

Borough of Hellertown
Council Meeting Minutes
Monday, September 16, 2013

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

II. Pledge - All

III. Roll Call – Cathy Kichline

John Bate-	Absent with prior notification
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 Richard Staffieri, seconded by Thomas Rieger, to approve the meeting agendum with Bob Korp's Space Needs Presentation to be heard under Pre-Scheduled Appearances. Motion carried 6-0.

V. Approval of Meeting Minutes

A. Tuesday, September 3, 2013, Meeting Minutes

Motion made by Richard Staffieri, seconded by Thomas Rieger, to approve the September 3, 2013, Meeting Minutes as written. Motion carried 4-0 (Mr. Weber and Ms. Nolf abstained).

VI. Courtesies of the Floor

A. Pre-Scheduled Appearances

1. Bob Korp, Barry Isett & Associates- Space Needs Presentation

Mr. Korp- This Space Needs Study is studying capacity and space needs only. We are proposing two options. Option 1 would remove the Public Works Department, revitalize the old stable and garage footprint and add a one-story building for the Police

Department, and reconfigure the interior of Borough Hall. Option 2 would expand off the East and South sides of Borough Hall with a two-story building for the Police Department and reconfiguration of Borough Hall. This option does not directly affect the Public Works Department. Option 1 provides an additional 9,000 square feet. Option 2 provides 8,300 additional square feet.

Mr. Staffieri- Do you have a cost figure on the two options?

Mr. Korp- I do not have a cost estimate at this time.

Mr. Staffieri- There is no place in the plans for a Mayor's Office.

Mr. Rieger- This is not an RFP. This is only a Space Needs Study. It gives a starting point.

Mr. Weber- We need to decide which direction we would like to go and then get a cost estimate.

Mr. Rieger- I feel we should wait and finish some of the project currently underway, look and examine the study, and make this a priority for the new year.

Motion made by Gail Nolf, seconded by Thomas Rieger, to table this matter until the January 20, 2014, meeting. Motion carried 6-0.

B. Agenda Items- None

C. Non-agenda Items- None

VII. Reports from Elected Officials

A. President- None

B. Mayor- Chief Shupp is absent tonight with prior notification.

C. Council- None

VIII. Reports from Appointed Officials

A. Treasurer

1. Treasurer's Report and Finance Report

Motion made by Thomas Rieger, seconded by Richard Staffieri, to accept the Treasurer's Report and Finance Report. Motion carried 6-0.

Mr. Rieger inquired if the Borough is on track in regard to payments.

Ms. Krasnansky- We have noticed the last few years that more people are paying the real estate in the base amount rather than the discount amount.

B. Engineer

Mr. Smith- I received approval for the lights at Borough Hall from PennDOT. I am waiting on a release date from the manufacturer.

The fencing at the grandstand is almost complete.

Robert Cox, Barry Isett & Associates, presented Council with a packet of pictures from various stages of the Harris Street Bridge Project.

Mr. Cox- The bridge was poured on September 9, 2013. I checked the reinforcing on September 8, 2013, and did not see an issue. The dip in the bridge was noticed on September 11, 2013. There was nothing wrong with the supports. There was a little dip in the tresses. I did not receive the report from Grace Industries today. I am not sure of their recommendations.

Mr. Weber- My guess is that the issues happened after the initial set. We paid for a new bridge. The bonding agents only last a few years and then we will have the same problem. I feel the contractor should remove the bridge and start over using four supports instead of three.

Motion made by Michael McKenna, seconded by Thomas Rieger, to accept Mr. Weber's recommendation and direct the contractor start over with the bridge. Motion carried 6-0.

Mr. Rieger also directed the engineer to keep the pump on the side of the creek away from the residences.

Ms. Kichline- Have we received any credit for the fencing at the grandstand?

Mr. Smith- Yes, we received a credit for the labor and materials.

Ms. Nolf directed the Public Works Director to purchase and store the fencing material to have available to begin the project.

C. Solicitor

Mr. Corriere- The property owner at 1325 2nd Avenue was served with the Equity Complaint on September 5, 2013, by the Sheriff's Department. He has until September 26, 2013, to file an answer.

I will need an Executive Session to discuss the pool liner damages, Boucher & James inspection contract, and the Chew/Pierce litigation.

A letter of acceptance was sent to Lehigh County housing authority for 950 Front Street for the payment in lieu of taxes. The next meeting of their board is in October so I would expect to hear a response shortly thereafter.

Ordinance #783 will go before the Planning Commission and must then be sent to the Lehigh Valley Planning Commission. It will be brought before Council at the November 18, 2013, meeting for discussion and authorization to advertise.

I have not received a revised cost estimate for the Independent Living Apartments at 1050 Main Street

D. Manager

Ms. Kichline requested an Executive Session on three items.

I received a letter from a resident requesting that Furnace Street be made one-way for the duration of the 412 Widening Project. I advised her that would require a traffic study. Parking is only currently allowed on one side of the street. The 412 traffic is using the street as a detour.

Mr. Weber- Changing that street would just create more problems in a different area.

Council collectively decided to take no action on this item at this time.

E. Chief of Police

1. Monthly Report

Motion made by Richard Staffieri, seconded by Thomas Rieger, to receive the Police Monthly Report and make a part of these minutes. Motion carried 6-0.

F. Public Works Director

1. Monthly Report

Motion made by Richard Staffieri, seconded by Gail Nolf, to receive the Public Works Monthly Report and make a part of these minutes. Motion carried 6-0.

Mr. Henshaw- The yard waste pickup for fall has been scheduled for the week of October 14, 2013, following the normal garbage schedule.

Mr. Heintzelman requested a banner be placed for the parade back in February. He has decided to not place a banner for this year. Dewey Fire Company is requesting to put a banner up for the same time period. I am seeking Council approval to put the Dewey Fire Company banner up instead.

Council collectively decided that the Dewey Fire Company banner can be placed instead of the Parade banner.

G. Zoning/Codes Officer

1. Monthly Report

Motion made by Thomas Rieger, seconded by Michael McKenna, to receive the Zoning/Code Enforcement Monthly Report and make a part of these minutes. Motion carried 6-0.

Mr. Russo- I will begin performing rental inspections next month.

H. Fire Chief- None

I. Emergency Management- None

IX. Unfinished Business- None

X. New Business

1. Outstanding Obligations- Approval of Payments

Motion made by Richard Staffieri, seconded by Thomas Rieger, to approve the payments. Motion carried 6-0.

2. Bob Korp- Presentation of Space Needs Summary

This item was previously discussed under Pre-Scheduled Appearances.

3. Robert Cox, BIA- Discussion on Harris Street Bridge

This item was previously discussed under Engineer's Report.

4. 2014 Non-Uniform Employees' Pension Plan Minimum Municipal Obligation- Council Action

Ms. Kichline- The Non-Uniform Minimum Municipal Obligation for 2014 is \$15,674.56.

Motion made by Thomas Rieger, seconded by Michael McKenna, to accept the 2014 Non-Uniformed Employees' Pension Plan Minimum Municipal Obligation. Motion carried 6-0.

5. 2014 Uniformed Employees' Pension Plan Minimum Municipal Obligation - Council Action

Ms. Kichline- The Uniformed Minimum Municipal Obligation for 2014 is \$50,846.24 but that amount is covered by the State Aid received in the amount of \$84,000.00.

Motion made by Michael McKenna, seconded by Joseph Pampanin, to accept the 2014 Uniformed Employees' Pension Plan Minimum Municipal Obligation. Motion carried 6-0.

6. Discussion and Authorization to Advertise Ordinance #783, Amendments to SALDO and Zoning Ordinances-Council Action

Motion made by Michael McKenna to table this matter until the November 16, 2013, meeting.

7. Authorization to Execute Resolution 13-14, Requesting Monroe County Local Share Grant in the Amount of \$251,900.00, for Water Street Park Improvements-Council Action

Ms. Kichline- This is the third source of funding that the Borough has applied to for funding for improvements to Water Street Park.

Motion made by Gail Nolf, seconded by Thomas Rieger, to have the Borough Manager execute Resolution 13-14 to seek funding for Water Street Park improvements. Motion carried 6-0.

8. Accept Changes to August 19, 2013, Meeting Minutes Per Request of Hellertown Borough Authority- Council Action

Ms. Kichline outlined a few changes to be made to the August 19, 2013, for clarification as request by the Hellertown Borough Authority.

Motion made by Michael McKenna, seconded by Richard Staffieri, to approve the changes to the August 19, 2013, meeting minutes. Motion carried 6-0.

9. Adoption of Resolution 13-15, Section 125 Premium Only Plan and Agreement- Council Action

Ms. Kichline- This plan will allow for employee contributions to the health, vision, dental, prescription, and AFLAC plans to be made on a pre-tax basis.

Motion made by Thomas Rieger, seconded by Gail Nolf, to adopt Resolution 13-15 and Section 125 Premium Only Plan Agreement. Motion carried 6-0.

10. Approval of Special Events Request for Light-Up Night, November 29, 2013, from 6:00 p.m. until 9:00 p.m., and Request for Letter to Accompany Permit to Seek Closure of Easton Road for Event- Council Action

Motion made by Gail Nolf, seconded by Thomas Rieger, to approve the Special Events Request for Light-Up Night, November 29, 2013, and to have the Borough Manager write a letter to PennDOT to accompany Road Closure Application. Motion carried 6-0.

11. Approval of Request to Allow Dewey Fire Company to Sell Alcohol During Family Fun Weekend and to Allow Alcohol Purchased at the Dewey Fire Company in Dimmick Park on October 19-20, 2013- Council Action

Mr. Weber confirmed with Mr. Corriere that there was no conflict of interest with the members of Council voting for a Fire Company function. Mr. Corriere advised that there is no issue.

Motion made by Thomas Rieger, seconded by Joseph Pampanin, to allow the sale of alcohol during Family Fun Weekend and to suspend the ordinance for the event to allow alcohol in Dimmick Park. Motion carried 6-0.

Mr. McKenna- The Dewey Fire Company has applied for a permit from the Liquor Control Board for the event.

XI. Announcements

Ms. Kichline- The Borough is required to notify neighboring municipalities of road closures. We notified Lower Saucon Township with regard the Saucon Valley Spirit Parade.. They are recommending a proposed detour away from Meadows Road to Polk Valley Road.

Motion made by Thomas Rieger, seconded by Gail Nolf, to direct Mr. Henshaw, Mr. Heintzelman, and Ms. Kichline to speak with Mr. Cahalan as the proposed detour is not a feasible option. Motion carried 6-0.

XII. Executive Session

Motion made by Michael McKenna, seconded by Richard Staffieri, to adjourn to Executive Session at 8:02 p.m. Motion carried 6-0.

Mr. Corriere advised that the Executive Session is being held to discuss the pool liner damages, Boucher & James contract, litigation, and personnel matters.

Council reconvened the meeting at 9:00 p.m. Mr. Corriere reiterated that the Executive Session was held to discuss litigation, contracts, and two personnel matters.

Motion made by Thomas Rieger, seconded by Gail Nolf, to authorize Payment #2 for the replacement of the pool liner less consequential damages deducted from the final payment. Motion carried 6-0.

XIII. Adjournment

Motion made by Richard Staffieri, seconded by Michael McKenna, to adjourn the meeting at 9:05 p.m. Motion carried 6-0.

Adopted by the Hellertown Borough Council this 7th Day of October, 2013.



Borough Secretary

HELLERTOWN POLICE DEPARTMENT MONTHLY REPORT

August 2013

This is the monthly report for the Hellertown Police Department from August 1st through August 31st, 2013.

During the month of August the Police received 424 calls for service. We did receive 6 Theft, 10 Domestic/Assault, 1 Fraud, 8 Harassment, 1 Public Drunkenness, 1 Burglary, 1 Weapons Possession, 1 Robbery and 8 traffic collision calls. We wrote 75 citations.

The Police Department filed 45 charges including 18 for Narcotics Possession, 1 for DUI 8 for Theft and 2 for Burglary.

In the month of August we had our annual tent at community day which was again received well. We definitely had the most attendees I have ever seen. We are still working on the strong armed robbery at the Bank of America, we cannot release any further information at this time. I met with Lt. Alleshouse, the traffic division commander for the City of Bethlehem, and we are submitting a letter to PennDOT stating we have come up with a coordinated plan for police presence at the 412 construction project in Hellertown and Bethlehem. The times would be both morning and afternoon rush hours. I reported this at our last meeting but would once again like to thank my officers who put a lot of time in last month on the meth labs cases we worked. Any questions feel free to call or stop in.

Chief Robert Shupp III

Angie Bauer

From: Tom Henshaw
Sent: Monday, September 09, 2013 12:58 PM
To: Angie Bauer; Cathy Kichline
Subject: Monthly Report-Current.xls

**PUBLIC WORKS AND PARKS DEPARTMENT
MONTHLY REPORT
AUGUST, 2013**

1 ACTIVITY COMPLETED

Leaves

Not yet !

Pool- vaccum in Mon-Wed&Fri.

Released filter daily

Backwashed pool filter and splash pad filter weekly

Cleared snack stand of food and soda

Acid washed filters and removed lifeguard seats, handles and platforms

Shut down pump, lowered water level and started winterizing

Tree Trimming

Other

Stipped taurus to sell and transferred title to buyer

Ran to Penn Detroit for #12

Catch basins, street sweeping, rest rooms and trash barrels

Covered graffitti in steet At Willow and Birch

Sign work-stop signs and H.P.signs

Ran to Merkin for dumpster and to Crafcoc for crack sealer

Changed scoreboard from baseball to foot ball

Posted Harris St. for bridge work

2 PROJECTS WORKED ON/COMPLETED DURING THE MONTH

Removed decals and waxed police car for Zoning officer

Oiled and chipped -First, Keilman, Clark, Linden, Center, Chestnut, Courtright & New York

Paved same steets as above ^ total of 1700 ton

Authority fountain-hauled and leveled stone

Community day prep., event and clean-up

Crack sealed newly paved streets

3 NUMBER OF TIMES CALLED OUT AFTER WORKING HOURS

No call outs

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

Met with Progressive agent at pool-accident claim

Met with Chris and contractor Service Electric bldg.site

Met with Service Electric lineman at Water st. park for pole removal

Met with Dr. Chris at band shell

c

5 COMPLAINTS ATTENDED TO

6 OTHER

Spread stone on grist millroad and water st. park road

Installed and removed banners

Installed lock on new light switch box at band shell

Moved bleachers for S.V.Y.S.A.and installed goalposts

Hauled barricades to Grist mill for flooding and returned after event

Moved bleachers and installed goalpost for S.V.Y.S.A.

Manned compost center and pushed up piles



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 September 2013

Local permits issued: 14

BIA permits issued: 16

Residential Rental Inspections completed: (7)

930 NJ-pass, 1319 Main-fail, 805 Magnolia-fail, 109 Kichline(2)-fail

229 Kichline-pass

Complaints received from citizens, public works, and police: 13

Violation Letters Mailed: 8

Citations: (1) Lehigh Valley Warrior Arts-business registration

Planning Commission activity: 0

ZHB activity: 0

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

0 Planning Commission

Court Appearances: (1) Velas property-guilty on 5 citations-\$3,000 fine applied

Other Information: Velas equity complaint has been filed

Business Activity:

612 Main St. Thrift Shop-out of business