

ATTENDANCE

Council Members: Angela Ashbrook  
Alma Akinjiola  
Barry Bloch  
Ryan Hanosek  
Todd Rutledge  
Roseann Schleicher, Vice-President  
John Yerman, President

Mayor: Ronald Conrad

Borough Manager: Peter Melan

Solicitor: Patrick Armstrong

Administrative Assistant: Selma Ritter (7:30 p.m. to 8:42 p.m.)

Due to the Coronavirus Pandemic (COVID-19), the Macungie Borough Council meetings are being held via telecommunications. The change in venue was announced on the Borough website and by a posting notice on the Macungie Institute and Borough Hall doors. The meeting was open to the public where participants could “attend” the meeting by using an assigned web link or telephone number and access code.

CALL TO ORDER - President John Yerman called the regular meeting to order.

MACUNGIE POLICE DEPARTMENT (“MPD”) – Sgt. Travis Kocher was in attendance tonight to provide MPD updates and hear any issues residents may have.

a. Macungie Police Department (“MPD”), re: March 2021 Report. Sgt. Kocher discussed the report, which included being dispatched to 152 incidents and an update on two stolen vehicles in the Borough. He commented a specific type of vehicle was targeted for theft because their catalytic converters contain certain types of materials with value.

b. Miscellaneous Items Not on Report.

i. School Traffic. There are ongoing issues with traffic at the school, which occurs approximately 20 minutes in the morning and 20 minutes in the afternoon, from parents transporting their children to and from school. The parents’ vehicles are blocking both lanes of North Fairview Street down to Main and North Walnut Streets. Sgt. Kocher suspects more parents are transporting their children to and from school, instead of having them take the school bus, due to COVID-19 concerns. The MPD is working with the school to try to remedy the matter.

ii. MPD Staff. There is currently a staff shortage due to three officers being out with non-work related medical issues. Sgt. Kocher expressed concern of officers “burning out” from the amount of hours they are working. This matter will be discussed further in Executive Session later this evening.

iii. Stolen Truck. A large laundry truck was stolen from Lehigh Valley Hospital. The hospital tracked the truck and notified the police. The suspect fled from the police, traveling

through several neighborhoods, before the pursuit came to an end at Route 100 and Route 29 in Hereford.

### PUBLIC COMMENT

a. Prior Public Comments to Council.

i. Carl Sell, re: Amount of Taxpayer Dollars to Pay for the Cotton Street Pedestrian Bridge. An accounting of the Grant and Borough paid funds were provided to Council. The matter will be carried to the next Council meeting because there was concern of the amounts being inadvertently reversed.

b. Comments from the Audience on Non-Agenda Items.

i. Christopher Greb, Operations Manager for Macungie Ambulance Corps, briefly discussed the 2020 Annual Report.

### COMPLAINTS, PETITIONS, APPEALS AND COMPLIMENTS

a. Council Member Rutledge complimented the Borough Public Works Department for the great job on installing the Cotton Street Pedestrian Bridge and fixing the water main break on Route 100.

### APPROVAL OF MINUTES

a. April 05, 2021. Council Member Schleicher made a motion to approve the April 05, 2021 minutes, as written, second by President Yerman. Motion carried: 7 ayes.

### CONSENT AGENDA

a. Payment of invoices listed, as of April 20, 2021, totaling \$156,437.27. The invoices were briefly discussed.

Council Member Bloch made a motion to approve paying the invoices listed on the Consent Agenda, as of April 20, 2021, as presented, second by Council Member Schleicher. Motion carried: 7 ayes.

### CORRESPONDENCE

a. Macungie Volunteer Fire Department, re: February 2021 Training Report. The training listed included RIT Training, Pump Test for Omar, and Zack Dries Pump Test.

b. Macungie Ambulance Corps, re: March 2021 Monthly Report. They responded to 322 calls during this service month; 21 of the calls were in the Borough of Macungie.

c. Macungie Volunteer Fire Department, re: March 2021 Response Report. They responded to 5 calls during this service month; 3 of the calls were in the Borough of Macungie.

REPORTS

a. Mayor - None.

b. Solicitor.

i. Draft Food Truck Ordinance. This matter has been deferred to a future Council meeting, which has not been determined at this time.

ii. Temporary Signs at Local Businesses. Solicitor Armstrong reported matters have been resolved.

iii. Unregistered Residential Rental Properties. Except for approximately 12-14 properties, most of the property owners responded to the letters the Borough sent out and are now in compliance. The remaining property owners have until April 29, 2021 to comply with the Ordinance or they will be subject to a formal enforcement notice.

iv. Stone Hill Meadows, Phase III, re: Addendum to Development Agreement (the "Addendum"). Solicitor Armstrong provided a brief history on the Addendum. He noted the fees which were outlined in the Addendum were provided by Engineer Stan Wojciechowski, from Barry Isett & Associates ("BIA"). He commented the intent of the Addendum was to add language and flat fees for certain types of inspections to the existing Development Agreement. The language included allowance for the Borough to charge fees, on an hourly rate instead of a flat fee, if there is unforeseen or unanticipated circumstances where an inspection takes a significantly long time. He noted the Borough already has a Development Agreement and financial securities in place with Stone Hill Meadows.

Council Member Schleicher made a motion to approve the Addendum to Development Agreement for the Stone Hill Meadows Development, second by Council Member Rutledge. Motion carried: 7 ayes.

v. Zoning Hearing Scheduled for May 12, 2021. President Yerman reported the Macungie Volunteer Fire Department withdrew their Zoning Hearing Board application for a warehouse variance; therefore, Solicitor Armstrong does not have to attend the hearing.

c. Borough Manager.

i. Re-Opening Borough Facilities (Borough Hall and Macungie Institute). Council discussed the plan Borough Manager Melan provided for re-opening both facilities, which included the background of their closure, action items and a list of COVID supplies (masks, gloves, hand sanitizer, etc.) which need to be purchased prior to re-opening. Present Yerman requested the timing of the plan (dates, times), an assessment of risks, a plan on how mask wearing would be enforced, input from Borough Hall Staff and Macungie Institute ("MI") Trustees, and who would have access to the buildings be added to the plan. Borough Manager Melan stated re-opening dates for the facilities cannot be determined until the supplies are purchased and received.

There was a brief discussion on the re-opening of the MI, hiring a coordinator, and who would monitor how many people are in the building at one time. There was a suggestion to re-open BH first, then re-open the MI at a later time.

There was a unanimous consensus among Council to approve the purchase of supplies for BH, MI, MPD and the Borough Garage, and to wait to re-open the MI until after BH is re-opened. Borough Manager Melan stated the supplies would be purchased out of the COVID-19 County Relief Grant Allocation funds and no Borough funds would be used.

Council Member Rutledge made a motion to approve the purchase of the materials/supplies for Borough Hall, Macungie Institute, Macungie Police Department and the Public Works Department, second by Council Member Schleicher. Motion carried: 7 ayes.

There was a discussion on how office staff should handle a potential situation where a person comes into the office and refuses to wear a mask. It was determined, staff should ask the person to leave the office and if they refuse to leave, the police should be called (if necessary).

Once the protective equipment is received at Borough Hall, Borough Manager Melan will provide Council with a re-opening schedule.

d. Committees – None.

#### UNFINISHED BUSINESS

a. Public Works Department, re: Monthly Report on Upcoming Projects; Due at 2<sup>nd</sup> Council Meeting of month. No report was provided for this meeting.

b. Estates at Brookside Request to Forgo the Maintenance Period Requirement. Solicitor Armstrong reported he still has not heard from the developer's representative regarding their request or the documents they were required to provide to the Borough.

President Yerman suggested this item be removed from future Council agendas, until the developer provides the requested information. After the information is received, the matter could be listed back on the agenda.

c. Race Street Storm Drain (Mtg w/Manager/Public Works Supervisor/Council resident/Solicitor).

- i. Temporary Construction Easement.
- ii. Curb Replacement.

President Yerman commented a meeting should be scheduled with himself, Solicitor Armstrong, Public Works Supervisor Tracy Smith and Borough Manager Melan to map the project out. The project would most likely impact the property owner, therefore, an easement would be required.

#### NEW BUSINESS

a. Adoption of Resolution 2021-06, re: Open Records Officer Appointment - Peter Melan.

Council Member Schleicher made a motion to adopt Resolution 2021-06, appointing Peter Melan as the Open Records Officer for the Borough of Macungie, second by Council Member Rutledge. Motion carried: 7 ayes.

Roll Call Vote:	Akinjiola – aye	Ashbrook – aye
	Bloch – aye	Hanosek - aye
	Rutledge – aye	Schleicher – aye
	Yerman – aye	

Motion Passed.

b. Adoption of Resolution 2021-07, re: Extension of Local Tax Filing Deadline. This Resolution would extend the Borough’s Local Tax deadline to the same deadline as the Federal and State Taxes, which were extended to May 17, 2021.

Council Member Rutledge made a motion to approve adoption of Resolution 2021-07 waiving the interest and/or penalties for local tax filings on payments that are made on or before May 17, 2021, which is the same 2021 extension date for filing federal and state taxes, second by Council Member Akinjiola. Motion carried: 7 ayes.

Roll Call Vote:	Akinjiola – aye	Ashbrook – aye
	Bloch – aye	Hanosek - aye
	Rutledge – aye	Schleicher – aye
	Yerman – aye	

Motion Passed.

Council Member Schleicher clarified Resolution 2021-07 is not for the Borough’s Real Estate Taxes; it is for the Local Income Tax through Berkheimer. Solicitor Armstrong clarified the Resolution would allow the interest and penalty for the Local Income Tax to be waived until May 17, 2021.

ITEMS NOT ON AGENDA (Mayor and Council Members Only)

a. Council Member Schleicher:

i. Stop Signs at Cotton Street Bridge. She recalled at a previous Council meeting residents were told the stop signs on Cotton Street would be removed when the pedestrian bridge was installed. She commented stop signs installed in the Borough are installed by Ordinance, so another Ordinance would need to be adopted to remove them. There was a suggestion, if the stop signs are removed, to install “Pedestrian Crossing” signs at the crosswalk to alert vehicles to pedestrians crossing the street.

Solicitor Armstrong stated Ordinance 329-18.1 *Stop Signs at Bridge*, lists stop signs on the west side and east side of the bridge on Cotton Street at Mountain Creek; the Ordinance was passed in 2016. Therefore, if the stop signs are removed, the Ordinance needs to be amended. Borough Manager Melan was directed to contact BIA to inquire if there are any engineering or PennDOT issues, concerns and/or regulations with the stop signs being removed. The matter was deferred to the next Council meeting to allow PennDOT to respond.

Greg Hutchison 120 N. Walnut Street, Macungie, recalled issues with speeding on Cotton Street in the past. He then he asked why the stop signs would not remain in place to deter speeding. President Yerman stated one reason is because Pennsylvania State Law states municipalities cannot use stop signs as speed control; they are to be used to stop traffic for a reason. He noted the stop signs were originally placed there because pedestrians had to walk in the street to get around the creek.

ii. Triangular Caution Signs in Bump Outs. President Yerman gave a brief history on the signs. He stated a complaint was received about the large triangular sign in the bump out on the southwest corner of Route 100, at Main and South Poplar Streets (at Salvatore's Pizza); the sign is where pedestrians stand to cross the street and vehicles cannot see the pedestrians.

There was a discussion on if the sign could be relocated within the same bump out or removed from it. Council Member Schleicher believes PennDOT installed the signs, so the Borough may not be able to remove them by themselves. It was noted some of the caution signs are missing from other bump outs (there should be one in every bump out). She suggested BIA be contacted to see if the Borough can remove them or if PennDOT has to be notified. Borough Manager Melan will contact PennDOT, then report the findings back to Council.

b. Council Member Rutledge, re: Cleanup Day in July 2021. He discussed a streams, rivers and creeks cleanup day event Lower Macungie Township held last month, which was hosted by the Little Lehigh Watershed Stewards Association. There were approximately 40-50 volunteers at the event had who pick up garbage in the stream banks (the banks are not altered in any way). He suggested the Borough schedule a similar event. There was a unanimous consensus among Council to approve Council Member Rutledge to setup a date for a similar event, possibly in July 2021.

c. Council Member Ashbrook, re: Youth Sports. She was contacted by the person in charge of the Upper Milford Youth Association, who requested the Borough of Macungie refer Upper Milford sports to anyone who contacts them about where their children can play sports. Interested parties can visit [www.umya.org](http://www.umya.org) for more information. It was noted the Borough does not have a youth sports program.

#### EXECUTIVE SESSION, IF NECESSARY

President Yerman called for an Executive Session at 8:42 p.m. to discuss personnel matters. The regular Council meeting reconvened at 9:23 p.m. with no action taken.

Council requested Borough Manager Melan provide them with a bulleted weekly-recap report (sent via email), which included what happened at the Borough during the week, e.g., things worked on, things that were resolved, meetings the Manager attended, grant submissions, broken water pipes, and any other work the manager did and/or relevant matters. President Yerman stated the report would include things that are big enough for residents to call Council about, so Council could provide the resident with an answer.

ITEMS NOT ON AGENDA (Mayor and Council Members Only) – RECONVENED REGULAR MEETING (After Executive Session)

a. Council Member Schleicher questioned the status of the CDBG grant submission for the Hickory Street Bridge, as the deadline was April 15, 2021. Borough Manager Melan stated the submission deadline was extended to May 03, 2021.

b. Illuminated Crosswalk at Poplar and Main Streets. Council Member Schleicher questioned if Telco contacted the Borough yet about installing the lights in the crosswalk. She recalled Telco's estimate to install the lights, which totaled \$8,100.00, and Interim Manager Chris Boehm requesting an itemization of the \$8,100.00 invoice. Borough Manager Melan stated Telco has not contacted him yet.

Council discussed if it would be better to eliminate the lights in the crosswalk and install two illuminated pedestrian signs instead. Concern was expressed for spending the \$8,100.00, then the lights not functioning again in a few months. President Yerman tasked Borough Manager Melan with getting an estimate on the two illuminated pedestrian signs, plus the itemized invoice from Telco for the \$8,100.00, so Council can determine what the \$8,100.00 covers and to compare and discuss both options.

ADJOURNMENT

Hearing no further business, Council Member Schleicher made a motion to adjourn tonight's meeting at 9:29 p.m., second by Council Member Bloch. Motion carried: 7 ayes.

Respectfully submitted,

/s/ *Selma Ritter*

Selma Ritter  
Administrative Assistant