

Borough of Hellertown
Council Meeting Minutes
Monday, December 3, 2018

I. Call to Order – Thomas Rieger, 7:00 p.m.

II. Pledge - All

III. Roll Call – Angie Bauer

Earl Hill-	Present
James Hill-	Absent with prior notification
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, 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.

V. Approval of Meeting Minutes

1. November 19, 2018

Motion made by Philip Weber, seconded by Earl Hill, to approve the November 19, 2018, meeting minutes as written. Motion carried 6-0.

*******Introduction of Mayors For A Day*******

Mayor Heintzelman- As a fundraiser for St. Theresa School, the Borough donated a pass to be Mayor for a Day. That honor will go to Alexander and Henry Denzel. The Chief and I will be picking them up at school and giving them a tour of the Police Department and Mayor's position.

Mayor Heintzelman administered the Oath of Office.

VI. Courtesies of the Floor

A. Pre-Scheduled Appearances

1. Diane Bachman, 40 Kichline Avenue-Discussion on Handicap Parking Space for Gail Morton at 40 Kichline Avenue

Chief Shupp- This request meets all requirements outlined in the policy.

Motion made by Earl Hill, seconded by Philip Weber, to approve the handicap parking space request at 40 Kichline Avenue. Motion carried 6-0.

2. Christine Mildner, Barry Isett & Associates- Summarization of the Borough's MS4 Permit

Ms. Mildner- The DEP is requiring a 10 percent reduction in the total amount of sediment being deposited into the waterways. That total was compiled by looking at the storm water system, drainage areas, and the land uses. Multiple Pollution Reduction Plans must be presented in the permit application as well as potential funding sources. The Borough will receive some credit for the BMP at Borough Hall and Tumminello. Municipalities will have 5 years to implement the BMPs.

Mr. Rieger- This is an unfunded state mandate that will likely cost hundreds of thousands of dollars but the Borough will not receive any grant funding if we aren't in compliance.

B. Agenda Items

Gail Nolf- I have come to discuss the proposed lay off of two police officers. Without the safety and security needs being met, a community cannot grow. Past issues in this town happened because people thought they could be under the radar but our law enforcement has had the resources to handle many of those issues. I understand that these officers were funded by grants but the perception of community safety will affect how people view the community. We need to find a way to keep them.

Mr. Rieger- There has been a misconception that the Borough is laying off two officers. The Borough will be funding one of those officers from the general fund. At least another mil tax increase would be needed to keep the other officer. The Commonwealth Financing Authority has already informed us that they will not fund grant applications for personnel.

Mr. Heintzelman- Unfortunately, the funding issue is at the state level. I urge residents to contact their local representatives and make them aware of your opinions.

C. Non-agenda Items- None

VII. Reports from Elected Officials

A. President

Mr. Rieger- Light-Up Night was a great event. The Lehigh Valley Chamber will be coming to the January 7, 2019, meeting to review.

B. Mayor

Mayor Heintzelman led a moment of silence for former President George H.W. Bush.

C. Council- None

VIII. Reports from Appointed Officials

A. Treasurer

1. October 2018

Motion made by Philip Weber, seconded by Michael McKenna, to receive the October 2018 Treasurer's Report. Motion carried 6-0.

B. Engineer

Mr. Smith had only agenda items to discuss.

C. Solicitor

Mr. Corriere had only agenda items to discuss.

D. Manager

Mrs. Hartranft- The Compost Center is closed for the season. It will be open on January 5, 12, and 19, 2019, for Christmas Trees and any leftover yard waste.

The RFP for Auditing Services was advertised and we have received quite a few inquiries. This will be on the January 7, 2019 agenda.

E. Chief of Police

1. Authorization to Hire Crossing Guard

Chief Shupp- Anyone that is hired for this position will need to pass all of their child abuse clearances.

Motion made by Gil Stauffer, seconded by Earl Hill, to authorize staff to hire a crossing guard contingent upon completion of all necessary paperwork and receipt of all child abuse clearances. Motion carried 6-0.

F. Public Works Director

1. Monthly Report

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

Mr. Henshaw- We are continuing with the leaf collection schedule. He urged everyone to put their leaves out.

G. Zoning/Codes Officer

Mr. Russo nothing to report.

H. Fire Chief- None

I. Emergency Management- None

IX. Unfinished Business

1. Review and Discussion on Kiernan Avenue and Kichline Avenue Traffic Studies

Mr. Smith- Barry Isett & Associates compiled core samples, traffic volume calculations, crash analyses, geometric reviews, and speed analyses on Kichline and Kiernan Avenues. We are recommending a 6 ton weight limit. Signage will be placed at each intersection with Main Street.

Motion made by Earl Hill, seconded by Andrew Hughes, to prepare and advertise change to ordinance for approval at the January 7, 2019, meeting. Motion carried 6-0.

X. New Business

1. Outstanding Obligations- Approval of Payments

Motion made by Earl Hill, seconded by Philip Weber, to approve the payments. Motion carried 6-0.

2. Approval of Final 2019 General, Fire, Sanitation, Liquid Fuels, and Capital Fund Budgets- Council Action

Mr. Rieger reviewed the budget summaries. The budgets have been duly advertise and available for public review.

There is a proposed .75 mil increase on the Real Estate Taxes. The 2019 total millage will be 21.5 mils. There is also a proposed \$10.00 increase in the Sanitation bills.

Motion made by Philip Weber, seconded by Earl Hill, to approve the 2019 Budgets as presented. Motion carried 5-1 (Mr. Hughes opposed).

3. Adoption of Ordinance 827, 2019 Tax Rate Ordinance- Council Action

Mr. Rieger- The ordinance has been duly advertised. The total millage rate will be 21.5 mils.

Motion made by Michael McKenna, seconded by Gil Stauffer, to adopt Ordinance 827. Motion carried 5-1 (Mr. Hughes opposed).

4. Adoption of Resolution 18-16, 2019 Fee Schedule- Council Action

Mrs. Hartranft- Most of the fees will not change in 2019. This reflects the \$10.00 increase in the Sanitation Bills, the Business Registrations will have a slight increase, and the pavilion rental and deposit fees have increased to cover the Public Works time for opening the pavilion and clean-up.

Motion made by Michael McKenna, seconded by Philip Weber, to Motion carried 6-0.

5. Adoption of Resolution 18-17, COLA Increases for Retired Police Officers- Council Action

Mr. Corriere- The actuary and Police Pension Board are recommending at 2.8 percent COLA increase for the retired police officers.

Motion made by Earl Hill, seconded by Andrew Hughes, to adopt Resolution 18-17. Motion carried 6-0.

6. Award Dimmick Park Playground Project Bid- Council Action

Mr. Smith- The Borough solicited bids for the Dimmick Park Playground Project. Evergreen Construction, Columbia Excavating, and Kobalt Construction submitted bids which all came in over budget. I am recommending that Council reject all bids and resolicit after the plan has been modified.

Motion made by Andrew Hughes, seconded by Earl Hill, to reject all bids, have staff modify the plans, and re-advertise the project. Motion carried 6-0.

7. Approval of Request for Payment #5 from Kobalt Construction in the Amount of \$41,780.00 for Water Street Improvements Project- Council Action

Mr. Smith- The Borough is still holding \$20,000.00 until the completion of the punchlist items.

Motion made by Michael McKenna, seconded by Philip Weber, to approve Payment #5 in the amount of \$41,780.00. Motion carried 6-0.

8. Appointment To Fill Vacant Zoning Hearing Board Position- Council Action

Mr. Rieger- With Mr. Hughes appointment to fill the Council vacancy, it created a vacancy on the Zoning Hearing Board. Larry O'Donnell, Matt Marcincin, and Ken Solt have all expressed interest in being appointed to the vacancy.

Mr. Marcincin and Mr. Solt were present and both gave brief explanations of their backgrounds. Mr. Stauffer did inquire whether being a realtor in the area would affect Mr. Solt's outlook and decisions. Mr. Solt informed Council that if he was directly involved in the project, he would abstain.

Motion made by Philip Weber, seconded by Andrew Hughes, to appoint Ken Solt to fill the vacancy on the Zoning Hearing Board. Motion carried 6-0.

9. Approval of 2019 Council, Police Pension, Zoning Hearing Board, and Planning Commission Meeting Schedules- Council Action

Mr. Rieger- Since the public meeting required to discuss the MS4 Permit Renewal could be lengthy, I would recommend that Council hold the public meeting on a separate Monday from a regular Council Meeting.

Motion made by Earl Hill, seconded by Philip Weber, to approve the 2019 Meeting Schedules with the addition of a Public Meeting to be held on January 14, 2019, to discuss the MS4 Permit Renewal. Motion carried 6-0.

10. Authorization to Pay Bills Through Remainder of the Year- Council Action

Motion made by Philip Weber, seconded by Gil Stauffer, to authorize the payment of bills through the remainder of the year. Motion carried 6-0.

11. Consent Agenda

- a) Approval of 2019 Employment Contract for Cathy Hartranft
- b) Approval of 2019 Employment Contract for Tina Krasnansky
- c) Approval of 2019 Employment Contract for Tom Henshaw
- d) Approval of 2019 Employment Contract for Kris Russo
- f) Approval of 2019 Employment Contract for Angie Bauer
- g) Approval of 2019 Employment Contract for Tanya Stametz
- h) Approval of 2019 Employment Contract for Robert Shupp, III

Motion made by Earl Hill, seconded by Philip Weber to approval the At-Will Employment Contracts. Motion carried 6-0.

XI Announcements

Council wished everyone a Merry Christmas and a Happy New Year.

Mr. Rieger- The December 17, 2018 Council Meeting will be cancelled due to lack of business.

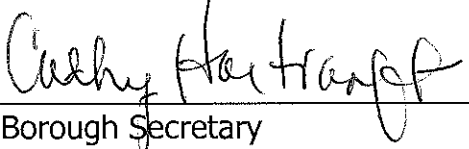
Mr. Stauffer- The Hellertown Historical Society will be hosting the Open House on December 7, 2018, at 6:00 p.m. Shopping at the Mill will be December 16, 2018, at 12:00 p.m.

XII. Executive Session- None

XIII. Adjournment

Motion made by Gil Stauffer, seconded by Earl Hill, to adjourn the meeting at 8:33 p.m. Motion carried 6-0.

Adopted by the Hellertown Borough Council this 7th Day of January 2019.


Borough Secretary

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

1 Activity Completed

Replaced hydraulic cylinder on #12 sanitation truck.
Cleaned out plaza and park fountains.
Bought and planted mums at Borough Hall.
Spread and leveled millings at Compost center.
P.W. employee interviews.
Two random drug tests on P.W. employees.
Installed outlet cover on Borough Hall kiosk.
Moved and cleaned topsoil screener at Compost Center.
Replaced auto fill control on Plaza fountain.
Filled in topsoil along new Constitution sidewalk.
Installed guard rail at corner of Apple and Fox alley.
Spread topsoil on banks in Dimmick Park.
Pushed up 2 loads of salt.
Parade prep and clean up after.
Installed restroom heaters in Dimmick Park
Started leaf collection schedule.
Trimmed trees and shrubs around Borough Hall and Plaza

2 Other

Cut brush at Water Sr. park
Cleaned shops and lunch room weekly.
Leveled millings at Compost Center.
Loaded trucks with signs and barricades for shredding event.
Hauled barricades to library for sidewalk work.
Cut all grass as needed.
Cleaned out Willow Rd. swale.
Swept Main and misc. streets.
Filled dog waste bag dispensers weekly.
Picked up wreath from KNBT bank.
Stocked paper products in Borough Hall.
Unloaded trees for Constitution Rd. at Borough Hall

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.
Shredding event on 10/6.
Snaked and plumbed second floor restroom toilet.
Replaced bulb and repaired cover on Pergola light.
Cleaned catch basins as needed.
Festival prep and clean up after event.
Installed new starter in #3 GMC dump truck.
Drilled holes in sidewalks at 1344 Main and at Community Center for HP signs.
Used drag and rolled football field.
Installed 2 new mirrors in Dimmick Park restrooms

4 MEETINGS

Council Meetings
Meeting with Manager, misc. Borough business, parade and new employee.
Budget meetings.
Meeting in Dimmick Park for Fall festival.
Meetings with Joe Rasich.

5 OTHER

Emptied trash barrels on every Fri