

COOPERSBURG BOROUGH COUNCIL
Regular Meeting Minutes
March 17, 2015

The meeting of the Coopersburg Borough Council was held on Tuesday, March 17th, in Council Chambers at Borough Hall and called to order by Council President Felch at 7:00 p.m.

OPENING CEREMONIES

The Pledge of Allegiance was recited.

Roll call was taken by Manager Paashaus. All present were Mayor Hovis, Council Members Balascak, Felch, Greenland, Lundy, Mack, Pica, Thrapp, Solicitor Alpert, and Engineer Erdman.

AGENDA

The Agenda was ordered adopted without any changes or objections.

PUBLIC COMMENT

No Public Comment.

CONSENT AGENDA

A Motion was made by Balascak and seconded by Thrapp to receive the Monthly Financial Statements, receive the Monthly Reports (Council information, Police report, Vehicle roster, Fire report), and approve the Previous Meeting Minutes from February 17, 2015. **Consent Agenda passed by a vote of 7-0.**

ACTION ITEMS

1. A Motion was made by Balascak and seconded by Pica to approve revisions to a minor subdivision plan – 702 W State Street that was approved on November 18, 2014. Engineer Erdman explained that there was a minor change to the property line on the drawings and needed to be revised prior to recording. **Resolution 2015-4 passed by a vote of 7-0.**
2. A Motion was made by Lundy and seconded by Thrapp to approve 3 Resolutions allowing banners to be placed over Main Street with a set amount of time for The Community Outreach Benefit, Coopersburg Community Day, and The Coopersburg Halloween Parade. **Resolution 2015-5, Resolution 2015-6, and Resolution 2015-7 passed by a vote of 7-0.**
3. A Motion was made by Balascak and seconded by Thrapp to approve a resolution to require the remittance to the Borough of Coopersburg any tax certification fees charged by the Tax Collector. Felch explained that the Resolution would recognize the current \$15 fee levied. There was further discussion regarding retention of the fee, history of the Resolution, the salary for the total job vs. being paid per bill, ethical concerns, average number of certifications completed annually, the complexity of the task, and past practices. Felch stated that the Tax Collector receives a salary for services performed, that the Tax Collector is the only person who is able to complete the certifications, and that he feels the task is part of the job covered by the stated salary. Council is responsible to set fees and will include the tax certification fee annually, beginning in 2016. Mayor Hovis stated that he felt the reporting was very important, and that any changes to the job should be in place prior to the next Tax Collector election. There was further discussion regarding future method of compensation, if the task of performing a tax certification is a requirement of the position, the appearance of the fee being a hidden perk to the Tax Collector over and above their salary, and that any Resolution would be in effect immediately at passing. There was more clarification regarding the Motion being considered and parliamentary procedure. **The Motion failed by a vote of 3-4 (Aye – Balascak, Felch, Lundy / Nay – Greenland, Mack, Pica, Thrapp).** A Motion was made by Pica and seconded by Thrapp to require the Tax Collector to

report to the Borough of Coopersburg any tax certification fees collected, but allow the Tax Collector to retain said fees. There was further discussion regarding the task being a requirement of the job or an added duty. Solicitor Alpert clarified that the Resolution was worded to not set specific job duties, approvals, or influence future decisions. Felch stated his concern regarding it being a “side gig” and the language of the Resolution protects Council by recognizing the fee rather than approving it. Alpert stated that there was no State statute of which he was aware for this matter. There was further clarification that the Motion presented was requiring the Tax Collector to report all tax certification fees collected, recognizing that the Tax Collector levies a fee of \$15 per certification, and that the Tax Collector retains the fee. **Resolution 2015-8 passed by a vote of 4-3 (Aye – Greenland, Mack, Pica, Thrapp / Nay – Balascak, Felch, Lundy).**

4. A Motion was made by Thrapp and seconded by Lundy to approve providing healthcare for employees regularly scheduled over 30 hours per week in accordance with the Affordable Care Act. **Resolution 2015-9 was approved by a vote of 7-0.**
5. A Motion was made by Lundy and seconded by Thrapp to authorize Timothy Paashaus, Borough Manager, to sign all grant documents. **Resolution 2015-10 passed by a vote of 7-0.**
6. A Motion was made by Balascak and seconded by Pica to approve a payment to Upper Saucon Township for the Borough’s 24.4% of the Waste Water Treatment Plant (WWTP) flow in 2013/2014 sewer billing year in the amount of \$206,819.08. **The Motion passed by a vote of 7-0.**
7. A Motion was made by Balascak and seconded by Pica to approve a payment to Upper Saucon Township for the Borough’s 20% share of the WWTP’s Capital Improvements during the 2013/2014 sewer billing year in the amount of \$60,532.22. **The Motion passed by a vote of 7-0.**
8. A Motion was made by Lundy and seconded by Pica to accept the Memorandum of Understanding between the Borough of Coopersburg and the Lehigh County Conservation District. **The Motion passed by a vote of 7-0.**

REPORTS OF COMMITTEES

1. Infrastructure
 - a. Septic – Council Member Balascak reported an application for CDBG funding was being drafted for a project next year.
 - b. Highway – Council Member Balascak reported that the highway department was starting to street sweep and recycle cinders.
 - c. Water – Council Member Balascak reported that the Authority did not have a meeting in March.
2. Public Safety/Governmental Relations
 - a. No additional report.
3. Administration and Finance
 - a. No additional report.

REPORTS OF PROFESSIONAL ADVISORS

1. Solicitor: No additional report.
2. Engineer: No additional report.
3. Borough Manager: No additional report.

UNFINISHED BUSINESS

1. Compost site will remain on the Agenda.
2. Municipal Parking will remain on the Agenda.

NEW BUSINESS

1. Council President Felch highlighted the history of Coopersburg through 1880 that was found and

transcribed by the office staff.

ADJOURNMENT

Council Member Balascak made a motion to adjourn which was seconded by Felch. The meeting was adjourned at 8:02 PM.

Timothy Paashaus – Borough Manager

John Felch, Jr. – Council President