

Borough of Hellertown  
Council Meeting Minutes  
Monday, January 27, 2014

I. Call to Order – Thomas Rieger, 7:04 p.m.

II. Pledge - All

III. Roll Call – Cathy Hartranft

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 Gail Nolf, to approve the meeting agendum as written. Motion carried 6-0.

V. Approval of Meeting Minutes

A. Monday, January 6, 2014, Meeting Minutes

Motion made by Michael McKenna, seconded by Richard Staffieri, to approve the January 6, 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- Over the last several weeks, there have been issues with the recycling and late pickups. Mrs. Hartranft met with the General Manager and Route Supervisor for J. P. Mascaro. They will be addressing the issues. If there is an issue with the recycling, please notify the Borough.

It was brought to the attention of the Hellertown Chamber of Commerce that there are some issues with parking in front of businesses after a snow event. Public Works will attempt to remove the snow to the curb line in the business district during normal working hours.

Ms. Nolf- Please have Ms. Rotherham from the Hellertown Area Library come in and discuss the transition at the library since the consolidation.

B. Mayor- None

C. Council

1. Mayor Fluck- Saucon Valley Partnership- None

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

Mrs. Hartranft- The Saucon Valley Partnership will discuss at their next meeting in March future joint initiatives.

3. James Hill- Hellertown Historical Society- None

4. Michael McKenna- Hellertown Borough Authority- None

5. Gail Nolf- Hellertown Area Library/Civil Service Commission

Ms. Nolf- The Civil Service Commission reorganized.

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

Mr. Pampanin- The Planning Commission reorganized. Philip Weber is Chair, Matt Milliren is Vice-Chair, and I am the Secretary. The Planning Commission will meet even if there is no new business to discuss future initiatives. The BBRP is working on the Community Yard Sale and welcomed two new members.

7. Thomas Rieger- Hellertown Chamber of Commerce

The Chamber Banquet will be held at Silver Creek Country Club on March 27, 2014, and will be honoring Braveheart and the Saucon Valley Farmers' Market.

8. Richard Staffieri- Saucon Rail Trail/Rental Property Appeals- None

VIII. Reports from Appointed Officials

A. Treasurer

1. Treasurer's Report & Finance Report

Motion made by Richard Staffieri, seconded by Joseph Pampanin, to receive the Treasurer's Report and Finance Report. Motion carried 6-0.

B. Engineer

Mr. Smith was absent from the meeting.

Bob Korp, Barry Isett & Associates, discussed the space needs of the Public Works Department. The Borough is storing everything efficiently for the space available. The cost to relocate the Borough Hall Campus is estimated to be \$1.6 million. The cost to house equipment located at other areas throughout the borough would be \$2.4 million. If you took the average of all the comparable properties, the Borough would require an acre to house everything

together. The next steps will be to select a location and look into finance options.

Mr. Pampanin- I am glad to see some costs estimates. I feel we should also consider looking at the Reinhard property.

Mr. Pampanin handed out information on Project 70 for Council to peruse.

Mr. Rieger- I think Council should take the information home and process it and we can put it on the agenda for the February 18, 2014, meeting.

C. Solicitor

Mr. Corriere- The owner of 1231 2<sup>nd</sup> Avenue was given until March 19, 2014, to make the court ordered repairs.

A meeting will be held to review the Floodplain Ordinance on February 5, 2014. The deadline for adoption is July 2014.

I requested a status report from Saucon Valley Manor on December 12, 2013, and have not received a response to date. I will be requesting another update.

Mrs. Hartranft, Mr. Russo, and I have been working on revisions to the Fire Code and I will prepare an ordinance for review by council in February.

D. Manager

Mrs. Hartranft- I will have a year-end report for Council at the next meeting.

E. Chief of Police

1. Monthly Reports

Motion made by Gail Nolf, seconded by Michael McKenna, to receive the 2013 Police Yearly and Monthly Report and make a part of these minutes. Motion carried 6-0.

Chief Shupp- Council is in receipt of an email from H.R.I notifying the borough that the police presence for traffic control at the 412 Project is no longer necessary. The construction is currently on hold. Hellertown Borough and the City of Bethlehem both contacted HRI to see if they would be manning the area and we were informed that they would not be. They said they would ask for assistance if issues arise when construction picks back up.

F. Public Works Director

Council commended the Public Works Department for their nice work in dealing with the winter weather.

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

G. Zoning/Codes Officer

Motion made by Richard Staffieri, seconded by Joseph Pampanin, to receive the Zoning/Code Enforcement 2013 Yearly Report and Monthly Report and make a part of these minutes. Motion carried 6-0.

Mr. Rieger- I noticed the large increase in the permits from 2012 to 2013.

Mr. Russo- The 2<sup>nd</sup> Avenue property is looking the best that I have seen it. The yard is cleaned up and the boat and trailer have been removed. He got a permit to complete the stairs and the door has been replaced.

Saucon Manor want to get permits. I informed them that there are items which must be taken care of prior to issuing any permits.

H. Fire Chief- None

I. Emergency Management- None

IX. Unfinished Business

1. Discussion on Public Works Space Needs

This item was discussed under the Engineer's Report

2. Adoption of Resolution 14-06, Authorizing the Borough Manager to Execute the Compromise, Settlement, and Release Agreement with PennDOT for Cherry Lane Streetscape Project- Council Action

Mrs. Hartranft- From 2010-2012, the Borough used PCTI funding for a streetscape project along Cherry Lane. A number of issues and re-inspections put the project over budget. The Borough is receiving additional money from PennDOT to cover the additional inspection costs. The settlement agreement is authorizing the Borough to pay addition funds to Keystone and to reimburse the Borough for additional funds spent.

Motion made by Michael McKenna, seconded by Richard Staffieri, to authorize the Borough Manager to execute the Agreement. Motion carried 6-0.

X. New Business

1. Outstanding Obligations- Approval of Payments

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

2. Receive 2013 Hellertown Civil Service Commission Report- Council Action

Mrs. Hartranft- The Civil Service Commission did reorganize. Chadd Hamman is Chair, William Hillanbrand is Vice-Chair and Anthony Branco is Secretary.

Motion made by Richard Staffieri, seconded by Gail Nolf, to receive the 2013 Civil Service Report. Motion carried 6-0.

3. Authorization to Hold Community Yard Sale and Waive Permit Fee- Council Action

Motion made by Michael McKenna, seconded by Gail Nolf, to hold the Community Yard Sale on June 7, 2014, and waive the permit fee. Motion carried 6-0.

Mrs. Hartranft- This year, the businesses are invited to participate.

4. Adoption of Resolution 14-05, Appointing One Voting Member and Two Alternates to the Northampton County Tax Collections Committee- Council Action

Mrs. Hartranft- Hellertown Borough, Lower Saucon Township, and the Saucon Valley School District are one voting member for the Northampton County Tax Collection Committee. The primary voting delegate is Edward Inghrim and two alternates are Mark Sivak and David Bonenberger.

Mr. Rieger- Mr. Sivak is the Bethlehem City Budget and Finance Director. He will recuse himself from voting if there is a conflict with Bethlehem.

Motion made by Ms. Nolf, seconded by Mr. Pampinin to appoint the voting delegate and alternates. Motion carried 6-0.

5. Approval of Special Event Request to Hold Wedding Ceremony at Authority Park on August 9, 2014- Council Action

Motion made by Richard Staffieri, seconded by Gail Nolf, to approve the Special Events Request for a Wedding on August 9, 2014.  
Motion carried 6-0.

6. Approval of Special Event Request for Saucon Valley Jaycees Easter Egg Hunt on April 19, 2014, and Request to Waive Pavilion Rental Fees- Council Action

Motion made by Gail Nolf, seconded by Michael McKenna, to approve the Special Event Request for the Easter Egg Hunt on April 19, 2014, and waive the pavilion rental fees. Motion carried 6-0.

7. Approval of Special Event Request for Community Day, August 16, 2014, Street Banner Request, and Request to Waiver Pavilion Rental Fees- Council Action

Motion made by Michael McKenna, seconded by Richard Staffieri, to approve the Special Event for Community Day on August 16, 2014, approve the Street Banner Request, and waive the Pavilion rental fees. Motion carried 6-0.

8. Approval of Step Upgrade for Michael Schneider to Operator II- Council Action

Motion made by Richard Staffieri, seconded by Gail Nolf, to approve the Step Upgrade for Michael Schneider to Operator II.

Mr. Henshaw was in agreement

Motion carried 6-0.

- XI. Announcements- None



XII. Executive Session

Motion made by Richard Staffieri, seconded by Thomas Rieger, to adjourn to Executive Session at 7:58 p.m. Motion carried 6-0.


Mr. Corriere advised that the Executive Session is being held to discuss personnel matters and negotiations.

Council reconvened at 9:00 p.m. Mr. Corriere reiterated that the Executive Session was held to discuss personnel and contract negotiations.

XIII. Adjournment

Motion made by Richard Staffieri, seconded by Michael McKenna, to adjourn the meeting at 9:02 p.m. Motion carried 6-0.

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

  
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Borough Secretary

# HELLERTOWN POLICE DEPARTMENT

## YEARLY REPORT FOR 2013

This is the yearly report for the Hellertown Police Department for 2013.

In 2013 the police received 4,425 calls for service, averaging approximately 12 calls for service per day. We did receive 14 Sexual Assault, 52 Theft, 126 Domestic/Assault, 21 Fraud, 9 Burglary and 1 Robbery calls. We had 140 traffic collisions and wrote 1,151 citations.

The Police Department filed 409 charges in 2013 including 59 for DUI and 113 for Narcotics related offenses.

In 2013 we conducted multiple tours of our department for local organizations, installed 5 car seats for residents, participated in Catholic Schools Week by attending a lunch with the school kids as well as conducting a fingerprinting identification event at the school, held a 2 day interactive crime scene demonstration at Dimmick Park for the YMCA Youth Camp and did our annual participation in Community Day and the Halloween Parade.

On the business end of things I feel newer patrol techniques implemented by the supervisors helped keep crime at more manageable levels. We utilized the speed sign in specific areas residents had complaints about and saw a major reduction in speeding on those roadways. The Route 412 construction project was a major obstacle this year but the presence of officers at the lights has helped tremendously and we have received a lot of positive feedback from the community.

We are looking forward to 2014 and will continue to explore ways to make Hellertown safer.

Chief Robert Shupp III

# HELLERTOWN POLICE DEPARTMENT MONTHLY REPORT

## December 2013

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

During the month of December the Police received 295 calls for service. We did receive, 1 Theft, 14 Domestic/Assault, 2 Fraud, 4 Burglary and 13 traffic collision calls. We wrote 38 citations.

The Police Department filed 23 charges including 7 for Narcotics Possession, 4 for DUI, and 6 for Assault.

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 2014.

Chief Shupp

**Angie Bauer**

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**From:** Tom Henshaw  
**Sent:** Thursday, January 09, 2014 11:18 AM  
**To:** Angie Bauer  
**Cc:** Cathy Hartranft  
**Subject:** MONTHLY REPORT (version 1).xls

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

**1 ACTIVITY COMPLETED**

**Leaves-**Finished collection , loading piles and sweeping  
Started park clean-up  
Serviced leaf collector and stored at Tumminelo.

**Snow Plowing-**12/10 &12/11 also salted all streets and alleys  
12/14 and12/15-6 inches Plowed and salted  
12/17 Plowed and salted

**Tree Trimming**  
Cut down dangerous branch hanging on Easton Rd.

**Other**  
Decorated borough for Christmas with B.B.R.P. crew  
Tree lighting clean-up  
Loaded trucks and installed plows for every storm the unloaded and cleaned afterwards  
Replaced timer for Christmas trees at Borough Hall  
Provided barricades for S.V.S.D. band tree sale  
Met with Arbor fence at pool and at compost center for repairs  
Loaded and hauled benches and trash recepticles to storage are at pool

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

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

5 times for snow and ice

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

Meeting with Manager and Jeff Stewart

Meeting with Manager and Bob Korp

**5 COMPLAINTS ATTENDED TO**

Trash complaint on First Ave.

Leaves complaint Kickline Ave.

Three dumpster complaints

Salted and shoveled sidewalk at 501 Saucon St.

**6 OTHER**

Removed goalposts at Eastend Field

Emptied trash barrels in parks weekly

Cold patched potholes in Harris alley

Checked and cleaned authority fountain

Replaced leaking diesel fuel tank on #6 pickup



# 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 2014

**Local permits issued:** 7

**BIA permits issued:** 4

**Residential Rental Inspections completed:** (11)

875 Durham-pass, 160 Cherry-pass, 945 Birch-fail, 40 Durham-fail

932 Birch-pass, 1368 Jefferson-fail, 1100 2<sup>nd</sup> Ave-pass, 302 Magnolia-Pass

1138 Furnace-fail, 339 Durham-fail, 408 Willow-Pass

**Complaints received from citizens, public works, and police:** 16

**Violation Letters Mailed:** 3

**Citations:** (2) 501 Saucon-failure to remove snow  
102 Front-failure to repair front porch

**Planning Commission activity:** reorganizational meeting, discussion on future economic development

**ZHB activity:** none

**Meetings/Classes attended:** 2 Borough Council, 5 day Fire Inspector I training-certificate obtained

**Court Appearances:** County Court for Velas property. 30 days given to Mr. Velas to remove vehicles, fix front steps and repair windows. 90 days given for concrete and paint work.

**Other Information:**

**Business Activity:** Hellertown Deli(across from 7-11) out of business.



## BOROUGH OF HELLERTOWN

Zoning and Codes Office

685 Main Street

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

### 2013 Yearly report

Complaints received by this office: **155**(+57% from 2012)

Violation notices: **176**(-3% from 2012)

Citations issued: **29**(+72% from 2012)

Residential rental inspections: **194**(+42% from 2012)

Local permits issued: **211**(+66% from 2012)

B.I.A. permits issued: **220**(+59% from 2012)

\*There was a 74% increase in collected permit fees from last year\*

#### Notable activities in the Zoning Office:

-The Velas property remains a top priority of this office. Weekly visits to the site as well as communication with the owner occur regularly. The property remains locked and the owners are only given permission to enter by myself. Some small progress has been noted but this will more than likely be a slow process.

-The rental inspection program continues to be a success. There has been a great deal of cooperation from property owners and residents. This year's zone is much smaller than the previous year, so expect a lower number of documented inspections for 2014.

-This office continues to ensure Borough shade trees stay protected by issuing permits and ensuring replanting occurs.

-For 2013, all business registration and residential rental fees were collected by the end of the year. There were a few instances where I had to issue citations for non-compliance.

-As with last year, I did attend Community Day. This one day event was a great chance to build relationships with Borough residents and answer any questions they had.

-I attended a one day class for ADA requirements for crosswalks and curb ramps as a refresher from last year's course.

-I enrolled in Hazardous Materials Awareness and Fire Inspector I training. I took and passed the final exam and was awarded a certificate from the Pro Board to conduct fire inspections. Once my certificate arrives, I will apply to the PA Department of Labor and Industry to be a certified Fire Inspector.

-The certificate of occupancy program ran smoothly throughout the year. I have kept a database of all business and rental certificates issued since my appointment.

-I continue an effort to maintain all records within this office. The property files have grown drastically since my appointment.

### **Planning Commission Activity for 2013:**

#### **1050 Main St:**

Saucon Valley Manor-planning recommended approval of plans to construct new unit on property.

#### **1238-42 Main St:**

Conditional approval for Papa Johns to open Pizza Shop)

#### **1700 Clauser:**

Conditional approval to Freedom Landscaping to operate a landscaping business at the old Valley excavating site

#### **Water St. Park:**

Planning Commission recommended approval to Service Electric to construct a new utility building in the park.

Water St. Park improvements were sent to council with approval

### **Zoning Hearing Board Activity for 2013:**

#### **46-86 Water St:**

(Hellertown Storage)-Application to expand indoor storage was denied.



## **Business activity for 2013**

### **New for 2013:**

86 Water St: Thrift/Consignment Shop  
1105 Main St: Kasey Lynn's catering  
1055 Main St: Gr8t Sounds Record Shop  
28 Penn St: G & J Mechanical  
1526 Bleyler St: Saucon Acupuncture

### **Out of Business 2013:**

612 Main St: Thrift Shop  
812 Main St: American Family Services