

**MACUNGIE BOROUGH PLANNING COMMISSION
MEETING MINUTES**

Tuesday, August 18, 2026 - 7:30 P.M.

I. Call to Order – Pledge of Allegiance

The Macungie Borough Planning Commission meeting was called to order on August 18, 2026 at 7:30 p.m. at the Macungie Institute, 510 E. Main Street, Macungie, PA 18062. In attendance were Usume Tunagur, Chairman; Virginia Voros, Vice Chair; Bernie Reinert, Secretary; Sue Steinberg, Member; Ricky Moyer, Member; Erik Allgood, Esq., Solicitor; and Kalman Sostarecz, Borough Manager.

II. Organization

A. Temporary Chair

Motion by Mr. Tunagur to appoint Solicitor Allgood as Temporary Chair, seconded by Ms. Voros. Motion passed unanimously.

B. Chairperson

Motion by Ms. Reinert to appoint Mr. Tunagur as Chairman, seconded by Mr. Moyer. Motion passed unanimously.

C. Vice Chairperson

Motion by Ms. Steinberg to appoint Ms. Voros as Vice Chairwoman, seconded by Ms. Reinert. Motion passed unanimously.

D. Secretary

Motion by Mr. Moyer to appoint Ms. Reinert as Secretary, seconded by Chairman Tunagur. Motion passed unanimously.

III. Public Comment on Non-Agenda Items

Carl Sell, resident, had a question on the length of terms being served by each Commissioner and whether they expired at the same time. Mr. Sostarecz stated that they generally expire one per year.

IV. New Business

A. Review of Roles and Responsibilities of a Planning Commission, Meeting Structure and Operation, and Legal Requirements

Solicitor Allgood provided written guidance which he discussed at length with the Commission, including the establishment and makeup of a Commission, duties and responsibilities, the Right-to-Know Act, the Sunshine Act, and the Ethics Act. Additionally, Mr. Sostarecz reviewed some of the logistics of how land development plans are handled and the steps taken to bring them before the Commission.

B. Audio Recordings

Mr. Moyer stated that he would like the Commission to consider a motion regarding audio recordings of the Commission's proceedings.

Motion by Mr. Moyer to amend the agenda to add an item regarding audio recordings, seconded by Secretary Reinert. Motion passed unanimously.

Mr. Moyer stated that he feels it's very important to preserve the audio recordings of their meetings and make them available on the Borough's website. All Commissioners were in agreement.

Motion by Mr. Moyer that the Macungie Planning Commission adopt a Standing Rule establishing an official Audio Recording Policy as follows:

1. **Recording:** An official audio recording shall be made of all regular, special, and rescheduled public sessions of the Planning Commission.
2. **Submission and Posting:** Within three business days of a meeting's adjournment, the Borough Manager or designated municipal staff shall ensure the audio recording is posted on the Borough's official website.
3. **Retention:** All recordings shall be safely preserved in accordance with the Pennsylvania Municipal Records Act and the municipal records retention schedule for a minimum period of seven (7) years.
4. **Supplement Only:** These audio files shall serve as a public transparency supplement; under no circumstances shall they replace or supersede the official written meeting minutes formally approved by the Commission, which shall remain the sole official legal record of all official actions, decisions, and votes.

Seconded by Secretary Reinert. Motion passed unanimously.

V. Adjournment

Secretary Reinert made a motion to adjourn the meeting at 8:54 p.m., seconded by Vice Chairwoman Voros. Motion passed unanimously.

Respectfully Submitted,

Bernie Reinert
Secretary