

MACUNGIE BOROUGH COUNCIL  
MEETING MINUTES  
Monday, March 3, 2025  
REGULAR MEETING MINUTES  
7:30 P.M.

Council Members:

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

Mayor:

Solicitor:

Borough Manager:

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

1. Barry Isett Report
  - a. None
2. Public Comment
  - a. Public
    - i. None
  - b. Council Members
    - i. Councilman Bloch mentioned the mud on the street caused by residents parking in their yards and requested that it be looked into.
3. Presentations/Guest Speakers
  - a. Hayden Rinde and Emily Broski – Greater Lehigh Valley Chamber of Commerce
    - i. Hayden Rinde commented that the Chambers help stimulate the economy and help local businesses.
    - ii. Emily Broski commented that the Chamber would happily engage in any Borough events. Both Hayden and Emily encourage the Borough to reach out if they can be of any resource.
  - b. Hometown Heroes Program – Ashley Rinker
    - i. 16 applications have been received since beginning the program. The photos, along with the applications, have been sent to William Signs, and Public Works will hang the banners in April.
4. Complaints, Petitions, and Appeals
  - a. None
5. Approval of Minutes
  - a. February 18, 2025
    - i. President Karboski requested two changes
      1. Financial Agenda - Number 2, President Karboski withdrew his motion
        - a. President Karboski withdrew his motion until treasurer's was clarified and will be accepted at the March 3<sup>rd</sup> meeting based on Councilman Yerman's comment.
      2. New Business 10(b), recommendation to hire Raphael Rivera to read–
        - a. President Karboski made a motion to hire Rapheal Rivera as a 30-hour Patrol Officer based on Sgt. Kocher's comments and letter of recommendation.

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- ii. President Karboski made a motion to approve the minutes with the two corrections. Vice President Hutchison seconded the motion. Motion passed unanimously. (030325-A)

6. Financial Agenda

- a. Treasurer's Report (2<sup>nd</sup> meeting of the month)
  - i. President Karboski made a motion to amend the agenda to add the previous month's treasurer's report and P/L. Vice President Hutchison seconded the motion. Motion passed unanimously.
  - ii. The Borough Manager stated this report was to be brought back at the second meeting in March.
  - iii. President Karboski made a motion to table the acceptance of the treasurer's report until March 17<sup>th</sup>. Vice President Hutchison seconded the motion. Motion passed unanimously. (031325-B)
- b. Approval of Paid Bills Detail report
  - i. Councilman Yerman questioned the BIA invoices – Stan commented this is for designing the Hickory St. Bridge project.
  - ii. Councilman Sell questioned Cintas Fire Protections for Macungie Institute – Borough Manager commented the Macungie Institute was upgraded however this is a yearly inspection.
  - iii. President Karboski asked what the EM Kutz invoice was for – Borough Manager commented this was for the plow repair.
  - iv. President Karboski made a motion to approve the invoices for \$140,971.68. Vice President Hutchison seconded the motion. Motion passed unanimously. (030325-C)

7. Correspondence

- a. None
  - i. President Karboski requested that the two letters be put under correspondence.
    - 1. Ron Karboski's letter of interest for the Planning Commission.
    - 2. Bill Reiss Letter 2/20/2025 – sewer bill relief

8. Reports

- a. Macungie Institute Manager Quarterly Report
  - i. April 15, July 15, Oct 21
- b. Zoning Monthly Update Report (2<sup>nd</sup> meeting of the month)
- c. Solicitor
- d. Macungie Police Department (2<sup>nd</sup> meeting of the month)
- e. Mayor's Report
  - i. Mayor Conrad attended a special birthday party for Margert Bachman, also known as Molly. Molly turned 100 years old. Molly is a lifetime Macungie resident and a member of the Grace Lutheran Church. She was a choir director for many years, as well as a pianist.
- f. Borough Manager
  - i. At the last meeting, Mr. Reiss requested that PennDOT be contacted about the plowing of the main street. The letter was sent to District 5.
  - ii. Borough Garage expansion – Public Works, BIA, and Manager Brown worked out different options with the recommendations for a new building right next to the current garage, and adding a second floor to the current garage to add office space would be an estimated cost of \$1,545,264 million dollars.
    - 1. Grants are limited for this type of municipal need.

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2. Vice President Hutchison asked what kind of heat would be anticipated in the new building. Manager Brown commented that it would be an expansion of the current heating source.
3. Councilman Yerman asked how much more it cost to heat this new building. As of now, there is no definite answer. He asked for a 10-year projection of heating costs.
- iii. Councilman Yerman asked Borough Manager Brown if there are any plans for the bump-outs waterbed this year. The previous plans made with Public Works have to be modified since the new pedestrian lights were put in.

9. Unfinished Business

- a. None

10. New Business

- a. Ron Karboski's letter of interest for the Planning Commission. Appointment to Planning Commission for a four (4) year term expiring 3/31/2029.
  - i. Councilman Yerman made a motion to appoint Ron Karboski to the Planning Commission. Vice President Hutchison seconded the motion. Motion passed unanimously. President Karboski abstained himself from the vote. (030325-D)
  - ii. Solicitor Armstrong commented that this may require a resolution.
- b. DPW – Tree Removal and Pruning Rte. 100 at the bridge just north of the railroad tracks. Joshua Tree Experts - \$8,406.40
  - i. This is Borough property and will not cause any stream bank issues.
  - ii. Borough Manager Brown commented this was not a budget item.
  - iii. President Karboski asked that the transfer not come from the capital account. Brown will review different options
  - iv. Vice President Hutchison made a motion to approve the tree removal using Joshua Tree Experts for \$8,406.40 as presented. President Karboski seconded the motion. Motion passed unanimously. (030325-E)
- c. Herr Contracting Change order #1 \$1,500 Pedestrian Crosswalk Lighting – ratify
  - i. President Karboski made a motion to approve Change Order #1. Vice President Hutchison seconded the motion. Motion passed unanimously. (030325-F)
  - ii. Change order #1 is due to an unknown gas line that was discovered.
- d. Herr Contracting Pay Application #1 \$131,630 Pedestrian Crosswalk Lighting
  - i. President Karboski made a motion to approve Pay Application #1. Vice President Hutchison seconded the motion. Motion passed unanimously. (030325-G)
  - ii. Payment in full for the four singles that were installed. This is the original amount and does not include the change order of \$1,500.00
  - iii. Councilman Sell asked if there was a warranty on the lights. BIA Engineer Stan commented there is a 12-month guarantee on the lighting
- e. Herr Contracting Pay Application #2 \$1,500 Additional Pedestrian Crosswalk Lighting
  - i. President Karboski made a motion to release pay application #2. Vice President Hutchinson seconded the motion. Motion passed unanimously. (030325-H)
- f. Herr Contracting Change order #2 \$29,500 to have pedestrian sign with LED border installed at Main Street and Brookfield Rd, Grant Funded.
  - i. This is the fifth light that was installed.

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- ii. Vice President Hutchison made a motion to release Change order #2. Councilman Sell seconded the motion. Motion passed unanimously. (03032-I)
- iii. Borough Manager Brown commented that this is fully funded by the ARLE grant.
- g. Bill Reiss Letter 2/20/2025 – sewer bill relief request
  - i. Mr. Reiss is requesting relief of the sewer bill of \$914.04. Mr. Reiss went before the Water Authority asking for relief of his water bill, which was declined.
  - ii. Mr. Reiss is asking for relief because he stated the water goes into the Swabia Creek and not in the sanitary sewer.
  - iii. Solicitor Armstrong mentioned that any decision should be conditional upon the Lehigh County Authority agreeing.
  - iv. In previous situations, the Lehigh County Authority has not approved any waivers.
  - v. Manager Brown will send the waiver request to Lehigh County Authority
  - vi. President Karboski made a motion to table until the next meeting. Councilman Sell seconded the motion. Motion passed unanimously. (030325-J)
- h. 124 E Main St Development – request for approval
  - i. Steve Slaski, owner of 124 E Main Street, stated they will pave the current parking lot and renovate the current 8 garages on the property.
  - ii. The garages will be extended 5.6 feet in footprint.
  - iii. Planning Commission approved waivers §305-7A, §305-9A, to allow preliminary and final approval and §305-21A.B.(1) requiring the dedication of 15' of right of way along Main Street.
  - iv. Parking lot paving will be completed in phases so the tenants will have a place to park.
  - v. President Karboski made a motion to approve the two waivers regarding §305-7A, §305-9A, and §305-21A.B.(1). Councilman Bloch seconded the motion. Motion passed unanimously. (030325-K)
  - vi. President Karboski made a motion to approve the plan conditional upon the applicants satisfying all of the comments outlined in the February 13, 2025, BIA letter as well as complying with the zoning requirements associated with the parking in a manner satisfactory with the Borough. Councilman Sell seconded the motion. Motion passed unanimously. (030325-L)
- i. South Walnut Street Land Development - request for approval
  - i. Joe Renko is an engineer and Victor Scmillio, Esq. representing the South Walnut Street project. The property in question is known as 201 Oak Street. The proposed plan is to build five townhomes associated with off-street parking, utilities, and stormwater management facilities.
  - ii. Waiver SALDO §305-9A final plan to be submitted after approval of the preliminary plan and a waiver from SALDO §305-29A.A(10)(a) which requires a sidewalk along South Walnut Street were recommended by the Planning Commission.
  - iii. Solicitor Armstrong commented that the vacation of Oak Alley resulted in a sanitary sewer easement. The driveway proposed in the plan is in the easement. The solicitor will look at the easement to make sure that there is nothing in the easement that prevents the ability to construct the driveway or parking lot within that easement.
  - iv. Councilman Yerman commented that his concern is the streambank, which is slowly eroding, and he wanted to ensure no trees were to be removed. He made it clear that the property owner is responsible for the creek bank and not the Borough.

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- v. President Karboski commented that the upper property rear yard setback is only @ 8 feet from the bank of the creek. He is concerned about the quality of life, use of the yard, and the person who will live there. The definition of setback was discussed and will be reviewed by the Solicitor.
- vi. President Karboski commented that the sidewalk proposed is too close to the existing crosswalks. Joe Renko stated that if this were something that the Council would like to be removed, they would do so.
- vii. Dominic Villani – owner of the property – proposed a solution for the quality-of-life concern raised and having an improved yard/backyard on unit one by moving the sprinkler room and having the patio door on the side. Mr. Villani commented on the common procedure to speak with the Zoning Officer before moving forward with any plans. Mr. Villani said he is willing to work with the Borough and make any changes.
- viii. Councilman Bloch raised concern regarding potential stormwater run-off due to the projected curb-cut for the emergency access from Cotton Street. Bia has requested details of this portion of the plan.
- ix. Councilman Carl Sell raised concern over cost of tearing up the blacktop over the easement if repairs are required. Mr. Villani agreed to put in writing that they would be responsible for the cost associated with blacktop cutting/replacement work the borough would need to do to repair the sewer line within the easement. President Karboski said he is not asking Mr. Villani to make any changes and understands the frustration.
- x. President Karboski made a motion to table the land development approval until the next meeting. Vice President Hutchison seconded the motion. Motion passed unanimously. (030325-M)

11. Executive Session

- i. Legal, Personnel, Real Estate

12. Action as a result of executive session

- a. None

13. Adjournment

- a. President Karboski made a motion to adjourn tonight's meeting at 9:37 pm, and Vice President Hutchison seconded the motion. Motion passed unanimously. (030325-N)

Respectfully Submitted

*Ashley Rinker*

Administrative Assistant