

Borough of Hellertown  
Council Meeting Minutes  
Monday, July 6, 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-	Absent with prior notification
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, and Angie Bauer. Mr. Henshaw and Chief Shupp were absent from the meeting.

IV. Adoption of Meeting Agendum

Motion made by Richard Staffieri, seconded by Joseph Pampanin, to approve the meeting agendum as written. Motion carried 6-0.

V. Approval of Meeting Minutes

A. Monday, June 15, 2015, Meeting Minutes

Motion made by Richard Staffieri, seconded by John Bate, to approve the June 15, 2015, Meeting Minutes as written. Motion carried 6-0.

VI. Courtesies of the Floor

A. Pre-Scheduled Appearances

1. David Heintzeman- Discussion on Dewey Fire Company Carnival and Request to Use Reinhard and Library Lots for Carnival Parking

Mr. Heintzeman- To provide adequate parking on Friday and Saturday, there will be buses to bring people to Dimmick Park. I would request the use of the Library and Reinhard lots. We would request a donation of \$5.00. The donation will be used to give back to the organization and also to the Dewey Fire Company.

Mr. Bate- There will be a major issue with the parking if we do not designate parking areas.

Mr. Heintzeman- I am also going door to door with door hangers to get the word out.

Motion made by Richard Staffieri, seconded by Herbert Payung, to provide support to the committee, allow parking at the Reinhard and Library lots, and to allow the collection of donations for parking.

B. Agenda Items- None

C. Non-agenda Items- None

VII. Reports from Elected Officials

A. President

Mr. Rieger- I will need an Executive Session to discuss personnel matters and contracts.

B. Mayor- None

C. Council

Mr. Hill- The Historical Society has been billed for false alarm fees. They were hoping that the policy could be adjusted to not include Borough owned property.

Motion made by Herbert Payung, seconded by John Bate to waive the false alarm fee for Historical Society and amend the ordinance to exclude Borough owned properties. Motion carried 6-0.

Mr. Pampanin- Restaurant week begins July 19, 2015.

#### VIII. Reports from Appointed Officials

##### A. Treasurer- None

##### B. Engineer

Mr. Smith – Water Street Park work will resume tomorrow due to the holiday. The greenways and trails grant was submitted at the end of the month and will be awarded in September.

Issue with the basketball court is being rectified. They will mill out a joint, backfill, and the asphalt will be heated to eliminate the seam. There will be top coat placed after it is corrected.

Mr. Rieger directed Mr. Smith to look into an extended warranty for the basketball court.

##### C. Solicitor

Mr. Corriere- Saucon Valley Manor will come before Council at the July 20, 2015 meeting.

I received a signed Stormwater Easement from 708 Main Street.

I spoke with Attorney Pereira regarding the Stonewood Development. Mr. Smith will give updated cost estimates and the new property owner will increase the bond if necessary.

##### D. Manager

Mrs. Hartranft only had agenda items.

E. Chief of Police

Chief Shupp was not present for the meeting.

Patrolman McCartney passed his weights and measures classes.

F. Public Works Director

1. Monthly Report

Mr. Henshaw was not present for the meeting.

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

G. Zoning/Codes Officer

Mr. Russo had nothing to report.

H. Fire Chief- None

I. Emergency Management- None

IX. Unfinished Business- None

X. New Business

1. Outstanding Obligations- Approval of Payments

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

2. Adoption of Resolution 15-08, Designating Administrators for CIPP Grant- Council Action

Mrs. Hartranft- Borough is eligible to apply for grant funding through the Northampton County Community Investment Partnership Program. We would like to re-implement the façade program. The

grant requires a dollar for dollar match. Eligible applicants would be commercial businesses along Main Street. The Planning Commission will be the design review body and make recommendations.

Motion made by Richard Staffieri, seconded by Joseph Pampanin, to adopt Resolution 15-08. Motion carried 6-0.

3. Award Bid for Water Street Toilet Room Fit-Out- Council Action

Mr. Smith- Three bids were received: Schwab Contracting for \$20,688.50; Spotts Brothers for \$28,200.00; and K.C. Mechanical Service for \$44,500.00. Schwab Brothers was contacted and all paperwork is in place.

Motion made by John Bate, seconded by Richard Staffieri, to award the Toilet Room Fit-Out Bid to Schwab Contracting for \$20,688.00. Motion carried 6-0.

4. Award Bid for ADA Curb Ramp Project- Council Action

Mr. Smith- Three bids were received for this project: Schwab Contracting for \$86,400.00; Kobalt Construction for \$88,000.00; and Baraket Concrete for \$93,000.00. The bid is complete and I am recommending lowest bidder.

Mr. Rieger- The funding will not cover the total cost.

Mr. Smith- The Borough can change the scope of work or contact the county to see if additional funds are available.

Motion made by Joseph Pampanin, seconded by John Bate , to award the bid for the ADA Curb Ramp Project to Schwab Company in the amount of \$86,400.00 contingent upon finding other funding or changing the scope of work . Motion carried 6-0.

5. Discussion on Public Works Laborer Job Description

Mrs. Hartranft- Based on discussions with Council, the items that were changed were that it is not a requirement but is desirable for the applicant to have Minor Essentials of Firefighting and Emergency Response and Basic Vehicle Rescue Courses.

Motion made by Richard Staffieri, seconded by Herbert Payung, to approve the Public Works Laborer Job Description. Motion carried 6-0.

6. Discussion on Substance Abuse and Drug Testing Policy

Mrs. Hartranft- This policy was put together with our labor attorney. This policy deals with all employees and pre-employment testing or reasonable belief. There is a policy statement, it defines illegal drug, defines reasonable suspicion testing, designates collection site, and designates medical review officer.

Motion made by Richard Staffieri, seconded by John Bate, to approve the Substance Abuse and Drug Testing Policies. Motion carried 6-0.

7. Discussion on Pre-Employment Background Check and Drug Testing Policy

Mrs. Hartranft- This policy authorizes a pre-employment background check and reiterates the drug and alcohol policy.

Motion made by John Bate, seconded by Richard Staffieri, to approve the Pre-Employment Background Check and Drug Testing Policy. Motion carried 6-0.

8. Discussion on Weight Restriction Study for Residential Streets

Mr. Rieger- Council received an email that Officer McCartney can enforce weight limit. A traffic study must be completed to enforce the weight limit. The cost is \$2,100.00 per street. There are 8 streets that are recommended for the study. Our concern is the additional LVIP 7 development.

Corporal Andree- Emergency Vehicles, local deliveries, and school buses are exempt.

Mrs. Hartranft- There was also discussion about looking at Kiernan and Kichline Avenues after the completion of the 412 project.

Mr. Smith- The Borough won't need a study to put up "Local Deliveries Only" but cannot cite for weights.

Mrs. Hartranft- I would like to see a traffic study done at least Northampton and E. High Streets.

Mr. Bate also recommended Linden Avenue.

Motion made by John Bate, seconded by Herbert Payung, to conduct a traffic study on Northampton Street, Linden Avenue, and E. High Streets with a budget adjustment from sergeants salary to engineering line items. Motion carried 6-0.

Mr. Smith- I did request a copy of Lower Saucon Township's weight restricted streets to have on file.

9. Approval of Request from Hellertown Area Library to Park Up to 30 Vehicles at Dimmick Park on October 23, 2015- Council Action

Motion made by Richard Staffieri, seconded by John Bate, to approve request from Hellertown Area Library to park vehicles at Dimmick Park. Motion carried 6-0.

10. Approval of Request from American Legion to Park Up to 20 Vehicles at Dimmick Park on October 17, 2015, for Washington D.C. Bus Trip- Council Action

Motion made by John Bate, seconded by Herbert Payung, to approved the American Legion's request to park vehicles at Dimmick Park. Motion carried 6-0.

11. Approval of Special Event Request for Get Bookin 5K Run/Walk, September 26, 2015, from 8:00 a.m. to 12:00 p.m.- Council Action

Motion made by Richard Staffieri, seconded by Herbert Payung, to approve the Get Bookin Special Event Request without the road closures. Motion carried 6-0.

12. Approval of Special Event Request for Dewey Fire Company Carnival, July 14-19, 2015. Contingent Upon Receipt of Certificate of Insurance and Indemnification from Vendor- Council Action

Motion made by Richard Staffieri, seconded by Herbert Payung to approve the Dewey Fire Company Carnival Special Event Request contingent upon receipt of certificate of insurance and indemnification from vendors. Motion carried 6-0.

Motion made by Herbert Payung, seconded by John Bate, to allow the use of the Gator and other four-wheel vehicles and the landing of a non-emergency helicopter during the parade. Motion carried 6-0.

13. Approval of Street Banner Request for S.V. Woman's Club Bingo- Council Action

Motion made by John Bate, seconded by Richard Staffieri, to approve the Saucon Valley Woman's Club Street Banner Request. Motion carried 6-0.

XI Announcements

Mr. Rieger- Restaurant Week will be held July 19-26, 2015.

XII. Executive Session

Motion made by Richard Staffieri, seconded by Joseph Pampanin to go into Executive Session at 8:19 p.m. Motion carried 6-0.

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

Council returned from Executive Session at 8:48 p.m. Mr. Corriere reiterated that the Executive Session was held to discuss personnel and contract matters.



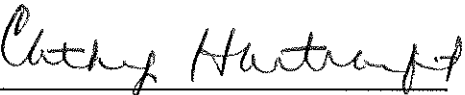
Motion made by Herbert Payung, seconded by Richard Staffieri, to authorize Mrs. Hartranft to prepare a Request for Proposal for grass cutting services. Motion carried 6-0.

Motion made by John Bate, seconded by Richard Staffieri, to authorize Mrs. Hartranft to begin the hiring process for a Public Works employee in the Sanitation Department. Motion carried 6-0.

XIII. Adjournment

Motion made by Joseph Pampanin, seconded by James Hill, to adjourn the meeting at 8:55 p.m. Motion carried 7-0.

Adopted by the Hellertown Borough Council this 20<sup>th</sup> Day of July 2015.

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Borough Secretary

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

- 1 **Activity Completed**  
Trimmed trees on walkway along Water St.  
Installed new pump motor on park fountain.  
Plaza weeded, planted and mulched.  
Set 2 cement pads for benches at pool entrance.  
Planted shrubs and flowers at park fountain.  
Trimming along Rails to Trails..  
Repaired water leak in snack stand and installed icemaker.  
Picked up bench and installed at pool.  
Replaced fence and posts along sidewalk at Third Ave. park  
Relay for Life preparation and event.  
Hauled flag pole to Water St. park.  
Installed Mrs. Frey memorial bench on Rails to Trails.  
Pumped out, washed down then backfilled pool. Started filtering system.  
Fire extinguishers inspection.
- 2 **Other**  
Cleaned and opened restrooms daily  
Emptied trash barrels on Mon. and Fri.  
Recycling weekly  
Daily grass cutting and trimming.  
Double garbage route on 5/26  
Cleaned out overflow grate on pond - over flowing onto road.  
Greased loader and backhoe.  
Emptied bin and pushed pile at Compost Center every Mon.  
Loosed and turned mulch at compost center.  
Pool plumbing 101 with Scott.  
Removed Market banner and installed Art Fest banner.  
Powerwashed decks and walkways at pool.  
Installed ladders, guard chairs and handrails.
- 3 **PROJECTS WORKED ON/COMPLETED DURING THE MONTH**  
Cleaned out washbay drain.  
Picked up load of coldpatch and filled potholes.  
Worked on trimming hedgerows.  
Pumped out and cleaned out Splash Pad tank.
- 4 **NUMBER OF TIMES CALLED OUT AFTER WORKING HOURS**  
Called out Sat. 5/2 for dead cat in park.
- 5 **MEETINGS AND/OR TRAINING ATTENDED (ALL DEPARTMENT PERSONNEL)**  
Council Meetings  
Meeting with Manager on 5/1.  
Meeting with Manager and Bryan on paving specs.  
Meeting with Manager, Bryan, Chris and Chief on traffic issues at 708 Main St.  
Met with Manager and took a tour of Grist Mill area.  
Met with Manager on roadwork, bids and retirements.
- 6 **COMPLAINTS**  
Potholes -filled.  
Branches in streets- collected.
- 7 **OTHER**  
Double garbage roue 5/26.