

Borough of Hellertown
Council Meeting Minutes
Monday, July 20, 2020

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

**An Executive Session Was Held Prior To The Meeting To Discuss Personnel
and Litigation**

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, and Kris Russo.

IV. Adoption of Meeting Agendum

Motion made by Philip Weber, seconded by Earl Hill, to adopt the meeting agendum as written. Motion carried 6-0 (James Hill abstained).

V. Approval of Meeting Minutes

1. July 6, 2020

Motion made by Gil Stauffer, seconded by Michael McKenna, to approve the July 6, 2020, meeting minutes as written. Motion carried 7-0.

VI. COVID-19 Briefing

1. Administration/Public Works/Finance

- a. Mrs. Hartranft- Borough Hall is still closed to the public.

I provided Council with a financial comparison from June 2019 to June 2020. To date we are approximately \$147,000 down compared to last year.

Mr. Yonney- Public Works is still following all guidelines. I have not been able to obtain any more Lysol spray.

2. EMA

- a. Mr. Sherer was not present for the meeting.

3. Police

- a. Chief Shupp- We are still working at full capacity and following the guidelines. The department has plenty of supplies

4. Fire

- a. Chief Maguire was not present for the meeting.

5. EMS

- a. Captain Andree was not present for the meeting.

VII. Courtesies of the Floor

A. Pre-Scheduled Appearance

1. Erica Shorb- Discussion on Mural Initiative and Art Walk/Show

Ms. Shorb explained her idea for a mural and art walk in the Borough. The murals will depict racial and community unity. All art will be weatherproof. She was unsure of locations for placement.

Ms. Shorb will meet with Mr. Yonney and Mrs. Hartranft to discuss possible locations. This item will be placed on the next agenda for approval of the location. A description or picture of all proposed artwork will be sent to Mrs. Hartranft for approval before placement.

2. Jessica O'Donnell, Lehigh Valley Chamber

Ms. O'Donnell- The Movie in the Park event was a success. Everyone Socially Distanced and wore masks when required. We would like to hold another Movie in the Park even on August 7, 2020.

Motion made by Earl Hill, seconded by Matthew Marcincin, to approve the Movie in the Park on August 7, 2020. Motion carried 7-0.

Ms. O'Donnell- Summer Restaurant Week is this week. There are sixteen participants.

The Chamber has partnered with Northampton County and is awarding \$15,000.00 Small Business Grants.

B. Agenda Items- None

C. Non-agenda Items- None

VIII. Reports from Elected Officials

A. President

Mr. Rieger had nothing additional to report.

B. Mayor

Mayor Heintzelman- I will speak with the Lions Club regarding assistance with the Authority Park Gazebo.

Please remember that the Rail Trail is only open from dawn to dusk. People have been using the trail after dark which is a safety hazard.

C. Council

Council had nothing additional to report.

IX. Reports from Appointed Officials

A. Treasurer

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

Motion made by Gil Stauffer, seconded by Philip Weber, to receive the June 2020 Treasurer's Report and Statement of Revenues and Expenditures. Motion carried 7-0.

B. Engineer

Mr. Smith- The signal upgrades are underway.

A preliminary sketch plan for the Dimmick Park stair replacement has been received.

The Main Street Safety Initiative will go out for advertisement on July 30, 2020.

C. Solicitor

Mr. Corriere- Oral argument for the Chaffier lawsuit is scheduled for July 29, 2020.

D. Manager

Mrs. Hartranft- The Borough was awarded a \$50,000.00 Livable Landscapes Grant for the greening of the swale at Dimmick Park.

Noah Kates will be rejoining us as a Junior Councillor for the remainder of the summer.

Mr. Kates- Mr. Moll has donated a plaque for those that gave toward the I-78 Beautification Project. The plaque will be placed at Borough Hall.

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 7-0.

Chief Shupp- We had two children participate in the Mayor For The Day program. We will hold the program again for another set of children on July 29, 2020.

F. Public Works Director

1. Monthly Report

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

Mr. Yonney- Public Works has been working on replacing the stucco walls at the pool and will put the last coat on shortly. We will also be painting the bandshell this week.

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 7-0.

H. Fire Chief- End

I. Emergency Management- None

X. Unfinished Business

1. Approval of 2020 Saucon Valley Youth Sports User's Agreement- Council Action

Mrs. Hartranft- We have received the COVID Release, User's Agreement, and COVID Plan from Saucon Valley Youth Sports.

Motion made by Philip Weber, seconded by Earl Hill, to approve the 2020 Saucon Valley Youth Sports User's Agreement. Motion carried 7-0.

XI. New Business

1. Outstanding Obligations- Approval of Payments

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

2. Select Firm for Construction Inspection Service for Main Street Initiative - Council Action

Mrs. Hartranft- The Borough put out an RFP for Third-Party Construction Inspection Services as required by PennDOT for the Main Street Initiative. Three RFPs were received. Staff is recommending TBD. They have worked on many other PennDOT projects.

Motion made by Earl Hill, seconded by Matthew Marcincin, to select TBD as the Borough's Third-Party Construction Inspectors for the Main Street Initiative. Motion carried 7-0.

3. Authorization to Advertise Bid for Landfill/Transfer Station- Council Action

Mrs. Hartranft- Our current Landfill Bid is expiring at the end of 2020. The bids will be due by August 31, 2020.

Motion made by Michael McKenna, seconded by Earl Hill, to advertise the bid for the Landfill/Transfer Station. Motion carried 7-0.

4. Authorization to Advertise Ordinance 835, Removing School Zone at St. Theresa's Due to School Closure- Council Action

Chief Shupp- St. Theresa's will still be holding preschool in the school building. Preschools do not require a school zone from the state. The plan is to have the kids dropped off and picked up in the current parking lot.

Motion made by Philip Weber, seconded by James Hill, to advertise Ordinance 835. Motion carried 7-0.

5. Approval of Non-Uniform Memorandum of Agreement Regarding Collective Bargaining Agreement- Council Action

Mr. Rieger- In light of the COVID Pandemic, the Public Works Department has agreed to extend the current bargaining agreement which was to expire on December 31, 2020. This memorandum will include a zero percent pay increase and no changes through December 31, 2021.

Motion made by Michael McKenna, seconded by Earl Hill, to approve the Public Works Memorandum of Agreement. Motion carried 7-0.

6. Approval of Subdivision Plan for 58 Hess Avenue- Council Action

Mr. Smith- This is a Subdivision Plan for creating three lots at 58 Hess Avenue. One lot will have an existing home. The other two lots will have two-unit new construction homes. The plan went before the Planning Commission and they recommended approval. The applicant is seeking a waiver from the preliminary and final plan requirement and to accept this plan as the final plan.

Motion made by Philip Weber, seconded by Michael McKenna, to waive the requirement of a preliminary and final plan. Motion carried 7-0.

Motion made by Philip Weber, seconded by Michael McKenna, to approve the Subdivision Plan for 58 Hess Avenue contingent upon Engineer's Letter dated March 2, 2020. Motion carried 7-0.

XII Announcements

Mr. Rieger- All of the August meetings will be held via Webex.


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XIII. Executive Session- None

XIV. Adjournment

Motion made by Michael McKenna seconded by Earl Hill, to adjourn the meeting at 8:20 p.m. Motion carried 7-0.

Adopted by the Hellertown Borough Council this 3rd Day of August 2020.


Borough Secretary

HELLERTOWN POLICE DEPARTMENT MONTHLY REPORT

June 2020

This is the monthly report for the Hellertown Police Department from June 1st through June 30th, 2020.

During the month of June the Police received 440 calls for service. We did receive 4 Theft, 4 Domestic/Assault, 2 Fraud, 2 Child Abuse and 8 traffic collision calls. We wrote 37 citations.

The Police Department filed 20 charges including 2 for Narcotics Possession, 1 for Theft, 4 for Assault, 1 for Criminal Mischief and 2 for Tampering with Evidence.

June was our counties move to the green phase of the Governor's reopening plan. It felt like a lot of people were already there with the increase in traffic and police calls. We didn't have any major issues with people in June, most residents of Hellertown have done a good job of abiding by the rules. We did have a BLM protest in front of the municipal building that was attended by approximately 200-250 people. Everything went well with that and we had no incidents. The officers are still answering calls utilizing our covid response plan. This has been challenging at times but we are managing. Nothing major to report for June, we will see where July takes us with a full month in the green phase. Any questions feel free to stop in or call.

Chief Robert Shupp III

**PUBLIC WORKS AND PARKS DEPARTMENT
MONTHLY REPORT
JUNE 2020**

1 ACTIVITY COMPLETED

Drained Conversion Bin and Pool
Drained and Pressurewashed Pool
Cleaned Pool Building Gutters
Trimmed Pool Bushes
Pressurewashed Pool Deck
Repaired Water Pump Carburetor for Pool
Cleaned Fountains
Trimmed Weeds Along Creek
Removed Boards From Basketball Court
Hung COVID Signs
Repairs Street Signs
Trimmed and Cleaned Up Bushes on Tobias Drive
Repainted VASCAR Lines
Serviced #11, #12, #13, Compost Loader, Tractors, & Chipper
Unclogged Pipe at Gristmill Pond

2 OTHER

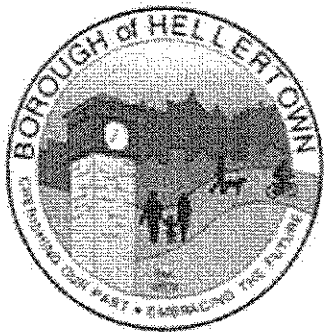
Cleaned and Disinfected Shops and Lunch Room
Cleaned the Millrace
Cleaned Catch Basins
Cleaned Out Wash Bay Pit
Swept Main Street
Filled Dog Waste Bags Weekly
Emptied Trash Barrels Twice Per Week
Weeded Flower Beds Weekly
Mowed Grass Weekly
Add Water to Pool and Vacuum Weekly

3 PROJECTS WORKED ON/COMPLETED DURING THE MONTH

Loaded, Delivered, & Removed Barricades For Graduation
Removed Stucco From Pool Shower Room
Removed Graffiti From Grandstand
Hung Additional Hometown Hero Banners
Trimmed & Mulched "Hellertown" Bushes
Finished Repairing Stucco Outside Public Works Building

4 MEETINGS

Virtual Council Meetings
Meeting About Truck Directional Signage for Easton Road
Meeting With Hopewell About Compost Center Grinding



BOROUGH OF HELLETTOWN

Zoning and Codes Office

685 Main Street

Hellertown, Pennsylvania 18055-1745

Hellertownborough.org

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

2020 Monthly Report June 15-July 10

Local Permits Issued:	27
BIA Permits Issued:	15
Sidewalk Inspections:	14
Residential Rental Inspections:	0
Fire Inspections:	0
Service Requests/Complaints	34
Citations:	0
Planning Commission activity:	330 Linden Site Plan-Tabled
ZHB activity:	330 Linden Ave- Continued non conforming use-Granted Variance on number of units per acre-Denied
Meetings/Classes attended:	2 Borough Council 1 Z.H.B. 1 Planning Commission
Court Appearances:	1 Abandoned vehicle 1070 2 nd Ave.-vehicle removed.
Other Information:	
Business Activity:	

Borough of Hellertown
Monthly Permit Report

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FOR PERMITS ISSUED BETWEEN 6/15/2020 AND 7/16/2020

DATE PERMIT	PERMIT #	OWNER	PROPERTY ADDRESS	PARCEL	EST VALUE	
6/16/2020	Z-200248	MILLIREN, MATTHEW N And ANDRE	502 SPRUCE ST	Q7SW3C-4-1	\$1,600.00	\$50.00
	Zoning	Shed				
6/17/2020	Z-200254	DAP PROPERTIES LLC,	1152-54 MAIN ST	Q7NW3D-8-6	\$1,287.00	\$50.00
	Zoning	Sign Permit				
6/17/2020	Z-200255	RRET LLC,	782 MAIN ST	Q7SW2D-3-5	\$200.00	\$25.00
	Zoning	Temp. Banner				
6/17/2020	Z-200256	DAWSON, JAMES L And BARBARA	901 MAIN ST	Q7SW2A-7-22	\$500.00	\$25.00
	Zoning	Concrete Work				
6/17/2020	Z-200257	WRIGHT, MELVIN J And ALISON E.	648 MAIN ST	Q7SW2D-8-4	\$600.00	\$25.00
	Zoning	Sign/Awning				
6/17/2020	Z-200258	CAMPIS, CHRISTOPHER J And MARI	1381 WASHINGTON ST	Q7NW3A-9-13B	\$5,105.00	\$100.00
	Zoning	Fence				
6/19/2020	Z-200264	DEANGELO, DAVID J And BARBARA	827 ELM RD	Q7SE4D-5-4	\$3,095.00	\$75.00
	Zoning	Swimming Pool				
6/23/2020	Z-200269	GERMAN, MARK P And AGNES,	334 MAGNOLIA RD	Q7SW3B-13-4	\$5,000.00	\$100.00
	Zoning	Sidewalk				
6/24/2020	Z-200279	FETZER BRYAN D And JENNIFER C,	54 W DEPOT ST	Q7SW2A-8-1	\$500.00	\$25.00
	Zoning	Fence				
6/24/2020	M-200270	,			\$0.00	\$25.00
	MobileFood	Mobile Food License				
6/24/2020	Z-200274	READING, CARLY,	1631 ILONA DR	Q7NW2C-4-14	\$10,000.00	\$125.00
	Zoning	Deck				
6/24/2020	Z-200275	NORRELL, BRIAN,	839 JUNIPER RD	Q7SE1D-1-18	\$8,000.00	\$100.00
	Zoning	Deck				
6/24/2020	Z-200278	GECSEK, DONNA M,	815 FRONT ST	Q7SW2D-2-7B	\$5,000.00	\$100.00
	Zoning	Fence				
6/29/2020	Z-200284	KING, ERIC L,	515 RENTZHEIMER DR	Q7SW3B-5-11	\$17,000.00	\$146.00
	Zoning	Swimming Pool				
7/2/2020	Z-200289	BUTLER, JEFFREY S And JOANNE,	1619 BURKHARDT ST	Q7NW2D-9-3	\$2,500.00	\$75.00
	Zoning	Shed/Patio				
7/2/2020	Z-200291	GAIL D HARRISON TRUST DATED AP	321 CONSTITUTION AVE	Q7SE4A-9-17	\$5,000.00	\$100.00
	Zoning	Tank Permit				
7/2/2020	M-200290	,			\$0.00	\$200.00
	MobileFood	Mobile Food License				
7/6/2020	Z-200292	SODEMANN HORST M And JANICE	1093 DETWEILER AVE	Q7NW3C-23-1	\$2,000.00	\$50.00
	Zoning	Shed				
7/6/2020	Z-200293	LICHTENWALNER, R R JR And KAT	1041 MAIN ST	Q7SW2A-2-16	\$300.00	\$25.00
	Zoning	Fence				

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DATE PERMIT	PERMIT #	OWNER	PROPERTY ADDRESS	PARCEL	EST VALUE	
7/7/2020	D-200301	ATANOS CAPITAL LLC,	214 CONSTITUTION AVE	Q7SE4A-8-14	\$0.00	\$75.00
	Dumpster	Dumpster Permit				
7/7/2020	Y-200300	MIALE, JOSEPH F,	932 JUNIPER RD	Q7SE1D-5-3	\$0.00	\$25.00
	Shade	Removal				
7/9/2020	D-200310	GROLLER, STEPHEN N And GRAFF,	861 NEW JERSEY AVE	Q7SW2C-5-9A	\$0.00	\$75.00
	Dumpster	Pod Permit				
7/9/2020	Y-200306	WARRELMANN DAWN R ET AL,	827 MAGNOLIA RD	Q7SE4A-3-4	\$0.00	\$25.00
	Shade	Removal				
7/9/2020	Z-200309	UPTON, LAURENCE R And SHARON,	501 CONSTITUTION AVE	Q7SE1D-1-25	\$2,742.00	\$75.00
	Zoning	Tank Permit				
7/15/2020	Z-200319	SNYDER VENTURES LLC,	1319 MAIN ST	Q7NW3D-8-19	\$875.00	\$25.00
	Zoning	Fence				
7/15/2020	Z-200317	DANUBIO, MARIANNE And ROCCO,	526 MAGNOLIA RD	Q7SW3B-14-4	\$450.00	\$25.00
	Zoning	Sidewalk				
7/15/2020	Z-200318	HILL, EDWARD W,	249 MAIN ST	Q7SW3A-9-9	\$19,350.00	\$153.50
	Zoning	Accessory Structure-Residential				

TOTAL NUMBER OF PERMITS:	27
TOTAL ESTIMATED VALUE:	\$91,104.00
TOTAL PERMIT FEES:	\$1,899.50

Summary by Type

Borough of Hellertown

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FOR PERMITS ISSUED BETWEEN 6/15/2020 AND 7/16/2020

DATE PERMIT	PERMIT #	OWNER	PROPERTY ADDRESS	PARCEL	EST VALUE	
6/17/2020	F-200251	LABRAKE, STEPHEN P And KIMBER	824 MAIN ST	Q7SW2A-8-8	\$8,900.00	\$79.50
	Roof	Roof-Commercial				
6/17/2020	B-200252	ANTHONY, FRANCIS E And RANEE	1219 NEW JERSEY AVE	Q7NW3C-13-5	\$2,500.00	\$124.50
	Build	Alteration/Renovation-Residential				
6/22/2020	E-200266	DEANGELO, DAVID J And BARBARA	827 ELM RD	Q7SE4D-5-4	\$0.00	\$49.50
	Elect	pool wire				
6/22/2020	B-200265	DEANGELO, DAVID J And BARBARA	827 ELM RD	Q7SE4D-5-4	\$1,080.00	\$54.50
	Build	Pool				
6/24/2020	M-200272	BICKFORD, MARK A,	226 WILLOW RD	Q7SE4A-12-2	\$4,000.00	\$74.50
	Mechanical	Residential				
6/24/2020	F-200277	TABOR, EDWARD N And JENNIFER	881 NEW YORK AVE	Q7SW2C-7-11A	\$9,300.00	\$79.50
	Roof	Roof-Residential				
6/24/2020	F-200276	NAGY, PAUL G And FRANCINE M,	137 ROTH AVE	Q7NW3A-2-3	\$4,500.00	\$79.50
	Roof	Roof-Residential				
6/24/2020	E-200273	BICKFORD, MARK A,	226 WILLOW RD	Q7SE4A-12-2	\$900.00	\$84.50
	Elect	Residential				
6/24/2020	B-200271	BICKFORD, MARK A,	226 WILLOW RD	Q7SE4A-12-2	\$40,000.00	\$229.50
	Build	Addition-Residential				
6/29/2020	E-200283	KING, ERIC L,	515 RENTZHEIMER DR	Q7SW3B-5-11	\$800.00	\$49.50
	Elect	Pool Wire				
6/29/2020	B-200282	KING, ERIC L,	515 RENTZHEIMER DR	Q7SW3B-5-11	\$17,000.00	\$54.50
	Build	Pool				
7/2/2020	F-200288	PEREIRA CONGETTA M REVOCABLE	1113-15 3RD AVE	Q7NW3C-15-5	\$12,000.00	\$79.50
	Roof	Roof-Residential				
7/7/2020	E-200302	GROLLER, STEPHEN N And GRAFF,	861 NEW JERSEY AVE	Q7SW2C-5-8A	\$995.00	\$84.50
	Elect	Garage circuit				
7/9/2020	E-200308	EVOKE SOLAR INC,	323 LINDEN AVE	Q7NW3C-10-7	\$4,000.00	\$154.50
	Elect	Solar				
7/9/2020	B-200307	EVOKE SOLAR INC,	323 LINDEN AVE	Q7NW3C-10-7	\$4,000.00	\$589.50
	Build	Solar				

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FOR PERMITS ISSUED BETWEEN 6/15/2020 AND 7/16/2020

DATE PERMIT	PERMIT #	OWNER	PROPERTY ADDRESS	PARCEL	EST VALUE
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TOTAL NUMBER OF PERMITS:	15
TOTAL ESTIMATED VALUE:	\$109,975.00
TOTAL PERMIT FEES:	\$1,867.50

Summary by Type

- 2 Commercial
- 9 Residentail

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DATE PERMIT	PERMIT #	OWNER	PROPERTY ADDRESS	PARCEL	EST VALUE	
6/17/2020	S-200253	BUSSE, ERIC C,	269 NORTHAMPTON ST	Q7SW3B-12-19	\$0.00	\$25.00
	SideInsp	Sidewalk And Curb Inspection Application				
6/17/2020	S-200249	BARTHOLOMEW, RYAN CHRISTOPH	342 MAGNOLIA RD	Q7SW3B-13-5	\$0.00	\$25.00
	SideInsp	Sidewalk And Curb Inspection Application				
6/22/2020	S-200268	BRANCO, ANTHONY And ERNA,	1510 CLAUSER ST	Q7NW3A-1-6	\$0.00	\$25.00
	SideInsp	Sidewalk And Curb Inspection Application				
6/25/2020	S-200280	FULTON, ROBERT L And CAROL A,	456 WILLOW RD	Q7SE1D-6-9	\$0.00	\$25.00
	SideInsp	Sidewalk And Curb Inspection Application				
6/30/2020	S-200286	FULTON, ROBERT L And CAROL A,	456 WILLOW RD	Q7SE1D-6-9	\$0.00	\$25.00
	SideInsp	Sidewalk And Curb Inspection Application				
6/30/2020	S-200285	UPTON, LAURENCE R And SHARON,	501 CONSTITUTION AVE	Q7SE1D-1-25	\$0.00	\$25.00
	SideInsp	Sidewalk And Curb Inspection Application				
7/2/2020	S-200287	LIPP, TODD N,	326 SPRUCE ST	Q7SW3C-3-3	\$0.00	\$25.00
	SideInsp	Sidewalk And Curb Inspection Application				
7/6/2020	S-200297	SANDROCK, CURTIS A,	1338 JEFFERSON ST	Q7NW3A-7-10	\$0.00	\$25.00
	SideInsp	Sidewalk And Curb Inspection Application				
7/6/2020	S-200296	NELSON, TERENCE And JOYCE,	1620 ILONA DR	Q7NW2C-4-24	\$0.00	\$25.00
	SideInsp	Sidewalk And Curb Inspection Application				
7/6/2020	S-200295	ROBINSON, DOUGLAS A And ADRIE	101 E SAUCON ST	Q7SW3B-2-9	\$0.00	\$25.00
	SideInsp	Sidewalk And Curb Inspection Application				
7/6/2020	S-200294	BAUER, COLLEEN M,	409 MAPLE RD	Q7SE4A-5-13	\$0.00	\$25.00
	SideInsp	Sidewalk And Curb Inspection Application				
7/7/2020	S-200303	ATANOS CAPITAL LLC,	214 CONSTITUTION AVE	Q7SE4A-8-14	\$0.00	\$25.00
	SideInsp	Sidewalk And Curb Inspection Application				
7/10/2020	S-200311	ECKER, SARAH NICOLE KELLY,	204 DURHAM ST	Q7SW3B-3-2	\$0.00	\$25.00
	SideInsp	Sidewalk And Curb Inspection Application				
7/14/2020	S-200313	WITKO, STANISLAW Z And MARZEN	127 W HIGH ST	Q7NW3A-3-11	\$0.00	\$25.00
	SideInsp	Sidewalk And Curb Inspection Application				

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FOR PERMITS ISSUED BETWEEN 6/15/2020 AND 7/16/2020

DATE PERMIT	PERMIT #	OWNER	PROPERTY ADDRESS	PARCEL	EST VALUE
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TOTAL NUMBER OF PERMITS:	14
TOTAL ESTIMATED VALUE:	\$0.00
TOTAL PERMIT FEES:	\$350.00

Summary by Type