

MACUNGIE BOROUGH COUNCIL  
MEETING MINUTES  
Tuesday February 21, 2023  
REGULAR MEETING MINUTES  
7:30 P.M.

Council Members:

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

Mayor:

Solicitor:

Borough Manager:

President Karboski called tonight's meeting to order at 7:30 pm.

1. Barry Isett Engineering Report - None
2. Public Comments
  - a. Prior Public Comments to Council – None
  - b. Comments from the audience on non-agenda items
    - i. Bill Reiss 430 E Main St – Mr. Reiss approached council and the audience regarding Republican candidates for this upcoming vote. Among the potential candidates listed are Carl Sell, Todd Ritter, Ron Karboski, and Rachel Vermeulen.
3. Complaints, Petitions, Appeals, and Compliments - None
4. Approval of Minutes
  - a. February 6, 2023
    - i. Vice President Hutchison made a motion to approve February 6, 2023, meeting minutes as written. Councilwoman Yeager seconded the motion. Motion passed unanimously (022123-A)
5. Financial Agenda
  - a. Treasurer's report – None
  - b. Approval of invoices as listed – spreadsheet
    - i. Councilman Yerman made a motion to approve the invoices as listed on the spreadsheet in the amount of \$65,074.29. Councilman Bloch seconded the motion. Motion passed unanimously. (022123-B)
6. Correspondence
  - a. Macungie Ambulance
    - i. President Ron Karboski recognized the proclamation received by the Macungie Ambulance Corps for participating in the rescue in the City of Allentown and acknowledge that it is indicative of Christopher Greb's leadership and the dedication of his volunteers.
7. Reports
  - a. Macungie Institute Manager Report (2<sup>nd</sup> meeting of month)
    - i. Darlene Misselbeck, Macungie Institute coordinator reported the Macungie Institute brought in \$3,630.00 for the month of January.
    - ii. Darlene complimented Public Works for all of their help in December.

MOTIONS: 022123-A / 022123-B / 022123-C / 022123-D / 022123-E / 022123-F / 022123-G

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- iii. Upcoming events include Bingos, Flea Market, and a possible Bus Trip.
    - iv. Facebook and website visits have increased.
  - b. Macungie Police Department Monthly Update (1st meeting of month)
  - c. Zoning Monthly Update Report (2nd meeting of month)
  - d. Solicitor
    - i. Solicitor Armstrong talked about Stonehill Meadows and the potential street lights and asked council how they would like for him to proceed. Council suggested putting in the lights and asking the HOA for a set amount of funds to cover the maintenance/operating cost.
  - e. Mayor - None
  - f. Borough Manager
    - i. Telco – work completed 2/13/2023 all 14 lights are functioning.
    - ii. 2<sup>nd</sup> audit was completed – Workers Compensation
    - iii. First payroll was submitted using ADP.
- 8. Unfinished Business
  - a. Holiday Committee – Eagle Letter Request for location change
    - i. Councilman Bloch made a motion to accept the donation of the Eagle from the Holiday Committee. The Eagle will be placed at the Macungie Institute. Councilwoman Yeager seconded the motion. Motion passed 5-1 (022123-C)
  - b. Fire Company financial letter
    - i. Letter was sent to the Fire Company.
  - c. PILOT agreement update with County Liaison - Tabled
  - d. Borough Hall security wall timeline
    - i. Public Works Mike Smith and Tracy Smith submitted a drawing and estimated cost of the project. Mike Smith and John Brown will meet with a security camera company on Wednesday February 22, 2023.
    - ii. Councilman Yerman made a motion to appoint Councilman Bloch and Sell to the Borough Hall Security Committee suggested by President Ron Karboski. Councilwoman Yeager seconded the motion. Motion passed unanimously. (022123-D)
  - e. Refuse complaint policy
    - i. Council asked that Whitetail present us with the number of complaints received for the first quarter.
- 9. New Business
  - a. Assistant Manager/Treasurer hiring process discussion
    - i. President Karboski commented there will be a Hiring Committee that will consist of 3 members. John Brown and 2 council members. Interviews will be conducted and asked pre-selected questions then ranked 1-10.
  - b. Macungie Institute HVAC – BID – rebid proposal discussion and vote
    - i. Tabled until 4Q 2023 when the funds are fully available based on anticipated pricing.
  - c. DPW \$1,000 request – Borough garage door repair \$1,282.00
    - i. Councilman Bloch made a motion to approve the repair cost of \$1,282.00. Councilwoman Yeager seconded the motion. Motion passed unanimously. (022123-E)

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- d. DPW \$1,000 request – Swift911 – Rave Migration \$1,250.00
  - i. Councilman Bloch made a motion to approve the subscription cost of \$1,250.00. Councilman Yerman seconded the motion. Motion passed unanimously. (022123-F)
- e. Subcommittees (Karboski) discussion and vote
  - i. President Karboski asked that the council members consider being on certain commitments for the Borough Projects.
    - 1. Councilwoman Yeager – Bump Out / 30 days to come up with ideas and present them to council.
    - 2. Councilman Sell and Yerman – Church Street/Hickory Bridge project.
    - 3. Councilman Rutledge and President Karboski – Code enforcement
  - ii. Councilman Bloch was asked to be on the Public Works hiring committee when the time comes.
  - iii. Vice President Hutchison was asked to act as the Liaison for MVFD.
  - iv. The Assistant Treasurer position will need two council members to sit on the committee. Council will decide who that will be later.

*\*Prior to moving onto letter F. Council went into executive session. The public portion of the meeting ended at 9:16 pm and resumed at 9:40 pm\**

- f. Financial Analysis (Yerman) discussion and vote
  - i. Councilman Yerman looked over the GF revenue from back in 2022 and noticed that the excess revenue was extraordinarily high. After doing some investigating Councilman Yerman noticed there were some grant items listed in the GF that were not supposed to be. Once that was removed the excess revenue was still high. The Chart of Accounts in QuickBooks is not up to date and requires rebuilding. This is a project that has been worked on and will continue to do so.
  - ii. Councilman Yerman, Borough Manager Brown, and President Karboski feel hiring someone who has QuickBooks and municipal accounting skills is necessary on a short-term basis to reset the Borough's Chart of Accounts properly. Councilman Yerman will contact the Borough Auditor and ask if they have any references.
- g. Church Street walk-through presentation discussion and vote
  - i. Council approved BIA to do a Church St sidewalk inspection. This was completed based on the current ordinances in the Borough. Many sidewalks were identified as needing repair and or replacement. Councilman Sell, Yerman, President Karboski and Zoning Officer Peterson did a walk through with the BIA engineer to review each property and understand BIA recommendations/work. There are some findings that council needs to make recommendations for to BIA..
  - ii. Items that need to be addressed are Expansion Joints, Rainwater run offs, other pipes that may be discharging onto the sidewalks, tree removal, driveway, storm drains, a handicap ramp, sidewalk widths, and curbing.
    - 1. Expansion Joints – added to the bid to have contractor address.

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2. Rainwater run offs – Trough requirements to be put into place. If the residents follow the specs they will not need an engineer. Depressions under 1 inch will not be required to be corrected.
3. Other Pipes – no discharge of any kind allowed to be on the sidewalk
4. Tree Removal – Tree must be removed in order to replace or install the curbing. The homeowner will need to install the curb by matching the existing curb.
5. Driveway – the driveway and curb will need to be added before the street is paved to ensure the driveway matches the street grade so no water lays. More information to follow.
6. Storm Drains – will need to be moved.
7. Handicap ramp – when streets are replaced, handicap ramps are to be replaced. Grant possibilities to replace handicap ramp.
8. Sidewalk width – 5 feet is the Borough requirement. Some houses have an additional concrete slab and or grass. Zoning officer Peterson will be asked if there is an ordinance covering any additional concrete slabs.
9. Curbing – if the curbing is at or over 25% damaged it will need to be replaced.

10. Executive Session

- a. Real Estate, legal, personnel
  - i. See above notation.

11. Action as a result of the executive session - None

12. Adjournment

- a. Councilman Yerman made a motion to adjourn tonight's meeting at 11:08 pm. Councilwoman Yeager seconded the motion. Motion passed unanimously. (022123-G)

Respectfully submitted

*Ashley Rinker*

Ashley Rinker, Administrative Assistant