



Macungie Borough Planning Commission Agenda

Tuesday, September 15, 2026

7:30 p.m.

Macungie Institute

- I. Call to Order – Pledge of Allegiance**
- II. Approval of Minutes**
 - A. August 18, 2026
- III. Public Comment on Non-Agenda Items**
- IV. New Business**
 - A. Adoption of 2027 Meeting Calendar
 - B. Discussion on Public Comment Periods
 - C. Review of Draft Planning Commission By-Laws
- V. Adjournment**

**MACUNGIE BOROUGH PLANNING COMMISSION
MEETING MINUTES**

Tuesday, August 18, 2026 - 7:30 P.M.

I. Call to Order – Pledge of Allegiance

The Macungie Borough Planning Commission meeting was called to order on August 18, 2026 at 7:30 p.m. at the Macungie Institute, 510 E. Main Street, Macungie, PA 18062. In attendance were Usume Tunagur, Chairman; Virginia Voros, Vice Chair; Bernie Reinert, Secretary; Sue Steinberg; Ricky Moyer; Erik Allgood, Esq., Solicitor; 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. Organization

A. Temporary Chair

Motion by Mr. Tunagur to appoint Solicitor Allgood as Temporary Chair, seconded by Ms. Voros. Motion passed unanimously.

B. Chairperson

Motion by Ms. Reinert to appoint Mr. Tunagur as Chairman, seconded by Mr. Moyer. Motion passed unanimously.

C. Vice Chairperson

Motion by Ms. Steinberg to appoint Ms. Voros as Vice Chairwoman, seconded by Ms. Reinert. Motion passed unanimously.

D. Secretary

Motion by Mr. Moyer to appoint Ms. Reinert as Secretary, seconded by Chairman Tunagur. Motion passed unanimously.

III. Public Comment on Non-Agenda Items

Carl Sell, resident, had a question on the length of terms being served by each Commissioner and whether they expired at the same time. Mr. Sostarecz stated that they generally expired one per year.

IV. New Business

A. Review of Roles and Responsibilities of a Planning Commission, Meeting Structure and Operation, and Legal Requirements

Solicitor Allgood provided written guidance which he discussed at length with the Commission, including the establishment and makeup of a Commission, duties and responsibilities, the Right-to-Know Act, the Sunshine Act, and the Ethics Act. Additionally, Mr. Sostarecz reviewed some of the logistics of how land development plans are handled and the steps taken to bring them before the Commission.

B. Audio Recordings

Mr. Moyer stated that he would like the Commission to consider a motion regarding audio recordings of the Commission's proceedings.

Motion by Mr. Moyer to amend the agenda to add an item regarding audio recordings, seconded by Secretary Reinert. Motion passed unanimously.

Mr. Moyer stated that he feels it's very important to preserve the audio recordings of their meetings and make them available on the Borough's website. All Commissioners were in agreement.

Motion by Mr. Moyer that the Macungie Planning Commission adopt a Standing Rule establishing an official Audio Recording Policy as follows:

- 1. Recording: An official audio recording shall be made of all regular, special, and rescheduled public sessions of the Planning Commission.**
- 2. Submission and Posting: Within three business days of a meeting's adjournment, the Borough Manager or designated municipal staff shall ensure the audio recording is posted on the Borough's official website.**
- 3. Retention: All recordings shall be safely preserved in accordance with the Pennsylvania Municipal Records Act and the municipal records retention schedule for a minimum period of seven (7) years.**
- 4. Supplement Only: These audio files shall serve as a public transparency supplement; under no circumstances shall they replace or supersede the official written meeting minutes formally approved by the Commission, which shall remain the sole official legal record of all official actions, decisions, and votes.**

Seconded by Secretary Reinert. Motion passed unanimously.

V. Adjournment

Secretary Reinert made a motion to adjourn the meeting at 8:54 p.m., seconded by Vice Chairwoman Voros. Motion passed unanimously.

Respectfully Submitted,

Bernie Reinert
Secretary



MACUNGIE BOROUGH PLANNING COMMISSION BYLAWS

(Duly Adopted: ____)

Article I. Name and Authority

Section 1. Name.

The name of this body shall be the Macungie Borough Planning Commission, hereinafter referred to as the "Commission."

Section 2. Authority.

The Commission is established and shall operate pursuant to the Pennsylvania Municipalities Planning Code, Act of July 31, 1968, P.L. 805, No. 247, as amended, 53 P.S. § 10101 et seq. (the "MPC"), applicable ordinances of the Borough of Macungie, and these Bylaws.

Section 3. Construction.

These Bylaws shall be interpreted consistently with the MPC, the Pennsylvania Sunshine Act, other applicable laws of the Commonwealth, and ordinances and resolutions of the Borough of Macungie. If any provision of these Bylaws conflicts with applicable law or a duly enacted Borough ordinance, the law or ordinance shall control.

Article II. Purpose and Powers

Section 1. Purpose.

The Commission shall serve as the Borough's planning agency and shall advise and assist Borough Council in matters concerning the orderly development, redevelopment, conservation and improvement of the Borough.

Section 2. Powers and Duties.

The Commission shall exercise the powers and perform the duties assigned to it by the MPC, Borough ordinances and resolutions of Borough Council, including, as applicable:

- A. Preparing or assisting in the preparation of a comprehensive plan when requested by Borough Council;
- B. Making recommendations concerning the adoption or amendment of an official map;
- C. Preparing or making recommendations concerning Zoning Ordinances and Subdivision and Land Development Ordinances and amendments thereto;
- D. Reviewing subdivision and land development plans and making recommendations to the Borough Council;
- E. Reviewing proposed public improvements and other matters referred to the Commission by Borough Council;
- F. Making recommendations concerning land use, transportation, housing, public facilities, utilities, recreation, environmental resources, historic resources, economic development and other matters relating to the Borough's present and future development; and

- G. Performing such other planning functions as may lawfully be assigned to the Commission by Borough Council or authorized by applicable law.

Section 3. Advisory Nature.

Except where the MPC or a Borough ordinance expressly grants the Commission authority to render a final decision, the Commission's actions shall be advisory and recommendatory to Borough Council or the appropriate Borough officer, board or agency.

Nothing in these Bylaws shall be construed to grant the Commission authority to exercise powers reserved by law or ordinance to Borough Council, the Zoning Hearing Board, the Borough Manager, the Zoning Officer, or any other Borough officer, board or agency.

Article III. Membership

Section 1. Number of Members.

The Commission shall consist of the number of members established by ordinance of Borough Council, which shall be not fewer than three nor more than nine members, as provided by the MPC.

Section 2. Appointment and Terms.

Members shall be appointed in the manner and for the terms prescribed by the MPC and applicable Borough ordinance.

Section 3. Qualifications.

All members shall meet the qualifications established by the MPC and applicable Borough ordinances.

Members shall be residents of the Borough to the extent required by the MPC.

The composition of the Commission shall comply with the citizen-member requirements established by the MPC.

Section 4. Vacancies.

The Chairperson shall promptly notify Borough Council of any vacancy on the Commission. Vacancies shall be filled in the manner and for the unexpired term prescribed by the MPC and applicable Borough ordinance.

Section 5. Removal.

Members may be removed only in accordance with the MPC and applicable law, including for malfeasance, misfeasance, and nonfeasance.

Article IV. Officers

Section 1. Officers.

The officers of the Commission shall be:

- A. Chairperson;
- B. Vice Chairperson; and
- C. Secretary.

The Commission may establish additional offices as necessary.

Section 2. Election.

The Commission shall elect its Chairperson and Vice Chairperson annually at its organizational meeting. Officers shall be elected from among the Commission's members.

Section 3. Term.

Officers shall serve for a term of one year and until their successors are elected and qualified. Officers may succeed themselves.

Section 4. Chairperson.

The Chairperson shall:

- A. Preside over meetings of the Commission;
- B. Preserve order and decorum;
- C. Execute documents on behalf of the Commission when authorized;
- D. Appoint members to committees when authorized by the Commission;
- E. Sign recommendations and other official documents approved by the Commission when appropriate; and
- F. Perform such other duties as may be assigned by the Commission or these Bylaws.

The Chairperson shall not have authority to act independently on behalf of the Commission except as expressly authorized by the Commission, these Bylaws, Borough ordinance or applicable law.

Section 5. Vice Chairperson.

The Vice Chairperson shall perform the duties of the Chairperson during the Chairperson's absence or inability to act. In the event of a vacancy in the office of Chairperson, the Vice Chairperson shall serve as Chairperson until a successor is elected.

Section 6. Secretary.

The Secretary shall be responsible for maintaining or coordinating the maintenance of the Commission's official records, minutes, correspondence and other documents, subject to the administrative procedures established by the Borough.

The Commission may designate a Borough employee to perform the administrative and recording functions of Secretary.

Section 7. Vacancy in Office.

A vacancy in any Commission office shall be filled by election of the Commission for the remainder of the unexpired term.

Article V. Meetings

Section 1. Regular Meetings.

The Commission shall meet on the third Tuesday of each month at 7:30 p.m.

The regular meeting schedule shall be established and publicly advertised in accordance with the Pennsylvania Sunshine Act and other applicable law.

Section 2. Special Meetings.

Special meetings may be called by the Chairperson or by such number of Commission members as may be permitted by applicable law or these Bylaws.

Reasonable notice shall be provided to all Commission members, and public notice shall be provided as required by the Pennsylvania Sunshine Act.

Section 3. Recessed or Continued Meetings.

The Commission may recess or continue a meeting to a specified date, time and place in accordance with applicable law.

Section 4. Cancellation.

The Chairperson, in consultation with Borough staff, may cancel or reschedule a regular meeting when there is insufficient business to conduct or when circumstances make the scheduled meeting impractical. Any cancellation shall be publicly announced in accordance with applicable law.

Section 5. Location.

Meetings shall be held at the Macungie Institute, 510 E. Main Street, Macungie, PA or at any other appropriate location designated if required. If an alternate location is utilized, such notice shall be publicly advertised as required by the Pennsylvania Sunshine Act or other applicable law.

Section 6. Remote Participation.

Members may participate remotely as permitted by law. Any remote participation shall be conducted in a manner that permits the member and all persons participating in the meeting to hear one another and otherwise complies with applicable law.

Article VI. Quorum and Voting

Section 1. Quorum.

A quorum shall consist of a majority of the currently appointed members of the Commission, excluding vacancies.

No official action shall be taken by the Commission in the absence of a quorum, except as otherwise expressly authorized by law.

Section 2. Effect of Absence.

Members who are absent from a meeting shall not be counted as present for purposes of voting or establishing a quorum.

Section 3. Voting.

Each appointed member present and legally qualified to vote shall have one vote.

Unless a greater vote is required by law, an affirmative vote of a majority of the members present and voting shall constitute action by the Commission, provided that a quorum is present.

Section 4. Tie Votes.

A tie vote shall constitute failure of the motion or recommendation.

Section 5. Abstentions and Recusals.

A member who is required to abstain or recuse himself or herself due to a Conflict of Interest under applicable law shall disclose the reason for the abstention or recusal as appropriate and shall not participate in deliberation or voting to the extent required by law.

A member who has recused himself or herself shall not be counted as participating in the vote.

Section 6. Roll Call Votes.

Roll call votes shall be taken whenever required by law or when requested by the Chairperson or any Commission member. Votes shall be recorded in the minutes as required by applicable law.

Article VII. Alternate Members

Section 1. Appointment.

If Borough Council has appointed alternate members pursuant to Section 203(e) of the MPC, such alternate members shall serve in accordance with the MPC and applicable Borough action.

Section 2. Participation.

An alternate may participate in Commission proceedings as permitted by the MPC.

An alternate shall not vote unless formally designated to sit as a voting member pursuant to Section 207(b) of the MPC.

Section 3. Designation.

When an alternate is required because of a member's absence, recusal or disqualification and a quorum would otherwise not be present, the Chairperson shall designate the appropriate alternate in accordance with the MPC.

The designation shall be made on a case-by-case basis and in accordance with the rotation requirements established by the MPC.

Section 4. Continuity.

Once designated to participate in a particular matter or case, an alternate shall continue to serve on that matter or case until the Commission has made its final decision, as required by the MPC.

Article VIII. Conduct of Meetings

Section 1. Order of Business.

The usual order of business shall be:

- A. Call to Order;
- B. Approval of Minutes;
- C. Public Comment on Non-Agenda Items;
- D. Old Business;
- E. New Business; and
- F. Adjournment.

The Chairperson may modify the order of business as circumstances warrant.

Section 2. Parliamentary Procedure.

The Commission shall conduct its meetings in a manner that promotes orderly, efficient and fair consideration of business.

Where these Bylaws, Borough ordinances or applicable law do not otherwise provide, the Commission may utilize the most recent edition of *Robert's Rules of Order Newly Revised* as a guide, but such rules shall not supersede applicable law, Borough ordinances or these Bylaws.

Section 3. Motions.

A motion shall require a second before discussion unless the matter is one for which no second is required under the applicable parliamentary rules.

After a motion has been made and seconded, the Chairperson shall state the motion before the Commission for discussion and vote.

Section 4. Discussion.

Members shall address the Chairperson when seeking recognition to speak. The Chairperson shall endeavor to provide all members a reasonable opportunity to participate in discussion.

Section 5. Public Comment.

The Commission shall provide reasonable opportunities for public participation consistent with the Pennsylvania Sunshine Act and applicable Borough procedures.

During the Public Comment on Non-Agenda Items portion of the meeting, each speaker shall be limited to one turn for a maximum duration of five (5) minutes. Speakers must first obtain the floor by being recognized by the Chair, state their name and address for the record, and direct all remarks to the Commission.

During each Old Business or New Business item, the Commission shall first receive any staff or applicant presentations and conduct its initial review, questions, and deliberations. Prior to taking any official action, recommendation, or vote on the item, the Chair shall then open the floor for public comment on that specific agenda item. Each speaker shall be limited to one turn for a maximum duration of five (5) minutes. Speakers must first obtain the floor by being recognized by the Chair, state their name and address for the record, and direct all remarks to the Commission.

Section 6. Decorum.

All members, applicants, professionals, representatives and members of the public shall conduct themselves in a respectful and orderly manner.

The Chairperson may take reasonable measures to maintain order consistent with applicable law.

Article IX. Committees

Section 1. Establishment.

The Commission may establish standing or special committees when it determines that a committee would assist in carrying out the Commission's responsibilities.

Section 2. Authority.

Committees shall be advisory to the Commission unless specific authority is granted by law or formal action of the Commission.

No committee shall take final action on behalf of the Commission unless expressly authorized by law.

Section 3. Open Meetings.

Any committee that constitutes an "agency" or otherwise falls within the requirements of the Pennsylvania Sunshine Act shall comply with all applicable open-meeting requirements.

Article X. Professional and Administrative Assistance

Section 1. Borough Staff.

The Commission may request assistance from the Borough Manager, Borough staff, Borough Engineer, Solicitor, Zoning Officer, Codes/Planning staff and other Borough personnel concerning matters properly before the Commission.

Section 2. Engineer and Professional Consultants.

The municipal engineer or other engineer appointed by Borough Council shall serve as engineering advisor to the planning agency as provided by the MPC.

The Commission shall utilize professional consultants only as authorized by Borough Council, Borough ordinance, the Borough budget or other lawful Borough action.

Section 3. Legal Advice.

The Borough Solicitor, or other attorney appointed by Borough Council, shall serve as legal advisor to the Commission as provided by the MPC.

Commission members shall direct requests for legal opinions through the appropriate Borough procedure.

Article XI. Records, Minutes, and Audio Recordings

Section 1. Minutes.

The Commission shall maintain minutes of all open meetings as required by the Pennsylvania Sunshine Act.

The minutes shall include, at a minimum, the information required by applicable law, including the date, time and place of the meeting; the members present; the substance of official actions; individual roll-call votes where required; and the names of citizens who officially appeared and the subject of their testimony.

Section 2. Public Records.

Commission records shall be maintained by or on behalf of the Borough and shall be subject to the Pennsylvania Right-to-Know Law and other applicable laws governing public records.

Section 3. Record of Commission Action.

The Commission shall maintain a full record of its business, including recommendations, motions, votes, reports and other official actions.

Section 4. Audio Recordings.

- A. An official audio recording shall be made of all regular, special, and rescheduled public sessions of the Commission.
- B. Within three business days of a meeting's adjournment, the Borough Manager or designated municipal staff shall ensure the audio recording is posted on the Borough's official website.
- C. All recordings shall be safely preserved in accordance with the Pennsylvania Municipal Records Act and the municipal records retention schedule for a minimum period of seven (7) years.
- D. These audio files shall serve as a public transparency supplement; under no circumstances shall they replace or supersede the official written meeting minutes formally approved by the Commission, which shall remain the sole official legal record of all official actions, decisions, and votes.

Section 4. Custody of Records.

All official records and files of the Commission shall be maintained in the custody of the Borough as required by the MPC.

Article XII. Conflicts of Interest and Ethical Conduct

Section 1. Applicable Law.

Members shall comply with all applicable provisions of the Pennsylvania Public Official and Employee Ethics Act, the MPC, other applicable state and federal laws, and Borough policies governing conflicts of interest and ethical conduct.

Section 2. Disclosure.

A member who has a conflict of interest or other legally disqualifying interest in a matter shall disclose the conflict as required by law and shall refrain from participation to the extent required by law.

Section 3. Appearance of Conflict.

Members are encouraged to disclose circumstances that may create a reasonable appearance of a conflict even where a legal conflict may not exist, and to seek guidance from the Borough Solicitor when appropriate.

Article XIII. Annual Report

Section 1. Annual Report.

The Commission shall prepare and submit to Borough Council an annual written report of its activities as required by Section 207 of the MPC.

Section 2. Deadline.

The annual report shall be submitted no later than March 1 of each year and shall cover the Commission's activities during the preceding calendar year.

Section 3. Content.

The annual report may include:

- A. Meetings held;
- B. Major matters considered;
- C. Recommendations made to Borough Council;
- D. Subdivision and land development matters reviewed;
- E. Comprehensive planning and zoning matters considered;
- F. Planning studies undertaken;
- G. Recommendations concerning future planning activities; and
- H. Other matters the Commission believes appropriate.

Article XIV. Amendment of Bylaws

Section 1. Amendment.

These Bylaws may be amended by the Commission at any regular or special meeting, provided that the proposed amendment is consistent with applicable law and Borough ordinances.

Section 2. Notice.

Proposed amendments should be provided to Commission members in advance of the meeting at which they will be considered whenever practicable.

Section 3. Limitation.

No amendment shall be effective to the extent that it conflicts with the MPC, other applicable law, or a duly enacted Borough ordinance or resolution.

Article XV. Effective Date

These Bylaws shall become effective upon their adoption by the Macungie Borough Planning Commission.

Adopted this ____ day of _____, 2026.

MACUNGIE BOROUGH PLANNING COMMISSION

By: _____ Attest: _____
Chairperson Secretary