

**Macungie Borough Council**

Meeting Minutes Final

Monday, March 7, 2022

Regular Meeting

7:30 p.m.

Council Members:	John Yerman, President (Via Telephone)
	Greg Hutchison, Vice President
	Barry Bloch (Via Telephone)
	Todd Rutledge
	Lisa Yeager
	Carl Sell
Mayor:	Ronald Conrad
Solicitor:	Patrick Armstrong
Interim Borough Manager:	John A. Brown

President John Yerman called the meeting to order at 7:30 p.m.

Barry Isett Engineering Report – Stan Wojciechowski was not present at the meeting. More information to follow at next scheduled meeting.

Public Comments –

- a. Hayden Rinde and Ashley Lorah from East Penn Chamber of Commerce spoke about upcoming events they are holding and cordially invited the members of the Borough Council to attend. They then spoke of grant opportunities up to \$15,000 that are available for smaller businesses. East Penn Chambers is looking to have a Borough representative come to their meetings to provide updates on what is going on in the Macungie Borough.
- b. Cathleen O'Connor submitted a letter of interest to join the Planning Commission. Mrs. O'Connor mentioned she has been volunteering for the Borough for the last 30 years. Her years of volunteering were in the medical field but now she says this is her time to pay back. Council Member Todd Rutledge made a motion to appoint Cathleen O'Connor as the new Planning Commission member. Lisa Yeager seconded the motion. Motion passed anonymously. (030722-A)

Complaints, Petitions, Appeals and Compliments –

- a. Council Member Carl Sell had residents of the Borough come to him about the large potholes at Cedar and South Church Street as well as the intersection by the bank. There was talk that the roads will be fixed during the warmer weather.
- b. Council Todd Rutledge commented how wonderful Darlene Misselbeck is doing with the Macungie Institute. He mentioned the hall is filling up fast with rentals.
- c. Mayor Conrad received a letter in the mail with a request to remove the graffiti that is under the route 100 bridge. The Borough will look into this more; however, it is believed to be a PennDOT bridge.

Approval of Minutes – After meeting minutes were discussed with minor changes needed all were approved.

- a. February 22, 2022- Todd Rutledge made a motion to approve the meetings minutes. Lisa Yeager seconded. Motion passed anonymously. (030722-B)
- b. February 7, 2022- Todd Rutledge made a motion to approve the meetings minutes. Carl Sell second. Motion passed anonymously. (030722-C)
- c. December 6, 2022- Todd Rutledge made a motion to approve the meetings minutes. Lisa Yeager seconded. Motion passed anonymously. (030722-D)

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Consent Agenda –

- a. Council Member Lisa Yeager made a motion to approve the Treasurer’s report along with the approval of all invoices. Council member Rutledge seconded the motion. Motion passed anonymously. (030722-E)

Correspondence –

- a. Bump Out Recommendations- Rebecca Young (not present) President Yerman spoke about creating a project for updating crosswalks at Race Street, the Pub and Salvatore’s.
- b. Office Kyle Bernhard will change from 30 hours to part time as of 3/28/2022.
- c. Todd Ritter sent a letter of interest to fill the vacant council seat. No action will be taken until the following meeting in case of other applicants. Notice of vacancy was posted to the website.
- d. Mia Thompson with Alzheimer Support sent a letter to the Borough with information on helping residents in our area cope with Alzheimer’s. Council member Yeager made a motion to post this letter to the Facebook as well as the website. Todd Rutledge seconded the motion. Motion passed anonymously. (030722-F)
- e. The Borough will receive a refund of \$2,556.00 from Brown and Brown SMT Worker’s Comp.
- f. PADOT Road Turnback annual maintenance payment is refunded at \$3,320.00
- g. MVFD reported training for February on equipment review, ground ladder setup, hi lift jacks and ropes, and 2-minute drills.
- h. Zoning Monthly Update- Zoning Hearing Board is scheduled for 3/9/2022.

Reports –

- a. Solicitor had nothing to report during the public portion of the meeting.
- b. Mayor Conrad commented the police car is almost complete.
- c. Interim Borough Manager John Brown
  - i. Payroll reconciliation from mid-2020 was not reconciled until March of 2022 thanks to Brenda Bower. Mr. Brown mentioned the hard work Brenda put into this project and was grateful for the success she made.
  - ii. Motion Tracking Worksheet is now being used. This worksheet is intended to make it easier in tracking the progress of all motions made at meetings.
  - iii. Mr. Brown met with DPW crew and discussed upcoming ideas and progress of the department.

Unfinished Business –

- a. All engineering items will be discussed at the next scheduled meeting when Stan Wojciechowski is present.
- b. Civil Service Commission meeting was held on March 2, 2022. Sargent Kocher was present at the meeting was very satisfied with how quickly things are coming along and noted all members were present and their next scheduled meeting is set for March 25, 2022.
- c. Council member Sell brought up the walls at the Hickory State Bridge. This was previously discussed, and it was suggested that a surveyor would need to be hired to see who owns the walls at the bridge. This item will be put on the next scheduled meeting agenda for follow up.

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New Business –

- a. Streetscape VI bid review and contract award approval is tabled until the next meeting.
- b. Musson Bros pay application #3 for the Sewar Lining Project will cost \$402,210. Council member Rutledge made a motion to approve the payment. Lisa Yeager seconded the motion. Motion passed anonymously. (030722-G)
- c. DPW \$1,000 request for road salt. President Yerman made a motion to pay \$1,500 for road salt. Council member Rutledge seconded the motion. Motion passed anonymously. (030722-H)
- d. DPW \$1,000 request Schadler Yesco Lehigh Street Light Repairs. Todd Rutledge made a motion to approve the payment of \$6,112.00 for 8 LED light engines with contingency that the cost of the repairs can be paid fully out of the Liquid Funds account. President Yerman seconded the motion. Motion passed anonymously. (030722-I)
- e. Resolution 2022-08 Authorization to place banner(s) across route 100. Council member Rutledge made a motion to approve the annual resolution. Lisa Yeager seconded. Motion passed anonymously. (030722-J)

Executive Session –

- a. Personnel Matters to be discussed. Public portion of the meeting concluded at 9:05 p.m. Executive session concluded at 9:58 p.m. Council meeting resumed with no residents in attendance.

Action as a result of Executive Session –

- a. Council took action to move forward with the hiring of John Brown as the full time Borough Manager. Council member Todd Rutledge made a motion to hire John Brown. Lisa Yeager seconded. Motion was passed. The vote was as follows.

Carl Sell – Yes

Lisa Yeager – Yes

Todd Rutledge – Yes

John Yerman – Yes

Barry Bloch – No

Greg Hutchison – No

- b. Barry Bloch mentioned that though he appreciates the work and leadership John Brown offers, Barry could not vote yes due to compensation, John Brown exceeded the budgeted amount for the manager position for 2022.
- c. Greg Hutchison offered no comment.

Adjournment –

- a. Council member Todd Rutledge made a motion to end the council meeting at 10:05 p.m. Lisa Yeager seconded the motion. Motion passed unanimously.

Respectfully Submitted,  
Ashley Rinker

Administrative Assistant, Ashley Rinker

**2022 Motions Made at Monthly Council Meetings**

*Disclaimer: Motions are subject to revision and corrections from all participants. The contents herein represents notes and audio collection of Macungie Borough Council meetings. These motions may not have captured the true intent of all statements made by participants.*

<b>Date</b>	<b>Motion #</b>	<b>Motion</b>	<b>Motion Made By</b>	<b>Seconded</b>	<b># Ayes</b>	<b># Neys</b>
3/7/2022	030722-B	February 22 meeting mins	Todd Rutledge	Lisa Yeager	6	0
3/7/2022	030722-C	February 7 meeting mins	Todd Rutledge	Carl Sell	6	0
3/7/2022	030722-D	December 6 meeting mins	Todd Rutledge	Lisa Yeager	6	0
3/7/2022	030722-E	Consent Agenda	Lisa Yeager	Todd Rutledge	6	0
3/7/2022	030722-A	Appointment of Cathleen O'Connor to Planning Commission	Todd Rutledge	Lisa Yeager	6	0
3/7/2022	030722-F	Alzheimer support letter to Facebook and Website	Lisa Yeager	Todd Rutledge	6	0
3/7/2022	030722-G	Musson Bros Application #3 payment of \$402,210	Todd Rutledge	Lisa Yeager	6	0
3/7/2022	030722-H	DPW \$1,000 Road Salt	John Yerman	Todd Rutledge	6	0
3/7/2022	030722-I	DPW \$1,000 Schadler Yesco Lehigh Street Light Fixture Repairs	Todd Rutledge	John Yerman	6	0
3/7/2022	030722-J	Resolution 2022-08 Authorization to place banner(s) across Route 100	Todd Rutledge	Lisa Yeager	6	0
3/7/2022	030722-K	Adjournment	Todd Rutledge	Lisa Yeager	6	0