



Macungie Borough Council General Business Meeting Agenda

Monday, October 19, 2026

7:30 p.m.

Macungie Institute

- I. Call to Order – Pledge of Allegiance**
- II. Announcement of Executive Sessions**
- III. Approval of Minutes**
 - A. September 28, 2026
- IV. Financial Reports**
 - A. Treasurer's Report for September 2026
 - B. Approval of Paid Bills Detail Report in the Amount of \$283,520.58
- V. Correspondence**
 - A. Macungie Ambulance September 2026 Monthly Report
 - B. PSAB-MRT Monthly Report of Municipal Net Assets
- VI. Reports**
 - A. Jerry Simpson, PA Chiefs of Police Update
 - B. Council
 - C. Mayor
 - D. Solicitor
 - E. Borough Manager
- VII. Old Business**
 - A. Authorizing Conditional Offer of Employment for Public Works Employee
 - B. Resolution 2026-19 – Council Agenda Policy & Meeting Code of Conduct
- VIII. New Business**
 - A. Rejection of All Bids for S. Church Street ADA Ramp Project
 - B. Main Street Streetscape Bumpout Assessment
 - C. LSA Statewide Grant Opportunity – Spruce Street Park Improvements
 - D. Authorizing Execution of Agreement with IntegraOne for Police Department IT Hardware
 - E. Authorizing Purchase of Cut-Off Saw for Public Works
- IX. Public Comment on Non-Agenda Items**
- X. Adjournment**

**MACUNGIE BOROUGH COUNCIL
MEETING MINUTES**

Special Meeting
Monday, September 28, 2026 – 1:00 P.M.

I. Call to Order – Pledge of Allegiance

The Macungie Borough Council meeting was called to order on September 28, 2026 at 1:00 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; 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 September 28, 2026 at 11:30 a.m. regarding the Collective Bargaining Agreement with the Macungie Police Officer's Association.

III. Old Business

A. Lumber Street Development – Discussion on Potential Paper Street

Solicitor Armstrong stated that based on the previous Council meeting, the Council wished to hold this special meeting to discuss the potential paper street, Green Street, located on the Young Development's property. He has had the opportunity to review the deeds that have been provided by adjacent property owners, the existing maps at Borough Hall, and recorded land development plans. Although the deeds provided by residents do reference an alley, it is not depicted on any maps that the Borough has. His opinion is that there is nothing actionable to be considered by Council at this time. However, he did issue a supplement to the conditional approval letter to the applicant, highlighting the information provided by the adjacent property owners.

Wendy Horn, resident, read from another deed she has located; Solicitor Armstrong requested she provide a copy to the Borough, and also suggested she speak with the applicant's attorney as is a private property issue.

Brenda Decker, resident, requested that it be investigated if there is a title to the alley. She asked why she was denied access to look at the plans. Mr. Sostarecz stated that she did review the plans earlier this year and is welcome to do so again.

Paul Licata, business owner, stated that if the project moves forward, that the Borough changes North Church Street to be one way going north to Lumber Street.

Tim Romig, business owner, stated that county records should be researched, and would like to know what year the applicant's attorney went back to. He commented that there are pins twenty feet behind their properties in the grass. He stated that he had attended a Council meeting years ago when Don Young had been at a Council meeting and asked Council about the alley. He also commented on the previous vacation of Oak Alley. He believes the Council has not been presented with truthful information by the applicant. He believes copies of the plans should be released under the Right to Know Law. Solicitor Armstrong stated that copyrights need to be considered.

Terry Buss, resident, stated that Council should defend and support the residents She also commented on the traffic study that was completed.

Jack McGrath, resident, requested to view the plans and commented on the stormwater runoff.

Bob Bogert, resident, stated that he feels the plan was approved without the full information on the paper street. He feels that the Council had a chance to do something about the development and chose not to.

Virginia Voros, resident, asked what the conditions are for the plan approval. Solicitor Armstrong stated that there are several conditions, most of which are related to the Borough ordinances, and that they are followed up on by Borough Staff and Consultants. She also commented on the paper alley and in her experience the land is split among the adjacent land owners.

IV. New Business

A. Ratification of Police Collective Bargaining Agreement - *TENTATIVE*

Solicitor Armstrong stated that Council met in executive session to discuss the status of the negotiations with the Macungie Police Officers Association, and that there is still one outstanding item that needs to be determined prior to taking action. He believes a motion to table is appropriate until the final item is settled. Mr. Ashelman stated that there have been very good discussions occurring but they are waiting for one more piece of information.

Motion by President Sell to table the item based on the Solicitor's advice, seconded by Mr. Reinbold. Motion passed unanimously.

V. Public Comment on Non-Agenda Items

Mr. Romig commented on the curb and sidewalk installation occurring at the Mavis Tire, as well as the traffic safety during construction. Mr. Sostarecz stated that BIA is well aware of the issues with the curb and sidewalk and the contractor is going to be redoing their work to meet standards. Mr. Romig also commented on the height of the grass at the Young property.

Mr. Licata commented on the agenda and supporting documents being available on the Borough's website after meetings. Mr. Sostarecz stated that historically those items are removed after the meeting occurs, and the topic would be on the next Council agenda.

VI. Adjournment

President Sell made a motion to adjourn the meeting at 1:39 p.m., seconded by Mr. Hutchison. Motion passed unanimously.

Respectfully Submitted,

Kalman A. Sostarecz, Jr.
Borough Secretary

Borough of Macungie - General Fund

Profit & Loss Budget vs. Actual

January through September 2026

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10/13/26

Cash Basis

	Jan - Sep 26	Budget	\$ Over Budget
Income			
301 - REAL PROPERTY TAXES			
301.100 - Real Estate Taxes—Current Year	1,145,153.51	1,145,327.00	-173.49
301.200 - Real Estate Taxes—Prior Year's	0.00	9,000.00	-9,000.00
301.300 - Real Estate Taxes—Delinquent	0.00	15,000.00	-15,000.00
301.400 - Delinquent frm Tax Claim Bureau	22,887.90		
301.600 - Real Estate Taxes—Interim	0.00	1,000.00	-1,000.00
Total 301 - REAL PROPERTY TAXES	1,168,041.41	1,170,327.00	-2,285.59
310 - LOCAL TAX- (Act 511)			
310.010 - Per Capita Taxes—Current Year	13,399.41	15,000.00	-1,600.59
310.020 - Per Capita Taxes - Prior Years	0.00	164.00	-164.00
310.030 - Per Capita Taxes—Delinquent	7,522.00	7,500.00	22.00
310.100 - Real Estate Transfer Tax	39,085.25	184,630.00	-145,544.75
310.210 - Earned Income Tax—Current Year	509,862.76	610,000.00	-100,337.24
310.500 - Local Services Tax	32,736.62	45,000.00	-12,263.38
Total 310 - LOCAL TAX- (Act 511)	602,406.04	862,294.00	-259,887.96
320-322 - LICENSES & PERMITS			
320.100 - Yard Sale Permit	78.00		
320.200 - Fireworks Permit	792.00		
321.450 - Residential Rental License	140.00	300.00	-160.00
321.610 - Transient Retailer-Solicitation	28.00		
321.800 - Cable Television Franchise	22,776.88	40,000.00	-17,223.12
322.100 - Moving Permit	442.00		
322.400 - Zoning Permit	2,752.00	3,000.00	-248.00
322.500 - Street/Road Opening Permit	960.00		
322.600 - Curb & Sidewalk Permit	1,598.00		
320-322 - LICENSES & PERMITS - Other	2,253.00	2,000.00	253.00
Total 320-322 - LICENSES & PERMITS	31,819.88	45,300.00	-13,480.12
331 - FINES			
331.100 - Court-District Magistrate	2,430.40	1,300.00	1,130.40
331.130 - State Police Fines	515.10	600.00	-84.90
331.140 - Parking Violation Fines	460.00	850.00	-390.00
331.210 - Lehigh County Fines	425.44	1,750.00	-1,324.56
Total 331 - FINES	3,830.94	4,500.00	-669.06
341 - INTEREST			
341.02 - GF Recreation Interest	158.67		
341.040 - Post Med. Benefits Interest	4,318.94		
341.060 - Contingency Interest	6,056.81		
341.070 - MI Tree of Life Interest	98.06		
341.90 - GF Depository Interest	6.51		
341 - INTEREST - Other	17.41	80,000.00	-79,982.59
Total 341 - INTEREST	10,656.40	80,000.00	-69,343.60

Borough of Macungie - General Fund

Profit & Loss Budget vs. Actual

January through September 2026

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10/13/26
Cash Basis

	Jan - Sep 26	Budget	\$ Over Budget
342 - RENTS, ROYALTIES & DONATIONS			
342.200 - 24 S Church Street	4,050.00		
342.210 - Macungie Institute	15,283.68		
342.220 - Contributions & Donations - MI	75.00		
342 - RENTS, ROYALTIES & DONATIONS - Other	0.00	30,000.00	-30,000.00
Total 342 - RENTS, ROYALTIES & DONATIONS	19,408.68	30,000.00	-10,591.32
354 - State Capital & Operating			
354.030 - Winter Maintenance	0.00	1,267.00	-1,267.00
354.150 - Recycling/Act 101 Grant	17,424.11	8,000.00	9,424.11
Total 354 - State Capital & Operating	17,424.11	9,267.00	8,157.11
355 - STATE SHARED REVENUE			
355.010 - Public Utility Realty Tax-PURTA	0.00	1,750.00	-1,750.00
355.040 - Alcoholic Beverage License	900.00	1,100.00	-200.00
355.050 - General Municipal Pension-Aid (State Aid)	104,684.95	88,876.00	15,808.95
355.099 - Firemen's Relief Funding	21,981.28	21,863.00	118.28
Total 355 - STATE SHARED REVENUE	127,566.23	113,589.00	13,977.23
359.000 - Payment in Lieu of Taxes			
360-361 - CHARGES FOR SERVICE	11,488.90	11,500.00	-11.10
361.300 - Subdivision & Land Dev. App	1,025.00	1,500.00	-475.00
361.750 - Fingerprinting	100.00	200.00	-100.00
361.90 - 15% Admin Fee - Refuse	2,245.60		
Total 360-361 - CHARGES FOR SERVICE	3,370.60	1,700.00	1,670.60
362 - PUBLIC SAFETY			
362.110 - Police Reports	1,250.01	750.00	500.01
362.405 - Rental Inspection	0.00	2,000.00	-2,000.00
362.410 - Building Permit	9,597.50	5,000.00	4,597.50
362.420 - Electrical Permit	2,032.00	1,250.00	782.00
362.430 - Plumbing Permit	932.00	1,250.00	-318.00
362.450 - Occupancy/Use Permit	0.00	200.00	-200.00
362.470 - Mechanical/HVAC Permit	378.00	1,750.00	-1,372.00
362 - PUBLIC SAFETY - Other	283.50		
Total 362 - PUBLIC SAFETY	14,473.01	12,200.00	2,273.01
364 - SANITATION			
364.300 - Solid Waste Collection	0.00	720,068.00	-720,068.00
364.900 - Yard Waste Passes	0.00	1,250.00	-1,250.00
Total 364 - SANITATION	0.00	721,318.00	-721,318.00
365.050 - Sale of Maps and Publications			
365.600 - Health Ins./Co-pay Dividend	262.00	50.00	212.00
367 - CULTURE-RECREATION	12,007.00	35,784.00	-23,777.00
367.20 - Recreation/Dedication Fees	10,000.00		
Total 367 - CULTURE-RECREATION	10,000.00		

Borough of Macungie - General Fund Profit & Loss Budget vs. Actual January through September 2026

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Cash Basis

	Jan - Sep 26	Budget	\$ Over Budget
380.000 · MISC REVENUE			
389.11 · Late Fee on Utilities	0.00		
390.00 · Hometown Hero	18.60		
380.000 · MISC REVENUE - Other	23,428.35	25,000.00	-1,571.65
Total 380.000 · MISC REVENUE	23,446.95	25,000.00	-1,553.05
Total Income	2,056,202.15	3,122,829.00	-1,066,626.85
Gross Profit	2,056,202.15	3,122,829.00	-1,066,626.85
Expense			
400 · COUNCIL & MAYOR	4,143.83	8,700.00	-4,556.17
400.105 · Salaries & Wages			
Total 400 · COUNCIL & MAYOR	4,143.83	8,700.00	-4,556.17
401 · BOROUGH MANAGER			
401.110 · Borough Manager Wages	27,767.72	45,938.00	-18,170.28
401.353 · Surety and Fidelity (Bonding)	-95.66		
Total 401 · BOROUGH MANAGER	27,672.06	45,938.00	-18,265.94
402 · AUDITING & BOOKKEEPING			
402.311 · AUDITOR SERVICES	5,000.00	13,044.00	-8,044.00
402.312 · BOOKKEEPING	8,725.00	20,000.00	-11,275.00
Total 402 · AUDITING & BOOKKEEPING	13,725.00	33,044.00	-19,319.00
403 · TAX COLLECTION			
403.116 · Tax Collector- Wages/Commission	4,632.00	4,376.00	256.00
403.211 · Operating Expenses	7,401.36	7,600.00	-198.64
403.317 · EIT Collection Fees	0.00	6,166.00	-6,166.00
403.353 · Surety & Fidelity (Bonding)	0.00	160.00	-160.00
403.450 · Tax Collectors Audit	9,505.00	3,630.00	5,875.00
Total 403 · TAX COLLECTION	21,538.36	21,932.00	-393.64
404 · LEGAL SERVICES			
404.310 · Solicitor-Legal Services			
404.320 · Reimbursable Expenses			
404.321 · BT Stonehill Meadows	648.00		
404.322 · Young Development	72.00		
Total 404.320 · Reimbursable Expenses	720.00		
404.310 · Solicitor-Legal Services - Other	129,600.84	75,000.00	54,600.84
Total 404.310 · Solicitor-Legal Services	130,320.84	75,000.00	55,320.84
404.317 · Zoning Hearing Attorney	1,220.00		
404 · LEGAL SERVICES - Other	4,000.00		
Total 404 · LEGAL SERVICES	135,540.84	75,000.00	60,540.84

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Cash Basis

Borough of Macungie - General Fund

Profit & Loss Budget vs. Actual

January through September 2026

	Jan - Sep 26	Budget	\$ Over Budget
405 - SECRETARY/CLERK/TREASURER			
405.112 - Administrative Assistant-Wages	9,483.26	17,472.00	-7,988.74
405.113 - Clerk/Assistant Treasurer-Wages	0.00	14,907.00	-14,907.00
Total 405 - SECRETARY/CLERK/TREASURER	9,483.26	32,379.00	-22,895.74
406 - GENERAL GOV. ADMINISTRATION			
406.154 - Short Term/Long Term Disability	714.99	1,100.00	-385.01
406.156 - Medical/Dental/Vision	28,305.42	93,932.00	-65,626.58
406.162 - UC - General	100.00		
406.192 - FICA - Employer Paid	7,115.24	23,712.00	-16,596.76
406.193 - Medicare - Employer Paid	1,664.09		
406.194 - Unemployment - Employer Paid	917.98	1,045.00	-127.02
406.196 - Health Reimbursement Account	425.01	2,000.00	-1,574.99
406.197 - Pension - Defined Contributions	1,015.07	907.00	108.07
406.198 - PCOR Fee	84.48	35.00	49.48
406.199 - Life Ins. & AD&D	244.01	500.00	-255.99
406.210 - Office Supplies	2,731.37	3,500.00	-768.63
406.212 - Bank Service Charges	100.82		
406.213 - Minor Office Equip Purch & IT	3,225.59	6,800.00	-3,574.41
406.215 - Postage	649.71	3,000.00	-2,350.29
406.249 - Petty Cash	0.00	50.00	-50.00
406.310 - Professional Svcs - Payroll Svc	2,213.78		
406.321 - Telephone	469.21	700.00	-230.79
406.331 - Mileage Reimbursement	0.00	250.00	-250.00
406.341 - Advertising	1,013.01	5,000.00	-3,986.99
406.342 - Printing Services	198.34	825.00	-626.66
406.351 - Commercial Insurance	11,096.18	8,861.00	2,235.18
406.353 - Bonding - General	0.00	300.00	-300.00
406.354 - Workers Compensation Insurance	3,740.36	5,719.00	-1,978.64
406.375 - Office Maintenance & Repairs	0.00	1,250.00	-1,250.00
406.420 - Dues, Subscriptions, & Membersh	1,537.17	1,500.00	37.17
406.450 - Contracted Services	12,494.20	35,633.00	-23,138.80
406.460 - Meetings/Conferences/Cont. Edu.	380.56	1,000.00	-619.44
406.480 - Miscellaneous	0.00	1,800.00	-1,800.00
406.530 - Yard Waste Passes (Yard Waste Passes for Lower Macungie Township & Emmaus)	0.00	1,000.00	-1,000.00
Total 406 - GENERAL GOV. ADMINISTRATION	80,436.59	200,419.00	-119,982.41
408 - ENGINEERING SERVICES			
408.310 - Reimbursable Engineering	9,704.25		
408.311 - BT Stonehill Meadows	5,236.75		
408.312 - Young Development			
Total 408.310 - Reimbursable Engineering	14,941.00		
408.313 - Engineering-General Services	39,047.20	65,000.00	-25,952.80
408.314 - Sonoma Way Sinkhole	244.00		
408.315 - Engineering - MS4 Annual Report	9,492.00		
408.318 - BCO Fees	47,252.68		
Total 408 - ENGINEERING SERVICES	110,976.88	65,000.00	45,976.88

Borough of Macungie - General Fund Profit & Loss Budget vs. Actual January through September 2026

3:03 PM
10/13/26
Cash Basis

	Jan - Sep 26	Budget	\$ Over Budget
409 - General Government Buildings			
409.200 - Real Estate Tax -24 S Church St	978.46	500.00	-500.00
409.229 - Hospitality (M&E)	0.00	7,750.00	-6,185.08
409.230 - Heating	1,564.92	2,000.00	-1,886.55
409.236 - Building Supplies	113.45	100.00	-100.00
409.260 - Small Tools & Minor Equipment	0.00	4,750.00	2,321.30
409.361 - Electricity	7,071.30	20,115.00	-19,180.17
409.373 - Building Repairs/Maintenance	934.83	1,250.00	-903.75
409.430 - Real Estate Tax - S Church	346.25	35,519.00	-35,449.00
409.450 - Contracted Services	70.00	10,920.00	-8,437.50
409.451 - Janitorial Services	2,482.50		
Total 409 - General Government Buildings	13,561.71	82,904.00	-69,342.29
410 - POLICE DEPT.			
410.110 - Sgt. Wages	73,699.50	94,019.00	-20,319.50
410.112 - Corporal- Wages	85,576.82	89,984.00	-4,407.18
410.115 - Part-Time-Wages	18,824.96	42,000.00	-23,175.04
410.117 - Patrol Officer's Wages	199,553.50	289,368.00	-89,814.50
410.120 - 30-Hr. Officer- Wages	0.00	45,838.00	-45,838.00
410.179 - Longevity Pay	0.00	7,428.00	-7,428.00
410.180 - Overtime	67,305.47	42,000.00	25,305.47
410.184 - Sick Pay Buy-Back	0.00	420.00	-420.00
410.187 - Health Reimbursement Acct-HRA	0.00	750.00	-750.00
410.188 - Shift Differential	0.00	8,400.00	-8,400.00
410.190 - PCOR Fees - Police	0.00	35.00	-35.00
410.192 - FICA - Employer Paid	26,084.40	47,913.00	-21,828.60
410.193 - Medicare - Employer Paid	6,100.42		
410.194 - Unemployment Compensation - Emp (Unemployment Compensation - Employer Paid)	1,953.92	3,135.00	-1,181.08
410.196 - Medical/Dental/Vision	100,520.97	186,739.00	-86,218.03
410.197 - Pension - Defined Benefit	0.00	149,031.00	-149,031.00
410.198 - Short Term/ Long Term Disabilit (Short-Term/ Long-Term Disability)	1,893.17	3,350.00	-1,456.83
410.199 - Life Ins. & AD&D	789.60	1,500.00	-710.40
410.210 - Office Supplies	579.94	600.00	-20.06
410.213 - Minor Equipment	2,084.25	1,500.00	584.25
410.215 - Postage	0.00	800.00	-800.00
410.230 - Heating	773.97	1,200.00	-426.03
410.231 - Vehicle Fuel	8,831.90	16,000.00	-7,168.10
410.236 - Building Supplies	304.20	750.00	-445.80
410.238 - Clothing and Uniforms	9,691.09	9,000.00	691.09
410.239 - Gross Wage - Uniform Allowance	2,500.00		
410.242 - Ammunition	0.00	2,500.00	-2,500.00
410.250 - Maintenance and Repairs Parts	4,660.59	7,100.00	-2,439.41
410.260 - Major Equipment	0.00	13,000.00	-13,000.00
410.314 - Legal Expenses - Police	63,355.09		
410.321 - Telephone	1,987.07	2,400.00	-412.93
410.351 - Commercial Insurance	9,670.70	9,969.00	-298.30
410.354 - Workers' Compensation Insurance	15,779.67	22,147.00	-6,367.33
410.361 - Electricity	1,415.39	1,700.00	-284.61
410.373 - Building Repairs/Maintenance	2,390.53	4,425.00	-2,034.47
410.374 - Vehicle Maintenance	0.00	2,520.00	-2,520.00
410.420 - Dues, Subscriptions and Members	0.00	400.00	-400.00
410.450 - Contracted Services	7,508.05	27,340.00	-19,831.95
410.451 - Janitorial Services	2,452.50	3,640.00	-1,187.50
410.454 - Civil Service Commission	275.00	900.00	-625.00

Borough of Macungie - General Fund Profit & Loss Budget vs. Actual January through September 2026

3:03 PM

10/13/26

Cash Basis

	Jan - Sep 26	Budget	\$ Over Budget
410.460 - Meetings/Conferences/Cont. Edu.	895.00	500.00	395.00
410.47 - Drug & Alcohol Testing	118.00		
410.480 - Miscellaneous Expenses	2,610.50	1,500.00	1,110.50
410.500 - Transfer-Post Retirement Med.	0.00	25,000.00	-25,000.00
Total 410 - POLICE DEPT.	720,186.17	1,166,801.00	-446,614.83
411 - FIRE DEPT.			
411.540 - Annual Allocation	45,000.00	90,000.00	-45,000.00
411.541 - Fire Relief Distribution	21,981.28	21,863.00	118.28
Total 411 - FIRE DEPT.	66,981.28	111,863.00	-44,881.72
412 - AMBULANCE/RESCUE			
412.540 - Annual Allocation	1,600.00	1,600.00	0.00
Total 412 - AMBULANCE/RESCUE	1,600.00	1,600.00	0.00
413 - CODE ENFORCEMENT			
413.115 - Wages - Part-Time	0.00	37,440.00	-37,440.00
413.450 - Contracted Services	5,814.70		
Total 413 - CODE ENFORCEMENT	5,814.70	37,440.00	-31,625.30
414 - PLANNING & ZONING			
314 - Zoning - Legal	1,196.00	5,000.00	-3,804.00
414.115 - Wages-Part Time	0.00	61,956.00	-61,956.00
414.120 - Zoning Hearing Board -Wages	0.00	675.00	-675.00
414.450 - Contracted Services	2,350.00	3,300.00	-950.00
414.460 - Zoning Services	14,741.46		
Total 414 - PLANNING & ZONING	18,287.46	70,931.00	-52,643.54
415 - EMERGENCY MANAGEMENT			
415.241 - General Government Supplies	0.00	5,000.00	-5,000.00
Total 415 - EMERGENCY MANAGEMENT	0.00	5,000.00	-5,000.00
426 - LEAF COLLECTION			
426.450 - Leaf Collection Service	0.00	25,343.00	-25,343.00
Total 426 - LEAF COLLECTION	0.00	25,343.00	-25,343.00
427 - SOLID WASTE COLLECTION & DISPOS			
427.342 - Solid Waste Printing	0.00	200.00	-200.00
427.450 - Solid Waste/Recycling Contract	0.00	626,146.00	-626,146.00
Total 427 - SOLID WASTE COLLECTION & DISPOS	0.00	626,346.00	-626,346.00

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10/13/26

Cash Basis

Borough of Macungie - General Fund

Profit & Loss Budget vs. Actual

January through September 2026

	Jan - Sep 26	Budget	\$ Over Budget
430.439 · PW-HIGHWAYS, ROADS, & STREETS			
430.110 · Public Works Supervisor-Wages	17,813.54	25,431.00	-7,617.46
430.112 · Public Works Full-Time-Wages	41,847.18	78,340.00	-36,492.82
430.117 · Seasonal Employee-Wages	7,701.00	3,400.00	4,301.00
430.180 · Overtime	8,461.91	2,500.00	5,961.91
430.182 · Bonus	0.00		
430.183 · Comp	366.80		
430.184 · Sick Pay Buy-Back	157.50		
430.197 · Pension - Defined Benefit	0.00	10,560.00	-10,560.00
430.220 · Operating Supplies	798.72	3,667.00	-2,868.28
430.230 · Fuel Oil-Garage	1,816.08		
430.231 · Vehicle Fuel	3,345.23	4,916.00	-1,570.77
430.238 · Uniforms	1,422.28	2,200.00	-777.72
430.250 · Vehicle Maintenance	4,658.80	10,043.00	-5,384.20
430.260 · Small Tools & Minor Equipment	1,044.87	7,400.00	-6,355.13
430.317 · CDL Testing	141.00	400.00	-259.00
430.331 · Travel Expense (mileage Reimb)	16.08		
430.374 · Machinery & Equipment Repairs	6,589.67	3,513.00	3,076.67
430.384 · Machinery & Equipment Rental	5,456.05	2,000.00	3,456.05
430.460 · Meetings/Conferences/Cont. Edu.	88.00		
431.450 · Street Sweeping Services	3,691.70	15,400.00	-11,708.30
432.000 · Winter Maintenance - Snow Remov	5,379.09		
433.220 · Signs & Markings	3,313.67		
433.450 · Crosswalk Painting-Contracted	0.00	3,667.00	-353.33
433.454 · Traffic Control-Contracted	8,655.96	14,000.00	-14,000.00
434.361 · Holiday Lights	47.75	4,167.00	4,488.96
436.236 · Storm Sewer Maintenance/Repairs	0.00	300.00	-252.25
		3,000.00	-3,000.00
438.245 · Street Patching Materials	1,774.56	3,667.00	-1,892.44
439.601 · Street Resurfacing & Overlay	100,222.45	240,000.00	-139,777.55
Total 430.439 · PW-HIGHWAYS, ROADS, & STREETS	224,809.89	438,571.00	-213,761.11
450 · CULTURE & RECREATION			
453.240 · Special Event Decorations	0.00	4,000.00	-4,000.00
454.250 · Parks Maintenance	3,253.75		
454.251 · Flower Park Maintenance	911.53	16,875.00	-15,963.47
454.250 · Parks Maintenance - Other			
Total 454.250 · Parks Maintenance	4,165.28	16,875.00	-12,709.72
454.361 · Flower Park- Electricity	396.77	500.00	-103.23
456.520 · Library Contract	18,415.50	24,554.00	-6,138.50
457.540 · Halloween Parade	1,500.00	1,500.00	0.00
457.541 · Flower Park Contribution	0.00	3,679.00	-3,679.00
457.542 · Macungie Holiday Contribution	1,500.00	1,600.00	-100.00
457.543 · National Night Out	0.00	2,000.00	-2,000.00
Total 450 · CULTURE & RECREATION	25,977.55	54,708.00	-28,730.45

3:03 PM

10/13/26

Cash Basis

Borough of Macungie - General Fund Profit & Loss Budget vs. Actual January through September 2026

	Jan - Sep 26	Budget	\$ Over Budget
459 - MACUNGIE INSTITUTE			
459.110 · Payroll - MI Coordinator	6,438.50		
459.115 · Salaries and Wages – Part-Time	13,404.00	24,960.00	-18,521.50
459.230 · Heating	3,024.06		
459.236 · Building Supplies	1,093.01		
459.321 · Telephone Monthly Charges	386.46		
459.361 · Electricity	5,498.94		
459.373 · Building Repairs/Maintenance	9,299.29		
459.451 · Janitorial Services	4,905.00		
Total 459 - MACUNGIE INSTITUTE	44,049.26	24,960.00	19,089.26
471 - DEBT PRINCIPAL			
481.100 · Gen Oblig Note Series of 2021	74,941.67	74,942.00	-0.33
Total 471 - DEBT PRINCIPAL	74,941.67	74,942.00	-0.33
472.000 · DEBT INTEREST			
481.110 · Gen Oblig Note Ser of 2021-Int	5,285.33	5,290.00	-4.67
Total 472.000 · DEBT INTEREST	5,285.33	5,290.00	-4.67
492.00 · Interfund Operating Transfers			
492.300 · Transfer to General Fund Cap. (Transfer to General Fund Capital)	0.00	76,732.00	-76,732.00
492.400 · Transfers to GF Escrow	3,434.00		
Total 492.00 · Interfund Operating Transfers	3,434.00	76,732.00	-73,298.00
Total Expense	1,608,445.84	3,285,843.00	-1,677,397.16
Net Income	447,756.31	-163,014.00	610,770.31

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Cash Basis

08--SEWER COMPANY

Profit & Loss Budget vs. Actual

January through September 2026

	Jan - Sep 26	Budget	\$ Over Budget
Income			
341.010 · Interest Income			
341.02 · Sewer Debt Svs Income	46,522.92		
341.03 · Sewer Genl Bond 2021 Interest	6.86		
341.04 · Sewer Capital Interest PLGIT	3,336.77		
341.05 · Sewer Capital Interest - NT	4,075.30		
341.010 · Interest Income - Other	5.24	84,000.00	-83,994.76
Total 341.010 · Interest Income	53,947.09	84,000.00	-30,052.91
355 · STATE SHARED REVENUE			
355.050 · General Municipal Pension Aid	0.00	8,888.00	-8,888.00
Total 355 · STATE SHARED REVENUE	0.00	8,888.00	-8,888.00
364 · SEWER INCOME			
364.110 · Sewage Connection/ Tap In Fee	42,126.00	24,780.00	17,346.00
364.120 · Sewer Use Charge	808,246.19	1,151,000.00	-342,753.81
364.225 · Late Fees	7,859.34		
364.900 · Sewer Lateral Inspections	3,705.00		
Total 364 · SEWER INCOME	861,936.53	1,175,780.00	-313,843.47
365.600 · Health Ins./ Co-pay Dividend	0.00	15,703.00	-15,703.00
Total Income	915,883.62	1,284,371.00	-368,487.38
Expense			
402.312 · Bookkeeping	8,725.00		
405 · ADMINISTRATION			
405.113 · Clerk/ Asst.Treasurer-Wages	0.00	14,907.00	-14,907.00
405.353 · Surety & Fidelity (Bonding)	-95.67	300.00	-395.67
Total 405 · ADMINISTRATION	-95.67	15,207.00	-15,302.67
406 · GENERAL GOV ADMINISTRATION			
401.353 · Surety & Fidelity (Bonding)	0.00		
404.310 · Legal Expenses	780.00	1,000.00	-220.00
406.100 · PAYROLL			
401 · BOROUGH MANAGER			
401.110 · Salaries & Wages		45,938.00	-18,170.29
401.187 · Health Reimbursement Acct-HRA	27,767.71	500.00	-500.00
	0.00		
Total 401 · BOROUGH MANAGER	27,767.71	46,438.00	-18,670.29
401.199 · Life Insurance & AD&D	244.01	500.00	-255.99
405.112 · Administrative Assistant-Wages	9,483.37	17,472.00	-7,988.63
406.160 · Pension - Defined Benefit	0.00	10,560.00	-10,560.00
406.192 · FICA & MEDICARE- Employer Paid	8,779.34	14,727.00	-5,947.66

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10/13/26

Cash Basis

08- SEWER COMPANY

Profit & Loss Budget vs. Actual

January through September 2026

	Jan - Sep 26	Budget	\$ Over Budget
406.194 · Unemployment - Employer Paid	917.99	1,045.00	-127.01
406.196 · Medical/Dental/Vision	28,305.42	88,790.00	-60,484.58
406.197 · Pension - Defined Contribution	1,015.05	907.00	108.05
406.198 · Short Term/Long Term Disability	714.97	1,100.00	-385.03
430 · PUBLIC WORKS WAGES			
401.112 · PW Full Time Wages	50,291.41	81,740.00	-31,448.59
401.115 · PW Supervisor	17,854.65	25,431.00	-7,576.35
430.180 · Overtime Wages	0.00	2,500.00	-2,500.00
430.184 · Sick Pay - Buy Back	0.00		
Total 430 · PUBLIC WORKS WAGES	68,146.06	109,671.00	-41,524.94
Total 406.100 · PAYROLL	145,373.92	291,210.00	-145,836.08
406.200 · EXPENSES			
406.351 · Commercial Insurance	6,447.14		
448.235 · Heating Expenses - Garage	1,631.51	2,257.00	-625.49
448.361 · Electricity	3,684.89		
Total 406.200 · EXPENSES	11,763.54	2,257.00	9,506.54
406.210 · Office Supplies	2,731.24		
406.215 · Postage	649.68		
406.310 · Professional Svcs - Payroll Svc	2,213.78		
406.321 · Telephone	469.20		
406.342 · Printing Services	198.33		
406.420 · Dues,Subscriptions & Membership	7,077.17		
406.450 · Contracted Services	12,494.21		
429.250 · Vehicle Maintenance	990.17	10,043.00	-9,052.83
429.354 · Workers' Compensation	3,864.36	5,719.00	-1,854.64
429.384 · Machinery & Equipment Rental	0.00	2,000.00	-2,000.00
429.460 · Seminars/Training	0.00	400.00	-400.00
Total 406 · GENERAL GOV ADMINISTRATION	188,605.60	312,629.00	-124,023.40
409 · GENERAL GOVERNMENT BUILDINGS			
409.236 · Building Supplies	113.45		
409.373 · Building Repairs/Maintenance	1,003.17		
Total 409 · GENERAL GOVERNMENT BUILDINGS	1,116.62		
429 · WASTEWATER COLLECTION & TREATME			
408.00 · Engineering Services			
408.313 · Engineering-Sewer	3,729.50	16,000.00	-16,000.00
408.00 · Engineering Services - Other	0.00		
Total 408.00 · Engineering Services	3,729.50	16,000.00	-12,270.50
429.190 · PCOR Fees	0.00	35.00	-35.00
429.210 · Office Supplies	0.00	2,313.00	-2,313.00

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10/13/26

Cash Basis

08- SEWER COMPANY

Profit & Loss Budget vs. Actual

January through September 2026

	Jan - Sep 26	Budget	\$ Over Budget
429.213 · Computer/Copier Supplies	1,397.71	2,650.00	-1,252.29
429.215 · Postage	0.00	1,950.00	-1,950.00
429.220 · Operating Supplies	0.00	500.00	-500.00
429.231 · Vehicle Fuel	0.00	5,043.00	-5,043.00
429.236 · Building Supplies	0.00	500.00	-500.00
429.238 · Uniforms	0.00	2,200.00	-2,200.00
429.260 · Small Tools & Minor Equipment	0.00	7,400.00	-7,400.00
429.311 · Auditing Services	5,000.00	13,044.00	-8,044.00
429.321 · Telephone	0.00	500.00	-500.00
429.341 · Advertising	0.00	200.00	-200.00
429.342 · Printing Services	1,227.99	300.00	927.99
429.351 · Commercial Insurance	0.00	6,646.00	-6,646.00
429.361 · Electricity	0.00	2,389.00	-2,389.00
429.364 · Transmission & Treatment-LCA	219,120.43	294,224.00	-75,103.57
429.373 · Garage/Building Maintenance	0.00	1,625.00	-1,625.00
429.374 · Machinery & Equipment Repairs	2,098.79	3,513.00	-1,414.21
429.450 · Contracted Services	286.50	17,813.00	-17,526.50
429.454 · Traffic Control	0.00	4,167.00	-4,167.00
429.480 · Miscellaneous Expenses	0.00	20,000.00	-20,000.00
429.720 · Inflow & Infiltration	0.00	25,000.00	-25,000.00
Total 429 · WASTEWATER COLLECTION & TREATME	232,860.92	428,012.00	-195,151.08
430-439 · PW HIGHWAYS, ROADS, & STREETS			
430.220 · Operating Supplies	798.74		
430.231 · Vehicle Fuel	3,345.21		
430.238 · Uniforms	1,422.27		
430.250 · Vehicle Maintenance	4,658.82		
430.260 · Small Tools & Minor Equipment	1,044.87		
Total 430-439 · PW HIGHWAYS, ROADS, & STREETS	11,269.91		
471.100 · General Oblig. Bond Principal	316,058.33		
472.100 · General Oblig. Bond Interest	22,290.27		
492.300 · Transfer to Sewer Fund Capital	0.00	63,078.00	-63,078.00
Total Expense	780,830.98	818,926.00	-38,095.02
Net Income	135,052.64	465,445.00	-330,392.36

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10/13/26

Cash Basis

REFUSE-SANITATION COMPANY

Profit & Loss

January through September 2026

	Jan - Sep 26
Income	
341.00 · Interest	2.37
364 · SANITATION	
364.30 · Refuse-Sanitation Collection	558,591.67
364.32 · Late Fee collections	6,233.85
Total 364 · SANITATION	564,825.52
Total Income	564,827.89
Expense	
406.420 · Dues & Subscriptions	5,540.00
427 · SOLID WASTE COLLECTION	
427.342 · Solid Waste Printing	1,228.01
427.450 · Solid Waste Contract	466,886.25
Total 427 · SOLID WASTE COLLECTION	468,114.26
492.00 · Interfund Operating Transfers	
492.01 · Transfer to General Fund	2,245.60
Total 492.00 · Interfund Operating Transfers	2,245.60
Total Expense	475,899.86
Net Income	88,928.03

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10/13/26

Borough of Macungie - General Fund

Paid Bills Detail

All Transactions

Type	Date	Memo	Due Date	Open Balance
Canon Financial Services, Inc.				
Bill	07/12/2026	Inv #43545793 - Police Copier usage	07/22/2026	123.29
Bill	09/11/2026	Inv #43886475 - Police Copier usage & overage	09/21/2026	195.54
Bill	10/12/2026	Inv #44062862 - Police Copier usage	10/22/2026	123.29
Total Canon Financial Services, Inc.				442.12
Davidheiser's Inc				
Bill	09/24/2026	Inv #31635 - (4) Stop Watch/s Tested & Cert	10/04/2026	120.00
Total Davidheiser's Inc				120.00
Emmaus Public Library				
Bill	10/05/2026	Inv #10004 -4th Quarter 2026 Library Agreement	10/15/2026	6,138.50
Total Emmaus Public Library				6,138.50
Greg's Auto & Tire Service, Inc.				
Bill	10/05/2026	Inv #105283 - Police Vehicle #705	10/15/2026	524.00
Total Greg's Auto & Tire Service, Inc.				524.00
Isett, Barry & Assoc.				
Bill	10/12/2026	Inv #VI-216618 - UCC Inspection Services, Rental Insepctions, ...	10/22/2026	3,455.80
Total Isett, Barry & Assoc.				3,455.80
Lamb McErlane PC				
Bill	10/09/2026	Inv #413858 - Police Matters	10/19/2026	4,294.24
Total Lamb McErlane PC				4,294.24
Lowe & Moyer Garage Inc.				
Bill	09/14/2026	Inv #1272001 - Truck #7 Inspection	09/24/2026	197.38
Total Lowe & Moyer Garage Inc.				197.38
PMHIC				
Bill	10/08/2026	Inv #269242-0 - November 2026 Coverage	10/18/2026	22,635.49
Total PMHIC				22,635.49
PPL Electric Utilities				
Bill	09/25/2026	Acct #59439-06004 - Main St & Mill Display	10/05/2026	54.92
Total PPL Electric Utilities				54.92
PSAB Municipal Retirement Trust				
Bill	10/08/2026	Ryan Keiser Match 10-08-26 pay	10/18/2026	68.99
Total PSAB Municipal Retirement Trust				68.99
UGI				
Bill	10/06/2026	Acct #411002403722 - -301 S Church-garage-heating	10/16/2026	46.01
Bill	10/06/2026	Acct #411002403458 - 21 Locust St	10/16/2026	63.81
Total UGI				109.82
UniFirst Corporation				
Bill	10/07/2026	Inv #1290331707 - Uniform Service	11/06/2026	104.63
Total UniFirst Corporation				104.63
TOTAL				38,145.89

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35-LIQUID FUELS
Paid Bills Detail
All Transactions

Type	Date	Memo	Open Balance
PP&L			
Bill	09/30/2026	Acct #70000-43002 - Borough Street Lights	277.74
Bill	09/30/2026	Acct #68055-05002 - Borough Street Lights	3,866.63
Total PP&L			4,144.37
TOTAL			4,144.37

Borough of Macungie - General Fund

Paid Bills Detail

All Transactions

Type	Date	Memo	Open Balance
Financial Related Services, LLC			
Bill	09/30/2026	September 2026 Bookkeeping Services	2,428.75
Total Financial Related Services, LLC			2,428.75
Grim, Biehn & Thatcher			
Bill	09/30/2026	Inv #245086-0145 - Sell v. Macungie	160.00
Bill	09/30/2026	Inv #245083-0129 - BT Stone v Macungie Borough	2,600.00
Bill	09/30/2026	Inv #245080-0009 - Police Matters	120.00
Bill	09/30/2026	Inv #245079-0002- Zoning Matters	60.00
Bill	09/30/2026	Inv #245078-0001 - General Matters	4,360.00
Total Grim, Biehn & Thatcher			7,300.00
Linde Gas & Equipment Inc.			
Bill	09/21/2026	Inv #59198495 - Cylinder rental	89.64
Total Linde Gas & Equipment Inc.			89.64
Lower Macungie Twp.			
Bill	10/01/2026	Inv #11932- 2026 Fire Services Installment #2	45,000.00
Total Lower Macungie Twp.			45,000.00
NA Studios			
Bill	10/01/2026	3Q2026 Website Hosting-Maintenance	900.00
Total NA Studios			900.00
NAPA Auto Parts-Allentown			
Bill	09/18/2026	Inv #295085 - Police vehicles	197.98
Bill	09/29/2026	Inv #295483 - Police vehicle #703	157.23
Total NAPA Auto Parts-Allentown			355.21
PA State Association of Boroughs			
Bill	10/01/2026	Acct #647 - PSAB PLUS Training Subscription Program 2027	450.00
Total PA State Association of Boroughs			450.00
PPL Electric Utilities			
Bill	09/24/2026	Acct #57170-05005 - Macungie Institute	378.49
Bill	09/24/2026	Acct #96864-28016 - 102 E Main	61.55
Bill	09/25/2026	Acct #26780-17002- 21 Locust St	562.61
Bill	09/25/2026	Acct #49380-17017 - 301 S Church St	1,108.03
Total PPL Electric Utilities			2,110.68
PSAB Municipal Retirement Trust			
Bill	10/05/2026	2026 Police Pension State Aid & Borough Contribution	149,031.00
Bill	10/05/2026	2026 DPW Defined Benefit Plan State Aid & Borough Contrib...	31,681.00
Total PSAB Municipal Retirement Trust			180,712.00
Quadient Finance USA, Inc.			
Bill	09/30/2026	Acct #7900044081486692- Postage	500.00
Total Quadient Finance USA, Inc.			500.00
The Pest Rangers			
Bill	09/28/2026	Inv #282345 - Quarterly Pest Control	140.00
Bill	09/28/2026	Inv #282347 - Garage bait stations	45.00
Total The Pest Rangers			185.00
UniFirst Corporation			
Bill	09/30/2026	Inv #1290330370 - Uniform Service	104.63
Total UniFirst Corporation			104.63

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10/06/26

Borough of Macungie - General Fund

Paid Bills Detail

All Transactions

Type	Date	Memo	Open Balance
Verizon Wireless			
Bill	09/21/2026	Inv #6153961669 - Police Phone	200.05
Total Verizon Wireless			200.05
Wehrung's Macungie LLC			
Bill	09/22/2026	Inv #72964- Small tools/minor equipment	92.95
Bill	09/29/2026	Inv #73171 - Shop supplies	42.98
Bill	10/01/2026	Inv #73298- Sign post repair	19.58
Total Wehrung's Macungie LLC			155.51
TOTAL			240,491.47

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10/06/26

35-LIQUID FUELS

Paid Bills Detail

All Transactions

Type	Date	Memo	Open Balance
PP&L			
Bill	09/24/2026	Acct #41239-94001 - Rte 100 & Chestnut, Signal	45.51
Bill	09/24/2026	Acct #73239-69005 - Lumber & Lehigh St	65.31
Bill	09/25/2026	Acct #36794-55007 - N Church St & Lehigh-A/L	65.69
Bill	09/25/2026	Acct #57253-72006 - 1 W Main St	122.34
Total PP&L			298.85
TOTAL			298.85

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10/06/26

CAPITAL FUND ACCOUNTS
Paid Bills Detail
All Transactions

Type	Date	Memo	Open Balance
Grim, Biehn & Thatcher Bill	09/30/2026	Inv #245084-0133 - Hickory St Bridge Replacement	440.00
Total Grim, Biehn & Thatcher			440.00
TOTAL			440.00



MACUNGIE AMBULANCE CORPS, INC

5550 N. WALNUT ST
PO Box 114
MACUNGIE, PA 18062

EMERGENCY
DIAL 9-1-1

Phone: (610) 966-2601

www.macamb.org

Fax: (610) 966-1561

Monthly Report for September 2026 Macungie Borough

Call Volume

The Macungie Ambulance Corps responded to 409 calls for service this month.

35 of those calls were in Macungie Borough

While we were busy on other calls, our mutual aid partners responded to 2 calls for assistance in the Borough this month.

Other Points of Interest

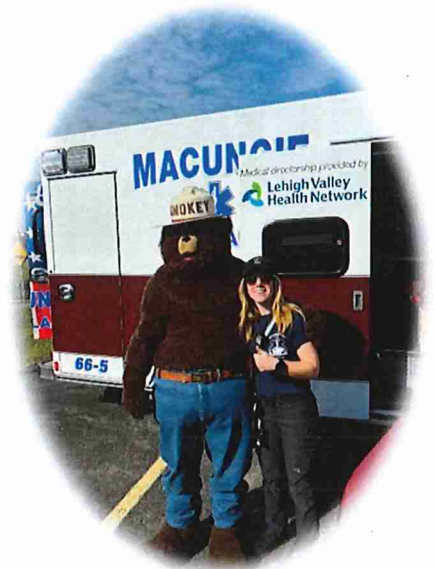
Subscription Drive

Our annual subscription is being mailed this week to all residents and businesses in our primary coverage area. We urge all who receive this request to consider donating. **This fund drive accounts for over 10% of our annual operating income and is needed to ensure we can continue to provide high-quality community based emergency care.**

Unfortunately, across our entire coverage area, only 22.8% of the residents and businesses took advantage of this opportunity to support their local ambulance in 2026. Worse yet, that percentage has been steadily declining since 2022. The community's support is needed now more than ever!

Community Events

Fall is packed with community events! We hope to see you at one soon.



"Committed to Caring"



Pennsylvania State Association of Boroughs
Municipal Retirement Trust

2941 North Front Street, Harrisburg, PA 17110
(717) 236-9526 | (800) 232-7722 | Fax (717) 695-4449 | www.mrtpensions.org

Monthly Report of Municipal Net Assets

MACUNGIE BOROUGH DEFINED BENEFIT POLICE PENSION

SCHEDULE OF CHANGES IN NET ASSETS

PSAB MUNICIPAL RETIREMENT TRUST

BALANCED FUND

MRT:90421

For the 9 Months ended September-30-2026

	Month to Date	Year to Date
Receipts:		
State Aid	0.00	0.00
Employer Contributions	0.00	0.00
Employee Contributions	830.47	15,195.66
Interest, DROP/Escrow Acct.	0.00	0.00
Interest, Net of Investment Fees	1,550.02	9,923.58
Dividend Income	3,451.00	21,625.74
Realized Gains(Loss)	2,726.20	88,429.49
Unrealized Gains(Loss)	-54,255.73	21,264.13
Misc. Income	0.00	0.00
Transfer In - Other Funds	0.00	0.00
Transfer In - Previous Trust	0.00	0.00
Total Receipts	(45,698.04)	156,438.60
Disbursements:		
Pension Payments	3,891.61	30,824.49
Lump Sum Payments	0.00	0.00
Payments to DROP/Escrow Acct.	0.00	0.00
Interest Pd to DROP/Escrow Acct.	0.00	0.00
Return of Excess State Aid	0.00	0.00
Return of Employee Contrib.	0.00	6,862.84
Return of Excess Employer Ctb.	0.00	0.00
Actuarial/Consulting Fees	0.00	1,100.00
Admin. Fees	250.00	2,250.00
Admin. Fees - Allocated	1,134.30	10,085.94
Insurance Premiums	0.00	0.00
Legal Fees	0.00	0.00
Misc. Expenses	0.00	0.00
Transfer Out - Other Funds	0.00	0.00
Transfer Out - Withdrawal	0.00	0.00
Total Disbursements	5,275.91	51,123.27
Net Change in Assets	(50,973.95)	105,315.33
Other Assets, Begin. of Period	2,569,953.99	2,413,664.71
Other Assets, End of Period	2,518,980.04	2,518,980.04
Restricted DROP/Escrow Balance	0.00	0.00



Pennsylvania State Association of Boroughs
Municipal Retirement Trust

2941 North Front Street, Harrisburg, PA 17110
(717) 236-9526 | (800) 232-7722 | Fax (717) 695-4449 | www.mrtpensions.org

Monthly Report of Municipal Net Assets

MACUNGIE BOROUGH NON-UNIFORM DEFINED CONTRIBUTION PENSION

SCHEDULE OF CHANGES IN NET ASSETS

PSAB MUNICIPAL RETIREMENT TRUST

BALANCED FUND

MRT:90422

For the 9 Months ended September-30-2026

	Month to Date	Year to Date
Receipts:		
State Aid	0.00	0.00
Employer Contributions	139.23	2,900.88
Employee Contributions	139.23	1,296.17
Interest, DROP/Escrow Acct.	0.00	0.00
Interest, Net of Investment Fees	30.35	188.53
Dividend Income	67.58	411.44
Realized Gains(Loss)	53.39	1,686.50
Unrealized Gains(Loss)	-1,062.52	344.53
Misc. Income	0.00	0.00
Transfer In - Other Funds	0.00	0.00
Transfer In - Previous Trust	0.00	0.00
Total Receipts	(632.74)	6,828.05
Disbursements:		
Pension Payments	0.00	0.00
Lump Sum Payments	0.00	0.00
Payments to DROP/Escrow Acct.	0.00	0.00
Interest Pd to DROP/Escrow Acct.	0.00	0.00
Return of Excess State Aid	0.00	0.00
Return of Employee Contrib.	0.00	0.00
Return of Excess Employer Ctb.	0.00	0.00
Actuarial/Consulting Fees	0.00	0.00
Admin. Fees	41.83	352.75
Admin. Fees - Allocated	22.22	190.61
Insurance Premiums	0.00	0.00
Legal Fees	0.00	0.00
Misc. Expenses	0.00	0.00
Transfer Out - Other Funds	0.00	0.00
Transfer Out - Withdrawal	0.00	0.00
Total Disbursements	64.05	543.36
Net Change in Assets	(696.79)	6,284.69
Other Assets, Begin. of Period	50,328.70	43,347.22
Other Assets, End of Period	49,631.91	49,631.91
Restricted DROP/Escrow Balance	0.00	0.00



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Monthly Report of Municipal Net Assets

MACUNGIE BOROUGH NON-UNIFORM DEFINED BENEFIT PENSION

SCHEDULE OF CHANGES IN NET ASSETS

PSAB MUNICIPAL RETIREMENT TRUST

BALANCED FUND

MRT:90423

For the 9 Months ended September-30-2026

	Month to Date	Year to Date
Receipts:		
State Aid	0.00	0.00
Employer Contributions	0.00	0.00
Employee Contributions	401.84	7,523.07
Interest, DROP/Escrow Acct.	0.00	0.00
Interest, Net of Investment Fees	1,534.16	9,915.18
Dividend Income	3,415.70	21,605.69
Realized Gains(Loss)	2,698.31	88,320.91
Unrealized Gains(Loss)	-53,700.64	21,846.55
Misc. Income	0.00	0.00
Transfer In - Other Funds	0.00	0.00
Transfer In - Previous Trust	0.00	0.00
Total Receipts	(45,650.63)	149,211.40
Disbursements:		
Pension Payments	10,021.21	90,190.89
Lump Sum Payments	0.00	0.00
Payments to DROP/Escrow Acct.	0.00	0.00
Interest Pd to DROP/Escrow Acct.	0.00	0.00
Return of Excess State Aid	0.00	0.00
Return of Employee Contrib.	0.00	0.00
Return of Excess Employer Ctb.	0.00	0.00
Actuarial/Consulting Fees	0.00	750.00
Admin. Fees	250.00	2,250.00
Admin. Fees - Allocated	1,122.69	10,088.22
Insurance Premiums	0.00	0.00
Legal Fees	0.00	0.00
Misc. Expenses	0.00	0.00
Transfer Out - Other Funds	0.00	0.00
Transfer Out - Withdrawal	0.00	0.00
Total Disbursements	11,393.90	103,279.11
Net Change in Assets	(57,044.53)	45,932.29
Other Assets, Begin. of Period	2,543,660.65	2,440,683.83
Other Assets, End of Period	2,486,616.12	2,486,616.12
Restricted DROP/Escrow Balance	0.00	0.00



BOROUGH COUNCIL ISSUE BRIEFING

DEPARTMENT MANAGER: Kal Sostarecz, Borough Manager

MEETING DATE: October 19, 2026

AGENDA ITEM: Authorizing Conditional Offer of Employment for a Public Works Regular Employee

I. Action/Motion to Be Considered:

Motion to authorize a conditional offer of employment for Jaden Weida as a Public Works Regular Employee at a rate of \$26.00 per hour, pending successful completion of all background checks and clearances.

II. Reason Why This Issue Needs Consideration:

The Borough Public Works Department historically had five members, which was reduced to four in 2013. Since then, the current four members have been completing tasks comprising all regular public works functions, plus managing the sewer and water systems. The new employee would assist in the following tasks immediately:

- Re-start a sign maintenance program; be trained in the water and sewer systems; assist with updating the fire hydrant maintenance and flushing program; curb painting; tree trimming and grass cutting outside of summer months; snowplowing and sidewalk snow removal; storm inlet cleaning /MS4 maintenance; receive training on all machinery and equipment, and other specialized job duties including confined space work, flagger training, and many others.

Additionally, two of the current PW employees qualify for retirement; it is critical to bring new employees on board to begin training and transferring institutional knowledge to ensure proper future maintenance of Borough infrastructure.

III. Current Policy or Practice:

Borough Council authorizes the hiring of all employees.

IV. Other Background Information:

This item was on the previous agenda during which Council requested information on Commercial Driver's License (CDL) training. The Borough requires employees to hold a Class B CDL. To obtain a CDL, Pennsylvania requires a driver to take a formal training course approved by them. CDL Onsite, a Lehigh Valley based company, travels to the employee's work location to train them, utilizing the employee's actual work vehicle, which is beneficial as it is the vehicle used for the road test. The total cost for this training is \$2,600. Alburtis currently utilizes them and is very happy.

The proposal is to require a new employee who does not have a Class B CDL, to take this course at Borough Cost following their 90-day probationary period, and obtain their CDL within 18 months. After obtaining the CDL, if the employee voluntarily leaves employment with the Borough within two years of obtainment, they would be required to reimburse the Borough for the total cost of the CDL course.

V. Financial Impact:

The position is funded in the 2026 budget; the CDL training would be included in the 2027 budget.

VI. Recommendations:

Pass the motion as presented.



BOROUGH COUNCIL ISSUE BRIEFING

DEPARTMENT MANAGER: Kal Sostarecz, Borough Manager

MEETING DATE: October 19, 2026

AGENDA ITEM: Resolution #2026-19 – Council Agenda Policy & Meeting Code of Conduct

I. Action/Motion to Be Considered

Discussion of the attached draft resolution and consideration of a motion to adopt a resolution 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 Council meeting, 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-_____
(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.

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.

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.

SECTION 4. AGENDA PACKETS AND PUBLIC AVAILABILITY

A. Council Agenda Packet

Whenever practicable, the Borough Manager shall distribute the proposed agenda and supporting materials to Council members sufficiently in advance of the meeting 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 to the Agenda;
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.

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 (3) 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.

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.

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

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.

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

BOROUGH OF MACUNGIE
Lehigh County, Pennsylvania

RESOLUTION #2026-19 _____
(Duly Adopted October 5 _____, 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

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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:

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- ~~6.~~ Financial Reports;
- ~~5.7.~~ Presentations
- ~~6.8.~~ Public Comment on Non-Agenda Items;
- ~~7.9.~~ Correspondence;
- ~~8.10.~~ Reports of Council Members;
- ~~9.11.~~ Reports of the Mayor;
- ~~10.12.~~ Reports of the Borough Engineer;
- ~~11.13.~~ Reports of the Borough Solicitor;
14. Reports of the Borough Manager;
- ~~12.15.~~ Reports of Boards, Commissions, or Committees
- ~~13.16.~~ Old Business;
- ~~14.17.~~ New Business;
- ~~15.18.~~ Adjournment.

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

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.

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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.

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

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

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 ~~provide their address for purposes of the public record~~ 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 (3) 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.

~~F. Repetitive Comments~~

~~The presiding officer may conclude a speaker's comments when the speaker has had a fair and reasonable opportunity to be heard and the speaker is repeating substantially the same comments already made by the speaker or others.~~

~~This authority shall be exercised in a content neutral and reasonable manner.~~

FG. 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.

SECTION 7. RULES OF DECORUM

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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

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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

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 leave the meeting room~~proceed with other action, subject and/or instruction in accordance with applicable law.

Nothing in this section ~~authorizes the Borough~~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.

~~Where a provision of Robert's Rules conflicts with applicable Pennsylvania law, the Borough Code, a Borough ordinance or resolution, or a specific rule adopted by Borough Council, the applicable law or Borough rule shall control.~~

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.

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



BOROUGH COUNCIL ISSUE BRIEFING

DEPARTMENT MANAGER: Kal Sostarecz, Borough Manager

MEETING DATE: October 19, 2026

AGENDA ITEM: Rejection of All Bids for the Church Street ADA Ramp Project

I. Action/Motion to Be Considered

Motion to reject all bids for the Borough of Macungie ADA Ramps for S. Church Street project, and to include the scope of work in the larger S. Church Street project planned for bidding early next year.

II. Reason Why This Issue Needs Consideration

Borough Council previously authorized the Borough Engineer to produce bid specifications and advertise a bid to repair/replace the deteriorating ADA ramps on S. Church Street. Bid results were received as shown on the attached bid tabulation. Since that time, the Borough has learned that PennDOT is permitting the Borough to include the work within the scope of the larger S. Church Street project – doing so would provide a cost savings and would also allow the roads to only be opened once during the larger project.

III. Current Policy or Practice

Borough Council awards or rejects bids for goods and services.

IV. Other Background Information

Staff and consultants anticipate the bids for the S. Church Street project to be advertised in late winter, with construction beginning by late spring.

V. Financial Impact

None at this time.

VI. Recommendation

Pass the motion as presented.



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,



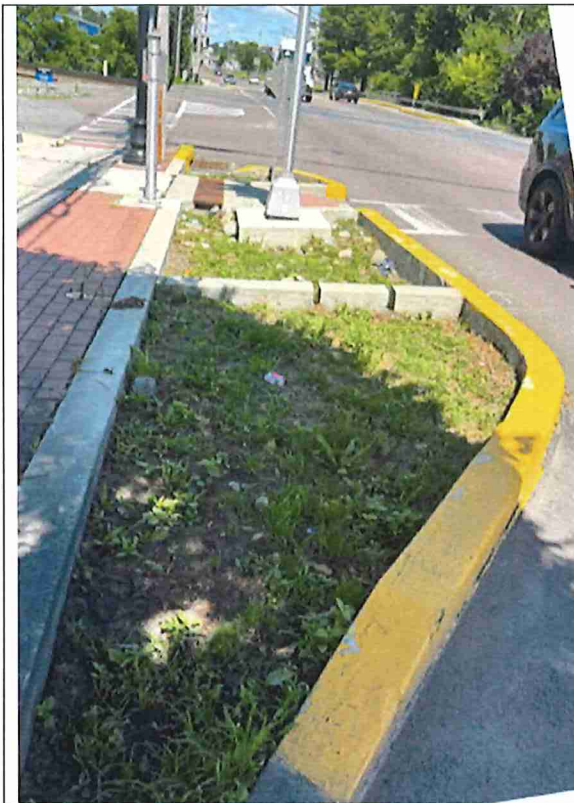
Joshua Fry, PE
Borough Engineer
Barry Isett & Associates

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: October 19, 2026

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

I. Action/Motion to Be Considered

Motion to authorize the Borough Engineer to prepare a LSA Statewide Grant for Spruce Street Park Improvements.

II. Reason Why This Issue Needs Consideration

The borough previously applied for a DCED Greenways, Trails, and Recreation Program grant for improvements to Spruce Street Park. This application was not successful; however, the project is a good match for the LSA Statewide Grant and its budget of \$287,000 falls within the range of the typical award range. The grant does not require matching funds.

III. Current Policy or Practice

Borough Council authorizes grant submissions.

IV. Other Background Information

See attached information provided by the Borough Engineer. The grant submission is due by November 30th; after BIA prepares the grant it will be brought back to Council at a November meeting to officially authorize the submission through a Resolution.

V. Financial Impact

None at this time. BIA's grant specialists provide their services at no cost to the Borough.

VI. Recommendation

Pass the motion as presented.

Kalman Sostarecz

From: Amy Fulton <afulton@barryisett.com>
Sent: Thursday, October 8, 2026 1:23 PM
To: Kalman Sostarecz
Cc: Joshua Fry, PE; Michele Lewis
Subject: LSA Statewide Grant Opportunity
Attachments: 2-Cost_Estimate_SpruceSt_Park.pdf; 4-Spruce-Street-Park_Sketch-Plan-20250508.pdf

Good afternoon, Kal,

My name is Amy Fulton, and I am a Grants Specialist with Barry Isett & Associates. I wanted to reach out to see if Macungie Borough would be interested in applying for the DCED Local Share Account (LSA) Statewide Grant program, which is due on November 30.

In 2025, our team submitted a DCED Greenways, Trails, and Recreation Program (GTRP) grant application for improvements to Spruce Street Park, including a new parking lot and walking loop. For your reference, I have attached the project sketch and cost estimate above.

Since the project was not awarded GTRP funding and has an estimated cost of approximately \$287,000, it may be a strong candidate for LSA Statewide funding. The project budget falls within the program's typical award range of roughly \$250,000 to \$300,000. Additionally, this program does not require matching funds.

Please let me know your thoughts or if you have any questions. If the Borough is interested in pursuing this funding opportunity, we can begin preparing the application right away.

Thank you for your time and consideration. I look forward to hearing from you, and I hope you have a great rest of your week.

Amy Fulton

Grants Specialist | **Barry Isett & Associates, Inc.**

Direct Line: (484) 866-4845 | Main Office: (610) 398-0904



SITE IMPROVEMENTS COST OPINION			Date: April 2025 Revised: May 8, 2025			
PROJECT Spruce St. Park Improvements						
LOCATION Spruce Street, Macungie, Lehigh County, PA						
CLIENT Borough of Macungie						
DRAWING TITLE DCED GTRP 2025	PROJECT NO. 399925.000	ESTIMATOR BGF	CHECKED BY BNS		SHEET 2	
Walking Trail and Parking Lot Improvements		UNITS	QTY	UNIT	TOTAL	SUBTOTALS
				PRICE	PRICE	
MOBILIZATION						\$22,500.00
1. Mobilization/Demobilization/General Conditions		LS	1	\$15,000	\$15,000	
2. Bonds and Insurance		LS	1	\$7,500	\$7,500	
EROSION & SEDIMENTATION CONTROLS						\$16,600.00
1. Rock construction entrance		LS	1	\$3,500	\$3,500	
2. Topsoil stockpile		LS	1	\$3,000	\$3,000	
3. 12" compost filter sock		LF	675	\$8	\$5,400	
4. Inlet protection		EA	2	\$500	\$1,000	
5. Pumped water filter bag		LS	1	\$2,200	\$2,200	
6. Concrete washout		LS	1	\$1,500	\$1,500	
SITE PREPARATION						\$9,000.00
1. Rough grade site to within 6" of finish grade		LS	1	\$9,000	\$9,000	
CONSTRUCTION						
Paved Trail						\$68,000.00
1. Asphalt ADA accessible walkway on stone base, 6' wide		SY	625	\$80	\$50,000	
2. Supply and install 6' ADA benches on 5'x10' conc. slab		EA	4	\$4,500	\$18,000	

Parking Lot					\$98,250.00
1. Install new asphalt parking lot. Include Stone sub base and 25mm and 9.5 mm asphalt.	SY	665	\$80	\$53,200	
2. Install 18" depth x 6" raised curb at proposed parking lot. Depress at ADA curb ramp	LF	145	\$110	\$15,950	
3. Install painted line striping (White)	LF	140	\$5	\$700	
4. Install painted line striping (Blue)	LF	80	\$5	\$400	
5. Supply and install (2) r7-8F ADA accessible parking signs and penalty signs on breakaway posts set in concrete; prime and paint posts gloss black	EA	2	\$500	\$1,000	
6. Supply and install (2) r7-8 No Parking sign on breakaway post set in concrete; prime and paint posts gloss black	EA	2	\$500	\$1,000	
7. Install new 6' wide 6" concrete walkway along new parking lot - connect existing sidewalk on Spruce St. to proposed asphalt loop path.	SY	130	\$200	\$26,000	
LANDSCAPING					\$31,200.00
1. Supply and install shade tree (min. 2.5" caliper)	EA	12	\$2,000	\$24,000	
2. Lawn restoration to include spreading 6" stockpiled topsoil, rake smooth, seed and mulch	SY	1200	\$6	\$7,200	
				SUBTOTAL:	\$245,550.00
Administration (2%)					\$5,000.00
Contingency (5%)					\$12,000.00
Reimbursable Design and Engineering Fees (10%)*					\$24,500.00
TOTAL COST OPINION					\$287,050.00

* Cost provided is the typical amount the funding agency will reimburse for professional services. The actual cost may be more or less depending on the final project scope, permit requirements, available survey information, local approvals, bidding process, and level of construction administration.

GENERAL NOTES: 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.



CONCEPT PLAN

SPRUCE STREET PARK

MACUNGIE, PA 18062





BOROUGH COUNCIL ISSUE BRIEFING

DEPARTMENT MANAGER: Kal Sostarecz, Borough Manager

MEETING DATE: October 19, 2026

AGENDA ITEM: Authorizing Execution of Agreement with IntegraOne for Police Department IT Hardware

I. Action/Motion to Be Considered

Motion to authorize the execution of an agreement with IntegraOne for IT security and networking hardware at a cost of \$600.00 per month.

II. Reason Why This Issue Needs Consideration

The Macungie Police Department has utilized IntegraOne for IT hardware, software, and support. The current Firewall and Networking Hardware is in need of replacement.

III. Current Policy or Practice

Borough Council authorizes the execution of contracts and agreements.

IV. Other Background Information

The proposal by IntegraOne will provide the hardware and software as a service with a fixed monthly fee of \$600.00 over the course of the three-year agreement. The agreement includes all required hardware, licensing, software, and support needed to maintain the security and connectivity of the PD's IT systems.

Integra also provided an alternative quote, which is not recommended at this time, for an outright purchase of the hardware, along with the affiliated licensing and services. This total is higher than the three-year lease option, and would require an immediate capital outlay which is not budgeted.

V. Financial Impact

\$600.00 per month, which is available in the current 2026 budget.

VI. Recommendation

Pass the motion as presented.



Statement of Work

FusionONE Firewall Management and Support

This Statement of Work between Integra Business Center, Inc. ("IntegraONE") and **Macungie Police Department** ("Client") is effective immediately and is issued pursuant to and incorporates by reference the terms and conditions of the Master Service Agreement (the "Agreement") by and between IntegraONE and Client.

Services Provided under This Agreement

- Firewall installed on-site at customers' location.
 - Installation of firewall and decommission costs are included
- Proactive Maintenance Performed by IntegraONE Managed Networking Team
 - Updates to firmware, OS, software, and settings based on IntegraONE best practices.
- Routine check on health all Firewall and Networking Hardware (listed below)
- Unlimited on-site and remote support for hardware under contract
 - Service requests can be placed via Phone or Email to IntegraONE Help Desk
- Firewall Configuration Addition & Changes
- Auvik software installed on all firewalls under coverage.
 - Centralized management
 - Maintain network drawing and documentation.
 - Asset and warranty tracking
 - Maintain device configuration backups and change logs.
 - Backup of network configurations
 - Traffic insight bandwidth monitoring
 - Topology view of managed devices and non-managed devices
- FortiClient EMS
 - Remote access VPN
 - Zero Trust for VPN
 - Client-based web filtering (when not behind the firewall)
 - (sold in packs of 5)



Monthly Fees

Custom 36-Month Managed Services Package: Qty 1 – Fortinet FortiGate 70G firewall - FortiGuard Unified Threat Protection (UTP) Qty 1 – FortiAP-221K Indoor Wireless AP Qty 1 – FortiSwitch-124F-POE Qty 5 – FortiClient EMS - Client for VPN and VPN security 3 Years - FortiCare Premium Support on all eligible Fortinet systems 3 Years – FortiGuard SOC as a Service (SOCaaS) on firewalls 24/7 FortiGuard Security Fabric coverage from FortiGuard Threat Intelligence Services - Log monitoring, incident triage and alert escalation. - Weekly SOC and Alert escalation reports. IntegraONE GuardNet monitoring with Auvik (24x7 real-time device monitoring with full IntegraONE Engineering Help Desk support). Project setup, installation, configuration and implementation.	\$600.00 Per Month
--	------------------------------

Payment

Payment for the services will be made in advance according to the terms and payment structure identified in the Master Services Agreement.

Exclusions / Assumption

Force Majeure & Malicious Acts

This Statement of Work is designed to cover the support needs of The Client during normal operating conditions. The Statement of Work does not cover services needed for repair and recovery due to conditions beyond its control including, but not limited to: fire, water damage, electrical problems, storm damage, acts of God, government restrictions (including the denial or cancellation of any export or other necessary license), wars, insurrections, and/or any other cause beyond the reasonable control of either party.

Installation of New Hardware and Software

This agreement does not cover services needed for reparation and recovery due to fire, water damage, The products and services needed for installation and configuration of new or repurposed hardware and software solutions are not covered by this agreement. IntegraONE will provide consultative specification, sourcing guidance, and/or time and material or fixed fee offerings.

Projects and Integration Services

Project/Integration work is defined as any service designed to add or increase functionality or capacity; in other words, any work that is not designed to support existing systems or persons. Project and integration



services are outside the scope of this agreement, and, as such, will be handled separately. IntegraONE will provide consultative specification, sourcing guidance, and/or time and material or fixed fee offerings.

Hardware Replacement Cost

This agreement does not include the cost of replacement parts and products for failed equipment. The agreement does cover the time and labor to install and configure direct replacement parts for covered systems. IntegraONE will manage the process to investigate warranty replacement parts and after-market part replacements.

Consumables and Replacement Parts

The cost of consumables, replacement parts, cabling, connectors, or other miscellaneous hardware and media is not covered under this agreement.

Conditions of Service

For The Client's existing environment to qualify for the services IntegraONE provides under this agreement, the following requirements must be met and maintained during the term of the agreement.

Supported Firewall Solutions

All firewall/router devices must be approved in advance. Manufacturer maintenance and support for the firewall and related security and software updates is required during the term of the agreement.

Wireless Networks

Any Wireless data traffic in the environment must be secured with a minimum of 128bit data encryption.

Secure Remote Access

Client authorizes IntegraONE to implement and use secure remote access solutions such as VPN, SSH, RDP and similar remote access and management solutions.

Comprehensive Support

All firewalls, switches, routers, and miscellaneous network equipment connected to or using the network must be covered under this agreement. Implementation and configuration changes of all related equipment must be coordinated through IntegraONE.

Scheduled Network Maintenance

Regular network maintenance and updates frequently requires systems to be offline and/or rebooted before the updates can be fully effective. To minimize downtime for production systems, IntegraONE normally schedules and automates much of this work to be done during regularly scheduled network maintenance times. Unless otherwise stated, these times will be from 12:00 a.m. - 6:00 a.m. Sunday through Saturday for network workstations and from 12:00 a.m. - 6:00 a.m. Sundays for network firewalls, electronics, servers, and other system-wide devices. Scheduled network maintenance may be postponed or delayed on occasion to accommodate special or irregular work requirements of the client. Additional scheduled outages may be needed and will be coordinated in advance with the client contacts.

Passwords

The Client acknowledges that IntegraONE must have access to all systems and resources to perform their duties under this agreement. As such, IntegraONE must have access to all administrative passwords. Additionally, administrative passwords will be tightly controlled and it is expected that IntegraONE will have use of the administrator accounts while the agreement is in effect. **As part of our Firewall-As-A-Service offer, IntegraONE does not provide administrative access to customers as we are**



responsible for managing and maintaining equipment. Customers can be granted read-only access which provides access to dashboards, monitors, log files, and diagnostics.

Limitations of Technology

Compatibility and Management Capabilities

The Client acknowledges that technologies are not universally compatible, and that there may be services or devices that IntegraONE may be unable to monitor, manage, or patch.

Risks Regarding Firmware and Software Patches

Because there are risks associated with applying and failing to apply patches, IntegraONE constantly reviews and updates our best practices based on the relative threats to patch deployment. Every effort is made to balance the reduction of vulnerabilities with the slight destabilization risk associated with applying new patches to otherwise stable systems. The client agrees to allow IntegraONE to manage and deploy security updates and patches according to best practices and acknowledges that IntegraONE cannot completely control the stability and effectiveness of such updates. IntegraONE shall not be held responsible for interruptions in service due to patches released by software vendors or deficiencies in such updates to firmware and software.

Hardware Installation Timeline

Upon delivery of hardware to the designated site ("Delivery Date"), IntegraONE will complete installation within thirty (30) days of the delivery date. Billing for hardware, licensing, and/or managed services, as applicable, will commence on the scheduled installation date, regardless of any delays caused by or attributable to the Client, including but not limited to delays in site access, internal approvals, network readiness, or failure to coordinate with the Provider's installation team.

In the event that client-caused delays prevent installation from occurring within the thirty (30) day window following the delivery date, IntegraONE reserves the right to invoice for all applicable fees beginning on the Scheduled Installation Date as originally established. Any rescheduling requested by the Client shall not alter the billing commencement date unless otherwise agreed to in writing by an authorized representative of the Provider.

Equipment Lead Time & Agreement Execution

Due to manufacturer lead times and procurement requirements associated with firewall hardware and related equipment, Client acknowledges that this Agreement must be fully executed no fewer than sixty (60) days prior to the expiration or end-of-life date of Client's existing firewall or security appliance. Failure to execute this Agreement within the recommended timeframe may result in equipment procurement delays, and IntegraONE shall not be held liable for any service disruptions, security vulnerabilities, or lapses in network protection arising from Client's failure to execute this Agreement in a timely manner. This limitation of liability shall apply regardless of whether IntegraONE was advised of the possibility of such damages.

IntegraONE strongly recommends that Client review their existing firewall expiration or contract renewal dates and initiate the agreement process accordingly. IntegraONE will make reasonable efforts to accommodate late executions but cannot guarantee delivery or installation timelines for agreements executed fewer than sixty (60) days before the Client's existing firewall expires.



Client VPN - FortiGate Firewall as a Service

Client-Based VPN Standards and Requirements

IntegraONE supports client-based Virtual Private Network (VPN) connectivity as part of the FortiGate Firewall as a Service offering. The following standards and requirements apply to all Client VPN configurations managed under this service.

VPN Protocol Standard

SSL VPN is no longer supported as a VPN method in this service. Due to the security limitations and increased vulnerability profile associated with SSL VPN, IntegraONE has adopted IPsec IKEv2 as the standard client VPN protocol for all managed FortiGate environments. IPsec IKEv2 provides a more robust and secure tunneling framework, offering enhanced authentication, integrity, and encryption.

Multi-Factor Authentication (MFA) Requirement

IntegraONE requires Multi-Factor Authentication (MFA) for all client VPN connections. No VPN access shall be permitted without a compliant second factor of authentication in place.

The following MFA methods are considered acceptable under this service:

- Hardware Token
- Software Token (Authenticator App)
- FIDO2

Email-based, SMS-based, and phone call verification are not acceptable MFA methods and will not be supported or configured under this service.

Recommended VPN Client

IntegraONE recommends using the managed FortiClient, available as part of this service, as the preferred VPN client for all end users. The managed FortiClient provides a consistent, centrally controlled, and security-hardened endpoint experience, ensuring compliance with the VPN standards outlined above. Clients who choose to use an alternative VPN client do so outside of IntegraONE's managed configuration and support scope.

Signatures

By signing this Contract, the Parties hereto agree to all terms, conditions and covenants contained herein and that they are authorized to make such decisions for their respective organizations. The Parties acknowledge that this is a legally binding Contract and the Parties fully acknowledge that they each have accepted this Contract of their own free will and that the signing of this document was not the result of coercion or duress and that both Parties sought and received, or had the opportunity to seek and receive, the advice of legal counsel, of their choice, prior to signing this Contract.

IN WITNESS WHEREOF, the parties hereto have caused this Service Agreement to be signed by their duly authorized representatives as of the date set forth below.

Macungie Police Department

IntegraONE

Signature: _____

Signature: _____

Name: _____

Name: Jason Reed

Title: _____

Title: MSP Engagement Lead

Date: _____

Date: _____

Effective Date: _____



MASTER SERVICE AGREEMENT

Client Name: **Macungie Police Department**

Effective Date: **12/01/26**

Pricing good until October 10th, 2026

This Master Services Agreement (“Agreement”) by and between Client as identified (above) and Integra Business Center Inc., d/b/a IntegraONE located at the address set forth below, is effective as of the date specified above (the “Effective Date”). The parties agree as follows:

1. Performance of Services: IntegraONE shall provide the Information Technology infrastructure support services set forth in the attached Professional Services Schedule (“Schedule”) and any subsequent schedules executed by the parties. Each Schedule shall set forth the type of services to be performed and the related fees. Fees shall be subject to change by IntegraONE upon notice to Client. Any fee estimates provided for work to be billed on an hourly or daily basis are for informational purposes only; Client agrees to pay for the actual services provided by IntegraONE at the specified rate.

2. Fees & Payment: Client agrees to pay all fees specified on each Schedule. All payments shall be made in U.S. dollars and will be due on Client’s receipt of the applicable invoice. IntegraONE may bill in advance for any recurring service. Client shall be responsible for all taxes, withholdings, duties and levies arising from the services (excluding taxes based on the net income of IntegraONE) IntegraONE shall have the right to suspend service and/or pickup hardware if Client has failed to pay any invoice within thirty (30) days of receipt. This would include picking up of any hardware that is required to perform work (including but not limited to firewall, switches, access points, routers, servers, desktops, etc.). At the time of pick up of equipment, there will be an early termination fee of 50% of the contract worth (Monthly fee x months remaining divided by 2).

3. Terms of Agreement:

The initial term of this Agreement shall commence on the Effective Date and Terminate Thirty-Six (36) months thereafter. At the end of the term, the customer is able to refresh hardware (at current or higher prices), or return hardware to IntegraONE. When the initial term is over, the customer is able to work with IntegraONE for a new contract to extend existing hardware, refresh existing hardware for new or terminate and return hardware.

4. Limited Warranty:

(a) IntegraONE warrants for a period of thirty (30) days following delivery (the “Warranty Period”) that all services will be performed in a professional manner in accordance with generally applicable industry standards. IntegraONE’s sole liability (and Client’s exclusive remedy) for any breach of this warranty shall be for IntegraONE to re-perform any deficient services, or, if IntegraONE is unable to remedy such deficiency within thirty (30) days, to void the invoice for the deficient services. IntegraONE shall have no obligation with respect to a



warranty claim: (i) if notified of such claim after the Warranty Period or (ii) if the claim is the result of third-party hardware or software, the actions of Client or some other party or is otherwise caused by factors outside the reasonable control of IntegraONE.

(b) THIS SECTION 4 IS A LIMITED WARRANTY, AND SETS FORTH THE ONLY WARRANTIES MADE BY IntegraONE. IntegraONE MAKES NO OTHER WARRANTIES, CONDITIONS OR UNDERTAKINGS, EXPRESS OR IMPLIED, STATUTORY OR OTHERWISE, INCLUDING BUT NOT LIMITED TO WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE OR NONINFRINGEMENT OR ANY WARRANTIES REGARDING THE PERFORMANCE OF ANY SOFTWARE OR HARDWARE PROVIDED OR INSTALLED BY IntegraONE. CLIENT MAY HAVE OTHER STATUTORY RIGHTS. HOWEVER, TO THE FULL EXTENT PERMITTED BY LAW, THE DURATION OF STATUTORILY REQUIRED WARRANTIES, IF ANY, SHALL BE LIMITED TO THE WARRANTY PERIOD.

5. LIQUIDATED DAMAGES FOR HIRING IntegraONE EMPLOYEES: If, during the term of this Agreement or for twelve months thereafter, Client directly or indirectly retains the services (whether as an employee, independent contractor or otherwise) of any employee of IntegraONE (or ex-employee within three months of the employee's termination from IntegraONE) who has provided services to Client on behalf of IntegraONE, Client agrees that IntegraONE will be damaged, but that the amount of this damage will be difficult to determine. Accordingly, Client agrees that for each such IntegraONE employee hired by Client, Client will pay IntegraONE Fifty Thousand Dollars (\$50,000) as liquidated damages. Notwithstanding the foregoing, for the purposes of this section 5, "employee of IntegraONE" shall include only employees of IntegraONE who provide services to IntegraONE customers and shall not include accountants, attorneys or other independent contractors of IntegraONE who provide services to IntegraONE itself.

6. LIMITATION OF LIABILITY: INTEGRAONE WILL NOT BE LIABLE FOR ANY INDIRECT, INCIDENTAL, SPECIAL, OR CONSEQUENTIAL DAMAGES (INCLUDING, WITHOUT LIMITATION, DAMAGES FOR INTERRUPTION OF SERVICES, LOSS OF BUSINESS, LOSS OF PROFITS, LOSS OF REVENUE, LOSS OF DATA, OR LOSS OR INCREASED EXPENSE OF USE CLIENT OR ANY THIRD PARTY INCURS), WHETHER IN AN ACTION IN CONTRACT, WARRANTY, TORT (INCLUDING, WITHOUT LIMITATION, NEGLIGENCE), OR STRICT LIABILITY, EVEN IF INTEGRAONE HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH LIABILITIES. INTEGRAONE IS NOT RESPONSIBLE FOR PROBLEMS THAT OCCUR AS A RESULT OF THE USE OF ANY THIRD-PARTY SOFTWARE OR HARDWARE. IN NO EVENT WILL THE AMOUNT CLIENT MAY RECOVER UNDER THIS AGREEMENT EXCEED THE TOTAL PAYMENTS MADE TO INTEGRAONE BY CLIENT PURSUANT TO THIS AGREEMENT IN THE IMMEDIATELY PRECEDING TWELVE (12) MONTHS. THE LIMITATIONS SET FORTH IN THIS SECTION 6 SHALL NOT APPLY TO PERSONAL INJURY OR DAMAGE TO TANGIBLE PROPERTY CAUSED BY THE WILLFUL MISCONDUCT OR GROSS NEGLIGENCE OF INTEGRAONE.



7. Confidential and Proprietary Information: Each party agrees that all know-how, business, technical and financial information it obtains ("Receiving Party") from the disclosing party ("Disclosing Party") constitute the confidential property of the Disclosing Party ("Confidential Information"), provided that it is identified as confidential at the time of disclosure or should be reasonably known by the Receiving Party to be Confidential Information due to the nature of the information disclosed and the circumstances surrounding the disclosure. Except as may be necessary to perform its obligations under this Agreement, the Receiving Party will hold in confidence and not use or disclose any Confidential Information. The Receiving Party's nondisclosure obligation shall not apply to information that: (i) was known to it prior to receipt of the Confidential Information; (ii) is publicly available; (iii) is rightfully obtained by the Receiving Party from a third party; (iv) is independently developed by employees of the Receiving Party; or (v) is required to be disclosed pursuant to a regulation, law or court order.

Any templates, schematics, processes or technical documentation provided by IntegraONE shall be deemed Confidential Information and proprietary information of IntegraONE without any marking or further designation. Client may use such information solely for its own internal business purposes.

IntegraONE shall maintain the confidentiality of information in its possession regarding individual protected health information in accordance with applicable law, and shall not release such information, to any other person or entity, except as required by law.

8. Insurance Coverage: At all times during this agreement, IntegraONE shall maintain, at its own expense, liability insurance of at least \$2,000,000 combined single limit bodily injury (including death) or property damage for liability arising from the services provided by IntegraONE under this agreement, and shall name the client as an additional named insured under its policies. At the request of the client, IntegraONE shall furnish the client with a certificate of insurance showing the type and amount of IntegraONE's insurance. IntegraONE shall also carry the statutorily required amounts of unemployment and workers compensation insurance at its own expense.

9. Independent Contractor: The parties to this Agreement are independent contractors. There is no relationship of partnership, joint venture, employment, franchise or agency created hereby between the parties. Neither party will have the power to bind the other or incur obligations on the other party's behalf without the other party's prior written consent.

10. Assignment: This Agreement may not be assigned by Client without the prior written consent of IntegraONE but may be assigned by IntegraONE (i) pursuant to a merger or change of control or (ii) to an assignee of all or substantially all of IntegraONE's assets. Any purported assignment in violation of this section shall be void.

11. Disputes; Governing Law; Arbitration: Pennsylvania law will govern and enforce this Agreement. Any litigation or arbitration between Client and IntegraONE will take place in any state court located within Lehigh County, Pennsylvania or federal court within Eastern



District of Pennsylvania. Client and IntegraONE waive any objection to personal jurisdiction or venue in any forum located in those jurisdictions. Except for a claim of payments of amounts due, no action, regardless of form, arising out of this Agreement may be brought by either party against the other more than one year after the cause of action has arisen. At the option of either Client or IntegraONE, any dispute arising from or with respect to this Agreement will be decided by arbitration by the American Arbitration Association in accordance with its Commercial rules. At the request of either party, proceedings may be conducted in secrecy.

12. Complete Understanding; Modification: This Agreement, including any and all Attachments and Schedules attached hereto, constitutes the full and complete understanding and agreement between Client and IntegraONE and supersedes all prior or contemporaneous negotiations, discussions or agreements, whether written or oral, between the parties regarding the subject matter contained herein. Any waiver, modification or amendment of any provision of this Agreement will be effective only if in writing and signed by both Client and IntegraONE.

13. Waiver and Severability: Waiver or failure by either party to exercise in any respect any right provided for in the Agreement will not be deemed a waiver of any further right under this Agreement. If any provision of this Agreement is found by a court of competent jurisdiction to be unenforceable for any reason, the remainder of this Agreement will continue in full force and effect.

14. Force Majeure: Neither party shall be liable to the other for any delay or failure to perform any obligation under this Agreement (except for a failure to pay fees) if the delay or failure is due to unforeseen events which are beyond the reasonable control of such party, such as strikes, blockade, war, terrorism, riots, natural disasters, and/or refusal of license by the government, insofar as such an event prevents or delays the affected party from fulfilling its obligations and such party is not able to prevent or remove the force majeure at reasonable cost.

15. Notices and Reports: Any notice or report hereunder shall be in writing to the notice address set forth below and shall be deemed given: (i) upon receipt if by personal delivery; (ii) upon receipt if sent by certified or registered U.S. mail (return receipt requested); or (iii) one day after it is sent if by next day delivery by a major commercial delivery service.

ACCEPTED BY:
Macungie Police Department

Name: _____
(Please Print)

Signature: _____

Date: _____

Address: _____

ACCEPTED BY:
IntegraONE

Name: Jason Reed
MSP Engagement Lead

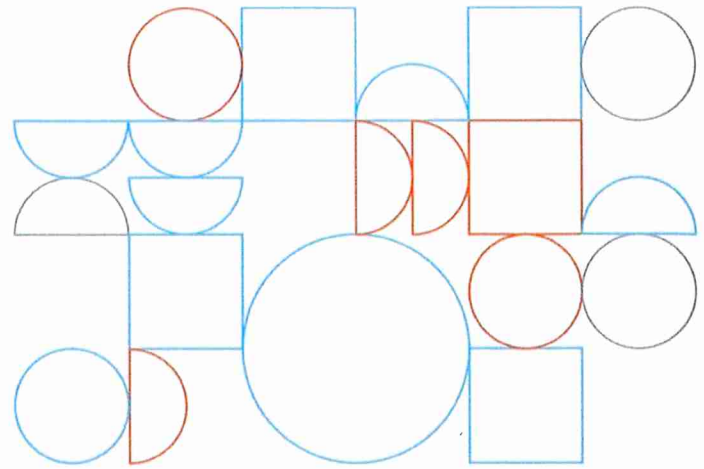
Signature: _____

Date: _____

7248 Tilghman St., Suite 120 Allentown, PA 18106

PREPARED FOR
Macungie Police Department

PREPARED BY
Shelby Flakker - Account Manager
October 14, 2026



Firewall Replacement

Quote #051046 v3

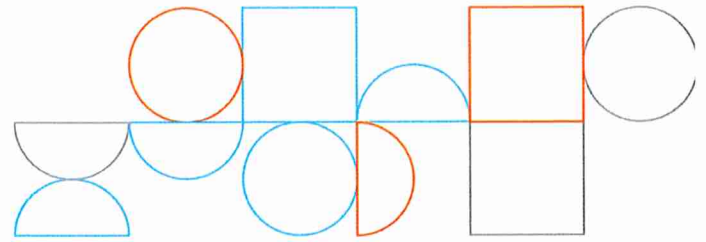
** Full purchase option *
not recommended at this time.*

Fortinet

Description	Price	Qty	Ext. Price
FG-71G-BDL-950-36 FortiGate-71G Hardware plus 3 Year FortiCare Premium and FortiGuard Unified Threat Protection (UTP) - Simplified operations with centralized management for networking and security, automated workflows, deep analytics, and self-healing	\$2,658.46	1	\$2,658.46
FAP-221K-A FortiAP-221K Indoor Wireless AP - (Wi-Fi-7 IEEE Dual-band 2.4/5GHz 2+2 2 streams 2 radios), internal antennas, 100/1000/2500 Base-T RJ45, BT/BLE, 1x RS-232 RJ45 Serial Port. Ceiling/wall mount kit included. For power order: 802.3at PoE injector GPI-130 or	\$278.75	1	\$278.75
FC-10-P221K-247-02-36 FortiAP-221K 3 Year FortiCare Premium Support	\$98.72	1	\$98.72
FS-124F-POE HW FS-124F-POE, RJ45;SFP+;RJ-45 Serial Console, support OSPFv2, RIPv2, VRRP, BGP, ISIS, 802.1D, 802.1w, 802.1s, RADIUS, Layer 2, Layer 3, 100-240V AC, 50-60 Hz, Support FortiLink FortiGate in HA Cluster	\$911.25	1	\$911.25
FC-10-S124P-247-02-36 FortiSwitch-124F-POE 3 Year 24x7 FortiCare Contract - 3Year (s) - 24 x 7	\$338.32	1	\$338.32
FC1-10-EMS05-428-01-36 Endpoint-based Licenses - VPN/ZTNA 3 Year FortiClient VPN/ZTNA Agent Subscription for 25 endpoints. Includes EMS hosted by FortiCloud with FortiCare Premium.	\$1,872.00	1	\$1,872.00
OHF1 Order handling fee	\$200.00	1	\$200.00
Subtotal:			\$6,357.50

Services

Description	Price	Qty	Ext. Price
IntegraONE Professional Services - Hourly Rate	\$225.00	26	\$5,850.00
FortiGate to FortiGate - 10 Hours Estimated			
EMS Cloud Service to Configure, Deploy, Test and Resolve Any Issues - 16 Hours Estimated			



Services

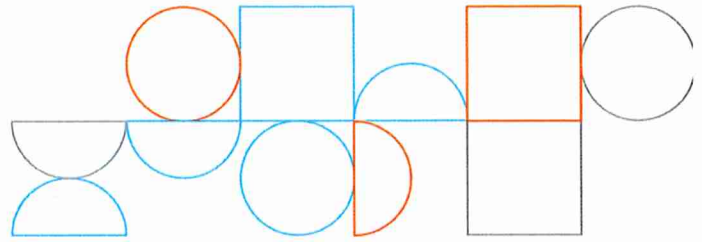
Description	Price	Qty	Ext. Price
FusionONE - One Time On-Boarding Fee	\$500.00	1	\$500.00
FusionONE Hassle-Free IT Management and Support - Monthly Fee	\$300.00	36	\$10,800.00
Please see below PDF for complete service breakdown.			

Important – Please Read

Rate Update: To continue providing the quality, reliability, and support you expect, we will be adjusting our **professional services and projects** hour rates effective **October 1, 2026**. Beginning on that date, our pricing will increase by 10%. This adjustment reflects rising operational costs and our ongoing investment in improving our products and services. If you are currently a Managed Services customer, please note that your existing rates will remain unchanged until your next renewal. We remain committed to delivering exceptional value and appreciate your understanding. If you have any questions regarding this change, please contact your IntegraONE account manager.

Subtotal: **\$17,150.00**

per COSTARS contract # HW 003-E22-580 & SW #006-E23-252



Firewall Replacement



Prepared by:

IntegraONE - Allentown Office

Shelby Flakker
sflakker@integraone.com
484-223-3480 x1154

Alicia Smith
asmith@integraone.com
1-800-582-6399 x1168

Prepared for:

Macungie Police Department

21 Locust Street
Macungie, PA 18062
Kalman Sostarecz
(610) 966-2503
ksostarecz@macungie.pa.us

Quote Information:

Quote #: 051046

Version: 3
Quote Date: 10/14/2026
Expiration Date: 10/30/2026

Quote Summary

Description	Amount
Fortinet	\$6,357.50
Services	\$17,150.00
Total:	\$23,507.50

All pricing subject to change without advance notice. All leasing rates subject to final configuration, total pricing, and credit approval. Shipping fees are not listed on the quote. We reserve the right to pass along shipping charges incurred due to weight, size, re-delivery, lift gates, white glove deliveries and/or overnight shipping. All Returns and Cancellations are subject to prior approval. Return or Cancellation Requests must be submitted to IntegraONE within 10 days of purchase. Any Return Requests for Items already received by the Customer require all items to be factory sealed and in good condition. Restocking fees may apply. If a Return Request is denied, it is the customer's responsibility to pay IntegraONE for the items that are not returnable. The information provided to you in this communication is regarded by IntegraONE to be Confidential and Proprietary information. This includes, but is not limited to, descriptions of materials, products, or services; prices quoted; and any description of Professional or Consulting Services. This information shall not be disclosed or made available to any party unrelated to this agreement without our expressed written consent. You must also exercise reasonable care to protect this information from any unauthorized disclosure by others. By my signature below, or the issuance of a signed Purchase Order reflecting the full amount of this quote, I am accepting this quote in its entirety and agreeing to IntegraONE's Terms and Conditions, which can be viewed in full at <https://info.integraone.com/hubfs/IntegraONETermsandConditionsofSalesandReturns.pdf>.

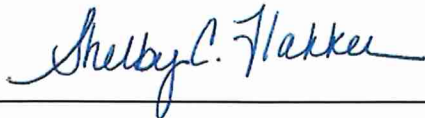
Ship to Address:

Additional Information:

IntegraONE

Macungie Police Department

Signature: _____



Name: _____

Title: _____

Date: _____

Signature: _____

Name: _____

Date: _____



BOROUGH COUNCIL ISSUE BRIEFING

DEPARTMENT MANAGER: Kal Sostarecz, Borough Manager

MEETING DATE: October 19, 2026

AGENDA ITEM: Authorizing Purchase of Cut-Off Saw for Public Works

I. Action/Motion to Be Considered

Motion to authorize the purchase of a 16" Husqvarna Cut-Off Saw from Powerco, Inc. at a cost of \$1,879.00.

II. Reason Why This Issue Needs Consideration

The Public Works Department currently has a 16" cut-off saw which is in need of replacement due to age and condition. The saw is frequently used in trenches for water and sewer line repairs.

III. Current Policy or Practice

Borough Council authorizes certain purchases exceeding \$1,000.00.

IV. Other Background Information

Powerco is the local dealer for Husqvarna saws.

V. Financial Impact

\$1,879.00 – 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.



Mecalac



POWERCO, INC.

7247 Penn Drive
4046 Christian Spring Road
12 Route 173

Allentown, PA 18106
Bethlehem, PA 18020
Clinton, NJ 08809

www.powercoinc.com

610-395-3775
610-715-6746
908-735-2149

Kubota



SOLD TO
M0300F BOROUGH OF MACUNGIE
21 LOCUST ST
MACUNGIE, PA 18062

SHIP TO

Sold By: JN PO #: Date 9/24/26 PARTS INVOICE PE03777
Ship By: Tax #: MUNICIPALITY 12:46:48 Open

Tax	D	Qty	Description	Price	Amount
00000			SALES:LT EQUIP HS2274 HUSQVARNA K970 III SER#:0000020254802274	SAW 16"	1879.00

COMMENTS
saw is in stock ready for pick up.

As of April 1st a 3% surcharge will be added to all credit card transactions.

** SUBTOTAL 1879.00

X Charge Sale

Phone: (610) 966-2503

PAY THIS
AMOUNT

\$1879.00

ALL CLAIMS AND RETURNED PARTS MUST BE ACCOMPANIED BY THIS INVOICE. ALL PARTS RETURNED MUST UNOPENED AND IN NEW CONDITION. RETURN SUBJECT TO A 20% HANDLING CHARGE. NO RETURNS AFTER 30 DAYS OF SALE. INTEREST WILL BE CHARGED ON ALL ACCOUNT BALANCES 30 DAYS OLD AT A RATE OF 1.5%, WHICH IS AN ANNUAL PERCENTAGE RATE OF 18%. NO RETURNS ON SHIPPING OR FREIGHT.