

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

Council Members:

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

Mayor:

Solicitor:

Borough Manager:

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

1. Barry Isett Engineering
  - a. Report
    - i. Proposed Limited/No parking signs do not meet PennDOT guidelines.
  - b. Fields at Brookside Report – Stormwater issue
    - i. Improvements have been made by the developer since the last meeting. These improvements included
      1. Placing numerous eyebrows to prevent stormwater from bypassing the inlets that are not at the low points.
      2. Removal of the temporary filter bags that were installed at each draining inlet as permitted by LCCD.
      3. Street Sweeping to remove sediment and debris in the roadway regularly scheduled and as needed.
      4. Added trash rack to sediment basin inlet.
    - ii. August 1<sup>st</sup> deadline to provide grading/installation plan for emergency road and walking trail and addition of second trash rack.
2. Public Comment
  - a. Todd Rutledge 325 Surrey Place – On behalf of the residents of the Fields at Brookside, thanked council and BIA for their quick response to the flooding issues at Fields at Brookside.
3. Presentations/Guest Speakers
  - a. None
4. Complaints, Petitions, and Appeals
  - a. None
5. Approval of Minutes
  - a. July 7, 2025
    - i. Vice President Hutchison made a motion to approve the minutes as written. Councilman Sell seconded the motion. Motion passed unanimously. (07212025-A)
6. Financial Agenda
  - a. Treasurer's Report (2<sup>nd</sup> meeting of the month)
    - i. Vice President Hutchison made a motion to approve the treasurer's report as presented. Councilman Sell seconded the motion. Motion passed unanimously. (072125-B)

MOTIONS: 072125-A / 072125-B / 072125-C / 072125-D / 072125-E / 072125-F / 072125-G / 072125-H / 072125-I

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- b. Approval of Paid Bills Detail report
  - i. Councilman Sell made a motion to pay all invoices for \$170,735.98. Councilman Ritter seconded the motion. Motion passed unanimously. (072125-C)
- 7. Correspondence
  - a. PSAB-MRT – Monthly Report
  - b. LMTFD Report – 1Q and 2Q 2025
  - c. Macungie Ambulance Monthly Report
  - d. Emmaus Public Library Director's Report
- 8. Reports
  - a. Macungie Institute Manager Quarterly Report
    - i. April 15, July 15, Oct 21
  - b. Zoning Monthly Update Report (2<sup>nd</sup> meeting of the month)
  - c. Solicitor
  - d. Macungie Police Department (2<sup>nd</sup> meeting of the month)
  - e. Mayor
  - f. Borough Manager
    - i. Still advertising for the Public Works 5<sup>th</sup> employee
    - ii. Humane Society – Mr. Brown will follow up with the Police Department
    - iii. UGI/PPL Utility Work Issues – All work needs to be communicated to the Borough before shutting down any roads in the Borough.
- 9. Unfinished Business
  - a. None
- 10. New Business
  - a. Macungie Police Department requests to hire Part-Time Patrol Officer Christopher Magella.
    - i. Vice President Hutchison made a motion to hire Part-Time Patrol Officer Magella. Councilman Sell seconded the motion. Motion passed unanimously. (072125-D)
    - ii. President Karboski requested that at the next meeting, Officer Magella introduce himself.
  - b. Authorize Lehigh County P25 Radios Promissory Note
    - i. Councilman Ritter made a motion authorizing President Karboski to execute the Lehigh County P25 Promissory Note. Vice President Hutchison seconded the motion. Motion passed unanimously. (072125-E)
  - c. Resolution 2025-05 Lehigh Valley 2024 Hazard Mitigation Plan Update adoption
    - i. Councilwoman Sell made a motion to adopt Resolution 2025-05. Vice President Hutchison seconded the motion. Motion passed unanimously. (072125-F)
  - d. Current Software Application, Inc. Contract Approval
    - i. President Karboski made a motion to table the approval until Solicitor Armstrong reviews the terms and conditions. Councilman Ritter seconded the motion. Motion passed unanimously. (072125-G)
  - e. Authorize Separation of Employment Agreement
    - i. Councilman Sell made a motion allowing President Karboski to execute the Separation of Employment Agreement. Councilwoman Sell seconded the motion. Motion passed unanimously. (072125-H)

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- ii. Vice President Hutchison made a motion allowing Vice President Hutchison to execute the Separation of Employment Agreement. Councilman C. Sell seconded the motion. Motion passed unanimously. (072125-I)
- iii. President Karboski made a motion allowing President Karboski to execute the Separation of Employment Agreement. Councilman C. Sell seconded the motion. Motion passed unanimously. (072125-J)

11. Executive Session

- i. Legal, Personnel, Real Estate

12. Action as a result of executive session

13. Adjournment

- a. President Karboski made a motion to adjourn tonight's meeting at 8:50 pm. Councilman Sell seconded the motion. Motion passed unanimously. (072125-K)

Respectfully Submitted

*Ashley Rinker*

Administrative Assistant