

Borough of Hellertown
Council Meeting Minutes
Monday, July 15, 2013

I. Call to Order – Philip Weber, President 7:00 p.m.

II. Pledge - All

III. Roll Call – Cathy Kichline

John Bate-	Present
Michael McKenna-	Present
Gail Nolf-	Present
Joseph Pampanin-	Present
Thomas Rieger-	Present
Richard Staffieri-	Present
Philip Weber-	Present
Mayor Fluck-	Present

IV. Adoption of Meeting Agendum

Motion made by Thomas Rieger, seconded by John Bate, to approve the meeting agendum with the change of moving Fire Chief's Report up to the beginning of the agenda following the swearing in of Officer Messinger. Motion carried 7-0.

V. Approval of Meeting Minutes

A. Monday, July 1, 2013, Meeting Minutes

Motion made by John Bate, seconded by Thomas Rieger, to approve the July 1, 2013, Meeting Minutes as written. Motion carried 6-0 (Mr. Weber abstained).

****** Swearing In of Part-Time Police Officer Matthew Messinger******

Mayor Fluck gave the Oath of Office to swear in Part-time Police Officer Matthew Messinger.

Fire Chiefs Report

Rick Delmore, 927 Juniper Road- To date, we have received 180 calls. That is up 5 percent from last year at this time. Nine members have

completed the National HAZMAT Certification. The new truck is now in service. A committee is being formed to plan the purchase of the new utility truck. We are hoping to gain interest in volunteers through the 4-County Fireman's Parade.

VI. Courtesies of the Floor

A. Pre-Scheduled Appearances- None

B. Agenda Items- None

C. Non-agenda Items-

Earl Hill and Stacy Torkos, Hellertown Historical Society, thanked everyone who came to the Grist Mill to resolve the issue at the pond. Due to their quick response, they were able to have everything fixed and cleaned up prior to the arrival of the guests for the Tavern Room rental.

Joe Delfoe, 838 Maple Road- The Authority Park fountain has been running for a week. It is now a water saver fountain. The drinking fountain has been ordered. We will be grading this week. I expect the project to be completed in four to five weeks.

VII. Reports from Elected Officials

A. President- None

B. Mayor- None

C. Council

Mr. Pampanin- Restaurant Week is July 21, 2013, through July 27, 2013.

Ms. Nolf- Everything at the pool is going well. The police presence has been noted and appreciated.

VIII. Reports from Appointed Officials

A. Treasurer

1. Treasurer's Report

Motion made by Michael McKenna, seconded by Richard Staffieri, to receive the Treasurer's Report. Motion carried 7-0.

2. Monthly Finance Report

Motion made by John Bate, seconded by Thomas Rieger, to receive the Monthly Finance Report. Motion carried 7-0.

B. Engineer

1. Construction Projects Update

Mr. Smith- We are still waiting on fencing, railings, and the ball screen at the Grandstand. They are anticipated to be installed later this month.

Barry Isett & Associates is still waiting on a price from the contractor for the fence and gate addition at the base of the ramp/stairs to the bandshell.

The PPL pole was relocated and the light reinstalled at the Borough Hall project. A site punchlist was prepared on Friday, July 12, 2013. The contractor is scheduled to finish the sidewalk and complete several punchlist items this week. The light poles are to be shipped July 21, 2013, and installed shortly thereafter. The contractor has until August 1, 2013, to complete all work.

Barry Isett & Associates are working with staff and Mr. Corriere to determine the amount of liquidated damages for the delayed installation of the pool liner.

2. Saucon Valley Manor

Mr. Smith- Saucon Valley Manor presented application to convert one 16 unit condo building into 31 independent living, one bedroom apartments. Planning Commission discussed the application with the applicant on a number of issues including total number of units, off street parking, trail connection, traffic study, and impervious coverage. Based on deliberation, the applicant said they will revise the plan to prevent having to go to Zoning on a number of issues. The Planning Commission recommendation will be presented to Council for review and discussion at the August 19, 2013, meeting. The applicant is working with the Hellertown Borough Authority to fix any outstanding issues. The \$96,000.00 recreation fee will need to be paid prior to the applicant applying for any new permits.

3. Water Street Park

Mr. Smith- Barry Isett & Associates is preparing application to DCED Greenways and Trails grant program for \$193,000.00 in improvements to Water Street Park. This application will be a match to a second application being prepared in August to the Monroe County Gaming Funds. The funding will be used to improve the parking lot and add walks, site lighting, and entrance signage.

C. Solicitor

Mr. Corriere- Code citations have been filed on 1325 2nd Avenue.

The Borough is waiting on Northampton County to issue a final determination letter so we can adopt the Floodplain Ordinance.

We should receive the executed settlement agreement by the August 5, 2013, for the Chew/Pierce property. They may need to make a payment plan.

Staff and myself are calculating the liquidated and consequential damages to be deducted from the final invoice for the pool liner.

I am drafting a letter to Lehigh County Housing Authority for the property at 950 Front Street to request a financial contribution in lieu of taxes. We can inquire but it is not mandatory that we receive payment.

I have reviewed the terms and conditions of the Library Lease Agreement. The matter was reviewed by the Lower Saucon Township Solicitor who agrees that the best way to proceed is to maintain the current HAL Board of Trustees and seek to amend the by-laws to include representation from Lower Saucon Township.

Staff is currently reviewing potential SALDO and Zoning changes which would be added to the proposed SALDO/Zoning changes in draft Ordinance 777, which was tabled by Council.

D. Manager

1. General Obligation Note Review

Ms. Kichline outlined various key points in a review of the General Obligation Note, including funds spent to date and estimated funds needed to complete the various projects.

The Borough received \$7,867.00 from the Act 101 Recycling Performance Grant. There were 677 tons recycled.

J.P. Mascaro has gone to single stream recycling. All recyclables can be comingled and placed in one container. Cardboard will still need to be cut to size and bundled. A brochure is being prepared and will be mailed to all households in the Borough.

E. Chief of Police

1. Monthly Report

Motion made by Michael McKenna, seconded by Thomas Rieger, to approve the Police Monthly Report and make a part of these minutes. Motion carried 7-0.

Mr. Bate inquired as to the status of the police car that will be taken out of service and transferred to the Code Department.

Chief Shupp- All the equipment has been removed from the vehicle. The decals are going to be removed later this week.

We applied for a grant from LCP for portable breath tests.

F. Public Works Director

1. Monthly Report

Motion made by Thomas Rieger, seconded by Gail Nolf, to accept the Public Works Monthly Report and make a part of these minutes. Motion carried 7-0.

The Public Works crew is assisting Lower Saucon Township with their oil and chipping their roads. When they are completed, the Township will help with the Borough roads.

Mr. Rieger commended the Public Works Department on the Tumminello Park project.

G. Zoning/Codes Officer

1. Monthly Report

Motion made by Thomas Rieger, seconded by Gail Nolf, to approve the Zoning/Code Enforcement Monthly Report and make a part of these minutes. Motion carried 7-0.

H. Fire Chief

Chief Delmore gave his quarterly report earlier in the meeting.

I. Emergency Management- None

IX. Unfinished Business

1. Authorization to Sign the SR412/I-78/Kichline Avenue Traffic Signal Permit- Council Action

This item will be discussed during Executive Session.

X. New Business

1. Outstanding Obligations- Approval of Payments

Motion made by Richard Staffieri, seconded by Thomas Rieger, to approve the payments. Motion carried 7-0.

2. Award Bid for Harris Street Bridge Deck Replacement- Council Action

Mr. Smith- Five bids were received for the Harris Street Bridge Project. Grace Industries was the low bidder with a bid of \$193,450.00. That includes a \$10,000.00 allowance. Their bid is complete.

Mr. Rieger- How much more Engineering fees can we expect to incur for this project?

Mr. Smith- Approximately \$29,000.00. The project was originally budgeted for \$185,000.00. The Engineering budget was \$60,000.00.

Motion made by Thomas Rieger, seconded by John Bate, to award the bid to Grace Industries for \$193,045.00. Motion carried 7-0.

3. Adoption of Resolution #13-12, Authorizing Application to the Greenways Trail and Recreation Program.

Mr. Smith- This is the application for Water Street Park improvements including lighting, parking, and signage. There is a 50 percent match required and we will be applying to the Monroe County Gaming Authority for the other portion.

Motion made by Michael McKenna, seconded by Joseph Pampanin, to authorize signature of Resolution #13-12. Motion carried 7-0.

4. Discussion of Dewey EMS Gaming Authority Award Grant Reimbursement.

Mr. Bate- We were awarded a Gaming Authority Grant for \$39,000.00 for a LifePak 15. The Gaming Authority is making quarterly payments but I would like to purchase the Lifepak 15 prior to the quote expiring. I would like permission to use funds from the Borough and the Borough would then be reimbursed with the quarterly payments.

Ms. Kichline- Our request for a lump sum payment was denied. Dave Heintzelman will be at a Council Meeting in August to update Borough Council on the Northampton County Gaming Authority.

Motion made by Thomas Rieger, seconded by Michael McKenna, to approve the use of Borough funds to purchase the Lifepak 15 conditional upon reimbursement to the Borough when quarterly funds are received from the Northampton County Gaming Authority. Motion carried 7-0.

5. Authorization to Purchase Air Packs for Dewey Fire Company- Council Action

Ms. Kichline- The air packs were a budgeted item. There was a discrepancy in the fund balance and Chief Delmore will need to use \$10,000.00 from his Capital fund or re-allocate a line item in the Fire Appropriation account.

Motion made by Gail Nolf, seconded by John Bate, to purchase air packs. Motion carried 7-0.

6. Approval of Payment Application #4 for CC Construction in the Amount of \$78,709.00- Council Action

Motion made by Thomas Rieger, seconded by Michael McKenna, to approve the application for payment to CC Construction. Motion carried 7-0.

Ms. Kichline- There is one more payment outstanding to CC Construction.

7. Review and Acceptance of 2012 Audit

Ms. Kichline outlined key items from the 2012 Audit.

Motion made by Michael McKenna, seconded by Thomas Rieger, to accept the 2012 Audit as written. Motion carried 7-0.

8. Special Event Request of Saucon Valley Future Business Leaders of America to Set-Up an Alex's Lemonade Stand at Various Parks Throughout August- Council Action

Giacomo Pazzaglia and Matthew Cherry- As part of the Saucon Valley Future Business Leaders, we must give back to the community. We are looking to set up an Alex's Lemonade Stand throughout the month of August. All of our provisions are donated by Giant Foods Store. We make no profits and all donations go toward cancer research.

Ms. Nolf- My concern with you setting up at special events is that other groups are currently sponsoring events throughout that may interfere with their fundraising efforts. One possibility would be to speak with the Farmers' Market to set the stand up there.

Motion made by John Bate, seconded by Gail Nolf, to support having a stand at Walnut Street Trailhead on Saturdays through August from 1:00 p.m. until 6:00 p.m., and to speak with the Farmer's Market and Community Day committees about setting up at their venues. Motion carried 7-0.

XI. Announcements

Mr. McKenna- The Dewey Fire Carnival begins tomorrow. The fireworks are Friday at 10:00 p.m.

Mr. Bate- One price for all rides nights are Tuesday, Wednesday, and Thursday.

XII. Executive Session

Motion made by Thomas Rieger, seconded by Joseph Pampanin, to adjourn to Executive Session at 8:05 p.m. Motion carried 7-0.

Mr. Corriere- The Executive Session will be held to discuss zoning issue and the I-78/Route 412/Kichline Avenue Signal Permit.

Council reconvened from Executive Session at 8:45 p.m. Mr. Corriere advised that the purpose of the Executive Session was to discuss police personnel, legal ramifications of not signing a signal permit, and Council's position on an upcoming Zoning Hearing Board application.

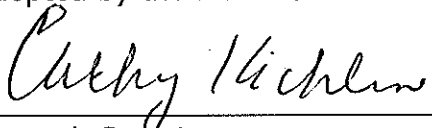
Motion made by Ms. Nolf, seconded by John Bate, to hire Matthew Messinger as a part-time probationary police officer at a rate of \$13.00 per hour. Mr. Messinger's future status will be discussed upon completion of 300 hours.

Motion made by Michael McKenna, seconded by John Bate, to authorize Ms. Kichline to execute the I-78/Kichline Avenue Signal Permit. Motion carried 7-0.

XIII. Adjournment

Motion made by Richard Staffieri, seconded by John Bate, to adjourn the meeting at 8:50 p.m. Motion carried 7-0.

Adopted by the Hellertown Borough Council this 5th Day of August, 2013.



Borough Secretary

HELLERTOWN POLICE DEPARTMENT MONTHLY REPORT

June 2013

This is the monthly report for the Hellertown Police Department from June 1st through June 30th, 2013.

During the month of June the Police received 380 calls for service. We did receive 3 Theft, 9 Domestic/Assault, 2 Fraud, 9 Harassment, 1 Burglary and 9 traffic collision calls. We wrote 101 citations.

The Police Department filed 26 charges including 4 for Narcotics Possession, 8 for DUI and 3 for Assault.

The Hellertown pool is now open and we are doing our daily walks around the pool. We have not heard of any major violations or incidents at the pool so far this year. We attended an auction the, now disbanded, Berks-Lehigh Regional Police held to sell all of their equipment and did purchase a child fingerprint station like the one we keep borrowing from The City of Bethlehem. The fingerprint station retails for around \$900.00 and we were the winning bid at \$20.00. We will be using the station at community day this year. The little league counterfeiter was caught by Officer Fischer and arrested. He did admit to using the counterfeit bills and was turned over to the U.S. Secret Service. If you need anything just call or stop in.

Chief Robert Shupp III

Angie Bauer

From: Tom Henshaw
Sent: Friday, July 12, 2013 8:08 AM
To: Angie Bauer
Cc: Cathy Kichline
Subject: Monthly Report-Current.xls

PUBLIC WORKS AND PARKS DEPARTMENT MONTHLY REPORT JUNE,2013

1 ACTIVITY COMPLETED

Daily-clean restrooms,empty trash at pavilion,cut and trim grass.
Check pool,release filters or backwash as needed and add water.
Weekly-sweep streets,empty trash at all parks,clean catch basins,
cut cemetery grass,compost center,recycling and cleared culvert grate

Tree Trimming

Streets on paving schedule

Rails to trails

Dimmick Park

Other-Pool

Pumped out pool

Pressure washed deck

Pumped out splash pad tank & cleaned

Installed nozzles & piping on splash pad

Reset and rewired ticket booth

Hung new rule sign and price sign

Installed ice machine in snack stand

Painted ticket booth , guard platforms and bark benches

Repaired sump pump in filter bin and hose to slides

Installed new exhaust fan motor in filter building

2 PROJECTS WORKED ON/COMPLETED DURING THE MONTH

Installed new locks in police area

Unloaed new benches at band shell

Repaired dog waste bag dispencers

Trimmed all shrubs in Dimmick Park

Worked on fountain behind Authority office
Painted Borough hall porches, doors and stable doors
Hauled mulch to Borough hall and to Tumminelo for spreading
Applied new borough logo on all trucks
Installed signage at entrance to All's Auto

3 NUMBER OF TIMES CALLED OUT AFTER WORKING HOURS

0

4 MEETINGS AND/OR TRAINING ATTENDED (ALL DEPARTMENT PERSONNEL)

Safety meeting
Meetings daily with Dimmick Park G. C. foreman
Meeting with Angie-Tumminelo hours
Meeting with Mark Walters at Tumminelo
Meeting with Tina - Rails to Trails grant

5 COMPLAINTS ATTENDED TO

Trash complaint
Brush complaint
Tree branch complaint on Constitution Ave.

6 OTHER- Brush collection week of 6/10

Moved benches and bleachers at band shell
Repaired compost trailer door lock
Cleaned spouting on resrroom in park
Helped liner installers load old liner into dumpster and unload new liner
Helped L.S.T. paint vascar lines
Hauled scrap to Blindermans



BOROUGH OF HELLERTOWN

Zoning and Codes Office

685 Main Street

Hellertown, Pennsylvania 18055-1745

Hellertownborough.org

610-838-7041 * Fax 610-838-0500

Monthly Report July 2013

Local permits issued: 33

BIA permits issued: 40

Residential Rental Inspections completed: (2)

111 Thomas-Pass, 557 Ellen-Fail

Complaints received from citizens, public works, and police: 24

Violation Letters Mailed: 25

Citations: (5) Velas Property

Planning Commission activity: Condos at Saucon Valley Manor: Tabled until next month. Applicant to submit new plans to show reduced parking by removing one building. Also make changes according to review letter and pay owed rec fees.

ZHB activity: 1 scheduled for July: Hellertown Storage looking to expand to indoor storage at old dry cleaning plant.

Meetings/Classes attended: 2 Borough Council 0 Z.H.B.

1 Planning Commission

Court Appearances: (0)

Other Information:

-Velas property update: 5 citations issued. Waiting for word from Tidd's office.

-935 Easton Road Hoarder: 45 Day follow up inspection showed progress. Some minor improvement

-Efforts to collect late business license and rental license fees is under way. Numerous letters have been sent out advising properties of non-payment.

Business Activity:

612 Main St.-Thrift Store to be closing this month.