

MACUNGIE BOROUGH COUNCIL  
MEETING MINUTES  
Monday, February 6, 2023  
REGULAR MEETING MINUTES  
7:30 P.M.

Council Members:

Ron Karboski, President  
Greg Hutchison, Vice President  
Barry Bloch  
Todd Rutledge  
Lisa Yeager  
Carl Sell  
John Yerman (absent)  
Ronald Conrad  
Pat Armstrong  
John Brown

Mayor:

Solicitor:

Borough Manager:

President Karboski called the meeting to order at 7:30 pm.

1. BIA Engineering Report

- a. Crosswalk road repair at Polar/Main
  - i. Met with PADOT and the contractor. Work is scheduled for April 2023 with the PADOT-approved paving season.
- b. Hickory Bridge/S. Church Street replacement Project/Grant
  - i. RFQ will be required. See New Business (9a).
  - ii. Sidewalk repair/replacement
    1. Discussion included potential grants for replacing sidewalks; the possibility of DCED Multi-modal funding. Grant timing was questioned.
    2. Review of the Sidewalk Evaluation Report was requested
    3. More information for (ii.1) and (ii.2) will be provided at the next meeting.
- c. Police/Borough Hall HVAC Bid – award recommendations.
  - i. JBM Mechanical was the low bidder: \$35,200 Police | \$40,500 Borough Hall for a total of \$75,700.
  - ii. See New business (9d).
- d. Macungie Institute HVAC
  - i. Since the Borough Hall/Police HVAC replacement bid was aggressive, BIA suggested Council consider reissuing the bid proposal for the MI HVAC.
  - ii. Last year the lowest bid was \$197,000 among (5) bidders. More information to be presented at the next meeting.

2. Public Comments

- a. Prior Public Comments to Council - NONE
- b. Comments from the audience on non-agenda items
  - i. *Risa Donegan* – 9 Coach Street. – Mrs. Donegan stated she left three voicemails about missed recycling pick-up over two consecutive weeks at her property; calls were not returned. Mrs. Donegan sent an email; the email did receive a response. Whitetail was contacted by the Borough to inform them of the missed collection. Whitetail confirmed the issue would be handled. Ms. Donegan's recycling was collected as of 2/6/23.

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- ii. *County Executive Phil Armstrong* was in the audience to introduce himself and *County Liaison Yorman De La Rosa*. Executive Armstrong spoke on the Iron Pigs Stadium and the role the county has in keeping the Iron Pigs in the Lehigh Valley.
- 3. Complaints, Petitions, Appeals, and Compliments
  - a. Councilman Rutledge – Complimented Darlene on a job well done at the Macungie Institute
  - b. Rosanne Schleicher – Complimented Darlene on a job well done at the Macungie Institute
  - c. Mayor Conrad – Complimented the Police. Painting with the Police was a success.
- 4. Approval of Minutes
  - a. January 16, 2023
    - i. Vice President Hutchison made a motion to approve the minutes as written. Councilman Bloch seconded the motion. Motion passed unanimously. (020623-A)
- 5. Financial Agenda
  - a. Treasurer’s report - VOID
  - b. Approval of invoices as listed – spreadsheet.
    - i. Vice President Hutchison made a motion to approve the spreadsheet created by Borough Manager Brown. Councilman Bloch seconded the motion. Motion passed unanimously. (020623-B)
- 6. Correspondence
  - a. Laura Williams – Division on Addictions – Posting to website denied by council.
  - b. MVFD Officers, Roster, and Report(s)
  - c. Municipal Retirement Trust Monthly Report
  - d. Teamster Local 773 – Notice of Contract expiration and intent to negotiate.
  - e. Emmaus Public Library Board Report
  - f. Steve Markowitz Allen Organ – Invitation
    - i. All the council, including the Mayor are interested in attending. Councilman Sell will reach out to schedule.
  - g. James Kennedy, Thomas J Anderson & Associates; refund of excess pension contributions Non-Uniformed Defined Contribution plan - \$2,235.84
  - h. Roseann Schleicher – Holiday Committee – Eagle donation and relocation – TABLED until the 2/21/2023 Council meeting.
- 7. Reports
  - a. Macungie Institute Manager Report (2<sup>nd</sup> meeting of the month)
  - b. Macungie Police Department Monthly update (1<sup>st</sup> meeting of the month)
  - c. Zoning Monthly update (2<sup>nd</sup> meeting of the month)
  - d. Solicitor –
  - e. Mayor - NONE
  - f. Borough Manager
    - i. Hydrant Plan – See New Business H & I
    - ii. Poplar/Main Crosswalk
      - 1. Road Repair – Scheduled for April 2023
      - 2. In road light repair – Telco

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iii. Borough Hall Security Update

1. More information with a set timeline will be provided at the next meeting. Mr. Brown and Public Works Mike Smith talked about adding security cameras to Borough Hall Security.
2. Annual Financial Audit
  - a. The Borough Manager informed Council that the Borough’s auditor Campbell, Rappold, & Yurasits spent the prior week at Borough Hall initiating/conducting the annual financial audit.

8. Unfinished Business

- a. Resolution 2023-01 Policy Draft – Non-Profit entities, donations discussion
  1. There was a roll call to approve Resolution 2023-01. Resolution 2023-01 was approved by a vote of 6 to none.

Carl Sell	Lisa Yeager	Greg Hutchison	Ron Karboski	Barry Bloch	Todd Rutledge
YES	YES	YES	YES	YES	YES

- b. Draft letter to Fire Company @ Financial and Compliance audit request – Pat Armstrong/John Brown
  - i. President Karboski made a motion authorizing John Brown to send out the revised letter to the Fire Company, adding the level of audit being deemed necessary by the Borough. Vice President Hutchison seconded the motion. Motion passed unanimously. (020623-C)
- c. LCHA PILOT Agreement 101 W. Main Street - \$5,000 offer and check received.
  - i. County of Lehigh Community Liaison *Yorman De La Rosa* will reach out to John Brown to discuss the Lehigh County Housing Authority concern.
- d. 2023 newly approved employee positions per 2023 budget discussion and vote – DISCUSSED IN EXECUTIVE SESSION

9. New Business

- a. Borough manager request to issue an RFQ for the selection of an engineer for the Hickory Bridge/S. Church Street Project
  - i. In order to have engineering costs utilized as a match or reimbursed from PADOT multimodal funding, the Borough will have to follow an RFQ process in selecting a project engineer. The process followed by the Borough in selecting BIA in 2019 as Borough engineer did not meet PADOT requirements. Vice President Hutchison made a motion to allow Borough Manager John Brown to move forward with the process. Councilman Rutledge seconded the motion. Motion passed unanimously. (020623-D)
- b. Nina Solivan’s letter of resignation
  - i. Councilman Sell made a motion to accept Solivan’s letter of resignation. Councilman Bloch seconded the motion. Motion passed unanimously. (020623-E)
- c. Borough Manager
  - i. Approval to hire an interim replacement for Assistant Treasurer/Clerk – (see 11.b.)
  - ii. Interim to start with potential full time
- d. Police/Borough Hall HVAC Bid – award recommendations – discussion and vote

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- i. JBM Mechanical \$35,200 Police | \$40,500 Borough Hall
  - 1. Total \$75,700.00
    - a. Councilman Rutledge made a motion to accept JBM Mechanical's bid. Councilwoman Yeager seconded the motion. Motion passed unanimously. (020623-F)
- e. Macungie PD New Police Vehicle \$47,937
  - i. Councilman Rutledge made a motion to approve the New Police Vehicle. Councilwoman Yeager seconded the motion. Motion passed unanimously. (020623-G)
- f. DWP \$1,000 request for lift truck \$1,309
  - i. Councilman Rutledge made a motion to approve the lift. Councilwoman Yeager seconded the motion. Motion passed unanimously. (020623-H)
- g. DWP \$1,000 request for sidewalk deicer \$1,292
  - i. Vice President Hutchison made a motion to approve the sidewalk deicer. Councilman Rutledge seconded the motion. Motion passed unanimously. (020623-I)
- h. DWP \$1,000 request for Fire Hydrant Adapters 3.5 in \$6,720 (Borough Authority)
  - i. Vice President Hutchison made a motion to approve the Fire Hydrant Adapters 3.5 inches. Councilman Rutledge seconded the motion. Motion passed unanimously. (020623-J)
- i. DWP \$1,000 request for Fire Hydrant Adapters 4.5 in \$7,636.50 (Borough Authority)
  - i. Vice President Hutchison made a motion to approve the Fire Hydrant Adapters 4.5 inches. Councilwoman Yeager seconded the motion. Motion passed unanimously. (020623-K)
- j. DWP \$1,000 request for Korner Horn Assemblies \$10,934 (Borough Authority)
  - i. Councilman Rutledge made a motion to approve the Korner Horn Assemblies. Councilman Bloch seconded the motion. Motion passed unanimously. (020623-L)
- k. DWP \$1,000 request for Vine Street Booster Pump 2 \$8,775 (Borough Authority)
  - i. Vice President Hutchison made a motion to approve the Vince Street Booster Pump 2. Councilman Bloch seconded the motion. Motion passed unanimously. (020623-M)
- l. DWP \$1,000 request for Water Truck Snowplow \$9,500
  - i. Vice President Hutchison made a motion to approve the Water Truck Snowplow. Councilman Rutledge seconded the motion. Motion passed unanimously. (020623-N)
- m. DPW \$1,000 request for Well #2 repair Kohl Browns \$3,700
  - i. Councilman Rutledge made a motion to approve the Well #2 repair. Councilwoman Yeager seconded the motion. Motion passed unanimously. (020623-O)
- n. DPW \$1,000 request for Well #1 & Shop Mini-Split Unit Hannaberry HVAC \$10,476
  - i. Include approval to sign the contract quote
    - 1. Councilman Bloch made a motion to approve the Well #1 and Shop Mini Split as well as signing the contract quote. Vice President Hutchison seconded the motion. Motion passed unanimously. (020623-P)
- o. DPW \$1,000 request for Macungie Institute Backflow Preventor Plumbing \$5,499.99
  - i. Councilwoman Yeager made a motion to approve the Macungie Institute Backflow Preventor Plumbing. Councilman Bloch seconded the motion. Motion passed unanimously. (020623-Q)
- p. MVFP Fire Company request for release of funding

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- i. Vice President Hutchison made a motion to deny releasing the funding early. Councilman Sell seconded the motion. Motion passed unanimously. (020623-R)
  - q. Rosann Schleicher – Holiday Committee – Eagle relocation
- 10. Executive Session
  - a. Real Estate, legal, and personnel complaint
    - i. Public portion of the meeting concluded at 9:46 pm and moved to Executive Session
- 11. Action as a result of executive session
  - a. Executive Session concluded at 11:09.
  - b. Vice President Hutchison made a motion to allow Borough Manager Brown to advertise the Borough's Assistant Treasures/ Borough Clerk position. Councilwoman Yeager seconded the motion. Motion passed unanimously. (020623-S)
- 12. Adjournment
  - a. Vice President Hutchison made a motion to adjourn tonight's meeting at 11:10 pm. Councilwoman Yeager seconded the motion. Motion passed unanimously. (020623-T)

Respectfully Submitted

*Ashley Rinker*

Ashley Rinker, Administrative Assistant

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**2023 Motions Made at Monthly Council Meetings**

*Disclaimer: Motions are subject to revision and corrections from all participants. The contents herein represent notes and audio participants collection of Macungie Borough Council meetings. These motions may not have captured the true intent of all statements made by participants*

Date	Motion #	Motion	Motion Made By	Seconded	# Ayes	# Neys	Name
2/6/2023	020623-A	Approval of minutes January 16, 2023	Greg Hutchison	Barry Bloch	6		
2/6/2023	020623-B	Approval of invoices as listed by spreadsheet	Greg Hutchison	Barry Bloch	6		
2/6/2023	020623-C	Authorize John Brown to send a revised letter to Fire Comp	Ron Karboski	Greg Hutchison	6		
2/6/2023	020623-D	John Brown to issue RFQ for Hickory Bridge/S Church St	Greg Hutchison	Todd Rutledge	6		
2/6/2023	020623-E	Nina Solivan's letter of resignation	Carl Sell	Barry Bloch	6		
2/6/2023	020623-F	Acceptance of JBM Mechanicals Bid for HVAC police/hall	Todd Rutledge	Lisa Yeager	6		
2/6/2023	020623-G	Macungie PD New Police Vehicle	Todd Rutledge	Lisa Yeager	6		
2/6/2023	020623-H	DWP \$1,000 request - lift truck \$1,309	Todd Rutledge	Lisa Yeager	6		
2/6/2023	020623-I	DWP \$1,000 request - sidewalk deicer \$1,292	Greg Hutchison	Todd Rutledge	6		
2/6/2023	020623-J	DWP \$1,000 request - Fire hydrant adapters 3.5 - \$6,720.00	Greg Hutchison	Todd Rutledge	6		
2/6/2023	020623-K	DWP \$1,000 request- Fire hydrant adapters 4.5 - \$7636.50	Greg Hutchison	Lisa Yeager	6		
2/6/2023	020623-L	DWP \$1,000 request - Korner Horn Assemblies - \$ 10,934.00	Todd Rutledge	Barry Bloch	6		
2/6/2023	020623-M	DWP \$1,000 request - Vine St Booster Pump 2 - \$8,775.00	Greg Hutchison	Barry Bloch	6		
2/6/2023	020623-N	DWP \$1,000 request - Water Truck Snowplow - \$9,500.00	Greg Hutchison	Todd Rutledge	6		
2/6/2023	020623-O	DWP \$1,000 request - Well #2 repair - \$3,700.00	Todd Rutledge	Lisa Yeager	6		
2/6/2023	020623-P	DWP \$1,000 request - Well #1/ Shop mini split - \$10,476.00	Barry Bloch	Greg Hutchison	6		
2/6/2023	020623-Q	DPW \$1,000 request - MI Backflow Preventor - \$5,499.99.00	Lisa Yeager	Barry Bloch	6		
2/6/2023	020623-R	Denial of releasing funds early to the Fire Company	Greg Hutchison	Carl Sell	6		
2/6/2023	020623-S	Authorize John Brown to advertise for Asst. Treasurer/Clerk	Greg Hutchison	Lisa Yeager	6		
2/6/2023	020623-T	Adjournment 11:10 pm	Greg Hutchison	Lisa Yeager	6		
2/6/2023		Resolution 2023-01 Policy Draft Non Profit Entities	Roll Call	Roll Call	6		

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