

Borough of Hellertown
Council Meeting Minutes
Tuesday, January 19, 2021

The Meeting Was Held Via Zoom and Streamed on Facebook Live

Executive Sessions Were Held On January 7, 2021, and January 14, 2021, to Discuss Potential Litigation and Personnel Matters.

- 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, Tina Krasnansky, and Kris Russo.

- IV. Adoption of Meeting Agendum

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

- V. Approval of Meeting Minutes

- 1. January 4, 2021

Motion made by Gil Stauffer, seconded by Earl Hill, to approve the January 4, 2021, meeting minutes as written. Motion carried 7-0.

VI. COVID-19 Briefing

1. Administration/Public Works/Finance

- a. Mrs. Hartranft- Staff is still operating under the COVID Protocol.

The 2021 Real Estate Transfer Tax and EIT are higher than the same period in 2020.

2. EMA

- a. Mr. Sherer- The EMS is good on supplies. They have been able to get County assistance as needed. A few members did get COVID-19 but have recovered.

The Fire Department is responding as normal and has been assisting on EMS calls as needed.

The ladder truck is still on schedule for completion.

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. Jessica O'Donnell and Lauren Bertucci- Discussion on 2021 Music in the Park

Ms. O'Donnell- We are trying to plan ahead with hope of holding the events this summer. We are looking to have food trucks present rather than using the pavilion this year because they are all required to follow specific CDC Guidelines.

Ms. Bertucci- The proposed dates are June 6, July 11, July 18, and August 15, 2021. We are going to give the bands that booked last year the first chance to perform this year.

Motion made by Michael McKenna, seconded by Matthew Marcincin, to approve the proposed dates for Music in the Park contingent upon CDC Guidelines. Motion carried 7-0.

B. Agenda Items

Mr. Rieger- So everyone that wishes to speak gets the chance, Council will be enforcing the five-minute time limit per person.

Bill Broun, 205 East Saucon Street, asked each member of Council if they could guarantee that if the public works facility is built to the current plan, that it would have no negative effect on home values and quality of life in the surrounding neighborhood?

Mr. Marcincin- I am not a real estate expert but I do live across from a garage and Weldship Corporation. My property value has not changed. The last rendering of the facility has a pedestrian throughfare and greenery. We have listened to resident comments.

Mr. Earl Hill- No one can anticipate what property values will do over time. The site used to be full of children and busses which was much louder than this facility will be.

Mr. Stauffer- There are no guarantees regarding property values but currently all the neighbors see is a rusty fence and stairs that go nowhere. I have visited another public works facility at various times of the day so see the activity. There was very limited activity during the day because personnel was working off-site. I saw no activity after 3:30 p.m.

Mr. McKenna- The Public Works facility will be very presentable. I believe the design will increase the beautification of the neighborhood.

Mrs. Hartranft- If you take a look at our current buildings and property, you can see that our Public Works Department takes great pride in maintaining and landscaping.

Mr. Rieger- Other great examples of projects that the Borough have completed and Public Works maintains are the bandshell and grandstand.

Mrs. Hartranft commented the Borough takes great pride in all its municipal owned property. This property will be no different.

Mr. Yorney agreed the public works department has always maintained our buildings and properties. The vehicles are cleaned weekly and maintained so they will last for a long time. This building would make our jobs easier to accomplish.

Mr. Rieger noted that the bid package being discussed tonight is for design build.

Richard Weddigen, 600 Northampton Street, inquired as to the plans for the existing public works building.

Mr. Rieger- There are definite space issues at Borough Hall. Once public works vacates the stables, they will be converted for police vehicles. The long-term plan would include renovations for a new police station.

C. Non-agenda Items- None

VIII. Reports from Elected Officials

A. President

Mr. Rieger- In February, Mr. Smith will provide an overview of the Main Street Pedestrian Projects.

This week is Restaurant Week. Please support our local restaurants.

B. Mayor

Mayor Heintzelman announced that the Spirit Parade will be scheduled for October 24, 2021, at 2:00 p.m., contingent upon CDC Guidelines.

C. Council

Council had nothing additional to report.

IX. Reports from Appointed Officials

A. Treasurer

1. November 2020 Treasurer's Report
2. November 2020 Statement of Revenues and Expenditures
3. December 2020 Treasurer's Report
4. December 2020 Statement of Revenues and Expenditures

Motion made by Earl Hill, seconded by Gil Stauffer, to receive the November 2020 and December 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 audible pedestrian crossings are having their final inspection tomorrow. The signal volume will be lowered during the evening hours.

The Business License, Sanitation Bills, and Residential Rental Licenses have all been mailed. Please contact Borough Hall if you have not received your bill.

Mrs. Krasnansky and I will be working on year-end reports.

Council allowed the Community Day Committee to begin planning the event.

E. Chief of Police

1. Monthly Report

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

Chief Shupp- The Police Department was contacted by a concerned citizen about speeding on Easton Road. The Police Department completed a two-week targeted enforcement of the area. Warnings and citations were issued. There has been a significant reduction in speeds.

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 reported that there have been minor damages to the parks in recent weeks.

G. Zoning/Codes Officer

1. Monthly Report

Motion made by Michael McKenna, seconded by Philip Weber, 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. Public Works Facility

- a. Revised Master Plan Presentation Based Off 2019 Round Tables
- b. Path Forward
 - i. Phased Bid Package Review
 - ii. Recommend Timeline
 1. Bidding, Design Build Review, Planning Commission Review
 - iii. Approval to Release Bid Documents And Utilize Presented Plan As A Path Forward

Mr. Smith- This new master plan is based of public comments from the many meetings and roundtables that have been held. The plan is for a 13,000 square foot building which includes 10 bays. The access to the site will be from East Saucon Street and Magnolia Road. We moved the entrance off of Northampton Street to avoid taking away off-street parking. Also included on the plan is a pedestrian connection, pavilion, and landscaping. The bid would be design build. The base bid is for the entire project and there is a number of deduct alternates.

Mr. Broun asked why the entrance is adjacent to Delaware Avenue. He also hopes that the landscaping items won't get pushed back to a later phase.

Mr. Rieger- There was always an entrance on East Saucon Street. It was shifted to keep the off-street parking. A second entrance is needed for the flow of the site but the main entrance will be from Magnolia Road.

The buffering is a requirement under the SALDO so that will need to be completed as part of the first phase. We are also hoping that some of the work can be completed in-house to reduce the costs.

Mr. Pampanin- Will there be another public workshop once the plans are submitted?

Mr. Smith- The Planning Commission meeting will be the public forum for the plan.

Mayor Heintzelman- There will not be a gate at the entrance on East Saucon. There is also a park located at the site. That parking would be used for the park as well as the facility.

I applaud Council and staff for all of their hard work on this project. There have been many meetings and renderings of the facility. They have listened to comments and come up with a plan that will benefit the whole community.

Motion made by Earl Hill, seconded by Matthew Marcincin, to proceed with design build bid package. 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. Approval of Joshua Tree Annual Tree Maintenance at Various Locations for \$2,780.00- Council Action

3. Approval of Joshua Tree Annual Lawn Maintenance at Various Locations for \$9,634.20- Council Action

Motion made by Gil Stauffer, seconded by Earl Hill, to approve the Joshua Tree annual lawn maintenance and tree maintenance at various locations. Motion carried 7-0.

4. Acceptance of Zelenkofske Axelrod, LLC, 2020 Audit Engagement Letter

Motion made by Michael McKenna, seconded by Philip Weber, to accept the audit engagement letter from Zelenkofsky Axelrod, LLC. Motion carried 7-0.

5. Approval to Hold Dewey Fire Company Carnival From July 13-July 17, 2021. Contingent Upon CDC Guidelines in Effect at That Time (Current CDC Guidelines Permit 2,500 People)- Council Action

Motion made by Michael McKenna, seconded by Matthew Marcincin, to approve the Dewey Fire Company Carnival dates contingent upon CDC Guidelines. Motion carried 7-0.

6. Approval to Hold Fireworks on July 16, 2021, with a Rain Date of July 17, 2021- Council Action

Motion made by Earl Hill, seconded by Philip Weber, to approve the fireworks on July 16, 2021, with a rain date of July 17, 2021. Motion carried 7-0.

7. Approval to Release \$4,000.00 Approved Council Contributions Toward Fireworks- Council Action

Mr. Rieger- Council accepted the 2019 Audit at the January 4, 2021, meeting.

Motion made by Philip Weber, seconded by Earl Hill, to release the \$4,000.00 budgeted contribution for the fireworks to Dewey Fire Company. Motion carried 6-0 (Mr. McKenna abstained).

8. Accept Retirement of Pool Manager- Council Action

Motion made by Philip Weber, seconded by Matthew Marcincin, to accept Mr. Kolosky's retirement and thank him for his many years of service. Motion carried 7-0.

9. Authorization to Advertise Pool Manager Position- Council Action

Mr. Rieger- We are hoping that things can get close to normal for the summer so we can try and open the pool.

Motion made by Earl Hill, seconded by Philip Weber, to advertise the pool manager position. Motion carried 7-0.

XII Announcements

Mr. Rieger- The Council Meetings for February will continue on the Zoom platform.

Borough Hall remains closed but please reach out to staff with any questions or concerns.

Council will hold an Executive Session on January 28, 2021, to discuss personnel and potential litigation.

XIII. Executive Session- None

XIV. Adjournment

Motion made by Earl Hill, seconded by Michael McKenna, to adjourn the meeting 8:29 p.m. Motion carried 7-0.

Motion made by Earl Hill, seconded by Philip Weber, to advertise the pool manager position. Motion carried 7-0.

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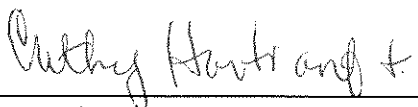
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XIII. Executive Session- None

XIV. Adjournment

Motion made by Earl Hill, seconded by Michael McKenna, to adjourn the meeting 8:29 p.m. Motion carried 7-0.

Adopted by the Hellertown Borough Council this 1st Day of February 2021.



Borough Secretary

HELLERTOWN POLICE DEPARTMENT MONTHLY REPORT

December 2020

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

During the month of December the Police received 377 calls for service. We did receive 1 Motor Vehicle Theft, 5 Domestic/Assault, 1 Burglary and 6 traffic collision calls. We wrote citations.

The Police Department filed 27 charges including 10 for Narcotics Possession, 5 for DUI, 1 for Assault/Domestic, 4 for Theft/Receiving Stolen Property and 2 for Motor Vehicle Theft.

In December, any and all certifications that needed to be completed were done. There are a few certifications that the state has extended until this year due to the pandemic. December was on par as far as calls go. Our arrests were good and, as we have seen all year long, our mental health cases stayed a little above normal. Everything was locked down again in December and Covid cases rose again so we are still answering calls under our protocols. PPE supplies are good so no worries there. Any questions feel free to call.

Thanks,,

Chief

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

1 ACTIVITY COMPLETED

Cleaned Leaf Picker & Put Away For The Season
Repaired Pot Holes
Contacted UGI Regarding Plate In Road Before Storm
Removed Leaves & Sticks From Parks
Repaired Damaged Street Signs
Storm Cleanup From Heavy Rain
Prepared All Trucks For Winter Storm
Plowed All Streets & Alleys For Two Days
Washed All Trucks & Removed Plows & Chains
Serviced #2, #5, #6, #8, #11, #12, & Screener
Picked Up Supplies To Service Chainsaws

2 OTHER

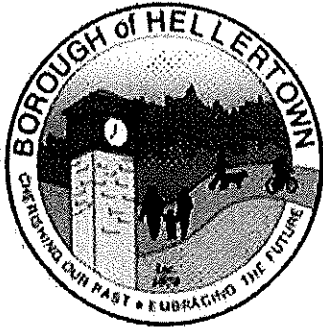
Cleaned and Disinfected Shops and Lunch Room
Cleaned the Millrace
Cleaned Catch Basins
Cleaned Out Wash Bay Pit
Cleaned Plaza & Authority Fountains
Swept Main Street & Alleys
Filled Dog Waste Bags Weekly
Emptied Trash Barrels Weekly
Cleaned Dimmick Park Bathrooms & Closed For The Season

3 PROJECTS WORKED ON/COMPLETED DURING THE MONTH

Completed Leaf Collection
Changed Out Bulbs on Wreaths
Screened Street Sweepings
Removed Fallen Tree From Under Front Street Bridge
Rotated Compost Piles

4 MEETINGS

Virtual Council Meetings & Executive Sessions
Met With PennDOT Regarding New Signals



BOROUGH OF HELLETTOWN

Zoning and Codes Office

685 Main Street

Hellertown, Pennsylvania 18055-1745

Hellertownborough.org

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

2021 Monthly Report Dec 31-Jan 15

Local Permits Issued:	10
BIA Permits Issued:	5
Sidewalk Inspections:	2
Residential Rental Inspections:	0
Fire Inspections:	0
Service Requests/Complaints	21
Citations:	2-210 Front St. Failure to repair garage door and deck
Planning Commission activity:	None
ZHB activity:	None
Meetings/Classes attended:	2 Borough Council 0 Z.H.B. 0 Planning Commission
Court Appearances:	None
Other Information:	Sink hole 1300 block of Main St. was filled by PennDOT

**Borough of Hellertown
Monthly Permit Report**

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FOR PERMITS ISSUED BETWEEN 1/1/2021 AND 1/15/2021

DATE PERMIT	PERMIT #	OWNER	PROPERTY ADDRESS	PARCEL	EST VALUE
1/4/2021	M-021001	,			\$0.00 \$200.00
	MobileFood	Mobile Food License			
1/5/2021	Z-210004	MICHAEL, CARL A And SUSAN L,	899 ELM RD	Q7SE4A-11-3	\$4,200.00 \$75.00
	Zoning	Swimming Pool			
1/5/2021	M-210003	,			\$0.00 \$200.00
	MobileFood	Mobile Food License			
1/7/2021	Z-210008	BAUER, STEPHEN A And CHRISTIN	982 NEW YORK AVE.	Q7SW2B-14-2	\$5,000.00 \$100.00
	Zoning	Swimming Pool			
1/7/2021	D-210007	BOSHKOSKI, MITKO And JILLIAN,	318 MAGNOLIA RD	Q7SW3B-13-3	\$0.00 \$75.00
	Dumpster	Dumpster Permit			
1/14/2021	M-210013	,			\$0.00 \$200.00
	MobileFood	Mobile Food License			
1/14/2021	D-210014	KULP, BEVERLY,	1024 DETWEILER AVE	Q7SW2B-7-3	\$0.00 \$75.00
	Dumpster	Pod Permit			
1/15/2021	Z-210022	PAYUNG, HERBERT C And TERESE	850 WILLOW RD	Q7SE4D-6-3B	\$950.00 \$25.00
	Zoning	Sidewalk			
1/15/2021	Z-210021	ELLIOTT, STEPHEN J And ELIZABE	840 WILLOW RD	Q7SE4D-6-3A	\$400.00 \$25.00
	Zoning	Sidewalk			
1/15/2021	Z-210020	KELLY, PETER And JACKSON, KAT	762 EASTON RD	Q7SW2D-4-1	\$3,600.00 \$75.00
	Zoning	Shed			

TOTAL NUMBER OF PERMITS: 10
TOTAL ESTIMATED VALUE: \$14,150.00
TOTAL PERMIT FEES: \$1,050.00

Summary by Type

Borough of Hellertown
Monthly Permit Report

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FOR PERMITS ISSUED BETWEEN 1/1/2021 AND 1/15/2021

DATE PERMIT	PERMIT #	OWNER	PROPERTY ADDRESS	PARCEL	EST VALUE	
1/11/2021	B-210012	HIBBLER, DONNA, Build Repair/Renovatlon-Residential	1405 WHITAKER ST	Q7NW3A-7-20	\$13,000.00	\$169.50
1/14/2021	E-210018	MICHAEL, CARL A And SUSAN L, Elect pool circuit	899 ELM RD	Q7SE4A-11-3	\$1,000.00	\$49.50
1/14/2021	E-210016	BAUER, STEPHEN A And CHRISTIN Elect pool circuit	982 NEW YORK AVE	Q7SW2B-14-2	\$0.00	\$49.50
1/14/2021	B-210017	MICHAEL, CARL A And SUSAN L, Build pool	899 ELM RD	Q7SE4A-11-3	\$3,000.00	\$54.50
1/14/2021	B-210016	BAUER, STEPHEN A And CHRISTIN Build Pool	982 NEW YORK AVE	Q7SW2B-14-2	\$4,318.00	\$54.50

TOTAL NUMBER OF PERMITS: 5
TOTAL ESTIMATED VALUE: \$21,318.00
TOTAL PERMIT FEES: \$367.50

Summary by Type

5 Residential

Borough of Hellertown
Monthly Permit Report

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FOR PERMITS ISSUED BETWEEN 1/1/2021 AND 1/15/2021

DATE PERMIT	PERMIT #	OWNER	PROPERTY ADDRESS	PARCEL	EST VALUE
1/7/2021	S-210009	GIORGI, VITO And MORGEN E,	1340 WASHINGTON ST	Q7NW3A-8-13	\$0.00 \$25.00
	Sidelnsp	Sidewalk And Curb Inspection Application			
1/8/2021	S-210011	DAVIS, GREGORY And TONYA,	1360 1ST AVE	Q7NW3A-12-4	\$0.00 \$25.00
	Sidelnsp	Sidewalk And Curb Inspection Application			

TOTAL NUMBER OF PERMITS: 2
TOTAL ESTIMATED VALUE: \$0.00
TOTAL PERMIT FEES: \$60.00

Summary by Type