

MACUNGIE BOROUGH COUNCIL  
MEETING MINUTES  
Monday, April 21, 2025  
REGULAR MEETING MINUTES  
7:30 P.M.

Council Members:

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

Mayor:

Solicitor:

Borough Manager:

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

1. Barry Isett Report

- a. Bump-out report – See Borough Manager report (see 9(f).ii)
- b. Sidewalks at Borough Hall – See Borough Hall Update see (9(d))
- c. Building Permits – BIA processed 76 building permits in 2023, 72 building permits in 2024, and 16 to date in 2025
- d. Estates at Brookside
  - i. Sidewalks -Waiver did not include the sidewalk; it appears this was just designed and left on the plans. The borough has the right to require the sidewalk to be installed by the lot owners. Borough Council
  - ii. Basins – Borough is responsible for maintaining basins and any closed stormwater piping with drainage easements on the lot. The Stormwater Management agreement states the Borough has the right to be inspected when deemed necessary by the Borough. The property owner is responsible for maintenance.
- e. Kline's Island – Charley Myers, BIA and Operations Manager, has been involved with the upgrade and the new Act 537 plan. Myers will be at the Borough Council on May 5<sup>th</sup> to update the council.

2. Public Comment

- a. Public
  - i. Brian Wittman, 235 S. Walnut St. – Mr. Wittman showed Council photos of the streambank areas that have been cut. Manager Brown will visit the property and follow up with Mr. Wittman directly.
  - ii. Janet Sell, 101 S. Church St. – Mrs. Sell commented that the water, sewer, and refuse bill is significantly higher; she stated that the residents of the Borough should be notified of any increase.
  - iii. Mary Nixon, 404 E Main St. – Nixon asked how much communication the Borough has with the State Police when they are responding to calls in the Borough. President Karboski commented that any questions should go to the Borough Police Department. President Karboski commented that the State Police do not attend to calls in the Borough; they just pass through. Nixon's concern is the excessive speed at which the State Police are traveling. Sgt. Kocher said he is in direct contact with the State Police and requested Nixon reach out to the department. Miss. Nixon also asked who the direct contact for the fire company is and who oversees the property.

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President Karboski commented Lower Macungie Township Fire Department is our Fire Department.

3. Announcements

- a. President Karboski asked the mayor to respond to Janet Sells' question at the previous meeting regarding tractor-trailers on Main St. Mayor Conrad commented that if an officer is sitting on Main St., they will pull the truck over and issue a ticket.

- b. Council

4. Presentations/Guest Speakers

- a. Chris Greb, Macungie Ambulance Annual Report
  - i. 2025 Marks Macungie Ambulance Corps 70th anniversary
  - ii. In 2024, Macungie Ambulance Corps taught 21 community courses, certified 303 individuals in first aid /CPR, attended dozens of community events, held an open house, and helped maintain over 40 automated external defibrillators in the community.
  - iii. 4,552 calls were serviced in 2024.
- b. Diane Angermeier – The Macungie Memorial Park is run with only volunteers. Mrs. Angermeier requested that anyone who is interested in helping reach out to her directly.

5. Complaints, Petitions, and Appeals

- a. None

6. Approval of Minutes

- a. April 7, 2025
  - i. President Karboski requested (4) changes
    - 1. New Business (E) – Councilman Bloch was a NO.
    - 2. New Business (C ii #3) – Vice President Hutchison requested that Mayor Conrad talk to Sgt. Kocher and gather more information.
    - 3. New Business (H) – President Karboski, along with Vice President Hutchison and Councilman Sell, will act as Lower Macungie Township Fire Department Liaisons.
    - 4. New Business (J) – Manager Brown will investigate the cost for Kline's Island Sewer System.
  - ii. Vice President Hutchison made a motion to approve the minutes with the said corrections. Councilman Ritter seconded the motion. Motion passed unanimously. (042125-A)

7. Financial Agenda

- a. Treasurer's Report (2<sup>nd</sup> meeting of the month)
- b. Approval of Paid Bills Detail report
  - i. Councilman Sell made a motion to approve payment of invoices for \$248,884.54. Vice President Hutchison seconded the motion. Motion passed unanimously. (042125-B)

8. Correspondence

- a. Macungie Ambulance Monthly Report
- b. Diane Angermeier – Macungie Memorial Park Volunteer – Volunteers Needed
- c. PSAB – Municipal Retirement Trust Monthly Report – March 2025
- d. Zoning Hearing Notice – May 14, 2025 – 314 Abby Rd.

9. Reports

- a. Macungie Institute Manager Quarterly Report
  - i. April 15, July 15, Oct 21
    - 1. 4Q2024 and 1Q2025 reports

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- a. There were 36 rentals between October, November, and December of 2024.
  - b. There were 41 rentals between January, February, and March of 2025.
  - c. Continuing Contracts for 2025 include WAWA, Drama/Zumba/Boy Scouts, and Macungie Institute Historical Society.
  - d. Upcoming events include book club, pinochle, mahjong, children's story/craft time, etc.
  - e. Fire Alarm inspections took place and passed.
- 2. President Karboski requested being notified when the MI Coordinator is scheduled to meet with the Friends of MI committee.
- b. Zoning Monthly Update Report (2<sup>nd</sup> meeting of the month)
  - i. BIA to provide Zoning support in the interim
  - ii. Ad for a full-time Zoning Officer has been posted
  - iii. President Karboski to meet with Ashley on 4/22/2025 to review the permit process
- c. Solicitor
  - i. None
- d. Macungie Police Department Update (2nd meeting of the month)
  - i. 236 dispatches for February 2025.
  - ii. 11 crimes reported
  - iii. 6 adult arrests, 9 domestic incidents reported
  - iv. 7 vehicle accidents, 82 vehicle stops, 43 citations/warnings issued.
  - v. Officers visited a local preschool for a requested presentation
  - vi. Officers conducted a proactive traffic detail with the grant money from PennDOT.
  - vii. President Karboski asked Sgt. Kocher, how would he like to proceed with the budgeting of the LPR. Sgt. commented that he can arrange a meeting.
- e. Mayor
  - i. None
- f. Borough Manager
  - i. Pedestrian Crosswalk LED-ARLE Grant work at Main and Brookfield
    - 1. Work targeted to start April 21, 2025
    - 2. Public Works Sewer Truck – President Karboski suggested having a Workshop to have a specific plan in place. President Karboski made motion to table discussion. Vice President Hutchison seconded. Motion passed unanimously. (042125-C)
  - ii. Bump Out upgrade plan detail (see 13 (e) detail)
    - 1. Target meeting in May for update
    - 2. President Karboski made a motion to table the Bump Out upgrade plan detail decision until future information is brought forth by Manager Brown and BIA. Councilman Ritter seconded the motion. Motion passed unanimously. (042125-D)

10. Unfinished Business

- a. Park Improvement
  - i. BIA – Prepare cost estimate and revised plan for Village Walk Park
    - 1. Estimate was \$ 280, 149.00
  - ii. BIA – Prepare cost estimate and plan for Spruce Street Park
    - 1. Cost estimate of \$ 285,000
    - 2. Council made multiple recommendations including walking path, replacing parking lot, (1) trash can etc. (see BIA plan details)

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3. Councilman Yerman made motion for BIA to apply for grant to improve Spruce Street park. Councilman Sell seconded. Motion passed unanimously. (042125-E)
- b. Ordinance Change Proposal 345-21.A(12)
  - i. Solicitor Armstrong was tasked with speaking with Zoning Officer Joe Peterson. That conversation never happened.
  - ii. Solicitor Armstrong does not feel that the ordinance needs any change unless Council does not want unenclosed decks to follow under the exemption the encroachment in the side/rear setbacks.
  - iii. President Karboski made a motion to table the conversation until the May 5<sup>th</sup> meeting. Councilman Sell seconded the motion. Motion passed unanimously. (042125-F)
- c. Rezoning proposal – Carl Sell (see map) R7.8/Tc to R-10
  - i. Prepare proposed Zoning Map as suggested by Mr. Sell
  - ii. Check that the proposed zoning is consistent with the Borough's Comprehensive Plan
  - iii. BIA to provide "Zoning Map" with proposed changes
    1. Solicitor Armstrong will prepare the Ordinance and will circulate it to the council at the next meeting for review
    2. President Karboski made a motion to dissolve the rezoning proposal until it becomes an interest to the Council to decide on. Councilman Ritter seconded the motion. Motion passed unanimously.
- d. Borough Hall report update
  - i. Review Sidewalks and Curbs outside of Borough Hall and coordinate with Zgura for cost.
    1. The contract with Zgura has expired.
    2. President Karboski made the motion to authorized BIA to prepare a bidding package, with primary and alternate, to address Locust St. Vice President Hutchison seconded the motion. Motion passed unanimously. (042125-G)
- e. Bump Out upgrade plan detail
  - i. BIA and Borough met to review their (Borough's) current plan proposal
  - ii. Plan update to include:
    1. Specific design details
    2. Specific materials list requirements
    3. Timeline
    4. Determine potential impact on MS4
    5. Review and recommendations from a professional landscaper
      - a. Include plant recommendations for drought tolerance
- f. Lehigh County – Police Radio Upgrades bulk purchase for Macungie Police Department via ECCO Communications for \$91,225.17.
  - i. Lehigh County will fund the purchase upfront
  - ii. Repayment via Promissory Note
    1. 5-year payback, zero interest starting in 2026 at \$18,245.03/year
    2. Request approval to execute a Promissory Note and Security Agreement with a (5) year payback schedule
    3. President Karboski authorized Manager Brown to commit to the purchase of 17 radios and gather the necessary paperwork to bring to council for review at a future meeting. Vice President Hutchison seconded the motion. Motion passed unanimously. (042125-H)

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- g. Macungie Institute Classroom closet doors
  - i. How to improve appearance and eliminate chain/padlock
    - 1. Manager Brown met with Public Works Mike Smith, who is addressing the issue with new locks and new paint.
    - 2. President Karboski made a motion to remove/dissolve this item from the agenda. Vice President Hutchison seconded the motion. Motion passed unanimously. (042125-I)
- h. New Business
  - i. John Walsh, Part-time Code Enforcement Officer – Letter of Resignation
    - 1. President Karboski made a motion to accept Mr. Walsh’s letter of resignation with regret. Vice President Hutchison seconded the motion. Motion passed unanimously.
  - ii. Administration request to hire Keith Braim, part-time summer help for DPW @ \$15.00 per hour starting May 1, 2025
    - 1. President Karboski made a motion to hire Keith Braim for the DPW summertime help. Vice President Hutchison seconded the motion. Motion passed unanimously.
  - iii. Mavis Tire Development Agreement – Authorize Ron Karboski, Council President, to sign the following agreements:
    - 1. Memorandum of Development Agreement
    - 2. Stormwater O&M Agreement
    - 3. Development and Financial Security Agreement
    - 4. Vice President Hutchison made a motion to authorize President Karboski to sign all agreements. Councilman Ritter seconded the motion. Motion passed unanimously. (042125-J)
  - iv. Sidewalks
    - 1. Carl Sell's review of the cost to replace the sidewalks and report to council
      - a. Independent of the S. Church Street Project.
  - v. Carl Sell – Restricting Parking Adjacent to High Traffic Crosswalks
    - 1. Mr. Sell requests that the following street (in the bump-out area) be restricted to Passenger cars/light trucks only parking.
      - a. Pine and Main (both sides)
      - b. Lea and Main
      - c. Creek and Main
    - 2. Mr. Sell requests that the following street be a No Parking area (in the bump-out area)
      - a. Poplar and Main (southbound side only)
    - 3. Confirmation of this restriction and approval of signage would need to be obtained from PennDOT.
    - 4. Councilman Sell made a motion to authorize Solicitor Armstrong to draft an ordinance to restrict parking within a certain distance from the bump-outs on Pine/Main, Lea/Main, and Creek/Main to passenger cars and light trucks only. The motion also includes eliminating parking adjacent to Sal’s Pizza at Poplar/Main, prohibiting any parking. Councilman Ritter seconded the motion. Motion passed 4-2. (042125-K)

11. Executive Session

- i. Legal, Personnel, Real Estate

12. Action as a result of the executive session

- a. None

13. Adjournment

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- i. President Karboski made a motion to adjourn tonight's meeting at 10:45 pm. Councilman Sell seconded the motion. Motion passed unanimously. (042125-L)

Respectfully Submitted

*Ashley Rinker*

Administrative Assistant