Macungie Borough Council
General Business Meeting
Agenda

Monday, November 2, 2026 **7:30 p.m.** **Macungie Institute**

I. Call to Order – Pledge of Allegiance

II. Announcement of Executive Sessions

III. Approval of Minutes
- A. October 5, 2026

IV. Financial Reports
- A. Approval of Paid Bills Detail Report in the Amount of $162,985.22

V. Reports
- A. Macungie Institute Report for Q3 2026
- B. Borough Engineer
- C. Council
- D. Mayor
- E. Solicitor
- F. Borough Manager

VI. Old Business
- A. Main Street Streetscape Bumpout Assessment
- B. Resolution #2026-19 – PA DCED LSA State Grant Submission for Spruce Street Park
- C. Resolution #2026-20 – Council Agenda Policy & Meeting Code of Conduct

VII. New Business
- A. Resolution #2026-21 – Retention of Audio Recordings and Meeting Packet Guidelines
- B. Boy Scouts Troop 71 Request – Macungie Institute Flooring Upgrade
- C. Authorizing Purchase of Mechanic Tool Set for Public Works

VIII. Public Comment on Non-Agenda Items

IX. Adjournment

MACUNGIE BOROUGH COUNCIL
MEETING MINUTES
General Business Meeting
Monday, October 5, 2026 - 7:30 P.M.

I. Call to Order – Pledge of Allegiance

The Macungie Borough Council meeting was called to order on October 5, 2026 at 7:30 p.m. at the Macungie Institute, 510 E. Main Street, Macungie, PA 18062. In attendance were Carl Sell, Jr., President; Stan Landis, Vice President; Greg Hutchison, Member; Megan Sell, Member; Greg Reinbold, Member; Lynette Sell, Member; Tom Ashelman, Member; Bob Sell, Jr., Mayor; Patrick Armstrong, Esq., Solicitor; Joshua Fry, Borough Engineer; and Kalman Sostarecz, Jr., 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. Announcement of Executive Sessions

Mr. Sostarecz announced that an executive session was held on October 5, 2026 at 6:30 p.m. regarding legal and personnel matters.

III. Approval of Minutes

A. September 21, 2026

Motion by President Sell to approve the minutes of September 21, 2026, seconded by Vice President Landis. Motion passed unanimously.

IV. Financial Reports

A. Approval of Paid Bills Detail Report in the Amount of $42,098.06

Mr. Ashelman asked if the cleaning bill is monthly, and what it includes. Mr. Sostarecz stated that it is monthly and it includes Borough Hall, Macungie Institute, and the Public works facility.

Motion by President Sell to approve the bills in the amount of $42,098.06, seconded by Mr. Reinbold. Motion passed unanimously.

V. Correspondence

A. Lower Macungie Fire Department Q3 2026 Report

VI. Reports

A. Jerry Simpson, PCPA – Police Consultation Update

Mr. Simpson commented on the PA Chiefs search for a new Chief; a meeting he held with the Officer in Charge and Mayor regarding scheduling. Mr. Ashelman asked about their final report – Mr. Simpson stated that a draft would be made available in November and will be finalized in December. They will speak to Council about staffing and budget sooner than that in an upcoming meeting. Mr. Hutchison asked from what areas the Chiefs of Police candidates are coming from – Mr. Simpson stated that most are local or regional in Eastern PA. Vice President Landis asked what the steps will be in the hiring process – Mr. Simpson stated that the resume's will be accepted until October 23rd, at which time an audit team reviews and grades them, then ten are chosen by the Council to be invited to the video interview stage. From the video stage six are moved on to the exercise stage which will be conducted by assessors from the PA Chiefs, after which time a report is generated and provided to Council. Council chooses three or four individuals to conduct in person interviews. President Sell asked when the Civil Service Commission would get involved – Mr. Simpson stated that it's the Council decision whether or not they involve the Commission.

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B. Borough Engineer

Mr. Fry reviewed his written report. Vice President Landis commented on the start date of larger Hickory Street Bridge and Church Street project, as well as the overgrown vegetation near the bridge and asked that it be looked into. He also commented on a mailbox post that's in the middle of the sidewalk near the Mavis Tire development. Mr. Fry stated they will look into the issues. Mr. Hutchison commented on the MS4 report. President Sell asked about the Lehigh Street Bridge – Mr. Fry stated that PennDOT lists the bridge on their inventory and inspects it; he will request their inspection reports. Ms. Megan Sell commented on the additional documents that were submitted regarding the Lumber Street project.

Wendy Horn, resident, commented on the potential paper alley known as Green Street behind her property, Ordinance #96 from 1931, and asked the Council to stay the Lumber Street project approval. Solicitor Armstrong stated that a condition was put into the conditional approval that the dispute between the property owners over the paper street is handled to the satisfaction of the Borough prior to the plans being released for recording.

Tim Romig, business owner, commented on the potential paper alley known as Green Street, the documents that have been found by the homeowners at the Lehigh County Courthouse, and he feels that the Council needs to take action. Mr. Romig also commented on the appraisals being conducted for the Hickory Street Bridge as well as the outlet structure in the creek that is a safety issue. He commented on the Mavis Tire sidewalk construction project, that he has spoken with PennDOT officials, and feels that BIA is not overseeing the project properly. Mr. Fry stated that as the Borough Engineer he can only enforce the Borough's Ordinances and the Development Agreement; PennDOT enforces their rules and regulations.

Karen Billger, resident, asked why there has been no movement on the South Walnut project; Mr. Fry stated that does not know and has not gotten a construction schedule from the developer.

Jeff Hartmann, resident, commented on the Borough's oversight when he had his sidewalk replaced years ago.

C. Council

None

D. Mayor

Mayor Sell commented on upcoming events at Macungie Memorial Park and the Halloween Parade.

E. Solicitor

None

F. Borough Manager

None

VII. Old Business

A. Fields at Brookside – Kay Builders Proposed Alterations

Mr. Sostarecz stated that Kay Builders had presented to Council earlier in the year some alterations to their final plan as requested by residents. Council asked the applicant to prepare a sketch plan outlining all of the requested changes. Solicitor Armstrong stated that there is no formal action required by Council at this point and the applicant would need to come back with a formal application for a Revised Final Plan which would need to go through the planning process.

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Jordan Woods, of Colliers Engineering representing Kay Builders, presented the sketch plan which shows removal of a portion of the walking trail, removal of fencing, and installation of alternate fencing and a walking trail along the access road.

Mr. Hutchison commented on the fencing material; Mr. Woods stated that the fencing being proposed is as solid vinyl privacy fence. The fence would be owned and maintained by the HOA. Matt Hoerner from Kay Builders stated that the homeowners, the HOA, and Brookside Country Club are on board with the plan.

Solicitor Armstrong stated that it is also proposed that the pedestrian easement be removed from the portion of the walking path that is being removed from the plan.

Amanda Robbins, resident, commented on the gates that were installed for the emergency access easement. They are very large and industrial looking – she asked that something is done to make it more aesthetically pleasing. Mr. Hoerner stated that they can look into it.

Ben Parupalli, resident, commented on people driving on the access path and walking on the path in the middle of the night. Mr. Ashelman asked if signs were posted. Mr. Parupalli stated they had not yet but were planning on it.

Council had no object to the sketch plans and Kay Builders would proceed with engineered plans for submission at a future date.

VIII. New Business

A. Authorizing Conditional Offer of Employment for Public Works Employee

Mr. Sostarecz stated that the Public Works Department has had an unfilled position for a number of years and with a couple of potential retirements coming up, it's important to hire someone soon to begin a training period. The Borough received several applications and the person being recommended to fill the position at this time, Jaden Weida, has experience in several areas of work that he would be completing. He would be able to begin work almost immediately. Mr. Hutchison asked if he would obtain any certifications; Mr. Sostarecz stated that in his interview he did show interest in obtaining a water certification. President Sell asked if he has his CDL; Mr. Sostarecz stated he does not but would be required to obtain one. The starting rate would be $26.00 per hour which is comparable to surrounding municipalities and he would be covered by the Collective Bargaining Agreement. A discussion ensued regarding his obtaining the CDL and how the training would be paid for; the topic is not addressed in the CBA. Mr. Sostarecz stated that he will obtain additional information on the cost of the CDL and bring it back to the next meeting with a recommendation on how to proceed.

Motion by President Sell to table the item to the next meeting, seconded by Vice President Landis. Motion passed unanimously.

B. Resolution #2026-19 – Council Agenda Policy & Meeting Code of Conduct

Mr. Sostarecz stated that Council has been discussing different aspects of how meetings are conducted, including public comment periods, how agendas are created, and other items. He has developed a draft policy for Council to discuss and revise as necessary, and a new draft can be brought back to a future meeting for adoption. Solicitor Armstrong stated that he has gone through the draft and has recommended changes, which he outlined for Council.

Council members discussed various changes to the draft that they recommended. Mr. Ashelman commented on maintaining audio recordings on the website indefinitely. Vice President Landis commented on the public comment period and the ability of the public to ask questions and receive

answers if possible. He also commented on adding items to the agenda during the meeting. Mr. Hutchison commented on maintaining the public comment period at the end of the meeting and rules of decorum during the meeting. Mr. Ashelman commented on the other committees and boards of the Borough and an agenda item for a report on their actions be given during the meeting. Ms. Megan Sell commented on adding items to future agendas.

Karen Billger, resident, commented on residents being able to ask questions during the public comment period and being able to get answers to questions.

Jeff Hartmann, resident, commented on the public comment period and the need to increase three minutes to five minutes. He also stated that the audio files should be kept indefinitely.

Terry Buss, resident, commented that the Council is elected to represent the citizens.

President Sell stated that he feels the public comment period should be toward the end of the agenda as it is now, so that important business items are taken care of first. Ms. Megan Sell stated that she would rather people not have to wait through an entire meeting just to make a comment during the public comment period.

Motion by Mr. Hutchison to table, seconded by President Sell. Motion passed unanimously.

C. Discussion on Hometown Heroes Banner Program Updates

Mr. Sostarecz stated that the Hometown Heroes Banner Program guidelines were developed two years ago and it would be a good time to review the policies and procedures. It has been discussed that the banners remain up year round, which is definitely possible.

Mr. Hutchison stated he would like to see American flags also put up on the same poles, on the opposite side. Ms. Megan Sell and President Sell commented on our ability to add additional flags. Mr. Sostarecz stated that we are limited by PPL and PennDOT regulations, but he will look into if there are additional poles that could be used, or if it could be placed on both sides of the pole. Mr. Sostarecz will research some of the rules and regulations and come back with a proposed policy. In the meantime, he will instruct Public Works to not remove the flags that are currently up.

Motion by Ms. Megan Sell to table, seconded by Mr. Reinbold. Motion passed unanimously.

D. Authorizing Disbursement of Municipal Pension State Aid

Mr. Sostarecz stated that annually the Borough must make a deposit of the Minimum Municipal Obligation into the two Defined Benefit Pension Plans. The Borough has received it's 2026 State Aid allocation of $78,513.72 for the Police Pension Plan, and $26,171.23 for the Non-Uniform Pension Plan.

Motion by Mr. Ashelman to authorize a deposit into the Police Pension Plan of the State Aid amount of $78,513.72, and the Employer Contribution of $70,517.28, totaling $149,031.00; and a deposit into the Non-Uniformed Defined Benefit Pension Plan of the State Aid amount of $26,171.23, and the Employer Contribution of $5,509.77, totaling $31,681.00, which will satisfy the Borough's 2026 Minimum Municipal Obligation, seconded by President Sell. Motion passed unanimously.

VIII. Public Comment on Non-Agenda Items

Brender Decker, resident, commented on the potential paper street, Green Street, and what Council is going to do about it. Solicitor Armstrong repeated that there is a condition that the applicant must satisfy prior to the plans being recorded.

Jeff Hartmann, resident, commented on the potential paper street, Green Street, and that the Borough's search for records should have included the County records as well. He also commented on the Fields at Brookside and that the resolution seems good for everyone.

Ricky Moyer, resident, commented on the potential paper street, Green Street, and that if the Borough allows the plan to be recorded it is liable.

Tim Romig, business owner, commented on responding and getting along with the audience during the meeting, Right to Know requests, decorum during meetings, and the potential paper street, Green Street.

Terry Buss, resident, commented on grant funds through Senator Coleman.

Wendy Horn, resident, commented on the potential paper street, Green Street, and a recorded survey that shows that pin markers were found.

IX. Adjournment

President Sell made a motion to adjourn the meeting at 10:04 p.m., seconded by Vice President Landis. Motion passed unanimously.

Respectfully Submitted,

Kalman A. Sostarecz, Jr.
Borough Secretary

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Borough of Macungie - General Fund
Paid Bills Detail
All Transactions

Type	Date	Memo	Open Balance
Avalon Insurance			
Bill	10/15/2026	Inv #262880012885 - Secure Rx	170.98
Total Avalon Insurance			170.98
Bernhard, Todd L.			
Bill	10/20/2026	Reimbursement for Halloween Parade candy	157.47
Total Bernhard, Todd L.			157.47
Bethlehem Business Forms			
Bill	10/12/2026	Inv #270731- Business Cards (Nathan Brown)	43.48
Total Bethlehem Business Forms			43.48
Campbell Durrant, P.C.			
Bill	10/09/2026	Inv #089840 - Personnel Matters	2,800.00
Total Campbell Durrant, P.C.			2,800.00
Great America Financial Services			
Bill	10/06/2026	Inv #43190477 - Borough Hall Copier Lease	165.00
Total Great America Financial Services			165.00
Hood, Janae			
Bill	10/20/2026	Cancelled Event	170.00
Total Hood, Janae			170.00
Isett, Barry & Assoc.			
Bill	10/16/2026	Inv #215092- 974 Vine St Permit Review- Curb & Sidewalk	1,393.75
Total Isett, Barry & Assoc.			1,393.75
Lantek			
Bill	10/07/2026	Inv #45803- November 2026 services	1,078.00
Total Lantek			1,078.00
Martinez, Tony			
Bill	10/20/2026	Security Deposit Return	75.00
Total Martinez, Tony			75.00
Morning Call			
Bill	09/30/2026	MCA136986- Legal/Public notices	230.56
Total Morning Call			230.56
New Enterprise Stone & Lime Co., Inc.			
Bill	10/14/2026	Inv #8940078 - Street patching	659.73
Total New Enterprise Stone & Lime Co., Inc.			659.73
PA Chiefs of Police Assoc.			
Bill	10/04/2026	Inv #10100 - Interim services w/ organization assessment	27,622.56
Total PA Chiefs of Police Assoc.			27,622.56
PA One Call System			
Bill	09/30/2026	Inv #1187097 - Pagers	26.68
Total PA One Call System			26.68
PA State Association of Boroughs			
Bill	10/15/2026	Acct #647 - 2027 Dues	397.00
Total PA State Association of Boroughs			397.00

Borough of Macungie - General Fund
Paid Bills Detail
All Transactions

Type	Date	Memo	Open Balance
ProAsys			
Bill	10/15/2026	Inv #0210071-IN - Quarterly Billing for Chem/Svc	288.75
Total ProAsys			288.75
Service Electric Telephone Co			
Bill	10/10/2026	Acct #0675192497 - Garage	24.63
Bill	10/10/2026	Acct #0675203880 - Borough Hall	80.84
Bill	10/10/2026	Acct #0675203872 - Macungie Institute	43.36
Bill	10/10/2026	Acct #0677969959 - Police Department	43.36
Total Service Electric Telephone Co			192.19
Susmitha Kothapalli			
Bill	10/20/2026	Security Deposit Return	75.00
Total Susmitha Kothapalli			75.00
UniFirst Corporation			
Bill	10/14/2026	Inv #1290333100 - Uniform Service	104.63
Total UniFirst Corporation			104.63
WEX Bank - Sunoco			
Bill	09/30/2026	Inv #115543505 - September 2026 Fuel	1,612.64
Total WEX Bank - Sunoco			1,612.64
TOTAL			**37,263.42**

08- SEWER COMPANY
Paid Bills Detail
All Transactions

Type	Date	Memo	Open Balance
Lehigh County Authority			
Bill	10/06/2026	Inv #11435- 3rd Quarter 2026 Sewer Billing	73,801.08
Total Lehigh County Authority			73,801.08
TOTAL			**73,801.08**

REFUSE-SANITATION COMPANY
Paid Bills Detail
All Transactions

Type	Date	Memo	Open Balance
Casella Waste Systems Inc			
Bill	10/01/2026	Inv #26100134227544 - September Trash & Recycling	51,876.25
Total Casella Waste Systems Inc			51,876.25
TOTAL			**51,876.25**

35-LIQUID FUELS
Paid Bills Detail
All Transactions

Type	Date	Memo	Open Balance
PP&L			
Bill	10/02/2026	Acct #22084-14002 - Rte 100, Traffic Signal	44.47
Total PP&L			44.47
TOTAL			**44.47**

Macungie Institute

510 E. Main Street ♦ Macungie, PA 18062
(610) 966-7830 ♦ FAX: (610) 966-0573
www.macungieinstitute.com

Macungie Institute Manager's Report for 3rd Quarter (July, August, September) 2026

	July 2026	August 2026	September 2026
New Rentals	6	4	3
Number of (No Fee) Events	19	19	19
Total Number of Events	25 Total	23 Total	22 Total
Total Income from Rentals	$1600.00	$1370.00	$375.00

TOTAL QUARTERLY INCOME FROM RENTALS $3,345.00

July (no fee events) 19
10 senior cards
4 Committee meetings
5 Borough meetings

August (no fee events) 19
10 senior cards
4 Committee meetings
5 Borough meetings

September fee events) 19
10 senior cards
4 Committee meetings
5 Borough meetings

During the 3rd quarter of 2026 I have rented the following **future deposits**:

July 2026	3 future deposits	total income $815.00
August 2026	7 future deposits	total income $2015.00
September 2026	4 future deposits	total income $2725.00
Total income acquired	$5555.00	

Macungie Institute Continuing Contracts for 2026

- Drama (resigning for 20 dates in 2026/2027)
- Boy Scouts (continuing) no rental income
- Macungie Institute Historical Society (continuing) no rental income

Macungie Institute Past Events

- Monthly Book Club
- Weekly Pinochle Club
- Weekly Mahjong club
- Weekly Drama classes
- Heroes Banner Program

Macungie Institute Upcoming Events

- Monthly book club
- Weekly Pinochle club
- Weekly Mahjong club
- Weekly Drama classes
- Toys for Tots
- Senior Luncheon
- Heroes Banner Program

Marketing/Advertising

- Macungie Institute website
- Facebook
- Borough of Macungie Newsletter

Thank you,
Vicki Kocher

BARRY ISETT & associates INC
MULTI-DISCIPLINE ENGINEERS AND CONSULTANTS
5420 Crackersport Road, Allentown, PA 18104
610.398.0904 610.481.9098
barryisett.com

Macungie Borough Council
November 2, 2026
ENGINEER'S REPORT

MUNICIPAL INFRASTRUCTURE PROJECTS

Hickory Street Bridge & Church Street

- Church Street roadway design is complete.
  - UGI has rescinded their offer to cost-share the paving work on Church Street.
- **PennDOT clearances**
  - Environmental clearance – obtained
  - **ROW clearance – Easements currently being coordinated. Permanent and temporary easements for all residents have been re-staked as requested.**
  - Utility Clearance – Final clearance document signed
- Minor plan modifications to modify guardrail placement and replace the existing drainage pipe are complete.
- All outstanding plan and design comments have been resolved. PennDOT indicated no further revisions needed.
- UGI confirmed they will contribute $76,000 towards Church Street Reconstruction. Details currently being coordinated by attorneys from both sides.
- **Next meeting with PennDOT scheduled for November 4.**
- PennDOT has agreed to allow the Church Street bid to include the Church Street ADA Ramp replacements pending bid structure review

Main Street Bump Outs

- **Assessment complete. Final report with recommendations will be provided at the October 19th Council Meeting, three alternatives discussed:**

  1. **Brick pavers within the bump outs**
  2. **Landscape with modified forebays**
  3. **Full removal of all bumpouts**

  Cost estimates for each alternative have been prepared and are attached to this report.

MS4

- Meeting held on 5/29 to discuss MS4 permit status and yearly report.
- Draft yearly report sent to Borough for review and comment.
- Borough comments received and addressed.
- Yearly report submitted to DEP successfully
- **Next year look-ahead:**

- **MS4 public meeting**
- **Contractor education**
- **GIS BMP Inventory**
- **Ordinance updates**
- **BMP Construction**

ACTIVE LAND DEVELOPMENTS:

Fields at Brookside

- Currently under construction
- Final grading inspections ongoing for individual lots
- Meeting held onsite with Kay 4/27 to discuss outstanding improvements
- Isett issued letter defining outstanding items and required responses
- Kay provided response and updated schedule to Borough. Proposed schedule was deemed unacceptable by Borough
- An inspection was performed on 5/28 to document outstanding items. An itemized list of outstanding items and an estimated cost to complete the project provided to the Borough
- Security increase request #1 was delivered to Kay requesting an increase in performance security. Kay has indicated that they will accommodate this request in their next security reduction.
- Preconstruction meeting for the improvements to Willow Lane held on July 23rd.
- Interior walking path is partially completed. Emergency access road completed except for the connection to the Ridings.
- **Letter issued to Kay on 8/27 identifying public safety concerns that must be addressed before Council considers a time extension.**
- **Plan submitted proposing trail, fence, and easement changes. Awaiting submittal of a complete application.**
- **Emergency access grass pavers material approved.**

Mavis Tire (MSC Phase 4)

- Outstanding sidewalk and HOP improvements along Rte. 100.
- Letter issued to Mavis on 4/17 requiring an updated schedule and reason for delay. Mavis responded confirming they will resolve this issue.
- Partial security reduction authorized at the 6/15 Council Meeting.
- Main Street improvements scheduled start July 6th, completion scheduled for July 29th.
- Contractor completed curb and sidewalk replacement along Main Street.
- **Site walk held with PennDOT on 10/28. PennDOT determined the work did not meet the conditions of their permit and will need to be redone by the developer.**

Lumber Street Development

- Phase 1 conditionally approved – emergency access and parking lot
- Phase 2 plan resubmission is currently being reviewed by Isett. Scheduled for Planning commission hearing 4/21.
- No action taken at 4/21 PC meeting. Revised review letter issued by Isett, applicant to respond to outstanding comments.
- Planning Commission did not have quorum for the May meeting. Project to be considered by Council at the 6/1 meeting without Planning Commission recommendation. Refer to separate review letter.
- Extension granted to September 9th
- Waivers to be discussed at the July 6th meeting, applicant to proceed with a Traffic Impact Study.
- Traffic Impact Study submittal received and reviewed.
- Conditionally approved on 9/7. Awaiting resubmittal addressing outstanding conditions of approval.

South Walnut Street Development

- Borough discussed project with DEP in response to public concerns regarding project proximity to Mountain Creek. The development agreement was put on hold until the applicant could prove that DEP would not require a permit for that work.
- The applicant submitted calculations and correspondence with DEP confirming that the project may proceed without a DEP permit.
- Preconstruction meeting held July 15th
- **Construction in progress – oversight provided by Isett. Water tap anticipated this week.**

Stone Hill Meadows

- Developer is responsible for completing outstanding punch list items within the Borough portion of this project.
- The Conservation District and DEP are pursuing NPDES permit violations.
- Meeting held with the Conservation District on August 14th to discuss Conservation District and DEP violations.

PERMITS

Right of Way Opening Permits completed YTD:

- 102 Cedar St
- 531 E Main St South
- 531 E main St North
- 141 W Main St
- 10 E Main St
- 102 S Walnut St
- 106 S Walnut St
- 206 S Walnut St
- 210 S Walnut St
- 974 Vine St
- 404 E Main St
- **55 Maple Street**

Currently Under Review:

- None

Respectfully submitted,

Barry Isett & Associates

BOROUGH COUNCIL
ISSUE BRIEFING

DEPARTMENT MANAGER: Kal Sostarecz, Borough Manager

MEETING DATE: November 2, 2026

AGENDA ITEM: Main Street Streetscape Bumpout Assessment

I. **Action/Motion to Be Considered**
To be formulated at meeting

II. **Reason Why This Issue Needs Consideration**
Council was presented with an assessment report at the previous meeting and requested cost estimates for three options to improve the bumpouts, which are attached:

- Remediate the current bumpouts to include a forebay with larger grouted rocks, and appropriate plantings in the second bay; $170,000
- Removal of rocks and plantings and replacement with brick pavers; $270,000
- Complete removal of the bumpouts and restore Main Street to the condition prior to their installation – PennDOT will require extensive permitting to relocate pedestrian facilities and grading plans; $350,000

III. **Current Policy or Practice**
N/A

IV. **Other Background Information**
After an initial review of the grant agreements under which the bumpouts were installed, it does not appear that there is any language which would prevent the Borough from altering their design. An in-depth review will be done prior to proceeding with any option. Additionally, there is a very low likelihood of receiving additional grant funds to alter the bumpouts.

V. **Financial Impact**
To be determined

VI. **Recommendation**
Discuss the options and provide guidance on additional research and steps to take.

SITE IMPROVEMENTS COST OPINION

Date: October 20, 2025
Revised: October 27, 2026

PROJECT
Macungie Streetscape Bump outs - Forebay & Landscaping

LOCATION
Macungie, Lehigh County, PA

CLIENT
Macungie Borough

BARRY ISETT & associates INC
MULTI-DISCIPLINE ENGINEERS AND CONSULTANTS

DRAWING TITLE	PROJECT NO.	ESTIMATOR	CHECKED BY	
Site Plan	399926.000	SIA	JF	

	STORMWATER BUMP OUT RENOVATION/MAINENANCE	UNITS	QTY	UNIT PRICE	TOTAL PRICE	TOTAL PRICE
	CONSTRUCTION					
	Mobilization and Bonding	LS	1	$ 11,000.00	$ 11,000.00	**$27,500.00**
	Inlet Filter Bags/E&S	EA	10	$ 550.00	$ 5,500.00	
	Traffic Control	LS	1	$ 11,000.00	$ 11,000.00	
1	**Typer Pipe**					**$10,340.00**
	Excavation for 6" topsoil and stone	CY	6	$ 55.00	$ 330.00	
	Finish grade with 6" topsoil. Furnished and placed	CY	6	$ 82.50	$ 495.00	
	Number of new Bushes	EA	7	$ 165.00	$ 1,155.00	
	Number of new Perennials	EA	143	$ 55.00	$ 7,865.00	
	Mulch bed	CY	3	$ 165.00	$ 495.00	
2	**Across from Typer Pipe**					**$4,510.00**
	Excavation for 6" topsoil and stone	CY	2	$ 55.00	$ 110.00	
	Finish grade with 6" topsoil. Furnished and placed	CY	2	$ 82.50	$ 165.00	
	Number of new Perennials	EA	74	$ 55.00	$ 4,070.00	
	Mulch Bed	CY	1	$ 165.00	$ 165.00	
3	**Flower Park**					**$9,339.00**
	Excavation (6" topsoil areas - 12" concrete area)	CY	8	$ 55.00	$ 440.00	
	Finish grade with 6" topsoil. Furnished and placed	CY	6	$ 82.50	$ 495.00	
	Area to be concrete paved	SF	56	$ 44.00	$ 2,464.00	
	Number of new Bushes	EA	3	$ 165.00	$ 495.00	
	Number of new Perennials	EA	99	$ 55.00	$ 5,445.00	
4	**Smoke Shop**					**$11,189.00**
	Excavation (6" topsoil areas - 12" concrete area)	CY	9	$ 55.00	$ 495.00	
	Finish grade with 6" topsoil. Furnished and placed	CY	6	$ 82.50	$ 495.00	
	Area to be concrete paved	SF	56	$ 44.00	$ 2,464.00	
	Number of new Bushes	EA	5	$ 150.00	$ 750.00	
	Number of new Perennials	EA	127	$ 55.00	$ 6,985.00	
5	**17 W Main**					**$9,611.25**
	Excavation (6" topsoil areas - 12" concrete area)	CY	6	$ 55.00	$ 330.00	
	Finish grade with 6" topsoil. Furnished and placed	CY	2.5	$ 82.50	$ 206.25	
	Area to be concrete paved	SF	45	$ 44.00	$ 1,980.00	
	Concrete curb weir	LF	8	$ 110.00	$ 880.00	
	Number of new Bushes	EA	2	$ 165.00	$ 330.00	
	Number of new Perennials	EA	107	$ 55.00	$ 5,885.00	
6	**Pine & Main Street**					**$5,403.75**
	Excavation (6" topsoil areas - 12" concrete area)	CY	3	$ 55.00	$ 165.00	
	Finish grade with 6" topsoil. Furnished and placed	CY	1.5	$ 82.50	$ 123.75	
	Area to be concrete paved	SF	30	$ 44.00	$ 1,320.00	
	Number of new Perennials	EA	69	$ 55.00	$ 3,795.00	
7	**Doggie Shop**					**$14,987.50**
	Excavation (6" topsoil areas - 12" concrete area)	CY	6.5	$ 55.00	$ 357.50	
	Finish grade with 6" topsoil. Furnished and placed	CY	4	$ 82.50	$ 330.00	
	Cut additional weirs	LS	1	$ 220.00	$ 220.00	
	Area to be concrete paved	SF	60	$ 44.00	$ 2,640.00	
	Number of new Bushes	EA	6	$ 165.00	$ 990.00	

	Number of new Perennials	EA	209	$	50.00	$ 10,450.00	
8	**Greek and Main**						**$9,296.50**
	Excavation (6" topsoil areas - 12" concrete area)	CY	6	$	55.00	$ 330.00	
	Finish grade with 6" topsoil. Furnished and placed	CY	3	$	82.50	$ 247.50	
	Concrete curb weir	LF	6	$	99.00	$ 594.00	
	Area to be concrete paved	SF	25	$	44.00	$ 1,100.00	
	Number of new Bushes	EA	5	$	165.00	$ 825.00	
	Number of new Perennials	EA	124	$	50.00	$ 6,200.00	
9	**Laundromat**						**$6,118.75**
	Excavation (6" topsoil areas - 12" concrete area)	CY	4	$	55.00	$ 220.00	
	Finish grade with 6" topsoil. Furnished and placed	CY	1.5	$	82.50	$ 123.75	
	Area to be concrete paved	SF	50	$	44.00	$ 2,200.00	
	Cut additional weirs	LS	1	$	220.00	$ 220.00	
	Number of new Perennials	EA	61	$	55.00	$ 3,355.00	
10	**Poplar & Main**						**$6,402.00**
	Excavation (6" topsoil areas - 12" concrete area)	CY	4	$	55.00	$ 220.00	
	Finish grade with 6" topsoil. Furnished and placed	CY	2	$	82.50	$ 165.00	
	Area to be concrete paved	SF	48	$	44.00	$ 2,112.00	
	Number of new Bushes	EA	5	$	165.00	$ 825.00	
	Number of new Perennials	EA	56	$	55.00	$ 3,080.00	
11	**Sals**						**$6,421.25**
	Excavation (6" topsoil areas - 12" concrete area)	CY	3.5	$	55.00	$ 192.50	
	Finish grade with 6" topsoil. Furnished and placed	CY	1.5	$	82.50	$ 123.75	
	Area to be concrete paved	SF	55	$	44.00	$ 2,420.00	
	Number of new Bushes	EA	4	$	165.00	$ 660.00	
	Number of new Perennials	EA	55	$	55.00	$ 3,025.00	
12	**Jeff's Auto**						**$6,531.50**
	Excavation (6" topsoil areas - 12" concrete area)	CY	3.5	$	55.00	$ 192.50	
	Finish grade with 6" topsoil. Furnished and placed	CY	1.5	$	82.50	$ 124.00	
	Area to be concrete paved	SF	55	$	44.00	$ 2,420.00	
	Number of new Bushes	EA	2	$	165.00	$ 330.00	
	Number of new Perennials	EA	63	$	55.00	$ 3,465.00	
13	**404 E. Main**						**$6,187.50**
	Excavation (6" topsoil areas - 12" concrete area)	CY	3.5	$	55.00	$ 192.50	
	Finish grade with 6" topsoil. Furnished and placed	CY	2	$	82.50	$ 165.00	
	Area to be concrete paved	SF	40	$	44.00	$ 1,760.00	
	Number of new Bushes	EA	3	$	165.00	$ 495.00	
	Number of new Perennials	EA	65	$	55.00	$ 3,575.00	
						SUBTOTAL:	$133,838.00
Contingen							$7,500.00
Design/Engineering/PDOT Permitting							$22,000.00
Bidding							$4,500.00
Rounder							$2,162.00
	TOTAL COST OPINION						$170,000.00

In providing opinions of probable cost, the Client understands that the Consultant has not developed formal construction documents and as such can not have taken into account every contingency. No control over the cost or availability of labor, equipment, materials, or over market conditions or the Contractor's method of pricing. The Consultant makes no warranty, expressed or implied, that the bids or the negotiated cost of the Work will not vary from the Consultant's opinion of probable construction cost. It must be understood that all quantities are approximate and based on assumptions of existing elevations

SITE IMPROVEMENTS COST OPINION

Date: October 29, 2026

PROJECT
Macungie Streetscape Bump outs - Brick Pavers

LOCATION
Macungie, Lehigh County, PA

CLIENT
Macungie Borough

BARRY ISETT & associates INC
MULTI-DISCIPLINE ENGINEERS AND CONSULTANTS

DRAWING TITLE	PROJECT NO.	ESTIMATOR	CHECKED BY	
Site Plan	399926.000	SIA	JF	

STORMWATER BUMP OUT RENOVATION- Brick Pavers

		UNITS	QTY	UNIT PRICE	TOTAL PRICE	TOTAL PRICE
CONSTRUCTION						
	Mobilization and Bonding	LS	1	$ 11,000.00	$ 11,000.00	**$22,000.00**
	Traffic Control	LS	1	$ 11,000.00	$ 11,000.00	
1	**Bump Out #3**					**$20,095.00**
	Excavation for 6" topsoil and stone	CY	9	$ 55.00	$ 495.00	
	Stone Subbase 6" depth, AASHTO #57	SF	160	$ 10.00	$ 1,600.00	
	Relocation of Storm Inlet	EA	1	$ 10,000.00	$ 10,000.00	
	Brick Pavers	SF	160	$ 50.00	$ 8,000.00	
2	**Bump Out #4**					**$25,385.56**
	Excavation for 6" topsoil and stone	CY	14	$ 55.00	$ 745.56	
	Stone Subbase 6" depth, AASHTO #57	SF	244	$ 10.00	$ 2,440.00	
	Relocation of Storm Inlet	EA	1	$ 10,000.00	$ 10,000.00	
	Brick Pavers	SF	244	$ 50.00	$ 12,200.00	
3	**Bump Out #5**					**$9,962.78**
	Excavation for 6" topsoil and stone	CY	9	$ 55.00	$ 482.78	
	Stone Subbase 6" depth, AASHTO #57	SF	158	$ 10.00	$ 1,580.00	
	Brick Pavers	SF	158	$ 50.00	$ 7,900.00	
4	**Bump Out #6**					**$7,125.28**
	Excavation for 6" topsoil and stone	CY	6	$ 55.00	$ 345.28	
	Stone Subbase 6" depth, AASHTO #57	SF	113	$ 10.00	$ 1,130.00	
	Brick Pavers	SF	113	$ 50.00	$ 5,650.00	
5	**Bump Out #7**					**$9,080.00**
	Excavation for 6" topsoil and stone	CY	8	$ 55.00	$ 440.00	
	Stone Subbase 6" depth, AASHTO #57	SF	144	$ 10.00	$ 1,440.00	
	Brick Pavers	SF	144	$ 50.00	$ 7,200.00	
6	**Bump Out #9**					**$28,979.72**
	Excavation for 6" topsoil and stone	CY	17	$ 55.00	$ 919.72	
	Stone Subbase 6" depth, AASHTO #57	SF	301	$ 10.00	$ 3,010.00	
	Relocation of Storm Inlet	EA	1	$ 10,000.00	$ 10,000.00	
	Brick Pavers	SF	301	$ 50.00	$ 15,050.00	
7	**Bump Out #10**					**$22,169.72**
	Excavation for 6" topsoil and stone	CY	11	$ 55.00	$ 589.72	
	Stone Subbase 6" depth, AASHTO #57	SF	193	$ 10.00	$ 1,930.00	
	Relocation of Storm Inlet	EA	1	$ 10,000.00	$ 10,000.00	
	Brick Pavers	SF	193	$ 50.00	$ 9,650.00	
8	**Bump Out #11**					**$18,071.11**
	Excavation for 6" topsoil and stone	CY	7	$ 55.00	$ 391.11	
	Stone Subbase 6" depth, AASHTO #57	SF	128	$ 10.00	$ 1,280.00	
	Relocation of Storm Inlet	EA	1	$ 10,000.00	$ 10,000.00	
	Brick Pavers	SF	128	$ 50.00	$ 6,400.00	
9	**Bump Out #12**					**$19,836.67**
	Excavation for 6" topsoil and stone	CY	9	$ 55.00	$ 476.67	
	Stone Subbase 6" depth, AASHTO #57	SF	156	$ 10.00	$ 1,560.00	
	Relocation of Storm Inlet	EA	1	$ 10,000.00	$ 10,000.00	
	Brick Pavers	SF	156	$ 50.00	$ 7,800.00	

10	**Bump Out #13**						**$8,953.89**
	Excavation for 6" topsoil and stone	CY	8	$	55.00	$ 433.89	
	Stone Subbase 6" depth, AASHTO #57	SF	142	$	10.00	$ 1,420.00	
	Brick Pavers	SF	142	$	50.00	$ 7,100.00	
11	**Bump Out #14**						**$19,269.17**
	Excavation for 6" topsoil and stone	CY	8	$	55.00	$ 449.17	
	Stone Subbase 6" depth, AASHTO #57	SF	147	$	10.00	$ 1,470.00	
	Relocation of Storm Inlet	EA	1	$	10,000.00	$ 10,000.00	
	Brick Pavers	SF	147	$	50.00	$ 7,350.00	
12	**Bump Out #15**						**$19,269.17**
	Excavation for 6" topsoil and stone	CY	8	$	55.00	$ 449.17	
	Stone Subbase 6" depth, AASHTO #57	SF	147	$	10.00	$ 1,470.00	
	Relocation of Storm Inlet	EA	1	$	10,000.00	$ 10,000.00	
	Brick Pavers	SF	147	$	50.00	$ 7,350.00	
						SUBTOTAL:	$230,198.06
Contingency							$7,500.00
Design/Engineering/PDOT Permitting							$22,000.00
Bidding							$4,500.00
Rounder							$5,801.94
	TOTAL COST OPINION						$270,000.00

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SITE IMPROVEMENTS COST OPINION					Date: October 27, 2026
PROJECT Macungie Streetscape Stormwater Bump outs - Removal					BARRY ISETT & associates INC MULTI-DISCIPLINE ENGINEERS AND CONSULTANTS
LOCATION Macungie, Lehigh County, PA					
CLIENT Macungie Borough					
DRAWING TITLE Site Plan	PROJECT NO. 399926.000	ESTIMATOR SIA		CHECKED BY JF	
STORMWATER BUMP OUT REMOVAL		UNITS	QTY	UNIT PRICE	TOTAL PRICE	TOTAL PRICE
CONSTRUCTION						
	Mobilization and Bonding	LS	1	$ 11,000.00	$ 11,000.00	**$22,000.00**
	Traffic Control	LS	1	$ 11,000.00	$ 11,000.00	
1	**Bump Out #3**					**$25,773.50**
	ADA ramps with detectable surface	EA	2	$ 6,000.00	$ 12,000.00	
	Excavation and disposal of curbing	LF	60	$ 10.00	$ 600.00	
	Restoration of storm inlet	EA	1	$ 5,000.00	$ 5,000.00	
	Remove/store/relocate traffic signs	EA	1	$ 4,000.00	$ 4,000.00	
	Concrete Curb (6" high, Class A concrete)	LF	40	$ 50.00	$ 2,000.00	
	Superpave Asphalt mix design, Wearing Course, PG 64S-22, 0.0- 0.3 Million ESALS, 9.5mm, 1 1/2" Depth,	SY	27	$ 20.00	$ 540.00	
	Superpave Asphalt mix design, Binder Course, PG 64S-22, 0.0- 0.3 Million ESALS, 19 mm, 2" Depth,	SY	27	$ 22.00	$ 594.00	
	Base Course, PG 64S-22, 0.0- 0.3 Million ESALS, 25mm Mix, 5" Depth,	SY	27	$ 27.00	$ 729.00	
	Stone Subbase 6" Depth (2A) Stone Base	SY	27	$ 10.00	$ 270.00	
	Bituminous Tack Coat	SY	27	$ 1.50	$ 40.50	
2	**Bump Out #4**					**$25,806.00**
	4" thick, 5ft wide, Cement Concrete Sidewalk, Class A	SY	5	$ 90.00	$ 450.00	
	ADA ramps with detectable surface	EA	2	$ 6,000.00	$ 12,000.00	
	Excavation and disposal of curbing	LF	53	$ 10.00	$ 530.00	
	Restoration of storm inlet	EA	1	$ 5,000.00	$ 5,000.00	
	Remove/store/relocate traffic signs	EA	1	$ 4,000.00	$ 4,000.00	
	Concrete Curb (6" high, Class A concrete)	LF	25	$ 50.00	$ 1,250.00	
	Superpave Asphalt mix design, Wearing Course, PG 64S-22, 0.0- 0.3 Million ESALS, 9.5mm, 1 1/2" Depth,	SY	32	$ 20.00	$ 640.00	
	Superpave Asphalt mix design, Binder Course, PG 64S-22, 0.0- 0.3 Million ESALS, 19 mm, 2" Depth,	SY	32	$ 22.00	$ 704.00	
	Base Course, PG 64S-22, 0.0- 0.3 Million ESALS, 25mm Mix,	SY	32	$ 27.00	$ 864.00	
	Stone Subbase 6" Depth (2A) Stone Base	SY	32	$ 10.00	$ 320.00	
	Bituminous Tack Coat	SY	32	$ 1.50	$ 48.00	
3	**Bump Out #5**					**$12,802.50**
	ADA ramps with detectable surface	EA	1	$ 6,000.00	$ 6,000.00	
	Excavation and disposal of curbing	LF	44	$ 10.00	$ 440.00	
	Remove/store/relocate traffic signs	EA	1	$ 4,000.00	$ 4,000.00	
	Concrete Curb (6" high, Class A concrete)	LF	7	$ 50.00	$ 350.00	
	Superpave Asphalt mix design, Wearing Course, PG 64S-22, 0.0- 0.3 Million ESALS, 9.5mm, 1 1/2" Depth,	SY	25	$ 20.00	$ 500.00	
	Superpave Asphalt mix design, Binder Course, PG 64S-22, 0.0- 0.3 Million ESALS, 19 mm, 2" Depth,	SY	25	$ 22.00	$ 550.00	
	Base Course, PG 64S-22, 0.0- 0.3 Million ESALS, 25mm Mix, 5" Depth,	SY	25	$ 27.00	$ 675.00	
	Stone Subbase 6" Depth (2A) Stone Base	SY	25	$ 10.00	$ 250.00	
	Bituminous Tack Coat	SY	25	$ 1.50	$ 37.50	
4	**Bump Out #6**					**$20,329.00**
	4" thick, 5ft wide, Cement Concrete Sidewalk, Class A	SY	2	$ 90.00	$ 180.00	
	ADA ramps with detectable surface	EA	1	$ 6,000.00	$ 6,000.00	

	Excavation and disposal of curbing	LF	35	$	10.00	$	350.00
	Remove/store/relocate traffic signs	EA	3	$	4,000.00	$	12,000.00
	Concrete Curb (6" high, Class A concrete)	LF	7	$	50.00	$	350.00
	Superpave Asphalt mix design, Wearing Course, PG 64S-22, 0.0- 0.3 Million ESALS, 9.5mm, 1 1/2" Depth,	SY	18	$	20.00	$	360.00
	Superpave Asphalt mix design, Binder Course, PG 64S-22, 0.0- 0.3 Million ESALS, 19 mm, 2" Depth,	SY	18	$	22.00	$	396.00
	Base Course, PG 64S-22, 0.0- 0.3 Million ESALS, 25mm Mix, 5" Depth,	SY	18	$	27.00	$	486.00
	Stone Subbase 6" Depth (2A) Stone Base	SY	18	$	10.00	$	180.00
	Bituminous Tack Coat	SY	18	$	1.50	$	27.00
5	**Bump Out #7**						**$13,530.00**
	4" thick, 5ft wide, Cement Concrete Sidewalk, Class A	SY	17	$	90.00	$	1,530.00
	Remove/store/relocate traffic signs	EA	3	$	4,000.00	$	12,000.00
6	**Bump Out #9**						**$30,040.50**
	4" thick, 5ft wide, Cement Concrete Sidewalk, Class A	SY	3	$	90.00	$	270.00
	ADA ramps with detectable surface	EA	2	$	6,000.00	$	12,000.00
	Excavation and disposal of curbing	LF	62	$	10.00	$	620.00
	Restoration of storm inlet	EA	1	$	5,000.00	$	5,000.00
	Remove/store/relocate traffic signs	EA	2	$	4,000.00	$	8,000.00
	Concrete Curb (6" high, Class A concrete)	LF	17	$	50.00	$	850.00
	Superpave Asphalt mix design, Wearing Course, PG 64S-22, 0.0- 0.3 Million ESALS, 9.5mm, 1 1/2" Depth,	SY	41	$	20.00	$	820.00
	Superpave Asphalt mix design, Binder Course, PG 64S-22, 0.0- 0.3 Million ESALS, 19 mm, 2" Depth,	SY	41	$	22.00	$	902.00
	Base Course, PG 64S-22, 0.0- 0.3 Million ESALS, 25mm Mix, 5" Depth,	SY	41	$	27.00	$	1,107.00
	Stone Subbase 6" Depth (2A) Stone Base	SY	41	$	10.00	$	410.00
	Bituminous Tack Coat	SY	41	$	1.50	$	61.50
7	**Bump Out #10**						**$22,295.00**
	ADA ramps with detectable surface	EA	1	$	6,000.00	$	6,000.00
	Excavation and disposal of curbing	LF	53	$	10.00	$	530.00
	Restoration of storm inlet	EA	1	$	5,000.00	$	5,000.00
	Remove/store/relocate traffic signs	EA	2	$	4,000.00	$	8,000.00
	Concrete Curb (6" high, Class A concrete)	LF	7	$	50.00	$	350.00
	Superpave Asphalt mix design, Wearing Course, PG 64S-22, 0.0- 0.3 Million ESALS, 9.5mm, 1 1/2" Depth,	SY	30	$	20.00	$	600.00
	Superpave Asphalt mix design, Binder Course, PG 64S-22, 0.0- 0.3 Million ESALS, 19 mm, 2" Depth,	SY	30	$	22.00	$	660.00
	Base Course, PG 64S-22, 0.0- 0.3 Million ESALS, 25mm Mix, 5" Depth,	SY	30	$	27.00	$	810.00
	Stone Subbase 6" Depth (2A) Stone Base	SY	30	$	10.00	$	300.00
	Bituminous Tack Coat	SY	30	$	1.50	$	45.00
8	**Bump Out #11**						**$22,051.50**
	ADA ramps with detectable surface	EA	1	$	6,000.00	$	6,000.00
	Excavation and disposal of curbing	LF	45	$	10.00	$	450.00
	Restoration of storm inlet	EA	1	$	5,000.00	$	5,000.00
	Remove/store/relocate traffic signs	EA	2	$	4,000.00	$	8,000.00
	Concrete Curb (6" high, Class A concrete)	LF	15	$	50.00	$	750.00
	Superpave Asphalt mix design, Wearing Course, PG 64S-22, 0.0- 0.3 Million ESALS, 9.5mm, 1 1/2" Depth,	SY	23	$	20.00	$	460.00
	Superpave Asphalt mix design, Binder Course, PG 64S-22, 0.0- 0.3 Million ESALS, 19 mm, 2" Depth,	SY	23	$	22.00	$	506.00
	Base Course, PG 64S-22, 0.0- 0.3 Million ESALS, 25mm Mix, 5" Depth,	SY	23	$	27.00	$	621.00
	Stone Subbase 6" Depth (2A) Stone Base	SY	23	$	10.00	$	230.00
	Bituminous Tack Coat	SY	23	$	1.50	$	34.50
9	**Bump Out #12**						**$21,812.50**
	ADA ramps with detectable surface	EA	1	$	6,000.00	$	6,000.00

	Excavation and disposal of curbing	LF	45	$	10.00	$ 450.00	
	Restoration of storm inlet	EA	1	$	5,000.00	$ 5,000.00	
	Remove/store/relocate traffic signs	EA	2	$	4,000.00	$ 8,000.00	
	Concrete Curb (6" high, Class A concrete)	LF	7	$	50.00	$ 350.00	
	Superpave Asphalt mix design, Wearing Course, PG 64S-22, 0.0- 0.3 Million ESALS, 9.5mm, 1 1/2" Depth,	SY	25	$	20.00	$ 500.00	
	Superpave Asphalt mix design, Binder Course, PG 64S-22, 0.0- 0.3 Million ESALS, 19 mm, 2" Depth,	SY	25	$	22.00	$ 550.00	
	Base Course, PG 64S-22, 0.0- 0.3 Million ESALS, 25mm Mix, 5" Depth,	SY	25	$	27.00	$ 675.00	
	Stone Subbase 6" Depth (2A) Stone Base	SY	25	$	10.00	$ 250.00	
	Bituminous Tack Coat	SY	25	$	1.50	$ 37.50	
10	**Bump Out #13**						**$16,631.50**
	ADA ramps with detectable surface	EA	1	$	6,000.00	$ 6,000.00	
	Excavation and disposal of curbing	LF	43	$	10.00	$ 430.00	
	Remove/store/relocate traffic signs	EA	2	$	4,000.00	$ 8,000.00	
	Concrete Curb (6" high, Class A concrete)	LF	7	$	50.00	$ 350.00	
	Superpave Asphalt mix design, Wearing Course, PG 64S-22, 0.0- 0.3 Million ESALS, 9.5mm, 1 1/2" Depth,	SY	23	$	20.00	$ 460.00	
	Superpave Asphalt mix design, Binder Course, PG 64S-22, 0.0- 0.3 Million ESALS, 19 mm, 2" Depth,	SY	23	$	22.00	$ 506.00	
	Base Course, PG 64S-22, 0.0- 0.3 Million ESALS, 25mm Mix, 5" Depth,	SY	23	$	27.00	$ 621.00	
	Stone Subbase 6" Depth (2A) Stone Base	SY	23	$	10.00	$ 230.00	
	Bituminous Tack Coat	SY	23	$	1.50	$ 34.50	
11	**Bump Out #14**						**$18,072.50**
	ADA ramps with detectable surface	EA	1	$	6,000.00	$ 6,000.00	
	Excavation and disposal of curbing	LF	46	$	10.00	$ 460.00	
	Restoration of storm inlet	EA	1	$	5,000.00	$ 5,000.00	
	Remove/store/relocate traffic signs	EA	1	$	4,000.00	$ 4,000.00	
	Concrete Curb (6" high, Class A concrete)	LF	12	$	50.00	$ 600.00	
	Superpave Asphalt mix design, Wearing Course, PG 64S-22, 0.0- 0.3 Million ESALS, 9.5mm, 1 1/2" Depth,	SY	25	$	20.00	$ 500.00	
	Superpave Asphalt mix design, Binder Course, PG 64S-22, 0.0- 0.3 Million ESALS, 19 mm, 2" Depth,	SY	25	$	22.00	$ 550.00	
	Base Course, PG 64S-22, 0.0- 0.3 Million ESALS, 25mm Mix, 5" Depth,	SY	25	$	27.00	$ 675.00	
	Stone Subbase 6" Depth (2A) Stone Base	SY	25	$	10.00	$ 250.00	
	Bituminous Tack Coat	SY	25	$	1.50	$ 37.50	
12	**Bump Out #15**						**$17,982.00**
	ADA ramps with detectable surface	EA	1	$	6,000.00	$ 6,000.00	
	Excavation and disposal of curbing	LF	45	$	10.00	$ 450.00	
	Restoration of storm inlet	EA	1	$	5,000.00	$ 5,000.00	
	Remove/store/relocate traffic signs	EA	1	$	4,000.00	$ 4,000.00	
	Concrete Curb (6" high, Class A concrete)	LF	12	$	50.00	$ 600.00	
	Superpave Asphalt mix design, Wearing Course, PG 64S-22, 0.0- 0.3 Million ESALS, 9.5mm, 1 1/2" Depth,	SY	24	$	20.00	$ 480.00	
	Superpave Asphalt mix design, Binder Course, PG 64S-22, 0.0- 0.3 Million ESALS, 19 mm, 2" Depth,	SY	24	$	22.00	$ 528.00	
	Base Course, PG 64S-22, 0.0- 0.3 Million ESALS, 25mm Mix, 5" Depth,	SY	24	$	27.00	$ 648.00	
	Stone Subbase 6" Depth (2A) Stone Base	SY	24	$	10.00	$ 240.00	
	Bituminous Tack Coat	SY	24	$	1.50	$ 36.00	
						SUBTOTAL:	$269,126.50
Contingency							$7,500.00
Design/Engineering/PDOT Permitting							$60,000.00
Bidding							$4,500.00
Rounder							$8,873.50
TOTAL COST							$350,000.00

In providing opinions of probable cost, the Client understands that the Consultant has not developed formal construction documents and as such can not have taken into account every contingency. No control over the cost or availability of labor, equipment, materials, or over market conditions or the Contractor's method of pricing. The Consultant makes no warranty, expressed or implied, that the bids or the negotiated cost of the Work will not vary from the Consultant's opinion of probable construction cost. It must be understood that all quantities are approximate and based on assumptions of existing elevations and field conditions. Contingencies should be included in the Construction Budget for the excavation and replacement of unsuitable soils and rock.

BARRY ISETT & associates INC
MULTI-DISCIPLINE ENGINEERS AND CONSULTANTS
5420 Crackersport Road, Allentown, PA 18104
610.398.0904 610.481.9098
barryisett.com

October 14, 2026
Project #399926.000

Macungie Borough Council
Attn: Kalman Sostarecz, Borough Manager
21 Locust Street
Macungie, PA 18062

RE: Main Street Streetscape Bumpout Assessment
Findings and Recommendations

Dear Council Members,

In response to the Borough's request, the following report presents the results of our assessment of the landscaped curb bumpouts along Main Street and identifies alternatives for restoring the areas in a manner that reduces routine maintenance while maintaining an appropriate streetscape appearance. This report documents the apparent original function and current condition of the bumpouts, discusses factors contributing to their deterioration, and provides recommendations for corrective action. The assessment is based upon review of the original project plans, available construction and closeout records, the attached investigation photos, and current conditions reported by Borough staff.

Background

The original project included 15 curb bumpouts. During construction, one bumpout was removed from the project scope. Of the 14 bumpouts constructed, 13 contained landscaping and 11 were designed to convey and provide pretreatment for stormwater runoff.

The Main Street streetscape project incorporated curb bumpouts containing landscaped stormwater planting areas. The original plans indicate that the improvements included amended planting soil, shrubs and herbaceous plugs, riverstone channels, drainage openings, subsurface drainage features, and storm sewer inlets. The planting areas were intended to receive roadway runoff, provide pretreatment through settlement and filtration, and convey treated runoff toward the storm sewer system.

Project records and photographic documentation indicate that the landscaping and associated soil media were installed, accepted through project closeout, and remained established for a period following construction. Later conditions show progressive loss of vegetation and deterioration of the landscaped areas. At some locations, plantings were subsequently replaced with stone. Sediment and weed growth have since accumulated within the stone, and the bumpouts no longer provide the intended appearance or effective pretreatment function.

We note that the Borough does not claim municipal separate storm sewer system (MS4) pollutant-reduction credit for these facilities. However, the improvements were constructed using grant funding that may have been awarded in part based on the Borough's commitment to improve the appearance of Main Street. Grant agreements and agency approvals should therefore be reviewed before the Borough selects an alternative that materially changes the original landscaped character.

SITE ASSESSMENT

The assessment focused on the 11 bumpouts designed to convey stormwater. The assessment was based on the original project plans, available construction and closeout records, the attached investigation summary, and current conditions reported by Borough staff. No subsurface investigation, hydraulic analysis, materials testing, or detailed survey was performed.

Findings

Based on the review of available project records and the conditions described by Borough staff, the following findings are presented:

- All 11 bumpouts designed to convey stormwater are not operating as designed and require repair or remediation by the Borough.
- The original project included intentionally landscaped bumpouts rather than simple stone-filled islands. The plans identify amended soil, riverstone drainage channels, shrubs, plugs, erosion-control matting, and related drainage components.
- Available construction and closeout documentation supports that the plantings and soil media were installed and that no unresolved landscaping deficiency remained at project closeout.
- Replacing vegetation with loose stone did not eliminate maintenance. Sediment deposited by roadway runoff filled voids within the stone, supported weed growth, reduced infiltration and filtration capacity, and made removal of accumulated material more difficult.
- Any alternative that continues to accept untreated street runoff will require some recurring sediment and debris removal. The practical objective should be to make maintenance predictable, accessible, and less dependent on specialized horticultural care.
- Complete concrete conversion would provide the lowest landscape-maintenance burden but would eliminate the pretreatment function and substantially change the visual character of the grant-funded streetscape improvements.
- The Borough does not rely on these facilities for MS4 pollutant-reduction credit, reducing one potential regulatory constraint. Separate confirmation of PennDOT, drainage, accessibility, utility, and grant requirements would still be necessary during design.

Recommendations

The following alternatives are presented for Council's consideration. Final improvements may vary by location based on bumpout geometry, drainage connections, pedestrian features, utilities, and the condition of the remaining concrete. Opinions of probable cost should be prepared following selection of the alternatives to be advanced for preliminary design.

Alternative 1 - Simplified Bioretention Restoration

Under this alternative, accumulated stone, sediment, weeds, and unsuitable surface material would be removed. The engineered soil profile and drainage features would be evaluated and restored as necessary. The bumpouts would then be replanted using a limited palette of durable, salt-tolerant species, with a clearly defined stone inflow strip or sediment collection area at each runoff entry point.

This alternative would preserve the landscaped character of Main Street and retain stormwater pretreatment. Maintenance would be moderate but predictable and would include routine trash and sediment removal, establishment watering, periodic weeding, annual vegetation cutback, and replacement of failed plants.

Alternative 2 - Stone Forebay with Reduced Vegetated Cell

Under this alternative, each bumpout forebay would be restored with a grouted stone sediment forebay. The forebay would concentrate coarse sediment in a defined area where Borough staff could remove it without disturbing the planting media or established vegetation. Downstream

sections of the bumpouts would be restored in accordance with the recommendations of Alternative 1.

This alternative would reduce the total area requiring horticultural maintenance while protecting the treatment media from premature clogging. The design would require careful grading and a dedicated cleanout method.

Alternative 3 - Manufactured Tree-Box or Media-Filter System

Under this alternative, selected bumpouts would be reconstructed using proprietary tree-box or media-filter systems connected to the existing storm sewer. The visible surface could generally consist of a tree opening, grate, or limited planting area, while stormwater treatment would occur within replaceable engineered media below the surface.

This alternative would provide a compact and orderly streetscape solution with relatively low routine surface maintenance. However, it would have a higher initial cost, require specialized inspection and periodic media replacement, and need to be evaluated for utility conflicts, hydraulic capacity, structural loading, and maintenance access. We note that this solution would likely not be approved by PennDOT at locations where a tree could block driver visibility of pedestrians at crosswalks.

Alternative 4 - Full Concrete Conversion and Direct Drainage

Under this alternative, the landscaped and stone-filled areas would be removed, the interiors of the bumpouts would be reconstructed as concrete, and runoff would be routed directly to existing drainage structures or maintained within a defined surface flow path within the island.

This alternative would provide the lowest landscape-maintenance burden by eliminating vegetation, treatment media, and weed growth. It would also eliminate the stormwater pretreatment function and materially change the original streetscape character. This is likely the least attractive alternative and may require review by the original grant agency and PennDOT. Detailed design would also need to address concrete joints, drainage, pedestrian clearances, existing utilities, differential settlement, and compatibility with the remaining improvements.

Recommended Direction

Based on the present information, we recommend that the Borough advance Alternative 2, Stone Forebay with Reduced Vegetated Cell, for preliminary design and cost development. This alternative directly addresses the observed maintenance issue by separating routine sediment removal from the planting media while retaining visible landscaping and a measure of stormwater pretreatment. Alternative 1 should be retained as the lower-cost restoration approach. Alternative 3 may be appropriate at constrained or highly visible locations where available funding supports a manufactured system. Alternative 4 should be considered only where site constraints, maintenance access, or lifecycle cost make continued treatment impractical.

Implementation Next Steps

- Coordinate the preferred concept with PennDOT because Main Street is State Route 100 and the work is within or adjacent to the state highway right-of-way.
- Prepare concept plans and opinions of probable cost for the preferred alternative and at least one comparison alternative before final Council authorization.
- Include a written operation and maintenance plan with defined frequencies, responsible Borough staff or contractor, disposal procedures, and an annual budget line. No runoff-receiving alternative will remain functional without recurring sediment and debris removal.

Conclusion

The available project records indicate that the Main Street bumpouts were constructed as landscaped stormwater features intended to provide both streetscape and pretreatment functions. The present condition is consistent with progressive plant loss, accumulation of roadway sediment, and subsequent placement of stone without a sustainable sediment-removal strategy. The existing stone-filled condition should not be considered maintenance-free because sediment and debris will continue to accumulate within any facility that receives untreated roadway runoff.

The Borough has several viable alternatives, each with different maintenance, cost, and streetscape implications. Alternative 1 would preserve the original bioretention concept at comparatively modest reconstruction cost but retain routine landscape care. Alternative 2 would better isolate sediment, reduce the maintained planting area, and retain an attractive streetscape treatment. Alternative 3 could reduce visible maintenance but would involve greater capital cost and specialized lifecycle requirements. Alternative 4 would minimize landscape maintenance but eliminate pretreatment and materially alter the aesthetic nature of the original the grant-funded improvements.

Based on this assessment, the stone forebay with reduced vegetated cell provides the most balanced approach and should be advanced for concept design, agency coordination, and preparation of an opinion of probable cost. Selection of a full concrete conversion should be deferred until the original grant obligations, PennDOT requirements, drainage impacts, accessibility considerations, and utility constraints have been confirmed.

Please contact my office at (484) 866-4873 if you need any additional information.

Respectfully,

Joshua Fry, PE
Borough Engineer
Barry Isett & Associates

Attachments

Attachment A - Bumpout Investigation Photos
Attachment B - Original Project Plan Excerpts

ATTACHMENT A



Main & Race



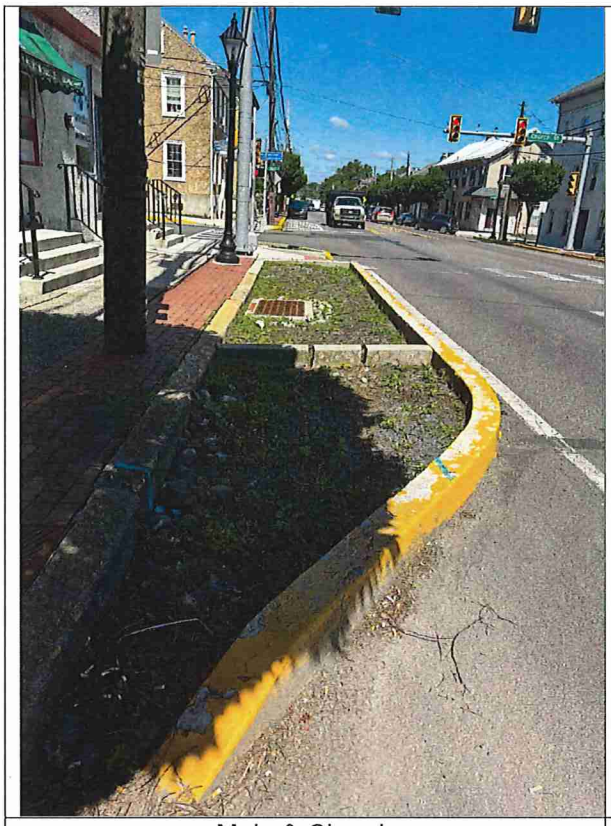
Main & Race



Main & Pine



Main & Pine



Main & Church



Main & Lea



Main & Lea



Main & Poplar



Main & Poplar



Main & Chestnut



Main & Chestnut

BOROUGH COUNCIL
ISSUE BRIEFING

DEPARTMENT MANAGER: Kal Sostarecz, Borough Manager

MEETING DATE: November 2, 2026

AGENDA ITEM: LSA Statewide Grant Opportunity – Spruce Street Park Improvements

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I. **Action/Motion to Be Considered**
Motion to adopt Resolution #2026-19, authorizing the submission of a PA DCED Grant for improvements to Spruce Street Park.

II. **Reason Why This Issue Needs Consideration**
Council previously authorized staff and consultants to proceed with a grant to make improvements to Spruce Street Park. This resolution is required to submit with the grant application

III. **Current Policy or Practice**
Borough Council authorizes grant submissions.

IV. **Other Background Information**
N/A

V. **Financial Impact**
None. BIA provides grant assistance at no charge to the Borough, and the grant would fully fund the project.

VI. **Recommendation**
Pass the motion as presented.

BOROUGH OF MACUNGIE
Lehigh County, Pennsylvania

RESOLUTION #2026-19
(Duly Adopted November 2, 2026)

A RESOLUTION OF THE MACUNGIE BOROUGH COUNCIL AUTHORIZING SUBMISSION OF A PENNSYLVANIA DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT LOCAL SHARE ACCOUNT STATEWIDE GRANT FOR IMPROVEMENTS TO SPRUCE STREET PARK

WHEREAS, the Borough of Macungie ("Borough") desires to undertake the project, "Spruce Street Park Improvements"; and

WHEREAS, the Borough desires to apply for a grant from the Pennsylvania Department of Community and Economic Development ("Department") for the purpose of carrying out this project; and

WHEREAS, the Borough desires to designate Carl Sell, Jr., Council President, and Kalman A. Sostarecz, Jr., Borough Secretary, to execute documents and agreements to facilitate and assist in obtaining the requested grant.

NOW, THEREFORE, BE IT RESOLVED, by the authority of the Council of the Borough of Macungie, Lehigh County, Pennsylvania, that:

1. The Borough of Macungie hereby requests a DCED LSA Statewide Grant of $324,270.00 to be used for the Spruce Street Park Improvement Project.
2. Carl Sell, Jr, Council President, and Kalman A. Sostarecz, Jr., Borough Secretary, are designated as the officials to execute all documents and agreements between the Borough of Macungie and the Commonwealth Financing Authority to facilitate and assist in obtaining the requested grant.

DULY ADOPTED this 2nd Day of November by the Council of the Borough of Macungie in lawful session duly assembled.

ATTEST **MACUNGIE BOROUGH COUNCIL**

_____ _____

KALMAN SOSTARECZ, Borough Secretary **CARL SELL, JR, Council President**

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BOROUGH COUNCIL
ISSUE BRIEFING

DEPARTMENT MANAGER: Kal Sostarecz, Borough Manager

MEETING DATE: November 2, 2026

AGENDA ITEM: Resolution #2026-20 – Council Agenda Policy & Meeting Code of Conduct

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I. Action/Motion to Be Considered

Discussion of the attached draft resolution and consideration of a motion to adopt Resolution #2026-20, establishing policies and procedures concerning meeting agendas, public comment, and meeting conduct.

II. Reason Why This Issue Needs Consideration

Borough Council has, at various times, established formal and informal practices governing the conduct and structure of its public meetings, including the organization of meeting agendas, procedures for public comment, and standards of conduct.

The proposed resolution would consolidate these practices into a single written policy to provide greater consistency and clarity regarding the conduct of Borough Council meetings. The policy may be amended by Council in the future as circumstances warrant.

III. Current Policy or Practice

Borough Council determines the structure and procedures applicable to its meetings, including the manner in which agendas are prepared, public comment is conducted, and meeting conduct is addressed.

IV. Other Background Information

Following discussion at the previous two Council meetings, the Borough Solicitor and Manager revised the draft resolution based upon the comments provided. Attached is a red-lined version of the previous draft, as well as a clean version of the revised resolution.

V. Financial Impact

None

VI. Recommendation

Review and deliberate the attached draft resolution and, if Council is satisfied with the proposed language, consider adoption of the resolution.

BOROUGH OF MACUNGIE
Lehigh County, Pennsylvania

RESOLUTION #2026-20
(Duly Adopted November 2, 2026)

A RESOLUTION OF THE COUNCIL OF THE BOROUGH OF MACUNGIE ADOPTING AN AGENDA POLICY AND CODE OF CONDUCT FOR BOROUGH COUNCIL MEETINGS

WHEREAS, the Borough of Macungie is located in Lehigh County, Pennsylvania, and is governed by an elected Council; and

WHEREAS, the Borough Council recognizes that orderly, efficient, transparent, and accessible public meetings are essential to effective municipal government and meaningful public participation; and

WHEREAS, the Pennsylvania Sunshine Act, 65 Pa.C.S. § 701 et seq., requires agencies of political subdivisions to conduct deliberations and official action in an open and public manner and provides members of the public with a reasonable opportunity to comment on matters of concern, official action, or deliberation that are or may be before the agency; and

WHEREAS, Section 710 of the Pennsylvania Sunshine Act authorizes agencies to adopt rules and regulations necessary for the conduct of their meetings and the maintenance of order, provided that such rules do not violate the intent of the Act; and

WHEREAS, Borough Council desires to establish consistent procedures for the preparation and organization of its meeting agendas and for public participation at Borough Council meetings; and

WHEREAS, Borough Council recognizes that reasonable rules concerning the order of business, public comment, time limitations, decorum, and meeting procedures benefit both Borough Council and the public by allowing all interested persons a fair and reasonable opportunity to be heard while permitting Council to conduct the business of the Borough in an orderly manner.

NOW, THEREFORE, BE IT RESOLVED, that the Council of the Borough of Macungie hereby establishes the following rules and regulations regarding the Agenda for public meetings, public comment, and conduct during such public meetings.

SECTION 1. PURPOSE

The purpose of this Resolution is to establish uniform procedures governing:

1. The preparation and organization of Borough Council meeting agendas;
2. The submission of matters for consideration by Borough Council;
3. The distribution and public posting of meeting agendas and supporting materials;
4. The order of business at regular meetings;
5. Public comment and public participation;
6. Rules of decorum and orderly conduct;
7. The authority of the Council President or other presiding officer during meetings; and
8. Other procedures reasonably necessary to facilitate orderly and effective Borough Council meetings.

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SECTION 2. APPLICABILITY

This Resolution shall apply to all regular and special meetings of the Borough Council to the extent consistent with applicable law and the particular purpose of a meeting.

The Council President or other presiding officer may modify the order of business when circumstances reasonably require, provided that such modification does not conflict with applicable law.

Work sessions, committee meetings, public hearings, and other meetings may utilize a different agenda structure when appropriate for the purpose of the meeting.

SECTION 3. RESPONSIBILITY FOR PREPARATION OF AGENDAS

A. Borough Manager

The Borough Manager, or the Manager's designee, shall be responsible for compiling the proposed agenda and supporting materials for regular meetings of Borough Council.
The Borough Manager shall coordinate with Borough staff, the Borough Solicitor, Borough Engineer, and other appropriate officials regarding matters proposed for Council consideration.

B. Council President

The Council President shall have the general responsibility for establishing the final agenda for each Council meeting in consultation with the Borough Manager. The Council President may request that an item be added, removed, postponed, or moved to another portion of the agenda.

C. Council Members

Any Council member may request that a matter be placed on a future Council agenda. Requests should be submitted to the Borough Manager sufficiently in advance of the meeting to permit preparation of any necessary staff report, resolution, ordinance, financial information, legal review, or other supporting material. Whenever practicable, Council members should submit agenda-item requests no later than five (5) business days before the meeting. When deemed necessary, a majority vote of Council shall determine if a matter will be placed on a future Council agenda.

D. Staff Recommendations

When an agenda item requires Council action, the responsible Borough staff member should provide the Borough Manager with a written description of the matter, the requested Council action, and supporting documentation sufficiently in advance to permit inclusion in the agenda packet.

Where appropriate, staff recommendations should identify:

1. The issue requiring Council consideration;
2. Relevant background information;
3. The recommended action;
4. Fiscal implications;
5. Legal or regulatory considerations; and
6. Any supporting documentation.

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SECTION 4. AGENDA PACKETS AND PUBLIC AVAILABILITY

A. Council Agenda Packet

The Borough Manager shall distribute the proposed agenda and supporting materials to Council members as far in advance of the meeting as possible to allow reasonable review and preparation.

B. Public Agenda

The Borough shall make the meeting agenda reasonably available to the public through the Borough's customary public-notice and electronic-posting methods. The final agenda and available supporting materials shall be posted on the Borough's website, and a physical copy of the final agenda without supporting materials shall be posted at Borough Hall and the meeting location, at least twenty-four (24) hours before the meeting in accordance with the Pennsylvania Sunshine Act.

C. Changes to Posted Agenda

Changes to an agenda after public posting may be made in accordance with the Pennsylvania Sunshine Act and/or other controlling law; however, nothing in this Resolution authorizes Borough Council to take official action on a matter when such action would violate the Pennsylvania Sunshine Act or any other applicable law.

SECTION 5. ORDER OF BUSINESS

Except when modified by Council or the presiding officer for a particular meeting, the order of business for regular Borough Council meetings shall generally be:

1. Call to Order;
2. Pledge of Allegiance;
3. Announcement of Executive Sessions;
4. Amendments and/or Additions to the Agenda or Future Agendas
5. Approval of Minutes;
6. Financial Reports;
7. Presentations
8. Public Comment on Non-Agenda Items;
9. Correspondence;
10. Reports of Council Members;
11. Reports of the Mayor;
12. Reports of the Borough Engineer;
13. Reports of the Borough Solicitor;
14. Reports of the Borough Manager;
15. Reports of Boards, Commissions, or Committees
16. Old Business;
17. New Business;
18. Adjournment.

Council may establish a different order of business for a particular meeting when circumstances warrant.

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SECTION 6. PUBLIC COMMENT POLICY

A. General Policy

Borough Council recognizes the importance of public participation in municipal government and shall provide a reasonable opportunity for public comment consistent with the Pennsylvania Sunshine Act.

Public comment is intended to allow residents and taxpayers to comment on matters of concern, official action or deliberation that are or may be before Council prior to taking official action.

Public comments and other remarks made during a Borough Council meeting shall be directed to Borough Council as a governing body rather than personally directed toward individual Council members.

B. Public Comment Periods

Regular Council meetings shall generally include two opportunities for public comment:

1. **Public Comment on Non-Agenda Items**
   This comment period shall generally occur near the beginning of the meeting and shall provide an opportunity for members of the public to comment on matters not listed as action items on the agenda.

2. **Public Comment – Agenda Items**
   An opportunity for public comment shall be made available before Council takes official action on a particular matter, in which case the presiding officer shall provide the required opportunity for comment before the action is taken.

C. Eligibility to Comment

The public comment opportunity shall be administered in accordance with the Pennsylvania Sunshine Act and other applicable law. Comments shall be limited to residents or taxpayers of the Borough.

Prior to providing public comment, individuals are required to identify themselves by name and indicate whether they are a resident or taxpayer of the Borough.

D. Time Limits

To provide a fair and reasonable opportunity for all persons to be heard, individual speakers shall be limited to four (4) minutes per public comment period, on both agenda and non-agenda items.

E. Groups

When several persons wish to address Council on behalf of the same organization, neighborhood, group, or collective interest, the Council President may request that the group designate a spokesperson. A group spokesperson shall be limited to five (5) minutes per public-comment period.

This provision shall not be used to prevent individual members of the public from addressing Council on matters that are independently within the scope of public comment.

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F. Questions and Requests for Information

The public-comment period is not intended to function as a general question-and-answer session. Council members or Borough staff may respond to questions at their discretion.

A failure of Council or Borough staff to immediately respond to a question shall not be considered a denial of the speaker's opportunity to comment.

Council will make a reasonable effort to have staff provide answers to inquiries subsequent to the public meeting, subject to legal, logistical, informational, and other limitations.

SECTION 7. RULES OF DECORUM

All persons attending or participating in Borough Council meetings are expected to conduct themselves in a civil, orderly, and respectful manner.

The following conduct is prohibited:

1. Disrupting, disturbing, or unreasonably interfering with the conduct of the meeting;
2. Speaking without being recognized by the presiding officer;
3. Repeatedly interrupting another person who has been recognized to speak;
4. Shouting, screaming, or using other conduct intended to prevent the orderly conduct of the meeting;
5. Threatening or intimidating conduct;
6. Physical violence or threats of physical violence;
7. Blocking aisles, entrances, exits, or other areas necessary for safe access;
8. Refusing to comply with a reasonable direction of the presiding officer concerning meeting procedure or order; or
9. Other conduct that materially interferes with the ability of Council to conduct its business.

SECTION 8. AUTHORITY OF THE PRESIDING OFFICER

The Council President shall preside over meetings of Borough Council in accordance with the Pennsylvania Borough Code, applicable parliamentary authority, and this Resolution.

The presiding officer shall have authority to:

1. Recognize persons wishing to speak;
2. Maintain the order of business;
3. Enforce reasonable time limits;
4. Rule on procedural questions;
5. Request that a speaker remain germane to the matter being discussed;
6. Request that a person cease disruptive or disorderly conduct;
7. Request that a speaker yield the floor;
8. Direct the manner in which public comment shall be received; and
9. Take other reasonable measures necessary to maintain order and permit the meeting to proceed.

The presiding officer shall exercise these powers in a fair, reasonable, and content-neutral manner.

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SECTION 9. DISRUPTIVE CONDUCT

If an individual engages in conduct that materially disrupts the meeting, the presiding officer may issue a warning and provide the individual with a reasonable opportunity to comply with the rules of decorum.

If disruptive conduct continues, the presiding officer may direct the individual to cease the disruptive conduct and/or proceed with other action and/or instruction in accordance with applicable law.

Nothing in this section is intended to prohibit or terminate protected public comment merely because the speaker expresses criticism, disagreement, or an unpopular viewpoint.

Where necessary to maintain public safety or order, the presiding officer may request assistance from the Borough Police Department or other appropriate law-enforcement personnel to maintain order during a meeting.

SECTION 10. RECORDING OF MEETINGS

Members of the public shall have the right to record, photograph, or otherwise observe public meetings as provided by applicable law.

Reasonable rules may be established concerning the placement and operation of recording equipment when necessary to prevent obstruction, disruption, or interference with the conduct of the meeting.

SECTION 11. PUBLIC HEARINGS

Nothing in this Resolution shall supersede the specific procedures, notice requirements, participation requirements, or other requirements applicable to a public hearing under the Pennsylvania Borough Code, the Pennsylvania Municipalities Planning Code, the Pennsylvania Sunshine Act, or any other applicable law.

SECTION 12. PARLIAMENTARY AUTHORITY

Except where otherwise provided by law, ordinance, resolution, or specific Council rule, the current edition of Robert's Rules of Order Newly Revised may be used as a parliamentary guide for the conduct of Borough Council meetings but shall not be required to be strictly followed.

SECTION 13. CONSTRUCTION AND SEVERABILITY

Nothing in this Resolution shall be construed to:

1. Limit or expand the substantive authority of Borough Council;
2. Limit any right granted to the public by applicable law;
3. Authorize official action in violation of the Pennsylvania Sunshine Act;
4. Require Borough Council to take action on a matter merely because public comment has been received; or
5. Supersede any specific statutory or regulatory requirement governing a particular meeting, hearing, ordinance, resolution, or other proceeding.

If any provision of this Resolution is determined to be invalid or unenforceable, the remaining provisions shall remain in full force and effect to the fullest extent permitted by law.

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SECTION 14. REVIEW OF POLICY

Borough Council may periodically review this Resolution and may amend the procedures established herein when experience, changes in law, or other circumstances demonstrate that revisions are appropriate.

The Borough Manager and Borough Solicitor may recommend revisions to Borough Council as necessary.

SECTION 15. REPEALER

Any prior resolution, policy, rule, or portion thereof adopted by Borough Council that is inconsistent with the provisions of this Resolution is hereby repealed to the extent of such inconsistency.

SECTION 16. EFFECTIVE DATE

This Resolution shall become effective immediately upon adoption.

DULY ADOPTED by the Borough Council of the Borough of Macungie, Lehigh County, Pennsylvania, this 2nd day of November 2026 in lawful session duly assembled.

ATTEST **MACUNGIE BOROUGH COUNCIL**

_____ _____

KALMAN SOSTARECZ, Borough Secretary **CARL SELL, JR, Council President**

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BOROUGH OF MACUNGIE
Lehigh County, Pennsylvania

RESOLUTION #2026-_____
(Duly Adopted October _____, 2026)

A RESOLUTION OF THE COUNCIL OF THE BOROUGH OF MACUNGIE ADOPTING AN AGENDA POLICY AND CODE OF CONDUCT FOR BOROUGH COUNCIL MEETINGS

WHEREAS, the Borough of Macungie is located in Lehigh County, Pennsylvania, and is governed by an elected Council; and

WHEREAS, the Borough Council recognizes that orderly, efficient, transparent, and accessible public meetings are essential to effective municipal government and meaningful public participation; and

WHEREAS, the Pennsylvania Sunshine Act, 65 Pa.C.S. § 701 et seq., requires agencies of political subdivisions to conduct deliberations and official action in an open and public manner and provides members of the public with a reasonable opportunity to comment on matters of concern, official action, or deliberation that are or may be before the agency; and

WHEREAS, Section 710 of the Pennsylvania Sunshine Act authorizes agencies to adopt rules and regulations necessary for the conduct of their meetings and the maintenance of order, provided that such rules do not violate the intent of the Act; and

WHEREAS, Borough Council desires to establish consistent procedures for the preparation and organization of its meeting agendas and for public participation at Borough Council meetings; and

WHEREAS, Borough Council recognizes that reasonable rules concerning the order of business, public comment, time limitations, decorum, and meeting procedures benefit both Borough Council and the public by allowing all interested persons a fair and reasonable opportunity to be heard while permitting Council to conduct the business of the Borough in an orderly manner.

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5. Public comment and public participation;
6. Rules of decorum and orderly conduct;
7. The authority of the Council President or other presiding officer during meetings; and
8. Other procedures reasonably necessary to facilitate orderly and effective Borough Council meetings.

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SECTION 2. APPLICABILITY

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Work sessions, committee meetings, public hearings, and other meetings may utilize a different agenda structure when appropriate for the purpose of the meeting.

SECTION 3. RESPONSIBILITY FOR PREPARATION OF AGENDAS

A. Borough Manager

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The Borough Manager shall coordinate with Borough staff, the Borough Solicitor, Borough Engineer, and other appropriate officials regarding matters proposed for Council consideration.

B. Council President

The Council President shall have the general responsibility for establishing the final agenda for each Council meeting in consultation with the Borough Manager. The Council President may request that an item be added, removed, postponed, or moved to another portion of the agenda.

C. Council Members

Any Council member may request that a matter be placed on a future Council agenda. Requests should be submitted to the Borough Manager sufficiently in advance of the meeting to permit preparation of any necessary staff report, resolution, ordinance, financial information, legal review, or other supporting material. Whenever practicable, Council members should submit agenda-item requests no later than five (5) business days before the meeting. When deemed necessary, a majority vote of Council shall determine if a matter will be placed on a future Council agenda.

D. Staff Recommendations

When an agenda item requires Council action, the responsible Borough staff member should provide the Borough Manager with a written description of the matter, the requested Council action, and supporting documentation sufficiently in advance to permit inclusion in the agenda packet.

Where appropriate, staff recommendations should identify:

1. The issue requiring Council consideration;
2. Relevant background information;
3. The recommended action;
4. Fiscal implications;
5. Legal or regulatory considerations; and
6. Any supporting documentation.

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SECTION 4. AGENDA PACKETS AND PUBLIC AVAILABILITY

A. Council Agenda Packet

~~Whenever practicable, t~~The Borough Manager shall distribute the proposed agenda and supporting materials to Council members ~~sufficiently in advance of the meeting~~as far in advance of the meeting as possible ~~-~~to allow reasonable review and preparation.

B. Public Agenda

The Borough shall make the meeting agenda reasonably available to the public through the Borough's customary public-notice and electronic-posting methods. The final agenda and available supporting materials shall be posted on the Borough's website, and a physical copy of the final agenda without supporting materials shall be posted at Borough Hall and the meeting location, at least twenty-four (24) hours before the meeting in accordance with the Pennsylvania Sunshine Act.

C. Changes to Posted Agenda

Changes to an agenda after public posting may be made in accordance with the Pennsylvania Sunshine Act and/or other controlling law; however, nothing in this Resolution authorizes Borough Council to take official action on a matter when such action would violate the Pennsylvania Sunshine Act or any other applicable law.

SECTION 5. ORDER OF BUSINESS

Except when modified by Council or the presiding officer for a particular meeting, the order of business for regular Borough Council meetings shall generally be:

1. Call to Order;
2. Pledge of Allegiance;
3. Announcement of Executive Sessions;
4. Amendments and/or Additions to the Agenda or Future Agendas ~~and/or additions/amendments to future Agendas;~~
5. Approval of Minutes;
6. Financial Reports;
7. Presentations
8. Public Comment on Non-Agenda Items;
9. Correspondence;
10. Reports of Council Members;
11. Reports of the Mayor;
12. Reports of the Borough Engineer;
13. Reports of the Borough Solicitor;
14. Reports of the Borough Manager;
15. Reports of Boards, Commissions, or Committees
16. Old Business;
17. New Business;
18. Adjournment.

Council may establish a different order of business for a particular meeting when circumstances warrant.

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SECTION 6. PUBLIC COMMENT POLICY

A. General Policy

Borough Council recognizes the importance of public participation in municipal government and shall provide a reasonable opportunity for public comment consistent with the Pennsylvania Sunshine Act.

Public comment is intended to allow residents and taxpayers to comment on matters of concern, official action or deliberation that are or may be before Council prior to taking official action.

Public comments and other remarks made during a Borough Council meeting shall be directed to Borough Council as a governing body rather than personally directed toward individual Council members.

B. Public Comment Periods

Regular Council meetings shall generally include two opportunities for public comment:

1. Public Comment on Non-Agenda Items

This comment period shall generally occur near the beginning of the meeting and shall provide an opportunity for members of the public to comment on matters not listed as action items on the agenda.

2. Public Comment – Agenda Items

An opportunity for public comment shall be made available before Council takes official action on a particular matter, in which case the presiding officer shall provide the required opportunity for comment before the action is taken.

C. Eligibility to Comment

The public comment opportunity shall be administered in accordance with the Pennsylvania Sunshine Act and other applicable law. Comments shall be limited to residents or taxpayers of the Borough.

Prior to providing public comment, individuals are required to identify themselves by name and indicate whether they are a resident or taxpayer of the Borough.

D. Time Limits

To provide a fair and reasonable opportunity for all persons to be heard, individual speakers shall be limited to ~~three~~ four (~~3~~4) minutes per public comment period, on both agenda and non-agenda items.

E. Groups

When several persons wish to address Council on behalf of the same organization, neighborhood, group, or collective interest, the Council President may request that the group designate a spokesperson. A group spokesperson shall be limited to five (5) minutes per public-comment period.

This provision shall not be used to prevent individual members of the public from addressing Council on matters that are independently within the scope of public comment.

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F. Questions and Requests for Information

The public-comment period is not intended to function as a general question-and-answer session. Council members or Borough staff may respond to questions at their discretion.

A failure of Council or Borough staff to immediately respond to a question shall not be considered a denial of the speaker's opportunity to comment.

Council will make a reasonable effort to have staff provide answers to inquiries subsequent to the public meeting, subject to legal, logistical, informational, and other limitations.

SECTION 7. RULES OF DECORUM

All persons attending or participating in Borough Council meetings are expected to conduct themselves in a civil, orderly, and respectful manner.

The following conduct is prohibited:

1. Disrupting, disturbing, or unreasonably interfering with the conduct of the meeting;
2. Speaking without being recognized by the presiding officer;
3. Repeatedly interrupting another person who has been recognized to speak;
4. Shouting, screaming, or using other conduct intended to prevent the orderly conduct of the meeting;
5. Threatening or intimidating conduct;
6. Physical violence or threats of physical violence;
7. Blocking aisles, entrances, exits, or other areas necessary for safe access;
8. Refusing to comply with a reasonable direction of the presiding officer concerning meeting procedure or order; or
9. Other conduct that materially interferes with the ability of Council to conduct its business.

SECTION 8. AUTHORITY OF THE PRESIDING OFFICER

The Council President shall preside over meetings of Borough Council in accordance with the Pennsylvania Borough Code, applicable parliamentary authority, and this Resolution.

The presiding officer shall have authority to:

1. Recognize persons wishing to speak;
2. Maintain the order of business;
3. Enforce reasonable time limits;
4. Rule on procedural questions;
5. Request that a speaker remain germane to the matter being discussed;
6. Request that a person cease disruptive or disorderly conduct;
7. Request that a speaker yield the floor;
8. Direct the manner in which public comment shall be received; and
9. Take other reasonable measures necessary to maintain order and permit the meeting to proceed.

The presiding officer shall exercise these powers in a fair, reasonable, and content-neutral manner.

SECTION 9. DISRUPTIVE CONDUCT

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If an individual engages in conduct that materially disrupts the meeting, the presiding officer may issue a warning and provide the individual with a reasonable opportunity to comply with the rules of decorum.

If disruptive conduct continues, the presiding officer may direct the individual to cease the disruptive conduct and/or proceed with other action and/or instruction in accordance with applicable law.

Nothing in this section is intended to prohibit or terminate protected public comment merely because the speaker expresses criticism, disagreement, or an unpopular viewpoint.

Where necessary to maintain public safety or order, the presiding officer may request assistance from the Borough Police Department or other appropriate law-enforcement personnel to maintain order during a meeting.

SECTION 10. RECORDING OF MEETINGS

Members of the public shall have the right to record, photograph, or otherwise observe public meetings as provided by applicable law.

Reasonable rules may be established concerning the placement and operation of recording equipment when necessary to prevent obstruction, disruption, or interference with the conduct of the meeting.

SECTION 11. PUBLIC HEARINGS

Nothing in this Resolution shall supersede the specific procedures, notice requirements, participation requirements, or other requirements applicable to a public hearing under the Pennsylvania Borough Code, the Pennsylvania Municipalities Planning Code, the Pennsylvania Sunshine Act, or any other applicable law.

~~Where a public hearing is required by law, the procedures established for that hearing shall govern to the extent they conflict with this Resolution.~~

SECTION 12. PARLIAMENTARY AUTHORITY

Except where otherwise provided by law, ordinance, resolution, or specific Council rule, the current edition of Robert's Rules of Order Newly Revised may be used as a parliamentary guide for the conduct of Borough Council meetings but shall not be required to be strictly followed.

SECTION 13. CONSTRUCTION AND SEVERABILITY

Nothing in this Resolution shall be construed to:

1. Limit or expand the substantive authority of Borough Council;
2. Limit any right granted to the public by applicable law;
3. Authorize official action in violation of the Pennsylvania Sunshine Act;
4. Require Borough Council to take action on a matter merely because public comment has been received; or
5. Supersede any specific statutory or regulatory requirement governing a particular meeting, hearing, ordinance, resolution, or other proceeding.

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If any provision of this Resolution is determined to be invalid or unenforceable, the remaining provisions shall remain in full force and effect to the fullest extent permitted by law.

SECTION 14. REVIEW OF POLICY

Borough Council may periodically review this Resolution and may amend the procedures established herein when experience, changes in law, or other circumstances demonstrate that revisions are appropriate.

The Borough Manager and Borough Solicitor may recommend revisions to Borough Council as necessary.

SECTION 15. REPEALER

Any prior resolution, policy, rule, or portion thereof adopted by Borough Council that is inconsistent with the provisions of this Resolution is hereby repealed to the extent of such inconsistency.

SECTION 16. EFFECTIVE DATE

This Resolution shall become effective immediately upon adoption.

DULY ADOPTED by the Borough Council of the Borough of Macungie, Lehigh County, Pennsylvania, this _____ day of _____, 2026.

ATTEST **MACUNGIE BOROUGH COUNCIL**

_____ _____

KALMAN SOSTARECZ, Borough Secretary **CARL SELL, JR, Council President**

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BOROUGH COUNCIL
ISSUE BRIEFING

DEPARTMENT MANAGER: Kal Sostarecz, Borough Manager

MEETING DATE: November 2, 2026

AGENDA ITEM: Resolution #2026-21 – Retention of Audio Recordings and Meeting Packet Guidelines

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I. Action/Motion to Be Considered

Discussion of the attached draft resolution and consideration of a motion to adopt Resolution #2026-21, establishing policies and procedures regarding the posting and retention of meeting audio recordings, agenda packets, and official minutes.

II. Reason Why This Issue Needs Consideration

Borough Council members, in an effort to provide more transparency to the public, requested to implement a policy to provide for the posting of meeting audio recordings, agenda packets, and the official meeting minutes to the Borough's website, and for them to remain posted indefinitely.

III. Current Policy or Practice

Borough Council adopts policies and procedures pertaining to its meetings.

IV. Other Background Information

N/A

V. Financial Impact

None

VI. Recommendation

Review and deliberate the attached draft resolution and, if Council is satisfied with the proposed language, consider adoption of the resolution.

BOROUGH OF MACUNGIE
Lehigh County, Pennsylvania

RESOLUTION #2026-21
(Duly Adopted November 2, 2026)

A RESOLUTION OF THE MACUNGIE BOROUGH COUNCIL ESTABLISHING THE RETENTION PERIOD OF MEETING AUDIO RECORDINGS, COUNCIL AGENDA PACKETS, AND OFFICIAL MEETING MINUTES

WHEREAS, the Council of the Borough of Macungie ("Council") conducts Public Meetings which are audio recorded and for which an agenda packet is created to facilitate the business of the meeting, as well as official minutes of the meeting are kept; and

WHEREAS, the Council recognizes that to be as transparent and open to the public as possible, the audio recordings, agenda packet, and official minutes created as a result of and for the Public Meetings, shall be posted to the Borough's publicly accessible website and retained indefinitely.

NOW, THEREFORE, BE IT RESOLVED, that the Council of the Borough of Macungie hereby establishes the following policy regarding audio recordings, agenda packets, and official meeting minutes by and for its Public Meetings.

SECTION 1. PURPOSE

The purpose of this Resolution is to establish uniform procedures governing the retention and posting of the audio recordings, agenda packets, and official meeting minutes of the Borough Council.

SECTION 2. APPLICABILITY

This Resolution shall apply to all regular and special meetings of the Borough Council to the extent consistent with applicable law and the particular purpose of a meeting.

SECTION 3. POSTING AND RETENTION OF AUDIO RECORDINGS, COUNCIL AGENDA PACKETS, AND OFFICIAL MEETING MINUTES

A. Audio Recordings

The Borough Manager, or the Manager's designee, shall be responsible for the audio recording of Borough Council meetings. As soon as practicable, after the completion of the meeting, the responsible individual shall post a file, or a link to the file, of the audio recording to the Borough's publicly accessible website. This audio file shall not be deleted and is to remain accessible to the public indefinitely.

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B. Council Agenda Packets

The Borough Manager, or the Manager's designee, is responsible for the distribution of the council agenda packet as is established by other policies of the Council, as well as posting to the Borough's publicly accessible website. The council agenda packet shall not be deleted and is to remain accessible to the public indefinitely.

C. Official Meeting Minutes

The Borough Manager, or the Manager's designee, is responsible for the creation of the official minutes of the Council. As soon as practicable, following the adoption of the minutes by the Council at a subsequent meeting, the individual responsible shall post the approved official minutes to the Borough's publicly accessible website. The approved minutes shall not be deleted and are to remain accessible to the public indefinitely.

SECTION 4. SEVERABILITY

If any provision of this Resolution is determined to be invalid or unenforceable, the remaining provisions shall remain in full force and effect to the fullest extent permitted by law.

SECTION 5. REVIEW OF POLICY

Borough Council may periodically review this Resolution and may amend the procedures established herein when experience, changes in law, or other circumstances demonstrate that revisions are appropriate.

The Borough Manager and Borough Solicitor may recommend revisions to Borough Council as necessary.

SECTION 6. REPEALER

Any prior resolution, policy, rule, or portion thereof adopted by Borough Council that is inconsistent with the provisions of this Resolution is hereby repealed to the extent of such inconsistency.

SECTION 7. EFFECTIVE DATE

This Resolution shall become effective immediately upon adoption.

DULY ADOPTED by the Council of the Borough of Macungie, Lehigh County, Pennsylvania, this 2nd day of November 2026 in lawful session duly assembled.

ATTEST **MACUNGIE BOROUGH COUNCIL**

KALMAN SOSTARECZ, Borough Secretary **CARL SELL, JR, Council President**

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BOROUGH COUNCIL
ISSUE BRIEFING

DEPARTMENT MANAGER: Kal Sostarecz, Borough Manager

MEETING DATE: November 2, 2026

AGENDA ITEM: Boy Scout Troop 71 Request – Macungie Institute Flooring Upgrade

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I. Action/Motion to Be Considered

Motion to be formulated at the meeting.

II. Reason Why This Issue Needs Consideration

Borough Council previously authorized the Boy Scout Troop 71 to contract for an upgrade to the flooring in their leased space in the basement of the Macungie Institute, the cost of which was to be borne exclusively by the Boy Scouts. The Scouts were presented with a draft indemnification agreement prepared by the Borough Solicitor to which they proposed some modifications. Certain modifications were made to that agreement by the Solicitor to satisfy the Scouts concerns; however, the Scouts are still not comfortable with signing the indemnification. They are proposing that the Borough complete the upgrade itself for which they would pay for.

Borough forces are not able to complete the work in-house and it would need to be contracted out. The Borough would need to follow the requisite purchasing and bidding requirements if it is to undertake the project.

III. Current Policy or Practice

Borough Council authorizes contracts for work.

IV. Other Background Information

Three quotes are required for work that is above $13,200 but under $24,500; full bidding is required for work that is above $24,500; prevailing wages must be paid for projects exceeding $25,000.

V. Financial Impact

None

VI. Recommendation

If the cost of the proposed work is under $13,200, authorize it to be undertaken by the Borough. If the work is above $13,200 but under $24,500, require the Scouts to obtain at least three quotes, at which point the work would be undertaken by the Borough. If the work is $24,500 or greater, require the Scouts to complete the work.

BOROUGH COUNCIL
ISSUE BRIEFING

DEPARTMENT MANAGER: Kal Sostarecz, Borough Manager

MEETING DATE: November 2, 2026

AGENDA ITEM: Authorizing Purchase of Mechanic Tool Set for Public Works

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I. Action/Motion to Be Considered

Motion to authorize the purchase of a mechanic's tool set at a cost not to exceed $1,600 for the public works department.

II. Reason Why This Issue Needs Consideration

The Public Works Department purchased a mechanic's tool set approximately 25 years ago; over time, wear and tear has caused pieces to degrade, become unusable or broken, and have been discarded.

III. Current Policy or Practice

Borough Council authorizes certain purchases exceeding $1,000.00.

IV. Other Background Information

The proposal is to purchase a large, mid-range, tool set containing approximately 1,000 pieces; professional tool sets of this size would cost tens of thousands of dollars.

V. Financial Impact

$1,600.00 – this amount is available in the current budget and would be split between the General, Water, and Sewer Funds.

VI. Recommendation

Pass the motion as presented.