

Borough of Hellertown
Council Meeting Minutes
Monday, April 21, 2014

I. Call to Order – Thomas Rieger, 7:03 p.m.

II. Pledge - All

III. Roll Call – Cathy Hartranft

John Bate-	Absent
James Hill-	Present
Michael McKenna-	Absent with prior notification
Gail Nolf-	Absent with prior notification
Joseph Pampanin-	Present
Thomas Rieger-	Present
Richard Staffieri-	Present
Mayor Fluck-	Present

IV. Adoption of Meeting Agendum

Motion made by Richard Staffieri, seconded by Joseph Pampanin, to approve the meeting agendum as written. Motion carried 4-0.

V. Approval of Meeting Minutes

A. Monday, April 7, 2014, Meeting Minutes

Motion made by Richard Staffieri, seconded by Joseph Pampanin, to approve the April 7, 2014, Meeting Minutes as written. Motion carried 4-0.

Mr. Bate arrived at 7:05 p.m.

VI. Courtesies of the Floor

A. Pre-Scheduled Appearances

1. Glenn Higbie, Hellertown Borough Authority- Annual Authority Audit Report

Mr. Higbie- Customers did not incur a rate increase. Improvements were made to the lines. Both water and sewage had positive net

incomes. The Authority has adequate cash reserves and a line of credit which we have had no need to draw on.

Mr. Higbie outlined improvement that were completed in 2013: all of the commercial property meters were replaced, garage renovations, replaced the lid on the spring attachment, began to design to relocate the disinfection station, and design to purchase and install a generator.

Moving forward into 2014, the authority will complete the generator and disinfection station, paint the storage tank, change the disinfection method at two wells, help with the connections to the restrooms at Water Street Park, and begin two weeks of flushing.

B. Agenda Items- None

C. Non-agenda Items

Michael Schneider- Mr. Schneider requested Borough Council to consider eliminating parking along both sides of Apple Street.

Motion made by John Bate, seconded by James Hill, to have staff look into the parking issue on Apple Street. Motion carried 5-0.

******* Discussion on Providing Assistance to Dewey Fire Company for Fireworks Display- Council Action**

Mr. Bate recused himself from Council.

Mr. Bate- I am here to ask for assistance for the Dewey Fire Company Carnival. Attendance has remained about the same and we keep the rides and food at a minimum cost. The Carnival is used to raise funds to give back to the community. Last year, the fire company lost \$2,400.00 during the carnival. We typically budget about \$8,000.00 for the fireworks. This year, the cost is expected to be \$8,900.00. I would like to ask for assistance from Borough Council to defray some of the cost of the fireworks.

Mr. Pampanin- How much was donated last year?

Mr. Bate- Council donated \$15,000.00 toward the Community Spirit Weekend. I would like to see Council split the cost with the Dewey Fire Company. Chief Delmore is also seeking sponsors.

Mr. Staffieri- The Fire Company and Borough are separate entities. I have an issue with using taxpayers' money for fireworks.

Council discussed where in the budget the money could be taken from and it was determined that it would have to come out of the fund balance.

Motion made by Richard Staffieri to table this issue until the next meeting. Motion carried 3-1 (Mr. Rieger opposed).

Mrs. Hartranft will check with other municipalities to see how much, if any, the municipality put toward firework displays.

VII. Reports from Elected Officials

A. President- None

B. Mayor- None

C. Council

1. Mayor Fluck- Saucon Valley Partnership

Mayor Fluck- The next Saucon Valley Partnership meeting is scheduled for May 14, 2014.

2. John Bate- Police Pension Board/Saucon Valley Partnership- None

3. James Hill- Hellertown Historical Society

Mr. Hill- History Day will be held April 26, 2014.

4. Michael McKenna- Hellertown Borough Authority

Mr. McKenna was absent.

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

Ms. Nolf was absent from the meeting. The Library Board is meeting April 29, 2014.

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

Mr. Pampanin- Restaurant week will be held the week of July 20, 2014. The Community Yard Sale is scheduled for June 7, 2014. The committee will apply to the Chamber Foundation for a grant for trash receptacles at Water Street Park.

At the last Zoning Hearing Board Meeting, a minor subdivision was denied.

7. Thomas Rieger- Hellertown Chamber of Commerce

Mr. Rieger- The 90th Chamber Banquet was held honoring Braveheart and the Saucon Valley Farmers' Market.

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

Mr. Staffieri- The next meeting of the Rail to Trail Committee will be April 28, 2014.

VIII. Reports from Appointed Officials

A. Treasurer

1. Treasurer's Report & Finance Report

Motion made by Richard Staffieri, seconded by John Bate, to receive the Treasurer's Report and Finance Report. Motion carried 5-0.

B. Engineer

1. Water Street Park

Mr. Smith- We received a clearance letter from DEP on the PNDI report. The project's E&S and NPDES permit application and reports were submitted.

2. CDBG Curb Ramp Project

Mr. Smith- The contractor was working to complete two other projects before starting the ramps. As a result, he will be starting the week of April 21, 2014.

3. Walnut Street Culvert

Mr. Smith- We are still waiting to hear from the Northampton County Conservation District.

C. Solicitor

Mr. Corriere- A Civil Complaint was filed at the Magistrate to collect \$456.64 for asbestos and oil cleanup from a pickup truck.

A third draft of the Fire Ordinance was prepared and is being reviewed by the Planning Commission. It will be brought before Council at a later date.

A meeting with State Representative Robert Freeman was held to discuss alternatives for the Water Street Park project. A report will be provided to Council.

The 2012 liens were submitted to the Northampton County Civil Division for recording on April 17, 2014.

D. Manager- Agenda Items

E. Chief of Police

1. Monthly Report

Motion made by Joseph Pampanin, seconded by James Hill, to receive the Police Monthly Report and make a part of these minutes. Motion carried 5-0.

2. Discussion on 412 Widening Project

Chief Shupp- I spoke to PennDOT and HRI about the issues that have been reported by citizens to Mrs. Hartranft with trucks turning onto Kichline Avenue and not being able to turn around. They have installed "No Trucks Allowed" sign at that intersection and also on High Street. Also, for a short time, there will be no right turn lane coming off the ramp by the Turkey Hill station. Traffic backup is expected.

Mr. Rieger- The Chamber is sponsoring an event with PennDOT at Borough Hall May 22, 2014, to discuss the 412 project.

3. Discussion on Young Hearts at Play Program/Smoking in Borough Parks Policy- Council Action

Chief Shupp- I spoke with six municipalities in regard to a no smoking policy or ordinance in Borough parks. Of the six municipalities, three of them have either a policy or ordinance. One municipality has a policy only and relies on peer pressure. None of the departments described this issue as problematic. There are three options: one is to keep everything the way it is with the youth sports having no smoking agreements with parents and spectators. Two is to adopt a non-enforceable policy. Three is to create an enforceable ordinance. The costs of the signs will be approximately \$820.00.

Council consensus was to keep it the way it is currently and have staff speak with the person willing to donate the signs to see how much he was looking to spend.

F. Public Works Director

1. Monthly Report

Motion made by Richard Staffieri, seconded by Joseph Pampanin, to approve the Public Works Monthly Report and make a part of these minutes. Motion carried 5-0.

2. Announcement of Spring Yard Waste Pickup

Mr. Henshaw- Spring Yard Waste Pickup will be held the week of June 9, 2014, following the normal garbage collection schedule.

The Community Day Committee has offered to pay to put extra electric for events held in Dimmick Park. Total cost of the project will be approximately \$2,000.00 for an Electrician and materials for the Public Works Department.

Motion made by John Bate, seconded by James Hill, to approve the project. Motion carried 5-0.

G. Zoning/Codes Officer

1. Monthly Report

Motion made by Joseph Pampanin, seconded by John Bate, to receive the Zoning/Code Enforcement Monthly Report and make a part of these minutes. Motion carried 5-0.

Mr. Russo- I have almost completed the Zone 5 rental inspections.

Mr. Rieger- Has there been any progress on the 2nd Avenue property?

Mr. Russo- Due to the harsh winter, he has just started to work on the property again.

H. Fire Chief

Chief Delmore- Mr. Delmore presented the fire company's 2013 annual report. Our call volume is slightly down from this time last year but the Fire Company is still very busy. We have been doing a lot of training. The utility truck is almost complete and should be in use the beginning of May.

I. Emergency Management- None

IX. Unfinished Business

1. Approval of Special Event Request for Vacation Bible School, July 21-25, 2014- Council Action

Mrs. Hartranft- I spoke to the church that will be running the Vacation Bible School. They have agreed to pay a rental fee of \$500.00, no storage will be provided, the bandshell will not be used, and there will be no additional lighting.

Motion made by Joseph Pampanin, seconded by John Bate, to approve the Special Event Request for the Vacation Bible School. Motion carried 4-1 (Mr. Staffieri opposed).

2. Discussion on Closure of Lower Gristmill Pond- Council Action

Mr. Smith- The filling of the lower mill pond may or may not be easily permitted. The Fish and Boat Commission application is the first step in the permitting process. The Fish and Boat Commission will forward the application to the Department of Environmental Protection and the Army Corp of Engineers to determine what, if any, additional permits may be required. Since the pond is located in the Saucon Creek floodway, the DEP and Army Corp of Engineers typically regulate any filling within this area. It could be argued however that the pond filling would simply be displacing a maintained water body with fill, thus a net zero displacement of floodway storage capacity. However, the DEP and Army Corp may not support this argument. Based on historical aerial photos, the pond existed prior to 1958. As a result, it may be considered "Waters of the United States" and thus regulated by the Army Corp. It appears around 1971, the ponds were

dredged or re-shaped. If the Borough is interested in filling the lower mill pond, we suggest the Borough complete and file the application with the Fish and Boat Commission and await a response. Due to the pond being located in the floodway, our recommendation would be to bid the project. We are also looking into the possibility of being able to use slag from the Thomas Iron Works as potential fill material and utilizing the Rail Trail as a potential travel route.

Chief Shupp- HRI cannot commit to providing and transporting that amount of fill.

Mr. Smith- There is no cost to the Borough to file the initial application. If Council is interested, I would recommend filing the permit and see the determination.

Motion made by Joseph Pampanin, seconded by John Bate, to submit the initial permit application to the Fish and Boat Commission. Motion carried 5-0.

3. Discussion on Trap, Neuter, Release Program/Feral Cat Ordinance-
Council Action

Mrs. Hartranft- The Borough had previously looked into an ordinance dealing with cats running at large. We would need to look into adding a section on feeding feral cats.

No Nonsense Neutering has offered to bring in a mobile unit to spay/neuter cats on June 9, 2014. They will be present at the June 2, 2014, meeting with traps and provide instructions to the volunteers. Also, if someone is only fixing one cat, they can just walk in during normal business hours. If they have multiple cats, they would need to go to No Nonsense during the designated drop off time.

Motion made by John Bate, seconded by Joseph Pampanin, to create an ordinance on feeding feral cats. Motion carried 5-0.

Motion made by John Bate, seconded by James Hill, to approve the mobile unit to come and spay and neuter cats on June 9, 2014. Motion carried 5-0.

X. New Business

1. Outstanding Obligations- Approval of Payments

Motion made by John Bate, seconded by Richard Staffieri, to approve the payments. Motion carried 5-0.

2. Adoption of Ordinance 790, Removal of No Parking Signs Along 1100 Block of Main Street- Council Action

Motion made by John Bate, seconded by Joseph Pampanin, to adopt Ordinance 790. Motion carried 5-0.

3. Approval of User's Agreement for Hellertown Royals and Request to Place Signage in Outfield- Council Action

Motion made by John Bate, seconded by Richard Staffieri, to approve the 2014 User's Agreement for the Hellertown Royals. Motion carried 5-0.

Mr. Rieger- RCN will be televising the game on July 8, 2014, with Limeport.

4. Approval of User's Agreement for Saucon Valley Lacrosse Contingent Upon Receipt of Certificate of Insurance- Council Action

Motion made by Richard Staffieri, seconded by John Bate, to approve the 2014 Saucon Valley Lacrosse User's Agreement contingent upon receipt of the certificate of insurance. Motion carried 5-0.

5. Discussion on Providing Assistance to Dewey Fire Company for Fireworks- Council Action

This item was discussed earlier in the meeting.

6. Authorization to Execute 2014 YMCA Summer Camp and Swim Lesson Agreements- Council Action

Motion made by John Bate, seconded by Richard Staffieri, to execute the agreements. Motion carried 5-0.

7. Approval of \$.50 Per Hour Increase for Tanya Stametz, Accounts Clerk, for Successful Completion of 6-Month Probationary Period- Council Action

Mrs. Hartranft- Staff feels that Ms. Stametz is an exemplary employee and recommends her staying on permanently.

Motion made by Joseph Pampanin, seconded by James Hill, to keep Tanya Stametz on staff as the Accounts Clerk and approves the \$.50 wage increase. Motion carried 5-0.

8. Approval of Request to Place Signs for Relay for Life 5K- Council Action

Motion made by Richard Staffieri, seconded by John Bate, to approve the request to place signs at the Water Street entrance to the Rail Trail contingent upon approval from the Rail to Trail Committee and to light the Plaza Fountain purple during the event. Motion carried 5-0.

XI. Announcements- None

XII. Executive Session- None

XIII. Adjournment

Motion made by John Bate, seconded by Richard Staffieri, to adjourn the meeting at 8:53 p.m. Motion carried 5-0.

Adopted by the Hellertown Borough Council this 5th Day of May 2014.



Borough Secretary

HELLERTOWN POLICE DEPARTMENT MONTHLY REPORT

March 2014

This is the monthly report for the Hellertown Police Department from March 1st through March 31st, 2014.

During the month of March the Police received 406 calls for service. We did receive 4 Theft, 6 Domestic/Assault, 1 Fraud, 1 sex offense and 10 traffic collision calls. We wrote 171 citations.

The Police Department filed 32 charges including 12 for Narcotics Possession, 5 for DUI, 4 for Sexual Assault, 1 for Criminal Mischief and 2 for Theft and Receiving Stolen Property.

In March our call volume was about what is expected as the weather gets a little better. We started our junked and abandoned vehicle initiative this month and will be systematically going road by road through the borough. This will take approximately 2 months to complete. It has been going better than most years, fewer complaints and more compliance. The construction has started again on route 412 and we will be monitoring traffic conditions. I will be meeting with PennDOT and HRI monthly and reporting any issues to council. We sent 4 officers to be certified in Robic and Tracker speed timing device use, this makes all full time officers certified. Any questions feel free to call or stop in.

Chief Robert Shupp III

PUBLIC WORKS AND PARKS DEPARTMENT
MONTHLY REPORT
MARCH, 2014

1 ACTIVITY COMPLETED

Loaded snow from Northampton St., Depot St., Constitution Ave., Front St., Saucon St. Borough hall area, Community center, Water St. and Beech Circle.

Replaced ceiling tiles and hung bike rack in Borough hall.
Repaired storm damage on trucks.
Trimmed trees along Depot and Durham at pool.
Installed new main broom and 2 gutter brooms.
Replaced attachments on Ppl pole at 82 Main St.
Wheel alignment on #13 at Service tire.
Oil leak repair on #11 at Horwith Trucking
Replaced outrigger pads on backhoe.

2 Other

Removed plows and chains from trucks.
Swept Main St. and started side streets.
Stocked paper products and removed recycling from Borough Hall.
Hauled all scrap metals to Blindermans.
Repairs and repainted trailer.
Trash clean-up in street, 1300 block of Main Sr.
Loaded trucks for ice storm and unloaded after event.
Salted icy streets and sidewalks on 3/3
Hung and removed banner after event.
Worked on potholes.

3 PROJECTS WORKED ON/COMPLETED DURING THE MONTH

Trailer wiring on all pickup truck.
PPI banner permits.
Turned water on to restrooms, pavilion and SVYSA building
Dug for perk tests at Water St. park.
Replaced damaged door lock on mens room door in park.
Staightened and welded Dewey dumpster.
Replaced damaged signs and posts.
Worked on safety track in front of bleacher.
Built framework for bleacher backstop and drilled green boards.

4 NUMBER OF TIMES CALLED OUT AFTER WORKING HOURS

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

Council Meetings
Meeting with Manager and Angie about banner permits.
Prebid meeting for handicap ramps
Pool meeting
Meeting with Manager on sign inventory
Met with Joshua Tree for lawn service quote.

6 COMPLAINTS

Plowing damage

7 OTHER

Helped Water Authority with water leak on Chestnut St.
Trimmed along Rails to Trails and hedge rows
Removed trash can from Grist Mill pond over flow.



BOROUGH OF HELLERTOWN

Zoning and Codes Office

685 Main Street

Hellertown, Pennsylvania 18055-1745

Hellertownborough.org

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

Monthly Report April 2014

Local permits issued: 16

BIA permits issued: 15

Residential Rental Inspections completed: (26)

440 Delaware-pass, 226 Northampton-fail, 562 Tobias-fail, 207 Tobias-fail, 445 Willow-pass
675 Northampton-fail, 574 Ellen-fail, 43 Spruce(2)-fail, 31 Spruce-fail, 226 Northampton-pass,
1430 Main-pass, 117 Main-pass, 43 Spruce(2)-pass, 105 Northampton-pass, 33 Spruce-fail, 550
Magnolia-fail, 558 Spruce-fail, 1633 Bleyler-pass, 238 Northampton(2)-fail, 207 Tobias-pass,
222 Northampton-fail, 1088 1st-fail

Complaints received from citizens, public works, and police: 21

Violation Letters Mailed: 7

Citations: 96 Kiernan-rubbish in driveway

Planning Commission activity: 14-PC-04 Saucon Condo- conditional approval. Must submit new plans to record at County. 14-PC-05 Neighbors-Time extension granted until July.

ZHB activity: 1621 Riegel St-Variance on lot size and width denied by ZHB.

Meetings/Classes attended: 2 Borough Council 1 Z.H.B.
1 Planning Commission
Flood Plain Forum

Court Appearances: (0)

Other Information:

Business Activity: 1

1111 Main St.(Old Hellertown Deli) Reopening as "Lunch Box" luncheonette.