash in Macungie</b>			
Bill	03/31/2026	Stmnt #1156 - Police Carwash	18.00
Total The Carwash in Macungie			18.00
<b>TnT Home &amp; Business Cleaning</b>			
Bill	04/20/2026	Inv #3093 - Office Cleaning	1,090.00
Total TnT Home & Business Cleaning			1,090.00

**Borough of Macungie - General Fund  
Paid Bills Detail  
All Transactions**

Type	Date	Memo	Open Balance
<b>UGI</b>			
Bill	04/21/2026	Acct 411002564895 - Macungie Institute	339.37
Total UGI			339.37
<b>UniFirst Corporation</b>			
Bill	04/15/2026	Inv #1290297497 - Uniform Service	95.97
Bill	04/22/2026	Inv #1290298970 - Uniform Service	119.59
Total UniFirst Corporation			215.56
<b>W.B. Mason Co., Inc.</b>			
Bill	04/21/2026	Inv #261463237 - Toner	390.02
Total W.B. Mason Co., Inc.			390.02
<b>Wehrung's Macungie LLC</b>			
Bill	04/15/2026	Inv #66850 - Staples for no parking signs, hardware	33.69
Bill	04/21/2026	Inv #67045 - Paver maintenance	18.09
Total Wehrung's Macungie LLC			51.78
<b>TOTAL</b>			<b>13,949.53</b>

9:47 AM

04/28/26

**08- SEWER COMPANY**

**Paid Bills Detail**

**All Transactions**

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<u>Type</u>	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Barry Isett & Associates, Inc. Bill	04/06/2026	Inv #0210059 - Sewer I & I Work	337.50
Total Barry Isett & Associates, Inc.			337.50
Lehigh County Authority Bill	04/13/2026	1st Quarter 2026 Sewer Billing	73,771.78
Total Lehigh County Authority			73,771.78
<b>TOTAL</b>			<b>74,109.28</b>

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9:40 AM

04/28/26

# CAPITAL FUND ACCOUNTS

## Paid Bills Detail

### All Transactions

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Type	Date	Memo	Open Balance
Barry Isett & Associates, Inc. Bill	04/08/2026	Inv #0210226 - Church St & Hickory St Connection	1,379.00
Total Barry Isett & Associates, Inc.			1,379.00
<b>TOTAL</b>			<b>1,379.00</b>

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9:44 AM

04/28/26

**35-LIQUID FUELS**  
**Paid Bills Detail**  
All Transactions

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Type	Date	Memo	Open Balance
PP&L			
Bill	04/13/2026	Acct #96619-34013 - W Main St	97.90
Bill	04/13/2026	Acct #96229-63007 - Church St & Rte 100	39.58
Total PP&L			<u>137.48</u>
<b>TOTAL</b>			<b><u>137.48</u></b>

**MBWA - MACUNGIE BOROUGH WATER AUTHORITY**

**Paid Bills Detail**

**All Transactions**

Type	Date	Memo	Open Balance
<b>Commonwealth of PA-SDW</b>			
Bill	04/10/2026	Inv #1460124 - Safe Drinking Water Annual Fee	4,000.00
Total Commonwealth of PA-SDW			4,000.00
<b>Kohl Bros., Inc.</b>			
Bill	04/27/2026	Inv #4272026D0063- Well #2 Motor	2,100.00
Total Kohl Bros., Inc.			2,100.00
<b>LB Water</b>			
Bill	04/16/2026	Inv #4035528 - Replacement water main repair clamp	399.13
Total LB Water			399.13
<b>Lehigh County Authority</b>			
Bill	04/14/2026	Inv #11081 - 1st Quarter 2026 Fire Hydrant Billing	146.47
Total Lehigh County Authority			146.47
<b>Northeast District AWWA</b>			
Bill	04/14/2026	Northeast AWWA Conference	150.00
Total Northeast District AWWA			150.00
<b>PA Rural Water</b>			
Bill	04/15/2026	Inv #88191 - Membership Renewal	510.00
Total PA Rural Water			510.00
<b>Wehrung's Macungie LLC</b>			
Bill	04/14/2026	Inv #66773- Adapter & conduits	39.31
Bill	04/14/2026	Inv #66772- Conduit	32.37
Bill	04/15/2026	Inv #66822- Conduit	8.71
Bill	04/15/2026	Inv #66823- Conduit	2.17
Total Wehrung's Macungie LLC			82.56
<b>TOTAL</b>			<b>7,388.16</b>



**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 (223) 322-7470 | [www.mrtpensions.org](http://www.mrtpensions.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 3 Months ended March-31-2026

	Month to Date	Year to Date
<b>Receipts:</b>		
State Aid	0.00	0.00
Employer Contributions	0.00	0.00
Employee Contributions	5,083.97	5,083.97
Interest, DROP/Escrow Acct.	0.00	0.00
Interest, Net of Investment Fees	1,508.75	2,885.83
Dividend Income	3,237.81	5,757.99
Realized Gains(Loss)	3,992.58	14,694.43
Unrealized Gains(Loss)	-115,568.69	-64,676.69
Misc. Income	0.00	0.00
Transfer In - Other Funds	0.00	0.00
Transfer In - Previous Trust	0.00	0.00
<b>Total Receipts</b>	<b>(101,745.58)</b>	<b>(36,254.47)</b>
<b>Disbursements:</b>		
Pension Payments	3,291.61	9,874.83
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	750.00	750.00
Admin. Fees	250.00	750.00
Admin. Fees - Allocated	1,060.51	3,391.28
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
<b>Total Disbursements</b>	<b>5,352.12</b>	<b>14,766.11</b>
<b>Net Change in Assets</b>	<b>(107,097.70)</b>	<b>(51,020.58)</b>
<b>Other Assets, Begin. of Period</b>	<b>2,469,741.83</b>	<b>2,413,664.71</b>
<b>Other Assets, End of Period</b>	<b>2,362,644.13</b>	<b>2,362,644.13</b>
<b>Restricted DROP/Escrow Balance</b>	<b>0.00</b>	<b>0.00</b>



**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 (223) 322-7470 | [www.mrtpensions.org](http://www.mrtpensions.org)

# 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 3 Months ended March-31-2026

	Month to Date	Year to Date
<b>Receipts:</b>		
State Aid	0.00	0.00
Employer Contributions	0.00	0.00
Employee Contributions	2,583.56	2,583.56
Interest, DROP/Escrow Acct.	0.00	0.00
Interest, Net of Investment Fees	1,517.42	2,908.07
Dividend Income	3,256.43	5,801.12
Realized Gains(Loss)	4,015.55	14,821.00
Unrealized Gains(Loss)	-116,233.42	-64,814.36
Misc. Income	0.00	0.00
Transfer In - Other Funds	0.00	0.00
Transfer In - Previous Trust	0.00	0.00
<b>Total Receipts</b>	<b>(104,860.46)</b>	<b>(38,700.61)</b>
<b>Disbursements:</b>		
Pension Payments	10,021.21	30,063.63
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	750.00	750.00
Admin. Fees	250.00	750.00
Admin. Fees - Allocated	1,066.61	3,420.55
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
<b>Total Disbursements</b>	<b>12,087.82</b>	<b>34,984.18</b>
<b>Net Change in Assets</b>	<b>(116,948.28)</b>	<b>(73,684.79)</b>
<b>Other Assets, Begin. of Period</b>	<b>2,483,947.32</b>	<b>2,440,683.83</b>
<b>Other Assets, End of Period</b>	<b>2,366,999.04</b>	<b>2,366,999.04</b>
<b>Restricted DROP/Escrow Balance</b>	<b>0.00</b>	<b>0.00</b>



**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 (223) 322-7470 | [www.mrtpensions.org](http://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 3 Months ended March-31-2026

	Month to Date	Year to Date
<b>Receipts:</b>		
State Aid	0.00	0.00
Employer Contributions	373.09	1,977.80
Employee Contributions	297.55	297.55
Interest, DROP/Escrow Acct.	0.00	0.00
Interest, Net of Investment Fees	28.11	52.84
Dividend Income	60.32	105.59
Realized Gains(Loss)	74.39	266.65
Unrealized Gains(Loss)	-2,153.16	-1,239.01
Misc. Income	0.00	0.00
Transfer In - Other Funds	0.00	0.00
Transfer In - Previous Trust	0.00	0.00
<b>Total Receipts</b>	<b>(1,319.70)</b>	<b>1,461.42</b>
<b>Disbursements:</b>		
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	38.34	111.16
Admin. Fees - Allocated	19.76	61.64
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
<b>Total Disbursements</b>	<b>58.10</b>	<b>172.80</b>
<b>Net Change in Assets</b>	<b>(1,377.80)</b>	<b>1,288.62</b>
<b>Other Assets, Begin. of Period</b>	<b>46,013.64</b>	<b>43,347.22</b>
<b>Other Assets, End of Period</b>	<b>44,635.84</b>	<b>44,635.84</b>
<b>Restricted DROP/Escrow Balance</b>	<b>0.00</b>	<b>0.00</b>

DATE: 4/5/2026

TO: MACUNGIE BOROUGH COUNCIL

FROM: ROBERT BOGERT 159 S. CHURCH ST.

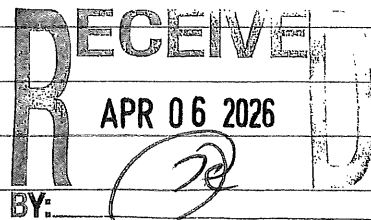
SUBJECT: LETTER OF INTEREST

DEAR COUNCIL MEMBERS,  
THIS LETTER IS TO INFORM YOU OF  
MY INTEREST IN BECOMING A MEMBER  
OF THE ZONING HEARING BOARD.

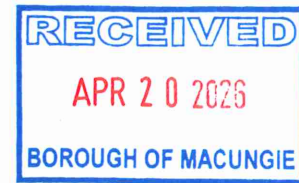
I HAVE LIVED IN THE BOROUGH FOR  
OVER 40 YEARS AND DURING THAT TIME  
I HAVE SERVED THE BOROUGH IN MANY  
CAPACITIES. I HAVE BEEN A MEMBER  
OF BOROUGH COUNCIL, PLANNING COMMISSION,  
SIDEWALK COMMITTEE, AND MANY OTHER  
VOLUNTEER CAPACITIES. I AM CURRENTLY  
A MEMBER OF THE BOROUGH WATER  
AUTHORITY. I BELIEVE THAT I WOULD  
BE A FAIR AND IMPARTIAL MEMBER  
OF THE ZONING HEARING BOARD.

THANK YOU FOR YOUR CONSIDERATION.

SINCERELY  
Robert J. Bogert Jr.



Sue Steinberg  
113 Arch St.  
Macungie PA 18062  
April 16, 2026



Carl Sell and Macungie Borough Council  
Macungie, PA 18062

Dear Mr. Sell and Borough Council members,

Please consider this letter of interest for an opening on the Macungie Borough Planning Commission. I would like to serve as one of the citizen members as the website shows three of the five members can be citizens of the borough.

While I am a newer resident and home owner of Macungie Borough, I appreciate deeply the community resources we are lucky enough to enjoy here. We are one square mile of folks that care about their neighbors and their neighborhoods. Our council meetings are well attended and lively at times. Residents have a forum to share their concerns and give thanks for the heroes among us. The natural resources we have here are a special blessing as well. Kalmbach park is private land yet it is share with the public as a place of peace to appreciate nature and open space. Macungie Memorial park, while again not owned by the borough is a space offering many interesting events throughout the year and a playground open to all families to enjoy their children. Many shopping needs are located within a few miles which again a huge blessing. For 22 years I lived on Rt 309 in Center Valley. While logistically I could easily get to major points around lehigh valley and easily head south where I worked for many years, the noise and vibration from tractor trailers passing mere steps from my front door is something I am lucky to leave behind. Consideration of your fellow neighbor is a trait you can't find online or buy in a store. Macungie is a wonderful place to live and I am very thankful to call it home since 2023.

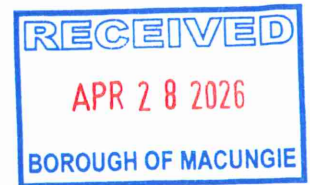
One of my neighbors is Allen Crawford, he and I would often chat. He became aware of my technical background and would listen to my plans for the house and suggested several times that I join the planning commission. As council is now aware, Allen is living closer to his son near Lancaster.

I hold an Associates degree in Electronics, held a Real Estate License with Century 21, and am currently working with the Agricultural Department of Lehigh County. The majority of my professional work has been in Information Technology User Support. In this role it is important to listen to the person experiencing the issue, take careful note of the details, and methodically verify the details. Then look for a fix to the problem. Most of the time I could improve their work day and my users were very appreciative. Sometimes the fixes are simple but sometimes I needed to work with several other teams to find the solution. Professional communication and cooperation is at the heart of my methodology along with tenacity and patience. Complicated solutions can take time to develop.

These professional traits are what I can offer to our planning commission. I am an engaged and detailed listener who will verify needed information and carefully consider the future for all residents, the land and infrastructure here in our dear square mile. I hope you agree that I would be an acceptable citizen member of the Borough of Macungie's Planning Commission.

Sincerely, Sue Steinberg

A handwritten signature in black ink, appearing to read "Sue Steinberg".



Swabia Creek request for Community Grant April 24, 2026

Macungie Bourgh Council  
21 Locust St.  
Macungie PA. 18062

April 24, 2026  
430 East Main St.  
Macungie PA. 18062

Dear Council,

I request that Council file and obtain a Community Grant to clean up the water way of the Swabia Creek and its tributaries South of RT 100 bridge and up stream.

Other property owners and I originally made efforts to achieve cleaning up the Swabia Creek of flow obstructions and alleviating flooding concerns, was due to previous flooding and storm sewer backup. This effort for a solution started in Dec. 2023. I was informed that Christopher Kulick Civil Engineer was the head of all high-quality water ways in this region of Lehigh Valley. After verbal communication with Chris, I was in-formed to submit a written detailed report for further consideration.

Jan. 5, 2024, I sent an 18-page report including pictures of obstructions in the Swabia water Way.

On Feb. 8, 2024, Chris met at Swabia Creek, upstream, with other property owners. I was the only one that walked the entire steam down to the RT. 100 bridge. Chris observed many obstacles that will cause back-up and flooding. He also informed me of standard requirements, regulations and procured needs, as he said will clean up this mess. He also told me that all can be funded by a Community Grant. A grant that was available for this situation.

March 1, 2024, My follow-up letter to Chris with CC to John Brown. Copy attached. It recapped my request for an inspection, adding a few more distinctive pictures. Expressed some sense of urgency for his final report of the inspection.

March 15, 2024, Another follow-up letter to Chris with CC to John Brown. Copy attached. Just another request for a final inspection report.

March 16, 2024, the final Inspection report came in the mail. Copy attached.

Respectfully: Bill Reiss

## Swabia Creek Correspondence and visit. Jan.- Mar. 2024

Chris Kulick Engineering Field Rep.

March 15, 2024

Northeast Regional Office

430 East Main St.

2 Public Square, Wilkes Barre, PA 18701

Macungie PA 18062

Dear Chris,

I'm writing as follow-up from our communication starting in Dec. 2023 ending with your visit Feb. 8, 2024, for the inspection of the Swabia Creek in Macungie Borough.

A review, it started on Jan. 5, 2024, I sent you an 18-page picture report with notes highlighting the flood areas, tributaries over brush, stream obstructions and downstream where there are islands of overgrowth obviously causing blockage in the flow stream.

At your request I arrange that the effected property owners and representatives of Borough Council meet to join in walking the banks of the Swabia Creek in Macungie.

Thursday Feb. 8<sup>th</sup> Dan Hummel representing Allen Organ the largest property on the east side with flooding issues. Bill Reiss property owner is adjacent property on the east side of Swabia, and J P Huddleston property owner on the entire west side of the Swabia with singular issues. None of the 4 council members or Boro Mgr. that I invited attended the meeting.

Only you and I walked the entire length as you explained the regulations for the issues you saw. This was welcoming news that you told me we can clean up Swabia Creek. I did tell you however for years about a neighbor that told missing truths, caused a lot of harassment, legal action, and decent about cleaning up the Swabia. This is why, today, the Swabia is not the Beauty of Nature she can be.

I plead with you. Please, referencing issues you examined, put in writing the regulations and procedures required to clean up each obstruction you saw. Please address it to The Macungie Bourgh Manager, John Brown. The Boro Mgr. will share the information with all property owners, Boy Scout troops and others interests parties. The best season to do this work is now before the spring rainy season. I ask for your prompt response.

Respectfully: Bill Reiss

cc Bourgh of Macungie

Attn: John Brown Mgr.

21 Locusts St. Macungie PA 18062

## Swabia Creek Inspection review March 1, 2024

Chris Kulick Engineering Field Rep.

March 1,2024

Northeast Regional Office

430 East Main St.

2 Public Square, Wilkes Barre, PA 18701

Macungie PA 18062

Dear Chris,

Reference to my original letter with picture presentation of Swabia of Jan. 5<sup>th</sup>. Then our phone conversation Jan. 29<sup>th</sup> you request a visit to personally visit and inspect Swabia. We and others did meet, on the Swabia, Feb. 8, 2024. I also followed up with a letter Feb. 23<sup>ed</sup> to request a written report from you to cc Boro Mgr. Needed to document what you saw and document the regulations, required permits, etc. Your reports will enable us to clean up and enjoy Swabia Creek, which is upstream. We are patiently awaiting your report.

My letter of Feb. 23<sup>ed</sup> recapping my opinion of the end of your inspection and requesting your evaluation of the reasons for the unacceptable backups that cause flooding up stream. I realize I referred to pics I took when we got a 6 in. snow fall Feb. 13. The snow on the islands did emphasize the size and locations of the obstruction. I failed to attach Pics for you to use to confirm your inspection. The snow makes for a lot better clarity.

I have included 3 pics with this letter and the following explanation of each angle. 1<sup>st</sup>. You will be viewing, upstream, the large tree growing in the stream close to the wall. Similar view of pic #14 in my original report. This large tree location was where we first started to walk down the wall of the stream toward RR bridge. 2<sup>en</sup> I was viewing from close to RR Bridge, looking east, to view the size and how much in the stream the islands are. 3<sup>ed</sup> is a more focused shot, looking up stream, you will see where the snow is pushed, over the wall, into the Swabia stream. The snow, or any debris, would have a tumbling effect, down the bank then off the wall ledge, out on to an island father into the middle of the stream.

We did discuss this during your inspection, but due to an unexpected delay at the end of your visit, I also request Information of any grant funds or other sources of funding that is available to solve this flooding problem back up stream.

Myself and other with invests interest in the revival of the Swabia Creek to The Beauty of Nature. Truthfully, we are impatiently waiting for your reports. We see an urgency because we see the late winter season may be best time of year, with minable bank ground disturbance to address these projects.

Respectfully: Bill Reiss

CC Macungie Bourgh: John Brown Boro. Mgr.

21 Locust St. Macungie PA 18062



COMMONWEALTH OF PENNSYLVANIA  
DEPARTMENT OF ENVIRONMENTAL PROTECTION  
BUREAU OF WATERWAYS ENGINEERING AND WETLANDS

DEP Data Records	Inspection Record #
Complaint Record #	Enforcement Record #
Permit #	

WATER OBSTRUCTION AND ENCROACHMENT INSPECTION REPORT

3/16/24

DEP/CCD Office	Phone 570 826 2511	Project Type	Emergency Permit Request
Address	2 Public Sq Wilkes-Barre PA 18711	Location	Swabia Creek - upstream of W Main St
Owner/Permittee	Phone	County	Lehigh
Mailing Address	VARIES Bill Reiss 430 E Main St Macungie PA 18062	Municipality	Macungie Bond
		Water Course or Body of Water	Swabia Creek
		Latitude:	40.5166432 "N
		Longitude:	- 75.5582407 W

Type of Inspection:

<input type="checkbox"/> ADMIN - Administrative / File Review	<input type="checkbox"/> CONST - Construction Progress	<input checked="" type="checkbox"/> OTHER - <u>EP REQUEST</u>
<input type="checkbox"/> CEI - Compliance Evaluation	<input type="checkbox"/> FUI - Follow-up Inspection	
<input type="checkbox"/> COMPL - Complaint Inspection	<input type="checkbox"/> INCDT - Incident response	

INSPECTION FINDINGS

Failure to:	Violation? (Check if yes)	Failure to:	Violation? (Check if yes)
Obtain a Chapter 105 permit	<input type="checkbox"/> [105.11] 693.6/18	Perform work according to specifications	<input type="checkbox"/> [105.44] 693.18
Operate or maintain permitted project	<input type="checkbox"/> [105.51] 693.13/18	Implement Erosion and Sediment Control Plan	<input type="checkbox"/> [105.46] 693.18
Acknowledge permit conditions	<input type="checkbox"/> [105.42] 693.18	Obtain Department approval for Environmental Assessment	<input type="checkbox"/> [105.15] 693.18
Maintain a valid permit	<input type="checkbox"/> [105.43] 693.18	Other:	<input type="checkbox"/> [ ]

Inspection Results Code:

<input checked="" type="checkbox"/> NOVIO (No violations noted)	<input type="checkbox"/> OUTST (Outstanding violations)	<input type="checkbox"/> RECUR (Recurring violations)
<input type="checkbox"/> VIOIC (Violations noted and immediately corrected)	<input type="checkbox"/> VIOLS (Violation(s) noted)	<input type="checkbox"/> VOV (New and outstanding violations noted)
		<input type="checkbox"/> VRV (New and recurring violations noted)

Describe site conditions and violations, including all pertinent dimensions and the actual or planned impacts to watercourses or bodies of water. For permitted work, confirm compliance or specify violations.

On 02/08/2024 an inspection was performed to view Swabia Creek (upstream of West Main Street) as a result of a call from Bill Reiss indicating that work within Swabia Creek is needed to alleviate flooding concerns.

I informed Mr. Reiss that all the accumulated material within the channel could be removed and authorized by issuance of an Emergency Permit from PA DEP. There is no fee for this permit and will be issued when work is scheduled.

Sketch attached?  Yes  No      Photos taken?  Yes  No      Additional information attached?  Yes  No

Inspector name (print): Christopher Kulick	Inspector Signature: 	Date and Time: 02/08/2024
Inspector was accompanied by: <input type="checkbox"/> Owner <input type="checkbox"/> Permittee <input type="checkbox"/> Other:	Signature of Owner/Permittee:  Print Name:	Date:

The Owner/Permittee's signature acknowledges that they have read the report and received a copy and that they were given the opportunity to discuss it with the inspector. The signature does not necessarily mean that they agree with the report.

White - DEP       Yellow - Owner/Permittee

Christopher Kulick PA DEP 570-820-4900



During the 4th quarter of 2025 I have rented the following **future deposits**:

October 2025	3 future deposits	total income \$520.00
November 2025	3 future deposits	total income \$780.00
December 2025	8 future deposits	total income \$2280.00
Total income acquired		\$3580.00

---

#### Macungie Institute Continuing Contracts for 2025

- Wawa (resigning for 6 event dates)
- Drama/Zumba (resigning for 20 dates in 2025)
- Boy Scouts (continuing)
- Macungie Institute Historical Society (continuing)

#### Macungie Institute Past Events

- Monthly Book Club
- Weekly Pinochle Club
- Weekly Mahjong club
- Weekly Zumba classes
- Weekly Drama classes
- Heroes Banner Program (12 new banners for 2026)

#### Macungie Institute Upcoming Events

- Monthly book club
- Weekly Pinochle club
- Weekly Mahjong club
- Weekly Zumba classes
- Weekly Drama classes
- Heroes Banner Program (ongoing for next year 12 new banners purchased for 2026)
- Community yoga classes (free) Coming soon!
- Tax collecting location for 2026 (dates/times TBD)

## Marketing/Advertising

- Macungie Institute website
- Facebook
- Borough of Macungie Newsletter

**Thank you,  
Vicki Kocher**

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During the 1st quarter of 2026 I have rented the following **future deposits**:

January 2026	12 future deposits	total income \$2880.00
February 2026	3 future deposits	total income \$1100.00
March 2026	1 future deposits	total income \$325.00
Total income acquired		\$4305.00

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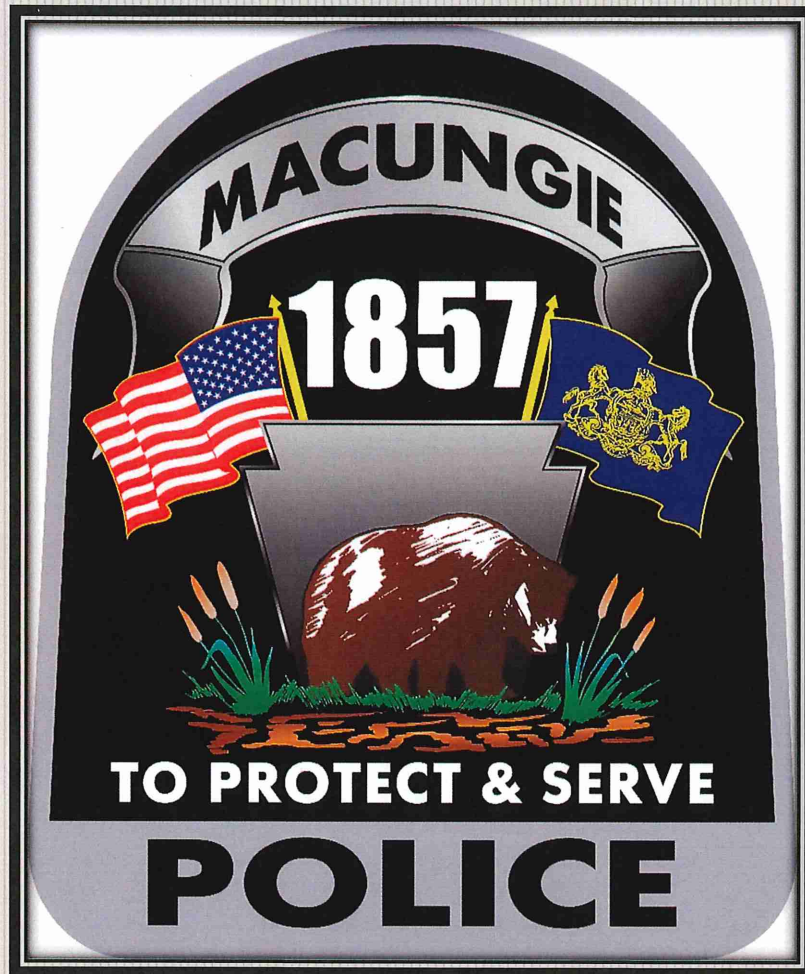
- Macungie Institute website
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**Thank you,  
Vicki Kocher**

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# MARCH 2026

## POLICE REPORT



MACUNGIE POLICE MARCH 2026 ACTIVITY REPORT

April 13, 2026

Authored by: Sgt. Travis Kocher

## Contents

1. Activity Report and Numbers
2. Crimes and Charting
3. Lehigh County Radio Dispatch Log
4. Summation/Correspondence



# MARCH 2026



## MACUNGIE POLICE MONTHLY ACTIVITY REPORT

MONTHLY INCIDENTS DISPATCHED 2026	2025 MONTH COMPARISON	MONTH CHANGE	YTD 2026	YTD 2025	YTD CHANGE
179	236	-24.15%	561	624	-10%

*Crimes/Month (See Chart on following page for Part "A" and "B" defined)*

CRIMES CHARGED	MONTH 2026	2025 MONTH COMPARISON	MONTHLY CHANGE	YTD TOTAL 2026	YTD 2025	YTD CHANGE
Part "A"	0	0	-4	2	5	-60%
Part "B"	1	6	-5	3	9	-66%
Juvenile Part "A"	0	0	*	0	0	*
Juvenile Part "B"	0	0	*	0	0	*
<b>TOTAL PERSONS CHARGED</b>	<b>1</b>	<b>6</b>	<b>-5</b>	<b>*5</b>	<b>18</b>	<b>-72%</b>
	<b>MONTH</b>	<b>2025</b>	<b>CHANGE</b>			
TOTAL MONTHLY REPORTED CRIMES	9	11	-2	30	29	-3%

FIGHTS/ DISTURBANCES	MONTH	MONTH 2025	CHANGE	YTD TOTAL 2026	YTD 2025	YTD CHANGE
DISTURBANCE/ FIGHTS	10	9	+1	23	17	+35%

TRAFFIC RELATED ACTIVITY	MONTH	MONTH 2025	CHANGE	YTD TOTAL 2026	YTD 2025	YTD CHANGE
Vehicle Accidents	1	7	-6	19	9	+111%
Vehicle Stops	37	82	-45	82	210	-60%
Cites/Warning/etc.	36	43	-7	71	116	-38%

\*Denotes total number of YTD arrests outlined in chart on following page.

**Crimes:** In the US crimes are classified under the National Incident-Based Reporting System (NIBRS) for reporting purposes. These crimes are separated into 2 offense groups, "A" and "B".

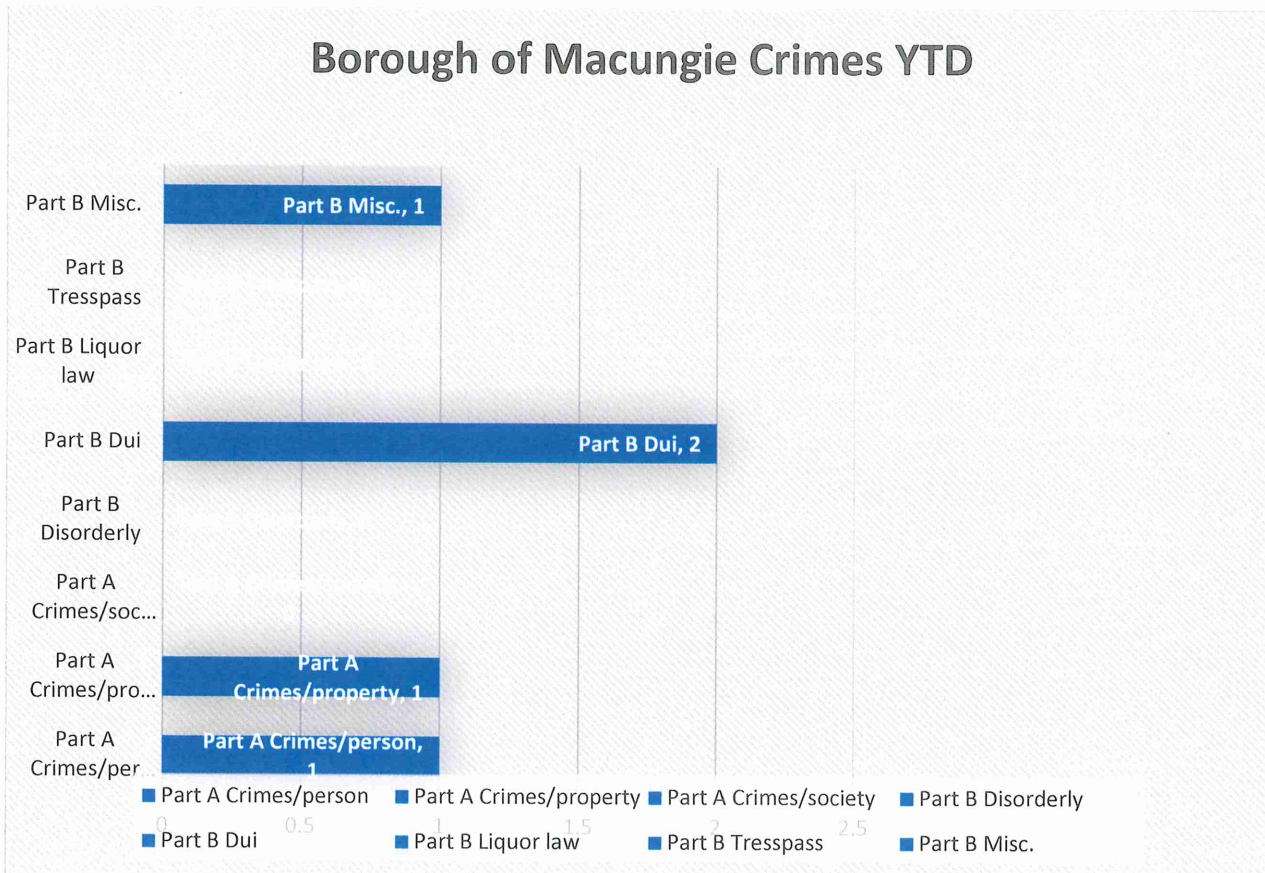
**Group A offenses** are the most serious and are further divided into (3) three main categories:

**1 Crimes against persons:** Homicide, Assault offenses & intimidation, Forcible and non-forcible sex offenses, Kidnapping/Abduction, Human Trafficking.

**2 Crimes against property:** Arson, Burglary/Breaking & Entering, Larceny/Theft offenses (e.g., shoplifting, pocket-picking), Motor Vehicle Theft, Robbery, Fraud offenses (including identity theft and hacking), Vandalism

**3 Crimes against society:** Offenses that represent society's prohibitions against certain activities and do not have a specific victim. Example(s): Drug and narcotic offenses, Gambling offenses, Prostitution offenses, Weapon law violations

**Group B offenses;** are generally less serious offenses. This category includes; Disorderly conduct, (DUI), Liquor law violations, trespassing, misc. offenses/summary violations.



## LEHIGH COUNTY RADIO DISPATCH LOG MARCH 2026

911 Hangup	1	Motorbike Complaint	1
Alarm-Burglar	8	MVA No Injuries	1
Animal Complaint	6	Noise Complaint	2
Assist Other Department	3	Psych Emergency	2
Burglary	2	Road Hazard	2
Check on Welfare	11	Road Rage	1
Citizen Assist	11	Safe to Say	2
Criminal Mischief	2	Security Check	3
Disabled Vehicle	3	Suspicious Activity	3
Disturbance-Specify	4	Suspicious Vehicle	1
Domestic Disturbance	6	Theft	2
EMS Call-Abdominal Pain	3	Unclassified Complaint	2
EMS Call-Breathing Problem	5	Vehicle Stop	37
EMS Call-Cardiac Arrest	1	Visitor Present	10
EMS Call-Fall Victim	3		
EMS Call-Lacerations	1	<b>Grand Total</b>	<b>179</b>
EMS Call-Medical Alert Alarm	3		
EMS Call-Seizures	1		
EMS Call-Sick Person	5		
EMS Call-Unconscious Person	1		
EMS Call-Unknown Problem	2		
Fire Call-Automatic Fire Alarm	1		
Fire Call-Brush Fire	1		
Follow Up	17		
Fraud	1		
Hit and Run	1		
Lift Assist-No Injuries	4		
Lockout of Residence	3		



# BOROUGH COUNCIL ISSUE BRIEFING

**DEPARTMENT MANAGER:** Kal Sostarecz, Borough Manager

**MEETING DATE:** May 4, 2026

**AGENDA ITEM:** Lease Agreements with Macungie Historical Society and Boy Scouts Troop #71

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

Motion to authorize the execution of the lease agreements with the Macungie Historical Society and Boy Scout Troop #71.

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

The lease agreements with both the Macungie Historical Society and Boy Scouts Troop #71 to utilize space at the Macungie Institute expired at the end of April.

**III. Current Policy or Practice:**

Borough Council authorizes agreements.

**IV. Other Background Information:**

Attached are the draft leases for both entities. Council discussed the agreements at the April 6, 2026 Council meeting and made a recommendation to reduce the annual lease fee to \$1.00. These agreements follow previous versions closely and have been reviewed and updated by the Solicitor.

**V. Financial Impact:**

Reduction of the lease fees to \$1.00 will have a negligible impact on the overall Borough budget.

**VI. Recommendations:**

Pass the motion as presented.

*Macungie Institute  
Use Agreement*

**THIS USE AGREEMENT** (hereinafter the “Agreement”) is made and entered into as of this \_\_\_\_ day of \_\_\_\_\_, 2026, by and between the **BOROUGH OF MACUNGIE**, a municipal corporation of the Commonwealth of Pennsylvania (hereinafter the “Borough of Macungie” and/or “Borough”) and the **USER** (as such term is hereinafter defined). The Borough of Macungie and User (hereinafter collectively referred to as the “Parties”), in consideration of the covenants and agreements contained herein, and intending to be legally bound hereby, do hereby agree as follows:

**A. DEFINITIONS.** The following terms, when used in this Agreement, shall have the following meanings:

1. **Agreement:** This Use Agreement.
2. **Notice:** Notices under this Agreement shall not be deemed valid unless given or served in writing and forwarded by mail, postage prepaid, to User and/or the Borough of Macungie at the following addresses:  
  
Macungie Historical Society  
P.O. Box 355  
Macungie, PA 18062  
  
Borough of Macungie  
21 Locust Street  
Macungie, PA 18062
3. **Permitted Use:** The Macungie Historical Society may use the Premises defined herein for a museum, office, and related uses.
4. **Premises:** Rooms 101 and 102 of the Macungie Institute located at 510 E. Main Street, Macungie, Pennsylvania, 18062.
5. **Security Deposit:** \$0.00
6. **Term:** The term of this Agreement shall be four (4) years and shall commence on May 1, 2026 and terminate on April 30, 2030, unless renewed or sooner terminated as herein provided. At the end of the Term of this Agreement, User shall have three (3) months to vacate the Premises and shall continue to pay the applicable User Fees during such time.
7. **User Fee:** Due to the past, present, and anticipated future public benefits, improvements, and related educational offerings from the User at the Premises, the User Fee for this Use Agreement shall be \$1.00 annually during the Term. However, the operating costs of the Macungie Institute

will be reviewed annually by the Borough and the User Fee may be revised unilaterally by the Borough to reflect an increase in actual operating costs at the Macungie Institute. Such reviews will be conducted annually by the Trustees of the Macungie Institute and/or the Borough.

8. **User:** Macungie Historical Society

**B. CONTENTS.** This Agreement consists of pages 1 and 2 herein and the Terms and Conditions attached hereto.

**IN WITNESS WHEREOF**, and intending to be legally bound hereby, the Borough of Macungie and User have duly executed this Agreement on the day and year first above written.

**ATTEST:**

**BOROUGH OF MACUNGIE**

**By:** \_\_\_\_\_  
**Name:**  
**Title:**

**By:** \_\_\_\_\_  
**Name:** Kalman A. Sostarecz, Jr.  
**Title:** Borough Manager

**ATTEST:**

**USER (Macungie Historical Society)**

**By:** \_\_\_\_\_  
**Name:**  
**Title:**

**By:** \_\_\_\_\_  
**Name:**  
**Title:**

## Terms and Conditions

1. **Premises.** The Borough of Macungie does hereby grant unto User, and User does hereby accept from the Borough of Macungie, the right to access and use the Premises as set forth herein.

2. **Term.** The term of this Agreement shall be for the Term defined in this Agreement, unless otherwise renewed or sooner terminated as herein provided.

3. **User Fee.** In consideration of the rights and privileges granted by the Borough of Macungie to User under this Agreement, User shall pay the User Fee. The User Fee shall be due and payable by User on the first day of each quarter. All amounts payable by User hereunder shall be paid to the Borough of Macungie at the office of the Macungie Borough Manager, located at 21 Locust Street, Macungie, Pennsylvania, 18049. The amount of the User Fee has been determined by the Borough of Macungie based on the past, present, and anticipated future public benefits, improvements, and related educational offerings from the User at the Premises. Any User Fee, or portion thereof, payable by User hereunder which is not paid when due shall bear interest at the prime rate per annum from the due date thereof until paid. The Borough of Macungie reserves the right to review and revise the User Fee on an annual basis from the date hereof in order to reflect actual operating costs of the Macungie Institute and/or the Premises.

4. **Security Deposit.** On the date hereof, User has given the applicable Security Deposit to the Borough of Macungie. The Security Deposit shall be held by the Borough of Macungie during the term of this Agreement or until this Agreement is terminated. The Security Deposit may be used to reimburse the Borough of Macungie for any damages to the Premises and any unpaid sums due and owing at the end of the Term, upon termination, or upon surrender and acceptance of the Premises. The Borough of Macungie's use of the Security Deposit for reimbursement purposes shall not relieve User of the responsibility to pay the Borough of Macungie any additional sums due to the Borough of Macungie. User must provide a forwarding address to the Borough of Macungie to receive payment. Due to the past, present, and anticipated future public benefits, improvements, and related educational offerings from the User at the Premises, the Borough has determined that the Security Deposit for this Use Agreement will be \$0.0.

5. **Use of Premises.** During the Term of this Agreement, User shall use the Premises only for the Permitted Uses as defined in the Agreement. During any such use of the Premises as provided herein, User shall have the nonexclusive use of other common areas of the Macungie Institute (if normally open to the public at the time of use and if not otherwise specifically rented out to another third party by the Borough) necessary to access the Premises and the common area restrooms. User shall provide the Borough of Macungie with written notice of any abandonment of all or part of the Premises on or before the first day of such abandonment.

6. **Renewal Terms.** Unless otherwise terminated by either the Borough or the User, this Agreement shall automatically renew at the end of the Term for an additional one-year term which shall be under and subject to the terms and conditions of this Agreement. The Borough, however, may terminate this Agreement and the Term and/or any renewal term at any time and for any reason with thirty (30) days' written notice to User.

7. **Notice.** Notices under this Agreement shall not be deemed valid unless given or served in writing and forwarded by mail, postage prepaid, upon the Borough of Macungie and/or User at the following addresses:

BOROUGH OF MACUNGIE:  
Macungie Borough  
21 Locust Street  
Macungie, PA 18062  
Attn: Macungie Borough Manager

USER:  
Macungie Historical Society  
P.O. Box 355  
Macungie, PA 18062

8. **Possession and Surrender.** User is entitled to use Premises in accordance with this Agreement commencing on the first day of the Term. User shall yield possession to the Borough of Macungie on the last day of the Term or any renewed term, as the case may be, unless this Agreement is sooner terminated as herein provided. Upon expiration of the Term, the expiration of a renewed term, or termination, User shall peaceably and quietly vacate, leave, quit and surrender the Premises in good condition, ordinary wear and tear excepted, and User shall remove its property, goods and effects from the Premises.

9. **Storage.** During the Term or any renewal term of this Agreement, User has the nonexclusive right to store items at the Premises. However, User covenants and agrees that it will not use the Premises solely for storage. User shall not hold the Borough of Macungie liable for any loss of or damage to stored items and/or property of User or others. User specifically indemnifies, releases, and holds Borough harmless from any and all claims and/or causes of action relating to any damage and/or injury to User and/or User's items, property and/or goods located at the Premises. Storage of combustible or hazardous materials is prohibited.

10. **Maintenance.** The Borough of Macungie covenants and agrees to operate, maintain and keep the Premises in good repair and in a condition deemed acceptable to the Borough of Macungie.

11. **Utilities and Services.** The Borough of Macungie covenants and agrees to pay and be responsible for the following utilities and services in connection with the Premises during the Term: electricity; water and sewer; gas; and, garbage and trash disposal. User covenants and agrees to pay and be responsible for the following utilities and services in connection with the Premises during the Term: telephone service; telecommunications; and, any separate security alarm.

12. **Termination.** Notwithstanding any other provision of this Agreement, the Borough of Macungie may terminate this Agreement upon thirty (30) days' written Notice to User, for any reason. Further, this Agreement may be terminated upon one (1) year written notification from the User.

13. **Default.** The occurrence of any one or more of the following events shall constitute

an “Event of Default” hereunder: (a) User shall fail to pay in full when due any sum payable to the Borough of Macungie hereunder, and such failure shall continue uncured for a period of ten (10) days; (b) User shall fail to perform, satisfy, comply with, or observe any other covenant, term, condition, agreement or obligation on its part to be performed or observed under this Agreement, and such failure shall continue uncured for ten (10) days after written Notice thereof from the Borough of Macungie to User; (c) the abandonment by User of the Premises.; (d) User shall commence a voluntary action under any Chapter of the Bankruptcy Code (Title 11 of the United States Code), as now or hereafter in effect, or the taking by the User of any equivalent or similar action by filing of a petition or otherwise under any other federal or state law in effect at the time relating to bankruptcy or insolvency; (e) the filing of a petition against User under any Chapter of the Bankruptcy Code (Title 11 of the United States Code), as now or hereafter in effect, or the filing of a petition seeking any equivalent or similar relief against User under any other federal or state law in effect at the time relating to bankruptcy or insolvency, and in either case the failure by User to secure the discharge of any such petition within sixty (60) consecutive days from the date of filing; (f) the filing of a petition seeking the appointment of a receiver, trustee or liquidator of User or of all or any part of User’s assets or property; (g) any execution or attachment shall be issued against User or any of User’s property, and such execution or attachment shall not be set aside, vacated or discharged within sixty (60) days after the issuance of same.

14. **Remedies.** Upon the occurrence of any Event of Default, the Borough of Macungie shall have the following rights and remedies in addition to all other rights and remedies otherwise available at law or in equity: (a) the Borough of Macungie may, at its option, cure any Event of Default, in which event, User shall reimburse the Borough of Macungie for any and all costs and expenses which may be incurred by the Borough of Macungie in curing such default, such reimbursement to be made within ten (10) days after the Borough of Macungie has given User a statement setting forth the amount of such costs and expenses; (b) at the option of the Borough of Macungie, upon written notice to User, the Term shall terminate and become absolutely void, without any right on the part of User to save the forfeiture by payment of any sum due or by other performance of any term, covenant or condition broken; or (c) at the option of the Borough of Macungie, the Borough of Macungie shall have the right to reenter and possess the Premises without demand or notice and with or without process of law, using such reasonable force as may be necessary, without being deemed guilty of trespass, eviction, forcible entry, conversion or becoming liable for any loss or damage which may be occasioned thereby, dispossess User and any other occupants of the Premises, remove their property and effects not previously removed by them, and without releasing User from its obligation to pay any charges hereunder and all other obligations hereunder, and without waiving any other rights given to the Borough of Macungie hereunder or at law or in equity, reassign use of the Premises or any part thereof for such term or terms (which may be for a term extending beyond the term of this Agreement) and at such user fees and upon such other terms and conditions as the Borough of Macungie in its sole discretion may deem advisable. User shall pay the Borough of Macungie for any expenses incurred by the Borough in such reassigning of use including without limitation brokers’ fees, attorneys’ fees, the expense of repairing, altering and redecorating the Premises and otherwise preparing the same for reassignment of use. No such reentry or taking possession of the Premises by the Borough of Macungie shall be construed as an election on its part to terminate the term of this Agreement unless a written notice of such termination be given to User. All sums of money or charges required to be paid by User under this Agreement shall be additional user fees and/or rent, whether or not such sums or charges are designated as such.

15. **Late Payments.** User agrees to pay a late fee of TWENTY-FIVE DOLLARS (\$25.00) for any sum due to the Borough of Macungie that is not paid within ten (10) days after its due date.

16. **Cumulative Rights.** The rights of the Parties under this Agreement are cumulative, and shall not be construed as exclusive unless otherwise required by law.

17. **Non-sufficient Funds.** User agrees to pay a fee of THIRTY DOLLARS (\$30.00) to the Borough of Macungie for each check that User submits to the Borough of Macungie for payment of any sum under this Agreement, if said check is returned to the Borough of Macungie for lack of sufficient funds.

18. **Remodeling or Structural Improvements.** User shall not make any improvements to the Premises without the prior written consent of the Borough of Macungie, which consent may be withheld in the Borough of Macungie's sole and absolute discretion.

19. **Access by Borough of Macungie to Premises.** The Borough of Macungie and its employees, representatives, and agents shall have the right to enter the Premises to use, make inspections, and provide necessary services and repairs at any time deemed necessary by Borough. In the event that the Borough of Macungie permits User to install locks upon the doors to the Premises and/or to otherwise install an alarm system therefor, which consent the Borough of Macungie may withhold in its sole and absolute discretion, User shall, as often as said locks or alarm systems have keys or codes, provide to the Borough of Macungie such keys and codes.

20. **Mechanic's Liens.** Neither User nor anyone claiming through User shall have the right to file mechanic's liens or any other type of lien on the Premises and/or the property of the Borough of Macungie.

21. **Property Insurance.** The Borough of Macungie covenants and agrees, at its sole cost and expense, throughout the duration of this Agreement, to obtain, keep and maintain in full force and effect property damage insurance with respect to its interests in the property of which the Premises are a part and which insurance shall not be less than THREE HUNDRED AND FIFTY THOUSAND DOLLARS (\$350,000.00). User shall not be entitled to any claim under such insurance policy of the Borough.

22. **Liability Insurance.** User covenants and agrees, at its sole cost and expense, throughout the duration of this Agreement, to obtain, keep and maintain in full force and effect contents insurance, renters insurance, and all risks basic property and casualty insurance for at least the full replacement cost value covering all of User's property in or on the Premises and the full replacement cost of the Macungie Institute building and all other improvements on the Borough's property. Further, User shall obtain, keep and maintain for the mutual benefit of User and the Borough of Macungie, comprehensive general liability insurance against claims for damage to persons or property arising out of the use or occupancy of the Premises in a total aggregate sum of at least ONE MILLION DOLLARS (\$1,000,000.00), and such insurance policy shall name Macungie Borough as an additional insured. A duplicate original, certificate or binder of such insurance shall be furnished to the Borough of Macungie at the commencement of the Term of this Agreement. Each renewal certificate of such insurance shall be furnished to the Borough of Macungie at least fifteen (15) days prior to the expiration of the policy it renews. Each

such policy of insurance shall contain an agreement by the insurer that such policy shall not be cancelled or changed without thirty (30) days prior written notice to the Borough of Macungie, and shall contain an agreement that the indemnification and hold harmless wording contained in this Agreement is insured as a contractual obligation. The Borough of Macungie shall be listed as an additional insured under such policy. The liability coverage set forth in this section shall be issued by insurer(s) acceptable to the Borough of Macungie. User's failure to effectuate any and all such insurance and renewal policies of insurance required as aforesaid, and to pay the premiums and renewal premiums on all such policies of insurance as they become due and payable, and to deliver all such certificates of insurance and renewals thereof or duplicate originals to the Borough of Macungie within the time hereinabove limited, shall constitute a default by User under the terms of this Agreement.

23. **Indemnity.** User shall indemnify and hold the Borough of Macungie harmless from and against any and all claims, actions, damages, liability and expense in connection with loss of life, personal injury or damage to Premises or the Macungie Institute arising from or out of any occurrence in, upon or at Premises or the Macungie Institute or concerning the use or occupancy of the Premises, including without limitation any and all claims of User's employees, business and/or social invitees. User shall, at its own cost and expense, defend any and all suits or actions which may be brought against the Borough of Macungie or in which the Borough of Macungie may be impleaded with respect to the foregoing, and shall pay all costs, expenses and reasonable attorneys' fees incurred or paid by the Borough of Macungie in connection with such litigation. User shall also pay all costs, expenses and reasonable attorneys' fees that may be incurred or paid by the Borough of Macungie in enforcing the covenants and agreements of this Agreement. To the maximum extent permitted by law, the Borough of Macungie shall not be liable for, and User waives all claims for, loss or damage to the User's business or injury or damage to person or property sustained by User, or any person claiming by, through, or under User, resulting from any accident or occurrence in, on, or about the Premises, without limitation, claims for loss, theft, injury or damage resulting from: (i) any equipment or appurtenances becoming out of repair; (ii) wind or weather; (iii) any defect in or failure to operate any sprinkler, HVAC equipment, electric wiring, gas, water or steam pipe, stair, railing or walk; (iv) broken glass; (v) the backing up of any sewer pipe or downspout; (vi) the escape of steam or water; (vii) water, snow or ice being upon the Premises or coming into the building thereon; (viii) the falling of any fixture, plaster, tile or stucco or other material; (ix) any act, omission or negligence of any adjoining or contiguous buildings, owners of adjacent or contiguous property, or the public. To the maximum extent permitted by law, User agrees to use the Premises at User's own risk.

24. **Fire.** If, during the Term of this Agreement, the Macungie Institute is so injured by fire or other casualty not occurring through the negligence of User or those claiming under User, or their employees respectively, that the Premises are rendered wholly unfit for occupancy and the Premises cannot be repaired within sixty days from the happening of such injury, then this Agreement shall cease and terminate from the date of such injury. In such case User shall immediately surrender the Premises to the Borough. If such injury can be repaired within sixty days thereafter, Borough may enter and repair, and this Agreement shall not be affected.

25. **Damage in General.** User agrees that the Borough shall not be liable to User and User hereby releases the Borough of Macungie from any liability, for any personal injury, loss of income or damage to or loss of persons or property in or about the Premises from any

cause whatsoever. The Borough shall not be liable to User for any such damage or loss, whether or not such damage or loss so results from the negligence of User or Borough.

26. **Dangerous Materials.** User shall not bring or maintain in or on the Premises, the Macungie Institute, or the property of which the Premises is a part, (i) any article or item of a dangerous, flammable, or explosive character that might substantially increase the danger of fire in or on the Premises, or the property of which the Premises is a part, (ii) hazardous substances or materials, as such terms are defined by applicable federal and state laws, statutes, rules, or regulations or (iii) any item or material that might be considered hazardous by a responsible insurance company, unless the prior written consent of the Borough of Macungie, which consent may be withheld in the Borough of Macungie's sole and absolute discretion, is obtained and proof of adequate insurance protection is provided by User to the Borough of Macungie.

27. **Prohibited Activities.** The Borough of Macungie strictly prohibits the following activities from being conducted by User on and the following items from occupying the Premises:

- Smoking;
- Drinking or possession of alcoholic beverages;
- Unruly or loud behavior;
- Vandalism;
- Possessing and/or discharging firearms; or
- Pets.

User covenants and agrees to adhere to the above-referenced prohibitions in this section.

28. **Parking.** During any such use of the Premises as provided herein, User and its members shall have the nonexclusive use of any parking space generally available at the Macungie Institute unless otherwise specifically notified by the Borough.

29. **Cooking.** User shall not use any kitchen facilities located in the Macungie Institute, except with the prior consent of the Borough of Macungie.

30. **Keys.** The Borough of Macungie shall provide User with key(s) necessary to access and use the Premises. Any keys provided to User under this Agreement shall be returned to the Borough of Macungie on or before the date of termination of this Agreement. If User fails to return any keys to the Borough of Macungie pursuant to this section, User shall pay to the Borough of Macungie the sum of TWENTY-FIVE DOLLARS (\$25.00). This sum may be deducted from the security deposit in the event there is a security deposit.

31. **Locking Doors.** User covenants and agrees to lock all doors that allow access to the Premises and the Macungie Institute when the User and its business and social invitees exit the Premises and the Macungie Institute. User shall not leave the Macungie Institute unlocked when leaving the Premises.

32. **Compliance with Laws.** User covenants and agrees that during the Term of this Agreement, it will promptly comply at its sole cost and expense with all present and future laws, ordinances, regulations and requirements of federal, state, county and municipal authorities and the fire insurance underwriters affecting the use or operation of the Premises.

33. **Governing Law.** This Agreement and the rights and obligations of the Parties hereto shall be governed by, interpreted and construed in accordance with the laws of the Commonwealth of Pennsylvania and the Ordinances of Macungie Borough.

34. **Entire Agreement/amendment.** This Agreement constitutes and expresses the whole agreement of the Parties hereto with reference to the subject matter hereof and to any of the matters or things herein provided for or hereinbefore discussed or mentioned in reference to the subject matter hereof; all prior promises, undertakings, representations, agreements, understandings and arrangements relative thereto being herein merged. No alteration, amendment, change or addition to this Agreement shall be binding upon User or the Borough of Macungie unless reduced to writing and signed by the Parties.

35. **Severability.** If any portion of this Agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this Agreement is invalid or unenforceable, but that by limiting such provision, it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.

36. **Assignment.** User shall not assign this Agreement and/or its rights hereunder, in whole or in part, except with the prior written consent of the Borough of Macungie. However, the foregoing shall not prevent the assignment of this Agreement and of User's rights hereunder to any corporation into or with which the User may merge or consolidate, or which may succeed to the business and assets of User.

37. **Captions.** The captions preceding the paragraphs of this Agreement are intended only as a matter of convenience and for reference and in no way define, limit or describe the scope or intent of this Agreement nor in any way affect this Agreement.

38. **Waiver.** The failure of the Borough of Macungie to enforce any provisions of this Agreement shall not be construed as a waiver or limitation of the Borough of Macungie's right to subsequently enforce and compel strict compliance with all terms, conditions and provisions of this Agreement.

39. **Parties.** The covenants, conditions and agreements contained in this Agreement shall bind and inure to the benefit of User and the Borough of Macungie and their respective successors, heirs, executors and administrators and permitted assigns.

40. **Rules and Regulations.** User shall observe and comply with all the terms and conditions of this Agreement, all ordinances of the Borough of Macungie, and all other rules and regulations established by the Borough of Macungie from time to time for the Macungie Institute (collectively, the "Rules and Regulations"). User shall be given at least five (5) days' notice of any changes therein. In the event of any conflict between the terms of this Use Agreement and the Rules and Regulations, the more restrictive rule and/or regulation shall control.

**[End of Terms and Conditions]**

*Macungie Institute  
Use Agreement*

**THIS USE AGREEMENT** (hereinafter the “Agreement”) is made and entered into as of this \_\_\_\_ day of \_\_\_\_\_, 2026, by and between the **BOROUGH OF MACUNGIE**, a municipal corporation of the Commonwealth of Pennsylvania (hereinafter the “Borough of Macungie” and/or “Borough”) and the **USER** (as such term is hereinafter defined). The Borough of Macungie and User (hereinafter collectively referred to as the “Parties”), in consideration of the covenants and agreements contained herein, and intending to be legally bound hereby, do hereby agree as follows:

**A. DEFINITIONS.** The following terms, when used in this Agreement, shall have the following meanings:

1. **Agreement:** This Use Agreement.
2. **Notice:** Notices under this Agreement shall not be deemed valid unless given or served in writing and forwarded by mail, postage prepaid, to User and/or the Borough of Macungie at the following addresses:  
  
Boy Scouts of America  
Troup #71  
82 S. Church Street  
Macungie, PA 18062  
  
Borough of Macungie  
21 Locust Street  
Macungie, PA 18062
3. **Permitted Use:** The Boy Scouts of America Troop #71 may use the Premises defined herein for a meeting room.
4. **Premises:** Three (3) rooms consisting of the storage room, office and adjoining large room located in the basement of the Macungie Institute, located at 510 E. Main Street, Macungie, Pennsylvania, 18062, as indicated on the attached plan.
5. **Security Deposit:** \$0.00
6. **Term:** The term of this Agreement shall be four (4) years and shall commence on May 1, 2026 and terminate on April 30, 2030, unless renewed or sooner terminated as herein provided.
7. **User Fee:** Due to the past, present, and anticipated future public benefits,

improvements, and related educational offerings from the User at the Premises, and in particular the physical improvements that User has made or intends to make to the Premises, the User Fee for this Use Agreement shall be \$1.00 annually during the Term. However, the operating costs of the Macungie Institute will be reviewed annually by the Borough and the User Fee may be revised unilaterally by the Borough to reflect an increase in actual operating costs at the Macungie Institute. Such reviews will be conducted annually by the Trustees of the Macungie Institute and/or the Borough.

8. **User:** Boy Scouts of America, Troop #71

**B. CONTENTS.** This Agreement consists of pages 1 and 2 herein and the Terms and Conditions attached hereto.

**IN WITNESS WHEREOF**, and intending to be legally bound hereby, the Borough of Macungie and User have duly executed this Agreement on the day and year first above written.

**ATTEST:**

**BOROUGH OF MACUNGIE**

By: \_\_\_\_\_  
**Name:**  
**Title:**

By: \_\_\_\_\_  
**Name: Kalman A. Sostarecz, Jr.**  
**Title: Borough Manager**

**ATTEST:**

**USER (Boy Scouts of America, Troop #71)**

By: \_\_\_\_\_  
**Name:**  
**Title:**

By: \_\_\_\_\_  
**Name:**  
**Title:**

## Terms and Conditions

1. **Premises.** The Borough of Macungie does hereby grant unto User, and User does hereby accept from the Borough of Macungie, the right to access and use the Premises as set forth herein.

2. **Term.** The term of this Agreement shall be for the Term defined in this Agreement, unless otherwise renewed or sooner terminated as herein provided.

3. **User Fee.** In consideration of the rights and privileges granted by the Borough of Macungie to User under this Agreement, User shall pay the User Fee. The User Fee shall be due and payable by User on the first day of each quarter. All amounts payable by User hereunder shall be paid to the Borough of Macungie at the office of the Macungie Borough Manager, located at 21 Locust Street, Macungie, Pennsylvania, 18049. The amount of the User Fee has been determined by the Borough of Macungie based on the past, present, and anticipated future public benefits, improvements, and related educational offerings from the User at the Premises, and in particular the physical improvements made by and/or intended to be made by User at the Premises. Any User Fee, or portion thereof, payable by User hereunder which is not paid when due shall bear interest at the prime rate per annum from the due date thereof until paid. The Borough of Macungie reserves the right to review and revise the User Fee on an annual basis from the date hereof in order to reflect actual operating costs of the Macungie Institute and/or the Premises. Notification of the change in User Fee will be provided to the User no later than October 1<sup>st</sup> of any calendar year, with the new fee taking effect in January of the following calendar year.

4. **Security Deposit.** On the date hereof, User has given the applicable Security Deposit to the Borough of Macungie. The Security Deposit shall be held by the Borough of Macungie during the term of this Agreement or until this Agreement is terminated. The Security Deposit may be used to reimburse the Borough of Macungie for any damages to the Premises and any unpaid sums due and owing at the end of the Term, upon termination, or upon surrender and acceptance of the Premises. The Borough of Macungie's use of the Security Deposit for reimbursement purposes shall not relieve User of the responsibility to pay the Borough of Macungie any additional sums due to the Borough of Macungie. User must provide a forwarding address to the Borough of Macungie to receive payment. Due to the past, present, and anticipated future public benefits, improvements, and related educational offerings from the User at the Premises, and in particular the physical improvements made by and/or intended to be made by User to the Premises, the Borough has determined that the Security Deposit for this Use Agreement will be \$0.0.

5. **Use of Premises.** During the Term of this Agreement, User shall use the Premises only for the Permitted Uses as defined in the Agreement. During any such use of the Premises as provided herein, User shall have the nonexclusive use of other common areas of the Macungie Institute (if normally open to the public at the time of use and if not otherwise specifically rented out to another third party by the Borough) necessary to access the Premises and the common area restrooms. User shall provide the Borough of Macungie with written

notice of any abandonment of all or part of the Premises on or before the first day of such abandonment.

6. **Renewal Terms.** Unless otherwise terminated by either the Borough or the User, this Agreement shall automatically renew at the end of the Term for an additional one-year term which shall be under and subject to the terms and conditions of this Agreement. The Borough, however, may terminate this Agreement and the Term and/or any renewal term at any time and for any reason with thirty (30) days' written notice to User.

7. **Notice.** Notices under this Agreement shall not be deemed valid unless given or served in writing and forwarded by mail, postage prepaid, upon the Borough of Macungie and/or User at the following addresses:

BOROUGH OF MACUNGIE:  
Macungie Borough  
21 Locust Street  
Macungie, PA 18062  
Attn: Macungie Borough Manager

USER:  
Boy Scouts of America, Troop #71  
82 S. Church Street  
Macungie, PA 18062  
Attn: Scoutmaster

8. **Possession and Surrender.** User is entitled to use Premises in accordance with this Agreement commencing on the first day of the Term. User shall yield possession to the Borough of Macungie on the last day of the Term or any renewal term, as the case may be, unless this Agreement is sooner terminated as herein provided. Upon expiration of the Term, the expiration of a renewal term, or termination, User shall peaceably and quietly vacate, leave, quit and surrender the Premises in good condition, ordinary wear and tear excepted, and User shall remove its property, goods and effects from the Premises.

9. **Storage.** During the Term or any renewal term of this Agreement, User has the nonexclusive right to store items at the Premises. However, User covenants and agrees that it will not use the Premises solely for storage. User shall not hold the Borough of Macungie liable for any loss of or damage to stored items and/or property of User or others. User specifically indemnifies, releases, and holds Borough harmless from any and all claims and/or causes of action relating to any damage and/or injury to User and/or User's items, property and/or goods located at the Premises. Storage of combustible or hazardous materials is prohibited.

10. **Maintenance.** The Borough of Macungie covenants and agrees to operate, maintain and keep the Premises in good repair and in a condition deemed acceptable to the Borough of Macungie.

11. **Utilities and Services.** The Borough of Macungie covenants and agrees to pay

and be responsible for the following utilities and services in connection with the Premises during the Term: electricity; water and sewer; and, gas. User covenants and agrees to pay and be responsible for the following utilities and services in connection with the Premises during the Term: telephone service; telecommunications; garbage and trash disposal; and, any separate security alarm.

12. **Termination.** Notwithstanding any other provision of this Agreement, the Borough of Macungie may terminate this Agreement upon thirty (30) days' written Notice to User, for any reason.

13. **Default.** The occurrence of any one or more of the following events shall constitute an "Event of Default" hereunder: (a) User shall fail to pay in full when due any sum payable to the Borough of Macungie hereunder, and such failure shall continue uncured for a period of ten (10) days; (b) User shall fail to perform, satisfy, comply with, or observe any other covenant, term, condition, agreement or obligation on its part to be performed or observed under this Agreement, and such failure shall continue uncured for ten (10) days after written Notice thereof from the Borough of Macungie to User; (c) the abandonment by User of the Premises.; (d) User shall commence a voluntary action under any Chapter of the Bankruptcy Code (Title 11 of the United States Code), as now or hereafter in effect, or the taking by the User of any equivalent or similar action by filing of a petition or otherwise under any other federal or state law in effect at the time relating to bankruptcy or insolvency; (e) the filing of a petition against User under any Chapter of the Bankruptcy Code (Title 11 of the United States Code), as now or hereafter in effect, or the filing of a petition seeking any equivalent or similar relief against User under any other federal or state law in effect at the time relating to bankruptcy or insolvency, and in either case the failure by User to secure the discharge of any such petition within sixty (60) consecutive days from the date of filing; (f) the filing of a petition seeking the appointment of a receiver, trustee or liquidator of User or of all or any part of User's assets or property; (g) any execution or attachment shall be issued against User or any of User's property, and such execution or attachment shall not be set aside, vacated or discharged within sixty (60) days after the issuance of same.

14. **Remedies.** Upon the occurrence of any Event of Default, the Borough of Macungie shall have the following rights and remedies in addition to all other rights and remedies otherwise available at law or in equity: (a) the Borough of Macungie may, at its option, cure any Event of Default, in which event, User shall reimburse the Borough of Macungie for any and all costs and expenses which may be incurred by the Borough of Macungie in curing such default, such reimbursement to be made within ten (10) days after the Borough of Macungie has given User a statement setting forth the amount of such costs and expenses; (b) at the option of the Borough of Macungie, upon written notice to User, the Term shall terminate and become absolutely void, without any right on the part of User to save the forfeiture by payment of any sum due or by other performance of any term, covenant or condition broken; or (c) at the option of the Borough of Macungie, the Borough of Macungie shall have the right to reenter and possess the Premises without demand or notice and with or without process of law, using such reasonable force as may be necessary, without being deemed guilty of trespass, eviction, forcible entry, conversion or becoming liable for any loss or damage which may be occasioned thereby,

dispossess User and any other occupants of the Premises, remove their property and effects not previously removed by them, and without releasing User from its obligation to pay any charges hereunder and all other obligations hereunder, and without waiving any other rights given to the Borough of Macungie hereunder or at law or in equity, reassign use of the Premises or any part thereof for such term or terms (which may be for a term extending beyond the term of this Agreement) and at such user fees and upon such other terms and conditions as the Borough of Macungie in its sole discretion may deem advisable. User shall pay the Borough of Macungie for any expenses incurred by the Borough in such reassigning of use including without limitation brokers' fees, attorneys' fees, the expense of repairing, altering and redecorating the Premises and otherwise preparing the same for reassignment of use. No such reentry or taking possession of the Premises by the Borough of Macungie shall be construed as an election on its part to terminate the term of this Agreement unless a written notice of such termination be given to User. All sums of money or charges required to be paid by User under this Agreement shall be additional user fees and/or rent, whether or not such sums or charges are designated as such.

15. **Late Payments.** User agrees to pay a late fee of TWENTY-FIVE DOLLARS (\$25.00) for any sum due to the Borough of Macungie that is not paid within ten (10) days after its due date.

16. **Cumulative Rights.** The rights of the Parties under this Agreement are cumulative, and shall not be construed as exclusive unless otherwise required by law.

17. **Non-sufficient Funds.** User agrees to pay a fee of THIRTY DOLLARS (\$30.00) to the Borough of Macungie for each check that User submits to the Borough of Macungie for payment of any sum under this Agreement, if said check is returned to the Borough of Macungie for lack of sufficient funds.

18. **Remodeling or Structural Improvements.** User shall not make any improvements to the Premises without the prior written consent of the Borough of Macungie, which consent may be withheld in the Borough of Macungie's sole and absolute discretion. It is understood and agreed to by the Parties hereto that the Borough may grant User limited permission to perform specific improvements to the Premises subject to, conditional on, and limited by a separate agreement between the Parties. This Agreement does not grant User any such right to remodel and/or perform improvements at the Premises.

19. **Access by Borough of Macungie to Premises.** The Borough of Macungie and its employees, representatives, and agents shall have the right to enter the Premises to use, make inspections, and provide necessary services and repairs at any time deemed necessary by Borough. In the event that the Borough of Macungie permits User to install locks upon the doors to the Premises and/or to otherwise install an alarm system therefor, which consent the Borough of Macungie may withhold in its sole and absolute discretion, User shall, as often as said locks or alarm systems have keys or codes, provide to the Borough of Macungie such keys and codes.

20. **Mechanic's Liens.** Neither User nor anyone claiming through User shall have the right to file mechanic's liens or any other type of lien on the Premises and/or the property of

the Borough of Macungie.

21. **Property Insurance.** The Borough of Macungie covenants and agrees, at its sole cost and expense, throughout the duration of this Agreement, to obtain, keep and maintain in full force and effect property damage insurance with respect to its interests in the property of which the Premises are a part and which insurance shall not be less than THREE HUNDRED AND FIFTY THOUSAND DOLLARS (\$350,000.00). User shall not be entitled to any claim under such insurance policy of the Borough.

22. **Liability Insurance.** User covenants and agrees, at its sole cost and expense, throughout the duration of this Agreement, to obtain, keep and maintain in full force and effect contents insurance, renters insurance, and all risks basic property and casualty insurance for at least the full replacement cost value covering all of User's property in or on the Premises and the full replacement cost of the Macungie Institute building and all other improvements on the Borough's property. Further, User shall obtain, keep and maintain for the mutual benefit of User and the Borough of Macungie, comprehensive general liability insurance against claims for damage to persons or property arising out of the use or occupancy of the Premises in a total aggregate sum of at least ONE MILLION DOLLARS (\$1,000,000.00), and such insurance policy shall name Macungie Borough as an additional insured. A duplicate original, certificate or binder of such insurance shall be furnished to the Borough of Macungie at the commencement of the Term of this Agreement. Each renewal certificate of such insurance shall be furnished to the Borough of Macungie at least fifteen (15) days prior to the expiration of the policy it renews. Each such policy of insurance shall contain an agreement by the insurer that such policy shall not be cancelled or changed without thirty (30) days prior written notice to the Borough of Macungie, and shall contain an agreement that the indemnification and hold harmless wording contained in this Agreement is insured as a contractual obligation. The Borough of Macungie shall be listed as an additional insured under such policy. The liability coverage set forth in this section shall be issued by insurer(s) acceptable to the Borough of Macungie. User's failure to effectuate any and all such insurance and renewal policies of insurance required as aforesaid, and to pay the premiums and renewal premiums on all such policies of insurance as they become due and payable, and to deliver all such certificates of insurance and renewals thereof or duplicate originals to the Borough of Macungie within the time hereinabove limited, shall constitute a default by User under the terms of this Agreement.

23. **Indemnity.** User shall indemnify and hold the Borough of Macungie harmless from and against any and all claims, actions, damages, liability and expense in connection with loss of life, personal injury or damage to Premises or the Macungie Institute arising from or out of any occurrence in, upon or at Premises or the Macungie Institute or concerning the use or occupancy of the Premises, including without limitation any and all claims of User's employees, business and/or social invitees. User shall, at its own cost and expense, defend any and all suits or actions which may be brought against the Borough of Macungie or in which the Borough of Macungie may be impleaded with respect to the foregoing, and shall pay all costs, expenses and reasonable attorneys' fees incurred or paid by the Borough of Macungie in connection with such litigation. User shall also pay all costs, expenses and reasonable attorneys' fees that may be incurred or paid by the Borough of Macungie in enforcing the covenants and agreements of this

Agreement. To the maximum extent permitted by law, the Borough of Macungie shall not be liable for, and User waives all claims for, loss or damage to the User's business or injury or damage to person or property sustained by User, or any person claiming by, through, or under User, resulting from any accident or occurrence in, on, or about the Premises, without limitation, claims for loss, theft, injury or damage resulting from: (i) any equipment or appurtenances becoming out of repair; (ii) wind or weather; (iii) any defect in or failure to operate any sprinkler, HVAC equipment, electric wiring, gas, water or steam pipe, stair, railing or walk; (iv) broken glass; (v) the backing up of any sewer pipe or downspout; (vi) the escape of steam or water; (vii) water, snow or ice being upon the Premises or coming into the building thereon; (viii) the falling of any fixture, plaster, tile or stucco or other material; (ix) any act, omission or negligence of any adjoining or contiguous buildings, owners of adjacent or contiguous property, or the public. To the maximum extent permitted by law, User agrees to use the Premises at User's own risk.

24. **Fire.** If, during the Term of this Agreement, the Macungie Institute is so injured by fire or other casualty not occurring through the negligence of User or those claiming under User, or their employees respectively, that the Premises are rendered wholly unfit for occupancy and the Premises cannot be repaired within sixty days from the happening of such injury, then this Agreement shall cease and terminate from the date of such injury. In such case User shall immediately surrender the Premises to the Borough. If such injury can be repaired within sixty days thereafter, Borough may enter and repair, and this Agreement shall not be affected.

25. **Damage in General.** User agrees that the Borough shall not be liable to User and User hereby releases the Borough of Macungie from any liability, for any personal injury, loss of income or damage to or loss of persons or property in or about the Premises from any cause whatsoever. The Borough shall not be liable to User for any such damage or loss, whether or not such damage or loss so results from the negligence of User or Borough.

26. **Dangerous Materials.** User shall not bring or maintain in or on the Premises, the Macungie Institute, or the property of which the Premises is a part, (i) any article or item of a dangerous, flammable, or explosive character that might substantially increase the danger of fire in or on the Premises, or the property of which the Premises is a part, (ii) hazardous substances or materials, as such terms are defined by applicable federal and state laws, statutes, rules, or regulations or (iii) any item or material that might be considered hazardous by a responsible insurance company, unless the prior written consent of the Borough of Macungie, which consent may be withheld in the Borough of Macungie's sole and absolute discretion, is obtained and proof of adequate insurance protection is provided by User to the Borough of Macungie.

27. **Prohibited Activities.** The Borough of Macungie strictly prohibits the following activities from being conducted by User on and the following items from occupying the Premises:

- Smoking;
- Drinking or possession of alcoholic beverages;
- Unruly or loud behavior;
- Vandalism;

- Possessing and/or discharging firearms; or
- Pets.

User covenants and agrees to adhere to the above-referenced prohibitions in this section.

28. **Parking.** During any such use of the Premises as provided herein, User and its members shall have the nonexclusive use of any parking space generally available at the Macungie Institute unless otherwise specifically notified by the Borough.

29. **Cooking.** User shall not use any kitchen facilities located in the Macungie Institute, except with the prior consent of the Borough of Macungie.

30. **Keys.** The Borough of Macungie shall provide User with key(s) necessary to access and use the Premises. Any keys provided to User under this Agreement shall be returned to the Borough of Macungie on or before the date of termination of this Agreement. If User fails to return any keys to the Borough of Macungie pursuant to this section, User shall pay to the Borough of Macungie the sum of TWENTY-FIVE DOLLARS (\$25.00). This sum may be deducted from the security deposit in the event there is a security deposit.

31. **Locking Doors.** User covenants and agrees to lock all doors that allow access to the Premises and the Macungie Institute when the User and its business and social invitees exit the Premises and the Macungie Institute. User shall not leave the Macungie Institute unlocked when leaving the Premises.

32. **Compliance with Laws.** User covenants and agrees that during the Term of this Agreement, it will promptly comply at its sole cost and expense with all present and future laws, ordinances, regulations and requirements of federal, state, county and municipal authorities and the fire insurance underwriters affecting the use or operation of the Premises.

33. **Governing Law.** This Agreement and the rights and obligations of the Parties hereto shall be governed by, interpreted and construed in accordance with the laws of the Commonwealth of Pennsylvania and the Ordinances of Macungie Borough.

34. **Entire Agreement/amendment.** This Agreement constitutes and expresses the whole agreement of the Parties hereto with reference to the subject matter hereof and to any of the matters or things herein provided for or hereinbefore discussed or mentioned in reference to the subject matter hereof; all prior promises, undertakings, representations, agreements, understandings and arrangements relative thereto being herein merged. No alteration, amendment, change or addition to this Agreement shall be binding upon User or the Borough of Macungie unless reduced to writing and signed by the Parties.

35. **Severability.** If any portion of this Agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this Agreement is invalid or unenforceable, but that by limiting such provision, it would become valid and enforceable, then such provision shall

be deemed to be written, construed, and enforced as so limited.

36. **Assignment.** User shall not assign this Agreement and/or its rights hereunder, in whole or in part, except with the prior written consent of the Borough of Macungie. However, the foregoing shall not prevent the assignment of this Agreement and of User's rights hereunder to any corporation into or with which the User may merge or consolidate, or which may succeed to the business and assets of User.

37. **Captions.** The captions preceding the paragraphs of this Agreement are intended only as a matter of convenience and for reference and in no way define, limit or describe the scope or intent of this Agreement nor in any way affect this Agreement.

38. **Waiver.** The failure of the Borough of Macungie to enforce any provisions of this Agreement shall not be construed as a waiver or limitation of the Borough of Macungie's right to subsequently enforce and compel strict compliance with all terms, conditions and provisions of this Agreement.

39. **Parties.** The covenants, conditions and agreements contained in this Agreement shall bind and inure to the benefit of User and the Borough of Macungie and their respective successors, heirs, executors and administrators and permitted assigns.

40. **Rules and Regulations.** User shall observe and comply with all the terms and conditions of this Agreement, all ordinances of the Borough of Macungie, and all other rules and regulations established by the Borough of Macungie from time to time for the Macungie Institute (collectively, the "Rules and Regulations"). User shall be given at least five (5) days' notice of any changes therein. In the event of any conflict between the terms of this Use Agreement and the Rules and Regulations, the more restrictive rule and/or regulation shall control.

**[End of Terms and Conditions]**



# BOROUGH COUNCIL ISSUE BRIEFING

**DEPARTMENT MANAGER:** Kal Sostarecz, Borough Manager

**MEETING DATE:** May 4, 2026

**AGENDA ITEM:** Authorizing Wage Increase for Part-Time Summer Employee

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

Motion to authorize a wage increase for part-time summer employee Keith Braim to \$17.00 per hour.

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

The Borough utilizes a part-time employee to assist Public Works with lawn mowing and other tasks during the summer months.

**III. Current Policy or Practice:**

Borough Council authorizes wage increases.

**IV. Other Background Information:**

Keith Braim was initially hired by the Borough as a part-time summer employee in 2019 and has served the Borough very well. Staff recommends a wage increase to \$17.00 per hour to be competitive with surrounding municipalities and other similar employment opportunities.

**V. Financial Impact:**

The position is funded in the 2026 budget.

**VI. Recommendations:**

Pass the motion as presented.

RESOLUTION NO. 2026 - \_\_\_\_\_

**A RESOLUTION OF THE MACUNGIE BOROUGH COUNCIL  
APPOINTING \_\_\_\_\_ TO THE MACUNGIE BOROUGH  
ZONING HEARING BOARD IN ACCORDANCE WITH THE PA  
MUNICIPALITIES PLANNING CODE AND THE MACUNGIE BOROUGH  
CODE**

**WHEREAS**, the Macungie Borough Code and the PA Municipalities Planning Code permit the Macungie Borough Council to appoint by resolution residents of the Borough to serve as members of the Zoning Hearing Board;

**WHEREAS**, \_\_\_\_\_ is a resident of the Borough of Macungie and meets the requirements of a zoning hearing board member; and,

**WHEREAS**, \_\_\_\_\_ has expressed interest in being appointed to the Macungie Borough Zoning Hearing Board, and Borough Council intends to appoint them and establish the term by way of this Resolution.

**NOW, THEREFORE, BE IT RESOLVED** that the Council of the Borough of Macungie does hereby appoint \_\_\_\_\_ to the Macungie Borough Zoning Hearing Board, with a term beginning \_\_\_\_\_, 2026 and expiring \_\_\_\_\_, 20\_\_.

**RESOLVED**, at a duly convened meeting of the Macungie Borough Council conducted on this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 2026.

MACUNGIE BOROUGH COUNCIL

\_\_\_\_\_  
Carl Sell  
Council President

Attest:

\_\_\_\_\_  
Kalman Sostarecz, Jr.  
Macungie Borough Manager

RESOLUTION NO. 2026 - \_\_\_\_\_

**A RESOLUTION OF THE MACUNGIE BOROUGH COUNCIL  
APPOINTING \_\_\_\_\_ TO THE MACUNGIE BOROUGH  
PLANNING COMMISSION IN ACCORDANCE WITH THE PA  
MUNICIPALITIES PLANNING CODE AND THE MACUNGIE BOROUGH  
CODE**

**WHEREAS**, the Macungie Borough Code and the PA Municipalities Planning Code permit the Macungie Borough Council to appoint by resolution residents of the Borough to serve as members of the Planning Commission; and,

**WHEREAS**, \_\_\_\_\_ is a resident of the Borough of Macungie and meets the requirements of a Planning Commission member; and,

**WHEREAS**, \_\_\_\_\_ has expressed interest in being appointed to the Macungie Borough Planning Commission, and Borough Council intends to appoint them and establish the term by way of this Resolution.

**NOW, THEREFORE, BE IT RESOLVED** that the Council of the Borough of Macungie does hereby appoint \_\_\_\_\_ to the Macungie Borough Planning Commission, with a term beginning \_\_\_\_\_, 2026 and expiring \_\_\_\_\_, 20\_\_.

**RESOLVED**, at a duly convened meeting of the Macungie Borough Council conducted on this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 2026.

MACUNGIE BOROUGH COUNCIL

\_\_\_\_\_  
Carl Sell  
Council President

Attest:

\_\_\_\_\_  
Kalman Sostarecz, Jr.  
Macungie Borough Manager



# BOROUGH COUNCIL ISSUE BRIEFING

**DEPARTMENT MANAGER:** Kal Sostarecz, Borough Manager

**MEETING DATE:** May 4, 2026

**AGENDA ITEM:** Authorizing Repair of Fire Sprinkler System at Macungie Institute

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

Motion to authorize the repair of the Fire Sprinkler System at the Macungie Institute by Cintas in the amount of \$1,657.20.

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

A leak was discovered in the fire sprinkler system at the Macungie Institute. Cintas was called out to diagnose the issue and has provided a quote to repair the leaking pipe at a cost of \$1,657.20.

**III. Current Policy or Practice:**

Borough Council authorizes purchases.

**IV. Other Background Information:**

N/A

**V. Financial Impact:**

The cost of the repair will be covered by line item 01.409.373 – Building Maintenance and Repair

**VI. Recommendations:**

Pass the motion as presented.

114 CENTERPOINT BOULEVARD  
 PITTSTON, PA 18640  
 PROPOSED BY NATALIE ABERNATHY  
 PHONE: 855-676-6715 FAX: 844-397-8268  
[ABERNATHY@CINTAS.COM](mailto:ABERNATHY@CINTAS.COM)



QUOTE # 5292

DELIVERED ON:	4/29/2026
CUSTOMER (#):	20809

CUSTOMER	BOROUGH OF MACUNGIE	CONTACT	Mike Smith
ADDRESS	510 E MAIN ST	PHONE	-
CITY/STATE/ZIP	MACUNGIE, PA 18062	EMAIL	<a href="mailto:Msmith@macungie.pa.us">Msmith@macungie.pa.us</a>

Cintas Fire Protection is pleased to offer you a quotation to perform work at the above referenced location(s)  
 Price estimates will be billed in accordance with existing contract rates. This Proposal is Valid for 10 Days.

**FIRE SPRINKLER SYSTEM**

**SCOPE OF WORK**

- Replace a section of leaking pipe (leak is coming from the groove)

Price excludes electrical work & plumbing unless otherwise stated. If additional time, material, permits, drawings, engineering fees, or outside services are needed to complete the scope of work, additional charges will apply. If work needs to be performed outside of our normal business hours (7:30am-3:30pm) labor will be calculated at time and a half. Price assumes free & clear accessibility to perform required maintenance. Patching of holes and/or painting necessary due to the work is not included. If items are accepted individually, additional charges may be added. Customer responsible to notify tenants. CPVC repairs require a 24 hr. cure time. **Final invoice is subject to change based on materials pricing at the time of purchase from suppliers. Acceptance of this proposal is subject to our full terms and conditions.**

<b>TOTAL QUOTE PRICE:</b>	<b>\$</b>	<b>1,657.20</b> without tax
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MANUAL SIGNATURE FIELD:

ELECTRONIC SIGNATURE FIELD:

NAME		Signature Block
SIGNATURE		
PO (#)		
DATE		
		Purchase Order Number (if needed)

Quotes are based on current pricing and are subject to change. If any new tariffs, or trade restrictions are imposed during the fulfillment of an order, we reserve the right to adjust pricing accordingly



# BOROUGH COUNCIL ISSUE BRIEFING

**DEPARTMENT MANAGER:** Kal Sostarecz, Borough Manager

**MEETING DATE:** May 4, 2026

**AGENDA ITEM:** Authorizing Seal Coating of Parking Lots at Borough Hall and Macungie Institute

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

Motion to authorize the seal coating of the parking lots at Borough Hall and Macungie Institute by Hovan at a cost of \$6,875.00.

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

The parking lots were last seal coated in 2020 and are in need of redoing at this time. There are numerous areas in which the previous application has worn away and cracks have formed in many places. Doing this preventative maintenance will help extend the life of the surface and prevent more significant damage from occurring.

**III. Current Policy or Practice:**

Borough Council authorizes purchases.

**IV. Other Background Information:**

The quote from Hovan came in below the estimate of \$7,000 that was used in preparing this years budget. Additionally, two other quotes were received which were greater than Hovan's:

Everline Coating: \$8,718.24

S&G Asphalt Maintenance: \$7,245.00

**V. Financial Impact:**

The sealcoating was included in line item 01.406.450 of the 2026 budget.

**VI. Recommendations:**

Pass the motion as presented.



PO Box 43 • Old Zionsville, PA 18068 • Ph. 610-966-8262  
• Email: thesealingman@yahoo.com  
• Website: hovanthesealingman.com

October 17, 2025

## Proposal for Borough Hall & Macungie Institute

Thank you for your interest in using Hovan The Sealing Man for your asphalt maintenance. Hovan The Sealing Man agrees to supply all labor, materials, and equipment to complete the following: Seal coat the above listed parking lot. Before the seal coat application is provided, parking lot should be cleaned of all dirt and debris.

- Trim or brush back edges of overgrown grass and or weeds.
- Wire brush any dirt or anything that will interfere with adhesion.
- Provide proper applications of coal tar emulsion sealer with latex and sand to provide a flexible non-skid surface.
- To ensure that we do not get any overspray on the walkways or decorative stone/brick, we will carefully hand brush those areas.
- At the completion of the job, parking lot will be roped off to avoid any car traffic

### Products Used:

**Sealer:** SealMaster (Best brand available) Coal tar rubberized emulsion. (Non-Tracking)

**Additive:** Top Tough, which allows faster drying, darker color & keeps the sand suspended.

Your Parking lot has already been damaged by cracks. It is very important that these major cracks are properly treated. If they are neglected, water will continue to flow down into the cracks and erode the stone base. Thus, requiring more costly repair.

Your asphalt has gone from a dark black to a gray color and eventually will turn an off-white color. This process is called oxidation. This is the process where the sun starts to rob your asphalt of the oils and tar that had enabled your asphalt to be flexible and to bend with out breaking during the season's extreme temperature changes. **Now that it is no longer black indicates that it is not nearly as flexible as it once was.** Therefore, it is very important that it is seal coated so that it can be protected from the harmful elements, which can cause more breaking and cracking.

### Cost Breakdown for Parking Lot:

Cost to Seal coat **Macungie Borough Hall**:..... \$2,895  
Cost to Seal coat **Macungie Institute**:..... \$3,980

Thank you for the opportunity to protect your investment and to give your asphalt a cleaner, richer, and more professional appearance. Should you have any questions or concerns, please do not hesitate to call me. I look forward to hearing from you soon.

Respectfully Submitted,

  
Mark Hovan