

Borough of Hellertown
Council Meeting Minutes
Monday, August 3, 2015

An Executive Session was Held Prior to the Meeting at 6:15 p.m.

I. Call to Order – Thomas Rieger, 7:13 p.m.

II. Pledge - All

III. Roll Call – Cathy Hartranft

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|--------------------|---------|
| John Bate- | Present |
| James Hill- | Present |
| Michael McKenna- | Present |
| Joseph Pampanin- | Present |
| Herbert Payung- | Present |
| Thomas Rieger- | Present |
| Richard Staffieri- | Present |
| Mayor Fluck- | Present |

Also in attendance were Cathy Hartranft, Michael Corriere, Bryan Smith, Kris Russo, Tom Henshaw, and Angie Bauer. Chief Shupp was absent from the meeting.

IV. Adoption of Meeting Agendum

Motion made by Joseph Pampanin, seconded by Herbert Payung, to approve the meeting agendum as written. Motion carried 7-0.

V. Approval of Meeting Minutes

A. Monday, July 20, 2015, Meeting Minutes

Motion made by Joseph Pampanin, seconded by Herbert Payung, to approve the July 20, 2015, Meeting Minutes as written. Motion carried 7-0.

VI. Courtesies of the Floor

- A. Pre-Scheduled Appearances- None
- B. Agenda Items- None
- C. Non-agenda Items- None

VII. Reports from Elected Officials

A. President

Mr. Rieger- There was an Executive Session held prior to tonight's meeting to discuss personnel and contract matters.

Mr. Rieger informed Council the Public Works employees are requesting a cell phone reimbursement for using their personal cell phones during working hours.

Mrs. Hartranft suggested a stipend of \$25.00 a month and a policy in place.

Council directed Mrs. Hartranft to check with other municipalities on their policies. This will be revisited at the August 17, 2015, meeting.

Mr. Rieger- There will be a special meeting of Council on August 10, 2015, beginning at 6:00 p.m. to view Borough owned properties. No business will be conducted at this meeting.

B. Mayor

Mayor Fluck- There will be a ribbon cutting ceremony on August 15, 2015, from 9:00 a.m. to 1:00 p.m. for Dr. Newman's new dentistry office.

Mr. Rieger- There will also be a 30th Anniversary celebration at DiMaio's on August 19, 2015. All items will be thirty percent off that day.

C. Council- None

VIII. Reports from Appointed Officials

A. Treasurer- None

B. Engineer

Mr. Smith- The CDBG ramp project construction has begun.

The Water Street Park project will have substantial completion by this Friday.

Mr. Rieger- UGI has also begun construction on the roads that the Borough will be resurfacing.

C. Solicitor

Mr. Corriere- The maintenance/improvements agreement is in the process of being signed for 708 Main Street.

The engineers that prepared the easements for the Stonewood Development are no longer retained. The easiest way would be to take the Engineer's comments, hand-write them in, and send the revised easements to Attorney Miller for execution.

The 41 liens have been filed with the Civil Division.

D. Manager

Mrs. Hartranft – I sent a contract extension to Bracalente Construction for an October 31st completion date for our paving project and they agreed to the extension.

Motion made by John Bate, seconded to Michael McKenna, to approve the extension of the completion date for the paving project. Motion carried 7-0.

E. Chief of Police

Chief Shupp was not present for the meeting.

Mrs. Hartranft- The police agility tests were completed this past weekend. Six officers will be moving onto the written exam. The Civil Service Commission reapproved the new rules and regulations with all members present.

F. Public Works Director

Mr. Henshaw had nothing to report.

G. Zoning/Codes Officer

Mr. Russo had nothing to report.

H. Fire Chief- None

I. Emergency Management- None

IX. Unfinished Business- None

X. New Business

1. Outstanding Obligations- Approval of Payments

Motion made by Herbert Payung, seconded by John Bate, to approve the payments. Motion carried 7-0.

2. Authorization to Advertise Ordinance 799, Alarm Systems- Council Action

Motion made by John Bate, seconded by Michael McKenna, to advertise Ordinance 799. Motion carried 7-0.

3. Authorization to Advertise Ordinance 800, Establishing Portions of Oak and Divisions Streets One-Way- Council Action

Mrs. Hartranft- Ordinance 800 would make a portion of Oak Street and Division Street one-way. Oak Street would be one-way South from Hampton Avenue to Division Street. Division Street would be one-way West from Harwi Street to Front Street. I would like Council

opinion of a one way north designation for Rohn Road on a permanent basis.

Mr. Henshaw- My only concern was with the library and Mrs. Rotherham was fine with the idea. All residents seem to currently park going North.

Motion made by Richard Staffieri, seconded by Michael McKenna, to advertise Ordinance 800 with the amendment to include Rohn Road. Motion carried 7-0.

4. Discussion and Adoption of Purchasing Policy- Council Action

Mr. Rieger- This policy would establish guidelines for Borough purchases. Under \$500.00, employees will do their best to secure the best prices. Between \$500.00-\$1,499.00 would require informal bids from three sources attached to the purchase order. Between \$1,500.00- \$10,500.00, informal bids and Borough Manager approval are required. Lastly, between \$10,501.00-\$19,399.00 required Councilmatic action.

Mrs. Hartranft- The policy also outlines the RFP process and emergency purchasing.

Motion made by Richard Staffieri, seconded by Herbert Payung, to adopt the Purchasing Policy

Mr. Payung- I would like to see all non-budgeted items between 1,500-\$10,500.00 come before Council also. Motion was withdrawn.

Motion made by Richard Staffieri, seconded by James Hill, to adopt the Purchasing Policy with the amendment of all non-budgeted items between \$1,500.00 and \$10,500.00 requiring Council approval. Motion carried 7-0.

5. Approval of Request from Hellertown Area Library to Use Dimmick Park Parking Lot for a Bus Trip to New York on December 3, 2015-
Council Action

Motion made by Michael McKenna, seconded by John Bate, to approve request to use the Dimmick Parking Lot and allow staff approve future requests as long as the Borough is not charging the entity. Motion carried 7-0.

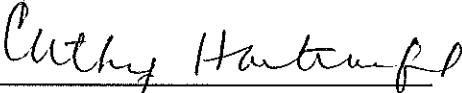
XI Announcements- None

XII. Executive Session- None

XIII. Adjournment

Motion made by John Bate, seconded by Richard Staffieri, to adjourn the meeting at 7:54 p.m. Motion carried 7-0.

Adopted by the Hellertown Borough Council this 17th Day of August 2015.


Borough Secretary