

Borough of Hellertown
Council Meeting Minutes
Monday, April 2, 2018

An Executive Session was held prior to the meeting at 6:15 p.m. to discuss personnel matters and the potential purchase of Borough owned property.

I. Call to Order – Thomas Rieger, 7:02 p.m.

II. Pledge - All

III. Roll Call – Cathy Hartranft

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| Earl Hill- | Present |
| James Hill- | Present |
| Kevin Lott- | Present |
| Herbert Payung- | Present |
| Thomas Rieger- | Present |
| Gil Stauffer- | Present |
| Philip Weber- | Present |
| Mayor Heintzelman- | Present |

Also in attendance were Michael Corriere, Cathy Hartranft, Chief Shupp, Tom Henshaw, Kris Russo, Bryan Smith, and Angie Bauer.

IV. Adoption of Meeting Agendum

Motion made by Earl Hill, seconded by Herbert Payung, to adopt the meeting agendum as written. Motion carried 7-0.

V. Approval of Meeting Minutes

A. Monday, March 19, 2018, Meeting Minutes

Motion made by Philip Weber, seconded by Herbert Payung, to approve the March 19, 2018, minutes as written. Motion carried 7-0.

VI. Courtesies of the Floor

A. Pre-Scheduled Appearances

Mark Stankiewicz, American Cancer Society- Discussion on Wings & Strings Festival Special Event Request

Mr. Stankiewicz- We would request that the ordinance on alcohol in the park be suspended from July 28, 2018, from 12:00 p.m. to 8:00 p.m. Two police officers will be present and marked wrist bands will be provided.

Mrs. Hartranft- Staff met and spoke with Mr. Stankiewicz. I feel that all of our questions have been answered. Staff will be present for the event with the cost being borne the American Cancer Society.

Motion made by Philip Weber, seconded by Herbert Payung, to approve the Wings & Strings Special Event Request and to suspend the ordinance on alcohol in the park on July 28, 2018, from 12:00 p.m. to 8:00 p.m. Motion carried 7-0.

B. Agenda Items- None

C. Non-agenda Items

Kristen Nelson- I am a Zumba instructor and I would like to hold aqua Zumba classes at the pool. I am proposing a small fee for the classes which I would donate back to the pool.

Mrs. Hartranft- Due to the volume of people at the pool, I would recommend holding the classes very early in the day or toward the end of the day. I believe that she would also have to provide a lifeguard for the class.

Mr. Payung- I am in favor of holding the class at 6:00 p.m. if a lifeguard can be provided.

Mr. Rieger- I would like to have our solicitor look into the lifeguard rule. I believe it only applies to daycares and camps.

Mr. Corriere will review the rule and report back to Council at the next meeting.

VII. Reports from Elected Officials

A. President

Mr. Rieger had only agenda items to discuss.

B. Mayor

Mayor Heintzelman- The next Cops & Coffee will be held on April 23, 2018, from 8:30 a.m. to 10:00 a.m., at Mountain View Moravian Church.

I attended the Lehigh Valley Chamber Board of Governors meeting and outlined all of the good things happening in Hellertown.

C. Council

Council had nothing to report.

VIII. Reports from Appointed Officials

A. Treasurer- None

B. Engineer

Mr. Smith had only agenda items to discuss.

C. Solicitor

Mr. Corriere- I received a letter regarding the Cummings property wanting confirmation from the Borough whether a subdivision would be required.

Mr. Smith and I discussed the maintenance agreement for BT Stonewood. We determined that 15 percent of \$109,000.00 would be sufficient.

D. Manager

Mrs. Hartranft had only agenda items to discuss.

E. Chief of Police

Chief Shupp had nothing to report.

F. Public Works Director

Mr. Henshaw had nothing to report.

G. Zoning/Codes Officer

Mr. Russo had nothing to report.

H. Fire Chief- None

I. Emergency Management- None

IX. Unfinished Business

1. Review and Approval of Dewey Fire Company's 2016 Audit- Council Action

Motion made by Earl Hill, seconded by Gil Stauffer, to acknowledge receipt and review of the Dewey Fire Company's 2016 Audit. Motion carried 7-0.

2. Approval of Release of \$2,500.00 toward 2017 Fireworks. This Was Authorized at the April 3, 2017, Council Meeting

3. Approval of Release of \$2,396.52 to Dewey Ambulance for Net Amount Due Minus the Shortage from the Ambulance Grant- Council Action

Motion made by Earl Hill, seconded by Kevin Lott, to approve the release of funds for the fireworks and ambulance to the Dewey Fire Company. Motion carried 7-0.

X. New Business

1. Outstanding Obligations- Approval of Payments

Motion made by Philip Weber, seconded by Earl Hill, to approve the payments with the exception of the payments to Alura which is to be held until our technology issues are resolved. Motion carried 7-0.

2. Authorization to Execute GASB 75 Proposal- Council Action

Mrs. Hartranft- The GASB 75 is required to be part of the annual audit. Now they are adding addition disclosures to be included. Beyer-Barber sent a proposal for \$7,500.00 to complete. We contacted Benecon. They are meeting with the legal team to see if it is something they can do. I would recommend Council table this matter until we hear back from them.

Motion made by Philip Weber, to table this item until we hear back from Benecon. Motion carried 7-0.

3. Authorization to Purchase Two Surveillance Cameras for the Police Department-Council Action

Chief Shupp- The police department would like to get two additional security cameras. One would be outside to view our parking area and the other would be looking at our outside door. The cost is \$1,225.00. The monthly maintenance fee is \$6.94 per month.

Mrs. Hartranft- Funds are available in the reserve.

Motion made by Philip Weber, seconded by James Hill, to approve the purchase of two additional cameras. Motion carried 7-0.

4. Review Livable Landscape Grant Award of \$21,000.00 for Saucon Rail Trail Signage Along Main Street

Mr. Smith- The Borough received a county grant to install signage to orient pedestrians to the Rail Trail or to Main Street. Signs will be installed at the trail crossings on Bachman, Water, Walnut, and Saucon Streets. Since the signage is pedestrian oriented, the

Borough does not need PennDOT approval for placement. The installation by Public Works covers the in-kind match. The rest of the funds will go toward the Water Street Project.

Motion made by Kevin Lott, seconded by Gil Stauffer, to approve the use and forward to the Saucon Rail Trail Commission for approval. Motion carried 7-0.

5. Discussion on Public Works and Police Building Renovations – Council Action

Bob Korp reviewed the 2013 Space Needs Study. The study purely looked into space requirements. The new portion looked into the relocation of Public Works to the Reinhard Lot and a new two-story building for the Police Department where their lot is currently located and removing a portion of the Public Works Building. An estimates preliminary cost would be 6.2 million dollars.

The next step would be to select which alternative you want to pursue, select a design team, prepare a phasing plan, and determine financing options.

Chief Shupp- After our meetings, staff feels the first step is removing public works from the campus before any work can begin on a police department.

Mr. Heintzelman- There are possible three options that are a lot more viable than the one presented. I would like another month to complete my research and then present to Council.

Mr. Stauffer inquired as to how much money is available for the Borough to borrow.

Mrs. Hartranft- The Borough receives a borrowing base certificate yearly. The Borough would be allowed to borrow approximately 5 million dollars. Council will revisit this discussion at the first meeting in May.

XI Announcements


Mr. Rieger- Thank you to the Hellertown Historical Society for putting on the 2018 Easter Egg Hunt.

XII. Executive Session- None

XIII. Adjournment

Motion made by Hebert Payung, seconded by Philip Weber, to adjourn the meeting at 8:15 p.m. Motion carried 7-0.

Adopted by the Hellertown Borough Council this 16th Day of April 2018.



Borough Secretary