

Borough of Hellertown
Council Meeting Minutes
Monday, January 7, 2019

- I. Call to Order – Thomas Rieger, 6:00 p.m.
- II. Pledge - All
- III. Roll Call – Cathy Hartranft

Earl Hill-	Present
James Hill-	Present
Andrew Hughes-	Present
Michael McKenna-	Present
Thomas Rieger-	Present
Gil Stauffer-	Present
Philip Weber-	Present
Mayor Heintzelman-	Present

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

- IV. Adoption of Meeting Agendum

Motion made by Earl Hill, seconded by Philip Weber, to adopt the meeting agendum as written and table Jessica O'Donnell's Preschedule Appearance until the January 22, 2019 meeting. Motion carried 6-0.

- V. Approval of Meeting Minutes

- 1. December 3, 2018

Motion made by Gil Stauffer, seconded by Michael McKenna, to approve the December 3, 2018, meeting minutes as written. Motion carried 6-0.

- A. Pre-Scheduled Appearances

- 1. Jessica O'Donnell, Lehigh Valley Chamber

This item was tabled until the January 22, 2019.

2. Brenda Fritzing- Request for Waiver of Sidewalk Installation at 1070 New York Avenue- Council Action

Ms. Fritzing was not present for the meeting due to the chance of inclement weather.

Mr. Russo- Ms. Fritzing lives on the dead end of New York Avenue. Since there are no sidewalks in that area, the ordinance required that I fail the inspection due to the lack of sidewalks. She is looking for a waiver of the installation requirement.

James Hill arrived at 6:10 p.m.

Motion made by Michael McKenna, seconded by Andrew Hughes, to waive the sidewalk installation requirement but to put the owner on notice that it could be required to be installed at a later time.
Motion carried 7-0.

B. Agenda Items- None

C. Non-agenda Items- None

VII. Reports from Elected Officials

A. President

Mr. Rieger- Glen Kern, who recently resigned from Lower Saucon Township Council, has passed away. The memorial services will be held on January 19, 2019.

I will need an Executive Session to discuss potential litigation and Police personnel matters.

B. Mayor

Mayor Heintzelman- Last month, we spent the day with our two youths that were Mayors for a Day. They were very well behaved and we all had a lot of fun. I would like to do this program again.

There have been 60 bushes purchased to date for the Adopt-A-Bush program. Thirty more will complete the program.

Saucon Source will be heading a survey to pick the 2019 Spirit Parade theme.

Trick-or-Treat will be discussed at the March 4, 2019, Council Meeting.

C. Council- None

VIII. Reports from Appointed Officials

A. Treasurer

1. November 2018

Motion made by Philip Weber, seconded by Michael McKenna, to receive the November 2018 Treasurer's Report. Motion carried 7-0.

B. Engineer

Mr. Smith- The pre-bid meeting for the Dimmick Park Playground project was held. There were six potential bidders present.

C. Solicitor

Mr. Corriere- Mr. Russo will be recording the finalized documents for the Cummings property.

I requested a status update for the Stonewood Land Development.

D. Manager

Mrs. Hartranft- I have been advised that there is funding available from the Redevelopmental Assistance Capital Program. The projects have to cost over one million dollars. The deadline for the applications is January 31, 2019. It is a very rigorous process. I was thinking we could apply for the new Public Works Facility. This funding is typically a 50 percent match. If awarded, we could use the LSA funding for the match.

Motion made by Michael McKenna, seconded by Earl Hill, to authorize staff to prepare the application. Motion carried 7-0.

E. Chief of Police

1. Monthly Report

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

G. Zoning/Codes Officer

1. Monthly Report

Motion made by Philip Weber, seconded by Michael McKenna, to receive the Zoning and Code Enforcement Monthly Report and make a part of these minutes. Motion carried 7-0.

H. Fire Chief

1. Monthly Report

Chief Maguire- This was a record year with 376 calls. The department spent 2,500 hours training.

We had discussed at a budget session replacing the KME with a Quint. The KME has been out of service for 65 days and has been very expensive to keep on the road. I would like to begin the specification and have a proposal for a late 2020 delivery of the new vehicle.

Motion made by Michael McKenna, seconded by Earl Hill, to authorize the Fire Department to begin the specification process and to present to Council when ready. Motion carried 7-0.

I. Emergency Management- None

IX. Unfinished Business- None

X. New Business

1. Outstanding Obligations- Approval of Payments

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

2. Adoption of Ordinance 828, Weight Restriction on Kichline and Kiernan Avenues- Council Action

Motion made by Earl Hill, seconded by Andrew Hughes, to adopt Ordinance 828. Motion carried 7-0.

3. Award Proposal for Auditing Firm- Council Action

Mrs. Hartranft- The Borough sent out and RFP for auditing services. We received two responses: Campbell, Rappold, and Yurasits and Zelenkofske Axelrod. Both proposals were comparable. Zelenkofske Axelrod had a proposed price of \$18,500.00 and CRY had a proposed price of \$21,000.00. Auditing services are considered professional services and do not have to go out to bid.

Motion made by Philip Weber, seconded by James Hill, to use Zelenkofske Axelrod to complete the 2018 Audit as a cost of \$18,500.00. Motion carried 7-0.

4. Adoption of Resolution 19-01, Appointments of Officials, Boards, Committees, Council Delegated, Meeting Dates, and Other Terms and Conditions- Council Action

Mrs. Hartranft- Tom Dietrich would like reappointment to the Zoning Hearing Board, Chris Christian would like reappointment to the Hellertown Borough Authority Board, and the Library Board is recommending Ken Solt be appointed to their Board of Trustees.

The Council liaisons will be as follows:

Hellertown Historical Society- Gil Stauffer
Planning Commission- Philip Weber
Library Board- Andrew Hughes
Saucon Valley Partnership- Michael McKenna and James Hill
Hellertown Authority Board- Earl Hill
Chamber of Commerce- Thomas Rieger

Mr. Stauffer brought up a concern regarding the amount that the Treasurer's Bond covers and would like to get quotes to see about raising the coverage.

Mrs. Hartranft- The Borough code is silent regarding the amount of Treasurer's Bonds. Our insurance carrier cannot tell us how much the Borough should be bonded for. Some municipalities use 10 percent of the budget. The Borough has great internal controls in place and there is very limited exposure.

Motion made by Earl Hill, seconded by Philip Weber, to approve Resolution 19-01 and get a cost estimate for increasing the Treasurer's Bond. Motion carried 7-0.

5. Authorization to Grant PP&L Right-of-Way at Dimmick Park for a Pole and Overhead Facilities- Council Action

Mr. Smith- PP&L is looking to relocate a light at the playground area and also redirect a wire away from the new playground equipment. The new equipment will be taller than what is there currently.

Motion made by Philip Weber, seconded by Michael McKenna, to grant the Right-of-Way. Motion carried 7-0.

6. Approval to Furlough Hellertown Police Officer Effective 12/31/18 Under 53 P.S. §46190- Council Action

Mr. Rieger- This is a formal action to back-up the budget as recommended by the Borough's labor attorney.

Motion made by Philip Weber, seconded by Andrew Hughes, to approve the furlough. Motion carried 7-0.

7. Approval of Special Event Request for Wings & Strings, July 27, 2019, from 12:00 p.m. to 5:00 p.m.- Council Action

Motion made by Earl Hill, seconded by Michael McKenna, approve the special event request and waive the Alcohol Ordinance during the event. One police officer will be on-site. Motion carried 7-0.

XI Announcements

Council and staff will be attending a reorganization dinner following this meeting with their significant others on our own tab.

XII. Executive Session

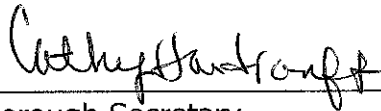
Motion made by Michael McKenna, seconded by Philip Weber, to adjourn to Executive Session at 6:46 p.m. Mr. Corriere advised that the Executive Session was being held to discuss potential litigation and Police personnel matters. Motion carried 7-0.

Council reconvened from Executive Session at 7:00 p.m. Mr. Corriere reiterated that the Executive Session was held to discuss potential litigation and personnel matters.

XIII. Adjournment

Motion made by Earl Hill, seconded by Michael McKenna, to adjourn the meeting at 7:02 p.m. Motion carried 7-0.

Adopted by the Hellertown Borough Council this 22nd Day of January 2019.



Borough Secretary

HELLERTOWN POLICE DEPARTMENT MONTHLY REPORT

November 2018

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

During the month of November the Police received 333 calls for service. We did receive 2 Theft, 6 Domestic/Assault, 3 Fraud/Counterfeiting, 1 Disorderly Conduct, and 10 traffic collision calls. We wrote 102 citations.

The Police Department filed 14 charges including 10 for Narcotics Possession, 2 for DUI and 1 for Dissemination of Intimate Images.

November was a little above average for the number of calls and traffic collisions. We wrapped up a few cases that we have been working on. We also did a couple of Boy Scout tours at the station helping them earn some badges. If you need anything please feel free to stop in or call.

Chief Robert Shupp III

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

1 Activity Completed

Planted and watered 8 trees along Constitution Ave.
Cleaned out plaza fountain.
Installed new No Parking signs and posts at Grist Mill lot.
Cleaned debris from Silver creek at garage behind Bella's.
Decorated Borough Hall and Plaza for Christmas.
Removed American flags and plugged in wreaths along Main St.
Winterized 8 fountains in Borough parks.
Crew helped install tree at band shell then lights and decorated.
Cleaned stones at Walnut and Parson alley, also 412 and Polk Valley Rd.
Storm preparation 11/15, storm started at 1pm salted then plowed until 10:30pm. Returned at 6 am. salted streets, plowed alleys, sidewalks and lots.
New PW employee R. Shupp cleared sidewalks at Borough Hall.
Crew scooped leaves in rain and loaded into dump truck.
Moved wreath from BBT to Freys foods.
Replaced 12 yellow bulbs in wreaths along Main St.

2 Other

PPL Christmas attachment permit.
Cleaned shops and lunch room weekly.
Still cutting and trimming grass.
Cleaned catch basins as needed.
Changed signage at Water St. park kiosk.
Installed salt spreaders and hauled plows from storage to PW shops.
Cleaned out Willow Rd. swale.
Swept Main and misc. streets.
Filled dog waste bag dispensers weekly.
Winterized fountain at Water St. park.
Stocked paper products in Borough Hall.
Ran wire for loader at Compost Center.

3 PROJECTS WORKED ON/COMPLETED DURING THE MONTH

Leaf collection, 3 men every day.
Installed new sign at entrance to Grist Mill pond parking lot.
Loaded logs from 2 trees removed in Dimmick Park.
Changed main broom on sweeper.
Cleared out scrap metal area.
Pushed up piles at Compost Center weekly.
Mulching and vacuuming leaves in Dimmick Park.
Tree lighting event, set up and clean up.
Winterized pavilion.

4 MEETINGS

Council Meetings
Meeting with Manager, misc. Borough business.
Christmas lighting committee meeting.
Preconstruction meeting for Dimmick Park playground.

5 OTHER

Emptied trash barrels on every Fri
Cleaned out grates to millrace and Grist Mill pond.



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 Nov 16-Dec 31

Local Permits Issued:	8
BIA Permits Issued:	20
Sidewalk Inspections:	6
Residential Rental Inspections:	0
Fire Inspections:	0
Service Requests/Complaints	24
Citations:	0
Planning Commission activity:	Facade grant approval to 415 Front St. for the installation of a new business identification sign.
ZHB activity:	The appeal of GLP LLC: 559 Main St. Suite 300, Bethlehem PA 18018. Appellant was granted a variance under Hellertown Zoning Code section 450-12(A) for the purpose of creating a new stand-alone parking area with a separate parcel ID for the purpose of meeting the required off street parking for 708 Main St.
Meetings/Classes attended:	1 Borough Council 1 Z.H.B. 1 Planning Commission
Court Appearances:	0
Other Information:	2019 Zone 5 Rental inspections kicking off in a few days.
Business Activity:	1160 Main St. Boutique Store opening soon Coming soon: 648 Main St. coffee shop replacing VapeMeister

**Borough of Hellertown
Monthly Permit Report**

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FOR PERMITS ISSUED BETWEEN 11/16/2018 AND 12/31/2018

DATE PERMIT	PERMIT #	OWNER	PROPERTY ADDRESS	PARCEL	EST VALUE	
11/29/2018	Z-180609	SAUCON VALLEY BIBLE FELLOWSHI	1319 MAIN ST	Q7NW3D-5-19	\$20,000.00	\$155.00
	Zoning	Garage Accessory Structure				
11/29/2018	Z-180608	TORNIG REALTY LLC,	11-C Main St.(Urgent Care)	R7-5-6N	\$4,500.00	\$75.00
	Zoning	Sign Permit				
11/29/2018	Z-180607	GETZ, SUSAN E,	1017 1ST AVE	Q7SW2A-3-16	\$250.00	\$25.00
	Zoning	Sidewalk				
12/3/2018	Z-180612	ODONNELL LAWRENCE ET AL,	1170 1ST AVE	Q7NW3D-9-2	\$2,000.00	\$50.00
	Zoning	Tank Permit				
12/4/2018	Z-180617	BRUCKER, HOLLY R,	632-36 MAIN ST	Q7SW2D-8-6	\$999.00	\$25.00
	Zoning	Sidewalk				
12/27/2018	Z-180638	ZAWARSKI, D MARTIN,	215 E HIGH ST	Q7NW3B-2-5	\$5,500.00	\$100.00
	Zoning	Shed				
12/27/2018	Z-180637	POLEY, THEODORE H And RACHAE	150 ROTH AVE	Q7NW3A-3-3	\$2,500.00	\$75.00
	Zoning	Sidewalk				
12/27/2018	M-180639	.			\$0.00	\$200.00
	MobileFood	Annual Mobile Food License				

TOTAL NUMBER OF PERMITS: 8
TOTAL ESTIMATED VALUE: \$35,749.00
TOTAL PERMIT FEES: \$705.00

Summary by Type

**Borough of Hellertown
Monthly Permit Report**

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FOR PERMITS ISSUED BETWEEN 11/16/2018 AND 12/31/2018

DATE PERMIT	PERMIT #	OWNER	PROPERTY ADDRESS	PARCEL	EST VALUE	
11/16/2018	M-180593 Mechanical	HANUS, STEPHEN And CAROL A, Replacement-Residential	618 DELAWARE AVE	Q7SW2C-6-5	\$6,000.00	\$74.50
11/16/2018	B-180592 Build	PRUSHINSKI, RORI G ET AL, Repair/Renovation-Residential	562 TOBIAS DR	Q7SW2C-9-3	\$500.00	\$74.50
11/19/2018	E-180597 Elect	CHUNKO, SHANE M, Residential	368 ELM RD	Q7SE4A-12-15	\$1,998.00	\$139.50
11/26/2018	M-180601 Mechanical	PROVIDENCE INVESTMENT GROUP AC System	38 HESS AVE	Q7NW2D-11-11	\$4,800.00	\$109.50
11/27/2018	P-180603 Plumbing	DENNIS, STEVEN J And MINYI SHIH, Residential	944 BIRCH RD	Q7SE1D-2-5	\$0.00	\$74.50
11/27/2018	B-180602 Build	DENNIS, STEVEN J And MINYI SHIH, Repair/Renovation-Residential	944 BIRCH RD	Q7SE1D-2-5	\$4,725.00	\$129.50
11/27/2018	E-180604 Elect	DENNIS, STEVEN J And MINYI SHIH, Residential	944 BIRCH RD	Q7SE1D-2-5	\$1,200.00	\$84.50
11/27/2018	F-180605 Roof	EXLEY, ANDREW W, Roof-Residential	309 CONSTITUTION AVE	Q7SE4A-9-15	\$2,400.00	\$79.50
12/3/2018	F-180611 Roof	HEIN, DANIEL T And NANCY J, Roof-Residential	0 CLAUSER ST.(185 Roth)	Q7NW3A-2-7	\$2,539.00	\$79.50
12/3/2018	B-180610 Build	MATZ, LARRY D And LOIS A, Porch Roof	202 NORTHAMPTON ST	Q7SW3B-11-13	\$3,600.00	\$124.50
12/4/2018	F-180615 Roof	YOHN, DOUGLAS M And FENON, SA Roof-Residential	566 ELLEN ST	Q7SE4D-2-1	\$7,800.00	\$79.50
12/4/2018	P-180616 Plumbing	BRUCKER, HOLLY R, Water Line	632-36 MAIN ST	Q7SW2D-8-6	\$0.00	\$104.50
12/4/2018	F-180614 Roof	CHASE, BARON, Roof-Residential	402 CONSTITUTION AVE	Q7SE4A-1-2	\$7,295.00	\$79.50
12/6/2018	E-180618 Elect	HALLOCK, CYNTHIA L, Residential	1316 EASTON RD	Q7NW3C-6-5B	\$2,500.00	\$144.50
12/10/2018	F-180621 Roof	TSIHLIS, GEORGE P And LOUIS M, Roof-Commercial	1229-31 MAIN ST	Q7NW3D-5-12	\$6,500.00	\$79.50
12/11/2018	E-180624 Elect	FREY, WILLIAM T, New Service	1005 1ST AVE	Q7SW2A-3-15	\$3,000.00	\$79.50
12/18/2018	F-180627 Roof	KELLY, PATRICK And SHERRIE, Roof-Residential	309 HENRY ST	Q7SW3B-13-15	\$5,862.00	\$79.50
12/18/2018	F-180628 Roof	ROBINSON, SHELBY, Roof-Residential	1547 MAIN ST	Q7NW2D-12-4	\$9,000.00	\$79.50
12/18/2018	M-180629 Mechanical	ANDES, DARLENE, Replacement-Residential	444 MAPLE RD	Q7SE1D-5-11	\$4,087.00	\$74.50

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Monthly Permit Report

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FOR PERMITS ISSUED BETWEEN 11/16/2018 AND 12/31/2018

DATE PERMIT	PERMIT #	OWNER	PROPERTY ADDRESS	PARCEL	EST VALUE
12/20/2018	F-180633 Roof	SPENGLER, SCOTT D And DEANNA Roof-Residential	1384 MAIN ST	Q7NW3A-9-10	\$6,000.00 \$79.50

TOTAL NUMBER OF PERMITS: 20
TOTAL ESTIMATED VALUE: \$79,806.00
TOTAL PERMIT FEES: \$1,850.00

Summary by Type

12 Residential

Borough of Hellertown

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FOR PERMITS ISSUED BETWEEN 11/16/2018 AND 12/31/2018

DATE PERMIT	PERMIT #	OWNER	PROPERTY ADDRESS	PARCEL	EST VALUE	
12/3/2018	S-180613	DORTIC, DANIEL P And LISA A,	462 FRONT ST	Q7SW3A-1-1	\$0.00	\$25.00
	Sidelnsp	Sidewalk And Curb Inspection Application				
12/10/2018	S-180623	FRITZINGER, BRENDA L,	1070 NEW YORK AVE	Q7SW2B-5-4	\$0.00	\$25.00
	Sidelnsp	Sidewalk And Curb Inspection Application				
12/19/2018	S-180631	SANDERS MICHAEL And PAMELA,	216 CEDAR RD	Q7SE4A-7-12	\$0.00	\$25.00
	Sidelnsp	Sidewalk And Curb Inspection Application				
12/19/2018	S-180630	LEHR, JEREMY A And SHANNON M,	1030 NEW JERSEY AVE	Q7SW2B-8-4	\$0.00	\$25.00
	Sidelnsp	Sidewalk And Curb Inspection Application				
12/26/2018	S-180636	HEIL, ROBERT HENRY And EVA MA	539 RENTZHEIMER DR	Q7SW3B-5-14	\$0.00	\$25.00
	Sidelnsp	Sidewalk And Curb Inspection Application				
12/26/2018	S-180635	STACKHOUSE, COURTNEY JUNE,	120 CONSTITUTION AVE	Q7SE4D-4-2	\$0.00	\$25.00
	Sidelnsp	Sidewalk And Curb Inspection Application				

TOTAL NUMBER OF PERMITS: 6
 TOTAL ESTIMATED VALUE: \$0.00
 TOTAL PERMIT FEES: \$150.00

Summary by Type