

Borough of Hellertown  
Council Meeting Minutes  
Monday, May 7, 2018

**An Executive Session Was Held Prior to the Meeting at 6:15 P.M. to  
Discuss Police Personnel Matters and Potential Litigation.**

- I. Call to Order – Thomas Rieger, 7:00 p.m.
- II. Pledge - All
- III. Roll Call – Cathy Hartranft

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 Philip Weber, seconded by Earl Hill, to adopt the meeting agendum as written. Motion carried 7-0.

- V. Approval of Meeting Minutes

- A. Monday, April 16, 2018, Meeting Minutes

Motion made by Philip Weber, seconded by Gil Stauffer, to approve the April 16, 2018, minutes as written. Motion carried 7-0.

\*\*\*\*\*Approval and Swearing-In of Jon Lau as Assistant Fire Chief\*\*\*\*\*

Motion made by Earl Hill, seconded by Herbert Payung, to appoint Jon Lau as Assistant Fire Chief and thank Nick Keller for his service. Motion carried 7-0.

Mayor Heintzelman administered the Oath of Office.

VI. Courtesies of the Floor

A. Pre-Scheduled Appearances

1. Jessica O'Donnell- Discussion on Movie In The Park

Ms. O'Donnell thanked the Borough for the participation at various events. There will be ribbon cutting at Farmer's Insurance on June 3, 2018. The summer restaurant week will be held from July 29-August 4, 2018. Lastly, I am proposing a Movie in the Park on August 24, 2018. Mobile Tech will provide the screen and a family movie will be shown from 7:00 p.m. to 9:00 p.m. We will be seeking sponsors for refreshments.

Motion made by James Hill, seconded by Earl Hill, to approve the Movie in the Park contingent upon completion of the necessary paperwork. Motion carried 7-0.

Ms. O'Donnell introduced the newest member of her team, Rachel Greenawalt, to Council.

2. Glenn Higbie- Presentation of 2017 Hellertown Borough Authority Audit

Mr. Higbie- There were no issues with our audit. Both funds had a net income. The rates were raised this year on January 1, 2018. In 2017, we completed the following Capital Projects: installing two radio towers to remote read the MIUs, started replacing the MIUs, and working on valve replacement. For 2018, we will be completing the MIU replacements, line inspections, replacing some smaller valves, and completing the standby station.

3. Glenn Higbie- Discussion on Transferring Watershed Land Ownership from Borough to Borough Authority.

Mr. Higbie- There is a 14 acre parcel on Lower Saucon Road that was never transferred to the Borough Authority for control over the springs in the watershed. The only reason that I could think of other than it just being missed was that parcel is the only one that

does not have a spring on it. I would like to Borough to consider transferring that parcel.

Mr. Rieger acknowledged the request and said staff will look into the transfer.

Mr. Higbie- The Well #3 control building was abandoned at the park by the soccer fields in 2016. The Public Works Department has been using it for storage. The Authority is still paying for the electric to the building and we would like that transferred to the Borough. Neither I nor Borough staff was able to locate an agreement to drill the well and we have been doing an easement search. If one is found, the Authority will vacate it.

Staff will take care of the transferring of the power.

Mr. Higbie- The Authority has begun the yearly hydrant flushing this week.

4. Steve LaBrake- Request to Hold Short Track Races at Thomas Ironworks

Mr. LaBrake- I would like to hold a race series through the summer. It is very similar to the one that was held in the fall. They are in the cinder area only and nothing will be held on the trail.

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

5. Kristie Fach, Wildlands Conservancy- Update on Water Street Dam Removal Project

Ms. Fach presented an overview of the project and the work that has been completed to date.

Ms. Fach- In the summer of 2019, PennDOT will assist in the dam removal after the Water Street Bridge construction as the equipment will already be on site. In the fall of that year, we will host a volunteer planting to help with erosion control along the creek.

Mr. Rieger- I think it is great that all of the agencies are working together.

B. Agenda Items- None

C. Non-agenda Items- None

VII. Reports from Elected Officials

A. President

Mr. Rieger had nothing to report.

B. Mayor

Mayor Heintzelman- The Cops & Coffee was again a success. I am looking to do a bicycle run for ice cream at a later date.

C. Council

Council had nothing to report.

VIII. Reports from Appointed Officials

A. Treasurer- None

B. Engineer

1. Discussion on Proposed Grant Application for Improvements to Gregory Park

Mr. Smith- There is a Greenways and Trails grant opportunity for improvements to Gregory Park. The plan would be to replace the fencing, enhance the playground, and put in a half-court basketball court. The estimated cost would be \$271,000.00. We would be applying for a grant of \$230,000.00 with the Borough contributing a \$41,000.00 cash match.

Mr. Rieger and Mr. Weber would both like to see the court remain as is size wise and just resurface.

Mr. Smith- The grant awards should be announced in September.

Motion made by Philip Weber, seconded by Herbert Payung, to adopt Resolution 18-06 to apply for the grant. Motion carried 7-0.

Motion made by Earl Hill, seconded by Herbert Payung, to commit to the match dollar amount. Motion carried 7-0.

C. Solicitor

Mr. Corriere- Staff would like to make a change to the SALDO to add recreation fees for commercial properties.

Motion made by Philip Weber, seconded by Herbert Payung, to have staff compile a SALDO revision bundle. Motion carried 7-0.

D. Manager

Mrs. Hartranft had only agenda items to discuss.

E. Chief of Police

1. Monthly Report

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

F. Public Works Director

1. Announcement of 2018 Spring Yard Waste Collection

Mr. Henshaw- The Public Works Department will be completing the Spring Yard Waste Collection the week of June 18, 2018, following the normal garbage collection schedule.

We overlaid the Rail Trail last week. This week, Service Electric will be moving their building at Water Street Park.

G. Zoning/Codes Officer

Mr. Russo had nothing to report.

H. Fire Chief- None

I. Emergency Management- None

IX. Unfinished Business

1. Discussion on Sidewalk and Tree Replacement Project Along  
Constitution Avenue

Mrs. Hartranft- Mr. Henshaw worked with Asphlundh to cut down the trees along Constitution Avenue prior to the sidewalk replacement. Public Works will remove the stumps. Lower Saucon Township has agreed to cover fifty percent of the cost for the portion of the sidewalk that abuts the library. The Borough will be accepting donations to plant memorial trees once the sidewalks have been replaced. I have spoken with a landscaper located in Leithsville to provide the trees. They have agreed to donate a portion of the trees which will be willow oak trees.

Motion made by Earl Hill, seconded by Philip Weber, to approve the plan as presented. Motion carried 7-0.

X. New Business

1. Outstanding Obligations- Approval of Payments

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

2. Award Bid for Water Street Improvement Project- Council Action

Mr. Smith- The Borough received three bids from Kobolt Construction, Marino Construction, and Namaris Construction. The bid included four allowances. Grants will be covering the costs. The low bidder is Kobolt Construction. Staff recommendation is to award the base bid, alternate 1, alternate 2, and alternate 5 for a total cost of \$382,110.00.

Motion made by Herbert Payung, seconded by Gil Stauffer, to award the project of base bid, alternate 1, alternate 2, and alternate 5 to Kobalt Construction in an amount of \$382,110.00. Motion carried 7-0.

Mr. Smith noted that this will be Phase I of the project. The remaining funds available will go toward Phase II.

3. Authorization to Waive the Yard Sale Fee for the Community Yard Sale on June 2, 2018-Council Action

Motion made by Philip Weber, seconded by Herbert Payung, to waive the Yard Sale Fee for the Community Yard Sale on June 2, 2018. Motion carried 7-0.

4. Appointment of Towing Company- Council Action

Chief Shupp- I was recently informed that our current towing company will be retiring. I spoke with some towing companies and my recommendation would be to appoint Saucon Collision as the Borough's towing company. They currently tow for Lower Saucon Township and a portion of Upper Saucon Township. The Borough makes no money from this contract.

Motion made by Philip Weber, seconded by Earl Hill, to appoint Saucon Collision as the Borough's towing company. Motion carried 7-0.

5. Authorization to Bid 2018 Street Paving Project- Council Action

Mrs. Hartranft- The Base Bid will be to pave New Jersey Avenue with an alternate being the paving of Detweiler Avenue. It will be placed on PennBid.

Motion made by Philip Weber, seconded by Kevin Lott, to bid the 2018 Street Paving Project. Motion carried 7-0.

6. Approval of 2018 Public Works Summer Hires- Council Action

Motion made by Philip Weber, seconded by James Hill, to hire the 2018 Public Works Summer Hires per memo and to re-advertise for the additional open positions. Motion carried 7-0.

7. Approval of 2018 Pool Summer Hires- Council Action

Motion made by Earl Hill, seconded by Philip Weber, to approve the 2018 Pool Summer Hires outlined in the memo. Motion carried 7-0.

8. Approval of Signal Service Traffic Signal Maintenance Contract- Council Action

Mrs. Hartranft- This is a two year renewal of the agreement which covers maintenance at Main and High Streets, Main and Water Street, Main and Penn Streets, Main and Walnut Street, and the signal at the school. The cost is \$1,900.00.

Motion made by Earl Hill, seconded by James Hill, to approve signal maintenance contract. Motion carried 7-0.

9. Approval of Payment Request#4 to J.P.S. Construction in the Amount of \$101,925.00 for the Bridge Repair Project- Council Action

Mr. Smith- The contractor is currently finishing up the list of punchlist items.

Motion made by Herbert Payung, seconded by Earl Hill, to approve payment #4. Motion carried 7-0.

10. Discussion on Intersection of Main and Saucon Streets

Chief Shupp- The Police Department received a request to look at this particular intersection. When the vehicle is on Saucon Street, it is very tough to pull out onto Main Street without pulling far into the road. I would recommend removing one parking space to increase the line of sight.



Motion made by Kevin Lott, seconded by Earl Hill, to approve the removal of the parking space and install the necessary signage.

XI Announcements- None

XII. Executive Session

Motion made by Earl Hill, seconded by Philip Weber, to adjourn to Executive Session at 8:23 p.m.

Mr. Corriere advised that the Executive Session was being held to discuss the potential purchase or lease of property. Motion carried 7-0.

Council reconvened from Executive Session at 8:55 p.m. Mr. Corriere reiterated that the Executive Session was held to discuss personnel matters and the potential purchase of property. Motion carried 7-0.

XIII. Adjournment

Motion made by Herbert Payung, seconded by Earl Hill, to adjourn the meeting at 9:00 p.m. Motion carried 7-0.

Adopted by the Hellertown Borough Council this 21<sup>st</sup> Day of May 2018.

  
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Borough Secretary

# HELLERTOWN POLICE DEPARTMENT MONTHLY REPORT

## March 2018

This is the monthly report for the Hellertown Police Department from March 1st through March 31st, 2018.

During the month of March the Police received 321 calls for service. We did receive 6 Domestic/Assault, 2 Theft, 1 Fraud and 10 traffic collision calls. We wrote 178 citations.

The Police Department filed 19 charges including 4 for Narcotics Possession, 3 for DUI, 5 for Theft, 1 for PWI and 1 for Armed Robbery.

This March our arrests were up a little, as they are for the year. We made an arrest for PWI on a case we were working on and the guys did a great job making a quick arrest on the armed robbery. We will be starting our abandoned vehicle initiative shortly. Any questions feel free to stop in or call.

Chief Robert Shupp III