

COOPERSBURG BOROUGH COUNCIL
Regular Meeting Minutes
November 20, 2018

The meeting of the Coopersburg Borough Council was held on Tuesday, November 20th, in Council Chambers at Borough Hall and called to order by Council President Felch at 7:00 p.m.

OPENING CEREMONIES

Roll Call was taken by Manager Paashaus. All present were Mayor Hovis, Council Members Felch, Balascak, Ellenberger, Thrapp, Solicitor Capehart, and Engineer Erdman. Council Member Craig, Dietz, Poot, and Jr. Councilperson Craig were absent.

AGENDA

A Motion was made by Thrapp and seconded by Ellenberger to adopt the Agenda with an additional item under Public Safety – “Project Life Saver”. **The Agenda was approved by a vote of 4-0.**

PUBLIC COMMENT

Several neighbors from the 200 block of E State Street voiced concerns regarding an AirBnB at 228 E State Street. There were concerns regarding safety, fire safety, parking, inspections for construction, possible criminal activity, and a business permit. The Zoning Officer has sent a violation and is waiting for a response. There was further discussion regarding zoning and the violation process.

CONSENT AGENDA

A Motion was made by Thrapp and seconded by Ellenberger to receive the Monthly Reports (Monthly Financial Statements, Quarterly Pension Report, Council Information, Police report, Police Vehicle Roster, Zoning Report), and approve the previous meeting minutes from October 16, 2018 and November 5, 2018. **The Consent Agenda was approved by a vote of 4-0.**

ACTION ITEMS

1. A Motion was made by Ellenberger and seconded by Balascak to accept the second reading of the 2019 Borough Budget. There was discussion surrounding insurance costs and the budget format. **The Motion passed by a vote of 4-0.**
2. A Motion was made by Ellenberger and seconded by Thrapp to adopt the ordinance approving the 2019 Borough Budget for fiscal year January 1, 2019 through December 31, 2019. **Ordinance 663 passed by a vote of 4-0.**
3. A Motion was made by Balascak and seconded by Ellenberger to adopt the ordinance fixing salaries, bonds, and duties of Borough Officials, Appointees, and Employees for fiscal year January 1, 2019 through December 31, 2019. **Ordinance 664 passed by a vote of 4-0.**
4. A Motion was made by Balascak and seconded by Ellenberger to adopt the ordinance establishing the Real Estate Tax Rate at 5.4mils for fiscal year January 1, 2019 through December 31, 2019. **Ordinance 665 passed by a vote of 4-0.**
5. A Motion was made by Thrapp and seconded by Ellenberger to appoint the Zoning Hearing Board members for 2019. **Resolution 2018-26 passed by a vote of 4-0.**
6. A Motion was made by Thrapp and seconded by Ellenberger to appoint the Coopersburg Municipal Authority Members for 2019. **Resolution 2018-27 passed by a vote of 3-0 (Balascak abstained).**
7. A Motion was made by Thrapp and seconded by Ellenberger to approve the 2019 Management Agreement with the Coopersburg Municipal Authority. **The Motion passed by a vote of 4-0.**
8. A Motion was made by Ellenberger and seconded by Balascak to approve the Tree Lighting request from the Greater Lehigh Valley Chamber and allow the Borough Manager and Solicitor to make sure all insurance and documentation is acceptable. **The Motion passed by a vote of 4-0.**
9. A Motion was made by Ellenberger and seconded by Thrapp to accept the retirement of Public Works Supervisor, Dennis Nace, with great appreciation and regret. There was further discussion regarding Nace and his contribution to the Borough for over 40 years. **The Motion passed by a vote of 4-0.**

10. A Motion was made by Balascak and seconded by Ellenberger to make an offer of employment to David Kelly to fill the Public Works Crewman job position. Balascak gave a background on the process of advertising, reviewing, interviewing, and testing applicants. There was further discussion regarding the position needs and Kelly's qualifications. Balascak stated that Kelly had a good energy and willingness to work. The interview committee (Craig, Balascak, Poot, and Supervisor Carl) made the recommendation to Council to hire David Kelly for the open position. The position will be offered at an initial hourly rate of \$19.00 an hour with an increase to \$19.50 after a successful 6-month review. The position will not have a defined benefit pension, and all other benefits will be as directed by the Admin Committee. **The Motion passed by a vote of 4-0.**

REPORTS OF COMMITTEES

1. Infrastructure
 - a. Highway – Council Member Balascak stated that the manager for the Kratz property on W State Street will sign off on the HOP for PennDot. The Engineer reviewed the Katzbeck sketch plan for Springfield Street and stated that there were some issues to be addressed. Erdman sent a letter to Katzbeck. Balascak stated details regarding Nova Chip for Fairmount Street, that leaf collection was continuing, and the compost site would be closing for winter hours after Thanksgiving.
 - b. Septic – Council Member Balascak stated that the Public Works Department would be attacking I&I issues in 2019. There is concern regarding the percentage of flow to the waste water treatment plant. A letter was sent to Valley Manor regarding their leaking lateral, and W State Street is anticipated to be lined. There was further discussion regarding Upper Saucon expanding the plant and other sewer concerns.
2. Public Safety/Governmental Relations
 - a. Council President Felch gave Council information regarding Project Life Saver. The program helps reduce the risk of missing, endangered individuals such as those who struggle with Autism or Alzheimer's. There was further discussion regarding the costs, the program, how it could be managed, and the reduction in response time for finding a missing individual.
 - b. The Fire Company is excited about the Tree Lighting Ceremony on December first, and their tree sales are starting the Friday after Thanksgiving.
 - c. Mayor Hovis thanked the Public Works Department for their clean up job on the unexpected snow in November.
3. Administration and Finance
 - a. Council member Ellenberger stated the Committee was pleased with the Budget passing and no tax increase.

REPORTS OF PROFESSIONAL ADVISORS

1. Solicitor: No additional report.
2. Engineer: No additional report.
3. Borough Manager: Manager Paashaus stated that the December Council meeting will also be a legal hearing for a request of inter-municipal transferring of an "E" Liquor License to the Turkey Hill Minit Market.

NEW BUSINESS

1. Mayor Hovis requested an update on the Historical Society's plan to renovate a new museum. Felch stated that they mailed requests for support to all households in the Borough. The Historical Society is beginning a funding campaign to start the project.

UNFINISHED BUSINESS

1. Municipal Parking will remain on the Agenda.
2. RFP for Engineering/Zoning/Code Enforcement will remain on the Agenda.

ADJOURNMENT

A Motion was made by Balascak and seconded by Ellenberger to adjourn. The meeting adjourned at 8:50 PM.

Timothy Paashaus – Borough Manager

John Felch, Jr. – Council President