

MACUNGIE BOROUGH COUNCIL
MEETING MINUTES
Monday, April 15, 2024
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. Announcements

- a. Ceremonial Swearing in new Police Officers
 - i. Sabdiel Diaz
 - ii. Matthew Miklich
 - iii. Cole SurrIDGE

Mayor Conrad conducted the Ceremonial swearing-in of the new officers in front of the Council, audience members, and the officer's family members. The council welcomed all the new officers and congratulated them all on behalf of the Borough of Macungie.

2. Barry Isett Engineering

- a. No Report

3. Public Comments

- a. Public

- i. Bill Reiss - 430 E Main St.

- 1. Mr. Reiss's correspondence that was on the April 1, 2024 agenda was not heard. Mr. Reiss asked why he was not heard. Council President Karboski and Borough Manager Brown both stated the letter was included in the packet for all of Council to review.

- ii. Joe Bubba – Fitzpatrick, Lentz & Bubba

- 1. Spoke regarding the issue around detention basin maintenance for two basins on Brookside Country Club property.
 - 2. Brookside Country Club refuses to sign a maintenance agreement for the basins as they feel it is the developer's responsibility. The Borough was requesting both Brookside Country Club and Kay Builders sign the maintenance agreement.
 - 3. Mr. Bubba kindly requested that the maintenance agreement be signed by the applicant consistent with the Borough's SALDO (Kay Builders) and in addition, Kay Builders would guarantee the two basins' maintenance.

MOTION: 041524-A / 041524-B / 041524-C / 041524-D / 041524-E / 041524-F / 041524-G / 041524-H / 041524-I / 041524-J / 041524-K

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4. Solicitor Armstrong commented if the Council was agreeable to Kay Builders' proposal, Brookside Country Club would still be a signatory for the agreements. Mr. Armstrong stated that if Council is agreeable to the terms to inform him and revisions would be made to the agreement.
- iii. Diane Angelmyer – Volunteer Macungie Park
 1. Mrs. Angelmyer handed out a flyer with the dates and times of all the events happening at the Macungie Memorial Park. The park is always looking for volunteers. Anyone interested in volunteering is encouraged to contact Diane or Amy at the park.
- iv. Phil Armstrong – Lehigh County Executive
 1. Mr. Armstrong stated he is proud to announce that Lehigh County is the only county in the state that put together a county-wide purchase for the radios that are needed to upgrade the system to digital.
 2. 911 system is now capable of using FaceTime
 3. Reconized nationally for the PARDON project – a lawyer who is in the public defender's office to work with those who are incarcerated. 44 people are working on the PARDON project. Statistics show that only 2% of people who work with the PARDON project will end up back in custody.
 4. The property that is the site of a new Senior Home has been cleared and the development will proceed. Lehigh County's Cedarbrook senior home has a 4-star rating.
 5. The Lehigh County Sheriff's Department has been certified nationally.
- b. Council Member
 - i. None
4. Presentations/Guest Speakers
5. Complaints, Petitions, Appeals
6. Approval of Minutes
 - a. April 1, 2024
 - i. Vice President Hutchison made a motion to approve the minutes as written. Councilman Bloch seconded the motion. Motion passed unanimously. (041524-A)
7. Financial Agenda
 - a. Treasurer's Report
 - i. Balance Sheet – Bank Balances – General Fund as of 3/31/2024
 - ii. General Fund Profit and Loss as of 3/31/2024
 - b. General Fund Reconciliation Summary and Detail as of 3/31/2024
 - i. President Karboski made a motion to approve the reconciliation summary and detailed report. Councilman Yerman seconded the motion. Motion passed unanimously. (041524-B)
 - c. Approval of Unpaid Bills Detail report(s)
 - i. Summary
 - ii. General Fund
 - iii. Sewer Fund
 - iv. Refuse-Sanitation Fund

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- v. Liquid Fuels
- vi. Water Authority Fund

- i. Vice President Hutchison made a motion to approve all unpaid bills for \$142,896.19. Councilman Ritter seconded the motion. Motion passed unanimously. (041524-C) This total does not include the Water Authority bills.

8. Correspondence

- a. Terry Kohler – Letter of Interest – Open Position – Zoning Hearing Board
- b. Greg Reinbold - Letter of Interest - Open Position – Zoning Hearing Board
- c. Macungie Ambulance Monthly Report March 2024
- d. Lower Macungie Fire Department Quarterly Report
- e. LMFD is celebrating 100 Years of Service; commemorative book advertising opportunity

9. Reports

- a. Macungie Institute Manager Quarterly Report
 - i. April 15, July 15, October 21
- b. Zoning Monthly Update Report (2nd meeting of the month)
- c. Solicitor
- d. Mayor (2nd meeting of the month)
 - i. Macungie Police Department Update
 - 1. Borough of Macungie Police Department received a \$1,500 grant for traffic detail.
 - 2. Officer Santiago received a letter of gratitude for assisting in a potential scam of a Borough Resident.
- e. Borough Manager
 - i. Church St. project is moving forward.
 - ii. Water Authority approved to move forward with bidding the Buttonwood Project.
 - iii. No findings of the Pension Audit.

10. Unfinished Business

- a. None

11. New Business

- a. Resolution 2024-03 Appointment of Terry Kohler as a full member of the Zoning Hearing Board for a three (3) year term to expire March 31, 2027.
 - i. Vice President Hutchison made a motion to appoint Terry Kohler as a full Zoning Hearing Board member with his term expiring March 31, 2027. Councilman Bloch seconded the motion. Motion passed unanimously. (041524-D)
- b. Resolution 2024-02 Appointment of Greg Reinbold as a full member to the Zoning Hearing Board for a three (3) year term to expire March 31, 2026.
 - i. Vice President Hutchison made a motion to appoint Greg Reinbold as a full Zoning Hearing Board member with his term expiring March 31, 2026. Councilman Sell seconded the motion. Motion passed unanimously. (041524-E)

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- c. Resolution 2024-01 Appointment of Alan Printz as a full member to the Zoning Hearing Board for a three (3) year term to expire March 31, 2025.
 - i. Vice President Hutchison made a motion to appoint Alan Printz as a full Zoning Hearing Board member with his term expiring March 31, 2025. Councilman Sell seconded the motion. Motion passed unanimously. (041524-F)
- d. Expenditure Approval Policy and Financial Transaction Approval Form.
 - i. Following the new Financial Transaction Guide items will not hold any project up moving forward.
 - ii. Any projects that are not on the project list will require Council approval.
 - iii. The Borough Manager is responsible for enforcing the expenditure policy.
- e. DPW requests to hire part-time summer helper Keith Braim @ 13.00 per hour starting May 1 through October 15, 2024.
 - i. 2024 Budget for this position was \$15.00 per hour.
 - ii. Summer helper cannot exceed 680 hours.
 - iii. President Karboski made a motion to hire Keith Braim at \$15.00 an hour. Councilman Sell seconded the motion. Motion passed unanimously. (041524-G)
- f. Celebration Fireworks Inc. Permit 4948 – request approval for June 30, 2024, at the Brookside Country Club.
 - i. Councilman Bloch made a motion to approve the Firework Permit for the Brookside Country Club subject to notifying LMFD. Councilman Yerman seconded the motion. Motion passed 6-1. (041524-H)
- g. Volunteer Fire Relief Association (VFRA); Letter of March 11, 2024, Macungie Borough to Macungie Fireman Relief Association; 30 days.
 - i. A certified letter was sent to the fire company recapping all the efforts that have been made by the Borough Manager to identify whom the funds can be turned over to on behalf of the Fire Relief Association. The letter was signed by Bill Henry, who is the secretary/treasurer for the Fire Company.
 - ii. Mr. Brown received a follow-up notice from the Auditor General’s office stating the Borough needs to file the report or it may jeopardize future monies.
 - iii. Mr. Brown is looking for guidance on how to handle the money. Options include continuing to track down Macungie Fire Company, provide the monies to the Lower Macungie Relief Association, or returning it to the Auditor General's Office.
 - iv. Dennis Fritz – 32 Lea St – Vice President of the Macungie Fire Department asked that the funds be distributed to the Macungie Fire Department. Mr. Fritz stated that meetings are being held 2 times a month. The next meeting will be held on 4/18/2024. At that meeting, a vote will be held for members of the Fire Relief Association members.
 - v. Mr. Brown is requesting the EIN #, meeting minutes, bank information, a list of officers, bylaws, and certification from the lawyer that the officers that are appointed are acting on behalf of the relief association.

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- vi. Councilman Bloch made a motion to table the Release of Funds until the next meeting on May 6, 2024. All requested information that is requested needs to be forwarded to the Borough Manager. If items are not received, the council will release funds to either the LMFD relief association or the Auditor General's Office. Councilman Yerman seconded the motion. Motion passed unanimously. (041524-I)

12. Executive Session

- a. Legal, Personnel, Real Estate
 - i. There was an executive session held before the meeting at 7 pm.
 - ii. Public portion of the meeting concluded at 10:05 pm and went into a seconded executive session which ended at 10:30 pm.

13. Action as a result of executive session

- a. Council President made a motion to approve sending a letter to Borough Manager John Brown outlining Salary and Benefits effective January 1, 2024. Councilman Yerman seconded the motion. Motion passed unanimously. (041524-J)

14. Adjournment

- a. Councilman Yerman made a motion to adjourn tonight's meeting at 10:31 pm. Councilman Bloch seconded the motion. Motion passed unanimously. (041524-K)

Respectfully Submitted,

Ashley Rinker

Ashley Rinker, Administrative Assistant