

MACUNGIE BOROUGH COUNCIL  
SPECIAL MEETING  
MINUTES

ATTENDANCE

Council Members:	Angela Ashbrook Alma Akinjiola Barry Bloch Ryan Hanosek Todd Rutledge John Yerman, President Vacant, Vice-President
Borough Manager:	Vacant
Solicitor:	Patrick Armstrong
Administrative Assistant:	Selma Ritter
Absent:	Ronald Conrad, Mayor

Due to the Coronavirus Pandemic (COVID-19), all 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 Special Council meeting to order at 7:30 p.m.

President Yerman stated the purpose of tonight’s meeting is to approve a contract (a/k/a engagement letter) with Keystone Municipal Services LLC (“KMS”) to hire an Interim Borough Manager for the Borough. The proposed contract has been previously distributed to Council and Solicitor Armstrong for their review and consideration.

The Interim Borough Manager services would be for approximately 24 to 32 hours per week, at the rate of \$75.00 per hour, for a period of approximately four (4) weeks. The contract provides a 48 hour termination clause, which either party can impose at any time. John A. Brown will serve as the Interim Manager, beginning tomorrow at 1:00 p.m.

President Yerman stated KMS has been informed the Borough requires a hands-on manager. Solicitor Armstrong stated the Appendix to the contract outlines the duties, responsibilities and/or services the Interim Manager will be performing and responsible for; he noted the duty of “other tasks assigned to the interim manager by Council that fall under the Borough Manager’s responsibilities”.

Council Member Ashbrook made a motion to approve the KMS engagement letter [contract] and all of the terms, for 24-32 hours per week, at a rate of \$75.00 per hour for John A. Brown, second by Council Member Akinjiola. Motion carried: 6 ayes.

May 24, 2021

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

Motion Passed.

ADJOURNMENT

Hearing no further business, Council Member Rutledge made a motion to adjourn tonight's Special Council meeting at 07:36 p.m., second by Council Member Bloch. Motion carried: 6 ayes.

Respectfully submitted,

*/s/ Selma Ritter*

Selma Ritter  
Administrative Assistant