

Borough of Hellertown  
Council Meeting Minutes  
Monday, May 19, 2014

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
Gail Nolf-	Absent with prior notification
Joseph Pampanin-	Present
Thomas Rieger-	Present
Richard Staffieri-	Absent
Mayor Fluck-	Present

IV. Adoption of Meeting Agendum

Motion made by Michael McKenna, seconded by John Bate, to approve the meeting agendum as written. Motion carried 5-0.

V. Approval of Meeting Minutes

A. Monday, May 5, 2014, Meeting Minutes

Motion made by Richard Staffieri, seconded by Joseph Pampanin, to approve the May 5, 2014, Meeting Minutes as written. Motion carried 5-0.

VI. Courtesies of the Floor

A. Pre-Scheduled Appearances- None

B. Agenda Items

Dolores Summer, 1397 Jefferson Street- Mrs. Summer is participating in the TNR program. She inquired into the intent of the language referring to feeding cats.

Tina Logan, 1024 1<sup>st</sup> Avenue- I have read articles about regulating the feed of feral cats. I applaud Council for addressing the problem. I feel the Borough should look into a law like Lancaster County where cats need to be spayed or neutered and have a collar and tags. The feeding ban should be handled differently depending on which zone someone lives in around town. Completely stopping the feeding of the cats will only move them to another area of town.

Council will address this matter under New Business.

#### C. Non-agenda Items

Michael Schneider, Apple Street- I am here to discuss the fence at the former Reinhard School. A young boy was injured climbing the fence at a baseball game over the weekend. The school is no longer there and the fence is old and rusty.

Mr. McKenna- If it is a danger, the fence should be removed.

Mr. Bate- The fence is there to provide a defined entrance and egress to the park area. The coaches and parents should be responsible to keep children off the fence.

Mr. Rieger- The fence has seen its useful life but removing the entire fence is not an option. It creates limited access points. Council will need to identify a solution.

Barry Yonney, 1226 2<sup>nd</sup> Avenue- If the Borough is keeping the fence, it needs to be maintained. There are many fences around the Borough that need maintenance.

Terry Boos, 51 W. Saucon Street- The original reason that the property was fenced in was because there was a playground and a child ran out into the street and was injured.

Council directed Mr. Henshaw to review the location and condition of the fence and report back to Council with his recommendations at the June 2<sup>nd</sup> meeting.

VII. Reports from Elected Officials

A. President

Mr. Rieger- Se-Wy-Co Fire Company has invited Council to celebrate the rebuilding of the Leithsville Fire House on May 31, 2014, from 1:00 p.m. until 8:00 p.m.

Mr. Staffieri arrived at 7:24 p.m.

B. Mayor- None

C. Council

1. Mayor Fluck- Saucon Valley Partnership

Mayor Fluck- The Saucon Valley Partnership meeting for May has been postponed until June 11, 2014, at Lower Saucon Township.

The Memorial Day Service will be held at the Union Cemetery at 2:00 p.m. on May 25, 2014.

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

Mr. Bate- The Police Pension Board meets on May 27, 2014.

3. James Hill- Hellertown Historical Society- None

4. Michael McKenna- Hellertown Borough Authority

Mr. McKenna- The Water Authority will be replacing a valve that services the Saucon Valley School District after school lets out next month.

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

Ms. Nolf was absent from the meeting. The Hellertown Area Library has begun work on the parking lot expansion.

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

Mr. Pampanin- Restaurant week will be held the week of July 20, 2014. The Community Yard Sale is scheduled for June 7, 2014.

The Planning Commission approved a dental office and salon for the former Movies property.

7. Thomas Rieger- Hellertown Chamber of Commerce

Mr. Rieger- A morning meeting will be held on May 22, 2014, at Borough Hall to discuss the 412 widening project from 7:30 a.m. until 9:00 a.m.

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

Mr. Staffieri- There is no meeting of the Saucon Rail Trail Committee due to the Holiday. Lower Saucon Township is currently cleaning their portion of the trail.

VIII. Reports from Appointed Officials

A. Treasurer

1. Treasurer's Report & Finance Report

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

B. Engineer

1. CDBG Curb Ramp Project

Mr. Smith- Work is continuing on this project. They are currently on Scott and Depot Streets.

2. Walnut Street Culvert

Mr. Smith- The costs from the contractor to implement all the E&S measures required by the Conservation District significantly increases the project cost. We have arranged a site meeting with the contractor and the Conservation District to review the requirements and seek amendments to the plan which will be most effective.

3. Borough Bridges

Mr. Smith- Barry Isett & Associates will be reviewing the bridges along the Silver Creek this week to update the bridge repair drawings to the current conditions and recent PennDOT inspection report. Additional curb, sidewalk, railing, and storm improvements will be assessed and added to the plans as alternate bid items.

4. TAP Grant

Mr. Smith- Mrs. Hartranft and I made a presentation to the Transportation Study last week in regard to the Water Street improvements. The Committee will be making their final decision on June 4, 2014.

5. CDBG Submission

Mr. Smith- For years, the Borough has applied for funds to install handicap ramps throughout the Borough. It is our understanding that the County is seeking alternate projects to fund this year. For the 2014 CDBG Grant submission, we are proposing funding for improvements to the 3<sup>rd</sup> Street Playground. The proposed improvements would include: new paved basketball court and perimeter fencing, improved playground safety surface, and sidewalk improvements. The estimated project cost is \$170,000.00. This grant would provide 100 percent funding. Council will need to authorize Mrs. Hartranft to sign the application which is due by May 23, 2014.

Motion made by Michael McKenna, seconded by Richard Staffieri, to accept the project recommendation and authorize execution of the grant application by Mrs. Hartranft. Motion carried 6-0.

#### 6. Water Street Park

Mr. Smith- A meeting was held last week with the Farmers' Market to review the proposed phasing of the project work at Water Street Park. In order to maintain partial use of the park during construction, a rotation of space for parking is proposed. The main parking area (from the existing boulders to the creek) will be fence enclosed for the contractor to begin their work. The current lawn area between the volleyball court and Water Street will be used for temporary parking. Once the new parking lot is complete, the basketball court and sidewalk will be constructed over the temporary parking area. The Farmers' Market will set up parallel to the rail trail within the park area. They requested the restrooms be completed in the initial construction phase.

We have submitted plans to NCCD for our NPDES Permit and have received comments. We are addressing those comments and will re-submit later this week. We prepared and submitted a sketch plan to PennDOT for comment and are awaiting a response. Currently, we anticipate bidding the project in July for an award in August and construction to be in the fall of 2014.

Barry Yonney, 1226 2<sup>nd</sup> Avenue, offered an alternative location for the temporary ice skating rink.

Council will look into Farmers' Market request to retain old Service Electric building at Water Street Park.

#### C. Solicitor

Mr. Corriere- I will need an Executive Session to discuss the Post Office litigation.

The hearing scheduled for May 20, 2014, on the Civil Complaint for \$456.64 for reimbursement for cost incurred to remove oil and asbestos after an incident, has been postponed.

The Lehigh Valley Housing Authority has agreed to pay \$7,661.00 for 2015 in lieu of payment of Real Estate Taxes.

I spoke with a representative of the property owners regarding the placement of the new sign at Bingen Road. I explained to them that all required permits were obtained from Lower Saucon Township.

D. Manager

Mrs. Hartranft- I only have agenda items and will need a brief Executive Session.

E. Chief of Police

Chief Shupp was not present for the meeting.

F. Public Works Director

1. Monthly Report

Mr. Henshaw was not present for the meeting.

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

Mr. McKenna thanked Mr. Henshaw and the Public Works Department for all of their preparation and help for the Relay for Life.

G. Zoning/Codes Officer

1. Monthly Report

Mr. Russo – I have finished with inspections for Zone 5. I will be inspecting Zone 1 in 2015.

Mr. Rieger- What have been the main issues on your inspections?

Mr. Russo- The biggest issue is a lack of smoke detection. There were no major issues. I only have one property that is not complying.

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 6-0.

H. Fire Chief- None

I. Emergency Management- None

IX. Unfinished Business

1. Discussion on Making a Portion of Apple Street No Parking and Authorization to Advertise Ordinance 791- Council Action

Mr. Rieger- This item was tabled by Ms. Nolf at the May 5, 2014, meeting.

Motion made by Michael McKenna, seconded by Richard Staffieri, to advertise Ordinance 791 as written. Motion carried 6-0.

Mrs. Hartranft will notify the abutting property owners of the proposed parking prohibition.

X. New Business

1. Outstanding Obligations- Approval of Payments

Motion made by John Bate, seconded by Joseph Pampanin, to approve the payments. Motion carried 6-0.

2. Adoption of Ordinance 780, Stray/Feral Cat Ordinance- Council Action

Mr. Bate- I understand the want to feed the cats but we need to get the feral cat population under control and the random feedings need to stop.



Mr. Corriere- This ordinance would allow feeding only to trap the animal and participate in the TNR program.

Mrs. Hartranft- The intent was to address the problem of feeding the feral cats without participation in the TNR program.

Motion made by John Bate, seconded by Michael McKenna, to adopt Ordinance 780. Motion carried 6-0.

3. Presentation of Ordinance 766, International Fire Code Ordinance- Council Action

Mrs. Hartranft- A committee was formed in 2012 to review for possible adoption the 2009 International Fire Code. Our current fire code was adopted in the 1970s. The ordinance is only dealing with existing construction. New construction will be covered by the Uniform Construction Code. I am presenting this to Council so it can be reviewed and we can revisit any questions at the next meeting.

Mr. Bate requested that Chief Delmore attend the June 2, 2014, meeting.

Mr. Rieger- All of Council has been emailed the draft ordinance. We will take two weeks to review and send questions to Mrs. Hartranft to be answered at the next meeting. This ordinance will be on the following agenda for advertisement.

4. Presentation of FMLA, USERRA, Workers' Compensation, and Disability Leave Policies

Mrs. Hartranft- We were asked by our insurance company how long the Borough continues health care benefits during various leaves of absences. It has always been at Council's discretion. Staff developed four policies, all within the realm of the law. Please email me any questions which will be answered at the next meeting.

5. Approval of 2014 Summer Help Hires- Council Action

Motion made by John Bate, seconded by Joseph Pampanin, to hire pool summer help employees at the rates outlined on the memo. Motion carried 6-0.

6. Approval of Special Event Request for Me and My Guy Learn to Fish Event, June 7, 2014- Council Action

Motion made by John Bate, seconded by Joseph Pampanin, to approve the Me and My Guy Learn to Fish Event. Motion carried 6-0.

7. Approval of Special Event Request for a Comedy Show at Bravehearts Pub, September 17, 2014, from 6:00 p.m. through 11:00 p.m.- Council Action

Mrs. Hartranft- I feel that Council and staff need to review the Special Event form. This event, as well as another application we received for an Artist Fair, are being held on private property while our current ordinances only addresses events held on Borough property. I recommend we amend our Business Registration ordinance to allow for temporary businesses, with conditions, on private property.

Motion made by Richard Staffieri to table this item until the June 2, 2014, meeting. Motion carried 6-0.

Mrs. Hartranft will contact the property owner.

XI. Announcements- None

XII. Executive Session

Motion made by Richard Staffieri, seconded by Joseph Pampanin, to adjourn to Executive Session at 8:20 p.m.

Mr. Corriere advised that the Executive Session was being held to discuss legal issues and personnel contracts.

Council reconvened at 8:55 p.m. Mr. Corriere reiterated that the Executive Session was being held to discuss personnel contracts and litigation.

XIII. Adjournment

Motion made by Michael McKenna, seconded by Richard Staffieri, to adjourn the meeting at 9:00 p.m. Motion carried 6-0.

Adopted by the Hellertown Borough Council this 2<sup>nd</sup> Day of June 2014.

  
Borough Secretary

**PUBLIC WORKS AND PARKS DEPARTMENT**  
**MONTHLY REPORT**  
**APRIL 2014**

**1 ACTIVITY COMPLETED**

Laid material , stone and sceening on safety track at bleacher.  
Built framework for bleacher backstop.  
Cleaned parks of leaves and branches.  
Attached green boards to front of bleacher.  
Changed exterior lights at restrooms.  
Filled potholes as reported .  
Trimmed trees along  
Installed new main broom and 1 gutter broom.  
Power washed restrooms, cleaned, stocked and opened for season.  
Worked with Walters at Water St. park - leveling and hydroseeding  
Replaced broken boards on benches and tables.  
Rolled rails to trails.  
Changed scoreboard from football to baseball.  
Filled dog waste bag dispencers.

**2 Other**

Clened out dugouts in park.  
Swept Main St. and some side streets.  
Stocked paper products and removed recycling from Borough Hall.  
Hauled all scrap metals to Blindermans.  
Stocked paper products and supplies in restrooms.  
Distributed trash barrels in parks.  
Loader to compost every Monday to clean out bin and .push piles  
Power washed bleachers in park.  
Hung and removed banner after event.  
Worked on potholes.

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

Worked with grinder at compost center, 3 days.  
PPI banner permit.  
Removed salt spreaders.  
Fixed cabinet in Pat's office.  
Hauled and leveled crushcrete in compost center bin.  
Moved furniture in offices and painted Pat's, Angies, Tanya's and Tina's  
Replaced damaged signs and posts.  
Worked on fountain, dug out walks, leveled with 2a and rolled, laid conduit , filled with topsoil and mulch, then paved walkways from pool to bridge.  
Installed additional power panel in pavilion lot.  
Mulched around boro hall  
Installed BBRP sign at Bingen Rd.

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

**5**

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

Council Meetings  
Meeting with Manager and Brian Smith-bridge inspection reports  
Meeting with Brian Smith and HP ramp installer  
Meeting with Tina -vacation schedule



# 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 May 2014

**Local permits issued:** 21

**BIA permits issued:** 15

**Residential Rental Inspections completed:** (21)

31 Penn-pass, 914 NY-fail, 421 Willow-fail, 304 Northampton(4)-fail, 328 Northampton(2)-fail  
23 Penn(4)-fail, 31 Spruce-pass, 374 Ellen-pass, 911 NY--pass, 120 New-pass,  
675 Northampton-pass, 891 NY-pass, 1088 1<sup>st</sup>-pass, 338 Northampton- pass,

**Complaints received from citizens, public works, and police:** 17

**Violation Letters Mailed:** 6

**Citations:** 96 Kiernan-2<sup>nd</sup> citation-rubbish in driveway, 833 Magnolia-rental violation

**Planning Commission activity:** 14-PC-03 Movies- conditional approval. Must submit new plans for Engineer review and then council approval.

**ZHB activity:** none

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

1 Planning Commission

**Court Appearances:** ( 1) 224 High St.-pet waste violation-defendant found guilty

**Other Information:** Contact with Mr. Velas has diminished. Efforts to get the work moving again have been minimal.

**Business Activity:** 1

837 Main St.(Old Antonios) Reopened as "Lehigh Valley Produce".

Lehigh Valley Warrior Arts(shopping center)-out of business