

Borough of Hellertown  
Council Meeting Minutes  
Monday, January 5, 2015

I. Call to Order – Thomas Rieger, 7:01 p.m.

II. Pledge - All

III. Roll Call – Cathy Hartranft

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

Also in attendance were Junior Councilpersons Richard Weddigen and Nicole Payung; Cathy Hartranft, Robert Shupp, Tom Henshaw, Tina Krasnansky, Kris Russo, and Solicitor Michael Corriere.

IV. Adoption of Meeting Agendum

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

V. Approval of Meeting Minutes

A. Monday, December 1, 2014, Meeting Minutes

Motion made by Richard Staffieri, seconded by Joseph Pampanin, to approve the December 1, 2014, Meeting Minutes as written. Motion carried 6-0.

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 requested an Executive Session with Mr. Henshaw and Chief Shupp.

B. Mayor- None

C. Council

1. Mayor Fluck- Saucon Valley Partnership

Mayor Fluck had nothing to report.

2. John Bate- Police Pension Board/Saucon Valley Partnership

Mr. Bate had nothing to report.

3. James Hill- Hellertown Historical Society/Civil Service Commission/Rail Trail Committee

Mr. Hill was not present for the meeting.

4. Michael McKenna- Hellertown Borough Authority

Mr. McKenna- The Hellertown Borough Authority completed many projects in 2014 and plan on aggressively continuing with Capital projects in 2015.

5. Herbert Payung- Hellertown Area Library

Mr. Payung had nothing to report.

6. Joseph Pampanin- Planning Commission/Borough Business Revitalization/ Zoning Hearing Board

Mr. Pampanin had nothing to report.

7. Thomas Rieger- Hellertown Chamber of Commerce

Mr. Rieger had nothing additional to report.

8. Richard Staffieri- Rental Property Appeals

Mr. Staffieri had nothing to report.

D. Junior Council Reports

Ms. Payung- The Saucon Valley School District has hired a new Assistant Superintendent, Susan Mowrer-Benda. She will begin February 3, 2015, or as soon as she is released from her current employer.

VIII. Reports from Appointed Officials

A. Treasurer

1. Treasurer's Report and Financial Report

Motion made by Richard Staffieri, seconded by Herbert Payung, to approve the Treasurer's Report and Financial Report. Motion carried 6-0.

B. Engineer

Mr. Smith was not present for the meeting.

Mr. Bate inquired about the pond project at the Gristmill.

Mr. Henshaw- Lower Saucon is currently in the middle of a project. Once there is a clear week of weather, we will complete the project.

C. Solicitor

Mr. Corriere- All requested liens and satisfactions have been completed.

I will have the deed for Water Street Park ready for the January 20, 2015, meeting.

D. Manager

Mrs. Hartranft had only agenda items.

E. Chief of Police

1. Monthly Report

Motion made by John Bate, seconded by Michael McKenna, to accept 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 John Bate, seconded by Michael McKenna, to accept the Public Works Monthly Report and make a part of these minutes. Motion carried 6-0.

G. Zoning/Codes Officer

1. Monthly Report

Motion made by Michael McKenna, seconded by Richard Staffieri, to accept the Zoning/Code Enforcement Monthly Report. Motion carried 6-0.

Mr. Russo- I receive a copy of the bill of sale for 1231 2<sup>nd</sup> Avenue. The new owners would like to enter the property next week to begin cleanup.

Motion made by John Bate, seconded by Michael McKenna, to release possession of 1231 2<sup>nd</sup> Avenue to the new owners. Motion carried 6-0.

H. Fire Chief- None

I. Emergency Management- None

IX. Unfinished Business

1. Discussion on Proposed Sanitation Rate Schedule- Council Action

Mrs. Hartranft- New business sanitation rates were proposed at the December 1, 2014, meeting. There would be no change to the residential rate. All affected businesses were sent a letter. I received five phone calls in response to the letters and was able to work out a different collection schedule with those businesses.

Mr. Earl Hill, representing the Hellertown Historical Society inquired if Council would agree to a reduced rate for its non-profit.

Mr. Rieger- We cannot change the rate for one non-profit and not the rest.

Mr. Pampanin- Would it not be possible to set the rate and then donate toward the increase for the Historical Society?

Motion made by Herbert Payung, seconded by Joseph Pampanin, to approve the 2015 Sanitation Rate Schedule with discussion at the January 20, 2015, meeting on making a donation toward the Hellertown Historical Society's rate increase. Motion carried 6-0.

X. New Business

1. Outstanding Obligations- Approval of Payments

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

2. Adoption of Resolution 15-01, Appointing Certain Individuals, Committees, Firms, and Liaison for 2015- Council Action

Mr. Rieger read the proposed resolution.

Motion made by Richard Staffieri, seconded by Michael McKenna, to adopt Resolution 15-01 with a correction to change the bank name from KNBT Bank to National Penn Bank. Motion carried 6-0.

3. Adoption of Resolution 15-02, Establishing Placement of Banners Across Route 412- Council Action

Motion made by Michael McKenna, seconded by Richard Staffieri, to approve Resolution 15-02. Motion carried 6-0.

4. Authorization to Execute 2015 No Nonsense Neutering Contract- Council Action

Motion made by Michael McKenna, seconded by Richard Staffieri, to execute the 2015 No Nonsense Neutering Contract. Motion carried 6-0.

5. Approval of Barry Isett & Associates 2015 Fee Schedule- Council Action

Mrs. Hartranft- The Barry Isett & Associates fee schedule will be added to the Borough fee schedule. There have been no significant increases.

Motion made by Michael McKenna, seconded by Richard Staffieri, to approve the 2015 Barry Isett & Associates Fee Schedule. Motion carried 6-0.

6. Appointment of Teresa Stauffer to Hellertown Library Board of Trustees- Council Action

Motion made by Richard Staffieri, seconded by Joseph Pampanin, to approve the appointment of Teresa Stauffer to the Hellertown Library Board of Trustees for a two-year term. Motion carried 6-0.

- XI. Announcements- None

XII. Executive Session

Motion made by Richard Staffieri, seconded by Joseph Pampanin, to adjourn to Executive Session at 7:27 p.m. Motion carried 6-0.

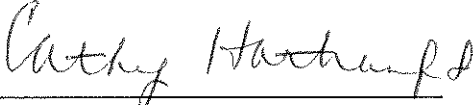
Mr. Corriere advised that the Executive Session was held to discuss personnel matters.

Council reconvened from Executive Session at 8:20 p.m. Mr. Corriere reiterated that the Executive Session was held to discuss personnel matters and that no action was taken.

XIII. Adjournment

Motion made by Herbert Payung, seconded by Joseph Pampanin, to adjourn the meeting at 8:25 p.m. Motion carried 6-0.

Adopted by the Hellertown Borough Council this 20<sup>th</sup> Day of January 2015.

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Borough Secretary

# HELLERTOWN POLICE DEPARTMENT MONTHLY REPORT

## November 2014

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

During the month of November the Police received 355 calls for service. We did receive 3 Theft, 7 Domestic/Assault, 1 Burglary, 1 Sex Assault, 2 Warrants and 12 traffic collision calls. We wrote 95 citations.

The Police Department filed 32 charges including 13 for Narcotics Possession, 2 for DUI, 4 for Theft and Receiving Stolen Property, 1 Burglary and 1 Endangering the Welfare of a Child.

The number of calls and arrests this year were comparable to last November. We have been seeing a slight increase in Narcotics calls recently and as a result we have been involved in more Task Force operations. We are receiving new Force on Force training equipment from the second round of the Casino grant. When we receive the equipment I will bring it to a council meeting to show all of you. Any questions feel free to call or stop in. Happy Holidays!

Chief Robert Shupp III



**PUBLIC WORKS AND PARKS DEPARTMENT**  
MONTHLY REPORT  
NOVEMBER 2014

**1      ACTIVITY COMPLETED**

Removed parade and womens club banners  
Winterized restrooms in Dimmick Park.  
Replaced stop sign and post at corner of Juniper and Constitution  
Repaired and installed mile marked 52 1/2 on Rails to Trails  
Cleared stairways to Borough Hall basement doors.  
Installed spreaders on #3,#7 and #9 dumptrucks.  
Installed new right side main broom bearing on sweeper.  
Cleaned out around Borough hall bushes.  
Painted yellow curb at High and Second Ave.  
Helped Water Authority cover new electric line in parking lot.  
Hung wreath on clock tower and trimmed trees behind flag poles.  
Hung lights on trees and bushes at plaza and Borough Hall.  
Hung stars along Main St.and emptied planters.  
Cut truck load of pine bows at water shed area.

**2      Other**

Cleaned out culvert grate weekly.  
Hauled scap and cardboard to Blindermans.  
Loader to compost center every Mon. to push up pile and empty bin.  
Cleaned restrooms daily and emptied trash barrels on Mon. & Fri.  
Vacuumed cigarette butts from around Borough Hall entrance.  
Removed volleyball net at Water st.park.  
Loaded brush at 240 Cherry St. rear.  
Installed flags around plaza area for Veterans day  
Pushed up 100 ton of salt into bin.  
Removed flattened street name sign at Ackerman and Main St.

**3      PROJECTS WORKED ON/COMPLETED DURING THE MONTH**

Mulched and vacuumed leaves in Dimmick Park.  
Replaced lids and rod on Dewey's dumpster  
Started on P.W. crew performance reviews.  
Mulch grinding at Compost center.  
Started leaf collecting schedule.  
Set out barricades for tree lighting  
Set up and decorated tree in lobby.  
Installed chains and loaded salt on dumptrucks and plows on pickups . Plowed streets  
and cleared sidewalk at plaza and Borough Hall.  
Set up lobby and hallway for tree lighting.  
Lighting ceremony.  
Delivered household items to Lehigh Valley Outreach Depot.  
Started street sign inventory,finished 3/4 of the Borough.

**4      NUMBER OF TIMES CALLED OUT AFTER WORKING HOURS**

No call outs

**5      MEETINGS AND/OR TRAINING ATTENDED (ALL DEPARTMENT PERSONNEL)**

Council Meeting  
Meeting with Manager, Tina and insurance reps.  
Met with Chief Shupp and Game Warden about dead deer on Borough property.  
Barry Y. and Tom H. to L.T.A.P.seminar.  
Meeting with Manager, job review for Tom H.

**6      COMPLAINTS**

LEAVES !

**7      OTHER**

Weekly filling of dog waste bag dispensers.



## 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 December 2014

Local permits issued: 10

BIA permits issued: 16

Residential Rental Inspections: (0)

Fire Inspections: (0)

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

Violation Letters Mailed: 5

Citations: (0)

**Planning Commission activity:** *631 Main St.*-Approval for change in use from residential to business. Property is located in the TC district.

*468 Front St.*-Saucon Foreign Motors, changing to used car business(new Murray Motors). Recommended conditional approval. Property is located in the I district.

**ZHB activity:** none

**Meetings/Classes attended:** 1 Borough Council                      0 Z.H.B.  
1 Planning Commission

**Court Appearances:** 0

#### Other Information:

Work continues to be conducted on the new land management database as we enter specific property information to bring it up to date with current information.

The Velas property has been re-secured by repairing the 3 locks on the doors and boarding up several windows that were broken.

**Business Activity:** *VapeMeister* is seeking to open new vape shop in what was the Jewelry Store 650 main St, pending zoning review.