

**COOPERSBURG BOROUGH COUNCIL**  
**Regular Meeting Minutes – In Borough Office**  
**May 20, 2025**

The meeting of the Coopersburg Borough Council was held in the Borough Hall Office on Tuesday, May 20<sup>th</sup> & was called to order by Council Vice President Poot at 7:00 p.m.

**OPENING CEREMONIES** –

All present were Mayor Hovis, Council Members Dietz, Ellenberger, Norman, Poot, Ritter, Manager Paashaus, Solicitor Gross McGinley, McCarthy Engineering. Council Members Dowdle, Yeager, & Police Chief were absent.

**AGENDA**

A Motion was made by Dietz & seconded by Norman to approve the Agenda as written. **The Agenda was adopted by a vote of 5-0.**

**PUBLIC COMMENT** – No Public Comment

**CONSENT AGENDA**

A Motion was made by Dietz & seconded by Norman to receive the Monthly Reports (Financial Statements, Council Information Report, Police Report/Vehicle Report, Fire Report, Engineer Report, Zoning/Building) & approve the previous meeting Minutes from April 15, 2025. **The Consent Agenda was approved by a vote of 5-0.**

**ACTION ITEMS**

1. A Motion was made by Norman & seconded by Dietz to approve the hiring of Public Works Crew Member, Benjamin Horner, at an hourly wage of \$24.00. The Manager gave a summary of the interview process & recommendations from current staff. **The Motion passed by a vote of 5-0.**
2. A Motion was made by Ellenberger & seconded by Norman to approve the contract with Integral to perform the security update to the police department at a total project cost of \$9,837.51. There was a brief discussion regarding the contract cost & state requirement. **The Motion passed by a vote of 5-0.**
3. A Motion was made by Dietz & seconded by Norman to approve the contract with Pennoni to complete the previous contract with URDC for updating the Borough’s Comprehensive Plan/Recreation Plan & SALDO at a cost of \$44,000.00. There was a brief discussion regarding the contract, review of Pennoni’s work, cost of the project, & recommendations from the Comp team. **The Motion passed by a vote of 5-0.**
4. A Motion was made by Dietz & seconded by Norman to adopt the Lehigh Valley’s Hazard Mitigation Plan. **Resolution 2025-7 passed by a vote of 5-0.**
5. A Motion was made by Dietz & seconded by Norman to approve the 5-year, interest-free, promissory note with Lehigh County to purchase police & fire radios in the amount of \$321,101.88. There was further discussion regarding the radio purchase, timeframe, & other requirements for loans between municipal organizations. This note is considered “subsidized debt”, under 8024 of the Act, & payments under a “subsidy contract” with another local government unit is excluded from advertising requirements. **The Motion passed by a vote of 5-0.**

**REPORTS OF COMMITTEES**

1. Infrastructure – Council Member Dietz & Norman gave the following updates:
  - Tree Ordinance – The draft is nearing completion & will be sent to Council for review.
  - MSK – Issues with drainage, & the meeting with PennDot was inconclusive.
  - MS4 – Ongoing training, monitoring, & improvement by Public Works.
  - 314 S 9<sup>th</sup> Street – No further updates from the owner. Waiting on Army Corps of Engineers. There was further discussion regarding the resident dumping grass clippings & waste on the Trolley Trail.
  - Bird Town – Coopersburg is now the 85<sup>th</sup> Bird Town.
2. Public Safety – No additional report.
3. Administration & Finance – Council Member Ritter gave an update on the Budget & the impact of purchasing Stone Park & the Radio Note on Capital Reserve.

**REPORTS OF PROFESSIONAL ADVISORS**

1. Solicitor: No additional report
2. Engineer: Engineer No additional report.
3. Borough Manager: Manager Paashaus stated that a resident wanted to Council to be aware of the ongoing concerns at 230 E Landis Street. The electronic sign is in violation of the Zoning Code for size & brightness. Although the owner was notified of the violation & will likely appeal, the issues remain & impact on the resident’s home. There was further discussion from Council regarding the sign issue.

**UNFINISHED BUSINESS**

1. Tree Ordinance remains.

**NEW BUSINESS**

Mayor Hovis stated that the Coopersburg Farmers Market was open for the season, & their first week was a success.

**ADJOURNMENT**

A Motion was made by Ellenberger & seconded by Dietz to adjourn the meeting. The Meeting ended at 7:41PM.