

Borough of Hellertown  
Council Meeting Minutes  
Monday, November 16, 2020

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

- 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, Cathy Hartranft, Barry Yonney, Angie Thiede, Bryan Smith, Chief Shupp, and Kris Russo. Tina Krasnansky was absent with prior notification.

- IV. Adoption of Meeting Agendum

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

- V. Approval of Meeting Minutes

- 1. November 2, 2020

Motion made by Michael McKenna, seconded by Matthew Marcincin, to approve the November 2, 2020, meeting minutes as written. Motion carried 7-0.

## VI. COVID-19 Briefing

### 1. Administration/Public Works/Finance

- a. Mrs. Hartranft – The Borough’s finances remain stable from same time in 2019.

Borough Hall remains closed to the public but staff remains very responsive.

### 2. EMA

- a. Mr. Sherer had nothing new to report.

### 3. Police

- a. Chief Shupp- The police department is still answering calls following the COVID Protocols. We still have enough 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- Presentation of 2021 Outdoor Art Project

Ms. Shorb presented the proposed phased-in, outdoor art project that is expected to begin in January and be up for about one and a half months. The project will be done in conjunction with Hellertown Area Library, Saucon Valley School District, and Saucon Valley Community Center. It would again be held in Authority Park.

The project concept is snowflakes – the uniqueness and individuality of each one but the power and beauty in seeing them all together. Also included may be a large mural of Martin Luther King incorporating words of hope from students at Saucon Valley schools.

Motion made by Earl Hill, seconded by Matthew Marcincin, to accept as presented. Motion carried 7-0.

B. Agenda Items- None

C. Non-agenda Items- None

#### VIII. Reports from Elected Officials

A. President

Mr. Rieger- The Executive Session scheduled for last Thursday was cancelled.

We will have an Executive Session on November 30, 2020, at 6:00 p.m., to discuss personnel and purchase of Borough owned property.

B. Mayor

Mayor Heintzelman- I had the privilege of speaking at the Veteran's Day Service at Union Cemetery.

C. Council

Council had nothing additional to report.

#### IX. Reports from Appointed Officials

A. Treasurer

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

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

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 proposed budget is available for review on the website.

There is a vacancy on the Planning Commission and we will be accepting letters of interest.

The Main and Water Street traffic signal has been relocated.

The Chamber and Northampton County will be considering additional COVID grants.

E. Chief of Police

1. Monthly Report

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.

2. Discussion on Furnace Street One-Way Request

Chief Shupp- I observed the area and watched the traffic patterns. If Furnace Street is made a one-way, the traffic would be forced on Oak Street. In the current condition, Oak Street cannot handle the increased traffic. My recommendation would be to leave Furnace Street traffic as it is currently.

Council took no action.

F. Public Works Director

1. Monthly Report

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

G. Zoning/Codes Officer

Mr. Russo only had agenda items to discuss.

H. Fire Chief- End

I. Emergency Management- None

X. Unfinished Business

1. Approval of Request for Escrow Reduction for Stonewood Development- Council Action

Mr. Smith- The escrow reduction request is for \$43,748.65. The items have been completed. The Borough will retain \$65,354.85 which covers the outstanding items. As requested, they provided a schedule for completing the remaining items.

Motion made by Earl Hill, seconded by Gil Stauffer, to approve request for escrow reduction. 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. Discussion and Authorization to Advertise Ordinance 833- Council Action

Mr. Rieger- This version of Ordinance 833 reflects the comments provided by Planning Commission at their September and November meetings.

Mr. Smith- Per the Planning Commission, this version of the ordinance provides four new points. The requirement for frontage on a public street now applies to façade and entrance. A Municipal Use has been added to all of the Zoning Districts. Admittance into the FRO now includes presentation of design standards up front. Commercial units will count toward the total amount of allowable units for mixed use properties.

Mr. Rieger- The ordinance will have to be advertised, sent to Lehigh Valley Planning Commission and Planning Commission for review, and come before Council at the January 4, 2021, meeting.

Motion made by Philip Weber, seconded by Earl Hill, to advertise Ordinance 833. Motion carried 7-0.

XII Announcements

Mr. Rieger- There will be a virtual Light-Up Night with a holiday drive thru on November 28, 2020.

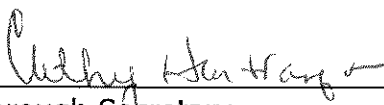
Council wished everyone a Happy Thanksgiving.

XIII. Executive Session- None

XIV. Adjournment

Motion made by Earl Hill, seconded by Philip Weber, to adjourn the meeting at 7:43 p.m. Motion carried 7-0.

Adopted by the Hellertown Borough Council this 7<sup>th</sup> Day of December 2020.

  
Borough Secretary

# HELLERTOWN POLICE DEPARTMENT MONTHLY REPORT

## October 2020

This is the monthly report for the Hellertown Police Department from October 1st through October 31st, 2020.

During the month of October the Police received 373 calls for service. We did receive 2 Forgery/Fraud, 2 Theft, 12 Domestic/Assault, and 8 traffic collision calls. We wrote 46 citations.

The Police Department filed 15 charges including 1 for Narcotics Possession, 1 for DUI, 5 for Domestic Assault, 1 for Terroristic Threats, and 1 for Strangulation.

As of the end of the month the Police have completed all necessary training requirements for the year and we are now working on setting up all training for next year. Although the Spirit Parade was cancelled this year we were able to participate in Trick-or-Treat and hand out candy. It was nice to be able to interact with the public and the kids. We are still answering our calls under the Covid-19 protocols as we are seeing the numbers steadily increase again. Domestic incidents are still a little high, I think this is taking it's toll on everyone. The guys have been doing an outstanding job. Any questions please feel free to stop in or call.

Chief Robert Shupp III

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

**1      ACTIVITY COMPLETED**

Trimmed All Bushes and Plants at Borough Hall  
Dug Out and Poured Concrete for I78 Tree Project Sign  
Repaired Several Street Signs  
Tested All Lights for Holiday Wreaths  
Installed Concrete for Memorial Bench at Water Street  
Assisted Joshua Tree with Trimming At Dimmick Park  
Repaired #11 and #12 After Accident  
Installed Salt Spreaders on Large Dump Trucks  
Serviced #2, #3, #10, #14, Mowers, and Leaf Picker  
Began Leaf Collection

**2      OTHER**

Cleaned and Disinfected Shops and Lunch Room  
Cleaned the Millrace  
Cleaned Catch Basins  
Cleaned Out Wash Bay Pit  
Cleaned Plaza Fountain  
Swept Main Street  
Filled Dog Waste Bags Weekly  
Emptied Trash Barrels Weekly  
Mowed Grass Weekly Through 10/14  
Opened Dimmick Park Bathrooms & Clean Daily During Week

**3      PROJECTS WORKED ON/COMPLETED DURING THE MONTH**

Completed Salt Building Repairs  
Ran Wiring and Built Steps for Compost Center Trailer  
Replace 1 Hometown Hero Banner  
Covered Cinder Pile  
Trimmed Trees in Alleys  
Removed 4 Dead Trees  
Finished Repairs to Locker Rooms at Pool  
Repaired and Replaced Lights at Garbage Bay

**4      MEETINGS**

Virtual Council Meetings & Executive Sessions