

**COOPERSBURG BOROUGH COUNCIL**  
**Regular Meeting Minutes**  
**May 17, 2022**

The meeting of the Coopersburg Borough Council was held in Borough Hall – Manager’s Office due to the Primary Election, on Tuesday, May 17<sup>th</sup> & was called to order by Council President Poot at 7:00 p.m.

**OPENING CEREMONIES**

The Pledge of Allegiance was recited.

All present were Mayor Hovis, Council Members Dietz, Dowdle, Ellenberger, Kane, Norman, Poot, Thrapp, Manager Paashaus, Engineer Erdman, Solicitor Ulrich.

**AGENDA**

A Motion was made by Dowdle & seconded by Thrapp to approve the Agenda as printed. **The Agenda was adopted by a vote of 6-0 (Norman not present for vote).**

**PUBLIC COMMENT**

No Public Comment.

**CONSENT AGENDA**

A Motion was made by Thrapp & seconded by Dietz to receive the Monthly Reports (Monthly Financial Statements, Council Information, Police Report, Fire Report), & approve the previous meeting minutes from April 19, 2022. **The Consent Agenda was approved by a vote of 6-0 (Norman not present for vote).**

**ACTION ITEMS**

1. A Motion was made by Thrapp & seconded by Dowdle to approve the hiring of a new Public Works Crew Member, Tyler Pfaff. Kane gave summary of the employment search and interviews. If approved, the details of the job offering are in the information packet, and the start date will be June 6, 2022. **The Motion passed by a vote of 7-0.**

**REPORTS OF COMMITTEES**

1. Infrastructure – Council Member Dietz gave updates on the following:
  - a. Ashford Reserve (WB Homes) is projected to submit development plans for review.
  - b. MSK has an approved plan, but it has not been recorded to date. Building Plans were submitted, but permits will not be issued until all other pending items are complete.
  - c. MS4 – Dietz will meet with the Manager & PW Director to draft a new Stormwater Ordinance.
  - d. Stone Harvest will be working on their N.O.T. for the end of the project.
  - e. Oxford Ridge had further discussion regarding the rain garden issue & stormwater concerns. Dietz issued a memo to Council regarding the Borough Stormwater Ordinance and changes to any plans.
  - f. Dietz will meet with the PW Director regarding ideas for the Liberty Trolley Culvert.
2. Public Safety – Mayor Hovis stated that the Police & Fire Report were given to Council for review. Hovis stated that he had property maintenance concerns. Letters were sent to properties with tall grass and other issues.
3. Administration & Finance – 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. RFP results for Borough Engineer – Council Member Kane gave a background on the year long review of proposals from several engineering firms. The review of all proposals resulted in three top firms (KCE, Barry Isett, & McCarthy). Kane stated that they were generally comparable financially, and the review focused on experience, recommendations, and other aspects. A Motion was made by Kane and seconded by Ellenberger to appoint McCarthy Engineering to be the Borough Engineer, effective July 1, 2022, and have KCE remain as a secondary engineer for certain current projects and transition. There was further discussion regarding the transition, schedule, the fact that BI is the zoning/building/Authority Engineer, and historical value of KCE. Thrapp stated her concern regarding the loss of KCE's knowledge of the borough's past. Council intends to review all professional advisors from time to time, and engineering has never had a request for competitive proposals. **The Motion passed by a vote of 7-0.** The Manager will work with KCE and McCarthy to transition projects and plans.

### NEW BUSINESS

Council expressed their congratulations to Council Member Norman on her new baby, Andrew Michael.

### ADJOURNMENT

A Motion was made by Thrapp & seconded by Poot to adjourn. The meeting adjourned at 7:45 PM.