

Borough of Hellertown
Council Meeting Minutes
Monday, February 21, 2017

I. Call to Order – Thomas Rieger, 7:02 p.m.

II. Pledge - All

III. Roll Call – Cathy Hartranft

Earl Hill-	Present
James Hill-	Present
Michael McKenna-	Present
Herbert Payung-	Present
Thomas Rieger-	Present
Philip Weber-	Present
Mayor Fluck-	Present

Also in attendance were Michael Corriere, Sgt. Johnston, Cathy Hartranft, Bryan Smith, Tina Krasnansky, Kris Russo, and Angie Bauer.

IV. Adoption of Meeting Agendum

Motion made by Philip Weber, seconded by Michael McKenna, to adopt the meeting agendum as written. Motion carried 6-0.

V. Approval of Meeting Minutes

A. Monday, February 6, 2017, Meeting Minutes

Motion made by Philip Weber, seconded by Michael McKenna, to approve the February 6, 2017, minutes as written. Motion carried 6-0.

VI. Courtesies of the Floor

A. Pre-Scheduled Appearances

1. Mike Maguire, Chief of Dewey Fire Company- Presentation of 2016 Reports

Mr. Maguire- Last year was a busy year. We completed 331 runs. This year we already have 37 calls and luckily none were major. In 2016, we gained 8 new members. With help from the Borough

Authority, the fire hydrants in the Borough were outfitted with Storz adopters.

2. Elizabeth Marlin, Girl Scout- Presentation of Gold Award Project

Ms. Marlin- I am working toward my Gold Award and would like to complete my project in the Borough. I would like to build a micropantry that would be filled with non-perishable food and toiletries for those in need. Chief Maguire already gave permission for one to be placed in front of the fire station. I would like to put a second one in Water Street Park. I will be asking the Knights of Columbus to adopt the boxes for repairs and stocking.

Council recommending placing the second box outside Borough Hall as the parks close at dusk.

Motion made by Michael McKenna, seconded by Earl Hill, to accept the project with placement at Borough Hall. Motion carried 6-0.

3. Kristie Fach, Director of Ecological Restoration at Wildlands Conservancy- Update on Water Street Dam Removal

Mrs. Hartranft- Ms. Fach was unable to make tonight's meeting due to a family illness. Wildlands Conservancy was awarded DCNR funds for removal of the dam. She is also working with PennDOT and this project will be coordinated with the Water Street Bridge Replacement Project.

4. Don Werkheiser- Presentation on Pavilion Lighting

Mr. Werkheiser- The lighting on the pavilion is aged and replacements cannot be obtained. I did some research and would like to present a type of flexible rope LED lighting. It can change colors, be dimmed, or flashing, and is most resilient to vandals. There would be a significant cost savings in electricity by switching to the LEDs. The total cost would be \$1,467.00 for the lights and the hardware.

Mrs. Hartranft- The funds could be taken from a grant, capital, or general fund for park improvements.

Motion made by Philip Weber, seconded by Earl Hill, to have staff find funding and move forward with the project. Motion carried 6-0.

B. Agenda Items

Joseph Pampanin- With regard to the valet parking situation, I feel it is the businesses responsibility, not Borough Council, for find a parking solution prior to opening. Should Council proceed with a lease, I would request that it be a short-term lease to help a new business.

C. Non-agenda Items- None

VII. Reports from Elected Officials

A. President

1. Pennsylvania Fair Redistricting – Mr. Rieger explained many municipalities are supporting redistricting efforts.

2. Request to Waive Yard Sale Signage Fee for Community Yard Sale

Motion made by Philip Weber, seconded by Earl Hill, to waive the fee for the Community Yard Sale. Motion carried 6-0.

Mrs. Hartranft- There will be the option of online registration this year. Paper copies will still be available at Borough Hall.

3. Acceptance of Resignation of John Bate from Borough Council and Emergency Management Coordinator

Motion made by Philip Weber, seconded by Michael McKenna, to accept Mr. Bate's resignation with regret. Motion carried 5-1 (Mr. Earl Hill opposed).

Motion made by Philip Weber, seconded by Herbert Payung, to declare a vacancy on Borough Council with a term ending 12/31/17. Motion carried 6-0.

Motion made by Philip Weber, seconded by Earl Hill, to advertise the Council vacancy. Resumes must be received by March 2, 2017, by 4:00 p.m. Applicants must be available to come to the March 6, 2017, meeting. Motion carried 6-0.

B. Mayor

Mayor Fluck- Chief is at a meeting and was not able to attend tonight's meeting.

C. Council

1. Mayor Fluck- Saucon Valley Partnership

Mayor Fluck had nothing to report.

2. James Hill- Civil Service Commission/Rail Trail Committee

Mr. Hill had nothing to report.

3. Michael McKenna- Hellertown Borough Authority

Mr. McKenna- The Authority Board held their regular monthly meeting.

4. Philip Weber- Planning Commission and Police Pension Board

Mr. Weber had nothing to report.

5. Herbert Payung- Hellertown Area Library

Mr. Payung had nothing to report.

6. Thomas Rieger- Hellertown Chamber of Commerce

Mr. Rieger- There will be a meeting on March 6, 2017, to discuss the Concert in the Park series.

The mixer at Lost Tavern Brewery held last week went really well. There were almost 200 attendees. It was co-sponsored by the Hellertown Lower Saucon Chamber and Young Professionals Council.

7. Earl Hill- Hellertown Historical Society

Mr. Hill had nothing to report.

VIII. Reports from Appointed Officials

A. Treasurer

1. Treasurer's Report

a) January 2017

Motion made by Philip Weber, seconded by Earl Hill, to approve the January Treasurer's Report. Motion carried 6-0.

B. Engineer

Mr. Smith- Mrs. Hartranft and I attended a pre-construction meeting on the High Street Bridge. Demolition will commence shortly. It will be pre-fabricated with two lanes with a sidewalk on the South side of the bridge and guardrails on both sides. The completion is anticipated for October 2017.

C. Solicitor

Mr. Corriere had only agenda items.

D. Manager

Mrs. Hartranft- The auditors were in last week. We should have the DCED Audit shortly and the Financial Audit between May and June.

E. Chief of Police

1. Monthly Report

Chief Shupp was not present for the meeting.

Motion made by Michael McKenna, seconded by Philip Weber, to receive the Police Monthly Report and make a part of these minutes. Motion carried 6-0.

F. Public Works Director

1. Monthly Reports

Motion made by Philip Weber, seconded by Herbert Payung, to receive the Public Works Monthly Report and make a part of these minutes. Motion carried 6-0.

Mr. Henshaw- Two of the warning signs were installed at the Grist Mill Pond.

The crosswalk signs by the Lost Tavern Brewery are creating a hazard. Main Street is narrower in that area and people have been driving in the other lane to get around them. Mr. Russo was directed to make contact with them.

G. Zoning/Codes Officer

1. Monthly Reports

Motion made by Philip Weber, seconded by Herbert Payung, to receive the Zoning and Code Enforcement Monthly Report and make a part of these minutes. Motion carried 6-0.

2. 2016 Yearly Report

Mr. Russo- I received 125 complaints in 2017, wrote 17 citations (which is down from 2015), issued 221 local permits (which is down from 2015), and there were 272 BIA permits (which is a 10 percent increase). There were 8 new businesses opened and 4 businesses closed.

Motion made by Michael McKenna, seconded by Philip Weber, to approve the Zoning/Code Enforcement 2016 Report. Motion carried 6-0.

H. Fire Chief

Chief Maguire had nothing additional to report.

I. Emergency Management- None

IX. Unfinished Business

Discussion on 1774 Grille & Tap's Request to Use Borough Property for Valet Parking

Mr. Corriere- We are revisiting the request from 1774 Grille to use the Reinhard property for valet parking. It would be mostly on the weekends and they would hire Empire Valley, LLC to run the valet service.

The Borough was deeded the property from the school district in 2003. Part of the deed restrictions were that the area must be used for municipal purposes or it would revert back to the district. The Borough would need to go before the school board and obtain a motion agreeing that leasing the land for this purpose would not violate the covenant. If the school district would agree, we would need to determine the fair market value and create a policy for other instances. The other option would be to offer another property that does not have any restrictions.

Ms. Culver- I was hoping to have the valet Friday and Saturday from 6:00 p.m. to 10:00 or 11:00 p.m.

Discussion ensued regarding the use of the Post Office lot.

Motion made by Michael McKenna, seconded by Herbert Payung, to move forward with the use of the post office lot and to direct the Solicitor to negotiate a lease with the business. Motion carried 6-0.

X. New Business

1. Outstanding Obligations- Approval of Payments

Motion made by Philip Weber, seconded by Earl Hill, to approve the payments. Motion carried 6-0.

2. Adoption of Ordinance 812, Providing for Pavement Restoration for Utility Work on Borough Streets- Council Action

Motion made by Michael McKenna, seconded by Philip Weber, to adopt Ordinance 812. Motion carried 6-0.

3. Adoption of Ordinance 816, Creating Position of Fire Marshall- Council Action

Mr. Corriere- This ordinance officially creates the position of "Fire Marshall". It will outline and create the policy for the position's duties. Borough Council may appoint a Fire Marshal after adoption.

Motion made by Philip Weber, seconded by Earl Hill, to adopt Ordinance 816. Motion carried 6-0.

4. Appointment of Interim Emergency Management Coordinator- Council Action

Mr. Rieger- Until this point, our police chief has been covering this position. Bryan Evans, who is the EMA Coordinator for Lower Saucon Township, has offered to be appointed until a replacement can be named. I have received interest from Chris Scherer and Mike Maguire. Mrs. Krasnansky will send the appropriate employment paperwork.

Motion made by Philip Weber, seconded by Earl Hill, to compensate Mr. Evans with the stipend as outlined in the budget. Motion carried 6-0.

Motion made by Philip Weber, seconded by Herbert Payung, to advertise the vacancy with the required credentials. Motion carried 6-0.

5. Award Bid for Dimmick Park Pavilion Improvements- Council Action

Mr. Smith- Six bids were received for the Pavilion Improvements project. The work included a new roof, footers, and a concrete surface under the pavilion. Straight Edge Concrete and Masonry

was the low bidder with a bid of \$57,650.00. The company is from Western Pennsylvania and had all positive references. They are figuring for a three-week construction beginning in March.

Motion made by Philip Weber, seconded by Michael McKenna, to award the Pavilion Improvements project to Straight Edge Concrete and Masonry in the amount of \$57,650.00.

Mr. Corriere- All the necessary documents were received. There were some discrepancies but none were major or would void the bid.

Motion carried 5-1 (Mr. Rieger opposed).

6. Approval of Payment #1 in the amount of \$6,592.50 to F.A. Rohrbach for Saucon Street ADA Project- Council Action

Mr. Smith- There was a pre-construction meeting held. They are planning to begin the project in the next two weeks. This payment is for the preliminary work completed on the project.

Motion made by Philip Weber, seconded by Herbert Payung, to authorize Payment #1 to F.A. Rohrbach. Motion carried 6-0.

7. Approval of Request for Improvements Extension for 33 Penn Street- Council Action

Motion made by Michael McKenna, seconded by Philip Weber, to accept the extension of the Improvement Agreement. Motion carried 6-0.

8. Discussion on Relay for Life's Request for Contribution- Council Action

Motion made by Michael McKenna to make a contribution to Relay for Life. Motion failed due to lack of a second.

9. Discussion on High Street Bridge Replacement

This item was previously discussed under the Engineer's Report.

10. Consent Agenda

- a) Approval of Special Event Request and Street Banner Request for Relay for Life, May 20-21, 2017- Council Action
- b) Approval of Facility User's Agreement for Hellertown Area Library to Use the Lot for Various Activities in 2017- Council Action
- c) Approval of Street Banner Request for Community Day- Council Action
- d) Approval of Special Event Request for Wedding Ceremonies at Authority Park May 13, 2017; May 27, 2017; June 3, 2017; June 10, 2017; June 22, 2017; and October 7, 2017- Council Action
- e) Approval of Saucon Valley Conservancy's Banner Request and Request to Use Water Street Park for Parking June 3, 2017- Council Action
- f) Receipt of Letter of Intent from Hellertown Royals for Use of East End Field- Council Action
- g) Approval of Request for Pool Pass Donations for Saucon Valley Community Center Ice Cream Social and Silent Auction- Council Action

Motion made by Philip Weber, seconded by Earl Hill, to approve the Consent Agenda. Motion carried 6-0.

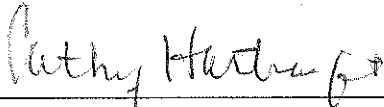
XI Announcements- None

XI. Executive Session- None

XIII. Adjournment

Motion made by Philip Weber, seconded by Herbert Payung, to adjourn the meeting at 8:24 p.m. Motion carried 6-0.

Adopted by the Hellertown Borough Council this 6th Day of March 2017.



Borough Secretary

HELLERTOWN POLICE DEPARTMENT MONTHLY REPORT

January 2017

This is the monthly report for the Hellertown Police Department from January 1st through January 31st, 2017.

During the month of January the Police received 379 calls for service. We did receive 3 Theft, 5 Domestic/Assault, 2 Fraud, 1 Prostitution and 7 traffic collision calls. We wrote 98 citations.

The Police Department filed 18 charges including 7 for Narcotics Possession, 1 for DUI, 1 for Unlawful Discharge of a Firearm, 1 for Burglary, 2 for Theft and 1 for Indecent Sexual Assault.

In January all officers are completing mandatory update training for M.P.O.E.T.C. Our calls for service were a little higher than normal this January, probably due to the milder weather. We are currently working on a few in depth cases and should be wrapping them up by the end of February. Any questions or concerns feel free to call or stop by.

Chief Robert Shupp III

**PUBLIC WORKS AND PARKS DEPARTMENT
MONTHLY REPORT
JANUARY 2017**

1 Activity Completed

Christmas decorations removed from Borough Hall and Plaza.
Removed tables from pavilion and stacked in parking area.
Replaced check valve on furnace in Borough Hall.
Replaced post on arrow sign at Detweiler and Northampton.
Washed and waxed all trucks.
Swept Main St.as scheduled .
Cleaned out cab and tool box on #8 pickup.
Fixed loose garage door handles on Easton Rd. side doors.
Removed Christmas stars from along Main St.
Installed new steering wheels on #8 pickup and on 140 Int. tractor.
Cut trees and brush at Compost Center along fence.
Installed safety rail on filter bin at pool.
Set up council chamber for Sign training,attended and then cleaned up.
Took delivery of new loader for Compost Center.

2 Other

Loaded trucks with salt before each storm, unloaded and washed after.
Cleaned shops and lunch room weekly.
1/6 Cleared snow from all sidewalks and salted all secondary roads.
Replaced spreader pump on # 13 dump truck.
CDL training for John Grogg.
Inspection #6 pickup.
Made room in shop for topsoil screener and hauled in from Compost Center for repair.
Emptied and washed out salt trucks.
Filled dog waste bags dispensers weekly.
Removed phone from catch basin in front of 636 Main St.
Cut and raked out meadow at Water St. park.
Emptied trash and mopped stairs in Borough Hall.
Fixed lighting in recycling building.
Moved chipper, #2 dump truck and leaf collector in Tumminello building.
Lowered water level of pool and pumped out conversion box.
Installed new shocks on #8 toolbox.

3 PROJECTS WORKED ON/COMPLETED DURING THE MONTH

Serviced trucks and tractors.
Reinstalled filters in filter bin.
Sanded, primed and painted utility body floor on #1 pickup.
Chipped christmas trees at compost center.
Repaired and painted Boro dumpsters.
Radiator and water pump replaced in #6
Borrowed L.S.T. truck, trailer and bobcat from Steel City playground job to remove paving material and 6 inches of ground from under pavilion in Dimmick Park.
Changed filters and emptied fuel tank on chipper, refilled with fresh fuel.

4 NUMBER OF TIMES CALLED OUT AFTER WORKING HOURS

1/1 Sun. Salted icy roads.
1/6 Fri. 12am. Salted streets.
1/7 Sat.9am. Salted streets.
1/14 Sat. Salted icy roads
1/24 Tue.4am. Salted icy roads.

5 MEETINGS AND/OR TRAINING ATTENDED (ALL DEPARTMENT PERSONNEL)

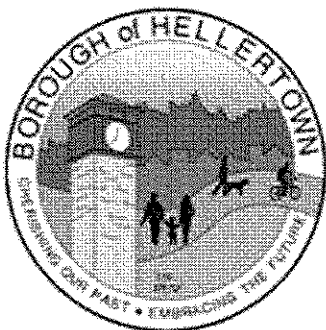
Council Meeting
Meeting with Manager, 2017 Projects.
Met with Manager and Brian on pavilion.
Met with Manager and Kris on Borough Hall kiosk.

6 COMPLAINTS

Potholes, filled.

7 OTHER

Emptied trash barrels on every Fri.
Cleared mill race and pond grates weekly.



BOROUGH OF HELLERTOWN

Zoning and Codes Office

685 Main Street

Hellertown, Pennsylvania 18055-1745

Hellertownborough.org

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

2016 Yearly report

Violation Notices/Notices of Complaint: **125**(+2% from 2015)

Citations Issued: **17**(-7% from 2015)

Residential rental inspections: **119**(+13% from 2015)

Local Permits Issued: **221**(-8% from 2015)

B.I.A. Permits Issued: **272**(+10% from 2015)

Fire Inspections: **72**(+13% from 2015)

Notable activities in the Zoning Office:

-The codes office processed 8 new commercial businesses in 2016.

-I attended community day to interact with the residents and help answer any zoning/codes questions.

-I attended the following all day classes:

Best Practices for Code Administration

Performing Fire Inspections

Verbal De-escalation.

-I completed the following online courses:

Effective Mortar Specifications

COMcheck for Simple Commercial Buildings

Lighting and Mechanical Systems for Commercial Buildings

Insulation and Air Leakage for Commercial Buildings

Fire Alarm Requirements

Fire Damage and Restoration

Requirements for Demolition.

-I attended the following presentations:

LVPC Medical Marijuana

LVPC Freight Advisory Committee

-I attended the annual LVPC award dinner

- I completed fire inspections in zone 2
- I completed rental inspections in zone 2
- Façade improvement grants were reviewed and approved for:
 - 326 Main St. 782 Main St.
 - 818 Main St. 924 Main St.
 - 1105 Main 501 Main
- This office assisted in establishing a Food Truck ordinance, amending the SALDO ordinance, amending the cell tower ordinance and establishing a Medical Marijuana ordinance.

Planning Commission Activity for 2016:

1033 Front St:

Site Plan approval and recommendation of approval to ZHB for owner to operate an additional assisted living facility

837 Main St:

Site Plan approval for a tobacco shop

1422 Main:

Site Plan approval to expand commercial use to 2nd floor

462/468 Front:

Site Plan approval to swap commercial uses between properties

0 Front St:

Conditional approval granted to construct an additional assisted living building adjacent to 1033 front St.

323 Linden St:

Site Plan approval for Evoke Solar

Zoning Hearing Board Activity for 2016:

1033 Front St:

Special exception granted to operate an assisted living facility

0 Front St:

Special exception granted to operate an additional assisted living building to be built next to 1033 front St.

323 Linden St:

Favorable interpretation granted to continue a non conforming use(business) at the property

Business activity for 2016

New for 2016:

Pixology Photography

MBody Massage Therapy

Hellertown Bakery

Tobacco Outlet

Limon

Sunshine Foot Reflexology

Charming Grace Boutique

Kindred Spirits Sacred Space

LVHN(new location)

Out of Business 2016:

Ohh Lah Lashes

Hellertown Lunchbox

Riccardo's Tavern House

YoFresh Yogurt