

Borough of Hellertown
Council Meeting Minutes
Tuesday, September 8, 2020

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

An Executive Session Was Held September 3, 2020, to Discuss Potential Litigation, Personnel, and Contract Negotiations

- 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 Cathy Hartranft, Robert Shupp, Barry Yonney, Tina Krasnansky, Kris Russo, Angie Thiede, Michael Corriere, Bryan Smith, and Noah Kates.

- IV. Adoption of Meeting Agendum

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

- V. Approval of Meeting Minutes

- 1. August 17, 2020

Motion made by Gil Stauffer, seconded by Matthew Marcincin, to approve the August 17, 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 but staff is working. The building is getting professionally disinfected each week.

The revenues are lower in Real Estate Taxes, LST, and Fines. The revenues are higher in Real Estate Transfer Tax and EIT.

- b. Mr. Yonney- Public Works is doing well. Our only issue is the increased amount of discarded masks being left in the park.

Mr. Rieger and Council asked Mr. Yonney to express their thanks to the Sanitation Crew for the great job during the pandemic with increased loads and residents being home and cleaning out.

2. EMA

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

3. Police

- a. Chief Shupp- The police department is still operating under the COVID Protocol. The department has been very busy but there have been no issues.

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- None

B. Agenda Items

Joseph Pampanin, 95 Kiernan Avenue, expressed his concerns with Council authorizing the advertisement of Ordinance 831 before the Planning Commission reviews it at their meeting tomorrow in case there are significant changes.

Council will discuss this item later in the meeting.

C. Non-agenda Items- None

VIII. Reports from Elected Officials

A. President

Mr. Rieger- Trick-or-Treat will be held on October 31, 2020, from 6:00 p.m. to 8:00 p.m.

B. Mayor

Mayor Heintzelman- I performed two weddings in the past few weeks.

I am very concerned with the Rail Trail crossings. Bicyclists are not dismounting their bikes and there have also been types of unauthorized vehicles on the trail. I feel that we need to do increased enforcement or increased education before someone gets hurt.

Motion made by Michael McKenna, seconded by Philip Weber, to authorize the Police to enforce the rules of the Rail Trail. Motion carried 7-0.

C. Hellertown Historical Society (Gil Stauffer)

Mr. Stauffer had nothing to report.

D. Planning Commission (Philp Weber)

Mr. Weber- The Planning Commission will meet tomorrow at 7:00 p.m.

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

Mr. Marcincin- The Library is open and offering curbside pickup.

F. Hellertown Borough Authority (Earl Hill)

Mr. Hill had nothing to report.

Mr. McKenna- The Authority removed the fire hydrant by Borough Hall for the traffic signal relocation project.

The pumping material has been removed along Main Street.

G. Hellertown Chamber of Commerce (Tom Rieger)

Mr. Rieger- Northampton County in conjunction with the Chamber awarded another 4.9 million dollars in additional CARES grants to businesses.

Mayor Heintzelman- Per the Governor, restaurants can increase their occupancy to 50 percent beginning September 21, 2020.

Chief Shupp- As a reminder to those businesses wishing to increase their occupancy, there is additional paperwork that must be submitted to the Commonwealth to increase their occupancy. The Commonwealth will then return a permit to be hung in the business. The Pennsylvania State Police and Liquor Control Board will be doing enforcement.

Mr. Rieger- This announcement also restricts the sale of alcohol after 10:00 p.m.

The Chamber will be meeting to discuss a virtual Light-Up Night for 2020.

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

Mr. Weber had nothing to report.

I. Saucon Rail Trail (Philip Weber)

Mr. Weber had nothing to report.

J. Hellertown Civil Service Commission (James Hill)

Mr. Hill had nothing to report.

K. Junior Councillor

Mr. Kates- The I-78 plaque is currently being processed. I would like to have it completed by the Thanksgiving break.

IX. Reports from Appointed Officials

A. Treasurer- None

B. Engineer

Mr. Smith- The Main Street Safety Plan is in the final review. It will be advertised October 1, 2020, and let October 22, 2020.

The Clauser Street subdivision plan will be discussed by the Planning Commission.

C. Solicitor

Mr. Corriere had only agenda items to discuss.

D. Manager

Mrs. Hartranft- I would ask that Council table New Business #8. We interviewed very strong candidates and made an offer of employment today but have not heard back from the applicant.

E. Chief of Police

Chief Shupp- The Police Department is back to the normal call volume.

The residents have been doing well with wearing masks.

I received the 30 locks that were purchased and all keyed the same for various locks within the Borough.

F. Public Works Director

1. Announcement of 2020 Fall Yard Waste Collection

Mr. Yonney- The fall yard waste collection will be completed the week of September 28, 2020, following the garbage schedule. Items must be bundled, contained, or placed in paper bags. No plastic bags will be collected.

The grinding at the Compost Center will start on Thursday.

We will begin repairs on the Salt Building next week.

G. Zoning/Codes Officer

Mr. Russo- The Planning Commission will be meeting tomorrow night. On the agenda are two façade grant applications, discussion on the Multimunicipal Comprehensive Plan updates, discussion on Ordinance 831, and subdivision plans for 1604 Clauser Street.

H. Fire Chief- None

I. Emergency Management- None

X. Unfinished Business- None

XI. New Business

1. Outstanding Obligations- Approval of Payments

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

2. Authorization to Advertise Ordinance 831, Zoning and SALDO Updates - Council Action

Mr. Corriere- There must be a 30-day comment period after review by the Planning Commission and the proposed ordinance must be sent the Lehigh Valley Planning Commission for review.

Motion made by Earl Hill, seconded by Gil Stauffer, to advertise Ordinance 831 for possible adoption at the October 19, 2020, Council Meeting. Planning Commission, Lehigh Valley Planning Commission, and the public can provide comments. Motion carried 7-0.

3. Adoption of Resolution 20-13, Authorizing Application to CFA Multimodal Transportation Fund for South Main Street Pedestrian Improvements- Council Action

Mr. Smith- This a resubmittal from last year for pedestrian improvements to the South end of town. It would include crosswalks, a trail connection at Tumminello Park, and improvements to Walnut Street from Main Street to the school campus.

Motion made by Michael McKenna, seconded by Philip Weber, to adopt Resolution 20-13. Motion carried 7-0.

4. Authorization to Execute Funding Commitment Letter (No Match is Required)- Council Action

Mr. Smith- There is no match required for the grant but they are still requiring an executed commitment letter showing Council support for the project.

Motion made by Michael McKenna, seconded by Earl Hill, to authorize the execution of the commitment letter. Motion carried 7-0.

5. 2021 Non-Uniform Pension Plan Minimum Municipal Obligation- Council Action

Mrs. Hartranft- The Non-Uniform MMO for 2021 is \$16,669.00. This is covered by the Borough match.

Motion made by Michael McKenna, seconded by Earl Hill, to accept the 2021 Non-Uniform Minimum Municipal Obligation. Motion carried 7-0.

6. 2021 Uniform Pension Plan Minimum Municipal Obligation- Council Action

Mr. Corriere- The MMO is required by the Police Pension Board and is figured by the actuary. The 2021 Uniform MMO is \$129,190.19.

Motion made by Earl Hill, seconded by Philip Weber, to accept the 2021 Uniform Minimum Municipal Obligation. Motion carried 7-0.

7. Approval of 2021 Budget Meetings on October 12, October 26, November 2 (Preliminary Approval), and December 7 (Final Adoption)- Council Action

Mr. Rieger- These meeting will be held via Webex. Council will receive hard copies of the budget prior to the meeting.

Motion made by Earl Hill, seconded by Gil Stauffer, to approve the 2021 Budget Meeting dates. Motion carried 7-0.

8. Authorization to Hire Sanitation Laborer- Council Action

Motion made by Gil Stauffer to table this item until the next meeting. Motion carried 7-0.

9. Award Bid for Landfill/Transfer Station- Council Action

Mrs. Hartranft- We received three bids: J.P. Mascaro, Waste Connections, and Chrin Landfill. Using the distance calculator, Waste Connections came in as the low bidder. Council will need to decide how many years they want to award the bid for.

Motion made Michael McKenna, seconded by Earl Hill, to award the bid to Waste Connection for 5 years. Motion carried 7-0.

10. Approval of Saucon Valley Soccer User's Agreement- Council Action

Mrs. Hartranft- The COVID Release and COVID Action Plan were executed and returned.

Motion made by Philip Weber, seconded by Matthew Marcincin, to approve the Saucon Valley Soccer User's Agreement. Motion carried 7-0.

11. Approval of Accident and Illness Prevention Manual- Council Action

Mrs. Hartranft- Based on our Workers' Comp site visit, they asked us to prepare an Accident and Illness Prevention Manual. This manual is in addition to our already adopted Safety Manual.

Motion made by Gil Stauffer, seconded by Matthew Marcincin, to adopt the Accident and Illness Prevention Manual. Motion carried 7-0.

12. Authorization to Advertise Recycling Bid- Council Action

Mrs. Hartranft- Our current recycling contract expires 12/31/20. I am asking for authorization to advertise the bid and bring results before Council at the November 2 meeting.

Motion made by Michael McKenna, seconded by Earl Hill, to authorize the advertisement of the Recycling Bid. Motion carried 7-0.

13. Approval of Additional Art Walk Projects- Council Action

Mrs. Hartranft- We received three additional Art Walk project plans for Council's approval. There are currently about fifteen Art Walk projects.

Motion made by Earl Hill, seconded by Philip Weber, to approve the additional Art Walk project plans. Motion carried 7-0.

14. Approval of Building Material Samples for Development at 216 Kichline Avenue- Council Action

Mr. Russo- Council had previously conditionally approved the plan for 216 Kichline Avenue. One of the conditions was that the applicant had to provide building material samples to Council for approval. The samples have been included in your packet.

Motion made by Philip Weber, seconded by Earl Hill, to approve the material samples as presented. Motion carried 7-0.

15. Acceptance of Dewey Fire Relief Association Audit- Council Action

Mrs. Hartranft- We received the Dewey Fire Relief Association Audit report last week. The Audit covers from January 1, 2018, to December 31, 2019.

Motion made by Gil Stauffer, seconded by Earl Hill, to accept the Dewey Fire Relief Association Audit with extreme concern and to have Ms. Nolf attend a Council Meeting to provide proof to the existence of the funds and the validity of the numbers provided. Motion carried 7-0.

16. Authorization to Close Oliver Street Alley on September 20, 2020, from 2:00 p.m. to 5:00 p.m., for Outdoor Gathering- Council Action

Mr. Corriere- Since this is a private event, the Borough would have no COVID liability.

Motion made by Earl Hill, seconded by Michael McKenna, to close Oliver Street Alley at the specified date and time and ask that CDC Guidelines are followed. Motion carried 5-2 (Mr. Stauffer and Mr. Rieger opposed).

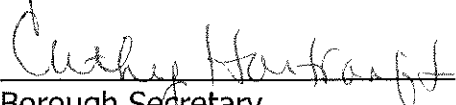
XII Announcements- None

XIII. Executive Session- None

XIV. Adjournment

Motion made by Michael McKenna, seconded by Earl Hill, to adjourn the meeting at 8:15 p.m. Motion carried 7-0.

Adopted by the Hellertown Borough Council this 21st Day of September 2020.


Borough Secretary