

MACUNGIE BOROUGH COUNCIL  
AGENDA  
Monday July 1, 2024  
Regular Meeting

7:30 p.m.

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Announcements
5. Barry Isett Engineering
  - a. No Report
6. Public Comment
  - a. Public
  - b. Council Members
7. Presentations / Guest Speakers
8. Complaints, Petitions, and Appeals
9. Approval of Minutes
  - a. June 17, 2024
10. Financial Agenda
  - a. Treasurer's report (second meeting of month)
  - b. Approval of Paid Bills Detail report
11. Correspondence
  - a. PSAB Monthly Municipal Pension Report
  - b. Zoning Hearing Board Notice for July 10, 2024
  - c. Carole Christman Koch-Hometown Heroes Program
12. Reports
  - a. Macungie Institute Manager Quarterly Report
    - i. April 15, July 15, October 21
  - b. Zoning Monthly Update Report (2nd meeting of month)
  - c. Solicitor
  - d. Mayor
    - i. Macungie Police Department Update (2nd meeting of month)
  - e. Borough Manager
13. Unfinished Business
14. New Business

- a. Administration request to upgrade utility billing software.
- b. Administration request to purchase 2100 Vector Jetter VIN # 2FZAASAKX3AK26586 for sewer line maintenance. Price not to exceed \$ 25,000.00.
- c. Administration proposal for Race Street stormwater upgrade.

15. Executive Session

- a. Legal, Personnel, Real Estate

16. Action as a result of executive session

17. Adjournment

MACUNGIE BOROUGH COUNCIL  
MEETING MINUTES  
Monday, June 17, 2024  
REGULAR MEETING MINUTES  
7:30 P.M.

Council Members:

Ron Karboski  
Greg Hutchison  
Barry Bloch  
Todd Ritter  
Robert Rozak  
Carl Sell (absent)  
John Yerman (absent)  
Ronald Conrad  
Pat Armstrong (absent)  
Matt Hoover  
John Brown

Mayor:

Solicitor:

Borough Manager:

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

1. Barry Isett Engineering

a. Report

- i. Phase II ARLE Grant
- ii. At the last meeting a Stone Hill Meadows resident talked about unfinished items in the development. The contractor will need to rip out the sidewalk because it is less than 4 inches. Stan commented that the rest of the items are on their punch list.
- iii. Councilman Rozak asked that the structure over the mailboxes be looked at. BIA isn't sure if it was a permitted item. John Brown will communicate with the Zoning Officer.

2. Public Comment

a. Public

i. Scott Gaydos 173 E Main St.

1. Mr. Gaydos was in tonight's attendance to comment on the crosswalk at Main and Poplar and how dangerous they are. He believes he got his answer in the BIA reports.

ii. Carlos Castro 167 Aspen Lane

1. Mr. Castro was at the previous meeting and brought some concerns to the council regarding Stone Hill Meadows and the unfinished work. After listening to Stan with BIA talk about the issues he thanked Council for listening to his concerns.

b. Council Members

- i. Councilman Hutchison mentioned the amount of traffic on Lemon Alley during the Truck Show.

3. Presentation/Guest Speakers

4. Complaints, Petitions, and Appeals

5. Approval of Minutes

a. June 3, 2024

- i. President Karboski made a motion to approve the minutes as written. Councilman Rozak seconded the motion. Motion passed unanimously. (061724-A)

MOTIONS: 061724-A / 061724-B / 061724-C / 061724-D / 061724-E / 061724-F / 061724-G / 061724-H / 061724-I / 061724-J / 061724-K

MACUNGIE BOROUGH COUNCIL  
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7:30 P.M.

6. Financial Agenda

a. Treasurer's Report

- i. YTD P&L General Fund Budget VS Actual
- ii. YTD P&L General Fund Budget VS Actual – Monthly Detail

Councilman Bloch made a motion to accept the YTD P&L reports. Vice President Hutchison seconded the motion. Motion passed unanimously. (061724-B)

b. Approval of Paid Bills Detail report

- i. Councilman Rozak made a motion to pay the bills for \$116,451.53. Vice President Hutchison seconded the motion. Motion passed unanimously. (061724-C)

7. Correspondence

a. Macungie Ambulance Monthly Report

8. Reports

a. Macungie Institute Manager Quarterly Report

- i. April 15, July 15, October 21

b. Zoning Monthly Update (2<sup>nd</sup> meeting of the month)

c. Solicitor

d. Mayor

i. Macungie Police Department (2<sup>nd</sup> meeting of the month)

1. May Dispatch Log

- a. 234 calls

2. Traffic Study Report 5/20/2024

- a. 200 Block West Main

i. 5,573 vehicles traveled through the area in two days

ii. Highest speed 61 mph, average speed 38 mph

iii. 3803 above the speed limit

3. Jeffrey Weibel – Commendation email @ Officer Sabdiel Diaz

- ii. The Truck Show was a success.

e. Borough Manager

i. Grant Close Out

1. MI HVAC
2. Streetscape V
3. Streetscape VI

9. Unfinished Business

10. New Business

a. Young Land Development Plan approval

- i. Planning Commission motioned to approve a Preliminary/Final Plan Approval. BIA does not recommend waiver from SALDO §305-9A.A as Will Serve letter have not been provided from the Borough Authority indicating the ability to serve the improvements.
- ii. No objections from SALDO §305-15A.A – which requires the plans to be submitted at a certain scale.

MACUNGIE BOROUGH COUNCIL  
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Monday, June 17, 2024  
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7:30 P.M.

- iii. No objections from SALDO §305-15A.F(12) which requires a traffic impact study and report for any use generating 250 or more trips per day.
- iv. No objections from SALDO §305-21A.B(1) which requires the installation of sidewalk and curbing or grassed swales. The waiver request an exemption from the installation requirement along Creek Street.
- v. Margaret Young will sign a letter of extension until July 31<sup>st</sup>.
- vi. President Karboski made a motion to table the land development plan approval until the July 15<sup>th</sup> meeting. Vice President Hutchison seconded the motion. Motion passed unanimously. (061724-D)
- b. JBM Mechanical Payment request #2 – Final for \$161,598.00 for MI HVAC project. Total project cost \$309,018.00
  - i. Vice President Hutchison made a motion to approve payment request number 2 for \$161,598.00. Councilman Rozak seconded the motion. Motion passed unanimously. (061724-E)
- c. Administration requests authorization to execute the June 5, 2024, BIA service agreement Pedestrian LED Lights.
  - i. President Karboski made a motion to execute the June 5, 2024, BIA service agreement. Vice President Hutchison seconded the motion. Motion passed unanimously. (061724-F)
- d. Approval for BIA to submit for DCED Multimodal Grant for Phase II Crosswalk lights.
  - i. President Karboski made a motion to reject BIA from moving forward with the DCED Multimodal Grant. Councilman Ritter seconded the motion. Motion passed unanimously. (061724-G)
- e. Macungie Police Department requests to appoint Part-Time Police Officer Sabdiel Diaz to the open (30) thirty-hour position.
  - i. Vice President Hutchison made a motion to approve Officer Diaz to fill the open (30) thirty-hour position. Councilman Rozak seconded the motion. Motion passed unanimously. (061724-H)
- f. Macungie Police Department request to appoint Raphael Rivera as a Part-Time Officer
  - i. Vice President Karboski made a motion to appoint Raphael Rivera as a Part-Time Police Officer. Councilman Ritter seconded the motion. Motion passed unanimously. (061724-I)
- g. Administration request to upgrade iWorQ from Department Package to Enterprise Package.
  - i. Councilman Rozak made a motion to approve upgrading the current iWorQ package to the Enterprise Package. Vice President Hutchison seconded the motion. Motion passed unanimously. (061724-J)
- h. Macungie Park Flagger Service
  - i. Many concerns over pedestrian safety
  - ii. No officers or flaggers were on the streets Thursday during the setup. This caused a lot of traffic backup on the streets.
  - iii. Vice President Hutchison made a motion to ratify Amy Hillegass's June 6, 2024, letter requesting Flagger Services be provided by Premier Atlantic Group. Councilman Rozak seconded the motion. Motion passed unanimously. (061724-K)

11. Executive Session

- a. The public portion of the meeting concluded at 9:20 pm and went into executive session.

MOTIONS: 061724-A / 061724-B / 061724-C / 061724-D / 061724-E / 061724-F / 061724-G / 061724-H / 061724-I / 061724-J / 061724-K

MACUNGIE BOROUGH COUNCIL  
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Monday, June 17, 2024  
REGULAR MEETING MINUTES  
7:30 P.M.

b. No action taken

12. Adjournment

Respectfully Submitted  
*Ashley Rinker*  
Administrative Assistant

DRAFT

<b>PAID BILLS BY FUND-SUMMARY</b>			
<b>July 1 2024</b>			
<b>Fund</b>	<b>6/18/2024</b>	<b>6/25/2024</b>	<b>Total</b>
General Fund	\$ 9,728.59	\$ 56,087.69	\$ 65,816.28
Sewer Fund			\$ -
Refuse-Sanitation Fund			\$ -
Liquid Fuels Fund	\$ 96.75	\$ 260.00	\$ 356.75
Water Authority Fund	\$ -		\$ -
<b>Total</b>	\$ 9,825.34	\$ 56,347.69	\$ 66,173.03

**Borough of Macungie - General Fund**  
**Paid Bills Detail**  
All Transactions

Type	Date	Memo	Open Balance
American United Life Bill	06/18/2024	070124-073124 - STD-LTD and Life Insurance	700.07
Total American United Life			700.07
Avalon Insurance Bill	06/15/2024	Inv #241670007558 - Secure Rx	166.00
Total Avalon Insurance			166.00
Government Payments Bill	06/20/2024	Inv #2419 - credit card charge for customer stop payment	330.00
Total Government Payments			330.00
Lantek Bill	06/20/2024	Inv #CW56284 - Garage Printer	660.00
Bill	06/21/2024	Inv #40165 - Sentinel One Control	168.00
Total Lantek			828.00
Linde Gas & Equipment Inc. Bill	06/22/2024	Inv #43640764 - Cylinder rental	40.51
Total Linde Gas & Equipment Inc.			40.51
Lower Macungie Twp. Bill	06/18/2024	Inv #10576 - 2024 Fire Services Agreement Installment #1	45,000.00
Total Lower Macungie Twp.			45,000.00
NAPA Auto Parts-Allentown Bill	06/19/2024	Inv #2814-255590 - backhoe maintenance	59.98
Bill	06/20/2024	Inv #2814-255703 - Truck #1 Maintenance	71.46
Total NAPA Auto Parts-Allentown			131.44
Pitney Bowes Bank Inc. Purchase Power Bill	06/19/2024	Acct # 3488 - 06-19-23 Stmt	320.99
Total Pitney Bowes Bank Inc. Purchase Power			320.99
UGI Bill	06/20/2024	Acct 411002564895 - Macungie Institute	32.14
Total UGI			32.14
Viper Pest Services Bill	06/24/2024	Inv #11566 - Quarterly Pest Control	140.00
Total Viper Pest Services			140.00
Wehrung's Macungie LLC Bill	09/22/2023	Inv #31023 - Propane tank & fill (Sept 2023 invoice)	106.86
Bill	11/28/2023	Inv #33702 - Flower Park (November 2023 invoice)	208.66
Bill	06/14/2024	Inv #41242 - Small equipment	15.77
Bill	06/19/2024	Inv #412443 - Macungie Institute	27.96
Bill	06/20/2024	Inv #41518- Building maintenance	301.58
Bill	06/21/2024	Inv #41572- Building maintenance	68.73
Bill	06/24/2024	Inv #41648- Building maintenance	54.98
Total Wehrung's Macungie LLC			784.54
White and Williams LLP Bill	06/14/2024	Inv #861410 - Teamster Local 773	4,347.50
Bill	06/14/2024	Inv #8561409 - Police Association	3,266.50
Total White and Williams LLP			7,614.00
<b>TOTAL</b>			<b>56,087.69</b>



**Borough of Macungie - General Fund**  
**Paid Bills Detail**  
**All Transactions**

Type	Date	Memo	Open Balance
<b>Ashley Picht</b>			
Bill	06/18/2024	Security Deposit Return	75.00
Total Ashley Picht			75.00
<b>Canon Financial Services, Inc.</b>			
Bill	06/11/2024	Inv #33074507 - June Police Copier Contract Charge & usage	192.96
Total Canon Financial Services, Inc.			192.96
<b>East Penn Manufacturing Co., Inc.</b>			
Bill	06/07/2024	Inv #240596497 - Truck maintenance	89.50
Total East Penn Manufacturing Co., Inc.			89.50
<b>First Impressions Child Care Center</b>			
Bill	06/18/2024	Security Deposit Return	75.00
Total First Impressions Child Care Center			75.00
<b>Foley, Incorporated</b>			
Bill	06/05/2024	Inv #0345091 - Skid steer & backhoe maintenance	684.75
Bill	06/05/2024	Inv #0345092 - Skid steer & backhoe maintenance	10.80
Total Foley, Incorporated			695.55
<b>Great America Financial Services</b>			
Bill	06/05/2024	Inv #36725662 - Borough Hall Copier Lease	191.00
Total Great America Financial Services			191.00
<b>Isett, Barry &amp; Assoc.</b>			
Bill	06/11/2024	Inv #VI-189603 - UCC Inspection Services	2,741.75
Total Isett, Barry & Assoc.			2,741.75
<b>Lantek</b>			
Bill	02/26/2024	Inv #39463 - Setup of new laptop	866.25
Bill	04/30/2024	Inv #39859 - Install of new printer	457.00
Bill	04/30/2024	Inv #39860 - Configure & install of new computer	500.00
Total Lantek			1,823.25
<b>Lehigh Valley Photography Club</b>			
Bill	06/18/2024	Security Deposit Return	75.00
Total Lehigh Valley Photography Club			75.00
<b>Local Mama Catering</b>			
Bill	06/18/2024	Inv #632 - Macungie Senior Residents Holiday Luncheon	1,210.00
Total Local Mama Catering			1,210.00
<b>Lorish Mower Shop LLC</b>			
Bill	06/18/2024	Inv #27667 - Small equipment	219.95
Total Lorish Mower Shop LLC			219.95
<b>Macy Slonaker</b>			
Bill	06/18/2024	Security Deposit Return	75.00
Total Macy Slonaker			75.00
<b>Ongiri, Sarah</b>			
Bill	06/18/2024	Security Deposit Return	75.00
Total Ongiri, Sarah			75.00
<b>Saleh, Corrie</b>			
Bill	06/18/2024	Security Deposit Return	75.00
Total Saleh, Corrie			75.00

1:07 PM

06/18/24

**Borough of Macungie - General Fund  
Paid Bills Detail  
All Transactions**

Type	Date	Memo	Open Balance
<b>Service Electric Telephone Co</b>			
Bill	06/18/2024	Acct #0675203872 - Macungie Institute	42.44
Bill	06/18/2024	Acct #0677969959 - Police Department	42.44
Bill	06/18/2024	Acct #0675203880 - Borough Hall	79.37
Bill	06/18/2024	Acct #0675192497 - Garage	23.99
Total Service Electric Telephone Co			188.24
<b>St. Luke's Hospital</b>			
Bill	05/29/2024	Inv #170271 - Police drug & alcohol testing	87.00
Total St. Luke's Hospital			87.00
<b>The Pennsylvania State University</b>			
Bill	06/18/2024	Inv #312227 - Police educational course	549.00
Total The Pennsylvania State University			549.00
<b>TnT Home &amp; Business Cleaning</b>			
Bill	06/17/2024	Inv #2658 - Office Cleaning	1,050.00
Total TnT Home & Business Cleaning			1,050.00
<b>UniFirst Corporation</b>			
Bill	06/12/2024	Inv #1290180618 - Uniform Service	72.00
Total UniFirst Corporation			72.00
<b>Wehrung's Macungie LLC</b>			
Bill	04/15/2024	Inv #384640 - Small equipment	60.88
Bill	06/11/2024	Inv #41077 - Flower Park	55.75
Bill	06/12/2024	Inv #41143 - Flower Park	19.98
Bill	06/13/2024	Inv #41206 - Macungie Institute	31.78
Total Wehrung's Macungie LLC			168.39
<b>TOTAL</b>			<b>9,728.59</b>

11:58 AM

06/25/24

**35-LIQUID FUELS**  
**Paid Bills Detail**  
All Transactions

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Type	Date	Memo	Open Balance
Telco, Inc. Bill	06/19/2024	Inv #34157 - Service on pedestrian signal	260.00
Total Telco, Inc.			260.00
TOTAL			260.00

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1:13 PM  
06/18/24

**35-LIQUID FUELS**  
**Paid Bills Detail**  
All Transactions

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<u>Type</u>	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
PP&L			
Bill	06/12/2024	Acct #96229-63007 - Church St & Rte 100	33.44
Bill	06/12/2024	Acct #96619-34013 - W Main St	63.31
Total PP&L			<u>96.75</u>
<b>TOTAL</b>			<u><u>96.75</u></u>



**Municipal  
Retirement  
TRUST**

**Pennsylvania State Association of Boroughs  
Municipal Retirement Trust**

2941 North Front Street, Harrisburg, PA 17110  
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# Monthly Report of Municipal Net Assets

## MACUNGIE BOROUGH NON-UNIFORM DEFINED BENEFIT PENSION

SCHEDULE OF CHANGES IN NET ASSETS

PSAB MUNICIPAL RETIREMENT TRUST

BALANCED FUND

MRT:90423

For the 5 Months ended May-31-2024

	Month to Date	Year to Date
<b>Receipts:</b>		
State Aid	0.00	0.00
Employer Contributions	0.00	0.00
Employee Contributions	748.20	4,213.85
Interest, DROP/Escrow Acct.	0.00	0.00
Interest, Net of Investment Fees	1,184.94	4,232.94
Dividend Income	2,299.71	7,829.36
Realized Gains(Loss)	3,781.94	26,025.70
Unrealized Gains(Loss)	56,164.72	67,588.88
Misc. Income	0.00	0.00
Transfer In - Other Funds	0.00	0.00
Transfer In - Previous Trust	0.00	0.00
<b>Total Receipts</b>	<b>64,179.51</b>	<b>109,890.73</b>
<b>Disbursements:</b>		
Pension Payments	10,021.21	50,106.05
Lump Sum Payments	0.00	0.00
Payments to DROP/Escrow Acct.	0.00	0.00
Interest Pd to DROP/Escrow Acct.	0.00	0.00
Return of Excess State Aid	0.00	0.00
Return of Employee Contrib.	0.00	0.00
Return of Excess Employer Ctb.	0.00	0.00
Actuarial/Consulting Fees	0.00	600.00
Admin. Fees	250.00	1,250.00
Admin. Fees - Allocated	905.38	4,753.42
Insurance Premiums	0.00	0.00
Legal Fees	0.00	0.00
Misc. Expenses	0.00	0.00
Transfer Out - Other Funds	0.00	0.00
Transfer Out - Withdrawal	0.00	0.00
<b>Total Disbursements</b>	<b>11,176.59</b>	<b>56,709.47</b>
<b>Net Change In Assets</b>	<b>53,002.92</b>	<b>53,181.26</b>
<b>Other Assets, Begin. of Period</b>	<b>2,055,311.33</b>	<b>2,055,132.99</b>
<b>Other Assets, End of Period</b>	<b>2,108,314.25</b>	<b>2,108,314.25</b>
<b>Restricted DROP/Escrow Balance</b>	<b>0.00</b>	<b>0.00</b>



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# Monthly Report of Municipal Net Assets

## MACUNGIE BOROUGH NON-UNIFORM DEFINED CONTRIBUTION PENSION

SCHEDULE OF CHANGES IN NET ASSETS  
PSAB MUNICIPAL RETIREMENT TRUST  
BALANCED FUND  
MRT:90422  
For the 5 Months ended May-31-2024

	Month to Date	Year to Date
<b>Receipts:</b>		
State Aid	0.00	0.00
Employer Contributions	187.93	2,064.95
Employee Contributions	187.93	725.33
Interest, DROP/Escrow Acct.	0.00	0.00
Interest, Net of Investment Fees	17.73	61.16
Dividend Income	34.40	113.92
Realized Gains(Loss)	56.57	365.74
Unrealized Gains(Loss)	840.10	967.28
Misc. Income	0.00	0.00
Transfer In - Other Funds	0.00	0.00
Transfer In - Previous Trust	0.00	0.00
<b>Total Receipts</b>	<b>1,324.66</b>	<b>4,298.38</b>
<b>Disbursements:</b>		
Pension Payments	0.00	0.00
Lump Sum Payments	0.00	0.00
Payments to DROP/Escrow Acct.	0.00	0.00
Interest Pd to DROP/Escrow Acct.	0.00	0.00
Return of Excess State Aid	0.00	0.00
Return of Employee Contrib.	0.00	0.00
Return of Excess Employer Ctb.	0.00	0.00
Actuarial/Consulting Fees	0.00	0.00
Admin. Fees	25.62	123.97
Admin. Fees - Allocated	13.54	67.92
Insurance Premiums	0.00	0.00
Legal Fees	0.00	0.00
Misc. Expenses	0.00	0.00
Transfer Out - Other Funds	0.00	0.00
Transfer Out - Withdrawal	0.00	0.00
<b>Total Disbursements</b>	<b>39.16</b>	<b>191.89</b>
<b>Net Change in Assets</b>	<b>1,285.50</b>	<b>4,106.49</b>
<b>Other Assets, Begin. of Period</b>	<b>30,743.08</b>	<b>27,922.09</b>
<b>Other Assets, End of Period</b>	<b>32,028.58</b>	<b>32,028.58</b>
<b>Restricted DROP/Escrow Balance</b>	<b>0.00</b>	<b>0.00</b>



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# Monthly Report of Municipal Net Assets

## MACUNGIE BOROUGH DEFINED BENEFIT POLICE PENSION

### SCHEDULE OF CHANGES IN NET ASSETS

PSAB MUNICIPAL RETIREMENT TRUST

BALANCED FUND

MRT:90421

For the 5 Months ended May-31-2024

	Month to Date	Year to Date
<b>Receipts:</b>		
State Aid	0.00	0.00
Employer Contributions	0.00	0.00
Employee Contributions	1,175.56	6,779.40
Interest, DROP/Escrow Acct.	0.00	0.00
Interest, Net of Investment Fees	1,015.73	3,608.26
Dividend Income	1,971.32	6,677.59
Realized Gains(Loss)	3,241.89	22,132.34
Unrealized Gains(Loss)	48,144.49	57,609.53
Misc. Income	0.00	0.00
Transfer In - Other Funds	0.00	0.00
Transfer In - Previous Trust	0.00	0.00
<b>Total Receipts</b>	<b>55,548.99</b>	<b>96,807.12</b>
<b>Disbursements:</b>		
Pension Payments	3,291.61	16,458.05
Lump Sum Payments	0.00	0.00
Payments to DROP/Escrow Acct.	0.00	0.00
Interest Pd to DROP/Escrow Acct.	0.00	0.00
Return of Excess State Aid	0.00	0.00
Return of Employee Contrib.	0.00	0.00
Return of Excess Employer Ctb.	0.00	0.00
Actuarial/Consulting Fees	0.00	600.00
Admin. Fees	250.00	1,250.00
Admin. Fees - Allocated	776.10	4,046.95
Insurance Premiums	0.00	0.00
Legal Fees	0.00	0.00
Misc. Expenses	0.00	0.00
Transfer Out - Other Funds	0.00	0.00
Transfer Out - Withdrawal	0.00	0.00
<b>Total Disbursements</b>	<b>4,317.71</b>	<b>22,355.00</b>
<b>Net Change in Assets</b>	<b>51,231.28</b>	<b>74,452.12</b>
Other Assets, Begin. of Period	1,761,816.14	1,738,595.30
<b>Other Assets, End of Period</b>	<b>1,813,047.42</b>	<b>1,813,047.42</b>
Restricted DROP/Escrow Balance	0.00	0.00

## **BOROUGH OF MACUNGIE ZONING HEARING NOTICE**

NOTICE IS HEREBY GIVEN that the Borough of Macungie Zoning Hearing Board will conduct a public hearing on Wednesday, July 10, 2024, at 7:30 P.M. in the Auditorium, Macungie Institute, 510 East Main Street, Macungie, PA, on the following appeal:

APPEAL 2024-03: TIMOTHY ROMIG, 50 RACE STREET, MACUNGIE, PA 18062 FOR PROPERTY AT 200 WEST MAIN STREET, MACUNGIE, PA 18062. The applicant is requesting an INTERPRETATION and an APPEAL DETERMINATION of ZONING OFFICER pursuant to Zoning Ordinance §345-35 with respect to parking spaces, definition of Motor Vehicle Mechanic and pre-construction site conditions governed by Act 167. This property is situated in the GC Zoning District.

The applicants and all interested parties must appear at the hearing to be heard.

Joe Peterson, BCO  
Zoning Officer

East Penn Press  
(Affidavit required)  
6/26/2024  
7/3/2024



Dear Borough Councilmen,

I would like the board to discuss the following at their next meeting:

I often drive through towns and see Hometown Heroes Banners on display in many towns. I have yet to see any when driving through Macungie.

I ask the board to make a decision, at your meeting, to start a Hometown Heroes program.

My father, Herbert Christman, and his twin brother, Robert, were raised in Macungie. Both served in World War 1. My father, Herb having received the Purple Heart. I've attached the article I wrote, for the Army Magazine, in 2014, about those years.

There surely are many more Hometown Heroes from the Macungie area –not just WW 1 veterans- but others who served in other branches who served our country. Those families would appreciate being able to honor their family veterans.

Respectfully Submitted,

Carole Christman Koch

*carhorko@ptd.net*

*610 434-3307*

**RECEIVED**  
JUN 17 2024  
BY: \_\_\_\_\_

this article originally appeared in Dec 2017 issue of ARMY MAG.

# Herbert and Robert Christman's World War I Experience

By Carole Christman Koch

**F**eb. 21, 1897, was the birthday of twins—Herbert Tilghman and Robert George Christman. Herb and Rob were born in East Texas, Pa., to Peter Benneville and Laura Herber Christman.

As a young man, Herb worked at the silk mill in Macungie, Pa. His war records state his vocation was weaver. These were the war years, though, and the twins enlisted in the U.S. Army on April 13, 1917, in nearby Allentown before the draft law was even drawn up. Perhaps having had three uncles who served in the Army influenced the young lads to serve. Perhaps it was the quest for adventure.

At age 20, Herb and Rob must have wondered if one or both of them would ever return to home and family. Thoughts like this must also have occurred to their mother. Imagine the ache she felt in her heart as she placed two stars in the parlor window of her home (a custom in those days when sons went to war). Nevertheless, Laura determined that prayer would help her sons through the dreadful war, and she sent them off.

## Training and Travel

Basic training at Camp Greene, N.C., was herculean for the two young men. Fall found them marching on rough, uncompleted roads, thick with dust. Winter wasn't any better: It rained and snowed, there were freezing temperatures, and thawed snow turned into mud. The twins must have often yearned for the times when they rested on bed sacks filled with straw. They learned laundering skills at a nearby "laundromat"—a creek with visibly dirty water, sometimes half-frozen. Some wintry mornings, if Herb



Herbert T. Christman

found his underwear half-thawed from the heat of the small stove in the tent, he could surely be heard 10 tents down muttering, "Doonerwetter!" (Pennsylvania Dutch for thunder-gust).

Herb and the other men were often discouraged by their training. Grenade throwing was practiced with rocks, and bayonet drills were conducted on dummies. They often used hot, greasy gas masks that had been already used by 100 men that same day. Combat-wise French and British officers came over to help with instructions. Eventually, the platoon began to shape up.

Around noon on April 1, 1918, Herb and his platoon boarded the RMS *Aquitania* and set sail the next day. Men were crammed into the ship like sardines. Herb barely managed to walk to his bunk because they were billeted so closely together. The nine-day trip consisted of ship drills, lookout duty and two meals per day—that is, if you weren't too seasick to eat. Toilets were somewhat unsanitary.

Herb's battalion arrived in Liverpool, England, on the morning of April 11 and stayed at the American rest camp in Southampton until the 13th. There they boarded another British ship for Le Havre, France, arriving on the 15th. The battalion trained near Orges, France, for about a month, doing target practices, field exercises and disciplinary drills.

## Surviving Three Battles

With the enemy in position on the north bank of Chateau-Thierry and menacing Paris itself, endless refugees fleeing to the rear, and French troops on every side murmuring "too late," Herb and the rest of his battalion

fought for the first time in the Second Battle of the Marne. Seventeen in the battalion were killed in action, and four officers and 96 others were wounded or gassed.

Herb's second combat experience was in the Battle of Saint-Mihiel in September 1918. The battalion made most of their marches at night through pouring rain and deep mud. Herb marched many miles through fields and trenches and in and out of acres of enemy wire. At times, animals grew weary, and surely Herb relieved them by pushing the cart himself.

The third and last battle for Herb was the Meuse-Argonne, which took place from Sept. 26 through Nov. 11, 1918. This battle cleared the Forest of Argonne—a large expanse of rocky slopes, cliffs, ravines and many brooks—and the territory northwest of Verdun. It was the most bitter battle for Herb and the rest of his battalion. The 13-day march to the front line was an ordeal. For the first 24 hours, the men subsisted on bully beef (corned beef) and hard bread. Herb marched across plowed fields and wire entanglements carrying full equipment. Cold rain continued day and night. Herb either slept on the cold, wet ground or found shelter in shallow ditches that were filled with water most of the time.

The quickly built dugouts or trenches provided an effective barrier from bullets and explosive shells. The ideal trench had drainage, duckboards (to provide a surface over mud and water), a fire step (enabling soldiers to shoot from the trench) and sandbag parapets. In reality, most trenches were filled with water, lice and rats. Soldiers lived, slept and ate in trenches until relief came, usually a week later.

There was no escape from gas because it would sink to the ground. Just a whiff could knock you out for weeks, or you could be severely burned. A quick solution to being gassed was to just "take a leak" in a handkerchief, place it over one's nose and breathe.

It was on Oct. 16, 1918, that Herb received a gunshot wound to his left ankle. He was probably carried to the nearest tent of the field hospitals scattered about the fighting areas. Herb received the Purple Heart for those who "shall most distinguish themselves by their gallantry in action and other soldier-like qualities."

Through letters written home during the war from Uncle

---

*Carole Christman Koch is a columnist for The Kutztown (Pa.) Patriot.*

Rob, I've gleaned: "Haven't seen Herb for some time now, well not since we left for the front. ... Received a letter from him [Herb] a few days ago, up to that time he hadn't seen any 'Huns.' ... It's the 22nd of June now and we are wearing heavy underwear and our woolen coats all the time."

While Herb lay in his hospital bed recuperating at 11 A.M. on Nov. 11, 1918, an armistice was signed. World War I was over! After a period of about three months, Herb arrived in the U.S. (Rob also arrived home safe.) Within a few days, Herb received his honorable discharge paper at Camp Dix, N.J. (as it was called at that time). His pay was \$84.25 plus a bonus of \$60.

### After the War

Herb returned to Macungie and met my mother, Mary Alice Kohler, at a church social. They were married on Nov. 13, 1923. For the love of a woman who wanted to become a farmer's wife, Pop became a farmer. They had 11 children (one died in infancy), 50 grandchildren and over 50 great-grandchildren.

Rob returned to Macungie also, staying two years. He then moved to Chicago and worked for another brother in the bakery business. He educated himself and in 29 years became superintendent of the bakery. He met Grace MacGregor and they married on April 14, 1923. They never had any children.

Rob and Herb were quite close over the years. A party was held at Herb's home in Kutztown, Pa., for their 80th birthday. One day, Mom asked Pop about his funeral plans. He told her, "Just a simple funeral. I want to be buried near my twin brother." At other times, Pop didn't know his own children, let alone his twin brother. I was there the day that his twin came to visit Pop from Indianapolis. I was concerned how this visit would affect both of them and what kind of conversation they could have. To my amazement, this is what transpired:

When the "stranger" entered the living room, Pop asked, "Who are you?"

Rob answered, "I'm your twin brother, Rob."

Pop said, "I can hardly believe it."

I did most of the talking until Uncle Rob asked, "Herb, do you remember World War I?"

Since Pop could recall long-ago memories better than today, they could connect.

Pop teased Rob, "I sent my money home. You spent yours." Rob agreed.

I butted in one time just to see how good a memory Pop had. I asked him, "What was the number on your dog tag?" Pop answered, "553522." I checked later, and he was right. ★



*Robert G. Christman*

Respectfully,

A handwritten signature in black ink, appearing to read "John A. Brown". The signature is written in a cursive style with a prominent initial "J".

John A. Brown  
Borough Manager  
Borough of Macungie

**BOROUGH OF MACUNGIE**  
21 Locust Street  
Macungie, PA 18062

Phone: 610-966-2503  
Fax: 610-966-2788



*Ron Karboski*  
**Council President**

*Ronald Conrad*  
**Mayor**

*John A. Brown*  
**Borough Manager**

*E-mail: manager@macungie.pa.us*

July 1, 2024

Macungie Borough Council

RE: Utility Billing Software Upgrade required

UBmax is the utility billing software currently being utilized by the Borough for Water, Sewer and Refuse billing. Water meter readings are collected via Badger Meter's electronic meter reading program and uploaded to UBmax for customer billing.

**Challenges with UBmax**

- a) UBmax software technical support is poor; all support ending at end of 2024
- b) Poor interface between the Badger meter reading software and UBmax is creating errors requiring manual adjustments
  - Errors require manual meter read, manual data entry and manual review to compare to prior quarter reading
  - We experience a full (1) week delay in billing due to these errors; bills cannot be released until all bills are corrected.
- c) Program interface is difficult to use; it is not intuitive and requires multiple screen interfaces for the simplest inquiries. For example: To enter new customer requires 4-5 screen interfaces.
- d) Late Fees must be manually entered and adjusted monthly, system not programmable
- e) Online payments-
  - Customers experience difficulty in using current EZ net on-line payment system
  - Does not allocate payment to specific line item; requires manually adjusting payments

gWorks acquired UBmax in November 2022 and will no longer provide technical support for the UBmax billing software as of December 31, 2024.

**Request**

Administration is seeking to upgrade to the two following platforms:

- 1. **Utility Billing Hub** replaces the UBmax software
- 2. **FrontDesk** is the customer portal for on-line payments
  - a. Electronic billing option, receipts, account status, history
- 3. Cost:
  - a. One time onboarding \$ 2000.00
  - b. Utility Billing Hub....\$ 2,500.00 annually (replaces UBmax)
  - c. FrontDesk is.....\$ 2,520.00 annually (customer portal)

Initial cost: \$ 7020.00

Annual Cost: \$ 5020.00

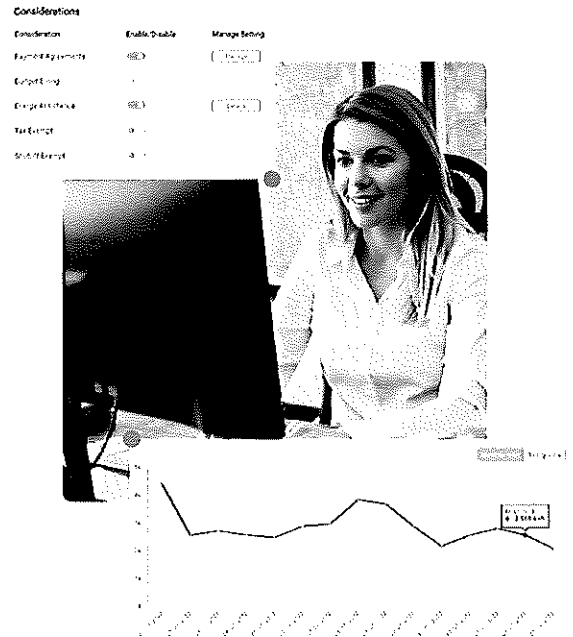
Note: UBmax annual cost \$986.00.

# Utility Billing Hub

## Simplify Your Billing Process and Maximize Efficiency

Streamline your daily workflows with our new cloud-based utility billing solution. Deliver more efficiency and accuracy to your billing processes and peace of mind for citizens.

 **Secure**  **Simple**  **Integrated**



### Customer Accounts

Easily manage all your customer accounts, access critical details, and provide efficient customer service in one centralized place.



### Easy Billing Process

Generate your bills in fewer steps with a simple 5-step billing process, ensuring efficient and timely invoicing for your customers.



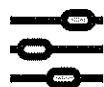
### Meter Management

Streamline meter uploads with a simple step-by-step process, ensuring accuracy and better understanding of utility usage.



### Custom Reporting

Access in-depth and customized reporting to make data-driven decisions based on accurate, up-to-date information.



### Simple to Customize

Make easy adjustments to information, like rate tables, with configurable and flexible settings to suit the unique needs of your government.



### Convenient Payments

Enable online payments with FrontDesk, providing convenient payment options for customers that update Utility Billing Hub in real-time.



[www.gWorks.com](http://www.gWorks.com)



888-608-7666



[info@gworks.com](mailto:info@gworks.com)



3905 S 148th St, Ste  
200 Omaha, NE 68144



# Offer Modern, Convenient Services to Engage with Citizens

Improve customer service and engagement with a user-friendly portal that enables your citizens to make payments and interact with your government online.

- ✓ **Secure**
- ✓ **Simple**
- ✓ **Integrated**

Airport Hangar Rental (Quarterly)

Approved: 03/16/2022

Building Permit

Approved: 10/19/2021 Expires: 10/19/2021



CITIZEN REQUESTS (311)

Open (39 days)

Open (Total)

1

34

Avg Days To Close

Top 3

6.18

1. Pothole (36)
2. Down Tree (20)
3. Missed Trash (11)



## Online Payments

Enable your citizens to pay various types of bills online, such as utilities, fees, or taxes.



## Utilities Management

Allow citizens to view usage, track utility accounts, and submit service requests online.



## Email & Text Notifications

Keep citizens informed, and provide a quick & effective communication channel.



## Agendas & Minutes

Create agendas and minutes online, and make this information accessible to the public.



## Online Forms

Offer a digital platform for your citizens to fill out and submit forms and pay form fees online.



## Citizen Management

Quickly access a citizen's history of payments, service requests, utility accounts, and more.



## Website Builder

Build your own website for your community integrated with FrontDesk at a low cost.



## 311 Citizen Requests

Give your Public Users a mobile-friendly channel to report issues or submit requests.



[www.gWorks.com](http://www.gWorks.com)



888-608-7666




[info@gworks.com](mailto:info@gworks.com)



3905 S 148th St, Ste  
200 Omaha, NE 68144

Borough of Macungie  
**Financial Transaction Approval Form**

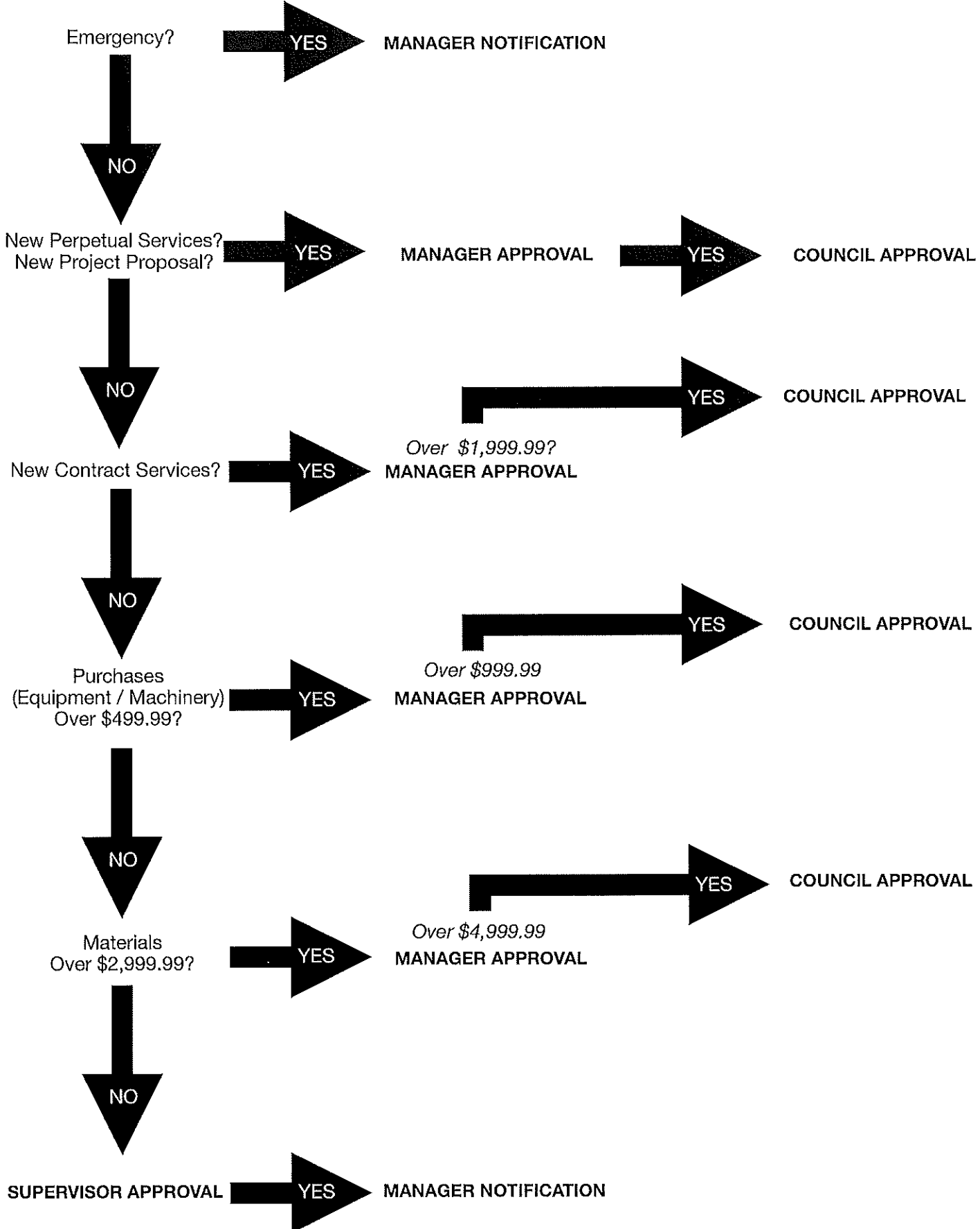
Employee Section
Date: <u>7/1/2024</u> Name: <u>John Brown</u>
Item: <u>gworks Utility Billing Hub and Front Desk software</u> Cost: <u>\$ 5,020.00</u>
Date of Expenditure: <u>July 2024</u> Account Name / Number: <u>406.450 Contract Services</u>
Description: <u>Eliminate UBmax utility billing and replace with Utility Billing Hub</u> <u>Upgrade on-line customer payments to FrontDesk</u>
Rationale / Project: <u>Current utility billing software is outdated, difficult to use, no longer technically supported</u> <u>Updating billing software will help create efficiencies and streamline utility billing</u>
Check to indicate the Type of Expenditure
<input checked="" type="checkbox"/> Revolving Services
<input type="checkbox"/> Subcontracting Services
<input type="checkbox"/> Equipment or Machinery
<input type="checkbox"/> Materials
Number of Attachments _____
_____ <i>Employee Signature</i>

Borough Manager Decision
<input checked="" type="checkbox"/> Approved <u></u> Date: <u>7/1/2024</u> <i>Borough Manager Signature</i>
<input type="checkbox"/> Denied - Reason: _____ _____
<input type="checkbox"/> Approved and Prepared for Council's Decision - Date: _____
<input type="checkbox"/> Budgeted
<input checked="" type="checkbox"/> Transfer Required <span style="margin-left: 20px;">Transfer from 401.131 Admin Payroll to 406.450 Contract Services</span>

Council Decision      Water Authority Decision
<input type="checkbox"/> Approved - Date: _____
<input type="checkbox"/> Denied - Date: _____




Borough of Macungie  
Financial Transaction Guide



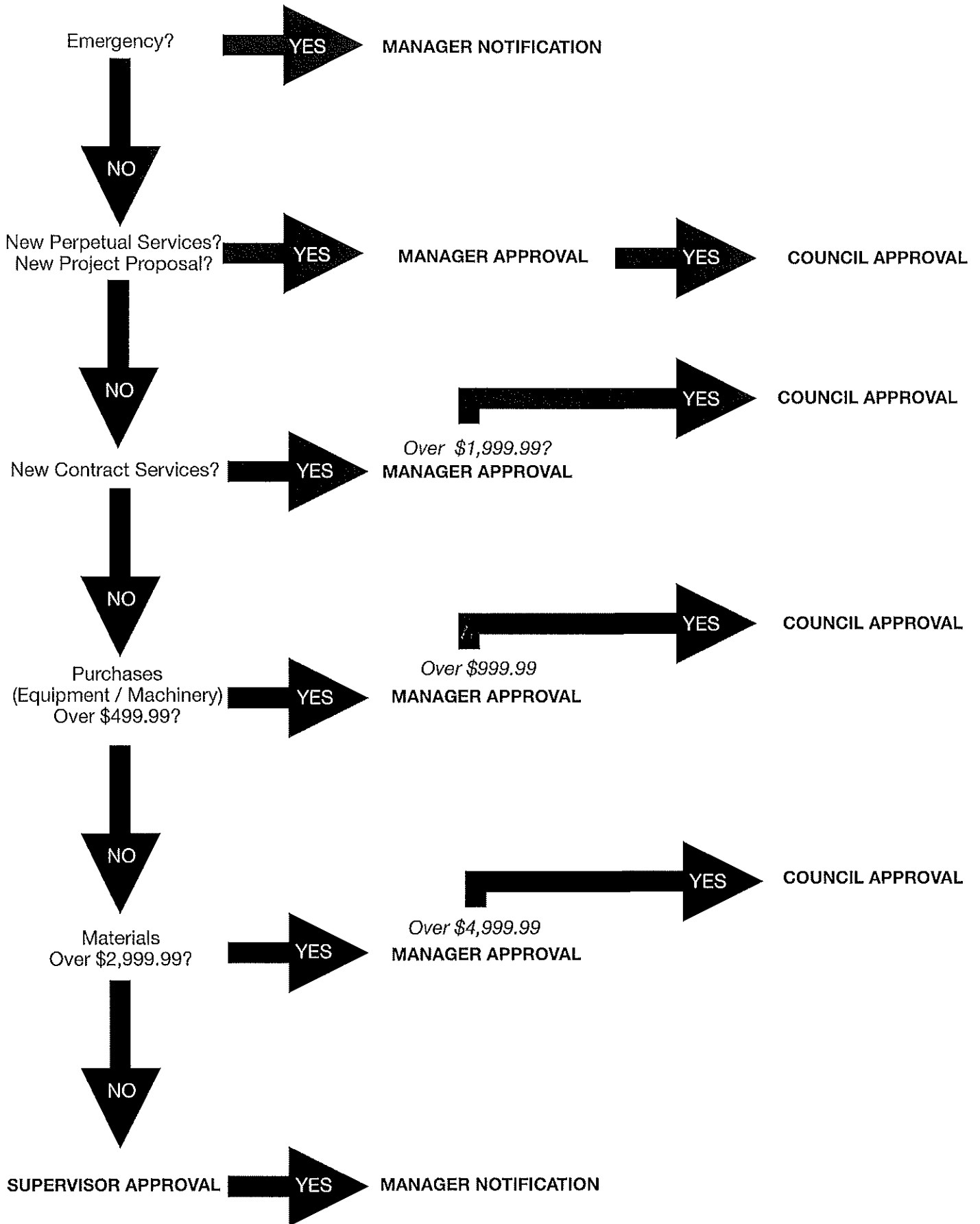
Borough of Macungie  
**Financial Transaction Approval Form**

Employee Section
Date: <u>7/1/2024</u> Name: <u>John Brown</u>
Item: <u>2100 Vector Jetter Model 27501-3126 2003 VIN # 2FZAASAKX3AK26586</u> Cost: <u>\$ 25,000.00</u>
Date of Expenditure: <u>July 2024</u> Account Name / Number: _____
Description: <u>Lower Macungie Township purchased a new vehicle; no bids were received via munibid.</u> <u>Discussion with LMT would enable Macungie to purchase vehicle directly; DPW is familiar with vehicle operation.</u>
Rationale / Project: <u>Jetter is used to clear clogs in sewer lines. Borough has spent several million dollars</u> <u>lining sewer mains and laterals. This equipment enables rapid response to issues that arise (clogs) and cleanout.</u>
Check to indicate the Type of Expenditure <input type="checkbox"/> Revolving Services <input type="checkbox"/> Subcontracting Services <input checked="" type="checkbox"/> Equipment or Machinery <input type="checkbox"/> Materials
Number of Attachments _____
_____ <i>Employee Signature</i>

Borough Manager Decision
<input checked="" type="checkbox"/> Approved _____ Date: <u>7/1/2024</u> <div style="text-align: center;"> <i>Borough Manager Signature</i></div>
<input type="checkbox"/> Denied - Reason: _____ _____
<input type="checkbox"/> Approved and Prepared for Council's Decision - Date: _____
<input type="checkbox"/> Budgeted
<input checked="" type="checkbox"/> Transfer Required Funds would be drawn from the Sewer Fund Debt Service Account

<input type="checkbox"/> Council Decision <input type="checkbox"/> Water Authority Decision
<input type="checkbox"/> Approved - Date: _____
<input type="checkbox"/> Denied - Date: _____

Borough of Macungie  
**Financial Transaction Guide**



**BOROUGH OF MACUNGIE**  
21 Locust Street  
Macungie, PA 18062

Phone: 610-966-2503  
Fax: 610-966-2788



**Ron Karboski**  
Council President

**Ronald Conrad**  
Mayor

**John A. Brown**  
Borough Manager

*E-mail: [manager@macungie.pa.us](mailto:manager@macungie.pa.us)*

July 1, 2024

Macungie Borough Council

RE: Race Street Stormwater Repair

The council has requested a plan to move forward and complete the Race Street Stormwater project. As background, funding for the project was anticipated from the excess grant funds from the Streetscape projects. DCED denied use of the funds.

Attached is a copy of the drawing detailing the proposed stormwater upgrade to Race Street.

The Administration is proposing to fund the project from stormwater and recreation funds accrued from various development projects over the past several years. Current amounts available are more than \$ 150,000.00.

**Request**

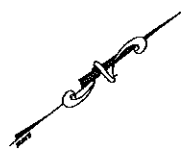
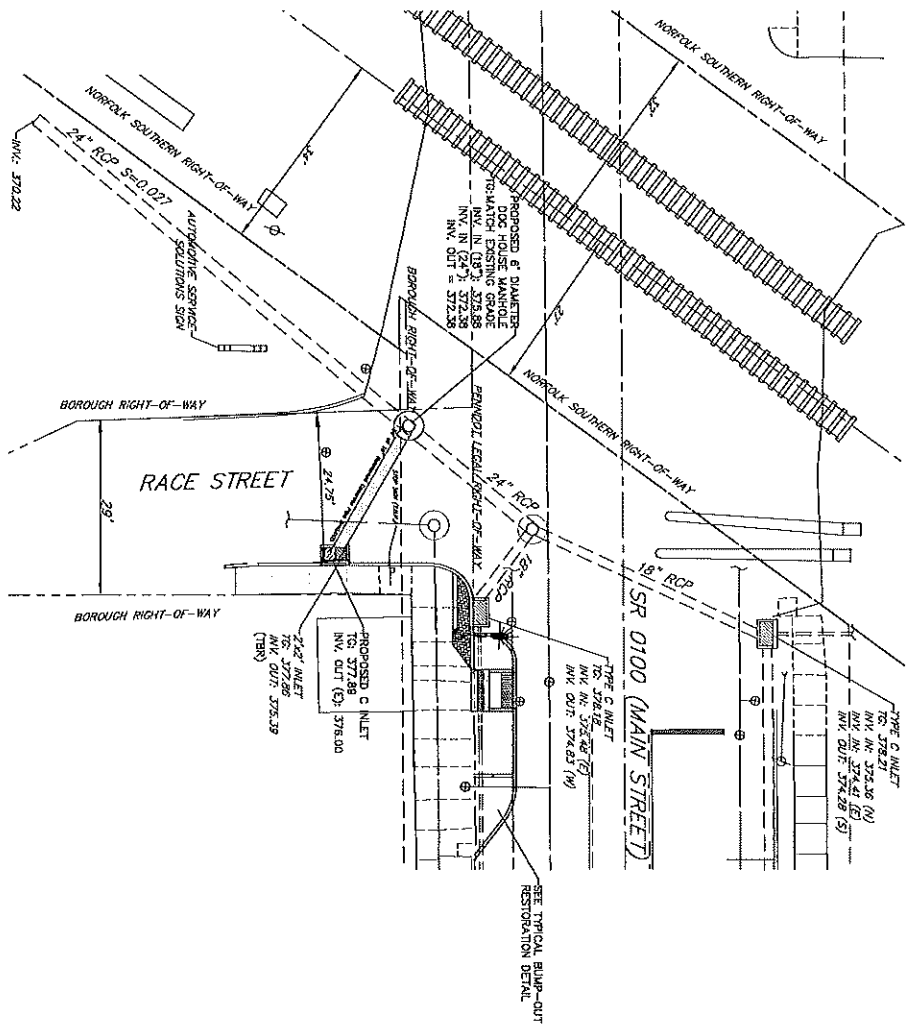
Administration is approval for the following:

1. The construction costs are estimated to be approximately \$ 30,000 per BIA. An RFP will be required. The administration is requesting approval to proceed with an RFP.
2. Barry Isett will manage the RFP and bidding process and oversee the construction process. BIA costs for the RFP process is \$ 5000 and the construction management is \$ 6000 for a total of \$ 11,000.00. The administration is seeking approval to engage BIA for these services.
3. The total project is estimated to cost \$ 41,000. The Administration is requesting approval to fund the project from stormwater and recreation funds.

Respectfully,

A handwritten signature in black ink, appearing to read 'John A. Brown'.

John A. Brown  
Borough Manager  
Borough of Macungie



**SP-1**

DATE	DESCRIPTION
03/20/2018	DESIGN
03/20/2018	CHECK
03/20/2018	APPROVE
03/20/2018	APPROVE
03/20/2018	APPROVE

**DRAINAGE IMPROVEMENTS**

RACE STREET ADA RAMP  
BOROUGH OF MACUNGIE  
LEHIGH COUNTY, PA

**BARRY  
ISETT &  
associates**

610.398.0904  
barryisett.com

REVISIONS	DATE	BY
1	03/20/2018	SP