

Borough of Hellertown  
Council Meeting Minutes  
Monday, December 7, 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-	Present
Joseph Pampanin-	Present
Herbert Payung-	Present
Thomas Rieger-	Present
Richard Staffieri-	Present
Mayor Fluck-	Present

Also in attendance were Cathy Hartranft, Michael Corriere, Bryan Smith, Kris Russo, Tom Henshaw, Corporal Johnston, Tina Krasnansky, and Angie Bauer.

IV. Adoption of Meeting Agendum

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

V. Approval of Meeting Minutes

A. Monday, November 16, 2015, Meeting Minutes

Motion made by Richard Staffieri, seconded by Joseph Pampanin, to approve the November 16, 2015, Meeting Minutes. Motion carried 7-0.

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 read and presented Mr. Staffieri with a proclamation from the Borough for his 45 years of service on Borough Council. Mr. Staffieri also received proclamations from Senator Lisa Boscola and Representative Robert Freeman.

Mr. Rieger requested an Executive Session.

Motion made by John Bate, seconded by Michael McKenna, to cancel the December 21, 2015, Meeting due to lack of business. Motion carried 7-0.

Mr. Rieger also thanked outgoing Councillors Bate and Pampanin for their service.

B. Mayor

Mayor Fluck wished the Saucon Valley Football Team success at the Championship Semi-Finals.

C. Council

Mr. Payung passed on gratitude and thanks to the Public Works Department for a job well done on picking up the leaves.

VIII. Reports from Appointed Officials

A. Treasurer- None

B. Engineer

Mr. Smith had nothing to report.

C. Solicitor

Mr. Corriere had nothing to report.

D. Manager

Mrs. Hartranft had only agenda items.

E. Chief of Police

1. Monthly Report

Motion made by Michael McKenna, seconded by Joseph Pampanin, to approve the Police Monthly Report and make a part of these minutes. Motion carried 7-0.

F. Public Works Director

1. Monthly Report

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 7-0.

Mr. Henshaw- There was a good turnout for the tree lighting.

G. Zoning/Codes Officer

Mr. Russo had nothing to report.

H. Fire Chief- None

I. Emergency Management

Mr. Bate had nothing to report.

Mr. Rieger- Northampton County will be holding a NIMS 100 and NIMS 700 course at Borough Hall for staff and Council members that still need to complete the classes.

IX. Unfinished Business- None

X. New Business

1. Outstanding Obligations- Approval of Payments

Motion made by Joseph Pampanin, seconded by John Bate, to approve the payments. Motion carried 7-0.

2. Adoption of 2016 General, Fire Appropriation, Liquid Fuels, Sanitation, and Capital Budgets- Council Action

Mr. Rieger- This is the same budget that was presented to the public for comment. We did not receive any public comments.

Mrs. Hartranft- The availability of the budgets was properly advertised.

Motion made by Richard Staffieri, seconded by Herbert Payung, to adopt the 2016 General, Fire Appropriation, Liquid Fuels, Sanitation, and Capital Budgets. Motion carried 7-0.

3. Adoption of Ordinance 804, 2016 Tax Rate- Council Action

Motion made by Richard Staffieri, seconded by John Bate, to adopt Ordinance 804. Motion carried 7-0.

4. Adoption of Resolution 15-15, Adopting 401 Plan Documents- Council Action

Mrs. Hartranft- The IRS requires a review of the 401 Plan every six years. The purpose of Resolution 15-15 is to readopt the plan and also to amend the Borough contribution to the plan to \$1,400.00.

Motion made by Richard Staffieri, seconded by Herbert Payung, to adopt Resolution 15-15. Motion carried 7-0.

5. Approval of 2016 Council, Zoning Hearing Board, Planning Commission, and Police Pension Board Meeting Schedules- Council Action

Mr. Rieger- I received a letter from future councilperson Earl Hill. He has chosen to take the four-year seat. Council will need to fill a two year vacancy that will exist as of January 4, 2015. Once the vacancy is announced the Borough has 30 days to fill it. In order to have time for interviews, I would propose that the Reorganization Meeting begin at 6:00 p.m. with interview to begin at 6:30 p.m. Letters of interest should be received by 12:00 p.m. on December 31, 2015.

Motion made by Herbert Payung, seconded by Michael McKenna, to adopt the 2016 Meeting Schedule with said change. Motion carried 7-0.

Motion made by Herbert Payung, seconded by John Bate, to advertise the possible opening of a two-year council term. Motion carried 7-0.

6. Discussion on Prohibiting Brake Retarders on Main Street

Mrs. Hartranft- The Borough has received complaints about trucks using brake retarders on Main Street and have asked Council to consider enacting an ordinance to prevent the practice.

Mr. Smith- The Borough would need a PennDOT permit to allow placement of signage.

Mr. Payung- Perhaps the Borough could set specific times when they cannot be used.

Motion made by John Bate, seconded by Herbert Payung, to proceed and look into what would need to be completed to enact ordinance. Motion carried 7-0.

7. Approval of Temporary Construction Easement for Friedensville Road/West Water Street Bridge- Council Action

The contractor for the Water Street Bridge Project has requested a temporary construction easement during the repair. This would affect a portion of Water Street Park but they will repair the pathway and landscaping once completed within Water Street Park. The bridge repair could take up the 3 months and will begin in 2018.

Mr. Henshaw requested that the area be fenced in.

Motion made by John Bate, seconded by Herbert Payung, to grant the temporary construction easement. Motion carried 7-0.

8. Approval of 2016 At-Will Contracts- Council Action

Motion made by Michael McKenna, seconded by Joseph Pampanin, to approve the contacts as presented. Motion carried 7-0.

9. Approving the Payment of All Invoices through the Remainder of the Year- Council Action

Motion made by Michael McKenna, seconded by Joseph Pampanin, to approve payment of the remaining bills for 2015. Motion carried 7-0.

XI Announcements

Mr. Staffieri on behalf of Council wished everyone a Merry Christmas and Happy New Year.

Mr. Payung- The Hellertown Area Library is now open.

XII. Executive Session

Motion made by Michael McKenna, seconded by John Bate, to adjourn to Executive Session at 7:38 p.m.

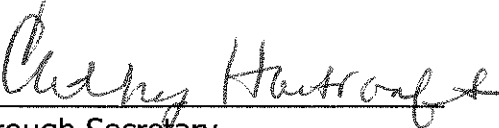
Mr. Corriere advised that the Executive Session is being held to discuss legal matters.

Council reconvened at 8:40 p.m. Mr. Corriere reiterated that the Executive Session was being held to discuss legal matters.

XIII. Adjournment

Motion made by Richard Staffieri, seconded by Michael McKenna, to adjourn the meeting at 8:42 p.m. Motion carried 7-0.

Adopted by the Hellertown Borough Council this 4<sup>th</sup> Day of January 2016.

  
Audrey Hartman  
Borough Secretary

# HELLERTOWN POLICE DEPARTMENT MONTHLY REPORT

## November 2015

This is the monthly report for the Hellertown Police Department from November 1st through November 30th, 2015.

During the month of November the Police received 414 calls for service. We did receive 5 Theft, 10 Domestic/Assault, 11 Fraud/Counterfeiting, 1 Burglary and 7 traffic collision calls. We wrote 127 citations.

The Police Department filed 128 charges including 7 for Narcotics Possession, 9 for DUI, 4 for Assault, 6 for Theft and Receiving Stolen Property and 93 for Forgery.

The number of calls and arrests this year were up from last November. The department has been doing an outstanding job of identifying and arresting counterfeiters in our area. We have had multiple arrests this year for counterfeiting, including the arrest Officer Donato just made of 3 males from Brooklyn NY passing counterfeit bills in our area. This was a large case that spanned from NY to Hellertown and included many of our surrounding jurisdictions. This has become a common problem in our area and I am proud of the assertiveness my guys are showing in finding and arresting the offenders. Any questions feel free to call or stop in. Happy Holidays!

Chief Robert Shupp III



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

**1 Activity Completed**

Hung flags along Main St. on 11/2 and removed on 11/13.  
Installed new strobe bar on sweeper.  
Ordered and installed solar light for flag pole at Water St. park.  
Reinstalled 16 fence capes on band shell fence.  
Ordered and installed surge tank on #11 sanitation truck.  
Swept Main St. as scheduled and leaf clean up.  
Water St. park restroom inspection.  
Winterized fountains at Grist Mill, Girls softball field, Third Ave. and East End field.  
Set flags around plaza for Veterans day and removed after.  
Removed winch from beam in shop.  
Installed new rope on flagpole in Dimmick Park.  
Cleaned Plaza fountain and park fountain.  
Cleaned trucks  
First aid and CPR training for Tina, Scott, Jack and Tom  
Set up tree in lobby and Angie decorated for Christmas.  
Tree lighting ceremony and clean up after event.

**2 Other**

Stocked restroom at Water St. park.  
Cleaned shops and lunch room weekly.  
Cleaned off geraniums from plaza and park fountain.  
Removed 2 banners from Main St.  
Emptied bin and pushed pile at Compost Center every Mon.  
Returned excess flooring to Home Depot.  
Started trac-vac work in park.  
Bought and installed trash cans at Water St. park.  
Filled dog waste bags dispensers weekly.  
Recycling and cardboard from Borough Hall to park weekly.  
Mulched leaves into windrows for collection.  
Installed salt spreaders on #7, #9 and #13 dump trucks.  
Loaded branches cut to replace light pole at football practice field.  
Cleared off #4 dump- water tank, pump and generator.  
Delivered barricades for S.V.S.D. band tree sale.  
Collected bagged leaves along routes.

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

Started leaf collection schedule.  
Hung rules signs on pavilions.  
Cleaned leaves and flower beds from around Borough Hall.  
Decorated plaza and Borough Hall with Christmas lights.  
Set up barricades, lighting and podium for tree lighting.  
Removed leaky radiator from leaf collector, had repaired and reinstalled.  
Hung Christmas stars along Main St.  
Worked on trimming hedgerows, bushes and tree's.  
Delivered decorations and pine bows to businesses on Main St.

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

Called out for car explosion on First Ave.

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

Council Meetings  
Meeting with Manager and Mary on Compost Center grant.  
Met with Manager, Tina and Carol Bigham then tour of buildings.  
Met with Charlie at Compost Center to measure piles.

**6 COMPLAINTS**

Pothole on Harris St., coldpatched.

**7 OTHER**

Cleaned restrooms daily.  
Emptied trash barrels Mon. and Fri.  
Cut cemetery weekly.  
Cleared mill race and pond grates weekly.