

Borough of Hellertown  
Council Meeting Minutes  
Monday, May 16, 2016

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

II. Pledge - All

III. Roll Call – Cathy Hartranft

John Bate-	Present
Earl Hill-	Present
James Hill-	Present
Michael McKenna-	Present
Herbert Payung-	Present
Thomas Rieger-	Present
Philip Weber-	Present
Mayor Fluck-	Present

Also in attendance were Mike Corriere, Chief Shupp, Cathy Hartranft, Tom Henshaw, Kris Russo, Bryan Smith, and Tina Krasnansky. Angie Bauer was absent with prior notification.

IV. Adoption of Meeting Agendum

Motion made by John Bate, seconded by Michael McKenna, to adopt the meeting agendum as written with the addition of New Business #8, Authorize Mr. Corriere and Mrs. Hartranft to enter into discussion for the potential purchase of property, and New Business #9, Adoption of Resolution 16-09 Authorizing the Sale of Borough Owned Property. Motion carried 7-0.

V. Approval of Meeting Minutes

A. Monday, May 2, 2016, Meeting Minutes

The May 2, 2016, meeting minutes were not included in Council packets and will be approved at the June 6, 2016, meeting.

## VI. Courtesies of the Floor

### A. Pre-Scheduled Appearances

1. Robin Rotherham, Hellertown Area Library- Presentation of 2015 Annual Report & Notice of Intent to Apply for a Keystone Grant

Ms. Rotherham- The renovations are complete at the library. Additional staff now has desks, there is a new ADA accessible door, and CAT 6 cable throughout. The Friends of the Hellertown Library have been doing fundraising. There is an Books, Brew, & BBQ event on Saturday. The library received \$33,664.00 in State Aid.

We are looking to apply for a Keystone Grant for a new roof and stucco. The letter of intent has to be in by the end of May. We do have the match for the grant from our Capital fund.

Motion made by Michael McKenna, seconded by Herbert Payung, to support the Keystone Grant application. Motion carried 7-0.

Motion made by Michael McKenna, seconded by Herbert Payung, to have the Borough administer the grant. Motion carried 7-0.

2. Robert Gonzales, BIA- Discussion/Review of LVIP VII Traffic Study

Mr. Gonzales- The main intersection of concern for this project is Cherry Lane and Easton Road. Originally 3 lots were being developed but it was determined that one of the lots would need to be subdivided and a portion of that subdivision is located in Lower Saucon Township. As of the last Planning Commission Meeting, Lower Saucon wouldn't approve the subdivision due to lack of information.

According to a traffic study, the development of these lots will add an additional 2,000.00 trips per day which is an increase of almost 50 percent. Since the intersection of Route 412 and Cherry Lane was included in the traffic studies done for the Route 412 widening project, PennDOT did not feel that it needed to be included in the new traffic study.

Chief Shupp- Very visible signage will need to be added because we have GPS leading people through Hellertown rather than Cherry Lane.

Mrs. Hartranft noted that representatives from LVIP VII will be before the Lower Saucon Planning Commission and encouraged the public and Council to attend.

Motion made by Philip Weber, seconded by Michael McKenna, to send a letter to Lower Saucon Township Planning Commission outlining the Borough's position and stipulations and to also send a letter to the City of Bethlehem, State Representatives, LVIP VII, and Lehigh Valley Planning Commission expressing the Borough's concerns with the project. Motion carried 7-0.

B. Agenda Items- None

C. Non-agenda Items- None

## VII. Reports from Elected Officials

### A. President

Mr. Rieger- A tree was donated in memory of Lorraine Cawley.

Mr. Henshaw- Robert Moll is donating the marble for the memorial. The Borough will be purchasing the plaque to mount it on.

Motion made by Philip Weber, seconded by Earl Hill, to allocate \$200.00 toward the plaque. Motion carried 7-0.

Mr. Henshaw- Staff is in agreement that the remainder of the funds will be taken from the flower fund. Staff had discussed placement behind the flagpole in Dimmick Park.

Mrs. Hartranft- There will be a dedication of the tree at Community Day.

Mr. Rieger- A request was made to the Saucon Valley Partnership to write a letter of support for the Keystone Grant Application for Hellertown Area Library.

Motion made by Philip Weber, seconded by Herbert Payung, to allow the partnership to draft a support letter. Motion carried 7-0.

Mr. Rieger requested an Executive Session to discuss contract negotiations.

B. Mayor

Mayor Fluck had nothing to report.

C. Council

1. Mayor Fluck- Saucon Valley Partnership

Mayor Fluck had nothing to report.

2. Earl Hill- Hellertown Historical Society

Mr. Hill had nothing to report.

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

Mr. Hill- The Civil Service Commission established an eligibility list for the Corporal and Sergeant positions.

The Commission would also like to get an email address to help streamline communication.

4. Michael McKenna- Hellertown Borough Authority

Mr. McKenna- The Authority has begun the process of replacing the original roof to the office building.

5. Philip Weber- Planning Commission and Police Pension Board

Mr. Weber- The Planning Commission heard minor changes to the Saucon Valley Manor project to convert an existing 16 unit condo building to assisted living.

The Police Pension Board is meeting next Monday.

6. Herbert Payung- Hellertown Area Library

Mr. Payung had nothing to report.

7. Thomas Rieger- Hellertown Chamber of Commerce

Mr. Rieger- The Community Yard Sale is June 4, 2016.

A business roundtable will be held at Borough Hall on May 18, 2016.

8. Earl Hill- Hellertown Historical Society

Mr. Hill had nothing to report.

VIII. Reports from Appointed Officials

A. Treasurer

1. Treasurer's Report

Motion made by Michael McKenna, seconded by Philip Weber, to approve the Treasurer's Report. Motion carried 7-0.

B. Engineer

Mr. Smith- I completed the seconded site inspection for 708 Main Street. There are only some landscaping items left outstanding. We received revised plans for the off-site parking lot and they are under review.

C. Solicitor

Mr. Corriere- The 2014 Sanitation liens have been filed. There were 43 total.

I sent a letter to the solicitor for PP&L to make improvements to the swale. I am awaiting a response.

Saucon Valley Manor will no longer have a connecting bridge between the buildings but rather just a crosswalk. The applicant has agreed to provide all ZHB decisions to the borough. The applicant understands the recreation fees need to be paid prior to building permits.

D. Manager

Mrs. Hartranft- The 2015 audit is being finished up and we should have the final copy shortly.

Staff is in the process of closing out the grant funding for Water Street Park.

E. Chief of Police

1. Monthly Report

Motion made by Philip Weber, seconded by Herbert Payung, to receive the Police Monthly Report and make a part of these minutes. Motion carried 7-0.

Chief Shupp- Officer Piotrowski is hoping to return to full duty on the 23<sup>rd</sup>. The light duty policy is only in effect for 60 days unless Council extends to 90 days.

Motion made by Philip Weber, seconded by Michael McKenna, to extend light duty for up to an additional 30 days. Motion carried 7-0.

Chief Shupp- The Police Department has been receiving numerous calls regarding signage on Main Street. I am going to look into breaking down Main Street and looking at ways to make it more efficient and less confusing. Some signage will likely need to be replaced and I would look into budgeting for them in 2017.

F. Public Works Director

1. Monthly Report

Motion made by Herbert Payung, seconded by Philip Weber, to receive the Public Works Monthly Report and make a part of these minutes. Motion carried 7-0.

Mr. Henshaw- Spring Yard Waste Collection will be the week of June 20, 2016, on your garbage collection day.

G. Zoning/Codes Officer

1. Monthly Report

Motion made by Michael McKenna, seconded by Earl Hill, to receive the Zoning/Code Enforcement Monthly Report and make a part of these minutes. Motion carried 7-0.

H. Fire Chief

I. Emergency Management

Mr. Bate- I met with 1050 Main Street to discuss updates to their emergency operations plan.

IX. Unfinished Business

1. Discussion on Repairs to Maple/Willow Road Drainage Swale

Discussion ensued with regard to a plan to repair the swale.

Mr. Rieger- I feel we should give PP&L time to respond to our letter. I do think that we should have a plan and cost estimate in place so if they request an amount for the repair we have information to give them.

Motion made by Michael McKenna, seconded by Herbert Payung, to postpone discussion of this item to await a response and to get a cost estimate for the pipe solution. Motion carried 7-0.

2. Discussion on Response to Weddigen Letter Regarding Penn Street Property

Mr. Rieger read the response letter sent to Ms. Weddigen by Mr. Russo and Mr. Smith. He also noted that the issue with Council not receiving a copy of the letter was handled administratively.

Mrs. Weddigen read a response to the letter previously read by Mr. Rieger.

Mr. Corriere noted that, while this is not the Borough's position in this matter, even if a permit was issued in error the property owner still has vested rights and the project would be allowed to continue.

X. New Business

1. Outstanding Obligations- Approval of Payments

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



2. Approval of Resolution 16-11, Amending Fee Schedule to Include Audio Recording Fee- Council Action

Mr. Rieger- This Resolution would amend the current fee schedule to include a \$10.00 fee for audio recordings.

Motion made by Michael McKenna, seconded by Philip Weber, to adopt Resolution 16-11. Motion carried 7-0.

3. Approval of Resolution 16-12, Requesting a Greenways, Trails, and Recreation Program Grant for \$113,284.00 from Commonwealth Financing Authority to be Used for Rehabilitation of the Pavilion at Dimmick Park- Council Action

Mrs. Hartranft- The Borough is seeking a grant from DCED to rehabilitate the Dimmick Park Pavilion.

Motion made by Philip Weber, seconded by Michael McKenna, to adopt Resolution 16-12. Motion carried 7-0.

4. Discussion and Recommendation for 3-Year CDBG Engineering Proposals- Council Action

Mrs. Hartranft- Every three years, the Borough is required to put out an RFP for Engineering Services for CDBG funded projects. We received 8 responses. Staff is recommending Barry Isett & Associates due to their familiarity with the Borough and the proposed project.

Motion made by Philip Weber, seconded by Michael McKenna, to approve the proposal of Barry Isett & Associates. Motion carried 7-0.

5. Discussion on Robert K. Matey Memorial

Mr. Rieger- Mr. Matey recently passed away and in lieu of flowers, the family wished that the funds go to the Borough for park improvement. We have received \$1,680.00 in contributions. I would recommend waiting a little longer in case some additional funds come in before deciding on a project.

Mrs. Hartranft- One item that has been discussed is a sculpture to go near the patio area at Water Street Park.

6. Discussion on Press Release for 2016 Concerts in the Park- Council Action

Mrs. Hartranft- Mr. Heintzelman has submitted the dates for the Music in the Park series. They are June 10, July 12, and August 14, 2016.

Mr. Rieger noted that the costs for the event fell below the allocated funds.

7. Receipt of Civil Service Commission Annual Report- Council Action

Motion made by Philip Weber, seconded by Earl Hill, to receive the Civil Service Annual Report. Motion carried 7-0.

8. Consent Items

a) Approval of Special Event Request for Dip & Dances June 23, July 7, July 21, and August 4- Council Action

b) Approval of Special Event Request for Me & My Guy Learn to Fish Event, June 18, 2016, from 9:00 a.m. to 1:00 p.m.- Council Action

Motion made by Philip Weber, seconded by Michael McKenna, to approve the Consent Agenda. Motion carried 7-0.

XI Announcements- None

XII. Executive Session

Motion made by Philip Weber, seconded by Herbert Payung, to adjourn to Executive Session at 8:54 p.m. Motion carried 7-0.


Mr. Corriere advised that the Executive Session is being held to discuss personnel and the purchase of property.

Council reconvened at 9:10 p.m. Mr. Corriere reiterated that the Executive Session was held to discuss personnel and the purchase of property.

XIII. Adjournment

Motion made by Michael McKenna, seconded by John Bate, to adjourn the meeting at 9:12 p.m. Motion carried 7-0.

Adopted by the Hellertown Borough Council this 6th Day of June 2016.

  
Borough Secretary