

MACUNGIE BOROUGH COUNCIL
MEETING MINUTES
TUESDAY, SEPTEMBER 6, 2022
REGULAR MEETING
7:30 P.M.

President
Vice President
Council Member

John Yerman (Via phone)
Greg Hutchison
Barry Bloch (Absent)
Todd Rutledge
Lisa Yeager
Carl Sell
Ron Karboski
Ronald Conrad
Patrick Armstrong (Absent)
John Brown
Nina Solivan

Mayor:
Solicitor:
Borough Manager:
Assistant to the Manager:

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

1. Barry Isett Engineering Report

- a. PennDOT will hold a scoping meeting on 10/3/2022 to initiate the Hickory Bridge/S. Church Street projects
- b. Main Street Streetscape Phase V – all trees, grates, and lights are installed.
 - i. Councilman Rutledge made a motion to approve payment number 4 in the amount of \$31,578.07. Councilman Karboski seconded the motion. Motion passed unanimously. (090622-A)
- c. Main Street Streetscape Phase VI
 - i. Streetlights are due to arrive on September 30, 2022.
- d. MS4 Permit-DEP-
 - i. BIA recommends creating a standalone stormwater management ordinance
 - ii. BIA will work with the solicitor to develop
- e. Borough Hall/Police Station HVAC Improvements
 - i. The HVAC unit in the Police unit is 26 years old and will cost approximately \$5,000 to repair the unit.
 - ii. Recommendation is to replace the system entirely.
 - iii. BIA engineering, bid preparation, and project management are \$ 12,500 for the Police Department only.
 - iv. BIA will provide a revised estimate for both Police and Borough Hall HVAC replacement.
 - v. The entire project estimate from August 2021 was \$112,000 for both the Police and Borough Hall.
 - vi. Councilman Rutledge made a motion to move forward with the bid preparation on the Police Department as well as investigating BIA to come up with a quote for Borough Hall. Councilwoman Yeager seconded the motion. Motion passed unanimously. (090622-B)
- f. Macungie Institute HVAC Improvements
 - i. The bids was previously rejected due to a higher cost than what was anticipated.
 - ii. Councilman Rutledge would like to proceed with the Macungie Institute HVAC bids and have the Borough Manager and BIA rewrite the proposal. Engineer Wojciechowski will determine if we can or should bundle the Macungie Institute, Police Department as well as the Borough together.
- g. Stonehill Meadows
 - i. Due to a Sewer Lateral Inspection ordinances within the Borough, it was found that the Sewer Lateral pipe on Willow Street was pitched the wrong way, the lateral was dug up and replaced.

MOTIONS: 090622-A / 090622-B / 090622-C / 090622-D / 090622-E / 090622-F / 090622-G / 090622-H / 090622-I / 090622-J / 090622-K / 090622-L / 090622-M

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h. Estates at Brookside

- i. BIA to develop a formal proposal in conjunction with the Solicitor
 1. Proposal to address:
 - a. Cash proposal in lieu of an 18-month maintenance period
 - b. List of all specific items Borough is accepting in dedication
 - c. DPW cost estimate for the 18-month maintenance window

2. Public Comments

- a. Prior Public Comments to Council - None
- b. Comments from the Audience on non-agenda items
 - i. **Steve Salaski – 143-144 E. Main Street** – Mr. Salaski received a letter from the Borough concerning the potential maintenance of Mountain Creek stonewalls along the property. Mr. Salaski reviewed his deed and does not believe his property includes the wall bordering the creek. President Yerman asked that Mr. Salaski provide any information to the Borough so our lawyer can investigate it further.
 - ii. **Janet Sell – 101 S. Church Street** – Mrs. Sell asked if there was any more information on the house fire and fire hydrants. Borough Manager Brown stated he is only providing the facts of actions taken by DPW and the Borough after the fire. The concerns she expressed regarding the MVFD and Chief Natysyn and however are not for the Borough Manager to comment on.
 - iii. **Susan Pecoraro – 148 Ridings Circle** – Mrs. Pecoraro participated in the community yard sale in the Ridings on the same day at the Wheels of Time. She along with others in the community were disappointed to find out two days prior to the sale that they needed a yard sale permit. Mrs. Pecoraro stated they have never had to purchase a yard sale permit in the past. She feels it was disrespectful to ask dozens of residents of the Ridings to purchase a yard sale permit two days prior to the sale and believes the Borough should have allowed this year to be free and notified residents that next year there will be a fee.

3. Complaints, Petitions, Appeals, and Compliments

- a. Councilman Karboski asked to be removed from the Bump Out committee as he knows councilman Sell was the original requestor of getting the bump-outs taken care of in the Borough. Councilman Sell is now on the committee along with Councilman Rutledge and Councilwoman Yeager.

4. Approval of the Minutes

- a. August 15, 2022
 - i. Councilwoman Yeager motioned to approve the written August 15, 2022, meeting minutes. Councilman Karboski seconded the motion. Motion passed unanimously. (090622-C)

5. Meeting Management

- a. Working together for shorter meetings – No Comment

6. Consent Agenda

- a. Treasurer's Report
- b. Approval of invoices as listed

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- i. Councilman Rutledge motioned to approve all the invoices in the amount of \$86,002.06. Councilwoman Yeager seconded the motion. Motion passed unanimously. (090622-D)

7. Correspondence

- a. Municipal Retirement Trust update through 7/31/2022 - None
- b. Emmaus Public Library Director's Report July 2022 - None
- c. Macungie Institute Managers Report August 2022
 - i. Macungie Institute coordinator Darlene Misselbeck commented that the Macungie Institute saw approximately 360 people in the month of August. The Macungie Institute will be hosting a lecture hosted by LVHN about Atrial Fibrillation (10/4 at 7 pm) In the upcoming weeks, the Macungie Institute will host craft nights, a book club, and a blood drive. All events are on the Macungie Institute Facebook as well as the website.
- d. Margaret Young Macungie Memorial Park Halloween Committee – donation request (see 10 (g) New Business
- e. Cathleen O'Connor's resignation from Planning Commission (see 10 (i) New Business
- f. Stone Hill Meadows Phase 2-3 Compliance
- g. Macungie Police Department Monthly Report (2nd meeting of the month)
- h. Zoning Monthly Update Report (2nd meeting of the month)

8. Reports

- a. Solicitor – none
- b. Mayor – none
- c. Borough Manager – none

9. Unfinished Business

- a. Hickory Street Bridge/ S. Church Street – update
 - i. PADOT – kickoff meeting scheduled for October 3rd
- b. 140 E. Main Street
 - i. All cars and grass have been resolved at this time.
- c. Fire Hydrant update
 - i. Information is still being gathered.
- d. Brough Sidewalk – Concrete Contractor Proposal / Plan – nothing to discuss
- e. Check Signing
 - i. Borough Manager Brown and Attorney Pat Armstrong are working together to draw up a plan as to when the manager signs and when they do not. Manager Brown has all the credentials to sign checks as of now.
- f. Chain of Command discussion
 - i. Vice President Hutchison commented he does not appreciate anyone on or off of council going to a staff member and telling them what to do. Vice President Hutchison commented all directions should go through their immediate supervisor.
 - ii. Borough Manager John Brown was asked if he believed there have been any chain of command issues. Mr. Brown stated there has not been.

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- iii. President Yerman made a motion to resolve this issue and never discuss it again. Councilwoman Yeager seconded it. The motion was a tie 3-3. Mayor Conrad voted nay to break the tie. The motion did not pass. (090622-G)

10. New Business

- a. Trash and recycle bid results; approval to award – vote
 - i. Starting November 2022 Whitetail Disposal will replace Waste Management as the refuse and recycling hauler for the Borough. Two proposals were submitted. A manual collection option for \$ 3,010,880 and an automated collection option for \$ 2, 525, 121. These bid totals included a three (3) year base proposal plus two one (1) year extensions.
 - ii. Paul Brady with Whitetail Disposal was in the audience and answered any questions that the council members had.
 - iii. The 96-gallon containers which would be used for both refuse and recycling under the automatic collection proposal raised concern. It was discussed that many senior residents cannot physically move a 96-gallon container or for many homes fit two containers into their garage.
 - iv. After a discussion about manual and automatic collection proposals, councilmen Karboski made a motion to select the Manual collection. Councilman Rutledge seconded the motion. Motion passed 5-1. (090622-H)
- b. Police Department AC replacement – approval of BIA proposal for bid and project management- vote
 - i. See 1 (e) (vi) under Barry Isett Engineering Report
- c. Approval of Civil Service Commission Police Officer Candidate list – vote
 - i. Councilman Karboski made a motion to accept the Civil Service Commission’s list of candidates for the Full-Time Police Officer. Councilman Rutledge seconded the motion. Motion passed unanimously. (090622-I)
- d. Macungie Police Department request to hire (1) Full Time Police Officer per the Civil Service Commission approved candidate list – selection and vote
 - i. Councilman Rutledge made a motion to approve the hiring of Matthew Santiago as the Full-Time Police Officer. Councilwoman Yeager seconded the motion. Motion passed unanimously. (090622-J)
- e. Macungie Ambulance – New Ambulance Funding Request – Vote
 - i. Funding Request Letter
 - ii. 2021 Audited Financial Statement
 - iii. June 2022 P&L Statement
 - iv. 2023 Budget draft
 - 1. Borough Council agreed that the request will be discussed during budget season.
- f. Resolution for Sewer Plan Revision for the Neighborhood Hospital and Medical Office Building at 3369 State Route 100 – Resolution 2022-16 – vote
 - i. Councilman Rutledge made a motion to accept Resolution 2022-16. Councilman Karboski seconded the motion. Motion passed unanimously. (090622-K)
- g. Macungie Memorial Park Halloween Committee – parade #3,000 donation request – vote
 - i. Councilman Karboski made a motion to approve the \$3,000 donation request asked by Margaret Young and the Halloween committee. Councilman Rutledge seconded the motion. Motion passed unanimously. (090622-E)
 - ii. The \$3,000 will go towards the parade committee

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- h. Lehigh County Housing Authority – discussion and vote
 - i. 101 W. Main Street Pilot agreement for \$5,000
 - 1. Councilman Karboski made a motion to reject the Pilot agreement of \$5,000 per year. Councilman Sell seconded the motion. Motion passed unanimously.
 - 2. Council would like to renegotiate with Lehigh County Housing Authority.
 - i. Cathleen O’Connor resignation from Planning Commission -vote to accept
 - i. Councilman Rutledge made a motion to accept Cathleen O’Connor’s resignation. Vice President Hutchison seconded the motion. Motion passed unanimously. (090622-F)
 - j. Garage/Yard Sale Permit during car festivals – Discussion and vote
 - i. Borough Manager John Brown will look into the ordinance and more information will be discussed at the next meeting.
 - k. \$1,000 Request – Public Works 2022 F-450 Chassis
 - i. Councilman Rutledge made a motion to approve the Public Works request to purchase the 2022 F-450 Chassis in the amount of \$49,175.00. Vice President Hutchison seconded the motion. Motion passed unanimously. (090622-L)

11. Executive Session, Personnel matters, real estate

- a. The public portion of the meeting ended at 1045 pm and went into the executive session.

12. Action as a result of executive session

- a. Potential vote on personnel matters, real estate - None

13. Adjournment

- a. Executive Session concluded at 11:15 pm
- b. Councilwoman Yeager made a motion to adjourn tonight’s meeting at 11:20 pm. Councilman Rutledge seconded the motion. Motion passed unanimously. (090622-M)

Respectfully Submitted
Ashley Rinker
Administrative Assistant, Ashley Rinker

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2022 Motions Made at Monthly Council Meetings

Disclaimer: Motions are subject to revision and corrections from all participants. The contents herein represents notes and audio 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 |
|-------------|-----------------|--|-----------------------|-----------------|---------------|-------------------|
| 9/6/2022 | 090622-A | Approval of payment number 4 Main Street Commons in the amount of \$31,578.07 | Todd Rutledge | Ron Karboski | 6 | |
| | 090622-B | Move forward with the Borough Hall/Police HVAC improvments | Todd Rutledge | Lisa Yeager | 6 | |
| | 090622-C | Approval of meeing minutes August 15,2022 | Lisa Yeager | Ron Karboski | 6 | |
| | 090622-D | Approval of invoices in the amount of \$86,002.06 | Todd Rutledge | Lisa Yeager | 6 | |
| | 090622-E | Macungie Park Halloween Committee donation request for \$3,000 | Ron Karboski | Todd Rutledge | 6 | |
| | 090622-F | Resignation of Cathleen Oconnors from Planning Commission | Todd Rutledge | Greg Hutchison | 6 | |
| | 090622-G | Request to put Chain of Command discussion to rest | John Yerman | Lisa Yeager | 3 | 3-Greg, Carl, Ron |
| | 090622-H | Whitetail Disposal Manual Collection selected | Ron Karboski | Todd Rutledge | 5 | 1- carl |
| | 090622-I | Civil Service Commission list of candidates for Full-Time Police Officer | Ron Karboski | Todd Rutledge | 6 | |
| | 090622-J | Recommendation of hiring Matthew Santiago as full time Police Officer | Todd Rutledge | Lisa Yeager | 6 | |
| | 090622-K | Resolution 2022-16 Neighborhood Hospital and Medical Office Builidng Sewer Plan Revision | Todd Rutledge | Ron Karboski | 6 | |

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|--|----------|--|---------------|----------------|---|--|
| | 090622-L | Public Works department request for a new Chassis in the amount of \$49,175.00 | Todd Rutledge | Greg Hutchison | 6 | |
| | 090622-M | Adjournment at 11:20 | Lisa Yeager | Todd Rutledge | 6 | |