

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

Council Members:

Ron Karboski
Greg Hutchison
Barry Bloch
Todd Ritter
Robert Rozak
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. Report
2. Public Comment
 - a. Public
 - i. Brian Wittman, 235 S. Walnut St., asked who is cutting the vegetation along the stream bank. Mr. Wittman stated he could now see Rte. 100 and from his property. He also commented that it jeopardizes the stream bank.
 - ii. Janet Sell, 101 S. Church St., asked why the Police Department is not pulling over the tractor-trailer trucks on Main St. The Mayor was asked to follow up.
 - b. Council Members
3. Presentations/Guest Speakers
 - a. Chief Ryan Trexler, LMTF Plaque presentation and update
 - i. Chief Trexler gave the Borough an LMTF plaque to thank them for letting them serve as our Fire Department. Vice President Hutchison requested that the plaque be hung at the Macungie Institute.
4. Complaints, Petitions, and Appeals
 - a. None
5. Approval of Minutes
 - a. March 17, 2025
 - i. President Karboski made a motion to approve the minutes by correcting the misspelling of his name. Vice President Hutchison seconded the motion. Motion passed unanimously. (040725-A)
6. Financial Agenda
 - a. Treasurer's Report (2nd meeting of the month)
 - b. Approval of the Paid Bills Detail report
 - i. President Karboski made a motion to approve the paid bills for \$75,798.87. Vice President Hutchison seconded the motion. Motion passed unanimously. (040725-B)
7. Correspondence
 - a. Lower Macungie Township Fire Department 1Q2025 Report
8. Reports
 - a. Macungie Institute Manager Quarterly Report

MOTIONS: 040725-A / 040725-B / 040725-C / 040725-D / 040725-E / 040725-F / 040725-G

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- i. April 21, July 15, Oct 21
- b. Zoning Monthly Update Report (2nd meeting of the month)
- c. Solicitor
 - i. None
- d. Macungie Police Department Update (2nd meeting of the month)
- e. Mayor
 - i. President Karboski asked if there was an update on the cost of the LPR. Mayor Conrad did not have the answer and will talk with Sgt. Kocher.
- f. Borough Manager
 - i. Street Sweeping – Weather permitting, April 22, 23, and 24
 - ii. Public Works Sewer Truck
 - 1. The additional garage at Public Works to house the truck is right around 1.5 million dollars. No feedback from the council, nothing more has moved forward.
 - 2. Possible workshop in the future.
 - 3. President Karboski suggested council members tour the Public Works area and see what their needs are.
 - iii. Tree Service Expense Account
 - 1. Expense for the tree cutting will come from Streets and Paving.
 - 2. This will be budgeted for every year.
 - 3. Ron Karboski suggested Borough Manager have Public Works do a tree assessment annually before the start of the budget process.
 - iv. Bump Out upgrade plan detail
 - 1. Moving forward, last year, but was put on hold due to the ARLE grant to put pedestrian cross lighting in the bump-out areas. Manager Brown met with Public Works and discussed the 13 bump-outs.
 - 2. Public Works will add asphalt in a portion of the bump-out, Riverstone, bottomless buckets to set the plants, making it easier to maintain the plants and roots.
 - 3. The approximate cost would be \$20,000.
 - 4. President Karboski is looking for a timeline – Manager Brown said they would be completed by the fall. Karboski wants more of a professional plan. Councilman Yerman agreed with Karboski and said the plan should be reviewed by a professional landscaper.
 - 5. BIA has not reviewed the plans yet. Unsure if they meet the MS4 guidelines. Manager Brown commented that the plans are the same as what was presented last year.
 - 6. Updated plans for the discussion are to be developed.
 - v. Borough Hall and Macungie Institute Property report update
 - 1. Several Items have been corrected by Public Works.
 - 2. Curb and Sidewalk at TH will be completed in conjunction with the Church St project. Council questioned why they were not being done ahead of the S Church Street project. President Karboski asked Councilman Sell to look at the sidewalk at TH and provide feedback.
 - 3. The Macungie Institute has an extensive amount of sidewalk that needs to be replaced. An estimated \$87,000, which is not budgeted for. Updated costs will be developed.
 - 4. Macungie Institute – a window unit needs to be replaced at the back of the building. Costs for the project are being developed.

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5. The sidewalks will be reviewed and brought back to Council.
 6. Vice President Hutchison commented that the doors in the classroom at the Macungie Institute are busted. He also stated that the chain and padlock on the doors should be addressed. The Borough manager was directed to follow up.
 - vi. Church Street Sidewalk Program cost
 1. No report.
 - vii. Code Enforcement update – John Walsh
 1. Multiple letters have been sent out for trash violations, premise ID, and general sanitation issues. Curb and Sidewalks will be looked at next.
 - viii. Zoning Department update – Joe Peterson
 1. Permits 2024 – 339 permits issued, 170 TCO, 105 Permits have been submitted since January of this year.
 2. 476 Rental inspections have been completed out of approximately 700 rental properties.
 3. Joe Peterson sits with the Planning Commission and the Zoning Hearing Board.
 4. 512 emails have come across Joe’s desk to respond to.
9. Unfinished Business
- a. None
10. New Business
- a. Administration request to dispose of the DPW 2003 F550 Via Municibid
 - i. President Karboski made a motion to approve the disposal of the 2003 F550. Vice President Hutchinson seconded the motion. Motion passed unanimously. (040725-C)
 - b. DPW \$1,000 Purchase request – materials for bump-out upgrades \$20,000
 - i. President Karboski made a motion to table the \$20,000 purchase until there is a detailed report. Vice President Hutchison seconded the motion. Motion passed unanimously. (040725-D)
 - c. Lehigh County – Police Radio Upgrade bulk purchase for Macungie Police Department via ECCO Communications for \$90,1225.17.
 - i. Lehigh County will fund the purchase upfront.
 - ii. Repayment via Promissory Note
 1. 5–year payback, zero interest starting in 2026 at \$18,245.03/year
 2. Request approval to execute a Promissory Note and Security Agreement with a (5) year payback schedule.
 3. Vice President Hutchison requested that Mayor Conrad talk to Sgt. Kocher and gather more information, and ask why the department is asking for 13 radios when there are only 8 employees.
 - d. Estates at Brookside – Borough to formally accept the dedication of all public improvements.
 1. Notice of Termination of NPDES Permit No. PAD390086
 2. President Karboski made a motion authorizing Solicitor Pat Armstrong to create a letter to accept the dedication of all public improvements. Vice President Hutchison seconded the motion. Motion passed unanimously. (040725-E)
 - e. Rezoning proposal – Carl Sell (see map) R7.8/TC to R-10.
 - i. Councilman Sell made a motion allowing BIA and Solicitor Armstrong to draft the requisite notification and exhibits. Councilman Yerman seconded the motion. Motion passed 6-1. (040725-F).

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- f. Code Enforcement/Zoning Personnel
 - i. Covered under Manager report.
 - g. Park Improvement
 - i. Councilman Yerman presented the council with grant information at a previous meeting. He is requesting that the Borough apply for money to improve the parks.
 - ii. Spruce St and Village Walk are both parks that Councilman Yerman is interested in improving.
 - iii. Benches, Walking Paths, Trees, and Picnic tables are all of interest.
 - iv. BIA will have a proposal for the next meeting.
 - h. Lower Macungie Fire Department Liaison
 - i. President Karboski made a motion to appoint himself as the liaison with Councilman Sell and Vice President Hutchison. Vice President Hutchinson seconded the motion. (040725-F)
 - i. Ordinance change proposal 345- 21. A (12)
 - i. President Karboski handed out information regarding setbacks and decks. Council will review.
 - ii. President Karboski met with Joe Peterson Zoning Officer, who stated there should have been a word change within the ordinance.
 - iii. Solicitor Armstrong commented that the reason for the proposal is due to residents wanting to construct a deck onto their property, which is projected into the rear and side yard within the 15 ft. limits.
 - iv. There is confusion on the definition of an enclosed deck vs. a non-enclosed deck.
 - v. Solicitor Armstrong will meet with Joe Peterson for clarification.
 - j. Kline's Island Sewer System
 - i. BIA and Borough Manager will look at the financial picture and plan to budget for the future.
 - ii. Manager to investigate the cost.
 - iii. Planning Commission will have 60 days to comment on the ACT 537 plan that will be released on April 16, 2025. Comments are not required.
 - k. Proposed letter to BT Stone Hill Residents
 - i. President Karboski would like to send a courtesy letter to the residents informing them why the development is not completed and letting them know that the Borough has their home and all residents in the best interest of the Borough.
 - ii. Solicitor Armstrong will meet with Brown to find the best approach since the Borough is under litigation.
 - iii. No letter will go out to the residents until the Council reviews the letter.
11. Executive Session
- i. Legal, Personnel, Real Estate
 - 1. Public session adjourned to go into Executive Session at 10:50 pm.
12. Action as a result of the executive session
- a. None
13. Adjournment
- a. Executive session concluded at 11:59 pm. Vice President Hutchinson made a motion to adjourn tonight's meeting at midnight. Councilman Yerman seconded the motion. Motion passed unanimously. (040725-G)

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Respectfully Submitted

Ashley Rinker

Administrative Assistant