

Borough of Hellertown  
Council Meeting Minutes  
Monday, January 6, 2014

The bi-annual re-organization meeting of Hellertown Borough Council took place on January 6, 2014 at 7:00 pm at the Hellertown Borough Municipal Building, 685 Main Street, Hellertown, PA 18055.

- I. Mayor Provides Affidavit of Residency and Certification of Election and Takes Oath of Office- Hon. David Tidd

Richard Fluck provided his Affidavit of Residency and Certification of Election and took the Oath of Office for Mayor of the Borough of Hellertown.

- II. Newly Elected Borough Officials Provide Affidavit of Residency and Take Oath of Office- Hon. David Tidd

Michael McKenna, Thomas Rieger, Gail Nolf, and James Hill provided their Affidavit of Residency and Certification of Election and took the Oath of Office for Councillors of the Borough of Hellertown.

- III. Call To Order- Mayor Richard T. Fluck

- IV. Roll Call- Cathy Hartranft, Borough Manager

John Bate-	Yes
James Hill-	Yes
Michael McKenna-	Yes
Gail Nolf-	Yes
Joseph Pampanin-	Yes
Thomas Rieger-	Yes
Richard Staffieri-	Yes
Mayor Fluck-	Yes

- V. Pledge - All

- VI. Nomination and Election of Council President- Mayor Richard T. Fluck

Motion made by Richard Staffieri, seconded by Gail Nolf, to nominate Thomas Rieger for Council President. Motion made by John Bate, seconded by Michael McKenna, to close nominations. Motion carried 7-0.

- VII. Presentation of Gavel to Council President Rieger - Mayor Richard T. Fluck

IX. Nomination and Election of Council Vice-President

Motion made by Gail Nolf, seconded by Michael McKenna, to nominate John Bate for Council Vice-President. Motion made by Richard Staffieri, seconded by Michael McKenna to close nominations. Motion carried 7-0.

X. Appointment of Vacancy Board Chair

Motion made by Gail Nolf, seconded by Michael McKenna, to appoint Ben Muschlitz as the Vacancy Board Chair. Motion carried 7-0.

XI. Adoption of Resolution 14-01, Appointments of Officials, Boards, Committees, Council Delegates, Meeting Dates and Other Terms and Conditions for 2014- Council Action

Resolution 14-01 was read aloud by Mrs. Hartranft.

Motion made by Richard Staffieri, seconded by Joseph Pampanin, to adopt Resolution 14-01. Motion carried 7-0.

XII. Adoption of Resolution 14-02, Establishing and Confirming a Schedule of Fees and Charges- Council Action

Mrs. Hartranft- Resolution 14-02 establishes the fees for general administration, Police, Dimmick Pool, field usage, pavilion rentals, Sanitation and Recycling, Public Works, and Zoning.

Motion made by Michael McKenna, seconded by Richard Staffieri, to adopt Resolution 14-02. Motion carried 7-0.

XIII. Approval of Meeting Minutes

1. December 16, 2013

Motion made by Richard Staffieri, seconded by John Bate, to approve the December 16, 2013. Motion carried 6-0 (Ms. Nolf abstained).

XIV. Approval of Payments- Outstanding Obligations

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

- XV. Adoption of Resolution 14-03, Adopting Procedure On How Professional Services Are Chosen For Pension Plans In Accordance With Act 44- Council Action

Mrs. Hartranft- The Borough is now required under Act 44 to have a written procedure for the procurement of professional services for pension plans.

Motion made by Joseph Pampanin, seconded by Michael McKenna, to approve Resolution 14-03. Motion carried 7-0.

- XVI. Adoption of Resolution 14-04, Establishing Procedure to Install Overhead Street Banners Across Route 412- Council Action

Mrs. Hartranft- PennDOT is now requiring that a resolution be prepared on an annual basis to establish the procedure for installing street banners.

Motion made by John Bate, seconded by Michael McKenna, to adopt Resolution 14-04. Motion carried 7-0.

- XVII. Approval of Handicap Parking Request for 23 Hess Avenue- Council Action

Chief Shupp- Mr. Henshaw and I went to look at the area and have no issue with the placement of the handicap parking space.

Motion made by John Bate, seconded by Richard Staffieri, to approve the installation of a handicap parking space at 23 Hess Avenue. Motion carried 7-0.

- XVIII. Authorization to Execute Uncollected Real Estate, Fire, and Garbage Summaries- Council Action

Mrs. Hartranft- The uncollected summaries have been prepared. As of December 31, 2013, there was \$98,894.22 in uncollected Real Estate Taxes, \$7,911.78 in uncollected Fire Taxes, \$46,181.12 in uncollected Garbage Assessments, and \$13,481.42 in uncollected Recycling Assessments.

Mr. McKenna- What is the next step in collecting the fees?

Mrs. Hartranft- The unpaid garbage and recycling will go to Creditech for one year. After the year, a lien will be filed. The uncollected Real Estate and Fire Tax will go to Northampton County Tax Claim.

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Motion made by John Bate, seconded by Richard Staffieri, to execute the Uncollected Real Estate, Fire, and Garbage Summaries. Motion carried 7-0.

Mrs. Hartranft- This is 10 percent less than it has been the last few years.

Mr. Pampamin- When will the taxes be sent out this year?

Mrs. Hartranft- February 1, 2014.

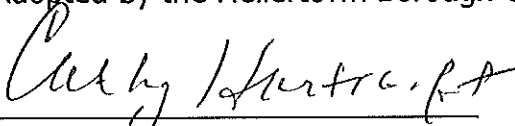
Mr. Pampanin- Can we put in a notice about the cat program in with the bills?

Mrs. Hartranft- All of the inserts have been printed. We can do a blast on the website and on Facebook. The program has been very successful. 75 cats have been spayed and neutered.

XIX. Adjournment

Motion made by Michael McKenna, seconded by John Bate, to adjourn the meeting at 7:25 p.m. Motion carried 7-0.

Adopted by the Hellertown Borough Council this 27<sup>th</sup> Day of January 2014.

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Borough Secretary