

**APPROVED**

Borough of Alburtis  
Meeting Minutes  
January 10, 2024

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The January 10, 2024, meeting of Borough Council was called to order by Council Vice-President Steve Hill at 7:00 p.m. in the Borough Hall, 260 Franklin Street, Alburtis, PA and on Zoom.

Council members in attendance:

Chad Atkins Steve Hill Hector Moss  
Mehmet Birtek John Aleszczyk Ashlynn Rivera

Associates of Alburtis in attendance:

Dave Knerr, Solicitor Stephen Nemeth, Borough Manager Kathleen Palmer, Mayor  
Tony Alsleben, Police Chief Donnie Derr, Maintenance Supervisor Gart Hartman, Maintenance  
Mike Preston, Engineer

Visitors in attendance: Gary DeRoner, Steve Werley, Mike Gerhart, Ian Windle,  
Visitors on Zoom: Kate, Brooke, Tom, FBM, AB

**PUBLIC COMMENT** – No comment.

**MAYOR’S REPORT** – Mayor Palmer mentioned that she would like residents to understand since being mayor, have always called a snow emergency when it’s expected to snow 6 inches or more. Need to realize that our streets are not as wide as the large city streets. We need to think of the first and foremost the safest way for maintenance to clear the roads. Not everybody is going to be happy, but these guys bust their butts for the safety of the residents, we’ve got an excellent group of guys. Donnie mentioned, people don’t realize we have sidewalks, well houses and the reservoir to open also, we aren’t just clearing streets. It’s more to it than just the streets. We get drains opened and keep everything clean, must be able to get the residents in and out.

**POLICE REPORT**- No comment.

**MEETING MINUTES OF DECEMBER 27, 2023** – Mehmet Birtek made a motion to approve the Minutes of December 27, 2023, Hector Moss 2<sup>nd</sup> and a unanimous vote followed.

Hill- yay	Moss-yay	Aleszczyk-yay	Atkins- yay	Birtek- yay	Rivera- yay
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**MEETING MINUTES OF JANUARY 2, 2024** – Mehmet Birtek made a motion to approve the Minutes of January 2, 2024, Chad Atkins 2<sup>nd</sup> and a unanimous vote followed.

Hill- yay	Moss-yay	Aleszczyk-yay	Atkins- yay	Birtek- yay	Rivera- yay
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**BILLS FOR PAYMENT – JANUARY 10, 2024** – Hector Moss made a motion to pay the bills of January 10, 2024, Chad Atkins 2<sup>nd</sup> and a unanimous vote followed.

Hill- yay	Moss-yay	Aleszczyk-yay	Atkins- yay	Birtek- yay	Rivera- yay
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**TREASURER’S REPORT** –John Aleszczyk questioned why the fire truck escrow doesn’t get listed on the expenses. Stephen Nemeth mentioned that currently it is not listed as an expense until we pay it, currently it is

listed as just a transfer from one bank account to another. Stephen Nemeth mentioned that this is how our auditor has taught us to record these in our books for many years. Stephen Nemeth mentioned that when a developer starts an escrow with us for a project, it all doesn't go in our revenue, it only transfers into our revenue when we bill the developer. John Aleszczyk requested that our auditor comes to a future meeting to explain why the escrow transfer doesn't get listed as an expense.

Hector Moss made a motion to accept the Treasurer's Report, Mehmet Birtek 2<sup>nd</sup> and a unanimous vote followed.

Hill- yay	Moss-yay	Aleszczyk-yay	Atkins- yay	Birtek- yay	Rivera- yay
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**MACUNGIE AMBULANCE CORPS** – The Macungie Ambulance Corps monthly report was reviewed. There were eleven calls in the Borough in December.

**ENGINEER'S REPORT** – Chad Atkins made a motion to accept the Engineer's Report, Mehmet Birtek 2<sup>nd</sup> and a unanimous vote followed.

Hill- yay	Moss-yay	Aleszczyk-yay	Atkins- yay	Birtek- yay	Rivera- yay
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**ADMINISTRATION**

**Bicentennial Village Preconstruction meeting- Construction Masters LLC.**

– Ian from Construction Masters Services LLC was here to answer questions and concerns that the council had. John asked Ian if they could provide a summary of the two options. Ian mentioned that at this point right now we can only stick to one option which will be coming back in the spring. Originally were hoping to start earlier before the cold weather, but at this point we have laid off most of our crew. Hopefully early march if the weather allows for it. John asked will you be starting at Lockridge Lane? Ian mentioned the thing with the curb machine, the mobile is located on the left side. Therefore, would have us start on second street and work towards church, then come back on the other side. We are going to leave the existing curve and sidewalk while we are doing curb work activate everything comeback and start ripping out the original. Mehmet mentioned that we are on a budget constraint for the project; is there a way we can divide it into different pieces? Ian mentioned we have a subcontractor who does the slop formation and their proposal to use was for two runs through, one in March and the other when we are ready to do the other side. Prices should change unless we get out there and there is something unforeseen that wasn't in the plans that nobody knew about. Intersections will be handset; machine can do curves, but hand setting does better to transition to existing curb. We will do all the sidewalk and sprains on the one side before starting the other side. Mehmet mentioned if that's the case and we run out of budget then how do we decide. Tricky question one side of street will have brand new, and the other side will not. If we cannot come up with the budget we're going to have to come back and reassess the situation and come back and say maybe we only do a quarter of the other side. Mehmet asked with our budget and contract its our plan is to finish everything within the budget as planned. Ian mentioned that is our plan, it's our plan to build everything as to plan. Mehmet asked about parking during the project. Ian mentioned that when not working; have no problem with residents parking in front of their driveways, and believe parking is available on Roberts and church. Mehmet asked if you will be providing a schedule of work? Ian mentioned that we will be constantly in touch with the residents on the work schedule. Hector mentioned that one thing mentioned at the town hall was potentially limiting parking to one side. John asked where on 2<sup>nd</sup> street we starting? Mike mentioned the original plans call for starting at intersection to cobblestone. Ian mentioned that if we need to, we can discuss making field adjustments before we start the project.

**Designation of Committee Chairman and members**-Item was tabled for the week.



Resolution 2024-4 A RESOLUTION REVISING AND REESTABLISHING SPECIAL PROCEDURES FOR SMALL VALUE SALES OR DISPOSITIONS OF SURPLUS PERSONAL PROPERTY OWNED BY THE BOROUGH AND BICYCLES HELD BY THE BOROUGH FOR MORE THAN NINETY (90) DAYS.

Mehmet asked who came up with the \$2000.00 number. Dave Knerr mentioned that was set by a statute. When we first added this back in 1998 the statute called for only \$200.00 then in 2000 the statute went up to \$1000.00 and since then it has gone up.

Mehmet Birtek made a motion to adopt Resolution No. 2024-4, a Resolution establishing special procedures for small value sales or dispositions of surplus personal property owned by the borough. The motion was 2<sup>nd</sup> by Chad Atkins and a unanimous vote followed.

Hill- yay	Moss-yay	Aleszczyk-yay	Atkins- yay	Birtek- yay	Rivera- yay
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**Request To Hire for Maintenance Department.** – Donnie mentioned that we must hire a full timer. We don't know what the future is for anybody who needs to look at the future. The only way is to get somebody that is committed is by hiring them. We need to we can't keep going look we are. Joe is out and Russ is out, it's just too much. Soon or a later we are going to be retiring. Gary mentioned will be retiring within three years and so is Donnie, and it is not an easy job. Kathy mentioned you have no backup is the problem, there is no backup plan for you guys. Donnie mentioned that this is a very involving job, this would be training now for when we go out. Steve Hill mentioned that he believes that it would be best for the personnel committee to look at this and come up with a solution on whether to hire the position.

**Lower Macungie Fire Department 2023 Statistical Review Report**– Report was handed out for review, no comment was needed or given.

Steve Hill asked if there were any additional comments for the group, it was asked if now the personnel committee can discuss the maintenance position. Dave Knerr mentioned that if you want to discuss hiring a contractor as a part-timer until the situation is decided all you would need to do is amend the agenda and add the reason for it as employee shortage.

Motion to amend the agenda to hire a part-timer until the staffing situation is determined. Hector 2<sup>nd</sup> the motion and a unanimous vote followed.

Hill- yay	Moss-yay	Aleszczyk-yay	Atkins- yay	Birtek- yay	Rivera- yay
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Mehmet Birtek made a motion to hire Herbert Schumaker as a part-timer for no more than 35 hours a week until the staff situation is determined. Ashlynn Rivera 2<sup>nd</sup> the motion, and a unanimous vote followed.

Hill- yay	Moss-yay	Aleszczyk-yay	Atkins- yay	Birtek- yay	Rivera- yay
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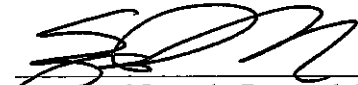
Hector Moss made a motion to amend the agenda to advertise a meeting of the council for January 18<sup>th</sup> at 6pm. Motion was 2<sup>nd</sup> by Mehmet Birtek and a unanimous vote followed:

Hill- yay	Moss-yay	Aleszczyk-yay	Atkins- yay	Birtek- yay	Rivera- yay
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An executive session for personnel was requested by Stephen Nemeth, no voting would take place after so we would adjourn after the executive session.

A motion to adjourn at 8:13 p.m. was made by Mehmet Birtek, 2<sup>nd</sup> by Ashlynn Rivera and a unanimous vote followed.

Meeting minutes were taken and submitted by:

  
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Stephen Nemeth, Borough Manager.

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