

Borough of Hellertown
Council Meeting Minutes
Tuesday, February 18, 2014

AN EXECUTIVE SESSION WAS HELD AT 6:00 P.M. TO DISCUSS PERSONNEL
MATTERS AND EMPLOYEE CONTRACTS

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

II. Pledge - All

III. Roll Call – Cathy Hartranft

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

IV. Adoption of Meeting Agendum

Motion made by Richard Staffieri, seconded by Michael McKenna, to approve the meeting agendum with the addition of New Business #10, Authorize two Emergency Snow Removal Contracts with Walters Excavating for \$5,000.00 each, and New Business #11, Discussion on Parking Lot at Post Office. Motion carried 5-0.

V. Approval of Meeting Minutes

A. Monday, January 27, 2014, Meeting Minutes

Motion made by Richard Staffieri, seconded by Joseph Pampanin, to approve the January 27, 2014, Meeting Minutes with the correction of a grammatical error on Page 6. Motion carried 5-0.

VI. Courtesies of the Floor

A. Pre-Scheduled Appearances

1. Erin from Saucon Valley Community Center- Special Event Request to Hold Ice Cream Social at Reinhard Property- Council Action

Jenny McKenna- Erin has a class and is not able to attend the meeting tonight. The Community Center usually hosts two dinners as fundraisers. This year, we are looking to replace one dinner with an Ice Cream Social. It will be held June 21, 2014. We would like to use the Reinhard Field for games and events and we would use the Community Center for food and the fundraisers. Additional rest room facilities will be provided. The only thing that we ask of the Borough is to have the field mowed.

Chief Shupp- What area will be used for parking?

Ms. McKenna- We will be depending on on-street parking for the event.

Motion made by Richard Staffieri, seconded by James Hill, to approve the Special Event Request for an Ice Cream Social. Motion carried 5-0.

2. Mark Smith, Saucon Valley Diamond Sport- User Fee Waiver- Council Action

Michelle Gubish- Mr. Smith is unable to attend the meeting. Last year, we paid the \$50.00 User's Fee. The request has been changed to \$350.00 due to a change in the Borough's fee schedule. I am seeking to have the fees reduced or waived. We would offer \$200.00. This past year, we had the Iron Pigs come in and improve the field. We would rather see the money reinvested in the fields.

Mr. Henshaw- The Borough has always waived the user fees pending capital improvements. Field work is not considered capital improvements.

Motion made by Richard Staffieri, seconded by Michael McKenna, to waive the User Fees pending review of the policy and receipts for capital improvements. Motion carried 5-0.

B. Agenda Items- None

C. Non-agenda Items

Earl Hill, Hellertown Historical Society- I would like to get Council's permission to have the Public Works Department clear the snow at the Historical Society to open the drainage ditch and the area around the mailbox.

Mr. Hill will work with Mr. Henshaw with regard to the snow removal.

Robert Hero- I am here to discuss the intersection at Main and Penn Street. I would like the Public Works Department to clear the sidewalk while they are removing snow from the street. There is a bus stop at that intersection.

Mr. Corriere- The sidewalk is the responsibility of the property owner.

Mr. McKenna- The Borough's main objective right now is to remove the snow from Main Street.

VII. Reports from Elected Officials

A. President

Mr. Rieger- There is a Special Event Request to hold the Fishing Contest at the Gristmill on May 10, 2014.

Motion made by Richard Staffieri, seconded by Michael McKenna, to approve the Special Event Request for the Fishing Contest. Motion carried 5-0.

Mr. Rieger- The Public Works Department has been working tirelessly to keep the streets plowed and salted. I feel that we should have a lunch for them.

Motion made by Michael McKenna, seconded by Joseph Pampanin, to approve a lunch for the Public Works Department. Motion carried 5-0.

Mr. Rieger- The Chamber is honoring Braveheart's and the Saucon Valley Farmers' Market at their annual banquet. It is being held at Silver Creek Country Club.

There will be a Biz to Biz event at Borough Hall on February 27, 2014, from 7:30 a.m. until 9:00 a.m.

B. Mayor

Mayor Fluck thanked the Police Department and Public Works Department for their work during the snow storms.

The businesses are very appreciative for the snow removal on Main Street.

C. Council

1. Mayor Fluck- Saucon Valley Partnership- None

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

Mr. Rieger- The Police Pension Board meets February 24, 2014; at 7:00 p.m.

3. James Hill- Hellertown Historical Society

Mr. Hill- The Historical Society will host four speaker nights in 2014. We would also like to have a car show in conjunction with History Day on April 26, 2014.

Motion made by James Hill, seconded by Joseph Pampanin, to approve the Special Event Request for a car show pending staff review. Motion carried 5-0.

4. Michael McKenna- Hellertown Borough Authority

Mr. McKenna- The next meeting will be held March 12, 2014.

Rieger- Are there any capital improvements being planned for this year.

McKenna- There are some internal upgrades that we are looking to complete.

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

Mr. Pampanin- All board members were selected and sworn in with the exception of Ms. Nolf and the by-laws were adopted at their meeting.

Mr. Rieger- I would like to see Ms. Rotherham come before Council and give an update on the consolidation

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

Mr. Pampanin- There was no Zoning Hearing Board Meeting or BBRP Meeting. Ms. Himmelberger is working on sending out the flyers for Restaurant Week. At the Joint Planning Commission Meeting, we reviewed last year's submission for each of the commissions. We did discuss the landfill but the Borough did not make suggestion on how to proceed. We also discussed how to get more business into vacant buildings.

7. Thomas Rieger- Hellertown Chamber of Commerce

The Hellertown Chamber of Commerce is also meeting tonight.

8. Richard Staffieri- Saucon Rail Trail/Rental Property Appeals

Mr. Pampanin- Council received a letter from the Rail Trail Committee looking to remove a section of fencing on the bridge to create a viewing area. I do not feel this is the most important area that we would want to concentrate on at this point.

Mr. Rieger- There is a cost associated with that request that I feel could be better spent. I also don't feel that this is an area we should be focusing on at this point.

Mr. Staffieri will take Council's comments back to the Saucon Rail Trail Committee.

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 5-0.

Ms. Krasnansky- MuniPay is working very well. We have taken 29 payments and have 21 pending payments.

B. Engineer

1. Construction Projects Update

Mr. Smith- Barry Isett & Associates has not received a response yet on the Harris Street Bridge final closeout of agreements and few outstanding punchlist items. There is still \$25,000.00 being retained from the contract.

Due to the weather, the punchlist review for the grandstand has been delayed. Barry Isett & Associates are coordinating a date and time for next week, weather permitting.

2. CDBG Curb Ramp Project

Mr. Smith- The contractor will be starting the curb ramps on or about April 1, 2014. In mid- March, we will be holding a pre-construction meeting.

3. Floodplain Ordinance

Mr. Smith- FEMA has set the revision date for the updated flood maps as July 16, 2014. FEMA annually updates their recommended ordinances based on previous year's litigation. As a result, FEMA is requiring all municipalities update and adopt the new Floodplain ordinance prior to the July 16, 2014, date. This item is on the agenda.

4. Walnut Street Culvert

The DEP permit was issued for the project, however, they are requiring a submission to the Northampton County Conservation District with an Erosion and Sedimentation Control Plan. The plan is being prepared and submitted at the end of this week.

5. Grants

The Finance Authority met in January regarding the approval of grants for the Monroe County Local Share funds. No decision was made and the discussion will continue at their March meeting.

6. Water Street Park Discussion

Mr. Smith- The original plan was to install a basketball court/ice skating rink at Water Street Park. We were informed that DCNR will not fund the installation of a permanent ice skating rink. There are two options. Option 1 would be to continue with the installation of a permanent ice skating rink using other funding and reallocate the DCNR funds. Option 2 would be to not install a permanent ice skating rink and instead install a temporary ice skating rink. The cost of the temporary rink will be right in line with the permanent rink. There would be additional labor costs for

the installation and removal of the temporary rink. The rink package could be bid out as an option until we see how the bids come in.

Mr. Rieger- I think that the best option would be to bid it as an alternate.

C. Solicitor

Mr. Corriere- I am still awaiting a response from Aquatic Renovation Systems in regard to the Borough counteroffer.

I requested a status report on Saucon Valley Manor.

On January 30, 2014, I sent a 10-day demand letter to collect \$456.64 for reimbursement for costs incurred to remove oil and asbestos from a pickup truck. To date, I have not received a response.

A staff meeting was held February 5, 2014, to discuss the Fire Ordinance, Oak Street Right-of-Way, and Water Street Park. Mr. Smith is going to do some research and then make a presentation to Council in regard to Oak Street. I will be looking into the Water Street Park Act 70 issue.

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 Michael McKenna, seconded by Joseph Pampanin, to receive the Police Monthly Report and make a part of these minutes. Motion carried 5-0.

Chief Shupp- There has been great cooperation between the Police Department and Public Works Department during the inclement weather. I would like to thank the residents for staying off the snow emergency routes. We did not have to tow any vehicles.

F. Public Works Director

Mr. Henshaw will have the Public Works Monthly Report for the March 3, 2014, meeting.

G. Zoning/Codes Officer

Motion made by Michael McKenna, seconded by Joseph Pampanin, to receive the Zoning/Code Enforcement Monthly Report and make a part of these minutes. Motion carried 5-0.

Mrs. Hartranft- We have been having some issues with people not clearing their sidewalks. Staff recommends council authorize hiring someone to clear the sidewalks

Mr. Corriere- That would be summary offense. The offenders can be given a citation and the Borough can request restitution. The other option would be to file a lien.

Chief Shupp recommended the violators are sited. The Borough can site them daily. The Borough will get the money faster than with the liens.

Motion made by Michael McKenna, seconded by Joseph Pampanin, to give Mrs. Hartranft and Chief Shupp the authority to contract with a contractor to remove snow, to charge residents for snow removal, and develop a written policy. Motion carried 5-0.

H. Fire Chief- None

I. Emergency Management- None

IX. Unfinished Business

1. Discussion on Space Needs Studies

Mr. Pampanin- After seeing the costs associated with moving the Public Works Department, I feel we should look at a more minimal plan.

Mr. Rieger- We do not have the financial strength to move ahead with a project of this scope.

Mrs. Hartranft- At this point, none of the options will work. I think a committee should be formed to come up with a new option.

Mr. Rieger- We should have two members of Council, Mr. Henshaw, Mrs. Hartranft, and Chief Shupp on the committee. We will revisit this issue when we have a full Council.

X. New Business

1. Outstanding Obligations- Approval of Payments

Motion made by Richard Staffieri, seconded by Joseph Pampanin, to approve the payments. Motion carried 5-0.

2. Discussion on Water Street Park- Council Action

This item was discussed under the Engineers Report.

3. Authorization to Advertise Ordinance 772, Floodplain Ordinance- Council Action

Motion made by Michael McKenna, seconded by Richard Staffieri, to advertise Ordinance 772 as written. Motion carried 5-0.

4. Adoption of Resolution 14-07, Authorizing Submission of Joint Local Share Municipal Grant Applications- Council Action

Mrs. Hartranft- Hellertown Borough will be submitting two applications. One application is for the funding of two police officers at a cost of \$213,000.00. The other application is a joint application with Lower Saucon Township for a Utility Vehicle for the Dewey Fire Company at a cost of \$117,000.00.

Motion made by Michael McKenna, seconded by Richard Staffieri, to adopt Resolution 14-07. Motion carried 5-0.

5. Approval of Request for Family Pool Pass for SVSD Family Fun Night- Council Action

Motion made by Michael McKenna, seconded by Richard Staffieri, to donate a Family Pool Pass for Family Night. Motion carried 5-0.

6. Approval of 2014 Saucon Valley Youth Sports Agreement- Council Action

Motion made by Richard Staffieri, seconded by Joseph Pampanin, to approve the Saucon Valley Youth Sports User's Agreement. Motion carried 5-0.

7. Approval of Special Event Request for Saucon Valley Farmers' Market- Council Action

Motion made by Richard Staffieri, seconded by Michael McKenna, to approve the Special Event for Saucon Valley Farmers' Market. Motion carried 5-0.

8. Approval of Special Event Request for Saucon Valley Spirited Community Parade, October 19, 2014, Approval to Allow Parade Personnel to Use Specialized Vehicles Around Parade Route, and Approval of Street Banner Request- Council Action

Motion made by Richard Staffieri, seconded by Michael McKenna, to approve Special Event Request for Saucon Valley Spirited Community Parade, allow the use of special vehicles, and approve the Street Banner Request. Motion carried 5-0.

9. Approval of Special Event Request for Relay for Life, May 16-17, 2014, Street Banner Request, and Waiver of Pavilion Rental Fees- Council Action

Motion made by Richard Staffieri, seconded by Michael McKenna, to approve the Special Event Request for the Relay For Life, approve the Street Banner Request, and waive the Pavilion Rental Fees. Motion carried 5-0.

10. Retroactive Approval of Two Emergency Snow Removal Contracts with Walters Excavating- Council Action

Motion made by Richard Staffieri, seconded by Joseph Pampanin, to retroactively approve two emergency snow removal contracts at a cost of \$5,000.00 each for a total cost not to exceed \$10,000.00. Motion carried 5-0.

11. Authorization to Limit Parking in Post Office Lot- Council Action

Mrs. Hartranft- There are a number of vehicles which have been parked in the lot by the Post Office all winter. It is making it difficult to plow the lot. Although there is a time limitation on a sign, there is no ordinance to enforce the limitation.

Chief Shupp- I think what we need is a broad ordinance to cover the parking areas not in a park. We can change the time limits as necessary during an emergency.

Motion made by Michael McKenna, seconded by Joseph Pampanin, to authorize the revisions to the ordinance to include a 24 hour parking limit on Borough owned lots. Motion carried 5-0.

Chief Shupp- I would like to know if a completely snow covered car is considered a hazard?

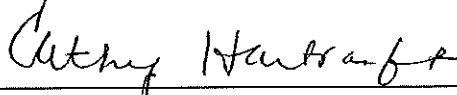
Mr. Corriere- I don't think it would be considered a hazard if the cars are only on one side of the road and the other lane is open to traffic. It would be a hazard if no traffic can get through.

Mr. Henshaw- We have been having good luck with posting the areas "NO PARKING" and then the cars get cleaned and removed.

- XI. Announcements- None
- XII. Executive Session- None
- XIII. Adjournment

Motion made by Michael McKenna, seconded by Richard Staffieri, to adjourn the meeting at 8:44 p.m. Motion carried 5-0.

Adopted by the Hellertown Borough Council this 3rd Day of March 2014.


Borough Secretary



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 February 2014

Local permits issued: 4

BIA permits issued: 9

Residential Rental Inspections completed: (22)

203 Constitution-pass, 325 Henry-fail, 575 Constitution-pass, 133 New-pass, 35 Saucon(5)-fail, 510 Magnolia-fail, 139 New-pass, 833 Magnolia-fail, 827 Elm-pass, 339 Durham-pass, 1138 Furnace-pass, 318 Magnolia-fail, 118 Front-fail, 932 Juniper-pass, 107 Saucon-fail, 120 New-fail, 851 Juniper-fail, 325 Ellen-fail

Complaints received from citizens, public works, and police: 20

Violation Letters Mailed: 8

Citations: (2) 522 Tobias-abandoned vehicle, 214 Northampton-snow removal

Planning Commission activity: no applications

ZHB activity: no applications

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

1 Planning Commission

Court Appearances: (0)

Other Information:

-Velas property-all vehicles have been removed, windows and doors have been repaired/replaced. Owner continues to clean out interior weekly.

Business Activity: 0

HELLERTOWN POLICE DEPARTMENT MONTHLY REPORT

January 2014

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

During the month of January the Police received 328 calls for service. We did receive 3 Theft, 8 Domestic/Assault, 3 Fraud, 1 Burglary, 1 Sex Assault and 6 traffic collision calls. We wrote 84 citations.

The Police Department filed 21 charges including 5 for Narcotics Possession, 5 for DUI, 2 for Assault, 1 for Theft and Receiving Stolen Property and 5 for Sexual Assault.

In January all officers are completing mandatory update training for M.P.O.E.T.C. The snow and cold have been the topic of conversation for January as residents are growing more and more frustrated. Most residents have obeyed the snow emergencies and we only had a few incidents involving arguments about parking and snow removal. Hopefully the weather gets better soon, I'm not sure how long everyone can keep their cool. Any questions or concerns feel free to call or stop by.

Chief Robert Shupp III