

Borough of Hellertown
Council Meeting Minutes
Monday, March 17, 2014

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-	Absent with prior notification
Gail Nolf-	Present
Joseph Pampanin-	Present
Thomas Rieger-	Present
Richard Staffieri-	Present
Mayor Fluck-	Absent with prior notification

IV. Adoption of Meeting Agendum

Motion made by Richard Staffieri, seconded by Joseph Pampanin, to approve the meeting agendum as written. Motion carried 6-0.

V. Approval of Meeting Minutes

A. Monday, March 3, 2014, Meeting Minutes

Motion made by Richard Staffieri, seconded by Joseph Pampanin, to approve the March 3, 2014, Meeting Minutes as written. Motion carried 6-0.

VI. Courtesies of the Floor

A. Pre-Scheduled Appearances

1. David Heintzelman- Discussion on Second Sunday Music in the Parks

Mr. Rieger- Mr. Heintzelman could not attend tonight's meeting but has indicated he is able to assist with the coordination of the 2nd Sunday Music in the Park with the assistance of Mr. Rieger. He would not expect a contribution from the Borough for the first year. He has requested to have the Borough change the name of the

Saucon Valley Spirited Community Parade account to include other events. Mr. Heintzelman will attend the next meeting.

Ms. Nolf- I appreciate Mr. Heintzelman's interest in taking on this responsibility.

B. Agenda Items- None

C. Non-agenda Items- None

VII. Reports from Elected Officials

A. President

Mr. Rieger- I have had several meeting with Mrs. Hartranft the past two weeks with regard to personnel and contracts.

B. Mayor- None

C. Council

1. Mayor Fluck- Saucon Valley Partnership

Mayor Fluck was absent for the meeting.

2. John Bate- Police Pension Board/Saucon Valley Partnership

Mr. Bate- The Saucon Valley Partnership is waiving dues from the entities for 2014. During the last meeting, there was discussion on having a single Emergency Management Director for Lower Saucon Township and Hellertown Borough. The Director would have two assistants. The Emergency Management Director from Lower Saucon Township is interested in the position. The Saucon Valley Partnership will continue to discuss this possibility.

3. James Hill- Hellertown Historical Society

There is nothing to report.

4. Michael McKenna- Hellertown Borough Authority

Mr. McKenna was absent. Council has received the minutes from the last Borough Authority meeting in their packets.

5. Gail Nolf- Hellertown Area Library/Civil Service Commission

Ms. Nolf- The Hellertown Library Board will be meeting next Thursday. There is no Civil Service Report.

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

Mr. Pampanin- The Planning Commission reviewed two site/sketch plans for a minor subdivision on Riegel Street and the other is for redevelopment of The Movies to a dental office.

The BBRP is working on Restaurant Week and the annual community Yard Sale. The Passport to Health will be held in the fall at the Farmers' Market.

Mr. Rieger- Is the Flag Sponsorship Program continuing?

Mr. Pampanin- Yes, donations are always accepted.

7. Thomas Rieger- Hellertown Chamber of Commerce

Mr. Rieger- The Chamber Banquet is March 27, 2014.

8. Richard Staffieri- Saucon Rail Trail/Rental Property Appeals

Nothing to report on the Saucon Rail Trail or Rental Property Appeals Board.

VIII. Reports from Appointed Officials

A. Treasurer

1. Treasurer's Report & Finance Report

Motion made by John Bate, seconded by Richard Staffieri, to receive the Treasurer's Report and Finance Report. Motion carried 6-0.

B. Engineer

1. Water Street Park

Mr. Smith- Construction plans are being prepared for the park improvement project. A large level lawn area will be constructed adjacent to the basketball court to accommodate a temporary ice skating rink in the winter and various informal field play in the summer. We anticipate bidding the project this summer for a fall 2014 construction. A detailed timeline for the project is being developed and will be coordinated with the Farmers' Market.

2. Walnut Street Culvert

Mr. Smith- We received comments from the Conservation District regarding our submission. We are responding to their comments and will be re-submitting this week.

Mr. Rieger- Do we have a time frame on when we can expect to hear back on the re-submission?

Mr. Smith- I would anticipate two to three weeks and then we can move forward.

3. Bridge Repairs

Mr. Smith- PennDOT's inspectors have recently completed review of the bridge structures in the Borough. Barry Isett & Associates will be meeting with the inspectors to see if any changes are noted from the last report of 2011-2012. After that meeting, Barry Isett

& Associates will update the bridge repair plans for bidding later this year.

4. Grants

1. Northampton County Open Space Grant

Mr. Smith- The Borough has submitted the grant application which will provide additional funding for Water Street Park.

2. Monroe County Local Share Grant

Mr. Smith- The Commonwealth Financing Authority met in January regarding the approval of grants for the Monroe County Local Share funds. No decision was made and the discussion will continue at their March 20, 2014, meeting.

3. TAP Grant

Mr. Smith- The Department of Transportation has announced a \$25 million dollar state grant program for pedestrian safety improvements. The program is locally administered by the Lehigh Valley Transportation Committee. The grant is an 80/20 funding program, which requires a local 20 percent match. Similar to the Borough Hall project, the Borough's contribution can be in the design, engineering, and clearances and the grant would cover construction and full time inspection. The proposed application could be for sidewalk improvements along Water Street from the Rail Trail to Main Street. The project would include curb bump outs and crosswalks at Front Street to provide better connection for residents and trail users.

Mr. Bate- How far are the sidewalks going?

Mr. Smith- The sidewalks would go from Main to Front Streets and Front Street to the Rail Trail along the North side. There would be bump outs at Water Street and Front Street.

Mr. Rieger- I think the pavers should be taken out of the plans since they are not required under the SALDO.

Mr. Bate- I think we should move the sidewalks toward the park frontage instead of replacing what is already installed.

Mrs. Hartranft- I apologize for the late notice on this grant. We were just made aware of the opportunity. This plan does comply with the Walkability Study. The Borough will have to do a review of our Capital fund account and GON to determine where the match would come from.

Mr. Henshaw- I do not like the idea of the bump outs or pavers but I would like to see the sidewalks moved closer to the park.

Mr. Smith- The curb radius will be less sharp and we use a traffic template. Most bump outs are designed with a rolled curb for tractor trailers.

Mr. Staffieri- Who will perform the inspections?

Mrs. Hartranft- The Borough would need to put out a bid for the inspection services.

Mr. Pampanin- I am uncomfortable with the short timeline to get the grant submitted. I feel we should not apply.

Mrs. Hartranft- Because of the short timeframe, I do not think a lot of municipalities will apply. We can evaluate funding services if awarded. This fits both the Walkability Study and the Comprehensive Plan. The installation of the sidewalks would finish the area. I would recommend at least applying for the grant.

Motion made by Joseph Pampanin, seconded by James Hill, to not apply for the TAP Grant.

Roll Call

John Bate-	No
James Hill-	Yes
Gail Nolf-	No
Joseph Pampanin-	Yes
Thomas Rieger-	Yes
Richard Staffieri-	No

Motion tied 3-3.

Mr. Rieger- What is the time frame to spend the funding?

Mr. Smith- It is 24 months but could be extended.

Mr. Bate introduced a new motion, seconded by Richard Staffieri, to revise the design to include sidewalk installation farther west and remove brick paver design. Motion carried 6-0.

C. Solicitor

Mr. Corriere- Aquatic Renovations Systems accepted the Borough's counteroffer. The balance of the invoice can be paid less \$22,000.00 liquidated damages.

I have not received a response to the 10 day demand letter that was sent in regard to a reimbursement to the Borough for environmental cleanup. A Civil Complaint is being prepared.

A third draft of the Fire Ordinance has been prepared and is being reviewed by staff.

D. Manager- Agenda Items.

E. Chief of Police

1. Monthly Report

Motion made by Richard Staffieri, seconded by John Bate, to receive the Police Monthly Report and make a part of these minutes. Motion carried 6-0.

Chief Shupp- I met with HRI and PennDOT regarding the Route 412 Project. They did not discuss the Hellertown portion of the project. They will be commencing construction again soon. They hope to complete our end of the project by the end of this year. The Borough can contact them if issues arise or if the police presence is needed again.

Ms. Nolf- Have you spoken to Chief DiLuzio in regard to the Mutual Aid Agreement?

Chief Shupp- I speak with him regularly. We will sit down to discuss the Mutual Aid after he gets situated.

F. Public Works Director

1. Monthly Report

Mr. Henshaw noted that the Borough has a good supply of road salt.

Motion made by Joseph Pampanin, seconded by Gail Nolf, to approve the Public Works Monthly Report. Motion carried 6-0.

Ms. Nolf pointed out that there is graffiti that needs to be removed from the bandshell.

G. Zoning/Codes Officer

1. Monthly Report

Motion made by Gail Nolf, seconded by John Bate, to receive the Zoning/Code Enforcement Monthly Report and make a part of these minutes.

Mr. Bate- How long to property owners have to fix issues if their rental inspections fail?

Mr. Russo- If it is a major issue, they have 10 days. All other issues are between 20 and 30 days to correct.

Mr. Bate- Were citations issued for failure to remove snow from sidewalks?

Mr. Russo- Yes, myself and the Police Department issued approximately 20 citations.

Motion carried 6-0.

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 Joseph Pampanin, to approve the payments. Motion carried 6-0.

2. Authorization to Advertise Ordinance 789, Parking Time Limit Ordinance- Council Action

Mrs. Hartranft- Based on a discussion at the last meeting, this ordinance was drafted and will prohibit parking for more than 24

hours at the Delaware Avenue parking lot. Changes in the time allotted can be made in the case of emergencies.

Motion made by Gail Nolf, seconded by John Bate, to advertise Ordinance 789 as written. Motion carried 6-0.

3. Approval of 2014-2016 Police Contract- Council Action

Mrs. Hartranft- The contract includes a 2.5 percent raise for 2014, 2.5 percent raise for 2015, and a 3 percent raise for 2016. The health insurance contribution would increase to 4 percent the first year along with an increased deductible. With this contract comes a contribution to the pension fund. The contributions will be 1 percent for 2014, 1.5 percent for 2015, and 2 percent for 2016.

Mr. Rieger- Negotiations were heading toward arbitration. I believe we pay our employees well and that this is the best contract that we can get.

Mrs. Hartranft- The Police Association has ratified the contract.

Motion made by Richard Staffieri, seconded by Joseph Pampanin, to approve the 2014-2016 Police Contract as presented and as approved by the Council President, Borough Manager, and Attorney.

Mrs. Hartranft- A long-term effect of this contract is the elimination of health benefits for future retirees. All current officers will be covered until Medicare age.

Roll Call Vote

John Bate-	Yes
James Hill-	Yes
Gail Nolf-	Yes
Joseph Pampanin-	Yes
Thomas Rieger-	Yes
Richard Staffieri-	Yes

Motion carried 6-0.

4. Approval of Payment to Aquatic Renovation Systems- Council Action

Mrs. Hartranft- Aquatic Renovation Systems agreed to the Borough's counteroffer.

Motion made by John Bate, seconded by Gail Nolf, to approve the payment to Aquatic Renovation Systems.

Mrs. Hartranft- Are we paying the bill in full or retaining funds?

Mr. Smith- It is part of the contract for the Borough to retain funds.

Mr. Corriere will amend the letter to include the Borough retaining 10 percent of the amount due.

Motion carried 6-0.

5. Authorization to Execute PPL Public and Private Attachment License Agreement- Council Action

Mrs. Hartranft- PPL has changed its procedure in regard to the street banners. They are now requiring an agreement with the municipalities and will charge a one-time \$50.00 to have the pole inspected. This will not have to be done with each banner application.

Motion made by Gail Nolf, seconded by Richard Staffieri, to approve execution of the agreement. Motion carried 6-0.

6. Authorization to Execute Addendum Agreement for Harris Street Bridge- Council Action

Mrs. Hartranft- This Addendum includes all warranties and inspections for the Harris Street Bridge. The Borough will be withholding the final payment until all punchlist items have been completed.

Motion made by Richard Staffieri, seconded by Joseph Pampanin, to execute the Addendum Agreement. Motion carried 6-0.

7. Discussion on TAP Grant for Water Street Park- Council Action

This item was discussed under the Engineer's Report.

8. Discussion on Recycling Contract

Mr. Rieger- The Borough has been receiving complaints about inconsistent recycling pickups. We are trying to address those issues.

Mrs. Hartranft- I have spoken with Chris Caras and Sam Augustine from J.P. Mascaro. The Borough will now have a truck with a driver and two haulers. I forwarded the contract to Mr. Corriere to look into the enforcement proceeding that may be taken if the issues continue.

Mr. Corriere- If they fail to make a substantial pickup (more than 75 percent) they can be subject to a \$250.00 fine and \$50.00 for each uncollected pickup.

Mrs. Hartranft will send a letter to J.P. Mascaro informing them that the Borough is taking this situation seriously and will be enforcing the contract.

Mr. Rieger- Residents should call or email the Borough to advise of any missed pickups.

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

Motion made by John Bate, seconded by Gail Nolf, to approve the Saucon Valley Soccer League User's Agreement. Motion carried 6-0.

10. Approval of Special Even Request for Movies in the Park, August 15 and August 22, 2014- Council Action

Motion made by Richard Staffieri, seconded by Gail Nolf, to approve the Special Event Request for Movies in the Park. Motion carried 6-0.

11. Approval of Street Banner Application for Saucon Valley Farmers' Market- Council Action

Motion made by Richard Staffieri, seconded by John Bate, to approve the Street Banner Application for the Saucon Valley Farmers' Market. Motion carried 6-0.

XI. Announcements- None

XII. Executive Session

Motion made by Richard Staffieri, seconded by Joseph Pampanin, to adjourn to Executive Session at 8:35 p.m. Motion carried 6-0.

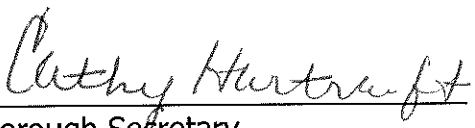
Mr. Corriere advised that the Executive Session was being held to discuss personnel matters.

Council reconvened at 8:48 p.m. Mr. Corriere reiterated that the Executive Session was held to discuss personnel matters and that no action was taken.

XIII. Adjournment

Motion made by Joseph Pampanin, seconded by Richard Staffieri, to adjourn the meeting at 8:50 p.m. Motion carried 6-0.

Adopted by the Hellertown Borough Council this 7th Day of April 2014.


Cathy Hurtruff
Borough Secretary

HELLERTOWN POLICE DEPARTMENT MONTHLY REPORT

February 2014

This is the monthly report for the Hellertown Police Department from February 1st through February 28th, 2014.

During the month of February the Police received 314 calls for service. We did receive 3 Theft, 12 Domestic/Assault, and 15 traffic collision calls. We wrote 83 citations.

The Police Department filed 16 charges including 4 for Narcotics Possession, 1 for DUI, 2 for Assault, and 3 for Theft and Receiving Stolen Property.

This February 3 officers were certified in ARIDE which is the ability to recognize and test drivers under the influence of narcotics, 2 officers complete the first level of collision reconstruction, 1 officer received training on advanced interview and interrogation and 1 officer attended a training on sovereign citizens. February was busier than in previous years with more traffic collisions and domestics than normal for this time of the year. Our call volume and citations were also increased from last year. Any questions feel free to call or stop in.

Chief Robert Shupp III

PUBLIC WORKS AND PARKS DEPARTMENT
MONTHLY REPORT
FEBRUARY, 2014

1 ACTIVITY COMPLETED

Snow Plowing

2/3 6am-6:30pm 10 inches
2/4-Storm clean-up,alleys and pushed back parking spaces
2/5-3am until 3:30pm then sidewalks
2/6 plowed and cindered alleys
2/7 plowed back streets and intersections
2/13 plowed for 12hours
2/14 plowed and salted streets and alleys - 13+ hours
2/16 plowed streets and alleys
2/18 plowed streets ,alleys and sidewalks

OTHER

Walter's loaded snow on Main St.into borough trucks with snow blower on 2/10,11,12,19,
20 & 21 also cleared snow at most Main St. intersections.
Loaded snow with loader from lots and intersections
Moved dumpsters on Laubach St. for sanitation crew
Cindered icy alleys 2/20
Ran plow cylinder to Sterners for repair
Trash barrels,recycling,catchbasins and mill race grate as needed

2 PROJECTS WORKED ON/COMPLETED DURING THE MONTH

Installed repaired plow cylinder on #4 dump truck
Loaded salt and cinders on trucks before each storm
Posted streets for snow removal
Installed new plow edge on #3 dump truck
Repaired tarp frame and installed new tarp on #7 dump truck
Removed flat from #13 for repair
#11 to Service Tire for 4 new rears

3 NUMBER OF TIMES CALLED OUT AFTER WORKING HOURS

2/3 4am salted streets
2/5 2am salted streets
2/13 4:30am.plowed
2/14 1:30am.plowed
2/15 salted streets
2/16 plowed
2/17 called out 6:30 am. Snow pile at Bachman and Main St -school bus restriction
2/18 4:30 am.plowed
2/21 10pm. Salted

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

Meeting with Tina and U S foods salesman
Council and safety meetings
Compost Center meeting
Pesticide licence recertification for Ed Kolosky

5 COMPLAINTS

Plowing
Snow complaints
Ice complaints-salted areas
Plow damage at Hillcrest Court

6 OTHER

Cleaned off fuel tank for delivery
Cleared area for roofers to remove ice dam on Borough Hall roof
Pushed snow piles at Grist Mill and Water St. park



BOROUGH OF HELLETTOWN

Zoning and Codes Office

685 Main Street

Hellertown, Pennsylvania 18055-1745

Hellertownborough.org

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

Monthly Report March 2014

Local permits issued: 6

BIA permits issued: 4

Residential Rental Inspections completed: (13)

1368 Jefferson-pass, 120 Saucon-fail, 115 Saucon-fail, 318 Magnolia-pass, 602-604 Main(2)-fail, 325 Henry-pass, 164 New-pass, 43 Spruce(2)-fail, 1430 Main-fail, 118 front-pass, 851 Juniper-pass

Complaints received from citizens, public works, and police: 16

Violation Letters Mailed: 6

Citations: (5) 602 Main-snow removal, 94 Main-snow removal, 1363 Main-snow removal, 522 Tobias-junked vehicle, 324 high-Pet waste

Planning Commission activity: 14-PC-03 Movie Theater-applicant to submit preliminary/final plan for approval at next meeting

ZHB activity: no applications

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

1 Planning Commission

BC 101 5 day class PennDOT meeting at Movie Theater

Court Appearances: (0)

Other Information:

Business Activity: 2

Antonio's Pizza-closed, converting to selling produce.

Al's Auto Body-closed.