

Borough of Hellertown
Council Meeting Minutes
Monday, June 6, 2016

An Executive Session was held prior to the start of the meeting at 6:15 p.m. to discuss personnel matters, potential purchase of land, and possible litigation.

I. Call to Order – Thomas Rieger, 7:00 p.m.

II. Pledge - All

III. Roll Call – Cathy Hartranft

John Bate-	Present
Earl Hill-	Absent with prior notification
James Hill-	Present
Michael McKenna-	Present
Herbert Payung-	Present
Thomas Rieger-	Present
Philip Weber-	Present
Mayor Fluck-	Present

Also in attendance were Michael Corriere, Cathy Hartranft, Robert Shupp, Tom Henshaw, Bryan Smith, Kris Russo, and Tina Krasnansky. Angie Bauer was absent with prior notification.

IV. Adoption of Meeting Agendum

Motion made by John Bate, seconded by Herbert Payung, to approve the meeting agendum as written. Motion carried 6-0.

V. Approval of Meeting Minutes

- A. Monday, May 2, 2016, Meeting Minutes
- B. Monday, May 16, 2016, Meeting Minutes

Motion made by Philip Weber, seconded by Michael McKenna, to approve the May 2, 2016, and May 16, 2016, Meeting Minutes as written. Motion carried 6-0.

VI. Courtesies of the Floor

A. Pre-Scheduled Appearances

1. Glenn Higbie- Presentation of 2015 Hellertown Borough Authority Audit

Mr. Higbie- There were no issues with the audit of last year and was a clean audit. We had a slight increase in revenue due to a slight increase in the water rate. We are still one of the lowest rates in the Lehigh Valley. The sewer rate is going up due to increased costs at the regional treatment plant for upgrades.

Many Capital projects have been completed this year. About 3,400 feet of pipe was cleaned and lined. Ten valves, six hydrants, and 280 feet of mains were replaced. The method of disinfectant was changed on two of the wells. We replaced the roof on the office building, garage, and well station. Lastly, we will be purchasing a replacement vehicle and additional emergency response equipment.

2. Michael Sutherland- Presentation of Hellertown Walking and Biking Plan

Mr. Sutherland- While attending Penn State University, I began working on a Walking and Biking Plan as called for in the Hellertown/Lower Saucon Township Comprehensive Plan. I created a survey to see what the needs were. I received 90 responses. A map was shown to the audience showing areas in the Borough where the sidewalks are not ADA compliant. One spot of concern that was noted was the intersection of Water and Harwi Streets. The fact that it there is not compliant sidewalk makes it difficult to travel from the Rail Trail to the businesses on Main Street. A traffic calming device should also be installed on Harwi to slow traffic. A recommendation that was devised from the survey is once the bridge at Tumminello is complete, to find a way to connect it to the newly completed trail at the school district. Speeding seems to be an issue around town. I would recommend the Borough look into traffic calming devices. It could be as simple as painting lines on current unlined roads for example Depot Street or taking back portions of extra wide streets to use for Borough purposes and to

also slow the traffic. Many grant opportunities are available for this type of issue.

Mr. Rieger thanked Mr. Sutherland for his work on behalf of Council.

3. Dave Harte- Discussion on Saucon Manor Property

Mr. Harte- I came to speak to Council regarding the conversion of the condo building to assisted living as well as recreation fees. We have gone to the Zoning Hearing Board and received a special exception to convert the building use to assisted living. We then went to Planning Commission to get site plan approval. There would be 55 beds max in this building. We agree to pay the \$16,000 recreation fee as outlined in the 2005 approval letter.

Mr. Corriere- The Borough is allowed to use a phase approach to collect the fees. Once the fees are received, they must be kept in an interest bearing account until used. The question raised is whether to collect the \$16,000.00 for this unit or the entire \$96,000.00 for the entire project. I would recommend only collecting for that one building because the Borough wouldn't be able to touch the funds until the projects were completed and should they not complete all the projects, the Borough would have to repay the money plus any interest accrued.

Mr. Smith noted that the submitted building plans do not meet the approved site plan. Further clarification is needed prior to the issuance of building permits.

Mr. Corriere- The permits cannot be issued until the plans comply.

Mr. Harte- My hope is to meet with Mr. Smith and meet all the conditions of the letter which would make the meeting with the Planning Commission unnecessary.

Motion made by Michael McKenna, seconded by Herbert Payung, to collect the recreation fess for each building at the time of application for permits. Motion carried 6-0.

B. Agenda Items- None

C. Non-agenda Items- None

VII. Reports from Elected Officials

A. President

Mr. Rieger- We need someone from Council to introduce the band and pass the collection buckets around during Music in the Park.

Mr. Weber volunteered.

B. Mayor

Mayor Fluck had nothing to report.

C. Council

Council had nothing to report.

VIII. Reports from Appointed Officials

A. Treasurer- None

B. Engineer

Mr. Smith- Mrs. Hartranft, Mr. Henshaw, and myself met with the contractor for Water Street Park to speak about adjustment of grades needed due to drainage issues.

Bob from Barry Isett & Associates completed draft letter regarding LVIP VII and attended the Lower Saucon Township Planning Commission Meeting. Mrs. Hartranft, Mr. McKenna and Mayor Fluck were also in attendance.

Water Street Bridge replacement is scheduled for Fall 2017 and Spring of 2018.

Hellertown bridges- PennDOT requested Right of Way Ordinances. Mr. Russo provided the ordinance and they were sent to PennDOT.

C. Solicitor

Mr. Corriere- After contacting PPL, I received a call regarding the Maple/Willow Road drainage swale. PPL advised that it was a Verizon pole. I did some research regarding their placement of the pole and sent it back to the Verizon corporate office.. I have not received a response to that at this time. I have asked them to help contribute to the repair due to the pole breaking the pipe.

D. Manager

Mrs. Hartranft- We were notified that we received a grant of \$186,000.00 for piece of equipment to for Compost Center. It is a loader used to move and aerate the mulch. It will be purchased through Costars.

There was a meeting held on Friday to determine 2016 road project. I should have the bid documents for next meeting.

E. Chief of Police

Chief Shupp- The Click-It-or- Ticket was recently completed. We wrote 67 citations, 9 of which were for seatbelts.

F. Public Works Director

Mr. Henshaw- The pool is ready to open on Saturday.

G. Zoning/Codes Officer

Mr. Russo had nothing to report.

H. Fire Chief

1. Chris Scherer- Discussion on Ambulance Specifications and Grant Award of \$164,777.00

Mr. Scherer- We were awarded a grant to fund the new ambulance. Our dealer is waiting to send it to the manufacturer. I am asking the Borough to front the money and issue the purchase order. The money will be repaid with the casino fund.

Mrs. Hartranft- Since there is no money due upfront, the Borough will already receive two quarterly payments before the vehicle is delivered so the Borough would only be fronting half of the funds. Staff recommendation would be to take the funds from Fire Capital.

Motion made by John Bate, seconded by Michael McKenna, to issue purchase order and to borrow the money from the Fire Fund.
Motion carried 6-0.

I. Emergency Management

Mr. Bate had nothing to report.

IX. Unfinished Business

1. Discussion on Repairs to Maple/Willow Road Drainage Swale

Motion made by Philip Weber, seconded by Herbert Payung, to table until the June 20, 2016, meeting.

X. New Business

1. Outstanding Obligations- Approval of Payments

Motion made by Michael McKenna, seconded by Herbert Payung, to approve the payment of bills. Motion carried 6-0.

2. Discussion on Ordinance Regulating Food Trucks

Mrs. Hartranft- We had a request for a food truck to park on public property for a limited amount of time. We do not have an ordinance regulating food trucks.

Motion made by Michael McKenna, seconded by Herbert Payung, to instruct staff and Mr. Corriere to draft an ordinance. Motion carried 6-0.

3. Authorization to Advertise Ordinance 808, Amendment to Nuisance Ordinance- Council Action

Mr. Corriere- I worked on creating an amendment to the Nuisance Ordinance. The amendment would also add flexibility to Mr. Russo.

He can cite under the tall grass ordinance and also nuisance ordinance.

Mr. Russo- The issue under the property maintenance code allows for 20 day appeal process. We are looking to cut the time down to 10 days to appeal and then can cite the property owner and place a lien for the grass cutting.

Motion made by Herbert Payung, seconded by James Hill, to advertise Ordinance 808. Motion carried 6-0.

4. Adoption of Resolution 16-13, Adopting A Time Limit Policy- Council Action

Mr. Rieger- Going back in our records, there is an at-length discussion a five minute speaking policy which can be extended upon the wish of Council. There is no resolution and a copy of the policy could not be found.

Motion made by John Bate, seconded by Michael McKenna, to table Resolution 16-13. Motion carried 6-0. Staff was directed to have a resolution ready by the June 20th meeting.

5. Approval of Special Event Request and Banner Request for Dewey Fire Company Carnival, July 12-16, 2016. Contingent Upon Receipt of Indemnification and Certificate of Insurance from Vendors- Council Action

Motion made by John Bate, seconded by Michael McKenna, to approve the Special Event Request for the Dewey Carnival. Motion carried 6-0.

6. Recording of Borough Meeting

Mr. Corriere- The Commonwealth ruled in 1997 that the recording of meetings was not a public record. Since then, it is considered a public record until destroyed. So it would be made available for two weeks until it is destroyed at the next meeting. We are not required to record the minutes. The audience can record the meeting as long as it is made clear it is being recorded.

Mr. Rieger- A policy and resolution regarding destruction of property will need to be done regardless. As far as the recordings, we have two options. One is to stop all recording. The second is to do video recording of the minutes. The school district did it for around \$150.00. It would cost us a little more because of upgrades needed to the microphones.

Motion made by John Bate, seconded by Michael McKenna, to table this matter until the first meeting in July while Mr. Rieger gets more information on the video recording and to draft a destruction policy and resolution. Motion carried 5-1 (Mr. James Hill abstained).

XI Announcements- None

XII. Executive Session- None

XIII. Adjournment

Motion made by Michael McKenna, seconded by Herbert Payung, to adjourn the meeting at 8:45 p.m. Motion carried 6-0.

Adopted by the Hellertown Borough Council this 2nd Day of June 2016.


Borough Secretary