Macungie Borough
Planning Commission
Agenda

Tuesday, November 17, 2026 **7:30 p.m.** **Macungie Institute**

I. Call to Order – Pledge of Allegiance

II. Approval of Minutes
A. September 15, 2026

III. Public Comment on Non-Agenda Items

IV. New Business
None

V. Adjournment

MACUNGIE BOROUGH PLANNING COMMISSION
MEETING MINUTES
Tuesday, September 15, 2026 - 7:30 P.M.

I. Call to Order – Pledge of Allegiance

The Macungie Borough Planning Commission meeting was called to order on September 15, 2026 at 7:30 p.m. at the Macungie Institute, 510 E. Main Street, Macungie, PA 18062. In attendance were Usame Tunagur, Chairman; Virgina Voros, Vice Chair; Bernie Reinert, Secretary; Sue Steinberg, Member; Ricky Moyer, Member; and Kalman Sostarecz, Borough Manager.

Chairman Tunagur 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. Approval of Minutes

A. August 18, 2026

Secretary Reinert stated that there were two corrections to be made, one regarding her name being misspelled and a "copy/paste" error. Mr. Sostarecz stated those would be corrected.

Motion by Secretary Reinert to approve the minutes as revised, seconded by Vice Chairwoman Voros. Motion passed unanimously.

III. Public Comment on Non-Agenda Items

None

IV. New Business

A. Adoption of 2027 Meeting Calendar

Mr. Sostarecz provided a draft meeting calendar for 2027 and the only conflict was in February due to the President's Day holiday.

Motion by Mr. Moyer to adopt the 2027 meeting calendar, seconded by Ms. Steinberg. Motion passed unanimously.

B. Discussion on Public Comment Periods

Secretary Reinert stated that the public comment period should be provided toward the beginning of the meeting. Chairman Tunagur agreed, and stated that for public comment on agenda items, the applicant would present first, followed by question and answer from the Commission and applicant, and finally public comment prior to any action being taken. Also, the public would be provided five minutes to comment. Mr. Moyer provided some draft language to be included in the draft by-laws to be discussed during the next agenda item.

Ms. Reinert commented on the availability of the agenda and backup materials remaining on the website following the meeting. She stated that it would be helpful for future research; Chairman Tunagur stated that it would help build the archive of the Borough. Mr. Moyer stated that it would be important to delineate what was proposed and what was official. Mr. Sostarecz stated that the official minutes are the official record of what occurred, it could be kept as a separate link from the agenda and backup materials.

Motion by Chairman Tunagur to retain all versions of documentation prepared for meetings on the website, seconded by Secretary Reinert. Motion passed unanimously.

C. Review of Draft Planning Commission By-Laws

Mr. Sostarecz stated that the draft was prepared based upon how other commissions operate and they comply with all laws and generally follow Robert's Rules of Order. He reviewed a few of the specific items as they apply to our Planning Commission.

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Mr. Moyer stated regarding Article IV and amending the by-laws; his suggestion is to require a provision that the majority of the seated commission members be required to pass an update as opposed to just a majority of those present.

Chairman Tunagur asked what the annual report entails; Mr. Sostarecz stated that it would be a summary of what the commission's business was the previous year. He would bring a draft to the January or February meeting to review prior to its submission to Borough Council.

Secretary Reinert and Mr. Moyer provided language to include in the final by-laws regarding the retaining and posting of materials on the website. Ms. Steinberg stated that it's important that it's clear what materials are draft and what are final.

Motion by Mr. Moyer to establish a public meeting and materials policy to be included in the by-laws, seconded by Secretary Reinert. Motion passed unanimously.

Mr. Moyer recommended that a change be made to Section XIV regarding amendments being made by the majority of the entire Commission, and not just a majority of the quorum present.

Motion by Chairman Tunagur to amend Section XIV of the draft by-laws to require amendments be made by a majority vote of the entire Commission, seconded by Mr. Moyer. Motion passed unanimously.

Motion by Secretary Reinert to adopt the by-laws with the two amendments as previously adopted, seconded by Ms. Steinberg. Motion passed unanimously.

V. Adjournment

Vice Chairwoman Voros made a motion to adjourn the meeting at 8:18 p.m., seconded by Secretary Reinert. Motion passed unanimously.

Respectfully Submitted,

Bernie Reinert
Secretary

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