

Borough of Hellertown
Council Meeting Minutes
Monday, June 17, 2019

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

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, Barry Yonney, Cathy Hartranft, Angie Thiede, Tina Krasnansky, Bryan Smith, and Kris Russo.

*******Swearing-In of Andrew Konig as Part-Time Police Officer*******

Mayor Heintzelman Administered the Oath of Office to Andrew Konig.

*******Swearing-In of Noah Kates as Junior Councilperson*******

Mayor Heintzelman Administered the Junior Council Pledge to Noah Kates.

- IV. Adoption of Meeting Agendum

Motion made by Earl Hill, seconded by Philip Weber, to adopt the meeting agendum as written with the addition of Lehigh Valley Chamber under Pre-Scheduled Appearances. Motion carried 6-0.

V. Approval of Meeting Minutes

1. June 3, 2019

Motion made by Philip Weber, seconded by Gil Stauffer, to approve the May 20, 2019, meeting minutes as written. Motion carried 6-0.

VI. Courtesies of the Floor

A. Pre-Scheduled Appearances

1. Jessica O'Donnell, Lehigh Valley Chamber of Commerce

Ms. O'Donnell thanked Council and Mayor Heintzelman for stepping up when a food truck broke down by opening the pavilion and serving food. There were over 1500 people in attendance. The next Music in the Park Concert will be held on June 23, 2019.

B. Agenda Items- None

C. Non-agenda Items

VII. Reports from Elected Officials

A. President

Mr. Rieger requested an Executive Session to discuss personnel matters and litigation.

Mr. Rieger- A Hometown Heroes Committee meeting was held tonight to gather preliminary ideas for the project. The next meeting will be held on July 1, 2019, at 5:30 p.m.

B. Mayor

Mayor Heintzelman- There will be a Coffee With Cops event at 650 Northampton Street on June 19, 2019.

We are working on organizing a Bike Ride with the Police in August. More information will be available shortly.

A Council Meet and Greet workshop will be held on July 24, 2019, from 6:00 p.m. to 8:00 p.m., at Reservoir Park. This will be at no cost to the Borough. The Hellertown Borough Authority has agreed to waive the rental fee.

Motion made by Philip Weber, seconded by Michael McKenna, to advertise the workshop. Motion carried 7-0.

C. Council

Council had nothing to report.

VIII. Reports from Appointed Officials

A. Treasurer

1. May 2019 Treasurer's Report
2. May 2019 Statements of Revenue and Expenditures

Motion made by Michael McKenna, seconded by Earl Hill, to receive the May 2019 Treasurer's Report and Statements of Revenue and Expenditures. Motion carried 6-0.

B. Engineer

Mr. Smith- The playground project is almost complete. The contractor requires three dry days to install the safety surface. I had requested a quote from them as to the cost to rebuild some of the walkway and the quote came in at around \$30,000.00. Council and staff looked into reducing the scope of the walkway and adding more grass area.

Mrs. Hartranft advised Council that her and Mr. Yonney support reducing the paving in that area. There is funds in the Capital fund which could be used to compete the project in-house.

C. Solicitor

Mr. Corriere had only agenda items to discuss.

D. Manager

Mrs. Hartranft- I have submitted the Management Discussion & Analysis Report to the auditors. I am hoping to have the draft to Council at the first meeting in July.

We were awarded two grants late last week. The first is a Lehigh Valley Mini-Grant for a bike repair station at Water Street Park. The second is a Main Street Lehigh Valley Grant for two benches on Main Street.

E. Chief of Police

1. Monthly Report

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

2. Discussion on Sight Distance on Cherry Lane at Ilona Drive and Authorization to Advertise Ordinance 831

Chief Shupp- I received an email from a resident wanting the Borough to look into the line of sight distance at Ilona Drive. Staff did go out and there is not enough line of sight. Our recommendation is to advertise Ordinance 831 which will make Ilona "no parking" from Ilona Drive west. It doesn't affect parking for anyone else and it is solving a safety issue.

Motion made by Earl Hill, seconded by Philip Weber, to advertise Ordinance 831. Motion carried 6-0.

F. Public Works Director

1. Monthly Report

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

2. Request to Dispose of 1992 Chevrolet Utility Truck

Mr. Yonney- The transmission went on our old utility. This is the second transmission that has been put in the vehicle and the cost to replace it again is more than the vehicle is worth. We are looking to either scrap it or sell it.

Motion made by Earl Hill, seconded by Andrew Hughes, to either scrap or sell the 1992 Chevrolet Utility truck. Motion carried 6-0.

3. Resignation of Public Works Employee

Mr. Yonney- Michael Schneider submitted his letter of resignation this morning.

Motion made by Gil Stauffer, seconded by Earl Hill, to accept his resignation with many thanks and with regret. Motion carried 6-0.

Mayor Heintzelman received a complaint regarding the condition of the road along the creek at the Gristmill. Mr. Yonney stated that they use the millings from the road paving project to patch that roadway. The contractor should be in town next week, weather depending.

Mayor Heintzelman also received a complaint about the timing of the pedestrian crossing signals at Main and Walnut Street as a pedestrian was almost hit. Mr. Smith noted that the intersection at Main and Walnut along with the other traffic signals on Main Street will be replaced in the near future with upgraded signals and timed crossing. In the meantime, an email blast will go out reminding motorists of the pedestrian safety regulations.

G. Zoning/Codes Officer

1. Monthly Report

Motion made by Philip Weber, seconded by Earl Hill, 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

1. Report

Mr. Scherer- Over the last quarter, I have attended various training courses. I have not been called out.

2. Discussion on EOP Update for Further Review

Mr. Scherer- The Borough's EOP has not been updated since 2011. I have sent in a draft copy for Council's review.

Mrs. Hartranft requested a meeting with staff to review the draft.

IX. Unfinished Business- None

X. New Business

1. Outstanding Obligations- Approval of Payments

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

2. Discussion and Authorization to Advertise Ordinance 830, Restricting the Growing of Running Bamboo- Council Action

Mr. Corriere- This ordinance would outline the barrier requirements and restricts the planting of running bamboo within 10 feet of a public right-of-way. Mr. Russo can enforce this with either the property maintenance code or the nuisance ordinance.

Motion made by Michael McKenna, seconded by Andrew Hughes, to authorize the advertisement of Ordinance 830. Motion carried 6-0.

3. Award Façade Improvement Grant to 605 Main Street- Council Action

Mr. Weber- The owner of 605 Main Street came to the Planning Commission Meeting to present their project. It will include a new sign and awning. The Planning Commission is recommending the award.

Motion made by Earl Hill, seconded by Gil Stauffer, to award a Façade Improvement Grant in the amount of \$2,511.00 to 605 Main Street. Motion carried 6-0.

4. Authorization to Open Custody Account With BB&T- Council Action

Motion made by Earl Hill, seconded by Andrew Hughes, to open the custody account.

Mr. Stauffer inquired as to how the funds are insured and what type of investments are the funds being placed in.

Mrs. Hartranft- The funds will be insured by BB&T. The funds are being invested in instruments approved by the IRS for government agencies and we are guaranteed our interest.

Mr. Rieger- The account would be no different than the accounts we have now with the exception of the increased interest rate.

Mr. Hill withdrew his motion.

Mr. Stauffer would like to know the degree of risk and exactly what instruments they are using to invest the funds.

Motion made by Mr. Hill to table this items.

Mrs. Hartranft and Mrs. Krasnansky will have a follow-up meeting with the bank.

5. Approval of Recommendation to Reject All Bids for Compost Center Pole Building- Council Action

Mrs. Hartranft- The bids for the pole building came in much higher than expected. The committee's recommendation is the reject all bids. There will be a meeting next week reduce the scope of work and rebid.

Motion made by Earl Hill, seconded by Michael McKenna, reject all bids for the Compost Center pole building. Motion carried 6-0.

6. Approval of Reducing the Scope of Work for Compost Center Pole Building and Authorization to Rebid- Council Action

Motion made by Earl Hill, seconded by Michael McKenna, to reduce the scope of work down to the necessities and rebid the project. Motion carried 6-0.

7. Approval of Proposal From EPD to Update Multi-Municipal Comprehensive Plan- Council Action

Mr. Weber- EPD was present at the last Saucon Valley Partnership meeting. The final invoice to complete the project is \$36,767.00 which includes the additions of ADA, stormwater improvements, and the preliminary copies for distribution. After the next payment from the municipalities and school district, there will be enough funding to complete the project. The Borough did receive a grant for the ADA and stormwater components.

Motion made by Philip Weber, seconded by Michael McKenna, to accept the proposal as presented. Motion carried 7-0.

XI Announcements- None

XII. Executive Session

Motion made by Michael McKenna, seconded by Earl Hill, to adjourn to Executive Session at 8:04 p.m. Motion carried 6-0.

Mr. Corriere advised that the Executive Session is to discuss litigation and personnel matters.

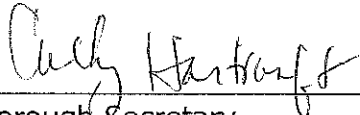
Council reconvened from Executive Session at 8:20 p.m. Mr. Corriere reiterated that the Executive Session was held to discuss potential litigation and personnel matters.

Motion made by Earl Hill, seconded by Gil Stauffer, to authorize Mrs. Hartranft to advertise a Sanitation Laborer position. Motion carried 6-0.

XIII. Adjournment

Motion made by Michael McKenna, seconded by Earl Hill, to adjourn the meeting at 8:25 p.m. Motion carried 6-0.

Adopted by the Hellertown Borough Council this 1st Day of July 2019.



Borough Secretary

HELLERTOWN POLICE DEPARTMENT MONTHLY REPORT

May 2019

This is the monthly report for the Hellertown Police Department from May 1st through May 31st, 2019.

During the month of May the Police received 596 calls for service. We did receive 10 Theft, 7 Domestic/Assault, 2 Forgery and 11 traffic collision calls. We wrote 76 citations.

The Police Department filed 17 charges including 8 for Narcotics Possession, 4 for DUI, 3 for Theft, 1 for Prowling at Night and 1 for Felon not to possess a Firearm and Possession of a Stolen Firearm.

Our call volume is rising, as expected with summer approaching. The guys did a great job with some recent Theft cases, particularly a theft of a firearm from the City of Bethlehem. We are wrapping up planning for National Night Out and are making the event better than last year! We worked closely with St. Theresa's School helping with an incident they had regarding a threat made at the school. They were very grateful for our help and presence. The guys are doing a great job. Any questions or concerns feel free to call or stop by.

Chief Robert Shupp III

**PUBLIC WORKS AND PARKS DEPARTMENT
MONTHLY REPORT
MAY 2019**

1 ACTIVITY COMPLETED

Installed 6 No Parking During Farmers' Market Signs
Fixed Sinkhole on Oliver Alley
Planted Flowers at Borough Hall and Plaza
Weeded and Watered Flowerbeds Weekly
Repaired Toilets at Pool
Blacktopped Sidewalks at Dimmick Park
Prepped Pool, Snack Stand, and Splash Pad
Filled Pool
Repaired Water Leak in Filter Bin
Set Up Barrels for Relay For Life
Completed Servicing All Mowers
Took No. 12 to Service Tire For New Tires

2 OTHER

Double Garbage Route 5/28/19
Cleaned shops and lunch room weekly.
Removed Graffiti at 3rd Avenue Park
Planted Memorial Tree at 3rd Avenue Park
Cleaned Catch Basins
Cleaned Out Wash Bay Pit
Swept Main and Misc. Streets.
Filled Dog Waste Bags Weekly
Stocked Paper Products in Borough Hall.

3 PROJECTS WORKED ON/COMPLETED DURING THE MONTH

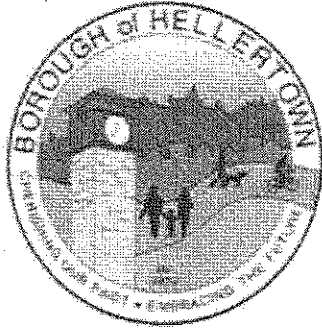
Dug, Replaced Pool Valve, and Backfilled
Filled Potholes
Moved Stop Blocks at Hellertown Area Library
Repaired Manhole Riser on Main Street
Pressure Washed Snack Bar, Pavilion at Pool, and Bandshell
Clean and Stock Park Bathrooms Daily

4 MEETINGS

Council Meetings
Meeting With Engineer at Dimmick Park Playground
Community Day Meeting
Meeting With LST Regarding Pole Barn for Compost Center
Meeting with PPL Regarding 20 Trees Being Planted by Water Street Park
Met with Lee Walters Regarding Replacing Valve at Pool

5 OTHER

Emptied trash barrels on every twice per week
Cut Grass At All Fields and Properties



BOROUGH OF HELLERTOWN

Zoning and Codes Office

685 Main Street

Hellertown, Pennsylvania 18055-1745

Hellertownborough.org

610-838-7041 * Fax 610-838-0500

2019 Monthly Report May16-June 13

Local Permits Issued:	13
BIA Permits Issued:	20
Sidewalk Inspections:	11
Residential Rental Inspections:	13
Fire Inspections:	0
Service Requests/Complaints	33
Citations:	0
Planning Commission activity:	*605 Main St. façade grant recommended approval *326 Main St. Tabled
ZHB activity:	None
Meetings/Classes attended:	2 Borough Council 0 Z.H.B. 1 Planning Commission
Court Appearances:	0
Other Information:	
Business Activity:	Wings on Main(605 Main St.) opening pushed back to July 1

Borough of Hellertown
Monthly Permit Report

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FOR PERMITS ISSUED BETWEEN 5/16/2019 AND 6/13/2019

DATE PERMIT	PERMIT #	OWNER	PROPERTY ADDRESS	PARCEL	EST VALUE	
5/16/2019	Z-190179	YOB, LAMONT A And EDNA M,	95 HESS AVE	Q7NW2D-7-32	\$12,462.00	\$132.39
	Zoning	Fence				
5/21/2019	Z-190191	LAUBACH, MORGAN,	55 MAGNOLIA RD	Q7SW3B-6-7A	\$1,000.00	\$50.00
	Zoning	Fence				
5/21/2019	Z-190190	RIZZO, ALBERT J And JULIA,	1395 2ND AVE	Q7NW3B-12-7	\$1,500.00	\$60.00
	Zoning	Sidewalk				
5/21/2019	D-190192	DIAZ-JOVES, MARIA,	31-35 PENN ST	Q7SW2D-9-3	\$0.00	\$75.00
	Dumpster	Pod Permit				
5/28/2019	Z-190202	GIORGI, VITO And MORGEN E,	1340 WASHINGTON ST	Q7NW3A-8-13	\$200.00	\$25.00
	Zoning	Patio				
5/31/2019	Z-190206	GRUBE, ROSEMARY,	43 E DEPOT ST	Q7SW2A-7-13	\$4,048.00	\$75.00
	Zoning	Fence				
6/6/2019	Z-190220	ROBERTS, WILLIAM And BARBARA,	410 CHERRY LN	Q7NW2C-4-3A	\$4,600.00	\$75.00
	Zoning	Swimming Pool				
6/7/2019	Z-190224	TORNIG REALTY LLC,	15 Main St.(Urgent Care)	R7-5-6N	\$5,000.00	\$75.00
	Zoning	Sign Permit				
6/7/2019	Z-190223	STUBITS, ZACHARY A,	39 E SAUCON ST	Q7SW3A-4-8	\$900.00	\$25.00
	Zoning	Sidewalk				
6/7/2019	Z-190222	DONCHEZ, STEVE C,	510 MAGNOLIA RD	Q7SW3B-14-2	\$2,200.00	\$60.00
	Zoning	Sidewalk				
6/11/2019	Z-190232	COONEY, RICHARD J And KAREN L,	909 MAGNOLIA RD	Q7SE4A-5-10	\$100.00	\$25.00
	Zoning	Fence				
6/11/2019	Z-190231	HELLERTOWN BOROUGH,	660 DELAWARE AVE	Q7SW2C-6-1	\$4,000.00	\$75.00
	Zoning	Sidewalk				
6/11/2019	D-190236	BENZAK, ELLEN J,	1212 DETWEILER AVE	Q7NW3C-11-3	\$0.00	\$75.00
	Dumpster	Dumpster Permit				

TOTAL NUMBER OF PERMITS:	13
TOTAL ESTIMATED VALUE:	\$36,010.00
TOTAL PERMIT FEES:	\$807.39

Summary by Type

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FOR PERMITS ISSUED BETWEEN 5/16/2019 AND 6/13/2019

DATE PERMIT	PERMIT #	OWNER	PROPERTY ADDRESS	PARCEL	EST VALUE
5/16/2019	F-190180	WEAVER, DIANE M And LOWELL W,	525 ELLEN ST	Q7SW3C-4-13	\$4,650.00 \$79.50
	Roof	Roof-Residential			
5/16/2019	B-190181	MCTAGUE, DAVID W,	1410 DETWEILER AVE	Q7NW3B-10-6	\$2,765.00 \$74.50
	Build	Chimney Repair			
5/23/2019	F-190194	UNION CEMETERY OF HELLERTOW	0 MAIN ST	R7-5-5	\$4,785.00 \$79.50
	Roof	Roof-Commercial			
5/23/2019	F-190195	FELICIANO, MILAGRO,	427 FRONT ST	Q7SW3A-2-20	\$4,100.00 \$79.50
	Roof	Roof-Residential			
5/23/2019	F-190196	CHECKEYE, WESLEY And ROSHEL	429 FRONT ST	Q7SW3A-2-21	\$4,100.00 \$79.50
	Roof	Roof-Residential			
5/23/2019	M-190193	TOMASETTI, ROBERT J And LISBET	320 E HIGH ST	Q7NW3B-6-5A	\$12,600.00 \$109.50
	Mechanical	Replacement-Residential			
6/3/2019	E-190210	HELLERTOWN BOROUGH AUTHORIT	501 DURHAM ST	Q7SW2C-7-3	\$0.00 \$161.50
	Elect	generator			
6/3/2019	M-190211	HELLERTOWN BOROUGH AUTHORIT	501 DURHAM ST	Q7SW2C-7-3	\$0.00 \$84.50
	Mechanical	generator			
6/4/2019	M-190213	MILLIREN, MATTHEW N And ANDRE	502 SPRUCE ST	Q7SW3C-4-1	\$9,800.00 \$109.50
	Mechanical	Replacement-Residential			
6/4/2019	E-190214	PATOKI, JEFFERY B,	1260 3RD AVE	Q7NW3C-1-4	\$2,500.00 \$79.50
	Elect	New Service			
6/4/2019	E-190212	ALTENBACH, TOM F And ANN MARI	808 MAPLE RD	Q7SE4A-10-10	\$500.00 \$79.50
	Elect	New Service			
6/6/2019	E-190219	ROBERTS, WILLIAM And BARBARA,	410 CHERRY LN	Q7NW2C-4-3A	\$0.00 \$99.50
	Elect	Pool and Pool Pump			
6/10/2019	B-190225	ZAJACEK, CHRISTOPHER,	1219 3rd AVE	q7-1-1	\$160,000.00 \$628.50
	Build	New Construction-Residential			
6/10/2019	B-190228	ZAJACEK, CHRISTOPHER,	1221 3rd AVE	q7-1-2	\$160,000.00 \$628.50
	Build	New Construction-Residential			
6/10/2019	E-190226	ZAJACEK, CHRISTOPHER,	1219 3rd AVE	q7-1-1	\$10,000.00 \$94.50
	Elect	Residential			
6/10/2019	E-190229	ZAJACEK, CHRISTOPHER,	1221 3rd AVE	q7-1-2	\$10,000.00 \$94.50
	Elect	Residential			
6/10/2019	P-190227	ZAJACEK, CHRISTOPHER,	1219 3rd AVE	q7-1-1	\$0.00 \$114.50
	Plumbing	Residential			
6/10/2019	P-190230	ZAJACEK, CHRISTOPHER,	1221 3rd AVE	q7-1-2	\$0.00 \$114.50
	Plumbing	Residential			
6/13/2019	M-190239	CHASE, PATRICIA A,	123 KICHLINE AVE	Q7NW2D-3-6	\$3,000.00 \$149.50
	Mechanical	Replacement-Residential			

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FOR PERMITS ISSUED BETWEEN 5/16/2019 AND 6/13/2019

DATE PERMIT	PERMIT #	OWNER	PROPERTY ADDRESS	PARCEL	EST VALUE
6/13/2019	E-190240	CHAIKOWSKY, JOHN S And CYPHE	1222 NEW JERSEY AVE	Q7NW3C-12-1	\$3,260.00
	Elect	New Service			\$159.50

TOTAL NUMBER OF PERMITS: 20
TOTAL ESTIMATED VALUE: \$392,060.00
TOTAL PERMIT FEES: \$3,100.00

Summary by Type

2 Commercial
14 Residential

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FOR PERMITS ISSUED BETWEEN 5/16/2019 AND 6/13/2019

DATE PERMIT	PERMIT #	OWNER	PROPERTY ADDRESS	PARCEL	EST VALUE
5/16/2019	S-190187	ROSENBERGER, RUTHANN W,	1338 EASTON RD	Q7NW3B-13-2	\$0.00 \$25.00
	Sidelnsp	Sidewalk And Curb Inspection Application			
5/16/2019	S-190186	WEAVER, GLADYS M,	821 POPLAR RD	Q7SE4A-10-4L	\$0.00 \$25.00
	Sidelnsp	Sidewalk And Curb Inspection Application			
5/16/2019	S-190183	MITTEN, JONATHAN W And CAROL	907 DETWEILER AVE	Q7SW2B-13-9	\$0.00 \$25.00
	Sidelnsp	Sidewalk And Curb Inspection Application			
5/23/2019	S-190199	PONDO, FREDRIC,	1243 1ST AVE	Q7NW3D-6-11	\$0.00 \$25.00
	Sidelnsp	Sidewalk And Curb Inspection Application			
5/23/2019	S-190198	TEMPLETON, MICHAEL R And LING	139 CEDAR RD	Q7SE4A-8-20	\$0.00 \$25.00
	Sidelnsp	Sidewalk And Curb Inspection Application			
5/28/2019	S-190204	RUTHERFORD, ROBERT E And DEB	212 E HIGH ST	Q7NW3B-5-1	\$0.00 \$25.00
	Sidelnsp	Sidewalk And Curb Inspection Application			
5/28/2019	S-190203	MCCONNELL, RANDY J,	280 E CHESTNUT ST	Q7SW2B-12-1	\$0.00 \$25.00
	Sidelnsp	Sidewalk And Curb Inspection Application			
5/31/2019	S-190209	HEIMBACH, RALPH S,	875 NEW JERSEY AVE	Q7SW2C-5-10	\$0.00 \$25.00
	Sidelnsp	Sidewalk And Curb Inspection Application			
6/5/2019	S-190217	FAUST, NATHAN,	1308 DETWEILER AVE	Q7NW3C-7-4	\$0.00 \$25.00
	Sidelnsp	Sidewalk And Curb Inspection Application			
6/11/2019	S-190235	BATE, JOHN And LESLIE OLIVIA,	1662 ILONA DR	Q7NW2C-4-31	\$0.00 \$25.00
	Sidelnsp	Sidewalk And Curb Inspection Application			
6/12/2019	S-190237	ADAMS CULVER LLC,	605 MAIN ST	Q7SW2D-9-4A	\$0.00 \$25.00
	Sidelnsp	Sidewalk And Curb Inspection Application			

TOTAL NUMBER OF PERMITS:	11
TOTAL ESTIMATED VALUE:	\$0.00
TOTAL PERMIT FEES:	\$275.00

Summary by Type