

Borough of Hellertown  
Council Meeting Minutes  
Monday, October 15, 2018

**An Executive Session Was Held At The End of the October 1, 2018  
Meeting to Discuss Personnel Matters.**

**A Budget Session Was Held Prior To The Meeting At 6:00 P.M.**

I. Call to Order – Thomas Rieger, 7:04 p.m.

II. Pledge - All

III. Roll Call – Angie Bauer

Earl Hill-	Present
James Hill-	Present
Kevin Lott-	Present
Michael McKenna-	Present
Thomas Rieger-	Present
Gil Stauffer-	Absent with prior notification
Philip Weber-	Present
Mayor Heintzelman-	Present

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

IV. Adoption of Meeting Agendum

Motion made by Philip Weber, seconded by Michael McKenna, to adopt the meeting agendum as written. Motion carried 6-0.

**\*\*\*\*\*Proclamation Presentation to Glenn Higbie\*\*\*\*\***

Mayor Heintzelman presented Mr. Hibgie a Proclamation honoring his ten years of services as the Hellertown Borough Authority Administrator and proclaimed October 15, 2018, Glenn Hibgie Day.

Mr. Higbie thanked Council and staff for their many years of support.

The new administrator, Lauren Suflata, will start on Wednesday.

V. Approval of Meeting Minutes

1. October 1, 2018

Motion made by Kevin Lott, seconded by Philip Weber, to approve the October 1, 2018, meeting minutes as written. Motion carried 6-0.

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 had only agenda items to discuss.

B. Mayor

Mayor Heintzelman- The Spirit Parade will be held this Sunday. It is the same route. Main Street will be closing at 1:30 p.m. Participants need to be registered and lined-up by 1:30 p.m. Please do not remove barricades. Staff will remove them. The judges' stand is still at 650 Northampton Street. This year, Moravian College Marching Band will be participating for the first time.

I performed my second wedding and have another one coming up in two weeks.

C. Council- None

VIII. Reports from Appointed Officials

A. Treasurer

1. September 2018

Motion made by Michael McKenna, seconded by Earl Hill, to receive the Treasurer's Report. Motion carried 6-0.

B. Engineer

Mr. Smith had only agenda items to discuss.

C. Solicitor

Mr. Corriere- The closing for the Cummings property is scheduled at my office on October 22, 2018. The total price due at closing is \$5,500.00.

Motion made by Philip Weber, seconded by Kevin Lott, to issue the check for closing. Motion carried 6-0.

D. Manager

Mrs. Hartranft- The trees that are being removed on Water Street are not for a temporary bridge. The trees are being removed in a Right-of-Way for PPL to install a three-phase connection. The trees will be replanted in the spring.

E. Chief of Police

1. Monthly Report

Motion made by Michael McKenna, seconded by Philip Weber, to receive the Police Monthly Report and make a part of these minutes. Motion carried 6-0.

F. Public Works Director

1. Monthly Report

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

2. Announcement of 2018 Leaf Collection Schedule

Mr. Henshaw- The 2018 Leaf Collection Schedule will begin the week of October 29, 2018. A formal schedule will be posted.

G. Zoning/Codes Officer

1. Monthly Report

Motion made by Earl Hill, seconded by Philip Weber, 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

Mr. Scherer- Since my last appearance before Council, I have attended three quarterly meetings and an Emergency Planning course. I am scheduled to attend a workshop regarding software available to update the Emergency Operation Plan. After that meeting, I will coordinate a meeting with Chief, Mrs. Hartranft, and Kris to review and make changes to the EOP. I would anticipate that happening after the New Year.

IX. Unfinished Business

1. Discussion on Traffic Issue Solutions on Clauser Street

Chief Shupp- The tractor trailer incident occurred on Clauser Street was on the day that I-78 was closed. I attended a meeting with PennDOT and beginning December 13, 2018, to put up truck

restricted signs, an engineering study must be completed. There will be no grandfathering. This does not apply to the roads that are weight restricted.

Mr. Smith will look into the cost of the engineering study and required signage.

2. Discussion on Traffic Issue in Fox Alley

Chief Shupp- There is minimal traffic in the alley. I was observing the alley for about 2 hours and only 3 cars traveled the alley. In addition, making that a one-way road would require a one-way road in the other directions. I believe the issue was a one-time incident.

No action was taken on this matter.

X. New Business

1. Outstanding Obligations- Approval of Payments

Motion made by Michael McKenna, seconded by James Hill, to approve the payments. Motion carried 6-0.

2. Approval of Payment Request #4 to Kobalt Construction in the Amount of \$45,704.50 for Water Street Improvements Project- Council Action

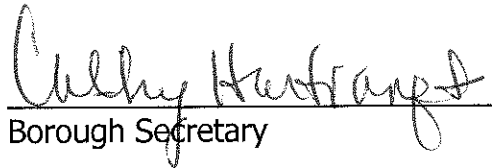
Motion made by Philip Weber, seconded by Earl Hill, to approve Payment Request #4 to Kobalt Construction in the amount of \$45,704.50. Motion carried 6-0.

Mr. Smith- The contactor has only been able to locate 6 of the trees for the Water Street project. They are trying to locate an additional 8 trees. Other than that, most everything else is completed. There will be a punchlist addressing a few items, but they have been very responsive to our concerns.

XIII. Adjournment

Motion made by Michael McKenna, seconded by Kevin Lott, to adjourn the meeting at 7:37 p.m. Motion carried 6-0.

Adopted by the Hellertown Borough Council this 5<sup>th</sup> Day of November 2018.

  
Borough Secretary

# HELLERTOWN POLICE DEPARTMENT MONTHLY REPORT

## September 2018

This is the monthly report for the Hellertown Police Department from September 1st through September 30th, 2018.

During the month of September the Police received 415 calls for service. We did receive 2 Theft, 11 Assault/Domestic, 1 Sex Assault, 1 Robbery and 13 traffic collision calls. We wrote 133 citations.

The Police Department filed 29 charges including 11 for Narcotics Possession, 7 for DUI, 3 for Assault, 1 for Robbery, 2 for Theft and 1 for Possession with the Intent to Deliver Narcotics.

A lot of time was spent last month preparing for our fall firearms and tactics trainings as well as preparing the 2018 budget. We will be participating in the annual Spirit Parade as well as Trick or Treat. We will have 2 bike officers as well as the normal patrol officers out during trick or treat handing out glow necklaces and bracelets. We had another busy month but the guys are doing a great job investigating and closing out cases. Any questions or concerns feel free to call or stop by.

Chief Robert Shupp III

**PUBLIC WORKS AND PARKS DEPARTMENT  
MONTHLY REPORT  
SEPTEMBER 2018**

**1 Activity Completed**

Unloaded and installed cement blocks for back wall in salt shed.  
Cleaned out plaza fountain.  
Power washed snack stand at pool.  
Hauled loads of old files to Bethlehem recycling.  
Unloaded and stored 23 tires for Hpd in basement.  
Painted new double yellow lines at High and Easton Rd.  
Emptied portable sanitary sink in snack stand.  
Repainted vascar lines on Walnut St.  
Accident cleanup at Linden and Easton Rd.  
Met with Penn Detroit repairman, installed new computer in #11  
Dug out and paved sinkhole in Oliver alley.  
Worked with stump grinder at Reinhart ,Pool and Gregory Park.  
Brush pickup week -9/24-9/28.  
Cleaned trash truck for brush collection.  
Loaded plow sold on municibid from 550 dump truck.

**2 Other**

Serviced both Lazars - mowers.  
Cleaned shops and lunch room weekly.  
Sorted through old files for metal clips, loaded boxes and trucks for shredding.  
Stocked Borough hall with paper goods.  
Emptied #11 trash truck and reloaded into #7 to take to landfill.  
Road trip with Manager to look at possible christmas tree.  
Cut all grass twice a week  
Cleaned out Willow Rd. swale.  
Swept Main and misc. streets.  
Filled dog waste bag dispensers weekly.  
#12 trash truck to Horwith for electrical work, left side brake lights out.  
Replaced swing at Water St. Park.  
Disposed of dead deer from Neighbors sidewalk.  
Accident cleanup on Northampton St.

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

Changed main broom on sweeper.  
Cleared out scrap metal area.  
Pushed up piles at Compost Center weekly.  
Emptied and disconnected ice machine in snack stand.  
Tree and brush trimming along streets.  
Winterized locker rooms at pool.  
Ordered and installed running boards on new #5 pickup.  
Removed leaky hydraulic cylinder from #12 trash truck.  
Removed 13 'WE BUY HOUSES' signs from along Main St.

**4 MEETINGS**

Council Meetings  
Meeting with Manager, misc. Borough business  
Met with Manager, Tina and Penndot to close out road work project.  
Christmas lighting meeting.

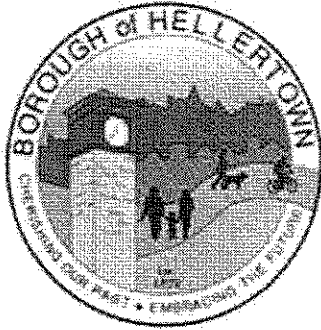
**5 OTHER**

Emptied trash barrels on every Fri.

**6 COMPLAINTS**

Water issue at Kickline and Clauser  
Curbing at 1435 Detweiler.





# BOROUGH OF HELLERTOWN

Zoning and Codes Office  
685 Main Street  
Hellertown, Pennsylvania 18055-1745  
Hellertownborough.org  
610-838-7041 \* Fax 610-838-0500

## 2018 Monthly Report Sep 12-Oct 11

<b>Local Permits Issued:</b>	19
<b>BIA Permits Issued:</b>	9
<b>Sidewalk Inspections:</b>	9
<b>Residential Rental Inspections:</b>	3
<b>Fire Inspections:</b>	3
<b>Service Requests/Complaints</b>	28
<b>Citations:</b>	0
<b>Planning Commission activity:</b>	Conditional approval for 1160 main St.-Clothing Boutique
<b>ZHB activity:</b>	None
<b>Meetings/Classes attended:</b>	2 Borough Council 0 Z.H.B. 1 Planning Commission
<b>Court Appearances:</b>	0
<b>Other Information:</b>	
<b>Business Activity:</b>	Mystical Treats-1310 Main St. Color Wheel Creations-1053 Main St.

## Borough of Hellertown

10/11/2018

## Monthly Permit Report

9:08 AM

Page 1 of 2

## FOR PERMITS ISSUED BETWEEN 9/13/2018 AND 10/11/2018

DATE PERMIT	PERMIT #	OWNER	PROPERTY ADDRESS	PARCEL	EST VALUE	
9/14/2018	Z-180459	EVANGELISTA, THERESA M,	820 MAPLE RD	Q7SE4A-10-12	\$3,400.00	\$75.00
	Zoning	Sidewalk				
9/17/2018	Z-180464	SHEA, MICHAEL And EMERSON, LI	1563-65 MAIN ST	Q7NW2D-8-7	\$50.00	\$25.00
	Zoning	Sign Permit				
9/17/2018	Z-180466	MICKLUS, MARY ANN,	851 POPLAR RD	Q7SE4A-10-4C	\$8,725.00	\$100.00
	Zoning	Front Porch				
9/18/2018	Z-180467	DIETTERICK KEVIN J And TUCKER	316 LINDEN AVE	Q7NW3C-15-1	\$10,000.00	\$125.00
	Zoning	Deck				
9/19/2018	Z-180473	SALMON, DORAINE,	55 MAGNOLIA RD	Q7SW3B-6-7A	\$2,900.00	\$75.00
	Zoning	Sidewalk				
9/19/2018	Z-180474	NOLF, GREGORY J And GAIL H,	1022 NEW JERSEY AVE	Q7SW2B-8-5	\$2,300.00	\$50.00
	Zoning	Sidewalk				
9/20/2018	Y-180475	MEI, JUN YAO And QIUCI,	203 CONSTITUTION AVE	Q7SE4A-10-5	\$0.00	\$25.00
	Shade	Removal				
9/21/2018	Z-180477	BROWN, EMMA GRACE And ANDER	310 E HIGH ST	Q7NW3B-6-4	\$600.00	\$25.00
	Zoning	Fence				
9/21/2018	Z-180476	SHRUNTZVILLE ENTERPRISES LLC,	1702 CLAUSER ST	Q7NW2D-1-2A	\$1,600.00	\$50.00
	Zoning	Sidewalk				
9/26/2018	D-180485	HIRNER, DARLENE And TRACEY,	1020 EASTON RD	Q7SW2B-1-7	\$0.00	\$75.00
	Dumpster	Dumpster Permit				
10/1/2018	Z-180492	MERKEL JUSTIN C And ASHLEY N,	29 E DEPOT ST	Q7SW2A-7-16	\$500.00	\$25.00
	Zoning	Fence				
10/2/2018	D-180496	RIEGEL, GLENN M And BETHANNE	869 WILLOW RD	Q7SE4A-12-5	\$0.00	\$75.00
	Dumpster	Dumpster Permit				
10/3/2018	M-180499				\$0.00	\$200.00
	MobileFood	Mobile Food License				
10/4/2018	Z-180501	BRAXMEIER, THOMAS A JR And LA	30 W DEPOT ST	Q7SW2A-8-5	\$5,000.00	\$100.00
	Zoning	Patio/Deck				
10/4/2018	Z-180502	PROVIDENCE INVESTMENT GROUP	410 E HIGH ST	Q7NW3B-7-3	\$2,400.00	\$50.00
	Zoning	Fence				
10/4/2018	Z-180503	KOLOSKY, EDWARD A,	1045 2ND AVE	Q7SW2B-1-16	\$1,500.00	\$50.00
	Zoning	Driveway Permit				
10/5/2018	Z-180506	HELLERTOWN BOROUGH,	409 CONSTITUTION AVE	Q7SE1D-3-6	\$10,500.00	\$0.00
	Zoning	Sidewalk				
10/5/2018	D-180507	KEBORT, PAULINE And JOHN S,	538 RENTZHEIMER DR	Q7SW2C-8-7	\$0.00	\$75.00
	Dumpster	Dumpster Permit				
10/5/2018	Z-180505	SAUCON VALLEY COMM CENTER IN	323 NORTHAMPTON ST	Q7SW3B-7-1	\$6,900.00	\$0.00
	Zoning	Sidewalk				

Borough of Hellertown

10/11/2018

Monthly Permit Report

9:08 AM

Page 2 of 2

FOR PERMITS ISSUED BETWEEN 9/13/2018 AND 10/11/2018

DATE PERMIT	PERMIT #	OWNER	PROPERTY ADDRESS	PARCEL	EST VALUE
-------------	----------	-------	------------------	--------	-----------

TOTAL NUMBER OF PERMITS:	19
TOTAL ESTIMATED VALUE:	\$56,375.00
TOTAL PERMIT FEES:	\$1,200.00

Summary by Type

**Borough of Hellertown  
Monthly Permit Report**

10/11/2018  
9:07 AM  
Page 1 of 1

**FOR PERMITS ISSUED BETWEEN 9/13/2018 AND 10/11/2018**

DATE PERMIT	PERMIT #	OWNER	PROPERTY ADDRESS	PARCEL	EST VALUE	
9/13/2018	E-180457	GOODRICH, DENISE L And GOZZAR	856 ELM RD	Q7SE4A-12-13	\$2,000.00	\$79.50
	Elect	New Service Wire				
9/14/2018	P-180463	HEINTZELMAN, DAVID J,	415 FRONT ST	Q7SW3A-2-18	\$30,000.00	\$104.50
	Plumbing	Commercial				
9/14/2018	M-180461	HEINTZELMAN, DAVID J,	415 FRONT ST	Q7SW3A-2-18	\$30,000.00	\$204.50
	Mechanical	Commercial				
9/14/2018	E-180462	HEINTZELMAN, DAVID J,	415 FRONT ST	Q7SW3A-2-18	\$30,000.00	\$94.50
	Elect	Commercial				
9/14/2018	B-180460	HEINTZELMAN, DAVID J,	415 FRONT ST	Q7SW3A-2-18	\$30,000.00	\$614.50
	Build	Repair/Renovation-Commercial				
9/19/2018	B-180472	KWIATKOWSKI, MICHAEL A,	250 WAGNER AVE	Q7NW2C-6-1	\$2,000.00	\$124.50
	Build	Handicap Ramp				
10/2/2018	F-180495	RIEGEL, GLENN M And BETHANNE	869 WILLOW RD	Q7SE4A-12-5	\$12,366.00	\$79.50
	Roof	Roof-Residential				
10/2/2018	E-180498	LIPP, TODD N,	326 SPRUCE ST	Q7SW3C-3-3	\$13,067.00	\$119.50
	Elect	Residential Solar				
10/2/2018	B-180497	LIPP, TODD N,	326 SPRUCE ST	Q7SW3C-3-3	\$1,414.00	\$199.50
	Build	Rooftop Solar				

TOTAL NUMBER OF PERMITS: 9  
 TOTAL ESTIMATED VALUE: \$150,847.00  
 TOTAL PERMIT FEES: \$1,620.50

Summary by Type

4 Commercial  
 4 Residential

**Borough of Hellertown  
Monthly Permit Report**

10/11/2018  
9:08 AM  
Page 1 of 1

**FOR PERMITS ISSUED BETWEEN 9/13/2018 AND 10/11/2018**

DATE PERMIT	PERMIT #	OWNER	PROPERTY ADDRESS	PARCEL	EST VALUE
9/18/2018	S-180469	SCHNALZER, JUSTIN J,	530 TOBIAS DR	Q7SW3B-5-2	\$0.00 \$25.00
	Sidelnsp	Sidewalk And Curb Inspection Application			
9/18/2018	S-180468	LAZARO, MARCUS And DELGROSS	158 W CLARKE ST	Q7NW3D-2-1	\$0.00 \$25.00
	Sidelnsp	Sidewalk And Curb Inspection Application			
9/25/2018	S-180483	KIJAK, MARK M And MICHELE B,	155 NORTHAMPTON ST	Q7SW3C-2-11	\$0.00 \$25.00
	Sidelnsp	Sidewalk And Curb Inspection Application			
9/25/2018	S-180481	ABEL, DREWE N And JOANN P,	336 SPRUCE ST	Q7SW3C-3-4A	\$0.00 \$25.00
	Sidelnsp	Sidewalk And Curb Inspection Application			
9/27/2018	S-180489	VENO, ERVIN R III,	1661 ILONA DR	Q7NW2C-4-9	\$0.00 \$25.00
	Sidelnsp	Sidewalk And Curb Inspection Application			
9/27/2018	S-180487	KADEGIS, JEFFREY M And CONNO	838 MAGNOLIA RD	Q7SE4A-9-5	\$0.00 \$25.00
	Sidelnsp	Sidewalk And Curb Inspection Application			
10/1/2018	S-180494	COELHO, CARI A,	430 FRONT ST	Q7SW3A-1-4	\$0.00 \$25.00
	Sidelnsp	Sidewalk And Curb Inspection Application			
10/1/2018	S-180493	HIRNER, DARLENE And TRACEY,	1020 EASTON RD	Q7SW2B-1-7	\$0.00 \$25.00
	Sidelnsp	Sidewalk And Curb Inspection Application			
10/5/2018	S-180504	SAUCON VALLEY BIBLE FELLOWSHI	1319 MAIN ST	Q7NW3D-5-19	\$0.00 \$25.00
	Sidelnsp	Sidewalk And Curb Inspection Application			

TOTAL NUMBER OF PERMITS:	9
TOTAL ESTIMATED VALUE:	\$0.00
TOTAL PERMIT FEES:	\$225.00

Summary by Type:

# Inspections Performed

# Borough of Hellertown

Time	Address	Description	Permit	Desc Work	TicketNo	Schedule Notes
Kris Russo						
09/13/2018	1022 NEW JERSEY AVE	Sidewalk & Curb Inspectio	S-180420	Sidewalk And Curb Inspection Appl	1397	RESULT: Pass
09/14/2018	856 ELM RD	Sidewalk & Curb Inspectio	S-180422	Sidewalk And Curb Inspection Appl	1400	RESULT: Pass
09/14/2018	150 ROTH AVE	Sidewalk & Curb Inspectio	S-180446	Sidewalk And Curb Inspection Appl	1399	RESULT: Fail
09/14/2018	1316 EASTON RD	Sidewalk & Curb Inspectio	S-180454	Sidewalk And Curb Inspection Appl	1398	RESULT: Fail
09/18/2018	546 RENTZHEIMER DR	Rental Inspection	R-180436	Rental Permit	1401	Sched: RESULT: Pass
09/18/2018	1737 CLAUSER ST	Sidewalk & Curb Inspectio	S-180450	Sidewalk And Curb Inspection Appl	1404	RESULT: Fail
09/18/2018	0 WILLIAMS ST.(LOT)	Sidewalk & Curb Inspectio	S-180451	Sidewalk And Curb Inspection Appl	1403	RESULT: Fail
09/18/2018	0 WILLIAMS ST.(LOT)	Sidewalk & Curb Inspectio	S-180452	Sidewalk And Curb Inspection Appl	1402	RESULT: Fail
09/18/2018	0 WILLIAMS ST.(LOT)	Sidewalk & Curb Inspectio	S-180453	Sidewalk And Curb Inspection Appl	1405	RESULT: Fail
09/19/2018	905 MAIN ST	Fire Reinspection	C-150023.3	Business Registration	1407	Sched: RESULT: Pass
09/19/2018	901 MAIN ST	Fire Reinspection	C-170754	Business Registration	1406	Sched: RESULT: Pass
09/20/2018	1024 DETWEILER AVE	Sidewalk & Curb Inspectio	S-180351	Sidewalk And Curb Inspection Appl	1409	RESULT: Pass
09/21/2018	55 MAGNOLIA RD	Sidewalk & Curb Inspectio	S-180418	Sidewalk And Curb Inspection Appl	1410	RESULT: Pass
09/21/2018	158 W CLARKE ST	Sidewalk & Curb Inspectio	S-180468	Sidewalk And Curb Inspection Appl	1408	RESULT: Pass
09/25/2018	530 TOBIAS DR	Sidewalk & Curb Inspectio	S-180469	Sidewalk And Curb Inspection Appl	1411	RESULT: Pass
09/28/2018	336 SPRUCE ST	Sidewalk & Curb Inspectio	S-180481	Sidewalk And Curb Inspection Appl	1413	RESULT: Fail
09/28/2018	155 NORTHAMPTON ST	Sidewalk & Curb Inspectio	S-180483	Sidewalk And Curb Inspection Appl	1414	RESULT: Pass
09/28/2018	1661 ILONA DR	Sidewalk & Curb Inspectio	S-180489	Sidewalk And Curb Inspection Appl	1412	RESULT: Pass
10/02/2018	838 MAGNOLIA RD	Sidewalk & Curb Inspectio	S-180487	Sidewalk And Curb Inspection Appl	1415	RESULT: Pass
10/02/2018	1020 EASTON RD	Sidewalk & Curb Inspectio	S-180493	Sidewalk And Curb Inspection Appl	1416	RESULT: Fail
10/05/2018	1443 MAIN ST	Fire Inspection	C-150045.3	Business Registration	1417	Sched: RESULT: Fail
10/09/2018	430 FRONT ST	Sidewalk & Curb Inspectio	S-180494	Sidewalk And Curb Inspection Appl	1418	Sched: RESULT: Pass

This Inspector Performed: 22

Total Number of Inspections Performed: 22