

Borough of Hellertown
Council Meeting Minutes
Monday, March 16, 2015

I. Call to Order – Thomas Rieger, 7:00 p.m.

II. Pledge - All

III. Roll Call – Cathy Hartranft

John Bate-	Present
James Hill-	Present
Michael McKenna-	Present
Joseph Pampanin-	Present
Herbert Payung-	Present
Thomas Rieger-	Present
Richard Staffieri-	Present
Mayor Fluck-	Present

Also in attendance were Cathy Hartranft, Mike Corriere, Bryan Smith, Kris Russo, Chief Robert Shupp, Tom Henshaw, Angie Bauer, and Junior Council Person Nicole Payung.

IV. Adoption of Meeting Agendum

Motion made by Richard Staffieri, seconded by John Bate, to approve the meeting agendum as written. Motion carried 7-0.

V. Approval of Meeting Minutes

A. Monday, March 2, 2015, Meeting Minutes

Motion made by John Bate, seconded by Joseph Pampanin, to approve the March 2, 2015, Meeting Minutes as written. Motion carried 6-0 (Mr. McKenna abstained).

VI. Courtesies of the Floor

A. Pre-Scheduled Appearances

1. Ben Garner-Presentation of Eagle Scout Project- Council Action

Mr. Garner- I appeared before Council to discuss building a batting cage at the Junior's field. Per Council's request, I met with Mr. Henshaw to discuss the project. I would like to have the project completed by the end of April.

Mr. Henshaw- I think it is a great idea. I spoke with Arbor Fence and they will help however possible.

Motion made by Michael McKenna, seconded by John Bate, to approve the project as presented. Motion carried 7-0.

Mrs. Hartranft requested that Mr. Garner take pictures of the different stages for the Borough.

2. Robin Rotherham- Hellertown Area Library Annual Report

Ms. Rotherham presented a PowerPoint to highlight portions of the annual report. The Library has added staff per state requirements and has 25 volunteers. They are still seeking a teen trustee. The Library received a matching grant of \$117,000.00 for renovations and a \$20,000.00 donation toward computer upgrades.

B. Agenda Items- None

C. Non-agenda Items- None

VII. Reports from Elected Officials

A. President

Mr. Rieger requested an Executive Session to discuss personnel.

Mr. Rieger- The Annual Chamber Banquet is March 26, 2015. They are honoring Frey's Better Foods and David Heintzelman.

At the Partnership Meeting, the municipalities are looking to partner with Northampton County on some issues. LVPI-7 expansion will need access to Easton Road

Mrs. Hartranft- They are looking to develop three lots with access to Easton Road with an additional two lots to be developed in the future.

Mr. Rieger- The new development off of Meadows Road was discussed along with the impact on Hellertown's main intersections. The meeting schedule was set for the remainder of 2015. The school district brought up the possibility of having help from the municipalities to maintain the outdoor educational classroom. Both municipalities agreed to give support for grants but we are not able to provide in-kind services.

B. Mayor- None

C. Council

1. Mayor Fluck- Saucon Valley Partnership

Mayor Fluck- The Partnership reorganized that the last meeting. Ed Ingram is President and Priscilla deLeon is Vice-President.

2. John Bate- Saucon Valley Partnership

Mr. Bate had nothing to report

3. James Hill- Hellertown Historical Society/Civil Service Commission/Rail Trail Committee

Mr. Hill- Both meetings were cancelled due to inclement weather.

4. Michael McKenna- Hellertown Borough Authority

The Borough Authority Board held their regular meeting. Work will begin shortly on capital improvement projects.

5. Herbert Payung- Hellertown Area Library

Mr. Payung- There has been a huge increase in circulation since the consolidation. Be sure the check the Facebook page for all the events being held at the library.

6. Joseph Pampanin- Planning Commission/Borough Business Revitalization/ Zoning Hearing Board/Police Pension Board

Mr. Pampanin- The Planning Commission approved two businesses: Maui Kitchens and YoFresh Yogurt. The BBRP is working on Restaurant Week and the Community Yard Sale.

7. Thomas Rieger- Hellertown Chamber of Commerce

Mr. Rieger had nothing additional to report.

8. Richard Staffieri- Rental Property Appeals

Mr. Staffieri had nothing to report.

D. Junior Council Reports

Ms. Payung- Jamie O'Brien made States for Concert Band on trumpet.

VIII. Reports from Appointed Officials

A. Treasurer

1. Treasurer's Report

Motion made by Richard Staffieri, seconded by Herbert Payung, to receive the Treasurer's Report as written. Motion carried 7-0.

2. Finance Report

Motion made by Michael McKenna, seconded by Joseph Pampanin, to accept the Finance Report as written. Motion carried 7-0.

B. Engineer

Mr. Smith- We are continuing to receive submittals for Water Street Park. The contractor is still looking at an April 1, 2015, start date.

We are working on a CDBG Grant application for handicap ramps and a connection to the Rail Trail at Saucon Street.

I will also be getting measurements at the bandshell to get an estimate for the screen.

C. Solicitor

Mr. Corriere- I spoke with Attorney Wiener in regard to the Saucon Manor. They will be proceeding with the plan. Their engineer will be contacting Mr. Smith.

The deed for Water Street Park is being revised per Mr. Smith's comments.

The Borough is waiting for a cost estimate for 708 Main Street. Once received, the Improvements Agreement and Maintenance Agreement will be prepared.

New easements have been submitted to Attorney Miller who represents the new owner for Stonewood Land Development.

D. Manager

Mrs. Hartranft- There will be a Rail Trail Clean-Up Day on April 25, 2015. There are already 50 people registered.

E. Chief of Police

1. Monthly Report

Motion made by Richard Staffieri, seconded by Herbert Payung, to receive the Police Monthly Report and make a part of these minutes. Motion carried 7-0.

F. Public Works Director

1. Monthly Report

Motion made by Michael McKenna, seconded by Joseph Pampanin, to receive the Public Works Monthly Report and make a part of these minutes. Motion carried 7-0.

G. Zoning/Codes Officer

1. Monthly Report

Motion made by Richard Staffieri, seconded by Joseph Pampanin, to accept the Zoning/Code Enforcement Monthly Report and make a part of these minutes. Motion carried 7-0.

H. Fire Chief- None

I. Emergency Management- None

IX. Unfinished Business- None

X. New Business

1. Outstanding Obligations- Approval of Payments

Motion made by Richard Staffieri, seconded by Herbert Payung, to approve agendum items 1, 4, 5, 6. Motion carried 7-0.

Mrs. Hartranft- Please note that the Farmers' Market has been moved to the library lot for 2015.

2. Adoption of Ordinance 797, Amending Section 450-19-H-4(a) of the Zoning Ordinance- Council Action

Mr. Corriere- This ordinance will change the minimum window requirement to 50 percent. The maximum will remain at 75 percent. The Lehigh Valley Planning Commission did review the ordinances and decided that it was of local concern.

Mrs. Hartranft- The ordinance has been properly advertised.

Motion made by Michael McKenna, seconded by Joseph Pampanin, to adopt Ordinance 797. Motion carried 6-1 (Mr. Hill opposed).

3. Authorization to Advertise Ordinance 798, General Obligation Note for Sweeper- Council Action

Mrs. Hartranft- I am seeking Council approval to advertise Ordinance 798. It would allow the Borough to finance \$140,000.00 at 2.64 percent for a new street sweeper. This is a budgeted item.

Motion made by Richard Staffieri, seconded by Michael McKenna, to advertise Ordinance 798. Motion carried 7-0.

Mr. Henshaw- The current sweeper will be sold on Municibid.

4. Approval of Special Event Request for Saucon Valley Farmers' Market- Council Action

This item was approved by a prior motion.

5. Approval of Special Event Request for Easter Egg Hunt, April 4, 2015, at 10:00 a.m. Contingent Upon Receipt of Certificate of Insurance- Council Action

This item was approved by a prior motion.

6. Approval of Request for Waiver of Yard Sale Permit for Community Wide Yard Sale, June 6, 2015.- Council Action

This item was approved by a prior motion.

7. Discussion on temporary One-Way and No Parking on Rohn Road during Farmers' Market

Mrs. Hartranft- Due to the construction at Water Street Park, the Farmers' Market will be located to the Hellertown Library lot. Staff is recommending that during the hours of the Farmers' Market that Rohn Road be made no parking. We would notify the residents.

HELLERTOWN POLICE DEPARTMENT MONTHLY REPORT

February 2015

This is the monthly report for the Hellertown Police Department from February 1st through February 28th, 2015.

During the month of February the Police received 368 calls for service. We did receive 7 Theft, 9 Domestic/Assault, and 7 traffic collision calls. We wrote 92 citations.

The Police Department filed 20 charges including 4 for Narcotics Possession, 3 for DUI, 2 for Assault, and 6 for Theft and Receiving Stolen Property.

We did have an increased call volume this February compared to last. Officers are still at updates and Officer Fischer is doing a great job at DRE school. We did make an arrest in the vehicle theft case I reported last month and all victims were made whole. The weather is warming up and we are seeing an increase in call volume. Pat has returned to work as of March 16th, THANK GOD!! Any questions feel free to call or stop in.

Chief Robert Shupp III

Mr. McKenna recommending putting the dates for the Farmers' Market on any signage that is installed in the area.

Mrs. Hartranft- Staff is also recommending that Rohn Road be made one way during the Farmers' Market operating times. Since it would be only temporary, no ordinance is required.

Chief Shupp- It is a narrow alley. Cars would need to drive in the grass if it would remain two-way traffic.

Motion made by Michael McKenna, seconded by Joseph Pampanin, to look into suspension of the parking ordinance in the area of the Hellertown Library Lot, make Rohn Road one-way traffic during the Farmers' Market, and make Rohn Road "No Parking" during the Farmers' Market. Motion carried 7-0.

XI Announcements- None

XII. Executive Session

Motion made by Richard Staffieri, seconded by Joseph Pampanin, to adjourn to Executive Session at 7:38 p.m. Motion carried 7-0.

Mr. Corriere advised that the Executive Session is being held to discuss personnel matters.

Council reconvened at 7:59 p.m. Mr. Corriere reiterated that the purpose for the Executive Session was to discuss personnel matters.

XIII. Adjournment

Motion made by Richard Staffieri, seconded by Herbert Payung, to adjourn the Council Meeting at 8:00 p.m. Motion carried 7-0.

Adopted by the Hellertown Borough Council this 6th Day of April 2015.



Borough Secretary

**PUBLIC WORKS AND PARKS DEPARTMENT
MONTHLY REPORT
FEBRUARY 2015**

1 Activity Completed

Cleared snow from parking lots after events.
Cleared snow from sidewalks after storms
Plowed back parking spots as residents moved cars.
Loaded salt trucks before and after each snow event.
Repaired plow on #4 dump truck.
Reopened drifted sidewalks and streets.
Flagger recertification for PW crew.
Replaced swing hangers in Dimmick Park.
Repainted and restrained 2 park benches.
Ran boiler inspector around to authority and Historical Society.
Cut pvc pipe for Chris to store prints in basement.
Picked up new power broom at John Deere and installed on 740 JD.
Installed new fuel tank on #9 dump truck.
Loaded snow on Main St. , intersections and narrow areas.

2 Other

Serviced #10 bucket truck.
Pushed up 2 loads of anti-skid material into bin.
Ordered new pumps for power washer and for #9 salt spreader.
Helped water authority with St. Theresa's waterline , leak on Saucon st and leak on Detweiler Ave.
Installed new battery's in backhoe.
Emptied trash barrels and recycling bins.
Continued on brush trimming.
Listed locations off trees for trimming.
Reset fuel pumps for H.P.D.
Loaded snow on Hillcrest ,Beech,Front and Northampton.

3 PROJECTS WORKED ON/COMPLETED DURING THE MONTH

Cleaned out washbay drain.
Replaced mudflaps on #13 dump truck.
Picked up load of coldpatch and filled potholes.
Repaired plow on #9.
Cold patched Saucon Manor driveway entrance-loader damage.

4 NUMBER OF TIMES CALLED OUT AFTER WORKING HOURS

Called out on 2/2 at 4 am for plowing -11 hours 6 men
Called out on 2/2 at 7 pm to salt- 2 hours 3 men
Called out on 2/9 at 5 pm to salt -2 hours 3men
Called out on 2/14 at 10 pm to plow- 5 men 5 hours Sat.
Plowed alleys and cleared sidewalks- 5 men 4 hours Sun.
Called out on 2/17 at 4 am to plow- 7 men 12 hours
Called out on 2/21 at 6pm to salt- 2 hours 3men Sat.
Called out on 2/22 at 12pm to plow - 7 men 10 hours Sun.

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

Council Meetings
Meeting with Manager and potential cleaning person.
Meeting with Manager on plowing issues and florescent bulb recycling.
Meeting with Manager on damage on stairway to Police entrance.
Met with Manager at Dimmick Park -band shell curtain.

6 COMPLAINTS

Plowing issues as always.
Icy roads and alleys, salted as needed.
Glass in streets, checked and called Mascaro.

7 OTHER

#11 to Merkin for backup alarm issue.
Emptied trash barrels as needed.
Towed #2 GMC to Superior for clutch job.
Plowed and salted Compost Center road as needed.
Hauled old cabinet to Tumminela building.



BOROUGH OF HELLERTOWN

Zoning and Codes Office

685 Main Street

Hellertown, Pennsylvania 18055-1745

Hellertownborough.org

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

2015 Monthly Report Feb 11-March 11

Local Permits Issued:	5
BIA Permits Issued:	9
Certificates of Compliance Issued:	1
Sidewalk Inspections:	1
Residential Rental Inspections:	18
Fire Inspections:	2
Service Requests/Complaints	14
Citations:	0

Planning Commission activity: 1308 Main St.-conditional approval for kitchen/bath showroom.
13 Main St.-conditional approval for YoFresh frozen yogurt store.

ZHB activity: none

Meetings/Classes attended: 2 Borough Council
0 Z.H.B.
1 Planning Commission

Court Appearances: 0

Other Information:

Business Activity:

**Borough of Hellertown
Monthly Permit Report**

03/11/2015
8:44 AM
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FOR PERMITS ISSUED BETWEEN 2/11/2015 AND 3/11/2015

DATE PERMIT	PERMIT #	OWNER	PROPERTY ADDRESS	PARCEL	EST VALUE	
2/13/2015	E-150712	BRIGHT FUTURE CONSTRUCTION LL	766 MAIN ST	Q7SW2D-3-8	\$5,500.00	\$374.00
	Elect	Electrical Service Upgrade				
2/23/2015	P-150723	HERSHEY, WILLIAM J And ROSALIE	401-03 MAIN ST	Q7SW3A-4-10	\$0.00	\$74.00
	Plumbing	Apartment Fit-Out				
2/23/2015	E-150722	HERSHEY, WILLIAM J And ROSALIE	401-03 MAIN ST	Q7SW3A-4-10	\$0.00	\$74.00
	Elect	Apartment Fit-Out				
2/23/2015	B-150721	HERSHEY, WILLIAM J And ROSALIE	401-03 MAIN ST	Q7SW3A-4-10	\$6,000.00	\$129.00
	Build	Apartment Fit-Out				
2/24/2015	E-150725	RIEGER, THOMAS F And ROXANN K	80 WAGNER AVE	Q7NW2D-12-2	\$0.00	\$64.00
	Elect	Misc. wiring for bathroom				
3/3/2015	M-150734	SAUCON TRUST,	1050 MAIN ST	Q7SW2A-1-3	\$25,000.00	\$364.00
	Mechanical	Water Damage Replacement/Repair				
3/3/2015	E-150735	SAUCON TRUST,	1050 MAIN ST	Q7SW2A-1-3	\$20,000.00	\$364.00
	Elect	Water Damage Repair/Replacement				
3/3/2015	B-150733	SAUCON TRUST,	1050 MAIN ST	Q7SW2A-1-3	\$360,000.00	\$364.00
	Build	Water Damage Repair/Renovation				
3/9/2015	B-150744	VELAS, ROSARIO A,	1231 2ND AVE	Q7NW3C-1-14	\$0.00	\$129.00
	Build	Renovations-Residential				

TOTAL NUMBER OF PERMITS:

9

BIA

TOTAL ESTIMATED VALUE:

\$406,500.00

TOTAL PERMIT FEES:

\$1,936.00

Summary by Type

4 Commercial

5 Residential

Borough of Hellertown

03/11/2015

Monthly Permit Report

8:45 AM

Page 1 of 1

FOR PERMITS ISSUED BETWEEN 2/11/2015 AND 3/11/2015

DATE PERMIT	PERMIT #	OWNER	PROPERTY ADDRESS	PARCEL	EST VALUE	
2/18/2015	O-150717 Compliance	SHOUP-ERNEY, KIMBERLEE K ET AL	462 FRONT ST	Q7SW3A-1-1	\$0.00	\$50.00
2/18/2015	D-150715 Dumpster	Louis & Sharon Lazaro,	520 LINDEN AVE	Q7NW3C-17-1	\$0.00	\$75.00
2/26/2015	Z-150728 Zoning	HAAS, BRUCE R And DIANE M,	1575 MAIN ST	Q7NW2D-8-8	\$4,000.00	\$75.00
3/4/2015	S-150737 Sidelnsp	BECKER, JOSEPH N JR And LORET	216 CEDAR RD	Q7SE4A-7-12	\$0.00	\$25.00
3/5/2015	D-150739 Dumpster	CHASE, PATRICIA ANNE,	83-85 HESS AVE	Q7NW2D-7-31	\$0.00	\$75.00

TOTAL NUMBER OF PERMITS:

6 Borough

TOTAL ESTIMATED VALUE:

\$4,000.00

TOTAL PERMIT FEES:

\$300.00

Summary by Type

1 Commercial

Borough of Hellertown Year to Date by Type (last 5 years)

2015	January		
	Anim	Animal Complaint	2
	Dis	Property Line Dispute	1
	Prop	Property Maintenance	8
	Snow	Snow Cover Complaint	5
<hr/>			
2015	January Total		16
2015	February		
	Prop	Property Maintenance	4
	RENT	Rental Complaint	2
	Snow	Snow Cover Complaint	28
<hr/>			
2015	February Total		34
2015	March		
	Anim	Animal Complaint	2
	Prop	Property Maintenance	1
	Snow	Snow Cover Complaint	1
<hr/>			
2015	March Total		4

Filter Criteria: ID starts with : ; Task = ; Status = ; Parcel ID starts with : ;
 Owner starts with : ; Address is like : ; Assigned = : ;
 Start Date is between: 2/11/2015 and ; Due Date is between: and ; Finish Date is between: and ;

Service Request Filter List

Borough of Hellertown

SR #:	Task	Status	Dept	Description	Owner	Assigned
68	Snow	C	CODES	Snow Complaint	CHRIST REF & EVAN CHURC	KR
Address:	0 PENN ST			Parcel Id: Q7SW3B-1-1	Due: 2/12/2015	Finish: 2/19/2015
69	Prop	C	CODES	Complaint that people were living in garage.	NEFELY LLC c/o IOANNA CHR	KR
Address:	1114 1ST AVE			Parcel Id: Q7NW3D-9-8	Due: 2/13/2015	Finish: 2/13/2015
70	Snow	O	CODES	Snow complaint		
Address:	550 E SAUCON ST			Parcel Id: Q7SW3B-9-7	Due: 2/24/2015	Finish: 2/25/2015
71	Snow	O	CODES	Snow complaint	TROXEL, EDWIN E & GREER,	
Address:	501 E SAUCON ST			Parcel Id: Q7SW3B-5-10	Due: 2/24/2015	Finish: 2/27/2015
72	Snow	O	CODES	Snow Complaint	RAO, CARINA	KR
Address:	510 MAIN ST			Parcel Id: Q7SW3A-2-5	Due: 2/24/2015	Finish: 2/25/2015
73	Show	O	CODES	snow complaint	BIRK, MICHAEL J & JANE D	KR
Address:	1123 FURNACE ST			Parcel Id: Q7NW3D-8-15	Due: 2/24/2015	Finish: 2/26/2015
74	Snow	O	CODES	Snow complaint	ERNEY, HOWARD	KR
Address:	1119 FURNACE ST			Parcel Id: Q7NW3D-8-13	Due: 2/24/2015	Finish: 2/25/2015
75	Show	O	CODES	Snow complaint	TRM INVESTMENTS LLC	KR
Address:	1138 FURNACE ST			Parcel Id: Q7NW3D-7-3A	Due: 2/24/2015	Finish: 2/25/2015
76	Snow	O	CODES	Snow complaint	CRESSMAN, SHAWN & EMILY	KR
Address:	1126 FURNACE ST			Parcel Id: Q7NW3D-7-5A	Due: 2/24/2015	Finish: 2/25/2015

Service Request Filter List

Borough of Hellertown

SR #:	Task	Status	Dept	Description	Owner	Assigned
77	Snow	O	CODES	Snow complaint	FRANKO KELVIN MICHAEL &	KR
Address:	1070 2ND AVE			Parcel Id: Q7SW2A-3-2	Due: 2/25/2015	Finish: 3/2/2015
78	Anim	C	CODES	Caller stated property owner is feeding stray cats	BUDDOCK, CHARLES J	KR
Address:	1309 MAIN ST			Parcel Id: Q7NW3D-5-16	Due: 3/2/2015	Finish: 3/9/2015
79	Prop	O	CODES	Trash complaint	GERONI, JERRY & MELISSA	
Address:	725 NORTHAMPTON ST			Parcel Id: Q7SW2C-4-11	Due: 3/4/2015	Finish: 3/16/2015
80	Anim	O	CODES	Feeding cats complaint	LEIBENSPERGER, JAMES S &	KR
Address:	1307 MAIN ST			Parcel Id: Q7NW3D-5-15	Due: 3/6/2015	Finish: 3/13/2015
81	Snow	O	CODES	Snow complaint	BOYLE, WILLIAM S & KRISTIN	KR
Address:	1012 3RD AVE			Parcel Id: Q7SW2B-1-6	Due: 3/9/2015	Finish: 3/11/2015

Total Service Requests: 14

Inspections Performed

Borough of Hellertown

Time	Address	Description	Permit	Desc Work	TicketNo	Schedule Notes
Kris Russo						
02/11/2015	1631 ILONA DR	Rental Inpsection	R-150365	Rental Permit	27	Sched: RESULT: Fail
02/12/2015	320 CEDAR RD	Rental Inpsection	R-150662	Rental Permit	28	Sched: RESULT: Fail
02/17/2015	1639 BLEYLER ST	Rental Inpsection	R-150364	Rental Permit	29	Sched: RESULT: Pass
02/18/2015	1618 MAIN ST	Rental Inpsection	R-150389	Rental Permit	30	Sched: RESULT: Fail
02/18/2015	29 HESS AVE	Follow up	R-150390	Rental Permit	31	Sched: RESULT: Pass
02/18/2015	1544 BURKHARDT ST	Follow up	R-150415	Rental Permit	32	Sched: RESULT: Pass
02/20/2015	1706 MAIN ST	Rental Inpsection	R-150282	Rental Permit	33	Sched: RESULT: Pass
02/20/2015	1559 MAIN ST	Rental Inpsection	R-150378	Rental Permit	34	Sched: RESULT: Pass
02/23/2015	1506 BROOKSTONE PL	Rental Inpsection	R-150371	Rental Permit	35	Sched: RESULT: Fail
02/23/2015	1546 GREYSTONE PL	Rental Inpsection	R-150372	Rental Permit	36	Sched: RESULT: Pass
02/23/2015	1523 BLEYLER ST	Rental Inpsection	R-150446	Rental Permit	37	Sched: RESULT: Pass
02/25/2015	1631 ILONA DR	Follow up	R-150365	Rental Permit	39	Sched: RESULT: Pass
02/25/2015	1504 MAIN ST	Rental Inpsection	R-150414	Rental Permit	38	Sched: RESULT: Fail
02/26/2015	320 CEDAR RD	Follow up	R-150662	Rental Permit	40	Sched: RESULT: Pass
03/02/2015	1625 ILONA DR	Rental Inpsection	R-150366	Rental Permit	41	Sched: RESULT: Pass
03/02/2015	1558 MAIN ST	Rental Inpsection	R-150375	Rental Permit	42	Sched: RESULT: Pass
03/02/2015	50-52 KIERNAN AVE	Rental Inpsection	R-150392	Rental Permit	43	Sched: RESULT: Fail
03/04/2015	1505 MAIN ST	Rental Inpsection	R-150707	Rental Permit	44	Sched: RESULT: Fail
03/05/2015	216 CEDAR RD	Sidewalk & Curb Inspectio	S-150737	Sidewalk And Curb Inspection Appl	45	Sched: RESULT: Fail

This Inspector Performed:

19

Total Number of Inspections Performed:

19