

Located in beautiful Lehigh County, Pennsylvania

# Borough of Macungie

## NEWSLETTER



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& Play in  
Macungie, PA

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# BOROUGH DIRECTORY

Macungie Borough Hall • 21 Locust Street • Macungie, PA 18062

On the Web: [www.macungie.pa.us](http://www.macungie.pa.us)

Phone: 610-966-2503 • Fax: 610-966-2788

Office Hours: Monday through Friday, 8 a.m. - 4:30 p.m. (Except holidays)

## **ELECTED OFFICIALS**

### **Mayor**

Ronald Conrad

### **Borough Council:**

Ron Karboski, Borough Council President  
Carl Sell, Vice President  
Greg Hutchison, Megan Sell,  
John Yerman, Robert Rozak, Jr., Todd Ritter

*Borough Council meetings are held the 1st and 3rd Monday of each month at 7:30 p.m., except on legal holidays when the meeting is held the following Tuesday.*

*Macungie Institute, 510 E. Main Street, Macungie, PA*

### **Tax Collector:**

Cynthia Hartzell, 60 S. Chestnut Street, Macungie  
phone: 610-928-0394

### **Boards and Commissions**

*Board and Commission meetings are held at:  
Macungie Institute, 510 E. Main St., Macungie, PA*

### **Planning Commission:**

Allen Crawford, Chairperson  
Ron Karboski, Carl Sell

*The Planning Commission meets on the  
3rd Tuesday of each month at 7:30 p.m.,  
if an application is brought before the board.*

### **Zoning Hearing Board:**

Gregory Reinbold, Chairman  
Terry Kohler, Vice Chairman  
Mary Nixon

*The Zoning Hearing Board meets on the  
2nd Wednesday of each month at 7:30 p.m.,  
if an application is brought to the board.*

### **Borough Authority:**

Jeffrey Stauffer, Chairman  
Robert Bogert, Vice-Chairman  
Todd Ritter, Lorraine Walters

*The Borough Authority meets on the  
2nd Thursday of the month at 7:00 p.m.*

## **Administration**

**Borough Manager:** John A. Brown

**Administrative Assistant:** Vacant

**Borough Clerk/Assistant Treasurer:** Vacant

### **Police Department:**

Sergeant Travis Kocher

Corporal Michael Mullen

Officers Todd Bernhard, Sabdiel Diaz, Matthew Santiago,  
Cole Surridge

**Public Works Supervisor:** Tracy Smith

**Waterworks Operator:** Douglas G. McNair

**Public Works:** Michael Smith, Ryan Keiser

**Macungie Institute Manager:** Vicki Kocher

**Zoning/Code Enforcement Officer:** Joseph Peterson

**Engineer:** Stan Wojciechowski, PE, Barry Isett and  
Associates

**Solicitor:** Patrick Armstrong Esq., Grim, Biehn and Thatcher

**Auditor:** Campbell, Rappold, Yurasits

## **Important Telephone Numbers**

**Macungie Borough Hall Office:** 610-966-2503

**District Justice Donna Butler:** 610-967-2888

**East Penn School District:** 610-966-8300

**Emmaus Public Library:** 610-965-9284

**Police, Fire or Medical Emergency:** 911

**Kalmbach Memorial Park:** 610-965-1140

**Lehigh County Courthouse:** 610-782-3000

**Macungie Institute-Community Center:** 610-966-7830

**Macungie Post Office:** 610-966-3672

**Macungie Memorial Park:** 610-966-4289

**Macungie VFW:** 610-966-4949

**Police Administration:** 610-966-2222

**RCN Customer Service:** 800-254-1376

**Service Electric Customer Service:** 800-232-9100

**UGI Customer Service:** 800-276-2722

**PPL Customer Service:** 800-342-5775 or 484-634-4900

**Tax Collector:** 610-928-0394

**Verizon Customer Service:** 800-483-4600

## **Important Websites**

**Borough of Macungie:** [macungie.pa.us](http://macungie.pa.us)

**Kalmbach Memorial Park:** [kalmbachpark.com](http://kalmbachpark.com)

**Macungie Historical Society:** [macungie.org](http://macungie.org)

**Macungie Memorial Park:** [macungiepark.com](http://macungiepark.com)

**Macungie Farmers' Market:** [macungiefarmersmarket.com](http://macungiefarmersmarket.com)

**Macungie Institute:** [macungieinstitute.com](http://macungieinstitute.com)

**Macungie VFW:** [macungievets.com](http://macungievets.com)

## **BOARD VACANCY AVAILABLE**

Would you like to make a difference in your community? If so, have you ever considered volunteering on a board? Interested parties should send a letter of interest to:

Borough of Macungie, 21 Locust St., Macungie, PA 18062 or via email to: [info@macungie.pa.us](mailto:info@macungie.pa.us)

# BOROUGH SERVICES



## Yard Waste

Macungie Borough residents may take their yard waste to the Emmaus Borough Municipal Yard Waste Facility. A pass must be obtained from Macungie Borough office before you can use the Emmaus yard waste facility. Click [HERE](#) for more information.

## Leaf Collection

### 2025 LEAF COLLECTIONS:

- Week of November 10th
- Week of November 17th
- Week of November 24th
- Week of December 1st

Do not mix grass clippings, garden waste, tree or shrub trimmings with the leaves or the pile will not be picked up. These items will damage the leaf vacuum.



An area is designated at the Borough garage, 301 S Church Street for residents to place loose leaves only on any day or time (NO BAGS).

Leaves may also be taken to the Emmaus Yard Waste site. A permit must be obtained from the Borough office before you can use the Emmaus site.

## Christmas Trees

Trees may be placed at the curb for pickup by the Borough to be taken to the Emmaus Composite Site. The tree must be clean of tinsel, ornaments and lights and not in a bag or otherwise it can be placed for regular trash.

## Utility Billing Schedule (Water, Sewer & Refuse)

- Quarterly bill mailed out approximately January 15 is due February 15
- Quarterly bill mailed out approximately April 15 is due May 15
- Quarterly bill mailed out approximately July 15 is due August 15
- Quarterly bill mailed out approximately October 15 is due November 15

If you do not receive your bill by the end of January, April, July or October, please stop in the Borough Office or call 610-966-2503 to get a copy of the bill and/or find out the amount that is due.

## Drop Box

Water, sewer, and refuse payments may be placed in the drop-box on Church Street at Borough Hall before, during, or after business hours. Please note payments placed in the drop-box after 4:30 p.m. on the due date will be considered late. Permits may also be placed in this box. The box is checked daily. ***Real Estate Tax bills, Per Capita and Local Service Taxes cannot be placed in the drop box.***

Note: Utility bills must be in drop box by close of business on due date (4:30 pm).

## BOROUGH HALL HOLIDAY SCHEDULE

The Borough Office and the Macungie Institute will be closed on the following days for the Holiday season:

<b>Thanksgiving:</b>	Thursday, November 27, 2025 & Friday, November 28, 2025
<b>Christmas:</b>	Wednesday, December 24, 2025 & Thursday, December 25, 2025
<b>New Year's Day:</b>	Thursday, January 1, 2026

# SNOW EMERGENCY INFORMATION

The Mayor may declare a snow emergency and ice emergency within the Borough of Macungie. Information on the existence of the emergency will be given through the following:

- Television:** WFMZ - Channel 69
- Internet:** Borough website - [www.macungie.pa.us](http://www.macungie.pa.us)  
WFMZ website - [www.wfmz.com](http://www.wfmz.com)  
Borough Facebook Page
- Email/Text:** Police Dept - Nixle

## Snow Emergency Routes:

Upon a snow or ice emergency being declared, all vehicles must be removed from the following snow emergency routes:

- **Church Street** (east side), from Main Street to the South Borough Line
- **Lea Street** (east side), from Main Street to Cotton Street
- **Locust Street** (north side), from Church Street to the West Borough Line
- **Main Street** (north and south sides), from Borough line to Borough line
- **Poplar Street** (west side), from Main Street to Hickory Street

## Designated Parking Areas:

During a declared snow and ice emergency only, parking will be provided for residents at the following locations:

- Borough Hall Parking Lot**
- Macungie Institute Parking Lot**
- Flower Park Parking Lot**

## Snow Removal Guidelines:

Wait to clear your sidewalks and driveway until after the snow has stopped and the Borough has plowed at least one pass to widen the street. Clear the snow along the road a distance of approximately 10 feet in the direction that the snow plow will approach your driveway. All of the snow you remove from this cleared area before your driveway and from the driveway itself should be piled to the right of your driveway. This will give the snow plow a place to dump most of the snow without all of it ending up in front of your driveway.

Eliminate snow piles at the driveway entrance whenever possible. High accumulations of snow will obstruct the visibility of motorists exiting your driveway and hinder the ability of on-coming motorists to see you pulling out of your driveway. Do not push snow out onto the roads at any time. This creates a hazardous driving condition for all vehicles and is a violation of the Borough Code.

Your cooperation will be greatly appreciated.



## EVENTS AT MACUNGIE PARK

### November:

- 4.....Election Day
- 8.....Welcome Fall Craft and Vendor Event
- 15 .....Shop Small Holiday Craft Fair
- 16 .....Mandee's Lunchbox Fundraising Bingo
- 18 .....Board of Director's Meeting - Public is welcome:  
7pm - downstairs of Memorial Hall
- 22 .....Holiday Kick Off Craft and Vendor Show

### December:

- 6 .....Brewery Collectibles Club of America Show
- 13 .....Macungie Holiday



Cash bingo Saturday nights, downstairs of Memorial Hall.  
Doors open at 4:30pm, selling starts at 5:00pm, games start at 6:30.

### Dog Training

**Allentown Dog Training Club** trains at Macungie Memorial Park. For more information call 610-439-2800.



### Youth Sport Activities

#### Lil Athletics:

**Sports classes for ages 2 to 6**

Lil Athletics is a child developmental program created to introduce boys and girls ages 2-6 to sports and fun fitness classes. Lil Athletics preschool classes develop general fitness and motor skills such as throwing, catching, kicking, running, jumping and balance. Developmentally appropriate equipment and games are used to teach your child in a fun, exciting and positive environment.



**For more information  
visit [www.lilathleticspa.com](http://www.lilathleticspa.com)**



### KALMBACH MEMORIAL PARK



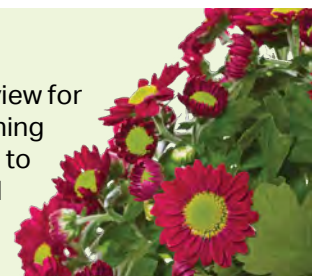
**Charming Park Grounds,  
Open to the Public**

Nestled in the Borough of Macungie, Kalmbach Memorial Park is a private park opened to the public to enjoy from sunrise to sunset. In addition, many interesting educational programs and events take place throughout the year on our charming grounds or in the restored circa 1850's barn.

Take your time and browse through our website at [www.kalmbachpark.com](http://www.kalmbachpark.com) and then come to visit and enjoy the simple pleasures of this treasured passive park.

### Macungie Flower Park

This passive park, located on Main Street in the center of the Borough, provides a scenic view for all. Located in the center of the Park is a water fountain surrounded by flower beds containing over 10,000 flowers. There is a walk around the fountain and benches throughout the park to rest and enjoy the thousands of beautiful flowers. Another highlight of the park is the old time Train Station. This Park provides many hours of enjoyment for residents wishing to enjoy the beautiful flowers and butterflies or just watch the trains pass by.













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With the approach of the colder weather, heating systems and fireplaces will once again be in use. The Lower Macungie Fire Department would like to offer some safety tips so you can be warm and safe in your home. There are three (3) main problems we deal with when it comes to heating systems. One problem is carbon monoxide another is heating system malfunctions and the last is exterior venting pipes that are obstructed.

Carbon monoxide (CO) is a product of combustion, a process that occurs in those homes that heat and/or cook with gas, oil, coal, or wood. Carbon monoxide is very dangerous since it is a colorless, odorless, and tasteless gas that will literally prevent oxygen from binding with cells in the human body. Some of the symptoms associated with CO poisoning are nausea, vomiting, dizziness, confusion, red skin, and being unusually tired. It is important that if you experience any of these symptoms to exit the house immediately and call 911. This is especially true if other members of the household, or your pets, are also showing symptoms of being ill.

There are, however, simple things you can do to protect yourself from CO poisoning. First is to have your heating system, fireplace, and chimney maintained and serviced as recommended by the manufacturer. Changing the filter, cleaning, and examining the chimney flue as a part of regular service intervals will decrease the chances of CO building up. A well-maintained heating system and fireplace will burn and ventilate more effectively than one that is not serviced or where the venting system is not performing adequately.

It is also important that all exhaust vent pipes are free from obstruction where they exhaust the gases on the exterior of your home. Shrubs, bushes, flowers, and snow can all restrict the exhaust from venting properly which may cause it to then begin to build up in the home itself.

Additionally, an important safety item you can use in your home are carbon monoxide detectors. It is recommended that you have at least one (1) CO detector per floor of the home and one (1) in each bedroom. These detectors are specifically designed to recognize CO and alert you of a potential problem. If you feel ill or have a CO detector alarm, call 911 immediately as we have specialized equipment that can test for CO build-up within your home.

The Lower Macungie Fire Department wants you to be safe and comfortable in your home and a little prevention can save you from a serious illness or fire in your home. If you would like more information on The Lower Macungie Fire Department and the volunteers that run it, feel free to call us at 610-398-0996 or visit our website: [www.firestation30.org](http://www.firestation30.org).

## Don't Wait — Check the Date!

Replace Smoke Alarms Every 10 Years



Age matters when it comes to your smoke alarms. Check the manufacture dates on your smoke alarms today!



A closed door may slow the spread of smoke, heat and fire.



Test smoke alarms at least once a month by pushing the test button.



If the smoke alarm sounds, get outside and stay outside. Go to your outside meeting place.



Call the fire department from a cellphone or a neighbor's phone. Stay outside until the fire department says it's safe to go back inside.



Install smoke alarms in every bedroom, outside each separate sleeping area, and on every level of the home, including the basement. Larger homes may need more alarms. For the best protection, make sure all smoke alarms are interconnected. When one sounds, they all sound.

For more information about smoke alarms, visit [usfa.fema.gov](http://usfa.fema.gov) and [www.nfpa.org](http://www.nfpa.org)





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**Kutztown**

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Kutztown, PA 19530

# Macungie Ambulance Corps



The Macungie Ambulance Corps is a 501c3 non-profit organization providing 911 emergency response to Macungie Borough and surrounding communities. Since 1955 we have provided lifesaving care as we have grown with the community to meet your needs. This year the ambulance corps will respond to over 5,000 emergency calls for assistance!

More than ever your donations are needed to help us save lives and serve the community in times of crisis. Recent trends in the healthcare insurance industry have strained ambulance services across the country.



Please consider donating to our annual subscription drive which is mailed in October of each year. This effort is a major funding source for our organization making up nearly 15% of our annual income! Your help is needed!

Community members with questions regarding the subscription program or our organization in general should contact us at (610) 966-2601 or visit our recently updated website [www.macamb.org](http://www.macamb.org).

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# BOROUGH OF MACUNGIE POLICE DEPARTMENT

21 LOCUST STREET, MACUNGIE, PENNSYLVANIA 18062

For non-emergencies call (610) 966-2222  
Lehigh County Communications (610) 437-5252  
EMERGENCIES DIAL 911



With the winter season approaching we want to remind residents that shoveling, throwing, or depositing snow onto the roadway is not permitted. Not only does this create a road hazard but it is also a state violation and a borough ordinance violation which could result in a citation being issued to the resident. Our department will continue to announce snow emergencies on the Police Department Nixle System. Residents can sign up for Nixle alerts by texting 18062 to 888777 on their mobile phone. This is a free service and enrollment can be stopped at any time by texting STOP to 888777. During snow emergencies please have vehicles removed from designated emergency routes ASAP. A list of roads designated as emergency routes is listed on the borough website.



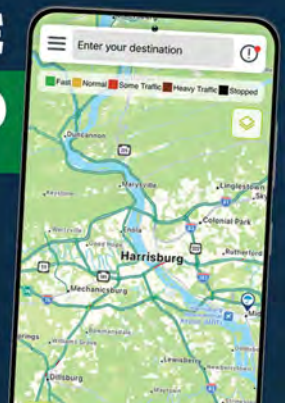
**See something.  
Say something.**

Report criminal or suspicious activity to the police immediately. For suspicious activity, contact our non-emergency number at 610-966-2222. Do not get personally involved or confront the suspect(s). Be a good witness. Do not become a victim.

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**\*\*Other fees may be required\*\***



# REAL ESTATE TAX

The Borough Real Estate Tax rate for 2024 is set at 4.25 mills on each dollar of assessed valuation of the property. To determine your Borough Real Estate Tax, multiply your total property assessment by 0.00425 (for example: if the property is assessed at \$200,000, multiply by 0.00425 to determine Borough real estate tax of \$850).

## PAYMENT OPTIONS for Real Estate Taxes:

Residents of the Borough may pay their taxes by **MAIL** by sending them to:

*Cynthia Hartzell  
Borough of Macungie Tax Collector  
60 S. Chestnut St.  
Macungie, PA 18062*

Residents of the Borough may pay their taxes by **DROP BOX** at:

*Borough of Macungie Tax Collector  
60 S. Chestnut St.  
Macungie, PA 18062*



## OFFICE HOURS BY APPOINTMENT ONLY

For a tax certification, please mail the request to Cynthia Hartzell, 60 S. Chestnut St., Macungie PA 18062, along with a check for \$25.00 payable to Cynthia Hartzell.

If you have any questions, please contact the Tax Collector, Cynthia Hartzell at:  
Phone: 610-928-0394  
Email: [cahartzelltax@outlook.com](mailto:cahartzelltax@outlook.com)

## If you receive a suspicious call:



- **Hang up**
- **Don't** believe them
- **Don't** trust your caller ID
- **Don't** give them money
- **Don't** give them personal information
- Report the scam at **[oig.ssa.gov](https://oig.ssa.gov)**



# SSA.GOV/SCAM

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# LEHIGH VALLEY *Baptist Church*

Watch Sunday!  
10:30 AM



Sunday School.....9:00 AM  
Sunday Morning.....10:15 AM  
Sunday Evening.....6:00 PM  
Wednesday.....7:00 PM

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[www.lvbaptist.org](http://www.lvbaptist.org)

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## What is an MS4?



You may have heard the acronym MS4 mentioned in conversation but have no idea what it means. MS4 is a bit of a catchword these days. MS4 stands for Municipal Separate Storm Sewer System. The MS4 is a system of conveyances, generally owned by a public entity (e.g., Borough of Macungie, PennDOT, or the Pennsylvania Turnpike Commission), that discharges stormwater runoff to waters of the Commonwealth. The system is designed specifically to collect or convey stormwater, and only stormwater. Anything that enters a system that is not entirely composed of stormwater is considered an illicit discharge!

The storm sewer system is not a combined sewer system. The Borough's stormwater conveyance system, unlike the sanitary sewer system, conveys surface water runoff from rain, irrigation, and outdoor water use directly to our waters without treatment. The conveyance system includes, but is not limited to, the following:

- Catch basins
- Sidewalks
- Man-made channels
- Curbs
- Streets
- Rain gardens
- Gutters
- Detention & retention ponds
- Vegetated swales
- Infiltration beds
- Ditches

In the Borough of Macungie, the stormwater conveyance system ultimately discharges to the Lehigh River, which then flows to the Delaware River. In our Borough, the MS4 is monitored for erosion, flooding, and hazardous spills to ensure the best quality runoff into our waterways. **Please be mindful of what you allow to enter the storm sewer system!**

### ILLICIT DISCHARGE DETECTION & ELIMINATION (IDD&E)

As per Department of Environmental Protection (DEP) regulations, Borough of Macungie is required to implement and administer a program for the detection, elimination, and prevention of illicit discharges into our regulated Municipal Separate Storm Sewer System (MS4). Examples of illicit substances include:

- Automobile oil
- Chlorinated pool water
- Construction site runoff
- Laundry wash water
- Paint
- Septic system drainage
- Household chemical products
- Yard waste (including grass clippings)
- Sanitary waste (among other things)
- Grease generated by food preparation in commercial operations

### E&S (Erosion & Sediment) CONTROL HOTLINE

If stormwater is "cloudy" or "dirty" and originates from an area of active earth disturbance, you will receive the quickest response by contacting the Lehigh County Conservation District at 610-391-9583. The Conservation District is responsible for investigating all erosion and sediment control concerns relating to active construction sites on behalf of the Borough. Please provide your name, address, telephone number, and the specific location of the origin of the sediment-laden runoff.

### IDD&E HOTLINES

If you witness a potential illicit discharge into the waters of the Commonwealth or any other event that could adversely affect water quality, we ask that you contact the Lehigh County Office of Emergency Services immediately by dialing 610-437-5252. You may also notify the Borough at 610-966-2503 and/or DEP's Bethlehem Office at 610-861-2070. Again, please be sure to reach out as soon as you witness an event. As time passes, it becomes increasingly difficult to trace the source of the event.

# Holiday Home Decorating Safety Tips



## Trees

Live trees need water.  
Check and add water often.



## Holiday Lights

Safe lights bear a testing  
lab mark and have no  
visible damage.



## Candles

Lit candles should always  
be in sight and far from  
anything flammable.

To learn more visit: [www.cpsc.gov](http://www.cpsc.gov)



Holiday  
Safety



U.S. Consumer Product Safety Commission  
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*Thank You To The Businesses!*

The Borough of Macungie would like to thank the businesses that appear in this newsletter and recognize them each as a supporter and cornerstones of our community. For it is with their contributions that this newsletter has been produced at no charge to our residents. The Borough would like to further request that citizens, in response, patronize these businesses first when given a choice as these businesses are saving each citizen tax dollars.

**Who's 2025  
Who  
IN BUSINESS  
Lehigh Valley**

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- Advanced Spine Care
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- Blood Flow Restriction Therapy
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