

MACUNGIE BOROUGH COUNCIL  
MEETING MINUTES  
MONDAY, NOVEMBER 7, 2022  
REGULAR MEETING MINUTES  
7:30 P.M.

Council Members:

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

Mayor:

Solicitor:

Borough Manager:

Assistant to the Manager:

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

1. Swearing in Ceremony – Officer Matthew Santiago
  - a. Mayor Conrad officiated the Swearing-in Ceremony of Officer Matthew Santiago as the new Full-Time Police Officer. Officer Santiago will be a great asset to the Borough of Macungie. Welcome.
2. Barry Isett Engineering Report
  - a. Streetscape V-final payment – retainage - \$27,797.58
    - i. Councilman Karboski made a motion to approve the final payment in the amount of \$27,797.58. Vice President seconded the motion. Motion passed unanimously. (11072022-A)
  - b. Hickory Street Bridge/S.Church St.
    - i. President Yerman, Councilman Sell, and Karboski will meet with BIA and Joe Peterson and do a “spot check” on a few properties.
  - c. Police Department/Borough Hall HVAC bid documents should be ready by December 5<sup>th</sup> for approval by council to release.
  - d. Streetscape VI final inspection/punch list review on November 18, 2022. Council members Sell and Rutledge will attend.
  - e. After completion of Streetscape VI there should be @ \$ 113, 722 remaining in the grant for removal of cobra lights and potential crosswalk/bump out project.
3. Public Comments
  - a. Prior Public Comments to Council
  - b. Comments from the audience on non-agenda items
4. Complaints, Petitions, Appeals, and Compliments
  - a. Councilman Hutchison complained that the Borough Manager did not forward a letter from the Teamsters addressed to Borough Council.
5. Approval of Minutes
  - a. October 17, 2022 – Council
    - i. Councilman Karboski made a motion to approve October 17, 2022, meeting minutes as written. Vice President Hutchison seconded the motion. The motion passed unanimously. (110722-B)
  - b. October 17, 2022 – Budget Workshop

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- i. Councilman Karboski made a motion to approve the Budget Workshop meeting minutes as written. Vice President Hutchison seconded the motion. The motion passed unanimously. (110722-C)
  - 6. Consent Agenda
    - a. Treasurer's Report
    - b. Approval of invoices as listed
      - i. Councilman Karboski made a motion to approve all invoices in the amount of \$158,828.60. Councilwoman Yeager seconded the motion. The motion passed unanimously. (110722-D)
7. Correspondence
  - a. BIA Correspondence
  - b. Macungie Police Department – Letter of Commendation for Officer Kyle Bernhard
    - i. Corporal Mullen reported Officer Kyle Bernhard performed a routine traffic stop; during the stop Officer, Bernhard discovered drugs, drug paraphernalia, a gun, and a large sum of cash. The suspect was apprehended, and all items found in the car were taken off of the street. Corporal Mullen along with Sargent Kocher stated more criminals can be removed from our Borough by having the extra manpower.
  - c. PPL-PPL Electric Utilities Macungie Tap Pole Replacement Project – AECOM – Commencing August 2023 | Upper Milford, Lower Macungie & Macungie
  - d. Municipal Retirement Trust Monthly Report – September 2022
    - i. No comment
  - e. Emmaus Public Library Director's Report – September 2022
    - i. No comment
  - f. Friends of Macungie Institute – Ballot, Treasurer Report
    - i. No comment
  - g. Macungie Institute Manager report (2<sup>nd</sup> meeting of the month) – included
    - i. Council stated Darlene is doing a fantastic job.
  - h. Macungie Police Department Monthly Update (2<sup>nd</sup> meeting of the month)
  - i. Zoning Monthly Update Report (2<sup>nd</sup> meeting of the month) – included
    - i. Council would like to review the Nuisance Ordinance for properties that defy citations.
8. Reports
  - a. Solicitor
    - i. Mr. Armstrong will draft an agreement to allow the contractor to move earth and start land development at the Fields at Brookside.
  - b. Mayor
    - i. Mayor Conrad reminded the Council along with the audience to vote.
    - ii. The annual Tree Lighting will be held on November 29, 2022, at 6:30 pm at the Macungie Flower Park
    - iii. A fellow Officer at the Emmaus Police Department obtained their tractor-trailer certification by using the Fire Company parking as an inspection station for tractor-trailers. Councilman Karboski questioned how many tractor trailers pass/failed the inspection. Mayor Conrad will have an answer at the next meeting.
  - c. Borough Manager
    - i. Sewer Lateral Fees

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1. The fee schedule states a \$400.00 fee is to be collected at the submission of a sewer lateral inspection, until November this fee has not been enforced.
    2. Mick Seislove was in the audience and mentioned \$400.00 is too much and asked the Borough Manager to look at the fee schedule from previous years. The Ordinance doesn't have a clear description of what the \$400.00 fee is intended for.
  - ii. Correction to SF/WF Funds from March 2022
    1. Nina Solivan, temporary Secretary/Clerk- assistant to the Borough Manager found mis-aligned entries into these funds. These have been corrected.
9. Unfinished Business
  - a. Addressing rumors and setting expectations
    - i. President Yerman asked each council member their thoughts on rumors and if they should be brought to attention in front of audience members. All council members agreed that anything that is not factual or known not to be factual not be addressed to the public.
  - b. Assistant treasurer position
    - i. To be addressed in Executive Session.
10. New Business
  - a. Administration – request for \$150.00 for participation in Macungie Holiday event December 10, 2022 – discussion and vote
    - i. Nina Solivan and Ashley Rinker will participate in the Scavenger Hunt for the Macungie Holiday. Along with the Scavenger, Hunt visitors will have the opportunity to decorate their own Christmas cookies. President Yerman made a motion to approve \$200.00 to be used out of the Macungie Holiday fund to supply the funding to purchase the supplies for the cookies. Councilman Karboski seconded the motion. The motion passed unanimously. (110722-E)
  - b. Estates at Brookside – Road Dedication – request to permit the Solicitor to advertise the ordinance accepting the dedication of the roads within the Estates at Brookside
    - i. Public hearing anticipated for December 5, 2022
      1. Councilman Karboski made a motion to accept the dedication of the roads within the Estates at Brookside. Councilman Bloch seconded the motion. The motion passed unanimously. (110722-F)
  - c. PADOT Resolution, - Resolution 2022-21 authorizing the Borough Manager to sign the M-950AA on behalf of the Borough
    - i. Councilman Rutledge made a motion authorizing Borough Manager Brown the permission to sign the M-950AA. Councilman Bloch seconded the motion. The motion passed unanimously. (110722-G)
  - d. BT Management
    - i. Site work Letter of Credit reduction request – discussion and vote
      1. Councilman Karboski made a motion to approve the reduction request. Councilman Sell seconded the motion. Motion passed unanimously. (110722-H)
    - ii. Sidewalk waiver request
      1. President Yerman made a motion to table the waiver request until he reaches out to Allen Organ and see if they are satisfied with the work done and corrected on their

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property. Councilman Bloch seconded the motion. Motion passed unanimously.  
(110722-I)

- e. Streetscape V-final payment – retainage - \$27,797.58 – discussion and vote
    - i. See BIA Report
  - f. Payroll Processing – Administration recommendation to move to ADP – discussion and vote
    - i. Tabled until the next meeting. Councilman Karboski will sit with Nina Solivan to investigate QuickBooks as a potential candidate for payroll processing.
  - g. TnT Home and Business Cleaning Service LLC 2023 contract \$12,600
    - i. President Yerman made a motion to continue using TnT for 2023. Councilman Yeager seconded the motion. Motion passed unanimously. (110722-J)
  - h. DPW \$1,000 Request – Boom Truck Rental - \$1,309. Holiday decorations
    - i. Councilman Karboski made a motion approving the rental of the Boom Truck. Councilman Bloch seconded the motion. The motion passed unanimously. (110722-K)
  - i. Resolution 2022-19 setting Police Pension Contribution for 2023 per Act 30
    - i. Councilman Karboski made a motion to approve the Police Pension Contribution. Councilman Bloch seconded the motion. Motion passed unanimously. (110722-L)
  - j. Resolution 2022-20 Code of Conduct – adding resolution # to document approved 10/3/2022
    - i. Councilman Karboski made a motion to approve Resolution 2022-20. Councilwoman Yeager seconded the motion. Motion passed 6-7 (110722-M)
  - k. Resolution 2022-22 Act 57 Real Estate Waiver
    - i. Act 57 requires all taxing districts to enact an ordinance or pass a resolution on or before January 7, 2023
    - ii. Waiver of additional charges for delinquent real estate taxes
      - 1. Councilman Karboski made a motion to accept Resolution 2022-22. President Yerman seconded the motion. Motion passed unanimously. (110722-N)
  - l. Tax Collector requests to add the following fees to the 2023 fee schedule
    - i. Tax Certification - \$25.00
    - ii. Duplicate Bill - \$5.00
      - 1. Both items will be added to the 2023 Fee Schedule after Solicitor Pat Armstrong checks the ordinance to make sure there are no issues doing so.
  - m. Request from Maryellen Kanarr to have Barbara Levinson appointed to the Emmaus Public Library Board of Directors as Macungie Borough’s representative.
    - i. Councilman Karboski made a motion to approve Barbara Levinson’s request to sit on the Emmaus Public Library Board of Directors as a Macungie Borough representative. Councilwoman Yeager seconded the motion. Motion passed unanimously. (110722-O)
  - n. Ordinance 2018-02 Sewer Lateral Fee / 2021-03 Qualified Inspector – discussion
11. Executive Session
- a. The public portion of the meeting concluded at 10:20 and went into Executive Session.
12. Action as a result of executive session
- a. Executive Session concluded at 10:43 pm. No action will be taken.
13. Adjournment
- a. Councilman Bloch made a motion to adjourn tonight’s meeting at 10:48 pm. Councilwoman Yeager seconded the motion. Motion passed unanimously. (110722-P).

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