



Macungie Borough Council General Business Meeting Agenda

Monday, September 21, 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 8, 2026
- IV. Financial Reports**
 - A. Treasurer's Report for August 2026
 - B. Approval of Paid Bills Detail Report in the Amount of \$110,555.02
- V. Correspondence**
 - A. Letter of Interest from Thomas Ashelman on Civil Service Commission Appointment
 - B. Macungie Ambulance Corps Monthly Report for August 2026
 - C. PSAB-MRT Monthly Report of Municipal Net Assets for August 2026
- VI. Reports**
 - A. Emmaus Public Library Annual Report – Allison Floray, Director; Barb Levinson; Liaison
 - B. Jerry Simpson, PCPA – Police Consultation Update
 - C. Council
 - D. Mayor
 - E. Solicitor
 - F. Borough Manager
- VII. New Business**
 - A. Authorizing Chief of Police Recruitment Profile
 - B. Appointing Thomas Ashelman to the Civil Service Commission
 - C. Appointing Council Members to a Police Collective Bargaining Agreement Committee
 - D. Authorizing Distribution of the 2026 Commonwealth of PA Volunteer Fire Relief Allocation
- VIII. Public Comment on Non-Agenda Items**
- IX. Adjournment**

MACUNGIE BOROUGH COUNCIL
MEETING MINUTES
General Business Meeting
Tuesday, September 8, 2026 - 7:30 P.M.

I. Call to Order – Pledge of Allegiance

The Macungie Borough Council meeting was called to order on August 17, 2026 at 7:30 p.m. at the Macungie Institute, 510 E. Main Street, Macungie, PA 18062. In attendance were Carl Sell, Jr., President; Stan Landis, Vice President (via telephone); Greg Hutchison, Member; Megan Sell, Member; Greg Reinbold, Member; Lynette Sell, Member; Tom Ashelman, Member; Bob Sell, Jr., Mayor; David Keightly, Esq., Solicitor; Joshua Fry, Borough Engineer; 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 8, 2026 at 6:15 p.m. regarding legal and personnel matters.

III. Approval of Minutes

A. August 17, 2026

Motion by President Sell to approve the minutes of August 17, 2026, seconded by Mr. Reinbold. Motion passed unanimously.

IV. Financial Reports

A. Approval of Paid Bills Detail Report in the Amount of \$286,060.88

Motion by President Sell to approve the bills in the amount of \$286,060.88, seconded by Mr. Reinbold. Motion passed unanimously.

V. Correspondence

A. Macungie Ambulance Report for July 2026

B. Resignation Letter from Dean Lukens from Macungie Borough Police Department

C. Lower Macungie Fire Department August 12th Incident Recap and Response Procedures

President Sell read the letter aloud to those in attendance. Mr. Hutchison stated that the Borough was well protected. Mr. Landis stated that the comments at the previous meeting were erroneous and in error, but the end result is that more information was obtained which is beneficial.

VI. Reports

A. Jerry Simpson, PCPA – Police Consultation Update

Mr. Simpson stated that the agenda item later in the meeting regarding appointing Officer Bernhard as OIC is important as they need a direct point of contact while they continue their work even if the current OIC is on leave. He also stated that two job ads were provided to the Council for their review and comment, one for a Chief of Police, and the other for Full-Time Officer. They would like to get the hiring process underway as soon as possible as the need for personnel is great. They will work with the Civil Service Commission on creating a list of potential Full-Time Officer candidates so that it's ready for when a new Chief comes on board. He's thankful for the cooperation of everyone involved as the PCPA begins their work.

B. Borough Engineer

Mr. Fry reviewed his written Engineer's Report.

Regarding the South Walnut Street Development, President Sell commented on the curb replacement for the construction vehicle entrance, and Ms. Megan Sell commented on the tree removal. Mr. Fry stated that the area the curb was cut is planned for an emergency access, and the developer was notified that they cannot remove trees that are greater than 6 inches in diameter without first obtaining Borough approval.

Mr. Hutchison asked if UGI is done replacing gas lines throughout the Borough; Mr. Fry stated that they have completed their work including roadway restoration, although they will be providing a cash contribution to the Borough for the Church Street project.

Terry Buss, resident, stated that the handicap ramps on Church Street are in terrible condition; Mr. Fry stated that quality controls have been placed in the bid package for when they are reconstructed.

Nancy Wittman, resident, stated that one of the workers at the South Walnut Street development commented to her that they are building apartments, but the approval was for townhouses. Mr. Fry stated that the land development plans are for townhomes and building permits were issued for townhome; Mr. Sostarecz stated that he believes their plan is to rent the townhouses which is likely what caused the construction workers confusion. Ms. Wittman also commented on the emergency access and trees that were cut. Mr. Ashelman asked if there is any recourse if the developer cuts down trees without authorization; Mr. Fry stated that fines could be levied and the developer required to replant trees.

Karen Billger, resident, stated that the South Walnut Townhomes appear to be being built very near the creek; Mr. Fry stated that the PA DEP did sign off on the plans and the Borough relies on their regulations, so it is compliant.

C. Council

Ms. Megan Sell stated that a Community Day is being planned by herself, the Mayor, and Officer Bernhard for October 24th at the Macungie Memorial Park and because the date is close, it's going to be self-sponsored and run by a group of volunteers. She asked anyone wanting to get involved should contact one of the three of them.

D. Mayor

Mayor Sell announced some upcoming events at the Macungie Memorial Park, including a dog show and craft fair, and that the Civil Service Commission needs volunteers – anyone who is interested can contact the Borough Manager. Mr. Sostarecz stated that there is one vacancy currently and outlined some of the responsibilities of a member.

E. Solicitor

None

F. Borough Manager

None

VII. Unfinished Business

A. Lumber Street Development – Preliminary/Final Plan

Mr. Sostarecz provided a brief review of the project up to this point. Attorney Kate Durso, representing the applicant, stated that they had appeared before Council at their July 6th meeting and asked for guidance on their requested waivers. Based on that meeting they submitted an updated waiver request letter, and then engaged Traffic Planning and Design to complete a Traffic Impact

Study, which has been reviewed by BIA. Nothing on the plans have changed since they were last presented.

Mr. Hutchison asked if they had reviewed the Fire Marshal's review letter from May 27th; Atty. Durso stated they have no issues with that.

Mr. Ashelman commented that the traffic study indicates that 31 trips are generated in the morning and evening, and that it wasn't done while school was in session. Atty. Durso stated that it is correct, the 31 trips refer to the peak hour in the morning and evening, and they did account for school being out of session and adjusted for it. Mr. Ashelman stated that he has concerns because it doesn't sound like what will ultimately occur. He also commented on what intersections were studied; Atty. Durso stated that the intersections were agreed upon with the Borough Engineer. Mr. Fry stated that the study was conducted under PennDOT standards.

Mr. Landis commented on the traffic counts that were taken on Lehigh Street and Lumber Street.

Mr. Fry read aloud each of the requested waivers. The applicant requested a waiver from SALDO Section 305-9A.A. regarding the submission of a combined Preliminary/Final Plan; he has no objection to the request. Atty. Durso stated this is a standard request with land development plans.

Motion by President Sell to approve the request for a waiver from SALDO Section 305-9A.A, seconded by Mr. Reinbold. Motion passed unanimously.

The applicant requested a waiver from SALDO Section 305-15A.A. which requires the plans to be submitted at a certain scale; he has no objection to the request.

Motion by President Sell to approve the request for a waiver from SALDO Section 305-15A.A, seconded by Mr. Reinbold. Motion passed unanimously.

Mr. Fry stated that the applicant withdrew their requests for waivers from SALDO Section 305-15AF(12) regarding a traffic impact study as they did perform one. Mr. Ashelman asked if the Council has any recourse if they don't agree with the traffic study. Solicitor Keightly stated that the applicant complied with the SALDO by completing a study. Mr. Ashelman stated that he feels that the development will create an unsafe situation for the residents and the traffic study did not go far enough to investigate the traffic.

The applicant requested a waiver from SALDO Section 305-29A.10.d.(1) to permit fewer than the required number of site trees; Mr. Fry has no object to the request and recommends the Borough charge a fee for each tree below the required amount. Atty. Durso stated they maxed out the number of trees that could be planted on the site and still allow them to survive, and also avoided planting trees next to the existing residents homes at their request. Mr. Ashelman stated that if there were less units there would be more room for trees. Mr. Landis stated that this is an indication that the plan is too big for the property. Mr. Hutchison stated that a year and a half ago Council wanted to change zoning in the area but it did not go forward. Atty. Durso stated that there is already an approved plan for the property that proposed commercial on the first floor and if constructed would be more intense than the current plan.

Brenda Decker, resident, stated that the issue of a paper alley called Green Street has never been addressed. Solicitor Keightly stated that there was research at the Record of Deeds office and there is no record of it. Ms. Decker stated that their deeds do reference it. Atty. Durso stated that they researched it and there is no record of it, and the most recently approved plan on the property also does not reference it. Just because a deed references it does not mean it exists.

Regarding the site trees, Mr. Sostarecz stated that if the waiver is not approved, the applicant would be able to comply with the ordinance by planting trees in the open space next to the existing residents, although they requested they not be planted there. Mr. Ashelman stated if they proposed less units they wouldn't need to plant trees there. Mr. Sostarecz stated that 49 trees are required and 32 are provided, so they would be deficient 17 trees.

Motion by President Sell to approve the request for a waiver from SALDO Section 305-29A.10.d.(1), with a \$250.00 fee in lieu of each tree not planted below the required number, seconded by Mr. Reinbold. Motion passed 6-1, Ashelman – No.

The applicant requested a waiver from SALDO Section 305-29A.10.b to permit fewer than the required number of street trees; Mr. Fry has no object to the request and recommends the Borough charge a fee for each tree below the required amount. The number of trees required is 27, which is based upon spacing, and the applicant is proposing six new trees in addition to the existing two mature trees. Mr. Reinbold stated that they should consider tree species whose roots grow down more than outward so they don't interfere with sidewalks.

Motion by President Sell to approve the request for a waiver from SALDO Section 305-29A.10.b, with a \$250.00 fee in lieu of each tree not planted below the required number, seconded by Ms. Lynette Sell. Motion passed 6-1, Ashelman – No.

Mr. Ashelman asked if the recreation fee would be a waiver; Mr. Sostarecz stated that the dedication of recreation is a requirement, and the Council could accept a fee in lieu of for the land. It's not something that a waiver is requested from, it's Council's choice. Mr. Ashelman stated his opinion is that the developer should be required to dedicate the recreation space. Atty. Durso stated that if land is dedicated it would need to be maintained by the Borough and used as recreation space, and it is next to a larger park. Mr. Sostarecz stated that a Planner would not recommend a "pocket park" be created immediately adjacent to a large park. Mr. Ashelman stated that having the additional recreation space would be beneficial for the residents.

Atty. Durso stated that the previous plan which has already been approved, the fee in lieu of recreation land was approved. Mr. Ashelman stated that his opinion is that 50 units is too many, and he would prefer a first floor commercial space. President Sell asked if the developer was required to dedicate recreation land, how much would be required. Mr. Sostarecz stated approximately 2.2 acres. Atty. Durso stated that the precedent has been set by the Borough for not requiring the dedication of recreation space and accepting the fee in lieu.

Ms. Megan Sell asked if there is a possibility that the developer could provide some recreation space and provide a fee in lieu. Mr. Sostarecz stated that from time to time developers do dedicate a portion of land and pay the fee the remainder, but for this plan the recreation area they would dedicate would be adjacent to the existing residents' homes. Mr. Fry outlined the changes that were made from the previously approved plan to the current plan. Mr. Sostarecz stated that if Council requires the dedication of the recreation land, it would be a substantial portion of the property and they would likely not be able to proceed with the plan as proposed. Their options would be either to revert back to the previously proposed plan or they could proceed in a legal venue.

Mr. Landis stated that the ship has sailed and the project is what it is, and although he doesn't like the project as it is proposed, the Borough has enough recreation space already and doesn't need a small park.

Motion by President Sell to accept the fee in lieu of dedication of recreation land, seconded by Mr. Reinbold. Motion passed 5-2, Ashelman, M. Sell – No.

Mr. Landis commented on the possibility of a bridge being constructed over the creek which would connect the Macungie Memorial Park to their small strip of land adjacent to the new development, which would provide better access.

Wendy Horn, resident, and Ms. Decker again commented on the “paper street” which is shown on their deeds. Solicitor Keightly stated that per the county records there is no street. Atty. Durso stated that the most recently recorded plan from 2002 also shows no paper street, which is evidence that it does not exist.

Motion by President Sell to approve the Preliminary/Final Land Development Plan conditioned on the Borough Engineer’s review letters dated May 29, 2026 and August 31, 2026 and the Lower Macungie Fire Department letter dated May 27, 2026, seconded by Mr. Landis. Motion passed 5-2, Ashelman, M. Sell – No.

Mr. Hartman commented on the traffic study.

VIII. New Business

A. Accepting Resignation of Dean Lukens from the Macungie Police Department

Motion by Mr. Landis to accept the resignation of Dean Lukens from the Macungie Borough Police Department, with regret, seconded by Mr. Hutchison. Motion passed unanimously.

B. Appointing Officer Todd Bernhard as Officer-in-Charge of Macungie Police Department

Motion by Mr. Hutchison to appoint Officer Todd Bernhard as the Officer-in-Charge of the Macungie Police Department with an additional temporary stipend of \$1.00 per hour retroactive to August 7, 2026, seconded by Ms. Megan Sell. Motion passed unanimously.

C. Authorizing Conditional Offer of Employment for a Zoning/Code Enforcement Officer

Mr. Sostarecz stated that Council approved the advertisement of this position earlier this year and a few resumes were received. He interviewed Nathan Brown and feels that he has the required skills needed and recommends that he be appointed. Mr. Hartman asked for more background information on him, which Mr. Sostarecz provided.

Motion by Ms. Megan Sell to offer a conditional offer of employment to Nathan Brown as Full-Time Zoning & Code Enforcement Officer at the hourly rate of \$40.86, pending successful completion of all background checks and clearances, seconded by Mr. Reinbold. Motion passed unanimously.

D. Authorizing Appraisal of Easements Regarding Hickory Street Bridge Replacement

Mr. Sostarecz stated that there are temporary and permanent easements which are required for the Hickory Street Bridge replacement. He reached out to three firms to provide quotes – one declined to provide one due to their workload, a second provided a quote of \$15,000, and Indian Valley Appraisals provided a quote of \$8,400; he is recommending Indian Valley as they are very experienced in providing these type of appraisals.

Motion by President Sell to authorize an appraisal of the easements required for the Hickory Street Bridge replacement project by Indian Valley Appraisals at a cost not to exceed \$8,400.00, seconded by Mr. Landis. Motion passed unanimously.

E. Authorizing Inspection of Cotton Street Bridge

Mr. Sostarecz stated that at the previous meeting there was discussion regarding the lack of a weight rating of the Cotton Street bridge. He received a quote from Wilson Consulting Group which can inspect the bridge and provide a weight rating at a cost of \$5,515.00. President Sell asked if we can have them perform an inspection of the Lehigh Street bridge as well; Mr. Sostarecz stated that he

will ask the Borough Engineer to check their files to see if that bridge has already been rated, and if not, will obtain a second quote for it to be completed.

Motion by President Sell to authorize the execution of an agreement with Wilson Consulting Group to perform an inspection of the Cotton Street Bridge at a cost not to exceed \$5,515.00, seconded by Ms. Megan Sell. Motion passed unanimously.

F. Resolution #2026-18 – Authorizing Disposal of Certain Public Records

Mr. Sostarecz stated that the PA Municipal Records Manual regulates the disposal of public records after a certain period of time. We have identified approximately 100 boxes that match the criteria, primarily financial, that can be disposed of; they would be shredded.

Motion by President Sell to adopt Resolution #2026-18 granting approval to dispose of certain public records, seconded by Mr. Landis. Motion passed unanimously.

G. Authorizing Purchase of Additional Microphones for Macungie Institute Sound System

Mr. Sostarecz stated that the Borough previously purchased microphones for the Macungie Institute sound system. Although the system works great, only one microphone per table is not enough, and the addition of a second at each table will help greatly.

Motion by Mr. Reinbold to authorize the purchase of four additional microphones and related equipment for the Macungie Institute Auditorium from ESG Systems at a cost of \$1,858.27, seconded by President Sell. Motion passed unanimously.

H. Authorizing Lower Macungie Fire Department to Provide Halloween Parade Assistance

Mr. Sostarecz stated that Lower Macungie Fire Department had been requested to provide traffic assistance at the Macungie Halloween Parade and they have requested that Council grant that authorization.

Motion by President Sell to authorize the Lower Macungie Fire Department to provide traffic control assistance for the Macungie Halloween Parade, seconded by Mr. Reinbold. Motion passed unanimously.

IX. Public Comment on Non-Agenda Items

Ms. Horn commented on the paper street behind her home; she will provide the paperwork she has to Mr. Sostarecz.

Ms. Decker commented on the open land next to her property and the paper street.

Ms. Buss stated that there is a bump in the parking lot of the Macungie Institute that should be painted yellow as it is a tripping hazard. She also commented on the Borough's labor attorney.

X. Adjournment

President Sell made a motion to adjourn the meeting at 9:38 p.m., seconded by Mr. Hutchison. Motion passed unanimously.

Respectfully Submitted,

Kalman A. Sostarecz, Jr.
Borough Secretary

11:56 AM

09/16/26

Cash Basis

Borough of Macungie - General Fund

Profit & Loss Budget vs. Actual

January through August 2026

	Jan - Aug 26	Budget	\$ Over Budget
Income			
301 · REAL PROPERTY TAXES			
301.100 · Real Estate Taxes—Current Year	1,133,138.57	1,145,327.00	-12,188.43
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	21,161.61		
301.600 · Real Estate Taxes—Interim	0.00	1,000.00	-1,000.00
Total 301 · REAL PROPERTY TAXES	1,154,300.18	1,170,327.00	-16,026.82
310 · LOCAL TAX- (Act 511)			
310.010 · Per Capita Taxes—Current Year	12,935.34	15,000.00	-2,064.66
310.020 · Per Capita Taxes - Prior Years	0.00	164.00	-164.00
310.030 · Per Capita Taxes—Delinquent	7,233.85	7,500.00	-266.15
310.100 · Real Estate Transfer Tax	39,085.25	184,630.00	-145,544.75
310.210 · Earned Income Tax—Current Year	470,362.88	610,000.00	-139,637.12
310.500 · Local Services Tax	29,220.56	45,000.00	-15,779.44
Total 310 · LOCAL TAX- (Act 511)	558,837.88	862,294.00	-303,456.12
320-322 · LICENSES & PERMITS			
320.100 · Yard Sale Permit	72.00		
320.200 · Fireworks Permit	792.00		
321.450 · Residential Rental License	140.00	300.00	-160.00
321.800 · Cable Television Franchise	22,776.88	40,000.00	-17,223.12
322.100 · Moving Permit	382.00		
322.400 · Zoning Permit	2,612.00	3,000.00	-388.00
322.500 · Street/Road Opening Permit	960.00		
322.600 · Curb & Sidewalk Permit	1,181.00		
320-322 · LICENSES & PERMITS - Other	2,158.50	2,000.00	158.50
Total 320-322 · LICENSES & PERMITS	31,074.38	45,300.00	-14,225.62
331 · FINES			
331.100 · Court-District Magistrate	2,263.53	1,300.00	963.53
331.130 · State Police Fines	515.10	600.00	-84.90
331.140 · Parking Violation Fines	270.00	850.00	-580.00
331.210 · Lehigh County Fines	413.09	1,750.00	-1,336.91
Total 331 · FINES	3,461.72	4,500.00	-1,038.28

11:56 AM

09/16/26

Cash Basis

Borough of Macungie - General Fund

Profit & Loss Budget vs. Actual

January through August 2026

	Jan - Aug 26	Budget	\$ Over Budget
341 - INTEREST			
341.02 - GF Recreation Interest	140.68		
341.040 - Post Med. Benefits Interest	3,825.39		
341.060 - Contingency Interest	5,375.54		
341.070 - MI Tree of Life Interest	86.94		
341.90 - GF Depository Interest	5.79		
341 - INTEREST - Other	0.00	80,000.00	-80,000.00
Total 341 - INTEREST	9,434.34	80,000.00	-70,565.66
342 - RENTS, ROYALTIES & DONATIONS			
342.200 - 24 S Church Street	3,600.00		
342.210 - Macungie Institute	14,121.18		
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	17,796.18	30,000.00	-12,203.82
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	0.00	1,100.00	-1,100.00
355.050 - General Municipal Pension-Aid (State Aid)	0.00	88,876.00	-88,876.00
355.099 - Firemen's Relief Funding	0.00	21,863.00	-21,863.00
Total 355 - STATE SHARED REVENUE	0.00	113,589.00	-113,589.00
359.000 - Payment in Lieu of Taxes	11,488.90	11,500.00	-11.10
360-361 - CHARGES FOR SERVICE			
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

11:56 AM

09/16/26

Cash Basis

Borough of Macungie - General Fund

Profit & Loss Budget vs. Actual

January through August 2026

	Jan - Aug 26	Budget	\$ Over Budget
362 - PUBLIC SAFETY			
362.110 - Police Reports	1,145.01	750.00	395.01
362.405 - Rental Inspection	0.00	2,000.00	-2,000.00
362.410 - Building Permit	9,219.50	5,000.00	4,219.50
362.420 - Electrical Permit	1,630.50	1,250.00	380.50
362.430 - Plumbing Permit	837.50	1,250.00	-412.50
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	13,494.01	12,200.00	1,294.01
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	262.00	50.00	212.00
365.600 - Health Ins./Co-pay Dividend	12,007.00	35,784.00	-23,777.00
367 - CULTURE-RECREATION			
367.20 - Recreation/Dedication Fees	10,000.00		
Total 367 - CULTURE-RECREATION	10,000.00		
380.000 - MISC REVENUE			
389.11 - Late Fee on Utilities	0.00		
390.00 - Hometown Hero	18.60		
380.000 - MISC REVENUE - Other	11,548.79	25,000.00	-13,451.21
Total 380.000 - MISC REVENUE	11,567.39	25,000.00	-13,432.61
Total Income	1,854,518.69	3,122,829.00	-1,268,310.31
Gross Profit	1,854,518.69	3,122,829.00	-1,268,310.31
Expense			
400 - COUNCIL & MAYOR			
400.105 - Salaries & Wages	4,143.83	8,700.00	-4,556.17
Total 400 - COUNCIL & MAYOR	4,143.83	8,700.00	-4,556.17
401 - BOROUGH MANAGER			
401.110 - Borough Manager Wages	24,897.94	45,938.00	-21,040.06
401.353 - Surety and Fidelity (Bonding)	-95.66		
Total 401 - BOROUGH MANAGER	24,802.28	45,938.00	-21,135.72

11:56 AM

09/16/26

Cash Basis

Borough of Macungie - General Fund

Profit & Loss Budget vs. Actual

January through August 2026

	Jan - Aug 26	Budget	\$ Over Budget
402 · AUDITING & BOOKKEEPING			
402.311 · AUDITOR SERVICES	5,000.00	13,044.00	-8,044.00
402.312 · BOOKKEEPING	8,037.50	20,000.00	-11,962.50
Total 402 · AUDITING & BOOKKEEPING	13,037.50	33,044.00	-20,006.50
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	113,908.41	75,000.00	38,908.41
Total 404.310 · Solicitor-Legal Services	114,628.41	75,000.00	39,628.41
404.317 · Zoning Hearing Attorney	1,220.00		
404 · LEGAL SERVICES - Other	4,000.00		
Total 404 · LEGAL SERVICES	119,848.41	75,000.00	44,848.41
405 · SECRETARY/CLERK/TREASURER			
405.112 · Administrative Assistant-Wages			
405.113 · Clerk/Assistant Treasurer-Wages	8,149.94	17,472.00	-9,322.06
Total 405 · SECRETARY/CLERK/TREASURER	8,149.94	14,907.00	-14,907.00
406 · GENERAL GOV. ADMINISTRATION			
406.154 · Short Term/Long Term Disability			
406.156 · Medical/Dental/Vision	636.56	1,100.00	-463.44
406.162 · UC - General	24,860.35	93,932.00	-69,071.65
406.192 · FICA - Employer Paid	100.00	23,712.00	-17,343.14
406.193 · Medicare - Employer Paid	6,368.86		
406.194 · Unemployment - Employer Paid	1,489.54		
406.196 · Health Reimbursement Account	917.98	1,045.00	-127.02
406.197 · Pension - Defined Contributions	425.01	2,000.00	-1,574.99
406.198 · PCOR Fee	946.48	907.00	39.48
406.199 · Life Ins. & AD&D	84.48	35.00	49.48
406.210 · Office Supplies	217.13	500.00	-282.87
	1,843.25	3,500.00	-1,656.75

11:56 AM

09/16/26

Cash Basis

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

	Jan - Aug 26	Budget	\$ Over Budget
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	645.57	3,000.00	-2,354.43
406.249 · Petty Cash	0.00	50.00	-50.00
406.310 · Professional Svcs - Payroll Svc	2,002.42		
406.321 · Telephone	420.93	700.00	-279.07
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	1,120.81	1,500.00	-379.19
406.450 · Contracted Services	10,584.58	35,633.00	-25,048.42
406.460 · Meetings/Conferences/Cont. Edu.	315.56	1,000.00	-684.44
406.480 · Miscellaneous	0.00	1,800.00	-1,800.00
406.530 · Yard Waste Passes (Yard Waste Passes for L...	0.00	1,000.00	-1,000.00
Total 406 · GENERAL GOV. ADMINISTRATION	72,353.81	200,419.00	-128,065.19
408 · ENGINEERING SERVICES			
408.310 · Reimbursable Engineering			
408.311 · BT Stonehill Meadows	9,704.25		
408.312 · Young Development	5,236.75		
Total 408.310 · Reimbursable Engineering	14,941.00		
408.313 · Engineering-General Services	34,041.75	65,000.00	-30,958.25
408.314 · Sonoma Way Sinkhole	244.00		
408.315 · Engineering - MS4 Annual Report	6,184.50		
408.318 · BCO Fees	40,487.23		
Total 408 · ENGINEERING SERVICES	95,898.48	65,000.00	30,898.48
409 · General Government Buildings			
409.200 · Real Estate Tax -24 S Church St	978.46		
409.229 · Hospitality (M&E)	0.00	500.00	-500.00
409.230 · Heating	1,533.36	7,750.00	-6,216.64
409.236 · Building Supplies	113.45	2,000.00	-1,886.55
409.260 · Small Tools & Minor Equipment	0.00	100.00	-100.00
409.361 · Electricity	6,300.14	4,750.00	1,550.14
409.373 · Building Repairs/Maintenance	629.87	20,115.00	-19,485.13
409.430 · Real Estate Tax- S Church	346.25	1,250.00	-903.75
409.450 · Contracted Services	70.00	35,519.00	-35,449.00
409.451 · Janitorial Services	2,210.00	10,920.00	-8,710.00
Total 409 · General Government Buildings	12,181.53	82,904.00	-70,722.47

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09/16/26

Cash Basis

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

	Jan - Aug 26	Budget	\$ Over Budget
410 - POLICE DEPT.			
410.110 · Sgt. Wages	66,689.90	94,019.00	-27,329.10
410.112 · Corporal- Wages	75,856.02	89,984.00	-14,127.98
410.115 · Part-Time- Wages	16,607.36	42,000.00	-25,392.64
410.117 · Patrol Officer's Wages	181,280.56	289,368.00	-108,087.44
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	55,749.33	42,000.00	13,749.33
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	23,841.56	47,913.00	-24,071.44
410.193 · Medicare – Employer Paid	5,575.88		
410.194 · Unemployment Compensation - Emp (Unempl...	1,953.92	3,135.00	-1,181.08
410.196 · Medical/Dental/Vision	89,944.19	186,739.00	-96,794.81
410.197 · Pension - Defined Benefit	0.00	149,031.00	-149,031.00
410.198 · Short Term/ Long Term Disabilit (Short-Term/ ...	1,692.44	3,350.00	-1,657.56
410.199 · Life Ins. & AD&D	705.60	1,500.00	-794.40
410.210 · Office Supplies	89.94	600.00	-510.06
410.213 · Minor Equipment	2,084.25	1,500.00	584.25
410.215 · Postage	0.00	800.00	-800.00
410.230 · Heating	758.42	1,200.00	-441.58
410.231 · Vehicle Fuel	8,054.41	16,000.00	-7,945.59
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	0.00		
410.242 · Ammunition	0.00	2,500.00	-2,500.00
410.250 · Maintenance and Repairs Parts	4,067.14	7,100.00	-3,032.86
410.260 · Major Equipment	0.00	13,000.00	-13,000.00
410.314 · Legal Expenses - Police	58,567.09		
410.321 · Telephone	1,743.98	2,400.00	-656.02
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	1,236.79	1,700.00	-463.21
410.373 · Building Repairs/Maintenance	2,380.53	4,425.00	-2,044.47
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	6,475.79	27,340.00	-20,864.21
410.451 · Janitorial Services	2,180.00	3,640.00	-1,460.00
410.454 · Civil Service Commission	275.00	900.00	-625.00
410.460 · Meetings/Conferences/Cont. Edu.	895.00		
410.47 · Drug & Alcohol Testing	118.00	500.00	-395.00

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09/16/26

Cash Basis

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

	Jan - Aug 26	Budget	\$ Over Budget
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.	646,879.26	1,166,801.00	-519,921.74
411 · FIRE DEPT.			
411.540 · Annual Allocation	45,000.00	90,000.00	-45,000.00
411.541 · Fire Relief Distribution	0.00	21,863.00	-21,863.00
Total 411 · FIRE DEPT.	45,000.00	111,863.00	-66,863.00
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	5,559.70		
Total 413 · CODE ENFORCEMENT	5,559.70	37,440.00	-31,880.30
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	14,291.46		
Total 414 · PLANNING & ZONING	17,837.46	70,931.00	-53,093.54
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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09/16/26

Cash Basis

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

	Jan - Aug 26	Budget	\$ Over Budget
430-439 · PW-HIGHWAYS, ROADS, & STREETS			
430.110 · Public Works Supervisor-Wages	15,857.26	25,431.00	-9,573.74
430.112 · Public Works Full-Time-Wages	37,449.06	78,340.00	-40,890.94
430.117 · Seasonal Employee-Wages	6,222.00	3,400.00	2,822.00
430.180 · Overtime	7,739.89	2,500.00	5,239.89
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	711.08	3,667.00	-2,955.92
430.230 · Fuel Oil-Garage	1,816.08		
430.231 · Vehicle Fuel	3,155.98	4,916.00	-1,760.02
430.238 · Uniforms	1,247.89	2,200.00	-952.11
430.250 · Vehicle Maintenance	4,322.53	10,043.00	-5,720.47
430.260 · Small Tools & Minor Equipment	980.79	7,400.00	-6,419.21
430.317 · CDL Testing	141.00	400.00	-259.00
430.331 · Travel Expense (mileage Reimb)	16.08		
430.374 · Machinery & Equipment Repairs	6,389.77	3,513.00	2,876.77
430.384 · Machinery & Equipment Rental	5,366.41	2,000.00	3,366.41
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	3,112.16	3,667.00	-554.84
433.450 · Crosswalk Painting-Contracted	0.00	14,000.00	-14,000.00
433.454 · Traffic Control-Contracted	2,845.12	4,167.00	-1,321.88
434.361 · Holiday Lights	47.75	300.00	-252.25
436.236 · Storm Sewer Maintenance/Repairs	0.00	3,000.00	-3,000.00
438.245 · Street Patching Materials	1,736.57	3,667.00	-1,930.43
439.601 · Street Resurfacing & Overlay	99,952.51	240,000.00	-140,047.49
Total 430-439 · PW-HIGHWAYS, ROADS, & STREETS	208,793.02	438,571.00	-229,777.98
450 · CULTURE & RECREATION			
453.240 · Special Event Decorations	0.00	4,000.00	-4,000.00
454.250 · Parks Maintenance			
454.251 · Flower Park Maintenance	3,215.60		
454.250 · Parks Maintenance - Other	838.60	16,875.00	-16,036.40
Total 454.250 · Parks Maintenance	4,054.20	16,875.00	-12,820.80

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09/16/26

Cash Basis

Borough of Macungie - General Fund

Profit & Loss Budget vs. Actual

January through August 2026

	Jan - Aug 26	Budget	\$ Over Budget
454.361 · Flower Park- Electricity	343.78	500.00	-156.22
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	25,813.48	54,708.00	-28,894.52
459 · MACUNGIE INSTITUTE			
459.110 · Payroll - MI Coordinator	6,438.50	24,960.00	-18,521.50
459.115 · Salaries and Wages – Part-Time	11,664.00		
459.230 · Heating	2,986.44		
459.236 · Building Supplies	904.01		
459.321 · Telephone Monthly Charges	343.42		
459.361 · Electricity	4,940.91		
459.373 · Building Repairs/Maintenance	9,082.01		
459.451 · Janitorial Services	4,360.00		
Total 459 · MACUNGIE INSTITUTE	40,719.29	24,960.00	15,759.29
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 Ge...	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	1,447,817.35	3,285,843.00	-1,838,025.65
Net Income	406,701.34	-163,014.00	569,715.34

Borough of Macungie - General Fund
Paid Bills Detail
All Transactions

Type	Date	Memo	Open Balance
Cintas Fire Protection			
Bill	09/01/2026	Inv #0F50755125- MI fire extinguishers	920.97
Bill	09/01/2026	Inv #0F50755123-TH & Police fire extinguishers	1,276.52
Bill	09/01/2026	Inv #0F50755124- Shop fire extinguishers	1,549.89
Total Cintas Fire Protection			3,747.38
Greg's Auto & Tire Service, Inc.			
Bill	08/28/2026	Inv #104516 - Truck #3	119.90
Total Greg's Auto & Tire Service, Inc.			119.90
Master Supply Line			
Bill	09/05/2026	Inv #8-201557 - Shop supplies	125.10
Total Master Supply Line			125.10
NAPA Auto Parts-Allentown			
Bill	08/21/2026	Inv #293791 - Police vehicle #705	132.45
Bill	08/25/2026	Inv #293919 - Vehicle maintenance	80.28
Bill	08/26/2026	Inv #293997 - Vehicle maintenance	48.03
Total NAPA Auto Parts-Allentown			260.76
Signal Service, Inc.			
Bill	08/27/2026	Inv #066075- 2026 Preventative Maintenance	2,025.00
Bill	08/28/2026	Inv #066095- Extra work during PM	1,509.50
Total Signal Service, Inc.			3,534.50
Telco, Inc.			
Bill	06/19/2026	Inv #36002- Main & S. Chestnut pedestrian push buttons	882.22
Total Telco, Inc.			882.22
UniFirst Corporation			
Bill	09/02/2026	Inv #1290324851 - Uniform Service	104.63
Total UniFirst Corporation			104.63
Wehrung's Macungie LLC			
Bill	05/04/2026	Inv #67541 - Small tools/minor equipment	95.31
Bill	07/28/2026	Inv #70929 - Shop supplies	14.07
Bill	07/30/2026	Inv #71016 - Painting supplies	107.71
Bill	08/27/2026	Inv #72117 - Propane for paving	269.94
Bill	08/31/2026	Inv #72244 - Curb step reset	37.99
Bill	08/31/2026	Inv #72212 - Small tools/minor equipment	96.93
Total Wehrung's Macungie LLC			621.95
TOTAL			9,396.44

Borough of Macungie - General Fund

Paid Bills Detail

All Transactions

Type	Date	Memo	Open Balance
Albarell Electric, Inc			
Bill	09/09/2026	Inv #9897121391 - Generator Service	635.25
Total Albarell Electric, Inc			635.25
Bethlehem Business Forms			
Bill	09/01/2026	Inv #269436- 8' table throw	821.98
Total Bethlehem Business Forms			821.98
Campbell Durrant, P.C.			
Bill	09/11/2026	Inv #089359 - Personnel Matters	5,638.80
Total Campbell Durrant, P.C.			5,638.80
Great America Financial Services			
Bill	09/05/2026	Inv #42960738 - Borough Hall Copier Lease	165.00
Total Great America Financial Services			165.00
Isett, Barry & Assoc.			
Bill	09/10/2026	Inv #VI-215916 - UCC Inspection Services, Rental Insepction...	6,319.95
Total Isett, Barry & Assoc.			6,319.95
Lamb McErlane PC			
Bill	09/09/2026	Inv #411383 - Police Matters	3,978.00
Total Lamb McErlane PC			3,978.00
Lantek			
Bill	09/04/2026	Inv #45619- October 2026 services	1,078.00
Total Lantek			1,078.00
PA Dept of Labor & Industry-B.			
Bill	08/28/2026	Inv #1278804 - Boiler certification & inspection	184.66
Total PA Dept of Labor & Industry-B.			184.66
PA One Call System			
Bill	08/31/2026	Inv #1182133 - Pagers	40.08
Total PA One Call System			40.08
PMHIC			
Bill	09/08/2026	Inv #266156-0 - October 2026 Coverage	22,635.49
Total PMHIC			22,635.49
PPL Electric Utilities			
Bill	08/26/2026	Acct #26780-17002- 21 Locust St	541.20
Bill	08/26/2026	Acct #59439-06004 - Main St & Mill Display	52.99
Bill	08/26/2026	Acct #49380-17017 - 301 S Church St	1,045.70
Total PPL Electric Utilities			1,639.89
PSAB Municipal Retirement Trust			
Bill	09/10/2026	Ryan Keiser Match 09-10-26 pay	66.50
Total PSAB Municipal Retirement Trust			66.50
Service Electric Telephone Co			
Bill	09/10/2026	Acct #0675203880 - Borough Hall	80.33
Bill	09/10/2026	Acct #0677969959 - Police Department	43.04
Bill	09/10/2026	Acct #0675192497 - Garage	24.41
Bill	09/10/2026	Acct #0675203872 - Macungie Institute	43.04
Total Service Electric Telephone Co			190.82

9:03 AM

09/15/26

Borough of Macungie - General Fund

Paid Bills Detail

All Transactions

Type	Date	Memo	Open Balance
The Carwash in Macungie			
Bill	08/31/2026	Stmt #1200 - Police Carwash	12.00
Total The Carwash in Macungie			12.00
UGI			
Bill	09/04/2026	Acct #411002403458 - 21 Locust St	47.11
Bill	09/04/2026	Acct #411002403722 - -301 S Church-garage-heating	48.30
Total UGI			95.41
UniFirst Corporation			
Bill	09/09/2026	Inv #1290326315 - Uniform Service	104.63
Total UniFirst Corporation			104.63
WEX Bank - Sunoco			
Bill	08/31/2026	Inv #114872268 - August 2026 Fuel	1,345.22
Total WEX Bank - Sunoco			1,345.22
TOTAL			44,951.68

8:49 AM
09/15/26

REFUSE-SANITATION COMPANY
Paid Bills Detail
All Transactions

Type	Date	Memo	Open Balance
Casella Waste Systems Inc Bill	09/01/2026	Inv #26090134227544 - August Trash & Recycling	51,876.25
Total Casella Waste Systems Inc			51,876.25
TOTAL			51,876.25

8:45 AM

09/15/26

35-LIQUID FUELS

Paid Bills Detail

All Transactions

Type	Date	Memo	Open Balance
PP&L			
Bill	08/26/2026	Acct #36794-55007 - N Church St & Lehigh-A/L	62.08
Bill	08/26/2026	Acct #57253-72006 - 1 W Main St	113.04
Bill	08/31/2026	Acct #68055-05002 - Borough Street Lights	3,835.85
Bill	08/31/2026	Acct #70000-43002 - Borough Street Lights	274.96
Bill	09/02/2026	Acct #22084-14002 - Rte 100, Traffic Signal	44.72
Total PP&L			4,330.65
TOTAL			4,330.65

Thomas D Ashelman
976 Hickory St
Macungie, PA 18062
TDAshelman1@yahoo.com



September 10, 2026

Borough Council / Borough Manager
Borough of Macungie
21 Locust Street
Macungie, PA 18062

Re: Letter of Interest – Appointment to the Civil Service Commission

Dear Members of Borough Council and Borough Manager:

As a currently serving member of Macungie Borough Council, I am writing to formally express my interest in being appointed to the open seat on the Civil Service Commission.

The Civil Service Commission plays a vital role in administering examinations, establishing qualifications, certifying eligible candidates, and handling related personnel matters in accordance with Pennsylvania law and the Borough's rules and regulations. I believe my experience as an elected official uniquely positions me to contribute effectively to this work.

Serving in this additional capacity would allow me to further support the Borough's efforts to maintain a professional police force while ensuring that hiring, promotion, and related decisions remain free from political influence and grounded in established standards.

I sincerely hope that a resident of the Borough who is not currently serving on Council will step forward to fill this seat. Broad community representation is valuable, and I would welcome the opportunity for someone outside of Council to take on this responsibility. At the same time, I believe the role of the Civil Service Commission is too important to remain vacant. Should another qualified individual who is not a Council member express interest in the open seat, I would gladly amend my request and instead seek appointment to one of the alternate vacancies so that the Commission can be fully staffed without delay.

I am prepared to devote the necessary time and attention to the Commission's responsibilities and would welcome the opportunity to discuss my interest further with Council. Thank you for your consideration of this request. I look forward to the possibility of continuing to serve the residents of Macungie in this additional role.

Respectfully submitted,

Thomas D Ashelman
Member, Macungie Borough Council



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 August 2026 Macungie Borough

Call Volume

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

34 of those calls were in Macungie Borough

While we were busy on other calls, our mutual aid partners responded to 3 calls for assistance in the Borough this month.

Other Points of Interest

Subscription Drive

Next month our annual subscription request will be mailed 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

The summer and fall are full of community events. We hope to see you out 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 NON-UNIFORM DEFINED BENEFIT PENSION

SCHEDULE OF CHANGES IN NET ASSETS

PSAB MUNICIPAL RETIREMENT TRUST

BALANCED FUND

MRT:90423

For the 8 Months ended August-31-2026

	Month to Date	Year to Date
Receipts:		
State Aid	0.00	0.00
Employer Contributions	0.00	0.00
Employee Contributions	1,266.31	7,121.23
Interest, DROP/Escrow Acct.	0.00	0.00
Interest, Net of Investment Fees	1,158.83	8,381.02
Dividend Income	1,527.93	18,189.99
Realized Gains(Loss)	3,343.01	85,622.60
Unrealized Gains(Loss)	26,436.49	75,547.19
Misc. Income	0.00	0.00
Transfer In - Other Funds	0.00	0.00
Transfer In - Previous Trust	0.00	0.00
Total Receipts	33,732.57	194,862.03
Disbursements:		
Pension Payments	10,021.21	80,169.68
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	2,000.00
Admin. Fees - Allocated	1,228.76	8,965.53
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	11,499.97	91,885.21
Net Change in Assets	22,232.60	102,976.82
Other Assets, Begin. of Period	2,521,428.05	2,440,683.83
Other Assets, End of Period	2,543,660.65	2,543,660.65
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 8 Months ended August-31-2026

	Month to Date	Year to Date
Receipts:		
State Aid	0.00	0.00
Employer Contributions	145.47	2,761.65
Employee Contributions	145.47	1,156.94
Interest, DROP/Escrow Acct.	0.00	0.00
Interest, Net of Investment Fees	22.73	158.18
Dividend Income	29.98	343.86
Realized Gains(Loss)	65.58	1,633.11
Unrealized Gains(Loss)	518.64	1,407.05
Misc. Income	0.00	0.00
Transfer In - Other Funds	0.00	0.00
Transfer In - Previous Trust	0.00	0.00
Total Receipts	927.87	7,460.79
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	41.22	310.92
Admin. Fees - Allocated	24.10	168.39
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	65.32	479.31
Net Change in Assets	862.55	6,981.48
Other Assets, Begin. of Period	49,466.15	43,347.22
Other Assets, End of Period	50,328.70	50,328.70
Restricted DROP/Escrow Balance	0.00	0.00



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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 8 Months ended August-31-2026

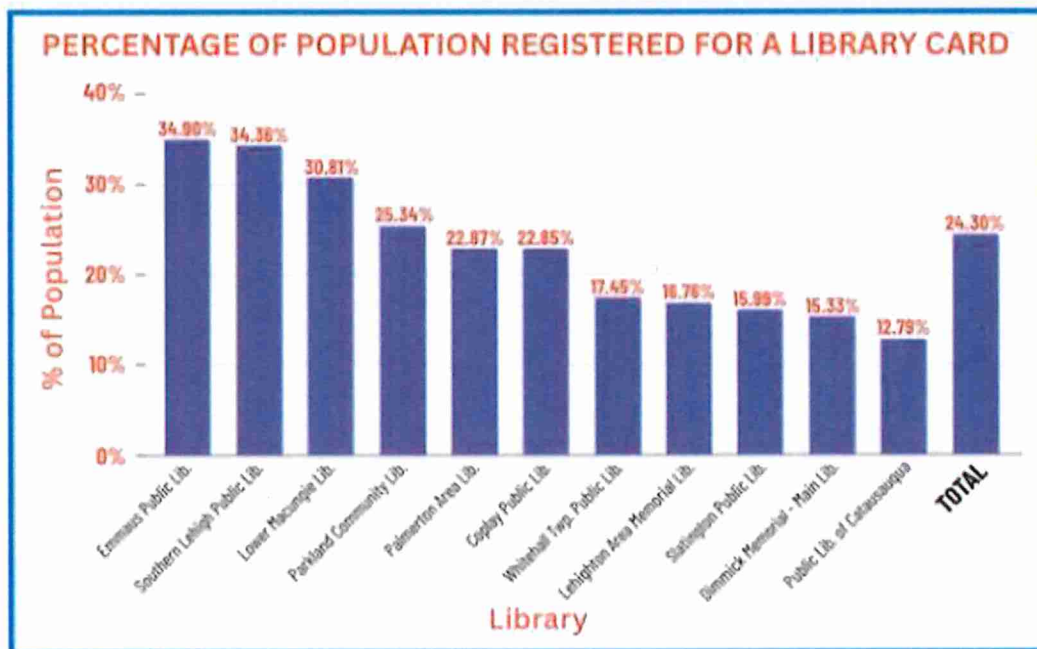
	Month to Date	Year to Date
Receipts:		
State Aid	0.00	0.00
Employer Contributions	0.00	0.00
Employee Contributions	2,288.82	14,365.19
Interest, DROP/Escrow Acct.	0.00	0.00
Interest, Net of Investment Fees	1,167.52	8,373.56
Dividend Income	1,539.38	18,174.74
Realized Gains(Loss)	3,368.07	85,703.29
Unrealized Gains(Loss)	26,634.72	75,519.86
Misc. Income	0.00	0.00
Transfer In - Other Funds	0.00	0.00
Transfer In - Previous Trust	0.00	0.00
Total Receipts	34,998.51	202,136.64
Disbursements:		
Pension Payments	3,891.61	26,932.88
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	2,000.00
Admin. Fees - Allocated	1,237.97	8,951.64
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	5,379.58	45,847.36
Net Change in Assets	29,618.93	156,289.28
Other Assets, Begin. of Period	2,540,335.06	2,413,664.71
Other Assets, End of Period	2,569,953.99	2,569,953.99
Restricted DROP/Escrow Balance	0.00	0.00

2026 Annual Report

Emmaus Public Library

Summary

Emmaus Public Library is #1 in LCLC for percentage of population registered for a library card



Macungie Borough registered users: 1070
(as of 8/31/2026)

2025 Statistics

62, 654 visits

Total materials checked out: 115, 110

Total Items added: 2138

Collection & Materials

Physical Materials

Print: 64,874

AV: 5520

Total: 70,394

Electronic Materials

E-books & Audiobooks: 27,207

Research Databases: 45

Total: 27,252

Total Items Available through Lehigh Carbon Library Cooperative: 463,294

Through Multi-District LV Pocono Cooperative: 1,447,577

Special Collections: Museum passes (12), puzzles, board games, children's learning kits

Programming Highlights

Over 350 programs

Attendance: 5,796 participants

Highlights

- Visits from Hawk Mountain Sanctuary and Wildlands Conservancy
- 3 Summer Scavenger Hunts
- PA German Cultural Heritage Center education & art workshop
- Weekly Storytimes, movie screenings, book clubs, monthly craft nights and more!

Grants & Milestones

- New Museum passes: Da Vinci Science Center, National Museum of Industrial History
- Summer Reading Club participants: 948
- Share Shelf Community Pantry: Opened November 2025
- 36 Teen Volunteers for Summer; 352 hours
- \$25,000 Trexler Trust Grant: Front Entryway Project

Capital & Long Range Plans

2026

Upgraded and redesigned website, new logo

Improved outdated phone system

Replaced security camera system, added key fob entry to staff door

(\$25,000 Emmaus Borough contribution above annual funding)

Complete front entrance renovation (funded privately by new fundraising)

2027 and beyond

Renew strategic plan

Space utilization assessment

Improve public restrooms

Continual technology updates

*Capital improvements are predominantly funded by private donations and the library's investment funds

2027 Proposed Budget

The 2027 **operating expenses are projected to be \$ 490, 526**

- Payroll to increase 3.5% for cost of living (wages & tax only)
Investment funds sponsor employee benefits
- Occupancy costs estimated to increase 15% due to utilities

The amount requested from Macungie Borough is \$25,413

		2026	2027 proposed	
	Income			
4010	State Aid	\$90,964.00	\$90,964.00	
4020	Emmaus Borough	\$147,000.00	\$152,145.00	3.5% increase
	Upper Milford			
4030	Township	\$53,500.00	\$55,372.00	3.5% increase
4040	Macungie Borough	\$24,554.00	\$25,413.00	3.5% increase
Subtotal Public Funding		\$316,018.00	\$323,894.00	
4100	Contributions	\$37,000.00	\$37,000.00	
	Friends of the			
4120	Library	\$27,000.00	\$27,000.00	
4200	Fundraising Income	\$60,000.00	\$65,000.00	
4310	Book Cart Sales	\$6,000.00	\$7,000.00	
	Library Services			
4400	Income	\$6,000.00	\$6,000.00	
4500	Grants	\$5,000.00	\$5,000.00	
Subtotal Private Funding		\$141,000.00	\$147,000.00	4% increase
Total Public & Private Funding		\$457,018.00	\$470,894.00	
	Drawdown of			
	Operating Fund			
4600	Reserve	\$12,982.00	\$19,632.00	income gap
		\$470,000.00	\$490,526.00	
	Employee Benefits	\$14,634.00	\$15,000.00	transfer from investment funds
	401 (a) Retirement			
	Contribution	\$8,000.00	\$12,000.00	transfer from investment funds
Total		\$492,634.00	\$517,526.00	

	Expense			
5000	Personnel	\$306,000.00	\$316,710.00	3.5% increase
5100	Library Material and Collection	\$57,000.00	\$59,116.00	12% of 2026 proposed budget as required for state funding
5200	Building & Supplies	\$9,000.00	\$9,000.00	
5300	Occupancy	\$47,000.00	\$54,500.00	Electric & Propane increase
5400	Technology	\$19,000.00	\$20,000.00	
5500	Professional Fees	\$6,000.00	\$6,000.00	
5600	Insurance	\$8,500.00	\$8,500.00	
5700	Fundraising Expense	\$5,000.00	\$5,000.00	
5800	Programming & Marketing	\$10,000.00	\$10,000.00	
5900	Memberships & Conferences	\$2,500.00	\$1,500.00	
6300	Bank fees	\$150.00	\$200.00	
		\$470,000.00	\$490,526.00	
9020	Employee Health Benefits	\$14,634.00	\$15,000.00	transfer from investment funds
9030	401 (a) Retirement Contribution	\$8,000.00	\$12,000.00	transfer from investment funds
	Total	\$492,634.00	\$517,526.00	

Board approved 8/18/26

Thank you for your continued support.



CHIEF OF POLICE

An Executive Leadership Opportunity

***Lead the Next Chapter of Policing in Macungie Borough
Lehigh County, Pennsylvania***

Macungie is seeking an executive leader with a strong commitment to communication - within the Police Department, with Borough Council and the Mayor, and throughout the community - who sees opportunity in transition and wants the chance to build something that lasts.

Macungie, Lehigh County, Pennsylvania

Recruitment Profile

POSITION AT A GLANCE

Position	Chief of Police
Community	Borough of Macungie, Lehigh County, Pennsylvania
Leadership Focus	High communication skills, organizational renewal, systems-building, employee development, accountability, community engagement, and long-term sustainability
Salary	\$125,000 to \$130,000 based on qualifications and a generous fringe benefit package.
Residency	The successful candidate will be required to establish residency within 35 miles of Police Headquarters within 12 months of appointment.

THE OPPORTUNITY

The Borough of Macungie, Lehigh County, Pennsylvania, invites accomplished, innovative, and community-minded law enforcement professionals to consider an exceptional opportunity to serve as its next Chief of Police.

Macungie is seeking more than an administrator to occupy the Chief's office. The Borough seeks an executive leader who places a strong emphasis on communication within the Police Department, with Borough Council and the Mayor, and throughout the community; who is energized by opportunity; comfortable leading during organizational transition; and prepared to help shape the future of a community police department.

This is an opportunity for a leader who wants to make a difference.

The next Chief will have the ability to influence organizational culture, strengthen systems and accountability, develop employees, modernize practices, enhance community relationships, and establish a sustainable framework for professional policing well into the future.

Macungie is not seeking change merely for the sake of change. Rather, the Borough seeks a thoughtful executive capable of evaluating the organization, identifying what should be preserved, recognizing where improvement is necessary, and establishing priorities that move the Police Department forward.

For the accomplished police professional who views leadership as an opportunity to build, develop, and leave an organizational legacy, Macungie presents a particularly compelling opportunity.

THE COMMUNITY

Macungie is a historic and distinctive community located in southwestern Lehigh County in Pennsylvania's growing Lehigh Valley.

First settled by Pennsylvania German immigrants during the 18th century, the community was originally established as Millerstown and incorporated as a borough in 1857. The Borough was

renamed Macungie in 1875 and today is the second-oldest borough in Lehigh County. Its name reflects the area's longstanding regional identity and history.

Although geographically compact at approximately one square mile, Macungie is home to just over 3,000 residents and maintains the traditional character of a Pennsylvania borough while being surrounded by one of the fastest-developing areas of the Lehigh Valley. The Borough is approximately six miles southwest of downtown Allentown, with Pennsylvania Route 100 serving as its principal transportation corridor and providing connections to the greater Lehigh Valley transportation network.

The result is a community that retains a small-town identity while existing within a much larger and increasingly dynamic metropolitan region.

Macungie's traditional Main Street, established neighborhoods, community organizations, parks, businesses, civic institutions, and locally focused municipal government contribute to an environment where relationships matter and municipal leadership remains highly visible.

For a Chief of Police, that accessibility creates an unusual professional opportunity: the ability to know the community personally, understand its expectations, interact directly with residents and community leaders, and see the impact of effective leadership firsthand.

QUALITY OF LIFE

Macungie offers the character and personal connection of a small community with convenient access to the broader educational, cultural, employment, healthcare, transportation, and recreational opportunities of the Lehigh Valley. Families also benefit from access to the East Penn School District, an important quality-of-life asset serving Macungie and the surrounding area.

Recreation is an important component of community life. Macungie Memorial Park is a substantial recreational facility located in the heart of the Borough and includes a swimming pool, athletic courts, ball fields, picnic facilities, meeting spaces, and areas for passive recreation. The Borough is also home to Kalmbach Memorial Park and the centrally located Macungie Flower Park.

Community events attract residents and visitors throughout the year. Among the most recognizable is Das Awkscht Fescht, a long-standing antique and classic automobile festival held at Macungie Memorial Park.

These characteristics create both opportunities and responsibilities for the Police Department. The next Chief will lead an agency serving not merely a residential population but a community that regularly welcomes visitors, hosts significant public events, and interacts with neighboring municipalities throughout the region.

MUNICIPAL GOVERNMENT

Macungie operates under Pennsylvania's borough form of municipal government.

The Borough is governed by an elected seven-member Borough Council and an elected Mayor. Borough administration is supported by professional staff, including the Borough Manager and other municipal employees and professional advisors.

The Chief of Police occupies an important position within that municipal structure.

The successful candidate must therefore be comfortable operating not only as a law enforcement commander but also as a municipal executive and professional advisor.

The Chief will be expected to develop productive relationships with the Mayor, Borough Council, Borough Manager, municipal staff, neighboring public-safety executives, county and state partners, community organizations, businesses, and residents.

Effective communication with elected officials will be particularly important, including a constructive and consistently professional working relationship with the Mayor. The Chief must be capable of keeping the Mayor, Borough Council, and Borough administration appropriately informed; translating complex operational issues into understandable recommendations; presenting realistic budget and resource needs; anticipating emerging public-safety concerns; and providing independent professional advice while respecting the respective responsibilities of Borough officials.

THE MACUNGIE POLICE DEPARTMENT

The Macungie Police Department provides municipal law enforcement services from its headquarters at 21 Locust Street, Macungie, Pennsylvania.

The Department includes supervisory and patrol personnel and continues to recruit police officers as part of maintaining its service capability. The Borough also participates in regional law enforcement recruitment and professional partnerships within the Lehigh Valley.

The Police Department serves a geographically compact but active community requiring the Chief to balance traditional patrol responsibilities, traffic and community concerns, special events, administrative responsibilities, employee development, intergovernmental relationships, and contemporary professional policing expectations.

Because of the Department's size, the Chief cannot lead solely from an administrative office.

The successful candidate must be willing to remain engaged with employees and operations while simultaneously developing the organization strategically. The Chief must also remain accessible to and engaged with the Mayor, maintaining regular professional communication concerning public-safety priorities, significant matters, community concerns, and Department operations as appropriate.

THE LEADERSHIP OPPORTUNITY

The next Chief of Police will assume leadership during an important period in the evolution of the Macungie Police Department.

That circumstance should appeal to the right candidate.

Macungie offers an opportunity for an experienced executive or initiated supervisor ready for the next step to evaluate an organization comprehensively and help establish its direction for the future.

The incoming Chief will be encouraged to listen first, assess carefully, establish priorities, and lead deliberately.

Some practices and traditions will deserve preservation. Others may benefit from refinement or modernization. New systems may need to be developed. Employees will need clear expectations, consistent leadership and meaningful opportunities for professional development.

The Borough seeks a Chief capable of distinguishing among those needs and developing a thoughtful course of action.

The successful candidate should recognize that enduring organizational improvement is rarely accomplished through a single initiative. It is achieved by creating systems that consistently support professional behavior and sound decision-making.

Areas of organizational focus may include:

- organizational structure and supervisory responsibilities;
- policy development and compliance;
- employee expectations and accountability;
- training and professional development;
- succession planning and leadership development;
- scheduling, staffing and deployment;
- recruitment and retention;
- technology and records systems;
- evidence and property management;
- internal communication;
- performance management;
- budgeting and long-range capital planning;
- community engagement;
- interagency cooperation; and
- organizational culture.

The next Chief will have an opportunity to help ensure that these systems support one another and collectively reinforce the professional standards expected by the Borough.

A BUILDER'S OPPORTUNITY

Some executive positions require a new leader primarily to maintain an established organizational course.

Macungie offers something different.

The next Chief will have an opportunity to help define that course.

For a candidate motivated by organizational development, this represents one of the most attractive aspects of the position.

The Chief will have the ability to work with employees and municipal leadership to establish expectations, strengthen processes, develop personnel, modernize systems, and create a professional framework capable of enduring beyond the tenure of any individual executive.

The Borough seeks a leader who understands that organizational culture is influenced not simply by what leaders say, but by what the organization consistently teaches, rewards, corrects, permits, and expects.

Accordingly, the Chief should be willing to establish clear standards while creating an environment in which employees understand their responsibilities, receive appropriate guidance, and have opportunities to grow professionally.

The objective is not simply a better-functioning department today. It is the development of an organization positioned to remain effective five, ten, and fifteen years into the future.

LEADERSHIP PRIORITIES

Organizational Assessment and Strategic Direction

Conduct a comprehensive review of Police Department operations, organizational structure, policies, personnel practices, training, equipment, technology, and administrative systems. From that assessment, establish realistic short-, intermediate-, and long-term priorities for the Department.

Organizational Culture

Develop a professional environment characterized by integrity, accountability, communication, consistency, teamwork, and mutual respect. The next Chief should be capable of establishing expectations while also creating opportunities for employees to participate meaningfully in organizational improvement.

Policy and Professional Standards

Ensure that Department policies and practices are current, legally sound, operationally practical, consistently applied, and aligned with contemporary professional policing standards. Policy should serve not merely as a compliance document but as an organizational system that supports consistent decision-making.

Leadership and Employee Development

Strengthen supervisory practices and create meaningful opportunities for training, mentoring, professional development, and succession planning. The Borough seeks a Chief who recognizes that one of an executive's most important responsibilities is developing the organization's next generation of leaders.

Recruitment and Retention

Evaluate current and future staffing needs and develop strategies to attract, select, develop, and retain qualified police personnel in an increasingly competitive labor environment.

Community Engagement

Maintain a visible presence within the community and develop meaningful relationships with residents, businesses, community groups, schools, civic organizations, and other stakeholders. Community engagement should be considered an ongoing leadership responsibility rather than an occasional program.

Municipal Collaboration

Develop strong professional working relationships with the Mayor, Borough Council, Borough Manager, other Borough officials, and municipal staff. The Chief should communicate regularly and respectfully, provide timely and well-supported recommendations concerning public safety, personnel, budgeting, equipment, capital needs, policy, and emerging community concerns, and maintain appropriate professional independence in law-enforcement matters.

Regional Partnerships

Maintain productive relationships with neighboring law enforcement agencies, the Pennsylvania State Police, Lehigh County public-safety organizations, prosecutors, emergency-service organizations, and other governmental partners.

Long-Term Organizational Sustainability

Move the Department beyond reliance upon informal practices or individual knowledge wherever possible. The Chief should build systems that promote continuity, institutional knowledge, accountability, and effective operations regardless of personnel changes.

THE IDEAL CANDIDATE

Macungie seeks a confident but approachable executive.

The successful candidate will understand contemporary policing while appreciating the unique nature of leading a small municipal police organization.

Candidates should possess sufficient experience to make difficult decisions but enough professional maturity to recognize that leadership does not require having all the answers on the first day.

Strategic. Able to see beyond immediate operational demands and identify long-term organizational needs.

Visible. Comfortable interacting personally with residents, employees, elected officials and community stakeholders.

Accessible. Willing to listen to different perspectives while retaining responsibility for executive decision-making.

Decisive. Prepared to address difficult personnel, operational, organizational and community issues when necessary.

Collaborative. Able to work effectively within the Borough's governmental structure and build productive partnerships.

Developmental. Committed to improving employees and supervisors rather than simply managing them.

Accountable. Prepared to establish expectations and apply them fairly and consistently.

Innovative. Open to new technologies, practices and approaches when they genuinely improve service delivery or organizational effectiveness.

Politically astute without being political. Able to understand the interests and responsibilities of elected officials and community stakeholders while maintaining professional independence and sound judgment.

Grounded. Comfortable performing the practical work necessary to lead a smaller organization while still thinking and functioning as an executive.

Above all, the Borough seeks a Chief who possesses integrity, emotional intelligence, professional courage and sound judgment.

EXECUTIVE EXPECTATIONS

The Chief of Police will serve as the senior law enforcement executive for the Borough and will be expected to:

- provide overall leadership and direction to the Police Department;
- establish and communicate organizational priorities;
- develop and administer Department policies and procedures;
- supervise, mentor and evaluate Department personnel;
- ensure compliance with applicable federal and state law and professional requirements;
- manage Departmental budgeting and recommend appropriate resource allocations;
- establish short- and long-range capital and equipment plans;
- support recruitment, selection, retention and professional development of employees;
- promote accountability and ethical conduct;
- oversee operational and administrative functions;
- develop meaningful performance measures;
- maintain effective internal communication;
- work collaboratively with the Mayor, Borough Council and Borough administration;
- represent the Department publicly;
- maintain effective working relationships with regional law enforcement and public-safety partners;
- communicate effectively during critical incidents and matters of community concern; and
- continually evaluate opportunities to improve police services and organizational effectiveness.

PROFESSIONAL QUALIFICATIONS

The Borough seeks candidates possessing a combination of education, professional experience, executive potential and demonstrated leadership accomplishment.

At a minimum, candidates should possess progressively responsible law enforcement experience that includes meaningful supervisory and command responsibility.

Preference may be given to candidates demonstrating experience in areas such as:

- police command or executive leadership;
- municipal law enforcement administration;
- organizational change or transition;
- strategic planning;
- policy development;
- employee and supervisory development;
- labor and personnel relations;
- budgeting and resource management;
- community engagement;
- professional standards;
- recruitment and retention;
- accreditation or recognized best-practice programs;
- intergovernmental collaboration; and
- technology implementation.

A bachelor's degree in criminal justice, public administration, organizational leadership, business administration, or a related field is preferred.

A master's degree or other advanced education is desirable but not required.

Graduation from recognized advanced leadership programs, including programs such as the FBI National Academy, Northwestern University School of Police Staff and Command, Southern Police Institute, New Jersey State Association of Chiefs of Police Command & Leadership Academy, Penn State POSIT, or comparable executive-development programs, will be viewed favorably.

Candidates must possess or be capable of obtaining within the period required by Pennsylvania law, appropriate certification through the Pennsylvania Municipal Police Officers' Education and Training Commission (MPOETC).

Equivalent combinations of education, training and executive law enforcement experience may be considered.

PENNSYLVANIA EXPERIENCE

Prior service within Pennsylvania municipal policing may be beneficial but is not an absolute barrier for an otherwise exceptional candidate.

Experienced executives from outside Pennsylvania who possess demonstrated success leading municipal law enforcement organizations and who are willing and able to satisfy Commonwealth certification requirements are encouraged to consider the opportunity.

The Borough's objective should be to identify the best executive leader for Macungie, while ensuring that the successful candidate can fully comply with Pennsylvania requirements.

COMPENSATION AND BENEFITS

The Borough of Macungie intends to offer a competitive executive compensation package designed to attract an accomplished law enforcement leader.

SALARY

\$125,000 to \$130,000 annually

Final compensation will reflect the successful candidate's education, experience, professional credentials, demonstrated leadership record and overall qualifications.

The Borough also provides a competitive employee benefits package. Specific benefit provisions applicable to the Chief of Police position will be discussed with candidates advancing through the selection process.

RESIDENCY

Residency within the Borough is not required. The successful candidate will be required to establish residency within 35 miles of Police Headquarters within 12 months of appointment, unless otherwise approved by the Borough.

THE SELECTION PROCESS

The Borough of Macungie intends to conduct a professional, structured, and competitive executive selection process designed to evaluate candidates beyond the traditional resume and interview.

The process will be administered with assistance from the Pennsylvania Chiefs of Police Association (PCPA).

Candidates should anticipate multiple stages of review designed to evaluate professional background, leadership accomplishment, communication ability, decision-making, organizational judgment, interpersonal effectiveness, strategic thinking, and readiness to assume executive responsibility.

1. Application and Resume Review

Evaluation of professional experience, career progression, education, command responsibilities, accomplishments and demonstrated alignment with Macungie's leadership needs.

2. Candidate Video Questions

Selected candidates will be asked to participate in a non-interactive video interview. This process will address leadership philosophy, professional accomplishments, organizational-change experience, and interest in the Macungie opportunity.

3. Preliminary Candidate Review

Candidates demonstrating the strongest alignment with the position profile will be invited to participate in the Structured Executive Assessment exercises.

4. Structured Executive Assessment

Final or semi-final candidates may participate in professionally designed exercises intended to evaluate executive competencies relevant to the Chief of Police position. These may include structured interviews, analytical or presentation exercises, executive management exercises, or other validated assessment methods.

5. Finalist Interviews

Candidates advancing through the professional assessment process may be invited to interview with Borough elected and appointed officials.

6. Background Investigation and Pre-Employment Review

A comprehensive background investigation and appropriate pre-employment examinations will be required of the candidate selected to advance toward appointment. The Borough intends for the final pre-employment process to include a psychological evaluation and a medical/physical fitness-for-duty examination, together with any other job-related examination or certification review determined appropriate and lawful for the position.

The Borough reserves the right to modify individual stages of the process based upon the size and qualifications of the applicant pool.

A MESSAGE TO PROSPECTIVE CANDIDATES

A successful career in policing can eventually present an executive with an important professional question:

Do I want simply to lead an organization - or do I want the opportunity to help build one?

Macungie offers the latter.

The next Chief of Police will have the opportunity to work with elected officials, municipal professionals, police employees, community leaders and residents to establish a thoughtful vision for the future of the Department.

There will be work to accomplish.

That is part of the attraction of the position.

The Borough is particularly interested in candidates who see organizational transition not as something to avoid, but as an opportunity to listen, learn, improve, develop people, establish systems and create lasting value.

For the executive who enjoys developing organizations, solving problems, mentoring people, and transforming good intentions into sustainable systems, Macungie offers the possibility of a highly rewarding next chapter.

The Borough does not expect its new Chief to arrive with a predetermined solution for every issue.

It does expect the Chief to arrive prepared to lead!

HOW TO APPLY

Qualified candidates should only submit the documents below – no pictures or training records:

- a cover letter establishing your interest;
- a dated and comprehensive resume;
- a professional biography.

Application Administrator	Pennsylvania Chiefs of Police Association
Division	Testing & Consulting Division
Application Email / Portal	Recruiting@pachiefs.org
Application Deadline	October 23, 2026 at 12:00 pm
Recruitment Contact	Gerald R. Simpson – PCPA
Contact Information	302-985-3813 / gsimpson@pachiefs.org

Applicants should not submit application materials directly to individual members of Borough Council, the Mayor, Borough employees, or members of the Macungie Police Department unless specifically directed as part of the selection process.

EQUAL OPPORTUNITY

The Borough of Macungie is an Equal Opportunity Employer and encourages qualified candidates from diverse professional and personal backgrounds to apply.

LEAD THE NEXT CHAPTER.

An opportunity to build, develop, and help shape the future of policing in Macungie.



BOROUGH COUNCIL ISSUE BRIEFING

DEPARTMENT MANAGER: Kal Sostarecz, Borough Manager

MEETING DATE: September 21, 2026

AGENDA ITEM: Authorizing Distribution of the 2026 Commonwealth of PA Volunteer Fire Relief Allocation

I. Action/Motion to Be Considered:

Motion to authorize payment of the 2026 Commonwealth of PA Volunteer Fire Relief Allocation to be made to the Lower Macungie Fire Relief Association in the amount of \$21,981.28.

II. Reason Why This Issue Needs Consideration:

The Borough receives an annual allocation for state aid which must be paid to the Volunteer Fire Relief Association of the fire company recognized by the municipality who provides fire services within sixty (60) days of receipt. The Borough received \$21,981.28 on September 16, 2026.

III. Current Policy or Practice:

Borough Council authorizes the transfer of State Aid funds.

IV. Other Background Information:

The agreement between the Borough of Macungie, Lower Macungie Township, and the Lower Macungie Fire Department, as Section B.8., stipulates that the funds must be forwarded to the Lower Macungie Fire Relief Association aka the Wescosville Volunteer Firefighters Relief Association.

V. Financial Impact:

N/A as the funds are pass-through.

VI. Recommendations:

Pass the motion as presented.

Kalman Sostarecz

From: Comptroller <Comptroller@paauditor.gov>
Sent: Monday, September 14, 2026 9:58 AM
To: Kalman Sostarecz
Subject: 2026 Volunteer Fire Relief Allocation Notification

TO: MACUNGIE BOROUGH (DCA #39-042-3 / VENDOR #138962)

THIS E-MAIL IS BEING SENT ON BEHALF OF THE HONORABLE TIMOTHY L. DEFOOR, PENNSYLVANIA AUDITOR GENERAL.

Dear Municipality Leader,

I am pleased to announce that the 2026 Commonwealth state aid allocation supporting the **VOLUNTEER FIRE RELIEF ASSOCIATION(s)** (VFRA) of the fire company(ies) which serve your community is scheduled to be **direct deposited on September 16, 2026**, in the amount of \$21,981.28.

The allocation was made in accordance with Act 205 of 1984, which stipulates that 50 percent of your allocation is based on the population of your municipality, and 50 percent is determined by the market value of real estate in your municipality compared to the state average.

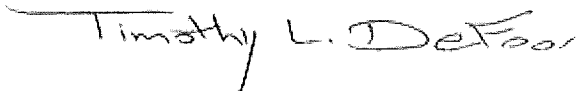
As required by Act 205, proceeds from this allocation **must be paid to the VFRA(s)** of the fire company(ies) recognized by your municipality who provide fire service to your citizens **within 60 days of the receipt date**. Also, please note that checks made payable to VFRAs **should NOT** be mailed to the Department of the Auditor General.

Municipal Treasurers must complete the online 706B Form located on the DCED Municipal Statistics website (MunStats) <https://munstats.pa.gov/forms/login.aspx>, after distribution of the funds to the volunteer firefighters' relief associations and **within 60 days of the municipality's receipt of state aid**, pursuant to Act 205, Section 706(b)(2). The online 706B form will be available after 9:00, the morning after your payment is received. The failure to submit the online 706B Form in a timely manner may lead to the withholding of future state aid allocations and a finding or comment may be issued within the relief associations' audit report noting the municipality's discrepancy. The 706B Form General Instructions are provided on the website.

For questions related to the disbursement of these funds to the VFRA or the 706B form, please contact Fire Relief Audits at Fire@PaAuditor.gov or by phone at (717) 787-1308.

If you have any other questions, the best form of communication is via email at Comptroller@PaAuditor.gov. You may also leave a voice message at 1-800-882-5073 and someone will respond timely.

Sincerely,



Timothy L. DeFoor
Auditor General