

MACUNGIE BOROUGH COUNCIL  
MEETING MINUTES  
Monday, June 2, 2025  
REGULAR MEETING MINUTES  
7:30 P.M.

Council Members:

Ron Karboski  
Greg Hutchison (via phone)  
Todd Ritter  
Robert Rozak  
Carl Sell  
John Yerman (via phone)  
Ronald Conrad  
Pat Armstrong  
John Brown

Mayor:

Solicitor:

Borough Manager:

President Karboski called tonight's meeting to order at 8:00 pm.

1. Barry Isett Report

- a. Bump Outs – mock-ups were presented to the council.
  - i. Public Works would remove existing dirt and vegetation and install concrete pads in forebays. Public Works would inspect and remove necessary accumulated sediment if needed, or after any rainfall greater than 3 inches in a day.
  - ii. Borough would contract with a landscaper to renovate the remaining bump-out area and include a 5-year maintenance contract to inspect and replace vegetation as necessary.
  - iii. Council would like to change the 5-year contract to a 2-year contract.
- b. Sidewalks at Borough Hall
  - i. Bid documents will be provided at the next council meeting on 6/16/2025.
- c. Estates at Brookside
  - i. PCSM Plans – The Borough is responsible for maintaining basins and any stormwater piping within the drainage easements on the lot.
  - ii. Sidewalks across the Willow Lane frontage - Council will wait until Kay Builders have installed all of the PennDOT improvements to Willow Lane and the walking path along Willow Lane.
- d. Zoning District Amendment
  - i. Property Parcel numbers will be provided at the next meeting on 6/16/2025.
- e. Spruce Street Park
  - i. Grant application was submitted.
- f. PennDOT ARLE Grant
  - i. June 30, 2025, deadline.
  - ii. PennDOT said the project is not competitive because there are no documented safety issues over the last 5 years. BIA recommends not applying due to non-competitive feedback
  - iii. Council asked for alternative plan for Chestnut and Sycamore to address speeding issues and line of sight issues. May require another traffic study per Sergeant Travis Kocher.

2. Public Comment

- a. Bill Reiss 430 E Main St – Mr. Reiss believes the Stack Storage is an eyesore, and he feels that rezoning will reduce the potential of more eyesores. Mr. Reiss is requesting that a workshop be conducted to discuss the rezoning topic.

3. Presentations/Guest Speakers

MOTIONS: 060225-A / 060225-B / 060225-C / 060225-D / 060225-E / 060225-F / 060225-G / 060225-H / 060225-I / 060225-J / 060225-K / 060225-L / 060225-M

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- a. None
- 4. Complaints, Petitions, and Appeals
  - a. None
- 5. Approval of Minutes
  - a. May 19, 2025
    - i. Councilman Rozak made a motion to accept the minutes as written. Vice President Hutchison seconded the motion. Motion passed unanimously. (060225-A)
- 6. Financial Agenda
  - a. Treasurer's Report (2<sup>nd</sup> meeting of the month)
  - b. Approval of Paid Bills Detail report
    - i. Vice President Hutchison made a motion to pass the bills for \$41,795.66. Councilman Rozak seconded the motion. Motion passed unanimously. (060225-B)
- 7. Correspondence
  - a. Macungie Halloween Parade
  - b. Donna Kohut – May 18, 2025 – resignation from Planning Commission
- 8. Reports
  - a. Macungie Institute Manager Quarterly Report
    - i. April 15, July 15, Oct 21
  - b. Zoning Monthly Update Report (2<sup>nd</sup> meeting of the month)
  - c. Solicitor
  - d. Macungie Police Department (2<sup>nd</sup> meeting of the month)
  - e. Mayor
    - i. Mayor Conrad commented that a Town Hall meeting was held at the Ridings at Brookside regarding the shooting incident, which was very well attended.
  - f. Borough Manager
    - i. DPW 5<sup>th</sup> position – interviews scheduled w/o 6/2/2025
    - ii. Zoning Officer FT – (1) applicant
- 9. Unfinished Business
  - a. Discussion of appointment to the open council position
    - i. Councilman Ritter made a motion to appoint Megan Sell to the open council seat and finishing out the term expiring 12/31/2025. Councilman Rozak seconded the motion. Motion passed unanimously. (060225-C)
- 10. New Business
  - a. Donna Kohut – Letter of resignation from Planning Commission – amendment to agenda
    - i. President Karboski made a motion to amend the agenda to include Donna Kohut's letter of resignation from the Planning Commission. Councilman Sell seconded the motion. Motion passed unanimously. (060225-D)
  - b. Donna Kohut – Letter of resignation from Planning Commission – acceptance
    - i. President Karboski made a motion to accept Donna Kohut's letter of resignation with regret. Councilman Sell seconded the motion. Motion passed unanimously. (060225-E)
  - c. Herr Signal and Lighting Payment Request #3 – Pedestrian LED Lighting - \$29,500.
    - i. Councilman Sell made a motion to pay Herr Signal and Lighting for \$29,500. Councilman Ritter seconded the motion. Motion passed unanimously. (060225-F)

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- d. P25 Radios – Lehigh County Promissory note and agreement.
  - i. President Karboski made a motion to move forward with the Promissory note pending review by solicitor and potential amendment of section 5 and adding a default clause in the event of a late payment. Councilman Rozak seconded the motion. Motion passed unanimously. (060225-G)
- e. DPW \$1,000 request Borough Authority – Chlorine Gas Detector \$5,285.00 – Payable from the Water Fund
  - i. President Karboski made a motion to remove this item from the agenda as it is just a courtesy from the Water Authority. Councilman Sell seconded the motion. Motion passed unanimously. (060225-H)
- f. DPW requests permission to add Knox Boxes to the Macungie Institute, Borough Hall, and Public Works garage as requested by LMFD—cost for three boxes \$1,500.
  - i. President Karboski made a motion to add Knox Boxes to all three areas, based on the LMFD's request. Councilman Ritter seconded the motion. Motion passed unanimously. (060225-I)
  - ii. President Karboski asked the Borough Manager to find out if all businesses in the Borough are required to have Knox Boxes.
- g. National Night Out – Donation \$1,010.56 to cover 50% of the planned events.
  - i. President Karboski made a motion to approve the \$1,010.56. Councilman Sell seconded the motion. Motion passed 5-1. (060225-J)
- h. Macungie Police Department – Part Time Officer Appointment
  - i. President Karboski made a motion to hire Isaac Fries for the 30-hour Police Officer position. Councilman Ritter seconded the motion. Motion passed unanimously. (060225-K)
- i. Resolution 2025-03 Appointment to fill vacant council seat
  - i. President Karboski made a motion to accept Resolution 2025-03. Councilman Rozak seconded the motion. Motion passed unanimously. (060225-L)
  - ii. Mayor Conrad swore Megan Sell in.

11. Executive Session

- a. Legal, Personnel, Real Estate

12. Action as a result of executive session

- a. None

13. Adjournment

- a. Councilman Rozak made a motion to adjourn tonight's meeting at 9:30 pm. Councilman Sell seconded the motion. Motion passed unanimously. (060225-M)

Respectfully Submitted

*Ashley Rinker*

Administrative Assistant