

MACUNGIE BOROUGH COUNCIL
MEETING MINUTES
Monday September 15, 2025
REGULAR MEETING MINUTES
7:30 P.M.

Council Members:

Ron Karboski
Greg Hutchison
Todd Ritter
Robert Rozak
Carl Sell
John Yerman
Megan Sell
Ronald Conrad
Pat Armstrong
John Brown

Mayor:

Solicitor:

Borough Manager:

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. President Karboski thanked the council members for re-appointment as Council President.
4. Presentations/Guest Speakers
 - a. Chris Greb Macungie Ambulance Annual Report
 - i. Discussed equipment planning needs: for 2028 asking Borough for \$ 14,000 and 2032 for \$ 15,050
5. Complaints, Petitions, and Appeals
 - a. None
6. Approval of Minutes
 - a. September 15, 2025
 - i. Correct as follows 11 (a) viii: correct 2026 to 2025 "President Karboski asked Vice President Hutchison what he would do to repair the budget at the end of the year for 2026...."
 - ii. Vice President C. Sell made motion to approve minutes; Councilwoman M Sell seconded. Motion passed unanimously (091825-A).
7. Financial Agenda
 - a. Treasurer's Report (2nd meeting of the month)
 - i. President Karboski asked the interest for General Fund be presented at next meeting
 - ii. President Karboski made motion to accept as presented; Councilman Yerman seconded the motion. Motion passed unanimously (09182025-B)
 - b. Approval of Paid Bills Detail report
 - i. Councilman C. Sell made a motion to approve the bills report as presented \$54,6216.03. Councilman Yerman seconded the motion. Motion passed unanimously. (09182025-C)
8. Correspondence
 - a. Macungie Ambulance Monthly Report

MOTIONS 09182025-A /09182025-B /09182025-C / 09182025-D / 09182025-E / 09182025-F / 09182025-G / 09182025-H / 09182025-I /09182025-J /09182025-K/ 09182025-L/

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- b. Campbell, Rappold & Yurasits Borough of Macungie FY 2024 Audit

9. Reports

- a. Macungie Institute Manager Quarterly Report
 - i. April 15, July 15, Oct 21
- b. Zoning Monthly Update Report (2nd meeting of the month)
 - i. No report.
- c. Solicitor
 - i. Nothing to report that is not already on agenda.
 - ii. Council inquired if a letter has been sent to BT Stonehill yet? Per the solicitor, a letter has been drafted but not sent.
 - iii. Council requested presentation of draft Ordinance increasing council's annual stipend for serving on council. Mayor's stipend is not to be included.
 - 1. Stipends for council have not been increased in 20 years.
- d. Macungie Police Department (2nd meeting of the month)
 - i. Sergeant Kocher presented MPD report
 - ii. President Karboski invited Sergeant Kocher to participate in budget workshop meeting to discuss details of departmental budget needs.
 - iii. Councilman Rozak requested to see copy of MPD budget request for review when presented.
- e. Mayor
 - i. None
- f. Borough Manager
 - i. President Karboski stated he has been asking for list of major and minor projects the DPW is responsible for annually. He needs a forecast through 2028 otherwise he cannot manage the Borough's budget forecasts. Asked Vice President C. Sell to work with DPW to generate the needs/project listing.

10. Unfinished Business

- a. None

11. New Business

- a. Locust Street Sidewalk Project Change Order Approval(s):
Borough manager clarified the purpose of the changes involving additional concrete panels that were not part of original bid package and pvc conduit needed to be rerouted to new PPL utility pole.
 - i. Change order #1 Heim Construction-additional sidewalk panels to be replaced \$2,305.00.
 - 1. Vice President C. Sell made a motion to approve. Councilman Yerman seconded the motion. Motion passed unanimously. (09182025-D).
 - ii. Change order #2 Heim Construction-additional concrete panel removal and replacement \$ 345.75.
 - 1. Vice President C. Sell made a motion to approve. Councilman Yerman seconded the motion. Motion passed unanimously. (09182025-E).
 - iii. Change order #3 Heim Construction relocation of 2" conduit to new ppl telephone pole \$ 1695.95.
 - 1. Vice President C. Sell made a motion to approve. Councilman Yerman seconded the motion. Motion passed unanimously. (09182025-F).
 - iv. Total of (3) change orders: \$ 4,346.70
- b. Resolution 2025-07 Authorization to execute Winter Maintenance Agreement with PADOT.

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- i. Solicitor Armstrong stated the initial term is for (5) years and will renew for an additional five (5) one (1) year terms unless terminated.
 - ii. Borough Manager indicated this is a standard agreement and the Borough executed a similar agreement previously.
 - iii. Councilman Yerman made motion to authorize the Borough Manager to execute the agreement. Councilwoman M. Sell seconded the motion. Motion passed unanimously. (09182025 -G).
 - iv. Council requested a copy of the executed agreement be forwarded to DPW.
- c. Ordinance 2025-01 draft Zoning Amendment Ordinance
 - i. Solicitor Armstrong stated the draft was provided to Lehigh Valley Planning Commission and Macungie Borough Planning Commission for comments as required by the MPC. The Borough has received comments.
 - ii. The next step is to advertise for a public hearing and possible adoption. It will require advertising two (2) times in the newspaper, properties affected to be posted and written notification to all property owners affected by the rezoning.
 - iii. Councilman Yerman made motion to authorize the advertising of the ordinance as required. Councilman seconded the motion. Motion passed unanimously. (09182025 -H).
- d. Consideration of Planning Commission appointment of Camille McDonald to fill remainder of vacant position with term expiring 3/31/2027.
 - i. President Karboski stated that the appointment be tabled or removed for the agenda since Ms. McDonald was not present. Council did not have any insight into her background relative to planning or her understanding of the role's requirements. Council needs to do a better job at vetting applicants to these volunteer positions.
 - ii. President Karboski made motion to not approve the appointment and remove the matter from the agenda. Councilman Ritter seconded the motion. Motion passed unanimously. (09182025 -I).
- e. Authorization to execute the System User Agreement for the County-wide radio safety system.
 - i. Solicitor Armstrong stated this agreement was part of the Promissory Note agreement with Lehigh County they previously authorized in support of the purchase of new radios for the Borough.
 - ii. The solicitor noted that if the radios are to be deactivated or disposed of by the Borough, the equipment must be returned to Lehigh County section 3 (e)(i). Sergeant Kocher clarified that this was to maintain the integrity of the upgraded radio system.
 - iii. Councilman Yerman made motion to not approve the appointment and remove the matter from the agenda. Vice President C. Sell seconded the motion. Motion passed unanimously. (09182025 -J).
- 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-K).

12. Executive Session

- a. Legal, Personnel, Real Estate
 - i. Council went into executive session at 8:30PM and returned at 9:10 PM.

13. Action as a result of executive session

- a. None

14. Adjournment

- a. Councilman Rozak made a motion to adjourn at 9:10 PM. Councilman Ritter seconded the motion. Motion passed unanimously. (09022025-L).

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Respectfully Submitted

John A Brown
Borough Manager