

Borough of Hellertown
Council Meeting Minutes
Tuesday, January 20, 2015

- I. Call to Order – Thomas Rieger, 7:00 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

Also in attendance were Cathy Hartranft, Mike Corriere, Bryan Smith, Kris Russo, Tina Krasnansky, Chief Robert Shupp, Tom Henshaw, Angie Bauer, and Junior Council persons Nicole Payung and Richard Weddingen.

- 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, January 5, 2015, Meeting Minutes

Motion made by Richard Staffieri, seconded by Joseph Pampanin, to approve the January 5, 2015, Meeting Minutes as written. Motion carried 6-0 (Mr. Hill abstained).

VI. Courtesies of the Floor

A. Pre-Scheduled Appearances

David Heintzelman- Discussion on 100th Anniversary of the Dewey Fire Company Carnival

Mr. Heintzelman- The theme for the Spirit Parade is 60s Woodstock. I am proposing to hold Trick-or-Treat Night on October 31, 2015, from 6:00 p.m. to 8:00 p.m.

Motion made by John Bate, seconded by Joseph Pampanin, to hold Trick-or-Treat Night October 31, 2015, from 6:00 p.m. to 8:00 p.m. Motion carried 7-0.

Mr. Heintzelman- This year will mark the 100th Anniversary of the Dewey Carnival. The dates for the carnival will be July 14-19, 2015. I am not seeking Borough funds. I would like to postpone Dimmikfest for one year and hold the concerts in conjunction with the Carnival for this year. There will be many events added to the lineup.

Mr. Rieger- There is a small fund set up to put toward this event.

Mr. Heintzelman suggested that the Borough look into redirecting the funds toward a screen or curtain for the bandshell.

B. Agenda Items- None

C. Non-agenda Items- None

VII. Reports from Elected Officials

A. President

Mr. Rieger- I had planned on bringing up the Silver Creek Country Club subdivision to the Partnership Committee; however, the meeting was cancelled. I would like Council to direct staff to write a letter requesting the Borough's involvement in the planning of the project. The Borough should have input on the road infrastructure and stormwater management.

Motion made by Michael McKenna, seconded by Herbert Payung, to direct staff to write a letter to Lower Saucon Township and request involvement in the planning process of this subdivision.

Mr. Rieger requested a brief Executive Session.

The Chamber will be holding their annual banquet at Silver Creek Country Club. They will be honoring David Heintzelman and Frey's Better Foods.

B. Mayor- None

C. Council

1. Mayor Fluck- Saucon Valley Partnership

Mayor Fluck indicated this month's meeting was cancelled.

2. John Bate- Saucon Valley Partnership

Mr. Bate had nothing to report

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

Mr. Hill had nothing to report

4. Michael McKenna- Hellertown Borough Authority

The Borough Authority Board reorganized at the January Meeting. Brandon Easley is President, Joseph Delfoe is Vice-President, Chris Christian is Treasurer, and I am Assistant Treasurer.

5. Herbert Payung- Hellertown Area Library

Mr. Payung- The Library is also looking into the new legislation and working on getting all of their staff the proper clearances.

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

Mr. Pampanin reported the Planning Commission reviewed a revised sketch plan for the re-development of the former Murray Motors site. The developer was granted a waiver of the preliminary/final plan.

The BBRP has changed their meetings to every other month.

The Police Pension Board is looking into whether the officers can contribute extra funds into the pension plan to increase their pensions upon retirement.

7. Thomas Rieger- Hellertown Chamber of Commerce

Mr. Rieger reported that the Hellertown/Lower Saucon Chamber has taken the BBRP under their wing since the Chamber of Commerce discontinued the program.

8. Richard Staffieri- Rental Property Appeals

Mr. Staffieri had nothing to report.

D. Junior Council Reports

The Junior Councillors had nothing to report.

VIII. Reports from Appointed Officials

A. Treasurer

1. Treasurer's Report & Finance Report

Motion made by Michael McKenna, seconded by Richard Staffieri, to receive the Treasurer's Report and Finance Report. Motion carried 7-0.

Ms. Krasnansky will be attending the Government Financial Officers Association meeting in Philadelphia with Ms. Gorman from Lower Saucon Township in May and Ms. Bauer will be attending an Administrative Assistant class in February in Allentown.

B. Engineer

Mr. Smith- The decisions on the Monroe County Gaming Grants have been tabled until the March 2015 meeting.

Mrs. Hartranft- The Borough's application for Water Street Park is still in the running and Representative Freeman and Senator Boscola have offered their continued support.

Mr. Rieger- The Hellertown Library received a Keystone Grant of \$117,000.00 for the expansion of the library.

C. Solicitor

Mr. Corriere- I requested an update from Attorney Weiner on January 16, 2015, in regard to the Saucon Valley Manor.

I will be submitting a draft deed for Water Street Park to Mrs. Hartranft and Mr. Smith for review.

I will be filing a municipal lien on 1086 1st Avenue

I approved the Right of Way for PPL in Water Street Park.

Lastly, I am drafting the proposed zoning amendment for the town center window façade change.

D. Manager

Mrs. Hartranft- The Business Registration Bills were mailed out. There was a small issue with the bill. The top portion of the bill noted that the penalty was \$25.00 rather than the full amount of \$75.00. The bottom portion of the bill is correct. The issue has been corrected for any future billing.

E. Chief of Police

1. Monthly Report and 2014 Yearly Report

Motion made by Richard Staffieri, seconded by Michael McKenna, to approve the Police Monthly Report with the appreciation of Council and make a part of these minutes. Motion carried 7-0.

Chief Shupp- The Hellertown Police Department was audited by the State Police last week for Clean NCIC. We were the first department in Northampton County. Anyone with unrestricted access to the police department will need to attend a training class every two years.

F. Public Works Director

1. Monthly Report

Motion made by Richard Staffieri, seconded by Joseph Pampanin, to receive the Zoning/Code Enforcement Monthly Report and make a part of these minutes. Motion carried 7-0.

Mr. Henshaw- Mrs. Hartranft and I have been working on finalizing the papers for the new sweeper and will hopefully have it by spring.

All Highway and Parks Department employees will be recertified as flaggers in February.

We are still waiting test results for the larger pile of fill.

G. Zoning/Codes Officer

1. Monthly Report and 2014 Yearly Report

Motion made by Joseph Pampanin, seconded by Herbert Payung, to receive the Zoning/Code Enforcement Monthly Report and 2014 Yearly Report and make a part of these minutes. Motion carried 7-0.

Mr. Russo- The property at 1231 2nd Avenue has been cleaned and interior renovations will begin shortly.

H. Fire Chief- None

I. Emergency Management- None

IX. Unfinished Business

1. Discussion on Donation Toward Sanitation Increase for Hellertown Historical Society- Council Action

Mrs. Hartranft- At the last meeting, we discussed the sanitation increase for the Historical Society and Council was contemplating a possible donation from the Borough to offset some of the increase. The Borough does donate quite a few family pool passes at a cost of \$190.00.

Motion made by Michael McKenna, seconded by Herbert Payung, to contribute \$190.00 to the Hellertown Historical Society

Mr. Pampanin- That only reduces the cost to \$345.00. I was thinking of a contribution between \$250.00 and \$300.00.

Mr. McKenna and Mr. Payung withdrew their motion.

Motion made by Michael McKenna, seconded by Herbert Payung, to reduce the sanitation fee for the Hellertown Historical Society by \$300.00 for a total assessment of \$225.00 for 2015. The contribution will be reviewed on a yearly basis. Motion carried 7-0.

X. New Business

1. Outstanding Obligations- Approval of Payments

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

2. Approval of 2014 Civil Service Commission Report – Council Action

Motion made by Michael McKenna, seconded by Richard Staffieri, to approve the 2014 Civil Service Commission report as presented. Motion carried 7-0.

3. Approval of Handicap Parking Space Request at 1348 Washington Street- Council Action

Motion made by John Bate, seconded by Joseph Pampanin, to approve the Handicap Parking Request for 1348 Washington Street. Motion carried 7-0.

4. Approval of Special Event Request for a Wedding Ceremony at Authority Park on July 25, 2015, from 2:30 p.m. to 4:30 p.m.- Council Action

Motion made by Michael McKenna, seconded by James Hill, to approve the Special Event Request. Motion carried 7-0.

5. Discussion on Act 153 of 2014, Pertaining to Seasonal Pool and Summer Staff Requirements

Mrs. Hartranft- There have been significant changes to the child protection laws that will apply to our regular and seasonal employees. There are three clearances that must be received: a child abuse history report, FBI fingerprinting, and PSP background check. Most municipalities are paying for the clearances. New employees have 30 days to obtain the clearances. The total fee for all three is \$47.50. Current employees have until the end of the year to be cleared. The deadline for the summer help applications is April 17, 2015, which gives two weeks to complete the interviews.

Motion made by Michael McKenna, seconded by Richard Staffieri, to move forward with program. The Borough will be subsidizing the cost for 2015. Motion carried 7-0.

Mr. Rieger- I feel that we should review the costs at the end of the season to decide if a small rate increase is necessary to offset the additional costs.

6. Approval of Request for Donation of a Family Pool Pass for Saucon Valley Elementary School Family Fun Night- Council Action

Motion made by John Bate, seconded by Michael McKenna, to approve the request for a donation of a family pool pass. Motion carried 7-0.

XI. Announcements- None

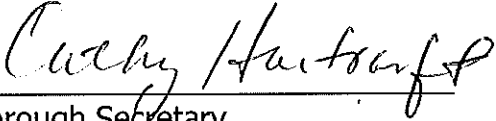
XII. Executive Session

Motion made by John Bate, seconded by Michael McKenna, to adjourn to Executive Session at 8:17 p.m. Motion carried 7-0.

XIII. Adjournment

Motion made by Richard Staffieri, seconded by Michael McKenna, to adjourn the meeting at 8:22 p.m. Motion carried 7-0.

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


Borough Secretary

HELLERTOWN POLICE DEPARTMENT MONTHLY REPORT

December 2014

This is the monthly report for the Hellertown Police Department from December 1st through December 31st, 2014.

During the month of December the Police received 353 calls for service. We did receive, 1 Theft, 8 Domestic/Assault, 1 Burglary and 7 traffic collision calls. We wrote 117 citations.

The Police Department filed 20 charges including 8 for Narcotics Possession, 6 for DUI and 3 for Theft and Receiving Stolen Property.

In December any and all certifications that needed to be completed were done. Myself and the supervisors set up a training schedule for next year and conducted numerous meetings regarding what we want to improve on in 2015. If any of you have questions or concerns please feel free to call or stop by.

Chief Shupp

HELLERTOWN POLICE DEPARTMENT

YEARLY REPORT FOR 2014

This is the yearly report for the Hellertown Police Department for 2014.

In 2014 the police received 4,672 calls for service, averaging approximately 13 calls for service per day. This is an increase of 5.5% from last year. We did receive 10 Sexual Assault, 60 Theft, 109 Domestic/Assault, 19 Fraud, 7 Burglary and 1 Robbery calls. We had 112 traffic collisions and wrote 1,475 citations. All areas of crime stayed fairly consistent with what we normally see. The area that saw the largest increase was traffic citations. We saw a 28% increase in the number of traffic citations written in 2014, largely due to the construction at the north end of town.

The Police Department filed 315 charges in 2014 including 55 for DUI and 114 for Narcotics related offenses, 15 for Assault, 31 for Theft, 9 for Sexual Assault and 3 for Burglary.

In 2014 we conducted multiple tours of our department for local organizations, installed 11 car seats for residents, participated in Catholic Schools Week by attending a lunch with the school kids and did our annual participation in Community Day and the Halloween Parade.

Training is always a point of emphasis, not only for safety and liability, but it also allows officers to learn new tactics and processes that make help them become better at their job. In 2014 officers attended numerous trainings in all aspects of law enforcement. All officers attended the MPOETC required updates taught at the Allentown Police Academy. Officer McCartney attended Field Training Officer School and is now our third FTO. Investigator Dattilio attended a Meth Lab / NPLeX school that will further aid us in the detection of meth labs. Corporals Andree and Johnston attended a Tactical Breaching as well as a Building Search school, these schools emphasized how to tactically breach and search a building or room when an active shooter situation is occurring. Officers Piotrowski, Twerdi and Fischer attended ARIDE School which teaches how to recognize and test for a person under the influence of narcotics while driving. All officers attended our spring and fall firearms qualifications as well as our annual defensive tactics training and TASER training. Officers Twerdi and Donato attended the second level of On-Scene Collision Reconstruction, they now have the ability to calculate speeds, YAW marks, and numerous other reasons a collision occurs. Officer Deleone attended a training on understanding the sovereign citizen and first contact with the aggressive driver; we have been seeing an increase nationally with self -claimed sovereign citizens so this gave us a better understanding of how to handle them. Officer Fragano attended a school for advanced interviewing and interrogation, this school teaches a more in depth way of understanding body movements or expressions while interviewing a suspect to help recognize deception. After the incident on Locust Rd where the kid made the homemade chemical solution, officers Twerdi, Donato, McCartney, Andree, Deleone and Dattilio attended a homemade explosives school put on by the FBI. This school was classroom and had live demonstrations of what certain household chemicals can do when mixed. Officer Donato attended the IPMBA Bike School and now is certified to be part of the bike unit. Officers Donato, Piotrowski, Fischer and Dattilio

attended a tracker/stopwatch certification school. This school simply certifies they can operate those speed timing devices. Officer Donato attended a close quarter battle school that taught how to defend yourself against an aggressive subject in close quarters. Finally Officer Fischer completed Breath Test and SFST Instructor School. Both of these schools are a required prerequisite to become a Drug Recognition Expert. Officer Fischer has recently been accepted to attend DRE School in February and March; this is an extremely difficult school to not only get into but to pass. There are only around 100 DRE's in the entire state of Pennsylvania. A DRE is the only person that can test a person for DUI when they are under the influence of narcotics.

The police department took part some initiatives this year as well. We participated in the 7-11 Operation Chill where an officer observed a juvenile doing something kind or obeying the law we would give them a ticket for a free Slurpee. We also handed out glow necklaces and bracelets on Halloween night that read "Happy Halloween, be safe Hellertown Police Department". Both parents and children really like both of those initiatives. We also started a Business Security Checklist initiative where officers stop in businesses and give them a checklist they can reference to see how secure they are as well as a magnet with our patch and emergency phone numbers. We will continue this initiative in 2015.

We received four grants in 2015. The first grant was from the state for Click it or Ticket for the amount of \$2,500.00. This grant allowed extra patrols to solely target aggressive drivers. The second grant was from the Casino for the two police officers for the amount of \$213,155.00. The third grant was from the casino for a new police vehicle and equipment for \$42,995.00. This vehicle is an SUV and is now in service, the equipment in the vehicle is a ballistic shield that can stop a rifle round and breaching tools. The fourth grant we received was from the casino for new "Force on Force" training equipment for \$10,518.00. This equipment will allow us to better train in active shooter situations.

On the business end of things we did our Junked and Abandoned vehicle sweep of the borough and found residents are doing a better job of abiding by the ordinance, we only had a few people who refused to move their vehicles and were cited. Since the switching of lanes and opening of ramps in the construction zone traffic has moved better and we are seeing less violators in that area. Everything went well in 2014 and we will be striving to make Hellertown a safer community in 2015.

Chief Robert Shupp III

**PUBLIC WORKS AND PARKS DEPARTMENT
MONTHLY REPORT
JANUARY 2015**

1 Activity Completed

Trimmed trees and picked up branches in Dimmick Park.
Altered millrace grate and built grate for large pond.
Bought parts for #5 and #8 at Collis truck parts.
Repaired leaking urinal in Borough Hall men's room.
Packed up christmas tree in lobby.
Salted streets 6 times during the month.
Replaced door on #5 and fixed quarter panels.
Repaired door lock on Compost Center's trailer.
Ran #11 to Service Tire for 2 new front tires and then to Shalls for inspection.
Replaced hopper sensor on #11 San. Truck.
Stored file boxes in basement for office staff.
Cleaned trucks after storms.
Replaced sump pump float in basement of Borough Hall
Plowed back parking spots as residents moved cars.

2 Other

Straightened Rails to Trails signs On Water St.
Double garbage route on 1/2.
Hauled concrete to small pond fill area.
Greased loaded and backhoe.
Emptied bin and pushed pile at Compost Center every Mon..
Rebuilt wash bay drain grate.
Loaded salt trucks before and after each snow event.
Installed rubber spacer and adjusted bracket on furnace circulator.
Cleared sidewalks after each storm.
Picked up 6 recaps from Service Tire for San. Dept.

3 PROJECTS WORKED ON/COMPLETED DURING THE MONTH

Replaced shades in H.P.D.
Bodywork on #6 pickup.
Cleaned out washbay drain.
Installed new counter in H.P.D. for Mike.
Picked up load of coldpatch and filled potholes.
Replaced #11 seat belt clip.
Worked on trimming hedgerows.
Repaired plow on #9-welded in new crossbar.
Installed new tires and broom sections on Bobcat sweeper.

4 NUMBER OF TIMES CALLED OUT AFTER WORKING HOURS

Called out 1/24 for 8in. of snow-1:30am.to 11pm.
Called out 1/26 for icy streets-5:30am, salted.
Called out 1/27 for snow at 4am.-plowed all day.
Called out 1/29 at 9:30pm for salting icy streets.

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

Council Meetings
Meeting with Manager and Terry Boos on Water St. Park.
Meeting with Manager on dumpster billing and Dunkin Donuts issues.
Meeting with Manager, Brian, Chris and Chief on traffic issues at 708 Main St.
Met with Manager and took a tour of tight alleys and Zimpfer Lane plowing complaint.

6 COMPLAINTS

Plowing issues as always.
Icy roads and alleys, salted as needed.

7 OTHER

Emptied coldpatch bin.
Emptied trash barrels as needed.
Cleaned up blacktop in Dimmick Park driveway.
Plowed and salted Compost Center road as needed.
Serviced most of trucks and tractors.



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 January 2015

Local permits issued: 9

BIA permits issued: 13

Residential Rental Inspections: (4)

320 cedar Rd-Fail, 861 NJ Ave-Pass, 468 Front-Pass, 1639 Bleyler-Fail

Fire Inspections: (0)

Complaints received from citizens, public works, and police: 14

Violation Letters Mailed: 4

Citations: (0)

Planning Commission activity: 708 Main St.-Conditional Approval granted, Approval for SALDO waiver.

ZHB activity: none

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

1 Planning Commission

Court Appearances: 0

Other Information:

Velas property is currently under renovation by owner.

Business Activity: none



BOROUGH OF HELLERTOWN

Zoning and Codes Office

685 Main Street

Hellertown, Pennsylvania 18055-1745

Hellertownborough.org

610-838-7041 * Fax 610-838-0500

2014 Yearly report

Complaints received by this office: **188**(+21% from 2013)

Violation notices: **146**(-20% from 2013)

Citations issued: **23**(-21% from 2013)

Residential rental inspections: **98**(-50% from 2013)

Local permits issued: **163**(-29% from 2013)

B.I.A. permits issued: **159**(-38% from 2013)

Notable activities in the Zoning Office:

-The Velas property has sold as Tax Sale and is currently under renovation by its new owner. Projected finish date of the work is 3 months. Expect to see some dramatic improvements at the site.

-The rental inspection program went well in 2014. This year's zone was much smaller than the previous year. The total number of inspections shows the difference..

-There were 31 shade tree permits processed this year, an increase over last year's numbers. As always follow up inspections are completed to ensure replanting occurs.

-For 2014, all business registration and residential rental fees were collected before the end of the year. There were a few instances where I had to issue citations for non-compliance. Some were repeat offenders from last year.

- As always, I attended community day to interact with the residents and help answer any zoning/codes questions.

-I attended a one day UCC updates class to refresh my knowledge of the ever-changing UCC codes.

-I attended the BC 101 5 day class to learn about certain building code requirements and prepare for the Building Inspector test.

-I attended a flood plain forum to gain knowledge on the new FEMA flood maps and regulations.

-There has been an influx of bank owned/vacant properties and complaints from neighbors this year. I continue to enforce property maintenance at these properties. Dealing with foreclosures and sheriff sales is a tedious task and takes up a decent amount of time to accomplish.

-I completed 3 Fire Code inspections under the newly adopted 2009 IFC. As soon as the new zone information is uploaded, I will begin yearly inspections in zone 1.

-I instituted a Grease Management Program with restaurants down near Spring Hill Shopping Center. This was to reduce the amount of grease in the Borough Sanitary System. This program was a huge success as the Water Authority has claimed their system is the cleanest it's been in years.

- The new codes software program is up and running smoothly. Having everything run out of one system is really a benefit for this office.

Planning Commission Activity for 2014:

1152 Main St:

Movie theater project gained approval for development of dental office/salon.

Saucon Condo:

Saucon Condos gained approval for a new building behind the Manor, but have not yet submitted documents to proceed.

708 Main St:

Sketch plan was reviewed for development of the old Murray Motors site.

468 Front St:

Murray Motors gained approval to move the business into the old Saucon Foreign Motors Site.

Neighbors Lawn and Garden:

Neighbors gained approval to erect a pole barn on site to store and sell new/used lawn mowers and equipment.

Zoning Hearing Board Activity for 2014:

1621 Riegel St:

Application for variance on yard lot width was denied.

Business activity for 2014

New for 2014:

Lehigh Valley Produce
The Lunch Box
Murray Motors moved to new location
Hairs What's Happening
Gorgeous Salon
Lighthouse Laundry

Out of Business 2014:

ReRuns Thrift Shop
Al's Auto Body
Antonios Pizza
Hellertown Deli
Lehigh Valley Warrior Arts
Saucon foreign Motors
ProtoSource
Klassic Gold
Rosko's Insurance