

MACUNGIE BOROUGH COUNCIL  
MEETING MINUTES  
Tuesday September 2, 2025  
REGULAR MEETING MINUTES  
7:30 P.M.

Council Members:

Ron Karboski  
Greg Hutchison  
Todd Ritter  
Robert Rozak  
Carl Sell  
John Yerman (phone)  
Megan Sell  
Ronald Conrad

Mayor:

Solicitor:

Borough Manager:

David Keightly Jr for Pat Armstrong  
John Brown

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

1. Barry Isett Report
  - a. No report
2. Announcements
  - a. President Karboski announced an executive session following the general meeting. No action anticipated.
3. Public Comment
  - a. Public
    - i. None
  - b. Council Member
    - i. None
4. Presentations/Guest Speakers
  - a. None
5. Complaints, Petitions, and Appeals
  - a. None
6. Approval of Minutes
  - a. August 18, 2025
    - i. Councilwoman M Sell made motion to approve minutes; Councilman C. Sell seconded. Motion passed unanimously (090225-A).
7. Financial Agenda
  - a. Treasurer's Report (2<sup>nd</sup> meeting of the month)
    - i. None
  - b. Approval of Paid Bills Detail report
    - i. Councilman C. Sell made a motion to approve the bills report as presented \$21,266.03. Councilman Ritter seconded the motion. Motion passed unanimously. (09022025-B)
8. Correspondence
  - a. Emmaus Public Library
  - b. PSAB-MRT Monthly Report
  - c. Macungie Volunteer Fire Company
9. Reports
  - a. Macungie Institute Manager Quarterly Report
    - i. April 15, July 15, Oct 21
  - b. Zoning Monthly Update Report (2<sup>nd</sup> meeting of the month)

MOTIONS 090225-A /090225-B /090225-C /090225-D /090225-E / 090225-F / 090225-G / 090225-H / 090225-I /090225-J /090225-K/ 090225-L/ 090225-M

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- i. No report.
- c. Solicitor
  - i. Nothing to report that is not already on agenda.
- d. Macungie Police Department (2<sup>nd</sup> meeting of the month)
- e. Mayor
  - i. None
- f. Borough Manager
  - i. None

10. Unfinished Business

- a. None

11. New Business

- a. Administration request to hire Administrative Assistant at starting rate of \$ 28.50 per hour.
  - i. Councilman Rozak asked for resume of the person to be considered. The Borough Manager distributed the resume of the candidate -Rebecca Rabenold.
  - ii. Vice President Hutchison made the motion to approve the request. There was no second to the motion, so the motion died.
  - iii. Councilman Rozak asked if the candidate was doing code enforcement currently in the Borough. The Borough Manager confirmed she is currently performing code enforcement vis the Borough engineer BIA. Council Rozak expressed concern over the role of becoming vacant if the Borough moves forward with the candidate. Council Rozak wants assurance that the code enforcement role will not be left vacant after the Borough moved through the issue relating to zoning and code enforcement. The Borough Manager responded that the backfill of the role would be up to BIA and is confident the roll will be filled.
  - iv. Council Rozak raised concerns regarding hiring someone from vendors supporting the borough.
  - v. Councilman Sell inquired if a background check was completed on the candidate. The Borough manager responded, no and any offer of employment is contingent on successfully completing a background check.
  - vi. President Karboski asked if the salary to be offered was the same as the most recent Administrative Assistant. Borough Manager responded no, they were at \$ 25 and change. President Karboski asked where the additional funds would come from since it is unbudgeted. The Borough Manager responded that the incremental increase would be drawn from currently unfilled yet budgeted positions. Additionally, the change in the medical benefits would yield a savings to the Borough of \$ 12,000 despite the salary increase.
  - vii. Vice President Hutchison asked regarding the part time code enforcement hourly wage. Borough Manger responded he was at \$ 30 hour. Vice President Hutchison stated that since the position is vacant, we could utilize those funds.
  - viii. President Karboski asked Vice President Hutchison what he would do to repair the budget at the end of the year for 2025-cut the wages allocated to the code enforcement or raise taxes? Vice President Hutchison stated the money is already budgeted.
  - ix. Councilman Rozak recommended the position be advertised for a minimum of 20 days and candidates be brought forth accordingly.
  - x. President Ron Karboski made a motion to deny the request and remove it from the agenda citing lack of transparency, resume not in the packet and is confusing to council and the public; Councilman Ritter seconded the motion. Motion passed 6-1 (090225-C).

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- b. Resolution 2025-06 Adoption and Submission to DEP for Approval of a Revision of the Official Plan of the Borough of Macungie. (Regional Act 537 Plan).
  - i. Councilman C. Sell made a motion to approve to adopt. Councilman Ritter seconded the motion. Motion passed unanimously. (09022025-D).
- c. Ordinance 2025-02 Parking Restriction Ordinance public hearing and vote.
  - i. Councilman C. Sell made a motion to approve to adopt. Councilman Ritter seconded the motion. Motion passed unanimously. (09022025-E)
  - ii. Public Hearing was held regarding this ordinance. No comments.
  - iii. President Karboski commended Councilman Sell for bringing the proposed ordinance forward.
  - iv. President Karboski called for a roll call vote to approve/adopt; Rozak-yes, M Sell-yes, C Sell-yes, Ritter-yes, Yerman-yes, Hutchison-yes, Karboski-yes Councilman C. Sell made a motion to approve to adopt. Councilman Ritter seconded the motion. Motion passed unanimously (090225-F).
  - v. President Karboski directed Mr. Brown to collect all notes on the ordinance, coordinate with public works and engineer to implement requisite changes to marking s and signs to implement. Additionally, President Karboski directed Mr. Brown to share the ordinance with the Macungie Police Department and the Mayor.
- d. Friends of MI Shelf Project approval request.
  - i. Presentation was made by Darlene Misselbeck on behalf of the Friends of MI.
  - ii. Councilwoman M. Sell made a motion to approve. Councilman C. Sell seconded the motion. Motion passed unanimously. (09022025-G).
  - iii. Councilwoman M. Sell clarified her motion was to have the volunteers install the shelving.
  - iv. After further discussion, President Karboski made a motion to direct DPW install the shelving. Councilman C. Sell seconded the motion. Motion passed unanimously. (09022025-H).
- e. Consideration of council reorganization discussion and vote
  - i. President Karboski informed Council that Vice-President Hutchison resigned his position verbally.
  - ii. Councilman Ritter made a motion to accept Vice President Hutchison's resignation. Councilman Yerman seconded the motion. Motion passed unanimously. (09022025-I).
  - iii. Councilman Rozak nominated Ron Karboski as President. President Karboski called for the vote. Rozak-yes, Ritter-yes, C. Sell-yes, Hutchison-yes , Yerman-yes, M Sell-yes, Karboski-yes. (09022025-I).
  - iv. Councilman Rozak nominated Councilman Carl Sell as Vice President. President Karboski called for the vote. Rozak-yes, Ritter-yes, C. Sell-yes, Hutchison-yes , Yerman-yes, M Sell-yes, Karboski-yes . (09022025-J).
  - v. Councilman Ritter nominated Meagan Sell as Pro-Temp. President Karboski called for the vote. Rozak-yes, Ritter-yes, C. Sell-yes, Hutchison-yes , Yerman-yes, M Sell-yes, Karboski-yes . (09022025-K).
- f. Council ended public session at 8:17PM to move to executive session
  - i. Councilman C. Sell made a motion to approve. Councilman Ritter seconded the motion. Motion passed unanimously. (09022025-L).

12. Executive Session

- a. Legal, Personnel, Real Estate
  - i. Council went into executive session at 8:25PM and returned at 8:28 PM.

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13. Action as a result of executive session

a. None

14. Adjournment

a. Councilman C. Sell made a motion to adjourn. Councilman Ritter seconded the motion. Motion passed unanimously. (09022025-M).

Respectfully Submitted

John A Brown

Borough Manager