

Borough of Hellertown  
Council Meeting Minutes  
Monday, August 4, 2014

**\*\*\*\*A Special Meeting Was Held at 6:30 p.m. to Review Water Street  
Park Improvements Bid Specifications\*\*\*\***

Mr. Smith- This project is being bid to be completed in three phases. The first phase will be to complete the parking area and stormwater. The second phase will be the restrooms and basketball court. The remainder of the project will be completed in phase three. We are bidding for a base bid but have also included ten alternatives.

Chief requested the addition of a "park rules" sign and adding three violation notices under the "handicap parking" signs.

Mr. Smith- If approved tonight, the bid packet will be available as of Wednesday for an award at the September 2, 2014, meeting.

I. Call to Order – Thomas Rieger, 7:14 p.m.

II. Pledge - All

III. Roll Call – Cathy Hartranft

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

IV. Adoption of Meeting Agendum

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

V. Approval of Meeting Minutes

A. Monday, July 21, 2014, Meeting Minutes

Motion made by Richard Staffieri, seconded by Joseph Pampanin, to approve the July 21, 2014, Meeting Minutes as written. Motion carried 7-0.

**\*\*\*\*Swearing In of New Part Time Officers: Christopher Pfancook & Richard Romig\*\*\*\***

Christopher Pfancook and Richard Romig, Jr., were given the Oath of Office by Mayor Fluck.

VI. Courtesies of the Floor

A. Pre-Scheduled Appearances- None

B. Agenda Items- None

C. Non-agenda Items

Carol Ravier- I am here to get a status report on the repairs being made at 1231 2<sup>nd</sup> Avenue.

Mr. Corriere- The Borough filed and was awarded a judgment requiring the property owner to make the necessary repairs by a date certain. No contempt proceeding were brought because the owners were making progress.

Council will discuss this issue in Executive Session.

VII. Reports from Elected Officials

A. President

Mr. Rieger- Congressman Dent has sent a letter to the Governor and PennDOT on the Borough's behalf about the 412 Project. PennDot has responded to our request for a meeting. It will be August 20, 2014, at

1:00 p.m. The public is welcome to attend the meeting but there is no public comments accepted. The meeting will be duly advertised.

Mrs. Hartranft- Representative Freeman, Senator Boscola, Representative Dent, Northampton County Director of Community and Economic Development, Ken Kraft-Northampton County Representative, a Hellertown-Lower Saucon Chamber representative, Lower Saucon Township Council, and the City of Bethlehem has been invited.

Mr. Rieger- A report will be provided to Council at the September 2, 2014, meeting.

B. Mayor- None

C. Council- None

#### VIII. Reports from Appointed Officials

A. Treasurer- None

B. Engineer

Mr. Bate- Do you have a start date for the pipe by the Pony Bridge?

Mrs. Hartranft- They will begin work on Friday.

C. Solicitor

Mr. Corriere- I am still awaiting for documents to be executed for 1152 Main Street so they can be filed with Northampton County.

I am seeking Council direction on how to complete the certificate of title for Water Street Park. Does Council want me to do a title search or just include "subject to any restriction and covenants" in the certificate?

Mr. Rieger- a title search would be a good idea.

Motion made by Joseph Pampanin, seconded by Michael McKenna, to perform a title search. Motion carried 7-0.

D. Manager

Mrs. Hartranft had only agenda items.

E. Chief of Police

1. Monthly Report

Motion made by Richard Staffieri, seconded by Joseph Pampanin, to accept the Police Monthly Report and make a part of these minutes.

Chief Shupp- This Friday will be the last day there will be police presence at the 412 ramps.

F. Public Works Director

Mr. McKenna- What is being done about the pedestrian bridge by the Post Office?

Mrs. Hartranft- Barry Isett & Associates is preparing a bid package for sidewalk and bridge repair to all Borough owned bridges.

Mr. Rieger- As part of the 2012 Capital Projects Budget, money was put aside to make necessary repairs to five bridges.

G. Zoning/Codes Officer

Mr. Russo- The Re-Runs Thrift Shop has closed. The new laundry mat at 1109 Main Street is now open.

Mayor Fluck- There will be a ribbon cutting for The Lunchbox and Lighthouse Laundromat on August 12, 2014, at 2:30 p.m.

H. Fire Chief- None

I. Emergency Management- None

IX. Unfinished Business

1. Authorization to Advertise Bid Package for Water Street Park Improvements- Council Action

Motion made by John Bate, seconded by Herbert Payung, to authorize the Bid Package for Water Street Park Improvements. Motion carried 6-0 (Mr. Staffieri was not present for the vote).

2. Authorization to Execute Master Software Agreement, Order Form, and Statement of Work from Freedom Systems for Core Program- Council Action

Mrs. Hartranft- The total cost of the new system is approximately \$71,563.00. Additional hardware needed includes a new PC for the counter, and a SQL Server. The additional items should be an additional \$6,000.00.

Mr. Rieger- The PC for the front counter is a budgeted item for 2014. We held off ordering a new one until a new core system was selected.

Mrs. Hartranft- There will be no work disruption. They are going to install the financial package first and then phase in the remainder of the packages.

Staff looked into funding options and our recommendation is to take \$25,000.00 from the Sanitation Fund Balance and \$55,000.00 from the General Fund Balance.

Motion made by Michael McKenna, seconded by Herbert Payung, execute Master Software Agreement, Order Form, and Statement of Work and to accept staff recommendation for funding. The system must be live by January 1, 2015. Motion carried 6-1 (Mr. Pampanin opposed).

3. Discussion - Permit To Draw Off Water at Grist Mill Pond

Mr. Smith- The permit to drain the water from the lower pond at the Grist Mill was approved. There is no additional DEP approval necessary. All aquatic life must be relocated. I would suggest an E&S

Report be completed to help stabilize the area and to also notify the Conservation District. The project will take quite a bit of planning. The cost is difficult to figure. It will depend on the proposed use of the land after it is filled.

Motion made by John Bate, seconded by Joseph Pampanin, to get a cost estimate from the Engineer. Option 1 is to do nothing, Option 2 is to turn it into an open field, and Option 3 is to turn it into a parking lot. Motion carried 7-0.

X. New Business

1. Outstanding Obligations- Approval of Payments

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

2. Adoption of Resolution 14-11, Authorizing the Submission of Local Share Grants Uncommitted Round- Council Action

Chief Shupp- We are submitting a grant request for a police vehicle. As part of our Capital Budget, we are scheduled to replace Car #1 this year and we are trying to do so with grant funding. It will be an Interceptor SUV.

Motion made by Michael McKenna, seconded by Joseph Pampanin, to accept as written and submit uncommitted grant request for police vehicle. Motion carried 7-0.

3. Acceptance of Resignation of Chadd Hamman from Civil Service Commission and Authorization to Advertise Vacancy with Term Expiring 12/14- Council Action

Motion made by Richard Staffieri, seconded by James Hill, to accept Chadd Hamman's resignation from the Civil Service Commission with regret, send a letter thanking him for his service, and to advertise the vacancy. Motion carried 7-0.

4. Acceptance of Resignation of Jennifer Yanek from Planning Commission and Authorization to Advertise Vacancy with Term Expiring 12/16- Council Action

Mrs. Hartranft- Both resignations are due to Mr. Hamman and Ms. Yanek moving out of Hellertown.

Motion made by Richard Staffieri, seconded by Michael McKenna, to accept Jennifer Yanek's resignation from the Planning Commission with regret, send a letter thanking her for her service, and to advertise the vacancy. Motion carried 7-0.

5. Acceptance of 2013 Audit and Single Audit for Borough Hall Streetscape Project- Council Action

Mrs. Hartranft- The Single Audit was required due to the cost of the Borough Hall Streetscape Project. The Borough finances are in order. There was a slight decrease in the net position due to the general obligation note. There was an increase in general fund revenue.

Mr. McKenna- Were there any recommendations from the auditors?

Mrs. Hartranft- There are no findings.

Motion made by Michael McKenna, seconded by Joseph Pampanin, to accept the 2013 Audit and Single Audit for the Borough Hall Streetscape Project as presented. Motion carried 7-0.

6. Approval of Special Event Request from Coldwell Banker to Hold Electronic Recycling Event at Water Street Park on September 13, 2014, from 9:00 a.m. to 12:00 p.m. Contingent upon Receipt of Certificate of Insurance from Responsible Recycling Services, LLC- Council Action

Motion made by Michael McKenna, seconded by Joseph Pampanin, to approve the Special Event Request for an Electronic Recycling Event on September 13, 2014. Motion carried 7-0.

XI. Announcements- None

XII. Executive Session

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

Mr. Corriere advised that the Executive Session was being held to discuss personnel and litigation.

Council reconvened at 9:25 p.m. Mr. Corriere reiterated that the purpose of the Executive Session was to discuss personnel matters and litigation.

XIII. Adjournment

Motion made by James Hill, seconded Herbert Payung, to adjourn the meeting at 9:30 p.m. Motion carried 7-0.

Adopted by the Hellertown Borough Council this 18<sup>th</sup> Day of August 2014.

  
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Borough Secretary



# HELLERTOWN POLICE DEPARTMENT MONTHLY REPORT

## June 2014

This is the monthly report for the Hellertown Police Department from June 1st through June 30th, 2014.

During the month of June the Police received 447 calls for service. We did receive 5 Theft, 11 Domestic/Assault, 3 Fraud, 2 Counterfeiting, 3 Sex Offenses, 1 Burglary and 12 traffic collision calls. We wrote 207 citations.

The Police Department filed 38 charges including 17 for Narcotics Possession, 7 for DUI, 2 for Assault, 2 for Counterfeiting, 2 for Theft and 1 for Burglary.

The pool has been open for a while now and we have not had any major incidents. We did have a bank robbery two weeks ago and our investigator is part of a local and federal task force working to apprehend the robber. He is believed to have robbed at least 5 other banks over the last several months. Our bike officers have been patrolling the rail trail and stopping into local businesses providing them with our business security checklist. Any questions or concerns please feel free to call or stop in.

Chief Robert Shupp III