

Borough of Hellertown  
Council Meeting Minutes  
Monday, April 6, 2020

**The Meeting Was Held Via Webex and Streamed Live on Facebook.**

**Council Met in Executive Session on March 16, March 21, and March 28, 2020, To Discuss Personnel And Disaster Preparedness**

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

II. Pledge - All

III. Roll Call – Cathy Hartranft

Earl Hill-	Present
James Hill-	Present
Matthew Marcincin-	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, Bryan Smith, Chief Shupp, Tina Krasnansky, Chris Scherer, Matt Andree, Chief Maguire, and Kris Russo.

IV. Adoption of Meeting Agendum

Motion made by Michael McKenna, seconded by Philip Weber, to adopt the meeting agendum as written. Motion carried 7-0.

V. Approval of Meeting Minutes

1. March 2, 2020

Motion made by Gil Stauffer, seconded by Earl Hill, to approve the March 2, 2020, meeting minutes as written. Motion carried 7-0.

VI. Courtesies of the Floor

A. Pre-Scheduled Appearances

1. Angela Reese, Saucon Valley Farmers' Market

Ms. Reese- The Department of Agriculture is recommending opening Farmers' Markets while maintaining social distancing. We would still like to open the market on May 3, 2020. There would only be one entrance and one exit. The vendors will all be located six feet apart. Only a certain number of shoppers will be allowed to shop at a time. Volunteers will be located throughout with hand sanitizer and all vendors will be required to wear masks and gloves and have hand sanitizer available. There will be no special events or entertainment. The restrooms will not be open. We are also encouraging preordering.

Council is allowing the Farmers' Market to open. The committee will work with Mr. Yonney regarding barricades.

B. Agenda Items

Mr. Rieger- Residents were asked to submit questions to council prior to tonight's meeting.

Andrew Hughes sent an email for Council to discuss tonight. He asked what is being done to help the psychological and well-being of Hellertown citizens. Council has been encouraging neighbors to check on neighbors. They can also email to [webmaster@hellertownborough.org](mailto:webmaster@hellertownborough.org). The Post Office is also in contact with the Police Department if they notice anything out of place.

His second question was how the Borough was going to handle activities that require public attendance. There has been no guidance on how to proceed during this unprecedented time. Tonight was a test to see if the virtual meeting would work and I feel like that it has. Since it is being streamed live on Facebook and the public could call into the Webex, this constitutes a meeting.

Mr. Hughes also inquired if there are plans to furlough any staff. There are no plans to furlough at this time. Administration has been stopping by on a daily basis to process payments and permits. Please use the drop box and leave a message if you have any questions. Public Works is on call and rotating shifts to conform with social distancing.

Mrs. Hartranft- Borough Hall is being disinfected on a weekly basis. The Sanitation trucks are being disinfected daily and are being professionally cleaned once a week. Public Works did restrict the use of the courts so they cannot be used.

Jane Adams wrote a letter requesting restricting the use of alleys due to the children being home and playing. There have been a lot of cars speeding through the alley.

Mr. Rieger- Under our ordinance, alleys are treated like streets and the use cannot be restricted. Please use caution when traveling and watch for children.

We have also had many inquires about opening the Compost Center. Under the Governor's orders, that would be considered non-essential travel and Lower Saucon Township does not want to open it yet.

Council decided to have a town-wide yard waste pickup. All items must be contained or tied and no plastic bags will be emptied. Staff will prepare the announcement.

C. Non-agenda Items- None

VII. Reports from Elected Officials

A. President

Mr. Rieger- Council will continue with briefings and will be sending out email blasts and all-calls to the public. Please support our local businesses and order takeout.

B. Mayor

Mayor Heintzelman urged everyone to pick up after their dogs. There is an ordinance. Instead of posting on social media, please call the police non-emergency number.

C. Hellertown Historical Society (Gil Stauffer)

Mr. Stauffer has nothing to report.

D. Planning Commission (Philp Weber)

Mr. Weber had nothing to report.

E. Hellertown Area Library Board of Trustees (Matthew Marcincin)

Mr. Marcincin had nothing to report.

F. Hellertown Borough Authority (Earl Hill)

Mr. Hill had nothing to report.

G. Hellertown Chamber of Commerce (Tom Rieger)

Mr. Rieger had nothing additional to report.

H. Saucon Valley Partnership (Philip Weber/James Hill)

Mr. Weber had nothing to report.

I. Dewey Fire Company (Michael McKenna)

Mr. McKenna had nothing to report.

J. Saucon Rail Trail (Philip Weber)

Mr. Weber had nothing to report.

K. Hellertown Civil Service Commission (James Hill)

Mr. Hill had nothing to report.

## VIII. Reports from Appointed Officials

### A. Treasurer

1. February 2020 Treasurer's Report
2. February 2020 Statement of Revenues and Expenditures

Motion made by Earl Hill, seconded by Michael McKenna, to receive the February 2020 Treasurer's Report and Statement of Revenues and Expenditures. Motion carried 7-0.

### B. Engineer

Mr. Smith reviewed the specifications for the signalized and unsignalized pedestrian improvements projects.

Mr. Heintzelman questioned why the crossing at Saucon Street is on the North side rather than the South side.

Mr. Smith will discuss it with Mr. Korp and report back to Council.

Penndot will be installing new signage at Cherry Lane and Easton Road directing tractor trailers to I-78.

The projects are all currently on hold per the Governor's order.

### C. Solicitor

Mr. Corriere- The tax appeal hearing for the Cummings property that the Borough purchased was successful and the property is tax exempt.

### D. Manager

Mrs. Hartranft- All meetings for the month of April have been cancelled with the exception of the Council meetings which will be held on Webex. If residents have questions or concerns, please email staff or leave a voicemail. Staff is working remotely and checking messages.

Signal Service is recommending replacement of the signal pole at Main and Water Streets. It has been hit numerous times. The estimate is about \$50,000.00. Because it is an emergency repair, it won't need to be bid. Penndot won't allow ballisters. The pole will need to be moved North and a separate pedestrian signal pole will be installed in from of the Borough of Hellertown sign.

Mr. Corriere confirmed that because it is necessary maintenance and an emergency, the project will not need to be bid.

Motion made by Philip Weber, seconded Michael McKenna, to move ahead with the emergency replacement based on Penndot and engineer recommendation. The projected will be paid by the insurance payments and Capital fund. Motion carried 7-0.

E. Chief of Police

1. Monthly Report

Chief Shupp thanked the residents for doing a very good job with social distancing. The officers are also doing a great job during this stressful situation.

Motion made by Earl Hill, seconded by Matthew Marcincin, to receive the Police Monthly Report and make a part of these minutes. Motion carried 7-0.

F. Public Works Director

1. Monthly Report

Mr. Yonney thanked the Sanitation Crew for all of hard their work during the situation. They volume of refuse has really increased with everyone being home.

Motion made by Philip Weber, seconded by Gil Stauffer, 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

Mr. Russo- I have been processing permits in the office but am limiting the number of inspections that I am performing. With a lot of people staying home, there have been a lot of permit questions.

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

H. Fire Chief

1. Quarterly Report

Chief Maguire- To date, there have been 108 calls for service. We are now doing our weekly training virtually.

The new truck will hopefully be in service by next June. EES was out to look at the Pierce truck and found issues that were missed during inspection at Kohler. The truck will be at their service station for about a week for repairs. We will have them do our service moving forward.

I. Emergency Management

1. Report

Mr. Scherer- If any of the Borough entities are in need of PPE supplies that they can't get elsewhere, please let me know and I will do my best to get them. The most important thing to do right now is to keep records of all expenses incurred as a result of the pandemic for reimbursement.

IX. Unfinished Business- None

X. New Business

1. Outstanding Obligations- Approval of Payments
  - i. March 19, 2020 Payables
  - ii. April 9, 2020 Payables

Motion made by Earl Hill, seconded by Gil Stauffer, to retroactively approve the payments the March 19, 2020, payables and to approve the April 9, 2020, payables. Motion carried 7-0.

2. Discussion on Dewey Fire Company 2017 and 2018 Audits- Council Action

Mrs. Hartranft- Ms. Nolf provided the 2017 and 2018 Audits to Council.

Council requested Ms. Nolf to call into the next meeting to discuss the audits.

Motion made by Earl Hill to table this item until the April 20, 2020, meeting. Motion carried 7-0.

3. Adoption of Resolution 20-03, Extending Discount Period for Real Estate Taxes- Council Action

Mr. Rieger- This resolution will extend the discount amount until June 8, 2020, and the base amount would be extended until December 31, 2020. The penalty amount would be waived for 2020. For installment payments, the first installment would be due by June 8, 2020, and the second installment would be due prior to December 31, 2020.

Administration is working with Freedom System to change the due dates in the system.

Motion made by James Hill, seconded by Matthew Marcincin, to adopt Resolution 20-03. Motion carried 7-0.



Mr. Rieger- Staff is watching the Earned Income Taxes very closely. That will be the budgetary line item that will be most affected during this crisis with people being out of work. We won't see that loss until late summer or early fall.

XI Announcements- None

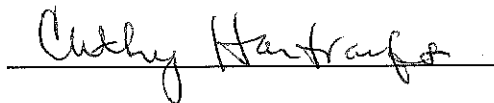
XII. Executive Session

Mr. Rieger- There will be no Executive Session this evening. Council will continue to hold Executive Sessions or Disaster Briefings as needed.

XIII. Adjournment

Motion made by Michael McKenna, seconded by Earl Hill, to adjourn the meeting at 8:34 p.m. Motion carried 7-0.

Adopted by the Hellertown Borough Council this 20<sup>th</sup> Day of April 2020.



Borough Secretary