



Macungie Borough Council General Business Meeting Agenda

Monday, July 6, 2026

7:30 p.m.

Macungie Institute

- I. Call to Order – Pledge of Allegiance**
- II. Announcement of Executive Sessions**
- III. Approval of Minutes**
 - A. June 15, 2026
- IV. Financial Reports**
 - A. Approval of Paid Bills Detail Report in the Amount of \$24,392.55
- V. Correspondence**
 - A. PSAB-MRT Monthly Report of Municipal Net Assets for May 2026
 - B. Letters of Interest for Planning Commission Vacancies
 - 1. Robert Sell, Jr.
 - 2. Usume Tunagur
 - 3. Carl Sell, Jr.
 - C. Letter of Interest from Ben Parupalli for Zoning Hearing Board Vacancy
- VI. Reports**
 - A. Borough Engineer
 - B. Council
 - C. Mayor
 - D. Solicitor
 - E. Borough Manager
- VII. Unfinished Business**
 - A. Authorizing Revision of Macungie Borough Police Department Internal Affairs Policy
 - B. Young Development – Discussion on Waivers
- VIII. New Business**
 - A. Appointment of Planning Commission Members
 - B. Appointment of Zoning Hearing Board Member
 - C. Mayor Sell Request for Reimbursement of Outside Counsel Fees
 - D. Authorizing Settlement Agreement with Owner of 178 Ridings Circle
 - E. Authorizing Traffic Signal Maintenance Agreement with Signal Service, Inc.
- IX. Public Comment on Non-Agenda Items**
- X. Adjournment**

MACUNGIE BOROUGH COUNCIL
MEETING MINUTES
General Business Meeting
Monday, June 15, 2026 - 7:30 P.M.

I. Call to Order – Pledge of Allegiance

The Macungie Borough Council meeting was called to order on June 15, 2026 at 7:30 p.m. at the Macungie Institute, 510 E. Main Street, Macungie, PA 18062. In attendance were Carl Sell, Jr., President; Stan Landis, Vice President, Greg Hutchison, Member; Megan Sell, Member; Greg Reinbold, Member; Lynette Sell, Member; Tom Ashelman, 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 sessions were held on June 11, 2026 at 5:00 p.m. and June 15, 2026 at 7:00 p.m., both regarding legal and personnel matters.

III. Appointment to Fill Vacancy on Borough Council

Motion by President Sell to appoint Usume Tunagur to fill the vacancy, seconded by Lynette Sell.

Ms. Megan Sell asked why others who had their letters of interest in for much longer, including a person who was a write-in candidate at the last election, wouldn't be considered first? President Sell stated because it was his decision who he nominates.

Tanner Beers, resident, stated that Council should do the right thing and fill the vacancy by appointing Tom Ashelman.

Ricky Moyer, resident, stated that he submitted a letter of interest to be appointed, but he also feels that Tom Ashelman should be appointed instead as he was a fifth-place finisher in the previous election.

Ron Conrad, resident, stated the he knows everyone who submitted a letter of interest except for the person who was nominated, and he feels that Tom Ashelman should be appointed.

Bernie Reinert, resident, stated that she also submitted a letter of interest for the vacancy but she agrees that Tom Ashelman should be appointed.

Tim Romig, business owner, stated that he fully supports Tom Ashelman as it is the people's choice. He stated that Mr. Tunagur should get involved in other boards or committees prior to being appointed to Council.

Usume Tunagur, resident, stated that he had been coming to meetings a few years ago but not recently. He apologized for taking up everyone's time and withdrew his letter of interest in being appointed.

President Sell withdrew his motion nominating Usume Tunagur.

Motion by Mr. Reinbold to appoint Thomas Ashelman to fill the vacancy on Borough Council, seconded by Ms. Megan Sell. Motion passed 5 – 1; President Sell – No

Thomas Ashelman was then sworn in by Mayor Sell and seated for the remainder of the meeting.

IV. Approval of Minutes

A. June 1, 2026

Motion by President Sell to approve the minutes of June 1, 2026, seconded by Mr. Reinbold. Motion passed unanimously.

V. Financial Reports

A. Treasurer's Report for May 2026

Motion by President Sell to approve the Treasurer's Report for May 2026, seconded by Ms. Lynette Sell. Motion passed unanimously.

Karen Billger, resident, asked why the financials were not posted on the website over the weekend. Mr. Sostarecz explained that the packet was forwarded to the webmaster as usual on Friday and unfortunately, he had forgotten to post it, and when phoned regarding it Monday morning, the webmaster apologized profusely. Mr. Sostarecz was instructed on how the agenda is posted and will be posting it himself for future meetings.

Ms. Reinert commented on the requirement to post meeting agendas.

B. Approval of Paid Bills Detail Report in the Amount of \$94,782.04

Motion by President Sell to pay the bills in the amount of \$94,782.04, seconded by Ms. Megan Sell. Motion passed unanimously.

Vice President Landis asked questions regarding the Treasurer's Report line items 01.410.374 – Vehicle Maintenance, 01.410.450 – Contracted Services, and 01.411.540 – Fire Dept Annual Allocation. Mr. Sostarecz stated that for the fire department allocation – that is paid to Lower Macungie twice per year; he will research the other answers and get back to him. Vice President Landis also commented the PPL bill for 301 S Church, the maintenance building, seemed high to him.

Ms. Billger asked if there are any questions on the bills if they could be asked at the next meeting as they had not had time to review them.

VI. Correspondence

A. Macungie Ambulance Monthly Report for May 2026

B. Letters of Interest for Planning Commission Vacancies

- 1. Virginia Voros**
- 2. Robert Sell, Jr.**

VII. Reports

A. Police Department Report for May 2026

Mayor Sell reviewed the written report. Vice President Landis commented on the injured officer, and also the number of fights that were reported during the month – he stated that the numbers reported do not agree with what is listed in the chart. Mayor Sell stated that he will look into it. Mr. Hutchison commented on the new radios. President Sell asked when the new officer would be introduced to the public; Mayor Sell stated they are trying to work out a time for him to attend a meeting. President Sell asked for an update on the vehicle stop locations; Mayor Sell stated that he just put a new system in place to be able to provide that report and it should hopefully be ready in June.

B. Council

Mr. Reinbold stated that previous Councilmember Yerman had brought up some missing speed limit signs last year and is not sure anything has been done; Mr. Sostarecz stated that it will likely

need input from the Borough Engineer and he will research what the status is. Ms. Megan Sell stated that there was a new telephone pole put up and a sign was blocked.

C. Mayor

Mayor Sell reminded everyone that volunteers are needed for the various boards and committees in the Borough. He also listed the various events that are occurring at Macungie Memorial Park over the coming month. Mr. Romig commented on National Night Out, the open police officer positions, and the exit interview and resignation letter from a previous police officer.

D. Solicitor

None

E. Borough Manager

None.

IX. Unfinished Business

None

X. New Business

A. Appointing of Planning Commission Members

Motion by President Sell to appoint Virginia Voros to the Planning Commission, seconded by Mr. Hutchison. Motion passed unanimously.

Motion by Ms. Megan Sell to appoint Robert Sell, Jr. to the Planning Commission, seconded by Mr. Reinbold.

Vice President Landis stated that he applauds the Mayor for putting in a letter of interest; however, he feels that we need different voices from the community. Mayor Sell stated that he would hold his request until the next meeting to see if any other letters of interest are submitted. President Sell stated that he finds it appalling that the Mayor would ask to be appointed when he is suing the Borough. Mr. Romig commented on the Borough's website not being updated as well as the terms of the Planning Commission members, which indicate that there are multiple open seats including Carl Sell's term which expired at the end of March.

Ms. Megan Sell withdrew her motion.

B. Tax Collector Request for Reimbursement of Expenses

Mr. Sostarecz stated that the Local Tax Collection Law affords the reimbursement of certain expenses to the Tax Collector. Ms. Carwell is requesting reimbursement of additional expenses she has incurred since being elected. The East Penn School District is providing a reimbursement of 50% and she has requested the Borough to reimburse the other 50%.

Motion by President Sell to reimburse \$250.11, seconded by Vice President Landis. Motion passed unanimously.

C. Authorizing Replacement of Exterior Replacement Door at Macungie Institute

Mr. Sostarecz stated that the exterior basement door leading into the Boy Scouts area at the Macungie Institute is in very poor condition and in need of replacement. The Borough budgeted \$4,500 for the replacement this year; three quotes were received, the lowest of which is by Keith's Lock & Door Service.

Motion by President Sell to authorize the replacement of the door by Keith's Lock & Door at a cost of \$3,173.59, seconded Mr. Reinbold. Motion passed unanimously.

D. Approval of Celebration Fireworks for Display at Brookside Country Club

Mr. Sostarecz stated that Celebration Fireworks submitted their annual application to hold a fireworks display at Brookside Country Club on July 5th. The Fire Marshal has reviewed and approved the application. The LMFD will be at the event.

Motion by President Sell to approve the application for fireworks display at Brookside Country Club, seconded Vice President Landis. Motion passed unanimously.

E. Authorizing Revision of Macungie Borough Police Department Internal Affairs Policy

Motion by President Sell to approve Resolution #2026-11, approving the revision to the Macungie Borough Police Department Internal Affairs Policy, seconded Ms. Lynette Sell.

Ms. Megan Sell stated that the revision does fix several issues with the policy, but she does not agree that anonymous complaints should be accepted. Mr. Hutchison stated he agrees that a name should be associated with a complaint. Mr. Landis stated that there are several points in the policy that should be revised to include the Mayor; he also recommended renumbering a few steps under Section VI.A. Solicitor Armstrong stated that he will review the requested revisions with Attorney Gerber and recommends that it be brought back to a future meeting.

Ms. Billger commented on the amount of time Council members have to review the documents prior to a meeting. Vice President Landis stated that he doesn't feel it's a burden to review the documents regardless of when they are received – it's an obligation to do so as a Council member. Mr. Romig commented on anonymous complaints as well as the amount of funds that were expended on the policy. Mr. Conrad stated that he appreciates the Council having the discussion at a regularly scheduled meeting.

President Sell amended his motion to table the item, seconded by Ms. Lynette Sell. Motion passed unanimously.

F. Authorizing Partial Release of Financial Security for Mavis Tire

Mr. Sostarecz stated that Mavis Tire has requested a reduction of their financial security – this is their first request. Barry Isett & Associates has reviewed the request and confirmed it is appropriate. Mr. Hutchison asked if the remaining funds would be sufficient should the developer walk away. Mr. Sostarecz stated that it would be.

Motion by Mr. Hutchison to authorize the reduction request of Mavis Tire, seconded by President Sell. Motion passed unanimously.

XI. Public Comment on Non-Agenda Items

Dan Dreher, President of the Fields at Brookside HOA, spoke on behalf of the HOA regarding the emergency access road and walking path. He stated that the Kay representative on site does not give accurate information to current residents or those interested in purchasing. He feels that the trail is ill-conceived, and was initially requested by the Borough.

Zoe McCord, Vice President of the Fields at Brookside HOA, stated that the walking path goes through the backyard of many homes and the privacy fence is a security issue. Additionally, the HOA will be responsible to maintain the path. They understand that the Borough does not have the authority to alter the plan, but that Kay Builders could propose modifications. The HOA plans to meet with Kay to discuss the matter.

Sandy Barrett, resident, commented on the property line between the Ridings and Fields at Brookside. She does not agree with where it has been set. She is also opposed to the walking path.

Amanda Robbins, resident of the Ridings, commented on the emergency access road and easement that travels through her property. She is very concerned with the safety and security of her property and family.

Mark Minetola, resident of Fields at Brookside, commented on the walking path. He feels that it should not be installed and is a security issue.

Mr. Conrad stated he would like to know how much money was spent on the police policy, investigation, and other items started by the previous Council majority. He would like to see the public comment period brought back to the beginning of the meeting, and change the time period back to five minutes.

Wendy Horn, resident, commented on the paper streets near the proposed Lumber Street development.

Susan Grow, resident of the Ridings, asked that the walking path and privacy fence put on hold until it has been properly checked.

Jeff Hartmann, resident, commented on the interior lighting of Stack Storage which shines onto his property. He stated that other businesses in the area are understanding of their impacts, but Stack Storage has not. He asks that Council intervene and require them to shield their lights.

Eric Linde, board member of the Fields at Brookside HOA, commented on the walking path and fences, and stated that they would like to work with Kay and the Council to come up with a solution that works for the residents of the community.

Dennis Fritz, resident and former Fire Chief, commented on a former council member. He also commented on the issues of the Macungie Volunteer Fire Department and the negotiations that occurred with Mr. Karboski. He stated that they are working hard to bring the department back and would appreciate the support of Council.

Mr. Romig stated that Mr. Hutchison has been repeating lies that the MVFD does not have Worker's Comp insurance at the Borough Authority meeting as well as surrounding departments. He feels that Mr. Hutchison has been on a mission to sabotage the MVFD from reorganizing. Mr. Romig also commented on President's Sells ability to run a meeting.

Beth Frickmann, resident of the Ridings, is concerned about the stormwater runoff of the Fields at Brookside.

Casey Foreman, resident of Fields at Brookside, commented on Kay Builders not disclosing items in their development and asked the Council to step in.

Bob Bogert, resident, commented on the MVFD coming before the Water Authority to utilize water to train.

X. Adjournment

Mr. Hutchison made a motion to adjourn the meeting at 9:32 p.m., seconded by President Sell. Motion passed unanimously.

Respectfully Submitted,

Kalman A. Sostarecz, Jr.
Borough Secretary

9:02 AM

06/16/26

Borough of Macungie - General Fund
Paid Bills Detail
All Transactions

Type	Date	Memo	Open Balance
Apex Elevator Inspection & Testing LLC			
Bill	04/13/2026	Inv #81358 - Elevator Inspection	70.00
Total Apex Elevator Inspection & Testing LLC			70.00
Canon Financial Services, Inc.			
Bill	06/11/2026	Inv #43377556 - Police Copier usage	207.53
Total Canon Financial Services, Inc.			207.53
Davidheiser's Inc			
Bill	06/02/2026	Inv #31216 - (3) Stop Watch/s Tested & Cert	90.00
Total Davidheiser's Inc			90.00
Great America Financial Services			
Bill	06/05/2026	Inv #42176757 - Borough Hall Copier Lease	165.00
Total Great America Financial Services			165.00
Isett, Barry & Assoc.			
Bill	06/09/2026	Inv #VI-212311 - UCC Inspection Services, Rental Insepctions, Zoning & Code Enforcement	5,119.24
Total Isett, Barry & Assoc.			5,119.24
Lorish Mower Shop LLC			
Bill	06/11/2026	Inv #36147 - Small equipment maint.	16.99
Total Lorish Mower Shop LLC			16.99
NAPA Auto Parts-Allentown			
Bill	05/28/2026	Inv #289801 - Truck #7	38.48
Bill	06/15/2026	Inv #290643 - Truck #8	39.78
Total NAPA Auto Parts-Allentown			78.26
Service Electric Telephone Co			
Bill	06/10/2026	Acct #0675192497 - Garage	24.28
Bill	06/10/2026	Acct #0675203880 - Borough Hall	80.04
Bill	06/10/2026	Acct #0675203872 - Macungie Institute	42.86
Bill	06/10/2026	Acct #0677969959 - Police Department	42.86
Total Service Electric Telephone Co			190.04
UGI			
Bill	06/08/2026	Acct #411002403458 - 21 Locust St	86.26
Bill	06/08/2026	Acct #411002403722 - -301 S Church-garage-heating	92.19
Total UGI			178.45
UniFirst Corporation			
Bill	06/10/2026	Inv #1290308281 - Uniform Service	96.28
Total UniFirst Corporation			96.28
Veritext, LLC			
Bill	06/12/2026	Inv #9330205 - ZHB Prof. Attendance	560.00
Total Veritext, LLC			560.00
Wehrung's Macungie LLC			
Bill	06/10/2026	Inv #69030- MI roofing repairs	91.92
Total Wehrung's Macungie LLC			91.92
TOTAL			6,863.71

9:15 AM

06/23/26

Borough of Macungie - General Fund
Paid Bills Detail
All Transactions

Type	Date	Memo	Open Balance
American United Life			
Bill	06/17/2026	070126-073126 - STD-LTD and Life Insurance	600.64
Total American United Life			600.64
Avalon Insurance			
Bill	06/15/2026	Inv #261660022620 - Secure Rx	170.98
Total Avalon Insurance			170.98
Delong, Amanda			
Bill	06/23/2026	Security Deposit Return	75.00
Total Delong, Amanda			75.00
Linde Gas & Equipment Inc.			
Bill	06/22/2026	Inv #57436199 - Cylinder rental	89.64
Total Linde Gas & Equipment Inc.			89.64
Melanie Carwell, Tax Collector			
Bill	06/23/2026	Reimbursement for expenses as approved by council 06/15/26	250.11
Total Melanie Carwell, Tax Collector			250.11
PSAB Municipal Retirement Trust			
Bill	06/18/2026	Ryan Keiser Match 06-18-26 pay	70.24
Total PSAB Municipal Retirement Trust			70.24
The Carwash in Macungie			
Bill	05/31/2026	Stmt #1176 - Police Carwash	42.00
Total The Carwash in Macungie			42.00
TnT Home & Business Cleaning			
Bill	06/15/2026	Inv #3135 - Office Cleaning	1,090.00
Total TnT Home & Business Cleaning			1,090.00
Umlauf, Jessica			
Bill	06/23/2026	Security Deposit Return	75.00
Total Umlauf, Jessica			75.00
UniFirst Corporation			
Bill	06/17/2026	Inv #1290309892 - Uniform Service	96.28
Total UniFirst Corporation			96.28
Wehrung's Macungie LLC			
Bill	06/17/2026	Inv #69321 - Truck #7 & small equipment maintenance	73.58
Total Wehrung's Macungie LLC			73.58
TOTAL			2,633.47

8:58 AM
06/23/26

REFUSE-SANITATION COMPANY
Unpaid Bills Detail
All Transactions

Type	Date	Memo	Due Date	Open Balance
Current Software Applications, Inc. Bill	06/01/2026	Acct #37- RF Portion of Utility Billing Print & Mail Service	06/11/2026	400.00
Total Current Software Applications, Inc.				400.00
TOTAL				400.00

8:57 AM

06/23/26

08- SEWER COMPANY

Paid Bills Detail

All Transactions

Type	Date	Memo	Open Balance
Current Software Applications, Inc. Bill	06/01/2026	Acct #37 - SF Portion of Utility Billing Print & Mail Service	400.00
Total Current Software Applications, Inc.			400.00
TOTAL			400.00

8:47 AM
06/23/26

35-LIQUID FUELS
Paid Bills Detail
All Transactions

Type	Date	Memo	Open Balance
PP&L			
Bill	06/11/2026	Acct #96619-34013 - W Main St	81.43
Bill	06/11/2026	Acct #96229-63007 - Church St & Rte 100	39.29
Total PP&L			120.72
TOTAL			120.72

Borough of Macungie - General Fund
Paid Bills Detail
All Transactions

Type	Date	Memo	Open Balance
Financial Related Services, LLC			
Bill	06/28/2026	June 2026 Bookkeeping Services	2,548.75
Total Financial Related Services, LLC			2,548.75
Foster & Foster, Inc.			
Bill	06/25/2026	Inv #42408 - GASB 75 Disclosure Report	1,070.00
Total Foster & Foster, Inc.			1,070.00
Grim, Biehn & Thatcher			
Bill	06/26/2026	Inv #242942-0001 - General Matters	8,500.00
Bill	06/26/2026	Inv #242943-0009 - Police Matters	80.00
Bill	06/26/2026	Inv #242948-0129 - BT Stone v Macungie Borough	220.00
Bill	06/26/2026	Inv #242951-0145 - Sell v. Macungie	640.00
Total Grim, Biehn & Thatcher			9,440.00
Haldeman - Allentown			
Bill	06/24/2026	Inv #75860 -Police vehicle #702	178.50
Total Haldeman - Allentown			178.50
PSAB Municipal Retirement Trust			
Bill	07/02/2026	Ryan Keiser Match 07-02-26 pay	70.24
Total PSAB Municipal Retirement Trust			70.24
UGI			
Bill	06/23/2026	Acct 411002564895 - Macungie Institute	55.42
Total UGI			55.42
UniFirst Corporation			
Bill	06/24/2026	Inv #1290311319 - Uniform Service	96.28
Total UniFirst Corporation			96.28
United States Treasury			
Bill	06/30/2026	2026 Plan Year PCOR Fee	84.48
Total United States Treasury			84.48
Verizon Wireless			
Bill	06/21/2026	Inv #6146644168 - Police Phone	200.05
Total Verizon Wireless			200.05
TOTAL			13,743.72

35-LIQUID FUELS
Paid Bills Detail
All Transactions

Type	Date	Memo	Open Balance
PP&L			
Bill	06/24/2026	Acct #49939-16031 - Rte 100, Signal/Street light	90.93
Total PP&L			90.93
TOTAL			90.93

8:54 AM

06/30/26

CAPITAL FUND ACCOUNTS

Paid Bills Detail

All Transactions

Type	Date	Memo	Open Balance
Grim, Biehn & Thatcher Bill	06/26/2026	Inv #242949-0133 - Hickory St Bridge Replacement	140.00
Total Grim, Biehn & Thatcher			140.00
TOTAL			140.00



Pennsylvania State Association of Boroughs
Municipal Retirement Trust

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

Monthly Report of Municipal Net Assets

MACUNGIE BOROUGH DEFINED BENEFIT POLICE PENSION

SCHEDULE OF CHANGES IN NET ASSETS

PSAB MUNICIPAL RETIREMENT TRUST

BALANCED FUND

MRT:90421

For the 5 Months ended May-31-2026

	Month to Date	Year to Date
Receipts:		
State Aid	0.00	0.00
Employer Contributions	0.00	0.00
Employee Contributions	1,364.11	8,614.19
Interest, DROP/Escrow Acct.	0.00	0.00
Interest, Net of Investment Fees	1,413.79	4,978.55
Dividend Income	2,044.60	9,419.50
Realized Gains(Loss)	8,560.45	28,656.64
Unrealized Gains(Loss)	58,548.54	111,287.78
Misc. Income	0.00	0.00
Transfer In - Other Funds	0.00	0.00
Transfer In - Previous Trust	0.00	0.00
Total Receipts	71,931.49	162,956.66
Disbursements:		
Pension Payments	3,291.61	16,458.05
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.	6,862.84	6,862.84
Return of Excess Employer Ctb.	0.00	0.00
Actuarial/Consulting Fees	0.00	750.00
Admin. Fees	250.00	1,250.00
Admin. Fees - Allocated	1,192.30	5,609.31
Insurance Premiums	0.00	0.00
Legal Fees	0.00	0.00
Misc. Expenses	0.00	0.00
Transfer Out - Other Funds	0.00	0.00
Transfer Out - Withdrawal	0.00	0.00
Total Disbursements	11,596.75	30,930.20
Net Change in Assets	60,334.74	132,026.46
Other Assets, Begin. of Period	2,485,356.43	2,413,664.71
Other Assets, End of Period	2,545,691.17	2,545,691.17
Restricted DROP/Escrow Balance	0.00	0.00



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

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Monthly Report of Municipal Net Assets

MACUNGIE BOROUGH NON-UNIFORM DEFINED BENEFIT PENSION

SCHEDULE OF CHANGES IN NET ASSETS

PSAB MUNICIPAL RETIREMENT TRUST

BALANCED FUND

MRT:90423

For the 5 Months ended May-31-2026

	Month to Date	Year to Date
Receipts:		
State Aid	0.00	0.00
Employer Contributions	0.00	0.00
Employee Contributions	821.53	4,227.11
Interest, DROP/Escrow Acct.	0.00	0.00
Interest, Net of Investment Fees	1,411.80	5,000.05
Dividend Income	2,041.73	9,462.74
Realized Gains(Loss)	8,548.43	28,781.14
Unrealized Gains(Loss)	58,466.32	111,284.32
Misc. Income	0.00	0.00
Transfer In - Other Funds	0.00	0.00
Transfer In - Previous Trust	0.00	0.00
Total Receipts	71,289.81	158,755.36
Disbursements:		
Pension Payments	10,021.21	50,106.05
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	750.00
Admin. Fees	250.00	1,250.00
Admin. Fees - Allocated	1,190.63	5,638.80
Insurance Premiums	0.00	0.00
Legal Fees	0.00	0.00
Misc. Expenses	0.00	0.00
Transfer Out - Other Funds	0.00	0.00
Transfer Out - Withdrawal	0.00	0.00
Total Disbursements	11,461.84	57,744.85
Net Change in Assets	59,827.97	101,010.51
Other Assets, Begin. of Period	2,481,866.37	2,440,683.83
Other Assets, End of Period	2,541,694.34	2,541,694.34
Restricted DROP/Escrow Balance	0.00	0.00



Pennsylvania State Association of Boroughs
Municipal Retirement Trust

2941 North Front Street, Harrisburg, PA 17110
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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 5 Months ended May-31-2026

	Month to Date	Year to Date
Receipts:		
State Aid	0.00	0.00
Employer Contributions	141.72	2,264.98
Employee Contributions	141.72	660.27
Interest, DROP/Escrow Acct.	0.00	0.00
Interest, Net of Investment Fees	26.91	92.58
Dividend Income	38.92	175.06
Realized Gains(Loss)	162.95	531.65
Unrealized Gains(Loss)	1,114.49	2,093.74
Misc. Income	0.00	0.00
Transfer In - Other Funds	0.00	0.00
Transfer In - Previous Trust	0.00	0.00
Total Receipts	1,626.71	5,818.28
Disbursements:		
Pension Payments	0.00	0.00
Lump Sum Payments	0.00	0.00
Payments to DROP/Escrow Acct.	0.00	0.00
Interest Pd to DROP/Escrow Acct.	0.00	0.00
Return of Excess State Aid	0.00	0.00
Return of Employee Contrib.	0.00	0.00
Return of Excess Employer Ctb.	0.00	0.00
Actuarial/Consulting Fees	0.00	0.00
Admin. Fees	39.42	187.78
Admin. Fees - Allocated	22.70	103.72
Insurance Premiums	0.00	0.00
Legal Fees	0.00	0.00
Misc. Expenses	0.00	0.00
Transfer Out - Other Funds	0.00	0.00
Transfer Out - Withdrawal	0.00	0.00
Total Disbursements	62.12	291.50
Net Change in Assets	1,564.59	5,526.78
Other Assets, Begin. of Period	47,309.41	43,347.22
Other Assets, End of Period	48,874.00	48,874.00
Restricted DROP/Escrow Balance	0.00	0.00

June 2, 2026



Macungie Borough Council
21 Lehigh Street
Macungie, PA 18062

Dear Members of the Borough Council:

I write to express my interest in serving on the Macungie Borough Planning Commission. As Mayor of Macungie Borough, I have developed a close familiarity with the ordinances, land use patterns, and development pressures facing our community, and I believe that perspective would serve the Commission well.

My work in the borough has reinforced how critical thoughtful, consistent planning decisions are to maintaining Macungie's character while accommodating responsible growth. I am committed to applying that same diligence to the Commission's review of subdivision plans, zoning matters, and the borough's comprehensive plan.

I welcome the opportunity to contribute in this capacity and am happy to discuss my interest further at the Council's convenience.

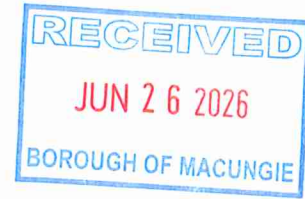
Respectfully,

A handwritten signature in black ink, appearing to read "Bob Sell", with a stylized, flowing script.

Bob Sell
Mayor, Macungie Borough

June 26, 2026

Borough of Macungie
21 Locust Street
Macungie, PA 18062



Dear Members of Macungie Borough Council,

After attending the last council meeting on June 15 2026, listening to public comments and withdrawing my application for the then vacant seat on the Borough Council, I have decided the right course to be of benefit to my neighbors at this stage is to serve on the Planning Commission. My family and I have lived in the borough for the past four years, and during that time Macungie has become our home. I care about the future of our town and would be honored to serve the community in this capacity.

Professionally, I am a journalist, media producer, and a communications specialist with a wide range of experience in research, public speaking, project management, while working with people from different backgrounds. I believe those skills would help me study land development applications and help in the development of Borough's Comprehensive Plan. As someone who has spent his career asking questions, gathering facts, and communicating clearly, I would bring that same care and responsibility to the commission.

I would be grateful for the opportunity to give back to my immediate community by serving as a member of the Macungie Borough Planning Commission.

Sincerely,

Usame Tunagur



USAME TUNAGUR

Broadcasting Professional

Highly collaborative media producer with a keen eye for relevant and compelling content. Works in the media industry in a variety of capacities; Leads teams of varying sizes, delivering projects from ideation to screen.



WORK EXPERIENCE

Executive Producer for Post-Production & Digital Content Caucus Educational Corporation [↗](#)

06/2022 - Present

Oversee the post-production needs for [four PBS programs](#) hosted by Steve Aduato:

Achievements/Tasks

- Ensure timely delivery of more than 50 segments a month, while increasing the visual quality of the shows that reach more than 10 million viewers in 6 states.
- Book and prepare guests. Line produce on taping days.

Segment Producer Black News Channel [↗](#)

03/2021 - 04/2022

Produced more than 250 daily segments for [Black News Tonight w/ Marc Lamont Hill](#):

Achievements/Tasks

- Pitched and booked high-profile guests for the network's prime time, most-viewed show.
- Researched assigned story, wrote copy and edited video. Conducted pre-interviews.
- Produced 16 of the most viewed 40 segments across the network (above 3M views).

TV Producer Everest Production

03/2009 - 08/2014

Produced episodic cable series [World in America](#) and [Fresh Outlook](#) and increased the diversity and inclusion metrics of both series:

Achievements/Tasks

- Handled all aspects of production for both series from script to screen, including but not limited to booking guests, directing shoots, writing copy and preparing rough cuts. [↗](#)
- Co-produced a daily live morning [news magazine show](#). Delegated assignments and ensured timely completion. Booked studio guests and managed their particular topics.

Assistant Professor of Video Production Cabrini University, Communication Department [↗](#)

09/2017 - 05/2020

Taught at a social justice centric college, while advocating for equitable conditions for faculty:

Achievements/Tasks

- Taught Visual Journalism, Multimedia Story Creation, Documentary Production, and Video Editing. Co-advised [Loquitur](#), the student-run convergence news media site.

Co-Owner / Project Manager New York Dub [↗](#)

09/2014 - Present

Oversee English dubbing / voicing of narrative films and animated series:

Achievements/Tasks

- Build and maintain global client relations and locate new collaborators.
- Prepare budgets, cast actors and manage scripts for 30+ features and animated series.



SKILLS

Project management

Video production

High-profile guest booking

Copywriting & copy editing

Video editing

Diversity, equity & inclusion

Public speaking



AWARDS

Vision Award Best Lifestyle Show

- Nat'l Assoc. for Multi-Ethnicity in Com.

Web Series Production Grant

- National Black Producers Consortium
(Corporation for Public Broadcasting)



EDUCATION

MFA: Film Ohio University

BA: Broadcasting & Media Temple University



SAMPLES

Anti-CRT Activist Chris Rufo [↗](#)

A Note in a Symphony [↗](#)

Robot Trains - Netflix [↗](#)

C. Hughes on Reparations [↗](#)

Dr. Glaude on James Baldwin [↗](#)

Rev. Nontombi Naomi Tutu [↗](#)

RECEIVED

JUL 01 2026

BOROUGH OF MACUNGIE

To Whom it may Concern

I Carl Sell would like to submit a letter of interest to fill a vacant seat on the Macungie Planning Committee.

For over 50 years I have worked in the construction industry. 30 years of commercial and 20 years of residential. All hands on jobs from the footers to the last piece of trim.

I can read and understand Blueprints. Along with the running of large scale job sites.

I am a lifelong resident of Macungie Borough and plan on dying here. With that I would like to be involved in a positive way in the evolution of this Borough.

Sincerely,

Carl R. Sell Jr
Carl R. Sell Jr

June 23rd 2026

July 2, 2026



City Secretary
Borough of Macungie
21 Locust Street
Macungie, PA 18062

Subject: Letter of Intent to be part of – Zoning Board Committee

Dear City Secretary,

I am writing to express my interest in serving as a member of the Zoning Board for the Borough of Macungie. As a homeowner and resident of The Fields at Brookside community for the past year and a half, I have quickly grown invested in the future of our borough and am eager to contribute to its thoughtful development.

I currently serve as Secretary of the Homeowners Association for The Fields at Brookside, a role that has given me firsthand experience in community governance, engaging with residents on neighborhood concerns, and balancing diverse perspectives on matters that affect our shared spaces. This experience has strengthened my understanding of how land use decisions impact the day-to-day lives of residents.

What draws me to zoning specifically is a desire to help manage growth in a way that preserves the small-town character and charm that attracted me — and many others — to Macungie in the first place. I believe that with careful planning, we can welcome responsible development while protecting the qualities that make our community a wonderful place to live.

I would be honored to serve in this capacity and am happy to provide any additional information or attend any meetings required as part of the selection process. Please let me know about any upcoming openings or next steps to formally apply.

Thank you for your time and consideration. I look forward to the opportunity to serve our community.

Sincerely,

A handwritten signature in black ink, appearing to read "Ben Parupalli".

Ben Parupalli



5420 Crackersport Road, Allentown, PA 18104
610.398.0904 610.481.9098
barryisett.com

Macungie Borough Council
July 6, 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. Easements have been re-staked as requested.
 - Utility Clearance – Final clearance document signed
- Minor plan modifications to modify guardrail placement and replace existing drainage pipe complete
- Full plan set with all comments addressed to be resubmitted. PennDOT indicated no further revisions needed.
- Next meeting with PennDOT scheduled for 8/5.

Church Street Pedestrian Ramps

- Existing conditions were assessed and documented during a site walk with Borough staff on July 2nd. Isett to draft recommendations for discussion at a future meeting.

MS4

Meeting held on 5/29 to discuss MS4 permit status and yearly report.

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 issued letter defining outstanding items and required responses
- Kay provided response and updated schedule to Borough. Proposed schedule was deemed

unacceptable by Borough

- An inspection was performed on 5/28 to document outstanding items. An itemized list of outstanding items and an estimated cost to complete the project provided to the Borough
- Security increase request #1 was delivered to Kay requesting an increase in performance security.
- Meeting was held with Kay on 6/22 to discuss options for the external walking path.
- The interior walking path and emergency access road are currently under construction.

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. Mavis responded confirming they will resolve this issue.
- Partial security reduction authorized at the 6/15 Council Meeting.
- Main Street improvements scheduled start July 6th, completion scheduled for July 29th.

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 4/21.
- No action taken at 4/21 PC meeting. Revised review letter issued by Isett, applicant to respond to outstanding comments.
- Planning Commission did not have quorum for the May meeting. Project to be considered by Council at the 6/1 meeting without Planning Commission recommendation. Refer to separate review letter.
- Extension granted through the July 20th meeting, waivers to be discussed at the July 6th meeting.

South Walnut Street Development

- Project conditionally approved. Construction is expected to start this spring once outstanding conditions are satisfied.
- Borough discussed project with DEP in response public concerns regarding project proximity to Mountain Creek. The development agreement was put on hold until the applicant could prove that DEP would not require a permit for that work.
- The applicant submitted calculations and correspondence with DEP confirming that the project may proceed without a DEP permit.
- Final plans signed by the Borough. Preconstruction meeting to be scheduled with the applicant this month.

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

Right of Way Opening Permits completed:

- 102 Cedar St
- 531 E Main St South
- 531 E main St North
- 141 W Main St
- 10 E Main St
- 102 S Walnut St
- 106 S Walnut St
- 206 S Walnut St
- 210 S Walnut St

Right of Way Opening Permits in progress:

- Walnut St UGI project
- Fairview St UGI Project
- Buttonwood UGI Project
- Poplar St UGI Project
- Church St UGI Project

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

RESOLUTION NO. 2026 - _____

**RESOLUTION ADOPTING THE POLICE DEPARTMENT'S
REVISED INTERNAL AFFAIRS POLICY**

WHEREAS, the Council of the Borough of Macungie recognizes the public's need for police accountability, a clear chain of command, and fair procedures to conduct impartial administrative investigations into allegations of police misconduct and/or neglect of duty;

NOW BE IT RESOLVED, the Council of the Borough of Macungie adopts the Police Department's revised Internal Affairs Policy, which is effective immediately. A true and correct copy of the Internal Affairs Policy is attached hereto and incorporated into this Resolution as Exhibit "A." The Policy shall supersede all prior Police Department policies that pertain to internal affairs investigations, which are hereby repealed.

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 A. Sostarecz, Jr.
Macungie Borough Manager

MACUNGIE BOROUGH POLICE DEPARTMENT

INTERNAL AFFAIRS POLICY

I. PURPOSE

The purpose of this policy is to establish fair and impartial procedures for conducting and documenting administrative investigations into the conduct of Macungie Borough's police officers ("officers"). The goals of the policy are to enhance the integrity of the Department, to improve the quality of police services, to protect the employment and due process rights of officers and to assure the public that complaints of police misconduct and/or neglect are properly addressed.

II. POLICY

It is the policy of the Borough to investigate all complaints against officers, including anonymous complaints, and all allegations of employee misconduct, whether received from the public or employees or officials of the Borough. The Borough, through its designees, will promptly and thoroughly investigate all complaints against members of the Department pursuant to this policy and will take appropriate action when necessary.

III. SOURCES OF COMPLAINTS AGAINST BOROUGH POLICE OFFICERS

Complaints about the conduct of an officer may arise from Borough officials, employees or from the public. Every such allegation, whether expressed verbally, in writing or anonymously, shall be investigated in accordance with the procedures set forth in this policy.

IV. RECORD OF COMPLAINTS

All complaints will be recorded, assigned an internal affairs report number and maintained in a secure location by the person(s) designated by Council to conduct an investigation. This record shall contain the following information: name of complainant, name of accused, date received, name of the Borough employee who received the complaint, type of complaint, case number, and final disposition. This record shall be kept by the investigator in a secure location and subject to review by the Council and by the Mayor.

V. DUE PROCESS RIGHTS OF THE ACCUSED OFFICER

The Borough recognizes and will protect the due process rights of officers accused of committing misconduct and/or neglect of duty and will ensure that the internal affairs investigation is conducted in accordance with the Constitutions of the United States and Pennsylvania as well as applicable state and federal law.

VI. PROCEDURE FOR THE INVESTIGATION OF COMPLAINTS

A. Notification, Classification and Documentation of Complaints

1. Any officer who receives a complaint against himself or herself or against another officer shall immediately report the complaint to the Mayor, and to the officer's immediate supervisor or to the Chief of Police or to the Officer in Charge.
2. Any supervisory officer who receives a complaint against an officer shall immediately report the complaint to the Mayor and to the Chief of Police or to the Officer In Charge.
3. In the event the Chief of Police or Officer In Charge is the target of the investigation, then the complaint shall be promptly reported to the Mayor and to the Council.
4. In the event a member of the public or a Borough employee requests an officer how to file a complaint about police conduct, that officer shall inform the person that a complaint may be filed during business hours at the Borough Hall or the Police Department on a written complaint form or electronically as designated by Council.
5. In the event a member of the public or a Borough employee initiates a complaint against an officer, the complainant will be provided with a "Citizen Complaint Form," which is attached to this policy and incorporated herein as Attachment "A."
6. Upon the receipt of a complaint, the Chief or the Officer In Charge will immediately send a letter to the complainant, acknowledging receipt of the complaint. The Mayor shall also be notified of the receipt of the complaint.
7. In the event a complaint against an officer contains allegations of a crime, workplace harassment, or where the complaint contains allegations, which could result in the discharge, suspension or demotion of an officer, the Chief of Police or Officer In Charge shall promptly notify the Mayor and Council of the complaint.
 - a. For purposes of this section, prior to the start of the investigation, Council shall determine whether the Chief or Officer In Charge should not conduct the investigation for reasons that include, but are not limited to, a conflict of interest; in such case, Council reserves its authority to designate a qualified individual to conduct the investigation consistent with the terms of this policy.

- b. All officers are obligated to cooperate in internal affairs investigations as required by Council, which includes providing truthful responses to inquiries made by the Council's designated investigator.
- 8. All officers who are subject to discipline that rises to the level of **discharge, suspension or demotion in rank** will be advised of the potential disciplinary charges and provided with an opportunity to respond to the charges before final action is taken. Officers may request union representation during interviews that could potentially result in the imposition of discipline.
- 9. The Council shall ensure that its adjudicatory function is kept separate from the investigatory and prosecutorial functions during the course of the internal affairs investigation.
- 10. Complaints against officers that do not fall within Section VI.A.7 shall be investigated and documented by the Chief of Police or Officer In Charge, in accordance with the procedures set forth herein. The complaint and related information shall be subject to the review of the Mayor and Council at any time.

B. Suspicion of Criminal Activity

In the event an officer's conduct that gives rise to an internal affairs investigation may constitute criminal activity, the following process shall be followed:

- 1. The Chief of Police or the Officer In Charge shall promptly notify the County District Attorney's Office for the purpose of determining which law enforcement agency will conduct the criminal investigation;
- 2. The Borough will ensure that the Borough's administrative internal affairs investigation is conducted separately from the criminal investigation.

C. Temporary Administrative Leave of Accused Officer

The Chief of Police or the Officer In Charge may immediately impose a temporary paid administrative leave of a police officer when the s/he reasonably believes that: 1) the officer is unfit for duty, or 2) the action is necessary to protect the health, safety or welfare of a Borough employee or the public. Such action shall not be deemed to constitute disciplinary action against the accused officer. The Mayor and Council shall also be notified about the temporary paid administrative leave that was instituted.

VII. AUTHORITY TO IMPOSE DISCIPLINE

Authority to impose final disciplinary action against a Borough police officer that rises to the level of suspension, demotion or termination rests exclusively with the Council.

VIII. FINAL ADMINISTRATIVE ACTION & OFFICER' RIGHTS OF APPEAL

Upon the completion of the investigation of matters referred to in Section VI.A.7., the Borough Council shall render one of the following conclusions:

1. **Sustained:** The evidence is sufficient to prove the allegations.
2. **Not Sustained:** There is insufficient evidence to either prove or disprove the allegations.
3. **Exonerated:** The incident occurred, but was lawful or proper.
4. **Unfounded:** The allegation is false or is not factual.

Borough police officers may exercise their rights of appeal of final administrative determinations pursuant to federal and state law and the terms of the current collective bargaining agreement.

IX. ANNUAL STATISTICAL SUMMARY AND REVIEW

On a quarterly basis, the Chief of Police or Officer In Charge shall compile a statistical summary consisting of the number of complaints filed against officers and their outcomes that shall be issued in writing to the Mayor and Council.

X. DISTRIBUTION

This policy shall be issued to the Mayor and all Borough police officers.

XI. REVIEW

This policy may be reviewed periodically and amended as authorized by the Council.

END OF DOCUMENT

MACUNGIE BOROUGH POLICE DEPARTMENT

CITIZEN COMPLAINT FORM

Complainant's Name _____ Home Phone _____

Address _____ Bus. Phone _____

Witnesses Name _____ Home Phone _____

Name of Officer Receiving Complaint _____ Date/Time _____

Nature of Complaint

Type of
Incident _____

Location _____

Date/Time _____

Synopsis _____

Additional page(s) _____ yes, _____ no

Officer/Personnel Involved _____

Statements "Under Penalty" – A person commits a misdemeanor of the third degree, if he/she makes a written false statement which he/she does not believe to be true, on or pursuant to a form bearing notice, authorized by law, to the effect that false statements made therein are punishable.

Signature of Complainant

Date

(Attachment A)

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 1. ~~department.~~
2. Any supervisory officer who receives a complaint against an officer shall immediately report the complaint to the Mayor and to the Chief of Police or to the ~~Chief's designee or to the person designated by Council to supervise the police~~
 2. ~~department.~~Officer In Charge.
3. In the event the Chief of Police or ~~person designated to supervise the police department~~Officer In Charge is the target of the investigation, then the complaint shall be promptly reported to the Mayor and to the Council.
4. In the event a member of the public or a Borough employee requests an officer how to file a complaint about police conduct, that officer shall inform the person that a complaint may be filed during business hours at the Borough Hall or the Police Department on a written complaint form or electronically as designated by Council.
5. In the event a member of the public or a Borough employee initiates a complaint against an officer, the complainant will be provided with a "Citizen Complaint Form," which is attached to this policy and incorporated herein as Attachment "A."
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7. In the event a complaint against an officer contains allegations of a crime, workplace harassment, or where the complaint contains allegations, which could result in the discharge, suspension or demotion of an officer, the Chief of Police ~~or Officer In Charge or the Chief's designee or person designated by Council to supervise the police department~~ shall promptly notify the Mayor and Council of the complaint.

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7.2.26 DRAFT REVISIONS TO THE APPROVED INTERNAL AFFAIRS POLICY FOR COUNCIL'S REVIEW

- a. For purposes of this section, prior to the start of the investigation, Council shall determine whether the Chief or Officer In Charge or the person designated to supervise the police department should not conduct the investigation for reasons that include, but are not limited to, a conflict of interest; in such case, Council reserves its authority to designate a qualified person—individual to conduct the investigation consistent with the terms of this policy.
- b. All officers are obligated to cooperate in internal affairs investigations as required by Council, which includes providing truthful responses to inquiries made by the Council's designated investigator.

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8.9. The Council shall ensure that its adjudicatory function is kept separate from the investigatory and prosecutorial functions during the course of the internal affairs investigation.

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MACUNGIE BOROUGH POLICE DEPARTMENT

CITIZEN COMPLAINT FORM

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Location _____

Date/Time _____

Synopsis _____

Additional page(s) _____ yes, _____ no

Officer/Personnel Involved _____

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Signature of Complainant

Date

(Attachment A)



5420 Crackersport Road, Allentown, PA 18104
610.398.0904 610.481.9098
barryisett.com

May 29, 2026
Project # 399923.002

Kalman Sostarecz, Borough Manager
Macungie Borough
21 Locust Street
Macungie, PA 18062

Dear Borough Council,

RE: LUMBER STREET DEVELOPMENT
Land Development Plan

We reviewed the following plans and supporting data, prepared by Ott Consulting Inc., dated August 28, 2023, and last revised April 22, 2026 (unless noted otherwise), against the requirements of the Borough of Macungie Code Chapter 305 – the Subdivision and Land Development Ordinance (SALDO) and the dimensional requirements of Chapter 345 – the Zoning Ordinance (ZO):

1. Preliminary/Final Land Development Plans, 10 plan sheets (Plan).
2. Erosion and Sediment Control Plan Set, 3 plan sheets (E&S Plan).
3. Post Construction Stormwater Management Plan Set, 7 plan sheets (PCSM Plans).
4. Revised Traffic Assessment, dated October 2, 2025.
5. Stormwater Management and PCSM Report, dated February 17, 2026.
6. Erosion & Sediment Control Plan Narrative, dated September 26, 2025.
7. Stormwater Infiltration & Carbonate Assessment Letter, dated October 23, 2023, and last revised April 12, 2024.
8. Emergency Access Easement Closure Calculations, not dated.
9. Description of Emergency Access Easement, dated December 21, 2022.
10. Waiver Request Letter, dated May 28, 2024 and last revised March 27, 2026..
11. Subdivision and Land Development Application for Young Mixed Use Development, dated September 26, 2025.
12. Borough Response Letter.
13. Lumber Street Development Building #1 Cost Estimate.
14. Lumber Street Development Building #2 Cost Estimate.
15. LVPC Subdivision and Land Development Review Application, not dated.
16. LVPC Response Letter.
17. Subdivision and Land Development Application, not dated.
18. Borough Letter of Transmittal.
19. LVPC Letter of Transmittal.
20. Access Easement Plan, dated April 30, 2024. (Cursory Review Only)
21. Highway Occupancy Permit Plans, dated May 30, 2024. (Cursory Review Only)

The 3.02±-acre tract at 102 Lehigh Street (Parcel ID 547388858061) is located in Lehigh County between Lumber Street and Creek Street and between Lehigh Avenue and Main Street (note the property does not have any frontage on Main Street but abuts the rear lot line of the properties that front on Main Street) and is in the TC Town Center District. The site is mostly vacant land but does contain a two-story garage and small parking area accessed from Creek Street, and a parking lot accessed from Lumber Street. The parking areas on the lot serve the neighboring buildings that front on Main Street.

On May 20, 2024, Council approved a separate plan to create an access easement which includes a paved driveway and parking areas behind the properties on Main Street. Access to the easement area is from Main Street and Lumber Street.

The Plan proposes a 2-story multi-family building, containing 16 units with a building footprint of 8,350 square feet along Creek Street; and a 3-story multi-family building, containing 33 units with a building footprint of 12,040 sf. Off-street parking for the proposed multi-family dwelling units would mainly be provided between the two buildings and accessed from two driveways on Lumber Street, with a 13 space parking lot on the southerly driveway and a 15 space parking lot on the northerly driveway. The proposed use and total number of dwelling units are permitted under Borough of Macungie Code §345-20.F(2)(h).

On July 15, 2024, Council approved a similar project under a separate application. The current application includes the following changes from the original:

- The building fronting Lumber Street was changed from Commercial Use to the proposed 2-story multi-family building.
- Proposed parallel parking spaces along Lumber Street are no longer proposed.
- Building sizes changed nominally.
- Underground Basin 003 was originally designed to allow for future parking on top of the basin. This basin is now proposed as an above-ground basin that can no longer be used to provide additional parking in the future.

This application was discussed at the April 21st, 2026, Planning Commission meeting. However, the Planning Commission could not act on the application because they did not reach a quorum. The May 19th, 2026, Planning Commission meeting was cancelled due to lack of quorum. Council will be considering this application without a recommendation from Planning Commission.

The following comments are offered for your consideration.

PLANNING AND ZONING

1. All handicap-accessible spaces must conform to the minimum dimensional requirements of §345-23.C(4)(c), and the plan (Drawing C-1.1) shall clearly depict these dimensions.

WAIVERS REQUESTED

2. The applicant has requested the following waivers from the SALDO:
 - a. A waiver is requested from SALDO §305-9A.A, which requires a Final Plan be submitted after Preliminary Plan approval. *We have no objections to this request.*
 - b. A waiver is requested from SALDO §305-15A.A, which requires the plans to be submitted at a certain scale. The submitted plans are drawn to a scale of 1"=40'. *We have no objections to this request.*
 - c. A waiver is requested from SALDO §305-15A.F(12), which requires a traffic impact study and report for any use generating 250 or more trips per day. The applicant provided a trip generation report identifying 370 proposed trips per day. *Additional justification should be provided by the applicant to support this waiver request. The current request is based on an approval received for a separate application.*
 - d. A waiver is requested from SALDO §305-21A.B(1), which requires the installation of sidewalk and curbing or grassed swales. The waiver requests an exemption from the installation requirement along Creek Street. *We do not recommend approval of this request.*
 - e. A waiver from SALDO Section §305-29A.10.d.(1) to permit fewer than one tree per dwelling unit. The Developer has provided the maximum number of trees that can reasonably be accommodated given site constraints. *We note that neighbors have requested trees not be added in portions of this project. We have no objections to this request and recommend that the Borough charge a fee for each tree below the required amount.*
 - f. A waiver from SALDO Section §305-29A.10.b to permit fewer than the required number of street trees. The Developer proposes six (6) new street trees, which, combined with two (2) existing trees along Lehigh Street, results in eight (8) trees where twenty-seven (27) are required. *We have no objections to this request*

STORMWATER

3. Rim elevations, pipe lengths, inverts, and slopes should be consistent between the plans, profiles, and conveyance calculations.

LANDSCAPING AND LIGHTING

4. Elevation of parking lot and surrounding properties should be taken into consideration to buffer parking lot glare, particularly along the Northern property boundary adjacent to existing residential dwellings, per ZO § 345-21
5. Per SALDO § 305-29A.10.d.(1), one tree is required per dwelling unit with a minimum diameter of 1.5 inches measured 4 and a half feet above the ground, therefore 46 trees are required, and only 16 trees are listed. The plans should be revised accordingly.
6. A total of 27 street trees should be provided per SALDO § 305-29A.10.b., none are proposed along Creek Street. 8 street trees are shown on the plan.

POLICY & INFORMATION

7. All outstanding issues in the Post Construction Stormwater Management plan identified by the Lehigh Valley Planning Commission (LVPC) should be resolved and a determination of compliance with the Little Lehigh Creek Act 167 Watershed Plan should be obtained from the LVPC per SALDO §305-22C.
8. The developer should sign and record a maintenance agreement approved by the Borough Solicitor addressing all stormwater control facilities that are to be privately owned per SALDO §305-24A.D(3). Other items may be included in the agreement where it is determined necessary to guarantee the satisfactory maintenance of all facilities. The maintenance agreement may be subject to review and approval of the Borough Council.
9. The Applicant/Developer should post an Improvements and Maintenance Security per SALDO §305-30A and §305-31A and maintain an escrow account for inspections.
10. Written approval by the DEP or the Lehigh County Conservation District should be provided prior to any earth disturbance activities per SALDO §305-14.D.
11. Recreation area should be provided as part of this development per SALDO § 305-27A.C. The recreation area for the residential portion of building #1 should be $(33 \text{ units} \times 2,000 \text{ sf/unit}) = 66,000 \text{ s.f.}$ or 1.515 acres. The recreation area for the residential portion of building #2 should be $(16 \text{ units} \times 2,000 \text{ sf/unit}) = 32,000 \text{ s.f.}$ or 0.735 acres.
12. At the sole discretion of Borough Council, cash in lieu of recreation land may be paid to the Borough at \$2,000 per dwelling unit, or \$66,000 for building #1, or \$32,000 for building #2.
13. PADEP Sewer Planning will need to be addressed as part of the proposed development. Since the sewer for the site flows through the Borough Collection System to reach the LCA system; Lower Macungie, the Borough of Macungie, LCA (conveyance), and LCA-Allentown (treatment) will all be required to sign off on the sewer planning elements.
14. Written documentation should be provided stating that the Fire Chief confirms that the proposed parking lots and circulation drives are adequate for the circulation of the largest fire truck and that the fire hydrant location and water service are otherwise acceptable for fire safety purposes.
15. All resubmissions should be accompanied by a detailed letter explaining how each comment has been addressed.

All comments above are made with the understanding that all features are accurately displayed on the submitted plan and that they comply with all current laws, regulations, and currently acceptable professional land surveying and engineering practices.

Please do not hesitate to contact us if you have any questions regarding this letter.

Respectfully,

A handwritten signature in black ink, appearing to read "Taylor Walter", with a stylized flourish at the end.

Taylor Walter, CZO
Borough Zoning Officer

A handwritten signature in black ink, appearing to read "Joshua Fry", with a stylized flourish at the end.

Joshua Fry, P.E.
Borough Engineer

cc: Patrick M. Armstrong, Esq., Borough Solicitor
Margaret D. Young, Applicant
Donald S. and Debra R. Young, Owner
Jeff Ott, P.E., M.B.A., S.E.O., C.P.E.S.C., Ott Consulting Inc.

BOROUGH OF MACUNGIE

Office of the Mayor
21 Locust Street, Macungie, Pennsylvania 18062
610-966-2503

June 2, 2026

Borough Manager

Borough of Macungie
21 Locust Street
Macungie, Pennsylvania 18062

Borough Solicitor

Borough of Macungie
21 Locust Street
Macungie, Pennsylvania 18062

RE: Formal Request for Reimbursement of Outside Counsel Fees Pursuant to 8 Pa. C.S. § 878(b)

Dear Borough Manager and Borough Solicitor:

I write in my capacity as Mayor of the Borough of Macungie to formally request reimbursement of outside counsel fees I have personally incurred in connection with a legal dispute between this office and Borough Council. This request is made pursuant to the express authority and mandate of the Pennsylvania Borough Code, Title 8 of the Pennsylvania Consolidated Statutes, Section 878(b), as well as the precedent established in *Hoffman v. Borough of Macungie*, 67 A.3d 449 (Pa. Cmwlth. 2013).

I. Statutory Basis for Reimbursement

Section 878(b) of the Pennsylvania Borough Code (formerly 53 P.S. § 46117(b)) provides as follows:

"In the case of a legal dispute between the mayor and council or in any other case in which representation of the mayor and council by the borough solicitor would create a conflict of interest for the borough solicitor, the mayor may employ outside counsel at borough expense, not to exceed \$4,000 in any 12-month period, to perform necessary legal services."

The Borough Code is unambiguous: where a dispute exists between the Mayor and Borough Council, the Borough Solicitor is placed in a conflict of interest and cannot represent both parties. In that circumstance, the Mayor is entitled to retain independent outside counsel at borough expense. The statutory reimbursement cap is \$4,000 per 12-month period.



II. Conflict of Interest and Adverse Representation

An active and unresolvable conflict of interest exists between this office and Borough Council. The Borough Solicitor represents the interests of Borough Council in matters that are directly adverse to the Mayor's lawful exercise of executive authority under the Borough Code, including but not limited to disputes concerning mayoral command authority over the Macungie Borough Police Department. As confirmed in *Hoffman v. Borough of Macungie*, where a mayor and borough council are adverse parties, the solicitor must represent the council, and the mayor is entitled to statutory reimbursement for outside counsel. This is precisely the situation that exists in Macungie Borough at this time.

III. Reimbursement Request

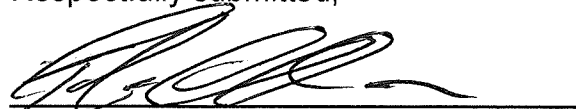
I have personally retained and paid for independent legal counsel to represent my interests as Mayor in connection with the above-described conflict. I hereby request that the Borough reimburse me for outside counsel fees incurred, up to the \$4,000 statutory maximum permitted under 8 Pa. C.S. § 878(b), for the applicable 12-month period. Documentation of fees incurred, including invoices from retained counsel, will be provided upon request or as required by the Borough's reimbursement process. I respectfully request that this matter be placed on the agenda for the next available Borough Council meeting for formal action, and that the Borough Manager and Solicitor confirm in writing the procedure for processing this statutory reimbursement claim.

IV. Reservation of Rights

This letter does not constitute a waiver of any rights, claims, or remedies available to the Mayor under the Pennsylvania Borough Code, applicable case law, or equity. The Mayor expressly reserves all rights, including the right to seek additional relief through the courts if the Borough fails to fulfill its statutory obligation to reimburse outside counsel fees as required by law.

Thank you for your prompt attention to this matter.

Respectfully submitted,



Mayor, Borough of Macungie

Borough of Macungie, Lehigh County, Pennsylvania

Date: _____

cc: Independent Legal Counsel

Borough of Macungie File

LAW OFFICES
HAHALIS & KOUNOUPIS, P.C.
A PROFESSIONAL CORPORATION

20 EAST BROAD STREET
BETHLEHEM, PENNSYLVANIA 18018
TELEPHONE: (610) 865-2608
OUTSIDE PENNSYLVANIA: (800) 865-2608
TELEFAX: (610) 691-8418
EMAIL ADDRESS: HKLAW@PTD.NET
WWW.EMPLOYMENTLAW-LV.COM

EASTON OFFICE

731 LEHIGH STREET
EASTON, PA 18042

NEW JERSEY OFFICE

1015 NEW DURHAM ROAD
EDISON, NEW JERSEY 08817

PLEASE REPLY TO BETHLEHEM

GEORGE A. HAHALIS
(1965-1995)
GEORGE S. KOUNOUPIS^
NANCY S. SKALANGYA
DAVID L. DERATZIAN^

STEVEN D. CAHN †
OF COUNSEL

^ALSO MEMBER NJ BAR
†ALSO MEMBER NY BAR
* MEMBER NJ BAR ONLY

DAVID L. DERATZIAN
David@EmploymentLaw-LV.com

April 6, 2026

Mr. Robert Sell
213 S Walnut Street
Macungie, PA 18062

Dear Mayor Sell:

This will acknowledge receipt of your payment of \$4,500 toward the retainer in the Macungie Police Internal Affairs matter. Your account is now fully up to date.

Thank you.

Very truly yours,



David L. Deratzian



BOROUGH COUNCIL ISSUE BRIEFING

DEPARTMENT MANAGER: Kal Sostarecz, Borough Manager

MEETING DATE: July 6, 2026

AGENDA ITEM: Authorizing Traffic Signal Maintenance Agreement with Signal Service, Inc.

I. Action/Motion to Be Considered:

Motion to authorize the execution of an agreement with Signal Service, Inc. to provide maintenance services for traffic signals at a cost of \$2,025 per year.

II. Reason Why This Issue Needs Consideration:

The Borough has contracted with Telco Group for many years to provide traffic signal maintenance. Telco has eliminated their maintenance division and canceled their contract – they did issue a refund to the Borough for the remainder of the current term.

III. Current Policy or Practice:

Borough Council approves all agreements.

IV. Other Background Information:

There are very few companies that provide traffic signal maintenance – in this area it has historically only been Telco or Signal Services. Signal Services is a very reputable company and has been utilized by surrounding municipalities for many years. All other municipalities in this area that have utilized Telco are in the same situation we are. The new agreement adds the pedestrian crossing flashers in addition to the three intersections.

V. Financial Impact:

State Liquid Fuels funds are utilized to pay for the contract; they are budgeted in 35.433.361.

VI. Recommendations:

Pass the motion as presented.

TRAFFIC SIGNAL MAINTENANCE CONTRACT

The undersigned agree to be bound by this contract for the performance of maintenance of the traffic signal(s) as described.

LOCATIONS

Refer to Exhibit A.

PARTIES

The maintenance contractor refers to Signal Service, Inc., the only contractor authorized by this agreement to perform maintenance on the traffic signal system(s) in the municipality. The municipality refers to Macungie Borough, Lehigh County.

TERM

The term of this agreement is (2) year, commencing July 1, 2026, but may be extended for additional two-year periods based upon the mutual consent of both parties.

CONTRACT AMOUNT

The yearly contract amount is \$2,025.00, billable and due upon completion of preventive maintenance.. This price does not include any local taxes or permits. Should local taxes or permits be applicable, the municipality will be billed an additional sum for those taxes plus handling charges of ten percent. Refer to Exhibit A for individual location amounts.

DUTIES OF THE MAINTENANCE CONTRACTOR

A. PREVENTIVE MAINTENANCE

Perform annual preventive maintenance at the beginning of each contract year in accordance with PennDOT PUB 191, including:

1. Perform preventive maintenance per Exhibit B.
2. Inspection for proper installation.
3. Inspection to ensure the conformance of the installation to the PennDOT permit and condition diagram.
4. Advise the municipality of the results of the inspections and recommend any corrective action needed.

B. RESPONSE MAINTENANCE

Perform response maintenance when requested as follows:

1. Respond in a timely manner (Emergency service within 4 hours).
2. Perform the work in a safe and accurate manner.
3. Bill the municipality for material at the current contract price; bill labor and equipment at rates shown in Exhibit C.

DUTIES OF THE MUNICIPALITY

1. Notify Signal Service, Inc. of any malfunction or problems at the intersections immediately.
2. Advise the maintenance contractor of any changes in the condition diagram.
3. Maintain the installation in proper operating condition and in conformance with the PennDOT permit and the condition diagram.
4. Pay the contractor in a prompt manner with no payment being contingent upon third party claims.

EXISTING WARRANTIES AND GUARANTEES

No known warranties or guarantees exist.

SIGNAL SERVICE WARRANTIES AND GUARANTEES

Equipment installed carries the guarantee, if any, of the manufacturer.

Signal Service warrants its workmanship for a period of one year.

Loop Detector replacement is guaranteed for a period of two years as long as loop failure is not a result of pavement failure.

While the parties realize that intermittent problems on solid state equipment may be difficult to diagnose, Signal Service, Inc.'s billing will be governed the following criteria:

1. Customer will be billed for the initial call.
2. Customer will not be billed for subsequent calls for the same problem if it was not resolved on previous call(s).
3. If the problem is resolved and has required additional material or labor beyond the initial call, the customer will be billed for these additional amounts.
4. If the problem persists and Signal Service is unable to resolve it, Signal Service, Inc. will notify the municipality and recommend replacement. If this recommendation is not acted upon by the municipality within 10 days, all future calls will be billed to the municipality at normal billing rates.

TRAFFIC SIGNAL MAINTENANCE CONTRACT--Exhibit A

Macungie Borough

INTERSECTIONS		AMOUNT
1.	Route 100 (Main St) and West End Trail	\$425.00
2.	Route 100 (Main St) and Chestnut	\$425.00
3.	Route 100 (Main St) and Church	\$425.00
PEDESTRAIN CROSSING FLASHERS		
1.	Route 100 and Lea (2)	\$150.00
2.	Route 100and Pine (2)	\$150.00
3.	Route 100 and Race (2)	\$150.00
4.	Route 100 and Brookfield (2)	\$150.00
5.	Route 100 and Poplar (2)	\$150.00
TOTAL AMOUNT:		\$2,025.00

TRAFFIC SIGNAL MAINTENANCE CONTRACT-Exhibit B

Annual Preventive Maintenance Summary

MECHANICAL

Cabinet

- oil hinges and lock
- replace filter
- check weatherproof seal (gasket)
- check anchor bolts
- check for gas, water accumulation, duct sealant
- check ground rod clamp
- wiring schematics and report available and signed
- check operation of fan and heater

Signal Heads

- check alignment

Mast Arms and Poles

- inspect for rust and spot paint as required
- inspect the joints for rust and cracks at (1) arm/upright location and (2) base plate
- inspect anchor bolts for rust and tightness
- inspect horizontal and vertical angle of the arm

Span Wire and Poles

- refer to applicable pole section
- check span wire
- check clamps, hardware
- check guy wire and the anchor

Push Buttons

- check push button on each end of actuated crosswalks and visually verify pedestrian signal operation; verify timing
- check push button lamp (if existing) for operation
- check push buttons signs and clean if necessary
- check push button sign alignment

Detector Sensors

- make a visual inspection of the roadway along the saw cut for exposed wires, cracks, potholes, etc.
- check alignment for sonic, magnetic and radar-type detectors

TRAFFIC SIGNAL MAINTENANCE CONTRACT-Exhibit B

Annual Preventive Maintenance Summary

UNDERGROUND

Junction boxes and hand holes

- check the integrity of the splices
- check ground rod and clamp connection, check bonding of conduits
- check the insulation
- check for abnormal amount of water
- check lid for abnormal condition and fit

ELECTRICAL

- check radio interference filter and lightning arrestor

ELECTROMECHANICAL CONTROL EQUIPMENT

Relays

- check for burned and pitted contacts and service contacts per manufacturer's maintenance recommendations
- check for tight and secure fit into the sockets
- if latch type relays, check for latch operation as per manufacturer's specification

Flashers

- check flash rate
- check operation
- service contacts per manufacturer's recommendations
- check for tight and secure fit into sockets

Switches

- verify operation of each switch position

Terminal Connections

- check visually for signs of corrosion or any abnormal condition
- tighten all terminal connections

TRAFFIC SIGNAL MAINTENANCE CONTRACT-Exhibit B

Annual Preventive Maintenance Summary

ELECTRICAL (Continued)

SOLID STATE, ANALOG AND MICROPROCESSOR-BASED CONTROL EQUIPMENT

- check time settings against master time sheet
- check indicator lamps on modules; replace if required
- check for extension by detector actuation
- check tightness and security of modules to frame
- check tightness and security of connector

Load Switches

- check tightness and security of load switch packs to chassis

Conflict Monitor

- test conflict monitor with a computerized test set IAW PennDOT standards. A copy of the test results will be kept on file at Signal Service, Inc.

Auxiliary Logic

- ensure that points of connection are making good contact
- if electromechanical device, check for any wear; if contacts are used, clean as required per manufacturer's recommendations

Detector Amplifiers

- check for detection of vehicles within design zone
- perform any necessary tuning
- check tightness and security of connections

INTERCONNECTED EQUIPMENT

- check for controller operation in mode selected by the supervisory master
- disconnect from the master supervisory system and check for "free" or backup operation
- check operation of any special equipment per manufacturer's recommendations

GENERAL

- record changes in timing, wiring or any function

TRAFFIC SIGNAL MAINTENANCE CONTRACT--Exhibit C

Labor Rate Schedule (per hour)

	Regular	Overtime	Double Time
Signal Technician / Electrician	\$ 80.00	\$120.00	\$160.00
Signal Mechanic	45.00	67.50	90.00
Equipment Operator	80.00	120.00	160.00
Foreman	95.00	142.50	190.00
Electrical Engineer	100.00	150.00	200.00

Equipment Rate Schedule (per hour)

	Rates
Service Vehicle / Bucket Truck Mobile Signal Shop	60.00
45' Bucket Truck	60.00
Crane/Ladder Truck	75.00
Auger Truck	70.00
Dump Truck--7 cu. yd.	40.00
Dump Truck--2 cu. yd.	35.00
Backhoe	50.00
Compressor with accessories	25.00
Earth Trencher	30.00
Wheel Trencher	125.00

1. Typical hourly service charge would include a technician @ \$80.00 and a service vehicle @ \$60.00 or \$140.00/hour total.
2. Signal Service, Inc. will provide a quotation if specifically requested by the municipality.
3. Regular rates apply Monday through Friday 8:00 am to 4:00 p.m. Overtime rates apply Monday through Friday 4:00 p.m. to 8:00 am and on Saturday's regardless of time of call. Double time rates apply on Sunday's and Holidays regardless of time of call.
4. Minimum Service charge will be (1) hour. Minimum call-out charge will be (3) hours.

TRAFFIC SIGNAL MAINTENANCE CONTRACT--Exhibit D

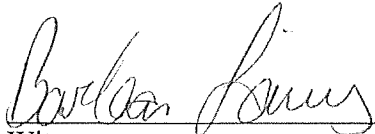
SERVICE TYPE	INTERSECTION TYPE		
	Critical	Intermediate	Minor
EMERGENCY - PHYSICAL			
Knockdown	4 hrs.	4 hrs.	4 hrs.
Signal Hanging	4 hrs.	4 hrs.	4 hrs.
Wires Hanging	4 hrs.	4 hrs.	4 hrs.
Electrical Hazard	4 hrs.	4 hrs.	4 hrs.
Other	4 hrs.	4 hrs.	4 hrs.
EMERGENCY - SAFETY			
Conflict	4 hrs.	4 hrs.	4 hrs.
On Flash	4 hrs.	4 hrs.	24 hrs.
Head twisted / Conflicting Indications	4 hrs.	4 hrs.	4 hrs.
Intersection Dark	4 hrs.	4 hrs.	4 hrs.
Opticom Malfunction	4 hrs.	4 hrs.	24 hrs.
Stuck	4 hrs.	4 hrs.	24 hrs.
Serious Timing Deficiency	4 hrs.	4 hrs.	24 hrs.
Other	4 hrs.	4 hrs.	24 hrs.
NON-EMERGENCY RESPONSE			
Bulb Out	72 hrs.	72 hrs.	72 hrs.
Loop Malfunction	48 hrs.	48 hrs.	48 hrs.
Out of Synchronization	24 hrs.	24 hrs.	48 hrs.
Head Twisted / Not Conflicting Indications	24 hrs.	24 hrs.	48 hrs.
Other	24 hrs.	24 hrs.	48 hrs.
NON-EMERGENCY - SCHEDULE			
Preventive Maintenance	Schedule	Schedule	Schedule
Relamping DOES NOT APPLY TO THIS CONTRACT	Schedule	Schedule	Schedule
Modifications	Schedule	Schedule	Schedule
Other	Schedule	Schedule	Schedule

TRAFFIC SIGNAL MAINTENANCE CONTRACT

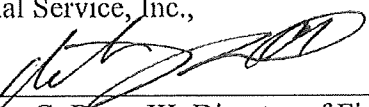
ACCEPTANCE AGREEMENT

In consideration of the mutual covenants, promises and agreements contained in the maintenance contract dated July 1, 2026 between the two parties referred to as Signal Service, Inc. and Macungie Borough, Lehigh County the parties, hereto, intend to be legally bound.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement effective July 1, 2026.



Witness

Signal Service, Inc.,
By: 

William G. Dunn III, Director of Field Services

Macungie Borough

By: _____

Witness



1224 Cross Keys Road, Reading, PA 19605
Phone: 610/916-6200 Fax: 610/916-1377

June 15, 2026

Macungie Borough
21 Locust Street
Macungie, PA 18062

Re: Notice of Contract Termination
Traffic Signal Maintenance Contract

Dear Madame/Gentlemen;

This letter serves as formal notice that Telco Group LLC is terminating your Traffic Signal Maintenance Contract effective June 30th.

We truly appreciate your business over the past year. I will reach out should we decide to reinstate our service department in the future.

If you have any questions or need further clarification, please feel free to contact me.

Very truly yours,

Carla A. Waligorski

Carla A. Waligorski
President