



Macungie Borough Council General Business Meeting Agenda

Monday, August 17, 2026

7:30 p.m.

Macungie Institute

- I. Call to Order – Pledge of Allegiance**
- II. Announcement of Executive Session**
- III. Approval of Minutes**
 - A. August 3, 2026
- IV. Engineer's Report**
- V. Financial Reports**
 - A. Treasurer's Report for July 2026
 - B. Approval of Paid Bills Detail Report in the Amount of \$21,191.78
- VI. Correspondence**
 - A. PSAB-MRT Monthly Report of Municipal Net Assets for July 2026
- VII. Reports**
 - A. Council
 - B. Mayor
 - C. Solicitor
 - D. Borough Manager
- VIII. Unfinished Business**
- IX. New Business**
 - A. PA Chiefs of Police Association – Proposal for Interim Public Safety Director Services, Five-Systems Organizational Review, and Chief of Police Executive Search
 - B. Authorizing Police Officer Training Courses
 - C. 2027 Minimum Municipal Obligation
- X. Public Comment on Non-Agenda Items**
- XI. Adjournment**

MACUNGIE BOROUGH COUNCIL
MEETING MINUTES
General Business Meeting
Monday, August 3, 2026 - 7:30 P.M.

I. Call to Order – Pledge of Allegiance

The Macungie Borough Council meeting was called to order on August 3, 2026 at 7:30 p.m. at the Macungie Institute, 510 E. Main Street, Macungie, PA 18062. In attendance were Carl Sell, Jr., President; Stan Landis, Vice President (via telephone), Greg Hutchison, Member; Megan Sell, Member; Greg Reinbold, Member; Lynette Sell, Member; Tom Ashelman, Member; Bob Sell, Jr., Mayor; Michael Martin, Esq., Solicitor; Joshua Fry, Borough Engineer; and Kalman Sostarecz, Jr., Borough Manager.

President Sell opened the meeting and asked all present to join him in reciting the Pledge of Allegiance to the Flag of the United States of America.

II. Announcement of Executive Sessions

Mr. Sostarecz announced that an executive session was held on August 3, 2026 at 6:45 p.m. regarding legal and personnel matters.

III. Approval of Minutes

A. July 20, 2026

Mayor Sell stated that the minutes reflect that he had read a resignation letter, but did not include that it was a letter from Cole Surridge.

Vice President Landis stated that in section VII.B. the motion appointing Bernie Reinert to the Planning Commission isn't worded correctly. Mr. Sostarecz stated that it is a typo and will be corrected.

Motion by President Sell to approve the minutes of July 20, 2026, with corrections, seconded by Mr. Reinbold. Motion passed unanimously.

IV. Financial Reports

A. Treasurer's Report for June 2026

Karen Billger, resident, asked what the loan payments were for; Mr. Sostarecz stated that in 2018 the Borough took out a \$3 million loan for various projects, and the annual payments are divided among different funds.

Motion by President Sell to approve the Treasurer's Report of June 2026, seconded by Mr. Hutchison. Motion passed unanimously.

B. Approval of Paid Bills Detail Report in the Amount of \$696,226.39

Mr. Sostarecz stated that the reason the amount is higher than normal include the bookkeeper was on vacation for three weeks and there were no bills approved at the last meeting; additionally, the annual loan payment is included, as well as a Refuse/Recycling Bill and a Lehigh County Authority Sewer Bill, all of which combine to a majority of the total. Vice President Landis commented on the PPL Bills. Tim Romig, business owner, commented on the legal bills.

Motion by Mr. Hutchison to pay the bills in the amount of \$696,226.39, seconded by Mr. Reinbold. Motion passed unanimously.

V. Correspondence

None

VI. Reports

A. Council

Ms. Lynette Sell commented on items regarding the Macungie Volunteer Fire Department.

Mr. Hutchison stated that former Council member Ron Karboski had worked with the dispatch center to be sure the Borough had fire coverage.

Mr. Reinbold asked Mayor Sell if the police department can conduct a speed study on North Buttonwood Street – Mayor Sell stated that he will work with them to use the speed trailer. Mr. Reinbold asked Mr. Sostarecz about the status of the missing speed limit signs on various roads; Mr. Sostarecz stated that the engineer has the list.

B. Mayor

Mayor Sell announced various community events coming up around the borough. President Sell asked about the status of the traffic stop report; Mayor Sell stated that the PD currently doesn't have an administrator so no report can be generated.

C. Solicitor

None

D. Borough Manager

Mr. Sostarecz stated that pursuant to the discussion at the previous meeting, a bid package for the ADA Ramp replacements was advertised; bids are due by the end of the month and it is expected to be on a Council agenda in September for a potential award. Regarding the bumpouts on Rt. 100, he and the Borough Engineer surveyed them and a report will be produced to bring to Council at a future meeting to discuss options. The sealcoating of the parking lots was completed at Borough Hall and the Macungie Institute, and the South Buttonwood paving project was completed by our Public Works crew along with assistance from Alburtis Borough, Upper Milford Township, and Lower Macungie Township; he will send a thank you letter on behalf of Council to those three municipalities. President Sell asked if additional streets would be paved this year; Mr. Sostarecz stated that Locust Street will be completed. Mr. Hutchison asked that a street list be provided.

VII. Unfinished Business

None

VIII. New Business

A. Authorization to Participate in the LVCPC Janitorial Supplies Contract

Mr. Sostarecz stated that the Lehigh Valley Cooperative Purchasing Council, of which the Borough is a member, will be putting out a bid for janitorial supplies. Bidding it out with larger quantities from all municipalities in the Lehigh Valley will hopefully result in reduced costs. The initial ask is to see which municipalities are interested – after the bids are received it would need to come back before Council to award the bid. Mr. Ashelman asked where the supplies are currently purchased; Mr. Sostarecz stated that the majority are from Master Supply, who would be able to submit a bid for the entire contract. Jeff Hartman, resident, asked if the winning bidder would need to supply all the municipalities;

Motion by President Sell to move forward with the letter of interest to the LVCPC for the janitorial supplies contract, seconded by Vice President Landis. Motion passed unanimously.

B. Macungie Volunteer Fire Department Request for Fire Hydrant Access

Mayor Sell commented on the ordinance changes that Council previously made to appoint Lower Macungie Volunteer Fire the designated fire department, but the ordinance regarding fire hydrants was not updated and MVFD per ordinance has access to them.

Tim Romig, president of Macungie Volunteer Fire Department, stated they received a letter from former Borough Manager John Brown in June 2025 stating that MVFD was no longer permitted to access the fire hydrants since they were not the designated fire department for the Borough. At that time they complied without further question. Earlier this year the MVFD was asked if they would allow an easement on their property for the Hickory Street Bridge replacement, and Mr. Romig asked if the Borough would grant access to the Fire Hydrants in return to signing the easement. The Borough, through its Solicitor, did not agree to this. Mr. Romig then approached the Borough Authority, as the owner to the system, asking for their permission. It was learned at that time that the Authority received guidance from the Solicitor that both the Authority and the Borough, through the ordinance and Management Agreement, both hold the authority over who utilizes the fire hydrants.

Mr. Romig stated that the MVFD is well aware that they are not ready to serve the Borough and are still in a rebuilding process, but access to water is important to train and recruit. The department was founded in 1907 and served the Borough well for many years; but then for a period of ten years it was not run well and nearly went under until the former fire chief was removed. They have been in a period of rebuilding and are a recognized entity by the State Fire Marshal. He also stated that Mr. Hutchison is trying to sabotage their rebuilding; he asked that it stop. Disagreement over whether they should rebuild is okay, but it's tough to fight sabotage. He would also like the Council to appoint liaisons to work with them.

There are a lot of community members who feel that having a department active in the community is a benefit, and although they aren't there yet, they would like to continue the rebuilding process to get to that point. When current leadership took over the department was extremely in debt and they had to sell several of the vehicles. They've worked hard to become solvent and work on a very tight budget.

Mr. Ashelman asked how long it will take to be put on the call boxes for other departments; Mr. Romig stated that it's hard to say because other departments are hesitant based on things they've heard and are worried about getting involved in litigation. Whether they respond with other agencies is between the leadership of the agencies, but usually they want to train with a department first to determine their capability.

Mr. Hutchison commented on Mr. Romig coming to Council from 2013 through 2023 asking Council to expose what was going on at the fire department. A discussion was had on the history of the issues with the department.

President Sell would like to see the following provided by the MVFD: a full roster of personnel with titles, personnel, trainings, and certificates held by each person; a list of all apparatus and its general condition; a list of all significant gear owned such as turnout gear, hoses, radios; copies of the last five years of audits and financial statements; a Certificate of Insurance listing the Borough for both Worker's Compensation and Professional Liability; Letters of Intent from other agencies signifying their intent to train with the MVFD; a schedule of training in which water is requested to be used as well as a statement that a flow meter will be utilized to measure the quantity of water and that no water will be used when a drought exists.

Ms. Megan Sell agreed that they are all things they should have, but not just to access water for training. They should have to produce them in the future before they become a designated fire department. Mr. Hutchison stated that he doesn't find it unreasonable. Mr. Romig stated that the Council has no right to the items.

President Sell made a motion to approve the request for fire hydrant access pending the submission of the seven requested items, seconded by Mr. Hutchison. Motion failed 3-4; M. Sell, Ashelman, Landis, Reinbold – No

Mr. Ashelman stated that he agrees the seven items would be needed in the future, but should not all be required at this time. He is thinking about what is best for the Borough and moving forward, not looking backward. He would be okay with providing hydrant access once a month for training purposes.

Regarding the amount of water used during training, Mr. Romig stated that it will differ each month depending on what equipment is used. Mayor Sell stated that there are fire hydrant meters available to rent.

Ms. Megan Sell made a motion to approve the water usage for training once per month after the receipt of a Certificate of Insurance naming the Borough as a Certificate Holder, submission of a training schedule, and the blessing of the Water Authority to determine how much can be used especially in a drought situation, seconded by Mr. Ashelman. Motion passed 5-2; C. Sell, Hutchison – No.

Council recessed at 9:10 p.m. and reconvened at 9:20 p.m.

IX. Public Comment on Non-Agenda Items

Risa Donegan, resident, commented on a found exploded firework in her backyard, additional pedestrian crossing assistance needed during Das Awkscht Fescht, discounted Ring doorbells, vacation checks by the Police Department, and animosity toward the MVFD.

Ted Mucellin, a resident of Lower Macungie Township, commented on the Fields at Brookside Development and the walking path and fencing.

Carl & Irene Kiser, a resident of Lower Macungie Township, commented on the Fields at Brookside Development.

Dennis Fritz, Vice President of MVFD, commented on an altercation he had with Mr. Hutchison following the previous Council meeting.

Terry Buss, resident, commented on the vehicles speeding on N. Buttonwood Street and N. Fairview Street.

Robert Smigelski, resident, commented on the changes being requested at the Fields at Brookside.

Ed Heydorn, a resident of Lower Macungie Township, commented on Kay Builders removing his bushes and the Fields at Brookside resident.

Paul Licata, business owner, commented on the MVFD.

Jeff Hartman, resident, commented on the MVFD.

Janet Sell, resident, commented on a new PPL pole installed in the middle of the sidewalk on Main Street.

X. Adjournment

President Sell made a motion to adjourn the meeting at 9:50 p.m., seconded by Mr. Hutchison. Motion passed unanimously.

Respectfully Submitted,

Kalman A. Sostarecz, Jr.
Borough Secretary

DRAFT



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Macungie Borough Council
August 17, 2026
ENGINEER'S REPORT

MUNICIPAL INFRASTRUCTURE PROJECTS

Hickory Street Bridge & Church Street

- Church Street roadway design is complete.
 - UGI has rescinded their offer to cost-share the paving work on Church Street.
- **PennDOT clearances**
 - Environmental clearance – obtained
 - **ROW clearance – Easements currently being coordinated. Permanent and temporary easements for all residents have been re-staked as requested.**
 - Utility Clearance – Final clearance document signed
- Minor plan modifications to modify guardrail placement and replace the existing drainage pipe are complete.
- All outstanding plan and design comments have been resolved. PennDOT indicated no further revisions needed.
- **Next meeting with PennDOT scheduled for September 9.**

Church Street Pedestrian Ramps

- Ramp assessment report completed. Findings and recommendations presented to Council at the July 20th meeting.
- Per Souncil direction, replacement of all ramps was put out to bid on August 7th. Bidding will progress according to the following schedule:
 - Pre-bid meeting Wednesday, August 19th at 10am
 - Bid opening Monday, August 31st
 - Bids considered by Council Tuesday, September 8th
 - Bid award Wednesday, September 9th
- Anticipated project schedule:
 - Preconstruction meeting Tuesday, September 22
 - Construction start Wednesday, September 23
 - Substantial completion Friday, October 23
 - Project closeout Friday, November 6

MS4

Meeting held on 5/29 to discuss MS4 permit status and yearly report.

Yearly report demonstrating compliance with the Borough's Pollution Reduction Plan is currently being drafted by our MS4 team for DEP submittal.

ACTIVE LAND DEVELOPMENTS:**Fields at Brookside**

- Currently under construction
- Final grading inspections ongoing for individual lots
- Meeting held onsite with Kay 4/27 to discuss outstanding improvements
- Isett issued letter defining outstanding items and required responses
- Kay provided response and updated schedule to Borough. Proposed schedule was deemed unacceptable by Borough
- An inspection was performed on 5/28 to document outstanding items. An itemized list of outstanding items and an estimated cost to complete the project provided to the Borough
- Security increase request #1 was delivered to Kay requesting an increase in performance security. **Kay has indicated that they will accommodate this request in their next security reduction.**
- **Preconstruction meeting for the improvements to Willow Lane held on July 23rd.**
- **Interior walking path is partially completed. Emergency access road completed except for the connection to the Ridings.**

Mavis Tire (MSC Phase 4)

- Outstanding sidewalk and HOP improvements along Rte. 100.
- Letter issued to Mavis on 4/17 requiring an updated schedule and reason for delay. Mavis responded confirming they will resolve this issue.
- Partial security reduction authorized at the 6/15 Council Meeting.
- Main Street improvements scheduled start July 6th, completion scheduled for July 29th.
- **Per developer – schedule delay due to issues procuring a contractor. Awaiting revised schedule.**

Lumber Street Development

- Phase 1 conditionally approved – emergency access and parking lot
- Phase 2 plan resubmission is currently being reviewed by Isett. Scheduled for Planning commission hearing 4/21.
- No action taken at 4/21 PC meeting. Revised review letter issued by Isett, applicant to respond to outstanding comments.
- Planning Commission did not have quorum for the May meeting. Project to be considered by Council at the 6/1 meeting without Planning Commission recommendation. Refer to separate review letter.
- **Extension granted to September 9th**
- **Waivers to be discussed at the July 6th meeting, applicant to proceed with a Traffic Impact Study.**
- **Traffic Impact Study submittal received. It is currently being reviewed by Isett. Review will be completed prior to the September 8th Council meeting.**

South Walnut Street Development

- Borough discussed project with DEP in response to public concerns regarding project proximity to Mountain Creek. The development agreement was put on hold until the applicant could prove that DEP would not require a permit for that work.
- The applicant submitted calculations and correspondence with DEP confirming that the project may proceed without a DEP permit.
- Final plans signed by the Borough.
- **Preconstruction meeting held July 15th. Applicant indicated that construction would start immediately. Construction has not yet begun.**

Stone Hill Meadows

- Developer is responsible for completing outstanding punch list items within the Borough portion of this project.
- The Conservation District and DEP are pursuing NPDES permit violations.
- **Meeting held with the Conservation District on August 14th to discuss Conservation District and DEP violations.**

PERMITS

Right of Way Opening Permits completed:

- 102 Cedar St
- 531 E Main St South
- 531 E main St North
- 141 W Main St
- 10 E Main St
- 102 S Walnut St
- 106 S Walnut St
- 206 S Walnut St
- 210 S Walnut St
- **UGI pipeline replacement (multiple locations)**
 - Isett issued punchlist of outstanding items.
- 974 Vine St
- 404 E Main St

GRANTS

DCED Small Water and Sewer – Buttonwood Street Water Main Replacement Phase II

- Award to Macungie Borough Authority announced 1/20 in the full amount requested.
 - \$348,239 awarded
 - \$61,500 match required
 - Total \$409,739
- Scope and fee for engineering services provided to the Borough for review

Respectfully submitted,

Barry Isett & Associates

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08/12/26

Cash Basis

Borough of Macungie - General Fund Profit & Loss Budget vs. Actual January through July 2026

	Jan - Jul 26	Budget	\$ Over Budget
Income			
301 · REAL PROPERTY TAXES			
301.100 · Real Estate Taxes—Current Year	1,098,456.50	1,145,327.00	-46,870.50
301.200 · Real Estate Taxes—Prior Year's	0.00	9,000.00	-9,000.00
301.300 · Real Estate Taxes—Delinquent	0.00	15,000.00	-15,000.00
301.400 · Delinquent frm Tax Claim Bureau	19,707.06		
301.600 · Real Estate Taxes—Interim	0.00	1,000.00	-1,000.00
Total 301 · REAL PROPERTY TAXES	1,118,163.56	1,170,327.00	-52,163.44
310 · LOCAL TAX- (Act 511)			
310.010 · Per Capita Taxes—Current Year	12,059.61	15,000.00	-2,940.39
310.020 · Per Capita Taxes - Prior Years	0.00	164.00	-164.00
310.030 · Per Capita Taxes—Delinquent	6,912.00	7,500.00	-588.00
310.100 · Real Estate Transfer Tax	39,085.25	184,630.00	-145,544.75
310.210 · Earned Income Tax—Current Year	361,793.34	610,000.00	-248,206.66
310.500 · Local Services Tax	23,765.33	45,000.00	-21,234.67
Total 310 · LOCAL TAX- (Act 511)	443,615.53	862,294.00	-418,678.47
320-322 · LICENSES & PERMITS			
320.100 · Yard Sale Permit	60.00		
320.200 · Fireworks Permit	792.00		
321.450 · Residential Rental License	105.00	300.00	-195.00
321.800 · Cable Television Franchise	22,776.88	40,000.00	-17,223.12
322.100 · Moving Permit	312.00		
322.400 · Zoning Permit	2,402.00	3,000.00	-598.00
322.500 · Street/Road Opening Permit	960.00		
322.600 · Curb & Sidewalk Permit	1,181.00		
320-322 · LICENSES & PERMITS - Other	2,158.50	2,000.00	158.50
Total 320-322 · LICENSES & PERMITS	30,747.38	45,300.00	-14,552.62
331 · FINES			
331.100 · Court-District Magistrate	1,698.37	1,300.00	398.37
331.130 · State Police Fines	515.10	600.00	-84.90
331.140 · Parking Violation Fines	100.00	850.00	-750.00
331.210 · Lehigh County Fines	342.37	1,750.00	-1,407.63
Total 331 · FINES	2,655.84	4,500.00	-1,844.16

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Cash Basis

Borough of Macungie - General Fund Profit & Loss Budget vs. Actual January through July 2026

	Jan - Jul 26	Budget	\$ Over Budget
341 - INTEREST			
341.02 - GF Recreation Interest	122.58		
341.040 - Post Med. Benefits Interest	3,332.63		
341.060 - Contingency Interest	4,728.20		
341.070 - MI Tree of Life Interest	75.75		
341.90 - GF Depository Interest	5.05		
341 - INTEREST - Other	0.00	80,000.00	-80,000.00
Total 341 - INTEREST	8,264.21	80,000.00	-71,735.79
342 - RENTS, ROYALTIES & DONATIONS			
342.200 - 24 S Church Street	3,150.00		
342.210 - Macungie Institute	13,543.68		
342.220 - Contributions & Donations - MI	75.00		
342 - RENTS, ROYALTIES & DONATIONS - Other	0.00	30,000.00	-30,000.00
Total 342 - RENTS, ROYALTIES & DONATIONS	16,768.68	30,000.00	-13,231.32
354 - State Capital & Operating			
354.030 - Winter Maintenance	0.00	1,267.00	-1,267.00
354.150 - Recycling/Act 101 Grant	17,424.11	8,000.00	9,424.11
Total 354 - State Capital & Operating	17,424.11	9,267.00	8,157.11
355 - STATE SHARED REVENUE			
355.010 - Public Utility Realty Tax-PURTA	0.00	1,750.00	-1,750.00
355.040 - Alcoholic Beverage License	0.00	1,100.00	-1,100.00
355.050 - General Municipal Pension-Aid (State Aid)	0.00	88,876.00	-88,876.00
355.099 - Firemen's Relief Funding	0.00	21,863.00	-21,863.00
Total 355 - STATE SHARED REVENUE	0.00	113,589.00	-113,589.00
359.000 - Payment in Lieu of Taxes	11,488.90	11,500.00	-11.10
360-361 - CHARGES FOR SERVICE			
361.300 - Subdivision & Land Dev. App	1,025.00	1,500.00	-475.00
361.750 - Fingerprinting	100.00	200.00	-100.00
361.90 - 15% Admin Fee - Refuse	2,245.60		
Total 360-361 - CHARGES FOR SERVICE	3,370.60	1,700.00	1,670.60

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Cash Basis

Borough of Macungie - General Fund Profit & Loss Budget vs. Actual January through July 2026

	Jan - Jul 26	Budget	\$ Over Budget
362 - PUBLIC SAFETY			
362.110 - Police Reports	1,085.01	750.00	335.01
362.405 - Rental Inspection	0.00	2,000.00	-2,000.00
362.410 - Building Permit	8,537.00	5,000.00	3,537.00
362.420 - Electrical Permit	1,441.50	1,250.00	191.50
362.430 - Plumbing Permit	837.50	1,250.00	-412.50
362.450 - Occupancy/Use Permit	0.00	200.00	-200.00
362.470 - Mechanical/HVAC Permit	189.00	1,750.00	-1,561.00
362 - PUBLIC SAFETY - Other	283.50		
Total 362 - PUBLIC SAFETY	12,373.51	12,200.00	173.51
364 - SANITATION			
364.300 - Solid Waste Collection	0.00	720,068.00	-720,068.00
364.900 - Yard Waste Passes	0.00	1,250.00	-1,250.00
Total 364 - SANITATION	0.00	721,318.00	-721,318.00
365.050 - Sale of Maps and Publications	212.75	50.00	162.75
365.600 - Health Ins./Co-pay Dividend	12,007.00	35,784.00	-23,777.00
367 - CULTURE-RECREATION			
367.20 - Recreation/Dedication Fees	10,000.00		
Total 367 - CULTURE-RECREATION	10,000.00		
380.000 - MISC REVENUE			
389.11 - Late Fee on Utilities	0.00		
390.00 - Hometown Hero	18.60		
380.000 - MISC REVENUE - Other	3,278.79	25,000.00	-21,721.21
Total 380.000 - MISC REVENUE	3,297.39	25,000.00	-21,702.61
Total Income	1,690,389.46	3,122,829.00	-1,432,439.54
Gross Profit	1,690,389.46	3,122,829.00	-1,432,439.54
Expense			
400 - COUNCIL & MAYOR			
400.105 - Salaries & Wages	4,143.83	8,700.00	-4,556.17
Total 400 - COUNCIL & MAYOR	4,143.83	8,700.00	-4,556.17
401 - BOROUGH MANAGER			
401.110 - Borough Manager Wages	22,028.16	45,938.00	-23,909.84
401.353 - Surety and Fidelity (Bonding)	-95.66		
Total 401 - BOROUGH MANAGER	21,932.50	45,938.00	-24,005.50

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Cash Basis

Borough of Macungie - General Fund

Profit & Loss Budget vs. Actual

January through July 2026

	Jan - Jul 26	Budget	\$ Over Budget
402 - AUDITING & BOOKKEEPING			
402.311 - AUDITOR SERVICES	5,000.00	13,044.00	-8,044.00
402.312 - BOOKKEEPING	6,920.00	20,000.00	-13,080.00
Total 402 - AUDITING & BOOKKEEPING	11,920.00	33,044.00	-21,124.00
403 - TAX COLLECTION			
403.116 - Tax Collector- Wages/Commission	4,632.00	4,376.00	256.00
403.211 - Operating Expenses	7,401.36	7,600.00	-198.64
403.317 - EIT Collection Fees	0.00	6,166.00	-6,166.00
403.353 - Surety & Fidelity (Bonding)	0.00	160.00	-160.00
403.450 - Tax Collectors Audit	9,505.00	3,630.00	5,875.00
Total 403 - TAX COLLECTION	21,538.36	21,932.00	-393.64
404 - LEGAL SERVICES			
404.310 - Solicitor-Legal Services			
404.320 - Reimbursable Expenses	648.00		
404.321 - BT Stonehill Meadows	72.00		
404.322 - Young Development			
Total 404.320 - Reimbursable Expenses	720.00		
404.310 - Solicitor-Legal Services - Other	100,808.41	75,000.00	25,808.41
Total 404.310 - Solicitor-Legal Services	101,528.41	75,000.00	26,528.41
404.317 - Zoning Hearing Attorney	1,220.00		
404 - LEGAL SERVICES - Other	4,000.00		
Total 404 - LEGAL SERVICES	106,748.41	75,000.00	31,748.41
405 - SECRETARY/CLERK/TREASURER			
405.112 - Administrative Assistant-Wages			
405.113 - Clerk/Assistant Treasurer-Wages	6,816.62	17,472.00	-10,655.38
Total 405 - SECRETARY/CLERK/TREASURER	6,816.62	14,907.00	-14,907.00
406 - GENERAL GOV. ADMINISTRATION			
406.154 - Short Term/Long Term Disability			
406.156 - Medical/Dental/Vision	558.13	1,100.00	-541.87
406.162 - UC - General	17,598.19	93,932.00	-76,333.81
406.192 - FICA - Employer Paid	100.00	23,712.00	-18,112.10
406.193 - Medicare - Employer Paid	5,599.90		
406.194 - Unemployment - Employer Paid	1,309.71		
406.196 - Health Reimbursement Account	917.98	1,045.00	-127.02
406.197 - Pension - Defined Contributions	175.01	2,000.00	-1,824.99
406.198 - PCOR Fee	897.99	907.00	-9.01
406.199 - Life Ins. & AD&D	84.48	35.00	49.48
406.210 - Office Supplies	190.25	500.00	-309.75
	1,737.49	3,500.00	-1,762.51

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08/12/26

Cash Basis

Borough of Macungie - General Fund Profit & Loss Budget vs. Actual January through July 2026

	Jan - Jul 26	Budget	\$ Over Budget
406.212 · Bank Service Charges	100.82		
406.213 · Minor Office Equip Purch & IT	3,225.59	6,800.00	-3,574.41
406.215 · Postage	597.26	3,000.00	-2,402.74
406.249 · Petty Cash	0.00	50.00	-50.00
406.310 · Professional Svcs - Payroll Svc	1,724.26		
406.321 · Telephone	368.71	700.00	-331.29
406.331 · Mileage Reimbursement	0.00	250.00	-250.00
406.341 · Advertising	1,013.01	5,000.00	-3,986.99
406.342 · Printing Services	198.34	825.00	-626.66
406.351 · Commercial Insurance	11,096.18	8,861.00	2,235.18
406.353 · Bonding - General	0.00	300.00	-300.00
406.354 · Workers Compensation Insurance	2,452.24	5,719.00	-3,266.76
406.375 · Office Maintenance & Repairs	0.00	1,250.00	-1,250.00
406.420 · Dues, Subscriptions, & Membersh	1,054.22	1,500.00	-445.78
406.450 · Contracted Services	9,022.78	35,633.00	-26,610.22
406.460 · Meetings/Conferences/Cont. Edu.	75.00	1,000.00	-925.00
406.480 · Miscellaneous	0.00	1,800.00	-1,800.00
406.530 · Yard Waste Passes (Yard Waste Passes for Lower Macungie Township & ...	0.00	1,000.00	-1,000.00
Total 406 · GENERAL GOV. ADMINISTRATION	60,097.54	200,419.00	-140,321.46
408 · ENGINEERING SERVICES			
408.310 · Reimbursable Engineering	9,704.25		
408.311 · BT Stonehill Meadows	5,236.75		
408.312 · Young Development			
Total 408.310 · Reimbursable Engineering	14,941.00		
408.313 · Engineering-General Services	17,757.00	65,000.00	-47,243.00
408.314 · Sonoma Way Sinkhole	244.00		
408.315 · Engineering - MS4 Annual Report	5,914.50		
408.318 · BCO Fees	21,957.48		
Total 408 · ENGINEERING SERVICES	60,813.98	65,000.00	-4,186.02
409 · General Government Buildings			
409.200 · Real Estate Tax -24 S Church St	978.46		
409.229 · Hospitality (M&E)	0.00	500.00	-500.00
409.230 · Heating	1,501.80	7,750.00	-6,248.20
409.236 · Building Supplies	86.15	2,000.00	-1,913.85
409.260 · Small Tools & Minor Equipment	0.00	100.00	-100.00
409.361 · Electricity	5,449.40	4,750.00	699.40
409.373 · Building Repairs/Maintenance	505.93	20,115.00	-19,609.07
409.430 · Real Estate Tax- S Church	346.25	1,250.00	-903.75
409.450 · Contracted Services	70.00	35,519.00	-35,449.00
409.451 · Janitorial Services	1,937.50	10,920.00	-8,982.50
Total 409 · General Government Buildings	10,875.49	82,904.00	-72,028.51

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08/12/26

Cash Basis

Borough of Macungie - General Fund Profit & Loss Budget vs. Actual January through July 2026

	Jan - Jul 26	Budget	\$ Over Budget
410 - POLICE DEPT.			
410.110 - Sgt. Wages	59,680.30	94,019.00	-34,338.70
410.112 - Corporal- Wages	69,152.02	89,984.00	-20,831.98
410.115 - Part-Time- Wages	14,771.68	42,000.00	-27,228.32
410.117 - Patrol Officer's Wages	162,310.96	289,368.00	-127,057.04
410.120 - 30-Hr. Officer- Wages	0.00	45,838.00	-45,838.00
410.179 - Longevity Pay	0.00	7,428.00	-7,428.00
410.180 - Overtime	46,582.92	42,000.00	4,582.92
410.184 - Sick Pay Buy-Back	0.00	420.00	-420.00
410.187 - Health Reimbursement Acct-HRA	0.00	750.00	-750.00
410.188 - Shift Differential	0.00	8,400.00	-8,400.00
410.190 - PCOR Fees - Police	0.00	35.00	-35.00
410.192 - FICA - Employer Paid	21,595.84	47,913.00	-26,317.16
410.193 - Medicare - Employer Paid	5,050.66		
410.194 - Unemployment Compensation - Emp (Unemployment Compensation - Em...	1,953.92	3,135.00	-1,181.08
410.196 - Medical/Dental/Vision	68,183.23	186,739.00	-118,555.77
410.197 - Pension - Defined Benefit	0.00	149,031.00	-149,031.00
410.198 - Short Term/ Long Term Disabilit (Short-Term/ Long-Term Disability)	1,491.71	3,350.00	-1,858.29
410.199 - Life Ins. & AD&D	621.60	1,500.00	-878.40
410.210 - Office Supplies	73.74	600.00	-526.26
410.213 - Minor Equipment	2,084.25	1,500.00	584.25
410.215 - Postage	0.00	800.00	-800.00
410.230 - Heating	742.87	1,200.00	-457.13
410.231 - Vehicle Fuel	6,890.70	16,000.00	-9,109.30
410.236 - Building Supplies	222.30	750.00	-527.70
410.238 - Clothing and Uniforms	9,691.09	9,000.00	691.09
410.239 - Gross Wage - Uniform Allowance	0.00		
410.242 - Ammunition	0.00	2,500.00	-2,500.00
410.250 - Maintenance and Repairs Parts	2,840.94	7,100.00	-4,259.06
410.260 - Major Equipment	0.00	13,000.00	-13,000.00
410.314 - Legal Expenses - Police	53,197.09		
410.321 - Telephone	1,500.89	2,400.00	-899.11
410.351 - Commercial Insurance	9,670.70	9,989.00	-298.30
410.354 - Workers' Compensation Insurance	10,519.78	22,147.00	-11,627.22
410.361 - Electricity	1,039.06	1,700.00	-660.94
410.373 - Building Repairs/Maintenance	876.08	4,425.00	-3,548.92
410.374 - Vehicle Maintenance	0.00	2,520.00	-2,520.00
410.420 - Dues, Subscriptions and Members	0.00	400.00	-400.00
410.450 - Contracted Services	6,352.50	27,340.00	-20,987.50
410.451 - Janitorial Services	1,907.50	3,640.00	-1,732.50
410.454 - Civil Service Commission	275.00	900.00	-625.00
410.460 - Meetings/Conferences/Cont. Edu.	895.00	500.00	395.00
410.47 - Drug & Alcohol Testing	118.00		

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Cash Basis

Borough of Macungie - General Fund Profit & Loss Budget vs. Actual January through July 2026

	Jan - Jul 26	Budget	\$ Over Budget
410.480 · Miscellaneous Expenses	2,610.50	1,500.00	1,110.50
410.500 · Transfer-Post Retirement Med.	0.00	25,000.00	-25,000.00
Total 410 · POLICE DEPT.	562,902.83	1,166,801.00	-603,898.17
411 · FIRE DEPT.			
411.540 · Annual Allocation	45,000.00	90,000.00	-45,000.00
411.541 · Fire Relief Distribution	0.00	21,863.00	-21,863.00
Total 411 · FIRE DEPT.	45,000.00	111,863.00	-66,863.00
412 · AMBULANCE/RESCUE			
412.540 · Annual Allocation	0.00	1,600.00	-1,600.00
Total 412 · AMBULANCE/RESCUE	0.00	1,600.00	-1,600.00
413 · CODE ENFORCEMENT			
413.115 · Wages – Part-Time	0.00	37,440.00	-37,440.00
413.450 · Contracted Services	5,304.70		
Total 413 · CODE ENFORCEMENT	5,304.70	37,440.00	-32,135.30
414 · PLANNING & ZONING			
314 · Zoning - Legal	1,196.00	5,000.00	-3,804.00
414.115 · Wages-Part Time	0.00	61,956.00	-61,956.00
414.120 · Zoning Hearing Board -Wages	0.00	675.00	-675.00
414.450 · Contracted Services	2,350.00	3,300.00	-950.00
414.460 · Zoning Services	13,683.96		
Total 414 · PLANNING & ZONING	17,229.96	70,931.00	-53,701.04
415 · EMERGENCY MANAGEMENT			
415.241 · General Government Supplies	0.00	5,000.00	-5,000.00
Total 415 · EMERGENCY MANAGEMENT	0.00	5,000.00	-5,000.00
426 · LEAF COLLECTION			
426.450 · Leaf Collection Service	0.00	25,343.00	-25,343.00
Total 426 · LEAF COLLECTION	0.00	25,343.00	-25,343.00
427 · SOLID WASTE COLLECTION & DISPOS			
427.342 · Solid Waste Printing	0.00	200.00	-200.00
427.450 · Solid Waste/Recycling Contract	0.00	626,146.00	-626,146.00
Total 427 · SOLID WASTE COLLECTION & DISPOS	0.00	626,346.00	-626,346.00

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08/12/26

Cash Basis

Borough of Macungie - General Fund Profit & Loss Budget vs. Actual January through July 2026

	Jan - Jul 26	Budget	\$ Over Budget
430.439 · PW-HIGHWAYS, ROADS, & STREETS			
430.110 · Public Works Supervisor-Wages	13,900.98	25,431.00	-11,530.02
430.112 · Public Works Full-Time-Wages	32,346.78	78,340.00	-45,993.22
430.117 · Seasonal Employee-Wages	4,832.25	3,400.00	1,432.25
430.180 · Overtime	7,488.11	2,500.00	4,988.11
430.182 · Bonus	0.00		
430.183 · Comp	366.80		
430.184 · Sick Pay Buy-Back	157.50		
430.197 · Pension - Defined Benefit	0.00	10,560.00	-10,560.00
430.220 · Operating Supplies	484.57	3,667.00	-3,202.43
430.230 · Fuel Oil-Garage	1,816.08	4,916.00	-2,562.47
430.231 · Vehicle Fuel	2,353.53	2,200.00	-1,150.06
430.238 · Uniforms	1,049.94	10,043.00	-6,070.76
430.250 · Vehicle Maintenance	3,972.24	7,400.00	-6,560.00
430.260 · Small Tools & Minor Equipment	840.00	400.00	-259.00
430.317 · CDL Testing	141.00		
430.331 · Travel Expense (mileage Reimb)	16.08		
430.374 · Machinery & Equipment Repairs	5,318.30	3,513.00	1,805.30
430.384 · Machinery & Equipment Rental	2,065.77	2,000.00	65.77
431.450 · Street Sweeping Services	3,691.70	15,400.00	-11,708.30
432.000 · Winter Maintenance - Snow Remov	5,379.09		
433.220 · Signs & Markings	1,814.96	3,667.00	-1,852.04
433.450 · Crosswalk Painting-Contracted	0.00	14,000.00	-14,000.00
433.454 · Traffic Control-Contracted	2,845.12	4,167.00	-1,321.88
434.361 · Holiday Lights	47.75	300.00	-252.25
436.236 · Storm Sewer Maintenance/Repairs	0.00	3,000.00	-3,000.00
438.245 · Street Patching Materials	1,066.00	3,667.00	-2,601.00
439.601 · Street Resurfacing & Overlay	24,482.17	240,000.00	-215,517.83
Total 430-439 · PW-HIGHWAYS, ROADS, & STREETS	116,456.72	438,571.00	-322,114.28
450 · CULTURE & RECREATION			
453.240 · Special Event Decorations	0.00	4,000.00	-4,000.00
454.250 · Parks Maintenance	3,088.60		
454.251 · Flower Park Maintenance	587.68	16,875.00	-16,287.32
454.250 · Parks Maintenance - Other			
Total 454.250 · Parks Maintenance	3,676.28	16,875.00	-13,198.72
454.361 · Flower Park- Electricity	292.45	500.00	-207.55
456.520 · Library Contract	18,415.50	24,554.00	-6,138.50
457.540 · Halloween Parade	1,500.00	1,500.00	0.00
457.541 · Flower Park Contribution	0.00	3,679.00	-3,679.00
457.542 · Macungie Holiday Contribution	1,500.00	1,600.00	-100.00
457.543 · National Night Out	0.00	2,000.00	-2,000.00
Total 450 · CULTURE & RECREATION	25,384.23	54,708.00	-29,323.77

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08/12/26

Cash Basis

Borough of Macungie - General Fund Profit & Loss Budget vs. Actual January through July 2026

	Jan - Jul 26	Budget	\$ Over Budget
459 · MACUNGIE INSTITUTE			
459.110 · Payroll - MI Coordinator	6,438.50		
459.115 · Salaries and Wages – Part-Time	9,444.00	24,960.00	-18,521.50
459.230 · Heating	2,950.00		
459.236 · Building Supplies	431.81		
459.321 · Telephone Monthly Charges	300.38		
459.361 · Electricity	4,331.81		
459.373 · Building Repairs/Maintenance	1,322.48		
459.451 · Janitorial Services	3,815.00		
Total 459 · MACUNGIE INSTITUTE	29,033.98	24,960.00	4,073.98
471 · DEBT PRINCIPAL			
481.100 · Gen Oblig Note Series of 2021	74,941.67	74,942.00	-0.33
Total 471 · DEBT PRINCIPAL	74,941.67	74,942.00	-0.33
472.000 · DEBT INTEREST			
481.110 · Gen Oblig Note Ser of 2021-Int	5,285.33	5,290.00	-4.67
Total 472.000 · DEBT INTEREST	5,285.33	5,290.00	-4.67
492.00 · Interfund Operating Transfers			
492.300 · Transfer to General Fund Cap. (Transfer to General Fund Capital)	0.00	76,732.00	-76,732.00
492.400 · Transfers to GF Escrow	3,434.00		
Total 492.00 · Interfund Operating Transfers	3,434.00	76,732.00	-73,298.00
Total Expense	1,189,860.15	3,285,843.00	-2,095,982.85
Net Income	500,529.31	-163,014.00	663,543.31

Borough of Macungie - General Fund

Paid Bills Detail

All Transactions

Type	Date	Memo	Open Balance
Cori Saleh			
Bill	07/31/2026	Security Deposit Return	75.00
Total Cori Saleh			75.00
E.M. Kutz, Inc.			
Bill	07/28/2026	Inv #48825 - Truck #3	49.26
Total E.M. Kutz, Inc.			49.26
Financial Related Services, LLC			
Bill	07/31/2026	July 2026 Bookkeeping Services	3,352.50
Total Financial Related Services, LLC			3,352.50
First Impressions Child Care Center			
Bill	07/31/2026	Security Deposit Return	75.00
Total First Impressions Child Care Center			75.00
Grim, Biehn & Thatcher			
Bill	06/26/2026	Inv #242944 - Estates at Brookside	100.00
Bill	07/27/2026	Inv #243647-0146 - Brown v. Macungie	780.00
Bill	07/27/2026	Inv #243646-0145 - Sell v. Macungie	1,240.00
Bill	07/27/2026	Inv #243643-0129 - BT Stone v Macungie Borough	280.00
Bill	07/27/2026	Inv #243639-0027 - Estates at Brookside	40.00
Bill	07/27/2026	Inv #243638-0009 - Police Matters	780.00
Bill	07/27/2026	Inv #243637-0001 - General Matters	5,680.00
Total Grim, Biehn & Thatcher			8,900.00
Gruber, Kendra			
Bill	07/31/2026	Security Deposit Return	75.00
Total Gruber, Kendra			75.00
Hegedus, Monica			
Bill	07/31/2026	Security Deposit Return	75.00
Total Hegedus, Monica			75.00
Home Depot Credit Services			
Bill	07/20/2026	07-20-26 Stmt - LED panel & parks maintenance sup...	310.89
Total Home Depot Credit Services			310.89
Lama, Srijana			
Bill	07/31/2026	Security Deposit Return	75.00
Total Lama, Srijana			75.00
Lantek			
Credit	07/31/2026	CM #45415- Credit for July 2026 services	-538.34
Bill	07/31/2026	Inv #45414- August 2026 services	1,078.00
Bill	07/31/2026	Inv #45414 - July 2026 services	1,078.00
Total Lantek			1,617.66
Lehigh Print & Data LLC			
Bill	07/14/2026	Inv #SS 2026-1325 - No parking signs	296.00
Total Lehigh Print & Data LLC			296.00
Macungie Ambulance Corp			
Bill	07/29/2026	Inv #26-34- AED pads for MI	357.00
Total Macungie Ambulance Corp			357.00
Portz, Andrew			
Bill	07/31/2026	Security Deposit Return	75.00
Total Portz, Andrew			75.00

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08/04/26

REFUSE-SANITATION COMPANY
Paid Bills Detail
All Transactions

Type	Date	Memo	Open Balance
Current Software Applications, Inc. Bill	07/31/2026	Acct #37- RF Portion of July Charges	428.67
Total Current Software Applications, Inc.			428.67
TOTAL			428.67

9:28 AM
08/04/26

08- SEWER COMPANY
Paid Bills Detail
All Transactions

Type	Date	Memo	Open Balance
Current Software Applications, Inc. Bill	07/31/2026	Acct #37 - SF Portion of July charges	428.66
Total Current Software Applications, Inc.			428.66
TOTAL			428.66

9:18 AM

08/04/26

CAPITAL FUND ACCOUNTS

Paid Bills Detail

All Transactions

Type	Date	Memo	Open Balance
Grim, Biehn & Thatcher Bill	07/27/2026	Inv #243644-0133 - Hickory St Bridge Replacement	360.00
Total Grim, Biehn & Thatcher			360.00
TOTAL			360.00

9:16 AM

08/04/26

35-LIQUID FUELS
Paid Bills Detail
All Transactions

Type	Date	Memo	Open Balance
PP&L			
Bill	07/24/2026	Acct #41239-94001 - Rte 100 & Chestnut, Signal	44.91
Bill	07/24/2026	Acct #73239-69005 - Lumber & Lehigh St	58.29
Bill	07/24/2026	Acct #57253-72006 - 1 W Main St	109.57
Bill	07/27/2026	Acct #36794-55007 - N Church St & Lehigh-A/L	60.55
Total PP&L			273.32
TOTAL			273.32



Pennsylvania State Association of Boroughs
Municipal Retirement Trust

2941 North Front Street, Harrisburg, PA 17110
(717) 236-9526 | (800) 232-7722 | Fax (717) 695-4449 | www.mrtpensions.org

Monthly Report of Municipal Net Assets

MACUNGIE BOROUGH DEFINED BENEFIT POLICE PENSION

SCHEDULE OF CHANGES IN NET ASSETS

PSAB MUNICIPAL RETIREMENT TRUST

BALANCED FUND

MRT:90421

For the 7 Months ended July-31-2026

	Month to Date	Year to Date
Receipts:		
State Aid	0.00	0.00
Employer Contributions	0.00	0.00
Employee Contributions	1,882.17	12,076.37
Interest, DROP/Escrow Acct.	0.00	0.00
Interest, Net of Investment Fees	627.75	7,206.04
Dividend Income	1,776.27	16,635.36
Realized Gains(Loss)	32,674.51	82,335.22
Unrealized Gains(Loss)	-44,671.75	48,885.14
Misc. Income	0.00	0.00
Transfer In - Other Funds	0.00	0.00
Transfer In - Previous Trust	0.00	0.00
Total Receipts	(7,711.05)	167,138.13
Disbursements:		
Pension Payments	3,291.61	23,041.27
Lump Sum Payments	0.00	0.00
Payments to DROP/Escrow Acct.	0.00	0.00
Interest Pd to DROP/Escrow Acct.	0.00	0.00
Return of Excess State Aid	0.00	0.00
Return of Employee Contrib.	0.00	6,862.84
Return of Excess Employer Ctb.	0.00	0.00
Actuarial/Consulting Fees	350.00	1,100.00
Admin. Fees	250.00	1,750.00
Admin. Fees - Allocated	1,055.54	7,713.67
Insurance Premiums	0.00	0.00
Legal Fees	0.00	0.00
Misc. Expenses	0.00	0.00
Transfer Out - Other Funds	0.00	0.00
Transfer Out - Withdrawal	0.00	0.00
Total Disbursements	4,947.15	40,467.78
Net Change in Assets	(12,658.20)	126,670.35
Other Assets, Begin. of Period	2,552,993.26	2,413,664.71
Other Assets, End of Period	2,540,335.06	2,540,335.06
Restricted DROP/Escrow Balance	0.00	0.00



**Pennsylvania State Association of Boroughs
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Monthly Report of Municipal Net Assets

MACUNGIE BOROUGH NON-UNIFORM DEFINED BENEFIT PENSION

SCHEDULE OF CHANGES IN NET ASSETS

PSAB MUNICIPAL RETIREMENT TRUST

BALANCED FUND

MRT:90423

For the 7 Months ended July-31-2026

	Month to Date	Year to Date
Receipts:		
State Aid	0.00	0.00
Employer Contributions	0.00	0.00
Employee Contributions	804.36	5,854.92
Interest, DROP/Escrow Acct.	0.00	0.00
Interest, Net of Investment Fees	624.92	7,222.19
Dividend Income	1,768.27	16,662.06
Realized Gains(Loss)	32,527.36	82,279.59
Unrealized Gains(Loss)	-44,470.57	49,110.70
Misc. Income	0.00	0.00
Transfer In - Other Funds	0.00	0.00
Transfer In - Previous Trust	0.00	0.00
Total Receipts	(8,745.66)	161,129.46
Disbursements:		
Pension Payments	10,021.21	70,148.47
Lump Sum Payments	0.00	0.00
Payments to DROP/Escrow Acct.	0.00	0.00
Interest Pd to DROP/Escrow Acct.	0.00	0.00
Return of Excess State Aid	0.00	0.00
Return of Employee Contrib.	0.00	0.00
Return of Excess Employer Ctb.	0.00	0.00
Actuarial/Consulting Fees	0.00	750.00
Admin. Fees	250.00	1,750.00
Admin. Fees - Allocated	1,050.79	7,736.77
Insurance Premiums	0.00	0.00
Legal Fees	0.00	0.00
Misc. Expenses	0.00	0.00
Transfer Out - Other Funds	0.00	0.00
Transfer Out - Withdrawal	0.00	0.00
Total Disbursements	11,322.00	80,385.24
Net Change in Assets	(20,067.66)	80,744.22
Other Assets, Begin. of Period	2,541,495.71	2,440,683.83
Other Assets, End of Period	2,521,428.05	2,521,428.05
Restricted DROP/Escrow Balance	0.00	0.00



Pennsylvania State Association of Boroughs
Municipal Retirement Trust

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Monthly Report of Municipal Net Assets

MACUNGIE BOROUGH NON-UNIFORM DEFINED CONTRIBUTION PENSION

SCHEDULE OF CHANGES IN NET ASSETS

PSAB MUNICIPAL RETIREMENT TRUST

BALANCED FUND

MRT:90422

For the 7 Months ended July-31-2026

	Month to Date	Year to Date
Receipts:		
State Aid	0.00	0.00
Employer Contributions	141.73	2,616.18
Employee Contributions	141.73	1,011.47
Interest, DROP/Escrow Acct.	0.00	0.00
Interest, Net of Investment Fees	12.16	135.45
Dividend Income	34.39	313.88
Realized Gains(Loss)	632.63	1,567.53
Unrealized Gains(Loss)	-864.92	888.41
Misc. Income	0.00	0.00
Transfer In - Other Funds	0.00	0.00
Transfer In - Previous Trust	0.00	0.00
Total Receipts	97.72	6,532.92
Disbursements:		
Pension Payments	0.00	0.00
Lump Sum Payments	0.00	0.00
Payments to DROP/Escrow Acct.	0.00	0.00
Interest Pd to DROP/Escrow Acct.	0.00	0.00
Return of Excess State Aid	0.00	0.00
Return of Employee Contrib.	0.00	0.00
Return of Excess Employer Ctb.	0.00	0.00
Actuarial/Consulting Fees	0.00	0.00
Admin. Fees	41.19	269.70
Admin. Fees - Allocated	20.43	144.29
Insurance Premiums	0.00	0.00
Legal Fees	0.00	0.00
Misc. Expenses	0.00	0.00
Transfer Out - Other Funds	0.00	0.00
Transfer Out - Withdrawal	0.00	0.00
Total Disbursements	61.62	413.99
Net Change in Assets	36.10	6,118.93
Other Assets, Begin. of Period	49,430.05	43,347.22
Other Assets, End of Period	49,466.15	49,466.15
Restricted DROP/Escrow Balance	0.00	0.00



BOROUGH COUNCIL ISSUE BRIEFING

DEPARTMENT MANAGER: Kal Sostarecz, Borough Manager

MEETING DATE: August 17, 2026

AGENDA ITEM: PA Chiefs of Police Association – Proposal for Interim Public Safety Director Services, Five-Systems Organizational Review, and Chief of Police Executive Search

I. Action/Motion to Be Considered:

Motion to authorize the execution of a Professional Services Agreement with the PA Chiefs of Police Association for Interim Public Safety Director Services, Five-Systems Organizational Review, and Chief of Police Executive Search, upon satisfactory review by the Borough Manager and Borough Solicitor.

II. Reason Why This Issue Needs Consideration:

The Borough is currently undergoing an important transition within its Police Department and requires specialized professional assistance to ensure continuity of operations while simultaneously preparing for the long-term future of the department. The proposed agreement is specifically designed to provide temporary administrative leadership, conduct a focused organizational review, and assist the Borough in recruiting and selecting a permanent Chief of Police. These three components are intended to work together to stabilize current operations while establishing a framework for future success.

During any leadership transition, maintaining organizational continuity is essential. The proposed Interim Public Safety Director services will provide administrative oversight and support for police-related functions, including policy administration, records coordination, scheduling, project follow-up, training records, purchasing requests, and other administrative responsibilities. The arrangement also ensures continued communication among the Borough Manager, Mayor, Borough Council, and the Officer in Charge while preserving the existing chain of command for sworn police operations.

The agreement also includes a comprehensive review of five critical organizational systems that directly affect the effectiveness and long-term sustainability of the Police Department. These areas include governance and accountability; police administration, policies, records, and compliance; staffing and workload management; budgeting, procurement, facilities, and technology; and training, organizational culture, communication, community confidence, and risk management. The review is intended to identify both immediate stabilization needs and longer-term improvements that can be implemented by the Borough and the incoming Chief of Police.

In addition to providing interim leadership and organizational assessment, the Pennsylvania Chiefs of Police Association will conduct a professional executive search for the Borough's next Chief of Police, a position which has been vacant for over a decade. The proposed process includes stakeholder consultation, development of a leadership profile that reflects the Borough's public safety priorities, a targeted recruitment campaign, application screening, structured assessment exercises, and final reporting and consultation. This process is intended to help the Borough identify and select a qualified candidate whose experience, leadership style, and professional qualifications align with the needs of the community and the long-term objectives of the Police Department.

Finally, the proposed engagement provides the Borough with access to an organization that specializes in municipal law enforcement consulting, executive recruitment, organizational review, assessment, and transition services throughout Pennsylvania.

Utilizing an outside professional organization provides an independent and objective perspective while allowing Borough officials to maintain all statutory, budgetary, policy, and appointment authority throughout the transition process.

III. Current Policy or Practice:

Borough Council approves all agreements.

IV. Other Background Information:

A proposal was also received from an alternate firm – “Aspirant” – which is more costly and unwilling to provide the placement of an Interim Public Safety Director – a core need of the Borough at this time. There are other national firms which provide similar services, but it is very important that the selected firm have representatives who are familiar with the day to operations of a Pennsylvania Borough with similar characteristics to Macungie. The PA Chiefs of Police has these individuals on staff.

V. Financial Impact:

\$77,000 maximum charge; although these funds were not directly budgeted there are ample unallocated reserves to cover the cost, as well as excess funds in police line items due to currently unfilled positions.

VI. Recommendations:

Pass the motion as presented.



BOROUGH OF MACUNGIE

RFP - Professional Services

Chief Gerald R. Simpson, Ret.
Gsimpson@pachiefs.org

Proposal for Interim Public Safety Director Services

Organizational Systems Study and Chief of Police Executive Search

Borough of Macungie, Lehigh County, Pennsylvania

Prepared by Gerald R. Simpson, Testing and Consultation Manager

Pennsylvania Chiefs of Police Association

RFP/proposal draft for discussion and solicitor review only

This document is submitted as an RFP/proposal response only. No contract will be offered, awarded, or commenced unless and until PCPA and the Borough mutually agree in writing to final terms addressing indemnification, scope clarity, schedule clarity, and release/termination rights.

Interim Services	\$150.00 per hour; not to exceed 30 hours per week; up to 3 months
Onsite Lodging	Client responsibility or reimbursed when onsite presence is requested or required
Systems Study	Five critical organizational systems with written recommendations
Chief Search	Fixed professional services fee: \$18,500.00

Confidential RFP/proposal draft - not legal advice - no contract offer or obligation

May 16, 2026

Kalman A. Sostarecz, Jr., Borough Manager
Borough of Macungie
21 Locust Street
Macungie, PA 18062

RE: Proposal for Interim Public Safety Director Services, Organizational Systems Study, and Chief of Police Executive Search

Dear Borough Manager, Mayor, and Members of Borough Council:

On behalf of the Pennsylvania Chiefs of Police Association (PCPA), I am pleased to submit this proposal to provide interim Public Safety Director services for the Borough of Macungie, Lehigh County, Pennsylvania, together with a focused organizational systems study and a Chief of Police executive search and selection process.

The proposed engagement is designed to stabilize police administration during a leadership transition, maintain open and direct communication with Borough management, Council, and the Mayor, support the Officer in Charge (OIC) on operational coordination, and produce actionable recommendations on critical organizational systems that affect accountability, continuity, and public confidence.

PCPA understands that the Borough requires a practical and legally conservative arrangement. This submission is an RFP/proposal response only and is not a contract offer, contract award, notice to proceed, or authorization to begin services. Any engagement is expressly conditioned upon both parties reaching written agreement on indemnification, scope clarity, schedule clarity, release/termination rights, no-assumption-of-police-powers language, and immediate separation provisions, all subject to review and refinement by the Borough Solicitor and PCPA counsel before execution.

Respectfully submitted,



Scott Bohn
Executive Director
Pennsylvania Chiefs of Police Association

1. Our Organization

The Pennsylvania Chiefs of Police Association is a nonprofit organization dedicated to statewide law enforcement leadership, professional standards, and municipal support. PCPA provides consulting, executive recruitment, assessment, organizational review, promotional testing, and transition services to municipalities across the Commonwealth.

PCPA leverages the experience of retired and current command-level law enforcement professionals with broad operational, administrative, accreditation, organizational development, and leadership expertise. PCPA services are designed to strengthen local government operations while respecting the authority of elected officials, municipal management, and the statutory framework governing Pennsylvania police departments.

2. Project Leadership

Gerald "Jerry" R. Simpson - Project Manager

Jerry Simpson is a retired Chief of Police and law enforcement executive with more than four decades of service in Pennsylvania and Delaware. His experience includes departmental restructuring, regional policing, leadership transition, accreditation, strategic planning, and executive search and selection. In his current role as PCPA Testing and Consultation Manager, he leads assessment, consulting, promotional, and executive selection engagements for municipalities across Pennsylvania.

PCPA Executive and Consultant Team

PCPA may assign additional command-level consultants, assessors, administrative support personnel, or subject matter experts as required by the engagement. Final consultant assignments will be made to preserve objectivity, avoid conflicts, and match the Borough's needs.

3. Engagement Purpose and Operating Assumptions

The engagement is proposed as a temporary professional consulting arrangement and is not an employment agreement. The interim Public Safety Director (PSD) will provide administrative leadership support, direct oversight of police administrative functions, and advice and consent to operational matters in coordination with the Borough's OIC and Mayor, while preserving the lawful chain of command for sworn police functions. The OIC remains responsible for sworn police command, supervision of sworn personnel, and operational decisions requiring police authority. This RFP/proposal is non-binding and creates no duty for either party to proceed unless a final written professional services agreement is approved and executed by both parties.

- The Mayor and Borough Council retain all statutory, policy, budgetary, and appointment authority provided by Pennsylvania law and Borough ordinance.
- Borough management remains the primary administrative point of contact for contract administration, information requests, scheduling, and deliverable coordination.

PCPA and assigned personnel will not exercise arrest powers, direct use of force, conduct criminal investigations, or perform sworn police duties. The PSD will not have access to CHRIA information.

4. Scope of Services

Phase I - Interim Public Safety Director Services

PCPA proposes to provide interim Public Safety Director services, if later authorized under a final written professional services agreement, at a professional services rate of \$150.00 per hour for onsite and offsite work. The interim assignment shall not exceed 30 hours per week and shall not exceed three months unless extended by a written amendment approved by both parties. The final agreement must define commencement date, expected weekly schedule, onsite/offsite expectations, notice requirements, unpaid leave for previously scheduled responsibilities, and any lodging or reimbursement procedures before services begin. Lodging for onsite duties will be the responsibility of the Borough when onsite presence is requested or required.

- Provide direct oversight of police administrative duties, including coordination of reports, policy administration, schedules for administrative work, project follow-up, records-related workflows, accreditation-related coordination, and other non-sworn administrative functions assigned by the Borough.
- Advise and consent with the department OIC and Mayor on operational issues, ensuring that operational decisions remain with the lawful municipal and sworn chain of command.
- Maintain open communication channels with Borough management, Borough Council, and the Mayor, including periodic written updates and availability for executive session or public meeting briefings as requested.
- Assist with transition stabilization, leadership continuity, priority-setting, and near-term risk identification.
- Coordinate information gathering for the organizational systems study and prepare interim observations for Borough leadership.
- Support the transition into the Chief of Police search process, including candidate profile development and leadership competency alignment.

Administrative support is intended to improve continuity and decision-making. This proposal does not transfer police powers, statutory authority, or law enforcement liability to PCPA or any assigned consultant.

Phase II - Study and Recommendation of Five Critical Organizational Systems

PCPA will study and provide recommendations for five critical organizational systems. The review will be practical, time-sensitive, and designed to identify immediate stabilization needs as well as longer-term improvements for the incoming Chief of Police.

1. Governance, Authority, and Accountability

Review decision rights, command relationships, administrative reporting, Borough/OIC/Mayor communication, Council updates, and the relationship between municipal governance and department operations.

2. Police Administration, Policy, Records, and Compliance

Review administrative workflow, policy maintenance, records management coordination, accreditation or best-practice alignment, required reporting, and the internal controls needed for continuity.

3. Staffing, Scheduling, Supervision, and Workload Management

Review staffing structure, supervisory coverage, scheduling practices, administrative workload, OIC demands, vacancy and leave impacts, and near-term stabilization options.

4. Budget, Procurement, and Technology

Review budget communication, procurement planning, fleet and equipment lifecycle considerations, facilities needs, technology systems, and administrative oversight of public safety assets.

5. Training, Culture, Communication, Community Confidence, and Risk Management

Review internal communication, professional development, community engagement, complaint/risk pathways, employee morale signals, and operational risks that should be addressed during the leadership transition.

Phase II Deliverables

Deliverable	Purpose	Timing
Information Request and Document Review Matrix	Defines documents, data, schedules, and interviews needed to complete the study.	Week 1
Interim Stabilization Observations	Identifies immediate administrative or transition issues requiring Borough attention.	Weeks 3-5
Five-Systems Findings and Recommendations Report	Summarizes the five systems, key findings, risk considerations, and recommended actions.	By close of interim period
Leadership Transition Roadmap	Provides a practical implementation sequence for the incoming Chief and Borough leadership.	Final report
Presentation to Borough Leadership	Presents findings to Council, management, and Mayor in the forum selected by the Borough.	Final meeting

Phase III - Chief of Police Executive Search and Selection Process

Following or overlapping with the interim engagement as directed by the Borough, PCPA will conduct a Chief of Police executive search and selection process in accordance with current PCPA practices. The fixed professional services fee for the search and selection process is \$18,500.00, exclusive of optional pre-employment services, background investigation, travel, and reimbursable expenses unless otherwise stated in the final agreement.

- Project Kickoff and Stakeholder Engagement: Confirm expectations, timeline, communication protocols, candidate qualifications, and decision points with Borough leadership.

- **Leadership Profile Development:** Develop a candidate and community profile reflecting Macungie's public safety priorities, leadership needs, organizational culture, and 21st-century policing values.
- **Recruitment Campaign:** Conduct a targeted 30-45 day recruitment campaign using PCPA communication channels, professional networks, and affiliated law enforcement leadership sources.
- **Application Screening:** Collect resumes, review qualifications, and collaborate with the Borough to identify candidates for advancement.
- **Video Exercise and Preliminary Review:** Use a structured video or written submission process when appropriate to evaluate communication, judgment, and leadership perspective.
- **360 Degree Assessment Center:** Facilitate structured assessment exercises administered by experienced law enforcement executives.
- **Final Reporting and Consultation:** Provide a report summarizing process outcomes, assessment findings, and recommended finalist considerations for the Borough's final decision-making.

Assessment Center Components

Structured Interview Exercise

Standardized, behaviorally anchored questions related to ethics, leadership, personnel issues, operational management, community engagement, and executive communication.

Analysis Presentation Exercise

A complex scenario requires candidate analysis, prioritization, recommendations, timelines, and presentation to a panel.

Inbox Management Exercise

A simulated executive workload requires prioritization, delegation, decision-making, and justification under time pressure.

5. Fees, Lodging, Expenses, and Payment Structure

Service Component	Fee / Rate	Notes
Interim Public Safety Director Services	\$150.00 per hour	Onsite and offsite work; not to exceed 30 hours per week; up to three months unless extended in writing.
Maximum Interim Professional Fees	\$58,500.00	Assumes a conservative maximum of 390 hours over approximately three months. Actual billing will be based on approved hours worked.
Lodging When Onsite	Borough responsibility or to be reimbursed	Lodging will be arranged or reimbursed as agreed in the final contract when onsite presence is requested or required.

Chief of Police Search and Selection	\$18,500.00 fixed fee	Covers the standard search and selection process described in this proposal.
Estimated Combined Professional Services Cap	\$77,000.00	Interim maximum plus fixed chief search fee; excludes lodging, travel, and optional add-on services unless expressly included.

PCPA will invoice monthly for interim services based on hours worked and any authorized reimbursables. The Chief of Police search fee may be invoiced in milestones to be negotiated in the final agreement, such as initiation, closure of recruitment, assessment center completion, and final report.

6. Preliminary Timeline

- Week 1 after final written agreement: contract execution, project kickoff, communications protocol, information request, and interim priorities. No Week 1 duties begin until both parties execute the final agreement and any required authorizations are complete.
- Weeks 1-12: Interim PSD services, administrative oversight, OIC/Mayor coordination, management/Council communications, and systems study activities.
- Weeks 3-8: Interviews, data review, document review, system observations, and interim stabilization recommendations.
- Weeks 9-12: Five-systems report, leadership transition roadmap, and presentation to Borough leadership.
- Chief Search: Estimated 16-26 weeks from authorization, depending on recruitment timeline, candidate availability, assessment scheduling, and Borough decision points.
- Overlap Option: The Borough may authorize the leadership profile and recruitment campaign to begin during the interim assignment to reduce total transition time.

7. Borough Support Needed

- Designate a primary Borough point of contact with authority to coordinate scheduling, records requests, and communications.
- Provide access to relevant ordinances, contracts, budgets, policies, reports, schedules, job descriptions, organizational charts, collective bargaining materials as appropriate, and other materials needed for the five-systems review.
- Coordinate access to the OIC, Mayor, Borough Manager, Council leadership, police administrative personnel, and relevant department stakeholders.
- Provide workspace or meeting space for onsite work when required.
- Confirm lodging arrangements or reimbursement procedures for approved onsite service periods.
- Support timely review of recruitment materials, candidate profile drafts, finalist lists, and assessment logistics.

8. Scope Boundaries and Legal Safeguards

The following provisions are proposed as strict contractual terms for negotiation and should be reviewed by the Borough Solicitor and PCPA counsel before execution. This RFP/proposal will not become a contract, and no services will be offered, awarded, commenced, or implied, unless both parties agree in writing to final language that clearly addresses: (1) indemnification and liability allocation; (2) scope boundaries and excluded services; (3) schedule, authorization, and notice requirements; and (4) release, termination, immediate separation, and payment-through-termination rights. These provisions are drafted to preserve municipal authority, protect against unintended assumption of police powers, and clearly define the contingency and immediate separation rights of each party.

A. RFP/Proposal Only; No Contract Offer, Award, or Notice to Proceed

This document is submitted solely for RFP, planning, discussion, negotiation, and solicitor/counsel review purposes. It is not an offer capable of acceptance by performance, a contract award, a purchase order, a notice to proceed, or authorization for PCPA or any assigned consultant to begin work. No contract, duty to perform, exclusivity, indemnity obligation, release obligation, schedule commitment, or payment obligation will exist unless and until a final written professional services agreement is reviewed, approved, and executed by authorized representatives of both parties. Any final agreement must expressly resolve indemnification, scope clarity, schedule clarity, and release/termination language to the satisfaction of both parties.

B. No Assumption of Police Powers or Operational Command Liability

PCPA, the assigned interim Public Safety Director, and any PCPA consultant shall not assume, accept, or undertake sworn law enforcement duties, police powers, arrest authority, use-of-force authority, detention authority, investigative authority, or operational command authority. The Borough, Mayor, OIC, and sworn personnel retain all statutory, constitutional, and common-law duties associated with law enforcement operations. Nothing in this proposal or the final agreement shall be construed to transfer, delegate, or assign the Borough's public safety obligations to PCPA.

C. Indemnification and Pennsylvania/Federal Liability Allocation

To the fullest extent permitted by applicable Pennsylvania and federal law, each party shall be responsible for its own negligent acts, omissions, willful misconduct, employment decisions, statutory obligations, and constitutional obligations. Any indemnification obligation of the Borough shall be subject to the Pennsylvania Political Subdivision Tort Claims Act, 42 Pa.C.S. Sections 8541-8564, and nothing shall be construed as a waiver of governmental immunity, sovereign immunity, statutory defenses, official immunity, qualified immunity, or any limitation on damages available under Pennsylvania or federal law.

PCPA shall not be required to indemnify the Borough for claims arising from law enforcement operations, arrests, use of force, detention, pursuits, searches, seizures, criminal investigations, employment decisions, discipline, collective bargaining matters, policy decisions of the Borough, actions of sworn personnel, or constitutional claims under federal law, including claims asserted

under 42 U.S.C. Section 1983, except to the limited extent such claim is finally determined by a court of competent jurisdiction to have been caused by the gross negligence or willful misconduct of PCPA in the performance of professional consulting services under the final agreement.

PCPA shall maintain professional liability coverage appropriate for public safety consulting services and shall provide evidence of coverage upon reasonable request. Insurance requirements, limits, certificates, and additional insured provisions shall be addressed in the final agreement and shall not expand PCPA's scope of duties or create any assumption of law enforcement liability.

D. Contingency Clause

This RFP/proposal, pricing, schedule, consultant availability, and any commencement of services are contingent upon: (1) formal authorization by the Borough; (2) execution of a written professional services agreement acceptable to PCPA and the Borough; (3) completion of solicitor and counsel review; (4) mutual written agreement on indemnification, scope clarity, schedule clarity, and release/termination language; (5) confirmation of funding or appropriation; (6) timely access to information and personnel reasonably necessary for performance; and (7) absence of any conflict of interest, safety concern, legal restriction, or operational condition that would materially impair PCPA's ability to perform the services. PCPA shall have no obligation to commence work until all contingencies are satisfied or waived in writing by PCPA.

E. Termination, Release, and Immediate Separation

Either party may terminate the final agreement for convenience upon written notice as negotiated in the final agreement. Either party may terminate immediately for material breach, non-payment, unlawful directive, conflict of interest, unsafe working conditions, loss of required authority, or conduct that materially undermines the professional integrity of the engagement. Any final agreement should include clear release and immediate separation language confirming that, upon termination or expiration, PCPA and assigned consultants are released from any further obligation to provide services except for surviving confidentiality, records, payment, insurance, and liability-allocation provisions expressly stated in the final agreement. Upon termination, the Borough shall pay PCPA for authorized work performed and approved reimbursable expenses incurred through the effective date of termination.

F. Confidentiality, Records, and Public Proceedings

PCPA will treat non-public information received during the engagement as confidential to the extent permitted by law. The Borough remains the owner and custodian of Borough records and is responsible for responses to public records requests, subpoenas, litigation holds, and statutory record retention obligations. PCPA work product, candidate materials, interview notes, scoring tools, and assessment materials shall be handled in accordance with the final agreement and applicable law.

9. Optional Services Not Included Unless Authorized

- Background investigation of the selected Chief of Police candidate.
- Polygraph examination, psychological examination, medical examination, or other pre-employment testing.
- Additional onsite days beyond the interim services cap.
- Labor counsel, solicitor, litigation, internal affairs, disciplinary, or criminal investigative services.
- Grant writing, bargaining support, ordinance drafting, or policy manual revision beyond the five-systems recommendations unless separately authorized.
- Additional community forums, public presentations, or staff workshops beyond the agreed deliverables.

10. Relevant Experience

PCPA has provided executive search, interim leadership, assessment, climate review, organizational consulting, promotional testing, and related municipal support services throughout Pennsylvania. Representative recent services include Chief of Police executive searches, interim services, climate and organizational culture assessments, staffing and sustainability reviews, mentoring, coaching, and leadership transition support for municipalities and police departments across the Commonwealth.

Client contact information can be made available upon request, subject to client permission and the needs of the procurement process.

11. Closing

The Borough of Macungie is approaching an important public safety transition. PCPA is prepared to provide disciplined interim administrative leadership, objective organizational review, and a professional Chief of Police search process that supports continuity, transparency, and the selection of a qualified long-term leader.

PCPA appreciates the opportunity to support the Borough and is prepared to discuss next steps, contract language, timeline, and implementation planning at the Borough's convenience.

This draft is provided solely for RFP, planning, negotiation, and solicitor/counsel review. It is not legal advice and is not a contract offer, contract award, purchase order, or notice to proceed. Final contractual language, including indemnification, scope clarity, schedule clarity, and release/termination provisions, must be reviewed, negotiated, and approved by counsel for both parties before execution or commencement of services.

PROFESSIONAL SERVICES AGREEMENT

Interim Public Safety Director Services, Five-Systems Organizational Review, and Chief of Police Executive Search

Pennsylvania Chiefs of Police Association and Macungie Borough
Lehigh County, Pennsylvania

Effective Date	September 1, 2026
Interim Service Term	September 1, 2026 through December 1, 2026, unless extended or terminated in writing
Chief Search Target	Recruitment to commence no later than September 15, 2026; target completion December 15, 2026
Status	DRAFT FOR LEGAL REVIEW – NOT FOR EXECUTION UNTIL APPROVED

IMPORTANT LEGAL STRUCTURE

The Public Safety Director is an interim, non-sworn professional consultant and is not appointed as Chief of Police or as a municipal police officer. The title and contract structure are intended to separate administrative leadership and transition consulting from sworn police authority. The actual duties—not the title alone—control whether MPOETC, civil-service, employment, insurance, or other legal requirements apply. The Borough Solicitor and PCPA counsel must confirm the final structure before execution.

1. Parties, Recitals, and Agreement

This Professional Services Agreement ("Agreement") is entered into by and between the Pennsylvania Chiefs of Police Association ("PCPA"), with offices at 3905 North Front Street, Harrisburg, Pennsylvania 17110, and Macungie Borough, Lehigh County, Pennsylvania ("Borough").

The Borough seeks temporary administrative leadership and transition support for its Police Department, a focused review of five organizational systems, and professional assistance in recruiting and assessing candidates for permanent Chief of Police. PCPA agrees to provide those services under the terms below.

This Agreement supersedes the nonbinding RFP/proposal concerning the same services. The RFP may be used only as background to interpret scope where this Agreement expressly incorporates it; if a conflict exists, this Agreement controls.

2. Conditions Precedent and Authorization to Begin

PCPA has no obligation to commence services until all of the following have occurred:

- Authorized representatives of both parties have executed this Agreement.
- The Borough has formally approved the engagement, appropriated or confirmed available funds, and identified its Designated Contract Representative.
- The Borough Solicitor and PCPA counsel have approved the final form of the provisions addressing non-sworn status, chain of command, civil service, insurance, indemnification, records, and termination.
- The Borough has designated in writing a currently certified sworn Officer in Charge ("OIC") who will retain operational command of sworn police functions.
- The parties have exchanged required certificates or written confirmations of insurance.

- The Borough has provided the facilities, credentials, records access, technology access, and contact information reasonably necessary for performance.

3. Assigned Personnel and Nature of Relationship

PCPA shall assign Chief Gerald R. Simpson, Ret., as the Interim Public Safety Director ("PSD") and project lead. Chief Mark Kocsi, Ret., and Chief George Swartz, Ret., may provide organizational-review, assessment, transition, or executive-search support. PCPA may propose similarly qualified substitutes, subject to prior Borough approval when the substitute would perform recurring onsite duties or exercise material access to Borough systems or confidential information.

PCPA and its personnel are independent contractors and not Borough employees. No provision creates tenure, civil-service status, pension credit, seniority, employee benefits, a joint venture, or an employment relationship. The PSD is not appointed or designated as Chief of Police, police officer, or sworn commander under this Agreement.

4. Non-Sworn Public Safety Director Status; No Police Powers

The PSD shall perform administrative, advisory, coordination, assessment, and transition functions only. The PSD shall not, by virtue of this Agreement:

- Exercise arrest, detention, search, seizure, traffic-enforcement, criminal-process, use-of-force, pursuit, evidence-custody, or criminal-investigative authority.
- Carry a firearm under Borough authority or represent that he holds active Borough police powers.
- Act as the final sworn operational commander at an incident scene.
- Access criminal-history record information or restricted law-enforcement databases unless separately authorized by law, written Borough policy, role-based controls, and counsel after a specific need is established.
- Perform duties for which active MPOETC certification is legally required.

The Borough acknowledges that Pennsylvania law defines a police officer by duties, including assignment to criminal or traffic-law enforcement, and requires certification before a person enforces criminal laws, enforces moving traffic violations, or is authorized to carry a firearm. Therefore, the parties shall administer this Agreement so that the PSD performs only administrative duties. Any proposed expansion into sworn duties requires a separate written amendment, credential verification, civil-service review, insurance confirmation, and all legally required municipal action before the expanded duty begins.

5. Chain of Command and Authority Matrix

The following structure governs the engagement:

Subject	Responsible Authority	Rule / Limitation
Sworn police operations	Mayor and designated sworn OIC	OIC retains command of sworn personnel and decisions requiring police authority.
PSD administrative direction	Borough Manager or Designated Contract Representative	Coordinates administrative priorities, schedule, access, deliverables, and contract administration.
Budget and policy authority	Borough Council and authorized Borough officials	PSD may recommend; approval remains with legally authorized Borough officials.

Subject	Responsible Authority	Rule / Limitation
Legal, labor, civil-service, discipline, and disclosure issues	Borough Solicitor and lawful Borough decision-maker	PSD may identify, preserve, document, and recommend, but not make final legal or disciplinary determinations.
Conflicting direction	Borough Solicitor coordinates lawful resolution	PSD shall notify the Mayor, Council President, Designated Contract Representative, and Solicitor; immediate operational safety measures remain with sworn command.

6. Phase I – Interim Public Safety Director Services

The PSD shall provide temporary administrative leadership, organizational continuity, executive coordination, and transition support. Services may include:

- Coordinate administrative workflow, reporting calendars, policy-management tasks, project follow-up, records-related workflow, accreditation coordination, training records, purchasing requests, and other non-sworn administrative functions.
- Advise the Mayor, Borough Manager, Council, Solicitor, and OIC on organizational priorities, continuity, resource needs, and transition risks.
- Coordinate schedules for administrative work, vacancy and leave information, overtime reporting, and staffing data without personally exercising sworn command authority.
- Prepare periodic written or verbal updates, executive-session briefings, public presentations approved by the Borough, and transition recommendations.
- Receive and route complaints, preserve information, and recommend further review while not conducting compelled interviews, criminal investigations, internal affairs investigations, or final disciplinary proceedings unless separately retained and legally authorized.
- Coordinate emergency administrative support, resource requests, records preservation, vendor communication, and continuity measures in consultation with the OIC and authorized Borough officials.
- Support the permanent-Chief recruitment process, including profile development, competency alignment, and transition planning.

6.1 Authority Expressly Withheld

- Hire, appoint, discharge, demote, suspend without pay, reduce rank, impose final discipline, or alter civil-service status.
- Approve or deny grievances, negotiate labor agreements, sign memoranda of understanding, or waive Borough rights.
- Create or abolish permanent positions, ranks, classifications, compensation, benefits, pension rights, or permanent job descriptions.
- Enter contracts, leases, financing arrangements, settlements, or continuing obligations on behalf of the Borough.
- Adopt permanent policy, authorize capital expenditures, transfer appropriations, settle litigation, waive privilege, or make final Right-to-Know determinations.
- Make the Borough's final decision regarding permanent-Chief candidates, appointment, compensation, or conditions of employment.

7. Phase II – Five Critical Organizational Systems Review

PCPA shall conduct a focused, practical, and time-sensitive review based on reasonably available records, structured discussions, limited observations, and professional judgment. It is not a comprehensive police-management study, formal staffing study, accreditation assessment, financial audit, legal compliance audit, cybersecurity assessment, engineering inspection, climate survey, workplace investigation, or adjudication of individual complaints.

7.1 Governance, Authority, and Accountability

Decision rights, command relationships, administrative reporting, Borough/OIC/Mayor communication, Council updates, escalation pathways, delegated authority, and municipal-governance interfaces.

7.2 Police Administration, Policy, Records, and Compliance

Administrative workflow, policy maintenance and access, required reporting, records coordination, personnel and training-file controls, accreditation or best-practice alignment, and continuity safeguards.

7.3 Staffing, Scheduling, Supervision, and Workload Management

Staffing structure, supervisory coverage, scheduling practices, overtime and leave impacts, vacancies, administrative workload, collateral duties, OIC demands, emergency coverage, and near-term stabilization options.

7.4 Budget, Procurement, Fleet, Facilities, and Technology

Budget communication, procurement workflow, fleet and equipment lifecycle planning, facilities concerns, technology systems, vendors, inventories, access controls, and oversight of public-safety assets.

7.5 Training, Culture, Communication, Community Confidence, and Risk Management

Training responsibilities, leadership development, internal communication, morale indicators, community engagement, complaint and risk pathways, wellness considerations, and transition-related operational risks.

7.6 Deliverables

- Information Request and Document Review Matrix – target Week 1.
- Interim Stabilization Observations – target Weeks 3–5.
- Five-Systems Findings and Recommendations Report – by the close of the interim period, subject to timely access and cooperation.
- Leadership Transition Roadmap – included with the final report.
- Presentation to Borough leadership – at a mutually scheduled final meeting.

8. Phase III – Chief of Police Executive Search and Selection

PCPA shall conduct the permanent Chief of Police search and selection process for a fixed professional-services fee of \$18,500. The recruitment advertisement period shall commence no later than September 15, 2026, provided the Borough timely approves the profile and advertisement. PCPA shall target completion by December 15, 2026; this is a good-faith target, not a guarantee, because candidate availability, Borough scheduling, civil-service requirements, screening, and other matters may affect the schedule.

- Project kickoff, stakeholder consultation, and confirmation of decision points.
- Leadership and community profile development.
- Targeted 30–45 day recruitment campaign.
- Application intake, qualification review, structured résumé audit, and collaborative advancement decisions.
- Structured video or written preliminary exercise when included in the approved search plan.

- Assessment-center process using Structured Interview, Analysis Presentation, and Inbox Management exercises, unless the parties approve a modified process in writing.
- Final reporting and consultation for the Borough's decision-making.

8.1 Background, Medical, Psychological, and Certification Responsibilities

The \$18,500 search fee does not include a formal pre-employment background investigation, Act 57 inquiry, criminal-history and fingerprint checks, credit inquiry, psychological examination, medical examination, polygraph examination, drug screening, MPOETC certification or waiver processing, civil-service legal services, or other post-offer screening unless separately authorized in writing.

The Borough is the appointing authority and remains responsible for ensuring that the finalist satisfies all statutory, civil-service, certification, background, medical, psychological, and employment prerequisites. The Borough shall designate in writing who will conduct each required screening component and who will bear the cost. PCPA may coordinate separately authorized services but does not warrant legal sufficiency unless the specific service is within a signed written scope.

8.2 Unsuccessful Search and Candidate Replacement

If no candidate is advanced as acceptable by the Borough after completion of the contracted process, the parties shall confer in good faith regarding revised qualifications, compensation, schedule, or recruitment strategy. One supplemental 30-day advertisement period is included without an additional PCPA professional fee if commenced within sixty (60) days after the final report; the Borough remains responsible for additional advertising, platform, travel, venue, assessor, and third-party costs.

If the Borough selects a candidate who later withdraws, declines an offer, fails required screening, cannot obtain required certification, or does not commence employment, PCPA will, within ninety (90) days after the final report, assist the Borough in reconsidering remaining previously assessed finalists without additional professional fee. A reopened or substantially revised search, new assessment center, or recruitment occurring outside those periods requires a written amendment and additional fee.

9. Term, Continuity, and December 1–15 Transition

Interim PSD services begin September 1, 2026 and end at 11:59 p.m. on December 1, 2026 unless extended in writing. The executive search may continue through December 15, 2026 and beyond if reasonably necessary to complete authorized stages.

No later than November 15, 2026, the Borough shall identify in writing the person who will hold sworn operational command and the person who will coordinate police administration after December 1 if a permanent Chief has not begun work. Before expiration, the PSD shall provide a transition memorandum and transfer pending administrative priorities, risks, credentials, and records to the Borough's designee.

At the Borough's written request and subject to PCPA availability, PSD services may continue after December 1 at \$150 per hour under the same weekly cap until a stated date or the permanent Chief begins work. No extension is implied by continued executive-search activity.

10. Hours, Billing Week, Emergency Work, and Availability

The billing week is Monday at 12:00 a.m. through Sunday at 11:59 p.m. The combined hours billed for Phase I PSD services and Phase II support-team services shall not exceed thirty (30) hours in a billing week or 390 hours during the initial term without prior written approval. Chief-search work compensated by the fixed fee is outside the 30-hour and 390-hour limitations.

Billable interim time includes onsite work, approved remote work, meetings, document review, drafting, telephone or video consultation, after-hours administrative consultation, and travel time between the consultant's normal work location and Macungie when travel is requested or required. Mileage and other

travel expenses are separate reimbursable expenses. Ordinary commuting treatment and any lodging arrangement shall be confirmed in writing before the first onsite period.

When an urgent administrative or continuity matter makes advance approval impracticable, the PSD may perform up to four (4) hours above the weekly limit after receiving verbal authorization from the Mayor, Borough Manager, or Designated Contract Representative. PCPA shall document the authorization and circumstances in writing within one business day. This emergency billing provision does not authorize the PSD to exercise police powers or displace sworn command.

11. Fees, Invoicing, Expenses, and Payment

Service	Rate / Fee	Limit / Basis	Billing
Phases I and II	\$150 per hour	30 combined hours/week; 390-hour initial-term cap; maximum \$58,500 unless amended	Monthly, actual documented time
Chief Search	\$18,500 fixed	Scope in Section 8	50% on execution; 25% after recruitment closes and résumé audit; 25% at final report or final selection stage
Combined professional fees	\$77,000 maximum	Excludes approved reimbursables, third-party services, and amendments	As above

PCPA shall maintain contemporaneous time records identifying date, personnel, general service category, hours, and whether work was onsite, remote, meeting-related, emergency-related, or travel-related.

Reasonable and documented mileage at the then-current IRS business rate, tolls, parking, lodging, approved meals, printing, shipping, advertising, testing-platform, venue, assessor travel, and third-party costs are reimbursable unless expressly included. A single expense category exceeding \$500 requires prior written Borough approval, except an unavoidable emergency expense authorized under Section 10.

Invoices are due within thirty (30) days. The Borough shall identify a disputed item in writing within fifteen (15) days and timely pay all undisputed amounts.

12. Insurance, Defense, and Claims Cooperation

Before services begin, each party shall provide certificates or written evidence of coverage reasonably acceptable to the other. Minimum requirements are subject to insurer availability and final counsel approval:

- PCPA commercial general liability: not less than \$1,000,000 per occurrence and \$2,000,000 aggregate.
- PCPA professional liability/errors and omissions: not less than \$1,000,000 per claim and aggregate.
- PCPA automobile liability for owned, hired, and non-owned vehicles: not less than \$1,000,000 combined single limit where applicable.
- PCPA workers' compensation and employer's liability as required by law for its employees; if assigned personnel are not employees, PCPA shall provide written explanation of the applicable coverage structure.

- PCPA cyber/privacy liability: not less than \$1,000,000 where PCPA stores or transmits protected candidate or Borough data outside Borough-controlled systems.
- Borough law-enforcement liability and public-entity liability coverage maintained for the Borough, Mayor, OIC, sworn personnel, and municipal operations, with written confirmation of whether the PSD and PCPA personnel are included as insureds solely for authorized non-sworn administrative services.

Where commercially available and permitted by the policy, PCPA shall name the Borough as an additional insured on PCPA commercial general and automobile liability policies for claims arising from PCPA's covered operations. Additional-insured status shall not apply to professional liability or expand PCPA's scope of duties.

Each party is responsible for prompt notice to its insurer, preservation of evidence, and reasonable cooperation in the defense of a claim. No party may admit liability or settle a claim in a manner imposing obligations on the other without written consent. Any duty to defend or indemnify exists only to the extent expressly provided by an applicable insurance policy or Section 13; this Agreement does not create an unlimited defense obligation.

13. Liability Allocation and Indemnification

To the fullest extent permitted by Pennsylvania law, each party shall be responsible for its own negligent acts, omissions, willful misconduct, employment decisions, statutory obligations, and constitutional obligations, and for those of its officers, employees, agents, and contractors acting within their assigned responsibilities.

Nothing in this Agreement waives governmental, official, sovereign, or qualified immunity; statutory defenses; limitations on damages; or protections available under the Pennsylvania Political Subdivision Tort Claims Act or federal law.

PCPA does not assume liability for arrests, use of force, detention, pursuit, search, seizure, criminal investigation, sworn command, evidence handling by Borough personnel, discipline, collective bargaining, civil-service decisions, Borough policy decisions, or constitutional claims arising from police operations, except to the extent a final judgment determines that the injury was directly caused by PCPA's negligent performance of a duty expressly assigned under this Agreement.

Any broader indemnity, hold-harmless, or defense obligation must appear in a separately negotiated written amendment approved by authorized representatives and counsel for both parties.

14. Records Ownership, Retention, Confidentiality, and Security

Borough records and data supplied by the Borough or created as official Borough administrative records remain Borough property. Candidate applications, correspondence, and final candidate materials collected for the Borough shall be treated as Borough-controlled records subject to applicable law, while PCPA retains ownership of its proprietary assessment instruments, questions, scoring rubrics, methodologies, training materials, templates, internal quality-control notes, and generalized know-how.

PCPA shall maintain reasonable administrative, physical, and technical safeguards; limit access to personnel with a need to know; and use Borough-controlled systems where reasonably practicable. PCPA shall notify the Borough Designated Contract Representative and Solicitor without unreasonable delay, and in no event later than twenty-four (24) hours after confirmation, of any suspected material loss, unauthorized access, disclosure, or compromise involving Borough or candidate information.

The Borough is the official responder for Right-to-Know Law requests, subpoenas, litigation holds, public-records determinations, and retention schedules. PCPA shall promptly forward such requests and reasonably cooperate. Neither party shall destroy records subject to a known litigation hold, subpoena, investigation, audit, or insurance requirement.

Unless a longer period is required by law, litigation hold, insurer, or written Borough instruction, PCPA shall retain candidate and project records for three (3) years after final payment and then securely destroy or de-

identify them. Within thirty (30) days after request following termination, PCPA shall return or provide the Borough's non-proprietary records in a reasonably usable format, subject to lawful retention copies and payment of outstanding undisputed invoices.

Confidential personnel, medical, criminal-history, investigative, labor, candidate, attorney-client, and law-enforcement-sensitive information shall not be disclosed except to authorized participants, counsel, insurers, or as required by law. These obligations survive termination.

15. Borough Responsibilities

- Designate the sworn OIC, Designated Contract Representative, legal contact, records contact, emergency contacts, and invoice approver.
- Provide timely access to facilities, personnel, ordinances, policies, collective-bargaining materials, civil-service rules, budgets, schedules, reports, job descriptions, contracts, inventories, technology, and other relevant information.
- Maintain lawful command, police powers, appropriate staffing, and municipal decision-making authority through certified Borough personnel and officials.
- Obtain legal advice concerning governance, civil service, labor, discipline, investigations, records disclosure, and appointment requirements.
- Provide timely review and decisions for the search profile, advertisement, candidate advancement, assessment schedule, conditional offer, and post-offer screening.
- Provide safe workspace and confirm lodging and travel arrangements for requested onsite service.

16. Termination, Suspension, and Fee Calculation

Either party may terminate this Agreement for convenience upon fourteen (14) days' written notice. Either party may terminate immediately upon written notice for uncured material breach where immediate termination is reasonably necessary, non-payment of an undisputed invoice more than thirty (30) days past due, unlawful directive, loss of required insurance, conflict of interest, unsafe condition, denial of necessary access or authority, or conduct materially undermining the integrity of the engagement.

Upon termination, the Borough shall pay: (a) Phase I and II time actually worked through the effective date; (b) approved expenses and non-cancellable commitments; and (c) the Chief-search fee based on completed stages: 50% after execution and commencement of profile/recruitment work; 75% after advertisement closes and the résumé audit is substantially complete; and 100% after candidate assessment begins, a final report is delivered, or the Borough terminates after selecting candidates for assessment, whichever first occurs. Payments previously made are credited against the amount due.

PCPA shall provide a reasonable transition of current non-privileged project status and return Borough property and credentials. Termination ends all PCPA authority to represent the Borough. Confidentiality, records, payment, insurance, liability allocation, proprietary-rights, and dispute provisions survive.

17. Schedule Changes and Force Majeure

Applicant availability, Borough scheduling, emergency police operations, weather, illness, governmental action, technology failure, labor matters, litigation, civil-service requirements, and other events beyond reasonable control may affect performance. PCPA shall notify the Borough of material delay and propose a revised schedule. Neither party is liable for delay caused by events beyond its reasonable control, but payment remains due for completed services and authorized commitments.

18. Notices

For PCPA	For Macungie Borough
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Pennsylvania Chiefs of Police Association Attn: _____ 3905 North Front Street Harrisburg, PA 17110 Email: _____	Macungie Borough Attn: _____ 21 Locust Street Macungie, PA 18062 Email: _____
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Formal notices shall be delivered by hand, recognized overnight carrier, certified mail, or email with confirmation. Routine scheduling and operational coordination may occur by ordinary email or telephone.

19. General Provisions

Entire Agreement. This Agreement and signed exhibits or amendments constitute the entire agreement concerning the services.

Amendment. A change must be in writing and signed by authorized representatives of both parties.

Governing Law and Venue. Pennsylvania law governs. Venue shall lie in a court of competent jurisdiction in Lehigh County, Pennsylvania, unless nonwaivable law requires otherwise.

No Third-Party Beneficiaries. This Agreement is for the parties only and creates no right in any candidate, employee, resident, insurer, or other person.

Severability. An unenforceable provision shall be modified to the minimum extent necessary, and the remaining provisions remain effective.

Assignment. Neither party may assign this Agreement without written consent, except to a lawful successor.

Waiver. Failure to enforce a provision is not a continuing waiver.

Counterparts and Electronic Signatures. The Agreement may be signed in counterparts and electronically.

Headings. Headings are for convenience and do not limit meaning.

Counsel Review. Each party acknowledges the opportunity to obtain legal advice and agrees that execution is conditioned on review by the Borough Solicitor and PCPA counsel.

20. Authorization and Signatures

The undersigned represent that they are authorized to execute this Agreement. Services shall not commence until all conditions precedent are satisfied.

PENNSYLVANIA CHIEFS OF POLICE ASSOCIATION

By: _____

Name/Title: _____

Date: _____

Approved as to Form:

PCPA Counsel

MACUNGIE BOROUGH

By: _____

Name/Title: _____

Date: _____

Approved as to Form:

Borough Solicitor

EXHIBIT A – PRE-COMMENCEMENT CONFIRMATION

- ☐ Borough resolution or authorized approval of Agreement completed.
- ☐ Designated Contract Representative identified.
- ☐ Certified sworn OIC identified and written chain-of-command notice issued.
- ☐ PSD administrative-only status confirmed; no Chief of Police appointment or police powers delegated.
- ☐ Borough Solicitor confirms civil-service and MPOETC treatment based on actual duties.
- ☐ Insurance certificates and written law-enforcement-liability coverage determination exchanged.
- ☐ Background-screening responsibility matrix for permanent-Chief finalists approved.
- ☐ Records, systems, facilities, credentials, and role-based access approved.
- ☐ Overtime, emergency-contact, expense, and after-hours authorization procedures distributed.
- ☐ December 1 transition decision date and command-continuity plan calendared.
- ☐ Borough and PCPA counsel approve final indemnification and defense provisions.

Borough of Macungie
Macungie Police Department
21 Locust Street
Macungie, Pa 18062



Admin (610) 966-2222
Fax (610) 965-4878
www.macungiepd.org

August 14, 2026

Mayor Robert Sell
Borough Council

In the absence of Sgt Kocher, I am requesting Borough Council's approval to send Officer Matthew Santiago to the training courses listed below. This training is mandatory and completed yearly by a certified instructor as required by Municipal Police Officers Education and Training Commission (MPOETC). Once certified, Officer Santiago would be able to recertify the rest of our department Officers.

We have been fortunate the past several years having one of our former part time Officers conduct the training certification, however, that service is no longer available to us.

Officer Santiago would be looking to attend the following courses;

10/26/26	In-House Instructor Extendable Baton	\$299.00
10/27/26	In-house Instructor Pepper Spray	\$299.00
10/28/26	In-House Instructor Handcuffing	\$299.00
10/29&30/26	In-House Instructor Defensive Tactics	\$598.00

Respectfully Submitted,

A handwritten signature in blue ink, appearing to be 'T. Bernhard'.

Officer Todd Bernhard

Thomas J. Anderson & Associates, Inc.

MUNICIPAL PENSION SPECIALISTS

115 WESTTOWN RD., STE 101
WEST CHESTER, PA 19382
(610) 430-3385 FAX (610) 430-3387

July 31, 2026

Mr. Kalman Sostarecz, Jr.
Manager
MACUNGIE BOROUGH
21 Locust Street
Macungie, PA 18062

RE: 2027 Financial Requirement and Minimum Municipal Obligation

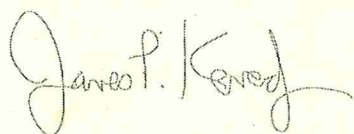
Dear Kal:

Enclosed is the Financial Requirement and Minimum Municipal Obligation(s) (MMO) for your municipality's Pension Plan(s) for the upcoming 2027 plan year. Act 205 requires that the Chief Administrative Officer (CAO) of the pension plan(s) shall submit to the governing body of the municipality the financial requirement of the pension plan(s) for the following plan year (2027). **The annual report(s) must be presented to your governing body on or before the last business day in September (September 30, 2026) and included in your meeting minutes.**

Upon approval, please forward a signed/dated copy of the 2027 MMO budget(s) for our records (note email scans are ok). If you have an election option for Line 9 or Line 10, please write in your election # and write in the 2027 MMO amount you have elected.

You can always elect the lower amount on Line 9 but then pay the higher amount on Line 10 but you cannot elect the higher amount and then pay the lower amount. We always recommend that you try to pay the higher MMO amount based upon the market value of assets if possible to fund the plan(s) properly. **If you have no election option, then just sign and date the form(s).** These reporting requirements will be closely monitored by the Department of the Auditor General in future audits. Therefore, if you should have any questions concerning any of the above, please do not hesitate to contact our office.

Sincerely,



JAMES P. KENNEDY
President

**FINANCIAL REQUIREMENT AND MINIMUM MUNICIPAL
OBLIGATION BUDGET FOR 2027**

NAME OF MUNICIPALITY:
COUNTY:

MACUNGIE BOROUGH
LEHIGH

POLICE
PENSION PLAN

1	TOTAL ANNUAL PAYROLL	\$540,000
	Estimated Payroll	
2	NORMAL COST AS A PERCENTAGE OF PAYROLL	22.24%
	(Derived from latest actuarial valuation)	1/1/25
3	TOTAL NORMAL COST	\$120,096
	(Item 1 x Item 2)	
4	AMORTIZATION REQUIREMENT	\$32,770
	(Derived from latest actuarial valuation)	
5	TOTAL ADMINISTRATIVE EXPENSES	\$16,011
	(Based on Estimate)	
6	FINANCIAL REQUIREMENT	\$168,877
	(+ Item 3 + Item 4 + Item 5)	
7	TOTAL MEMBERS CONTRIBUTIONS	\$19,424
8	FUNDING ADJUSTMENT	\$0
	(Derived from latest actuarial valuation)	
9	MINIMUM MUNICIPAL OBLIGATION	\$149,453
	(+ Item 6 - Item 7 - Item 8)	

Signature of Chief Administrative Officer

Date Certified to Governing Body

**FINANCIAL REQUIREMENT AND MINIMUM MUNICIPAL
OBLIGATION BUDGET FOR 2027**

NAME OF MUNICIPALITY:
COUNTY:

MACUNGIE BOROUGH
LEHIGH

NON-UNIFORMED
PENSION PLAN

1	TOTAL ANNUAL PAYROLL	\$220,000
	Estimated Payroll	
2	NORMAL COST AS A PERCENTAGE OF PAYROLL	12.86%
	(Derived from latest actuarial valuation)	1/1/25
3	TOTAL NORMAL COST	\$28,292
	(Item 1 x Item 2)	
4	AMORTIZATION REQUIREMENT	\$0
	(Derived from latest actuarial valuation)	
5	TOTAL ADMINISTRATIVE EXPENSES	\$17,678
	(Based on Estimate)	
6	FINANCIAL REQUIREMENT	\$45,970
	(+ Item 3 + Item 4 + Item 5)	
7	TOTAL MEMBERS CONTRIBUTIONS	\$11,000
8	FUNDING ADJUSTMENT	\$2,503
	(Derived from latest actuarial valuation)	
9	MINIMUM MUNICIPAL OBLIGATION	\$32,467
	(+ Item 6 - Item 7 - Item 8)	

Signature of Chief Administrative Officer

Date Certified to Governing Body

**FINANCIAL REQUIREMENT AND MINIMUM MUNICIPAL
OBLIGATION BUDGET FOR 2027**

NAME OF MUNICIPALITY:
COUNTY:

MACUNGIE BOROUGH
LEHIGH

NON-UNIFORMED
DEF. CONT.

1. TOTAL ANNUAL PAYROLL (Estimated payroll)	64,000
2. RATE OF CONTRIBUTION AS A % OF PAYROLL (Derived from latest actuarial valuation) 1/1/25	3.00%
3. TOTAL CONTRIBUTION COST (Item 1 times Item 2)	1,920
4. TOTAL ADMINISTRATIVE EXPENSES	1,950
5. TOTAL FINANCIAL REQUIREMENT (+Item 3 +Item 4)	3,870
6. MINIMUM MUNICIPAL OBLIGATION	3,870

Signature of Chief Administrative Officer

Date Certified to Governing Body