

Borough of Hellertown
Council Meeting Minutes
Monday, June 2, 2014

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

II. Pledge - All

III. Roll Call – Cathy Hartranft

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

IV. Adoption of Meeting Agendum

Motion made by Joseph Pampanin, seconded by Richard Staffieri, to approve the meeting agendum as written with the addition of Sign Maintenance Program as New Business #6, move New Business #4 to Prescheduled #3, and move Unfinished Business #1 to Prescheduled #4. Motion carried 6-0.

V. Approval of Meeting Minutes

A. Monday, May 19, 2014, Meeting Minutes

Motion made by Richard Staffieri, seconded by John Bate, to approve the May 19, 2014, Meeting Minutes as written. Motion carried 5-0 (Ms. Nolf abstained).

VI. Courtesies of the Floor

A. Pre-Scheduled Appearances

1. Martha Kahan, No Nonsense Neutering- Instruction and Trap Distribution for Mobile Clinic

The mobile clinic was cancelled for June 9, 2014, due to lack of registrants.

2. Junior Girl Scout Troop #8860- Achievement of Bronze Award for Reducing Litter and Increasing Awareness of Recycling in Hellertown Borough

Junior Girl Scout Troop #8860 presented to Council their findings on the Borough's recycling program, both residential and in the parks. They requested recycling containers to be placed at Water Street Park and Dimmick Park.

Mr. Rieger- The Borough did apply for a grant to fund recycling containers at the parks. If the Borough does not receive the grant, we will look into the request at budget discussions.

Mr. Henshaw advised that there are recycling containers at the pavilion, major field, and East End field. Mr. Henshaw will ensure the containers are properly marked.

3. Approval of Special Event Request for Tri for Hailey, July 12, 2014, from 7:30 a.m. until 12:30 p.m. – Council Action

Vivian Demko- Hailey is a first grade student at Saucon Valley and she has been diagnosed with cancer. We are looking to hold an event so students can participate and raise funds for her treatment. A portion of the fundraising will also go to the American Cancer Society. If possible, I would like to close Durham Street so the children can cross from the pool to the park safely.

Motion made by John Bate, seconded by Gail Nolf, to approve the Tri for Hailey Special Event. Motion carried 6-0.

Motion made by John Bate, seconded by Joseph Pampanin, to waive the pavilion rental fees. Motion carried 6-0.

4. Discussion on Revised Ordinance 766, Adoption of the International Fire Code and Authorization to Advertise- Council Action

Motion made by Gail Nolf, seconded by Michael McKenna, to advertise Ordinance 766.

Mr. Rieger- This ordinance will be on the agenda for adoption at the next meeting. An enforcement and inspection ordinance will need to be created and will be discussed at the June 16, 2014, meeting.

Motion carried 6-0.

Chief Delmore- The utility truck has been received and is now in service.

B. Agenda Items

Linda Leewright, 809 Juniper Road- The Girl Scouts did a wonderful job on their recycling presentation. Please pass along to them the wonderful resource that we have at Blinderman's for recycling.

C. Non-agenda Items- None

VII. Reports from Elected Officials

A. President

Mr. Rieger- Council tasked Mrs. Hartranft and the administrative staff with looking into a new software system that includes a financial, utility billing, code enforcement and licensing package. Mrs. Hartranft will have a report at the next meeting.

Mr. Rieger attended the Leithsville Fire House reopening on behalf of Council on May 31, 2014.

B. Mayor- None

C. Council

Mr. Pampanin- The Community Wide Yard Sale will be June 7, 2014, from 8:00 a.m. until 1:00 p.m.

VIII. Reports from Appointed Officials

A. Treasurer- None

B. Engineer

1. CDBG Curb Ramp Project

Mr. Smith-Work is currently underway for the project.

2. Borough Bridges

Mr. Smith- Barry Isett & Associates conducted a field view of the bridges to determine the extent of change in their condition from the previous review and to document additional items such as sidewalks, railing, storm drainage, and pavement condition. Plans will be revised this month for review with Council later this summer.

3. Water Street Park

Mr. Smith- A conference call with DCNR was conducted last week to kick off the project funding source requirements. Several documents will need to be prepared and submitted to DCNR from both Barry Isett & Associates and Michael Corriere's office. We anticipate submitting a plan set to DNCR next week.

4. The Movies

Mr. Smith- The Planning Commission recommended a conditional plan approval at their May meeting. The applicant resubmitted amended plans this week to address the outstanding items. Several comments require additional information or revision by the applicant before the plan is ready for action by Council.

5. CDBG 2015 Funding Request

Mr. Smith- The Borough submitted an application to Northampton County CDBG funding for improvements to Gregory Playground (3rd and Easton Roads). The application sought 100 percent funding to replace the existing basketball court and fencing and provide a new playground safety surface.

C. Solicitor

Mr. Corriere- I sent a letter, as discussed with Council, to Attorney Walsh regarding the Post Office lawsuit on May 21, 2014.

The hearing on the civil complaint for the reimbursement of \$456.64 for environmental cleanup will be rescheduled after the Defendant is returned from prison.

D. Manager-

Mrs. Hartranft- I have been working with J.P. Mascaro on the brochure to be sent to residents about the change in recycling days. They are looking at the beginning of August to start Tuesday pickups.

E. Chief of Police

1. Monthly Report

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

Chief Shupp- I attended a meeting with HRI on May 21st to discuss the 412 project. The right turn lane has been removed coming off I-78 westbound. Also expect delays coming off I-78 eastbound while they complete ramp work. They are trying to have the ramps complete by August 1, 2014. Police officers from Bethlehem and Hellertown are at the lights from 6:30 a.m.- 9:00 a.m. and 3:00 p.m.- 6:00 p.m. The police have been enforcing blocking of the roads. The next meeting is scheduled for June 25, 2014. The completion date will be some time in 2016.

F. Public Works Director

Mr. Henshaw- The Authority fountain was graded and seeded last week and the benches were installed.

The pool is cleaned and filled.

We are waiting on padding for two poles at the bleachers in Dimmick Park.

Ms. Nolf- The pool looks wonderful. Were the punchlist items at the park completed?

Mr. Smith- No, they will be working on the punchlist over the next two weeks.

Mr. Henshaw was asked to look into fence maintenance at Reinhard and the fencing at the other parks.

G. Zoning/Codes Officer

Mr. Bate thanked Mr. Russo for coming out to the scene of an accident after a vehicle struck the Top Star building. Mr. Russo took pictures and looked to make sure the structure was sound.

H. Fire Chief- None

I. Emergency Management- None

IX. Unfinished Business

1. Discussion on Revised Ordinance 766, Adoption of the International Fire Code and Authorization to Advertise- Council Action

This item was discussed until Prescheduled Appearances.

2. Discussion on FMLA, USERRA, Disability Leave, and Workers' Compensation Policies

Mrs. Hartranft presented council with various leave policies being recommended for adoption.

Motion made by John Bate, seconded by Michael McKenna, to approve the FMLA, USERRA, Disability Leave, and Workers' Compensation policies as written.

Mrs. Hartranft- The USSERA policy will apply when Council authorizes current employees to enter the military.

Motion carried 6-0.

3. Approval of Special Event Request for Comedy Show at Bravehearts Pub, September 17, 2014, from 6:00 p.m. until 11:00 p.m.- Council Action

Motion made by John Bate, seconded by Richard Staffieri, to approve the Special Event Request for a Comedy Show at Bravehearts Pub.
Motion carried 6-0.

X. New Business

1. Outstanding Obligations- Approval of Payments

Motion made by John Bate, seconded by Richard Staffieri, to approve the payments. Motion carried 6-0.

2. Adoption of Ordinance 791, No Parking on Portion of Apple Street- Council Action

Chief Shupp- This would create no parking on the south side of Apple Street from Easton Road to Detweiler Avenue. The north side would have no parking 20 feet from the intersection of Apple Street and Easton Road.

Fred Giordano, 1429 Easton Road- I would propose no parking during church times only. I am the only car to park on that side of the street.

Mr. Rieger- We would have to outline in the ordinance all of the major church times and holidays. The other option would be to have the police department post the area no parking during peak church times.

Motion made by John Bate to table this ordinance until the information can be gathered.

Motion carried 6-0

3. Review and Discussion on Ordinance 792, Amendments to the Business Registration

Mrs. Hartranft- Our current special event form is for events to be held on Borough property. We have received some requests for events to be held on private property and looked into an amendment to our business registration ordinance. Staff is proposing amending the Temporary Business section that requires the applicant to provide the following: a plan depicting the layout of the site, specific hours and days, a 12 foot isle to provide for emergency services, parking, trash receptacles, and sanitary facilities. Signage will need to be approved by the Zoning Officer.

Motion made by John Bate, seconded by Joseph Pampanin, to advertise Ordinance 792. Motion carried 6-0.

4. Approval of Special Event Request for Tri for Hailey, July 12, 2014, from 7:30 a.m. to 12:30 p.m.- Council Action

This item was discussed until Preschedule Appearances.

5. Approval of User's Agreement for Valley Havoc Lacrosse, Contingent Upon Receipt of Certificate of Insurance- Council Action

Motion made by Michael McKenna, seconded by John Bate, to approve the User's Agreement for Valley Havoc contingent upon receipt of the certificate of insurance. Motion carried 6-0.

6. Discussion on Sign Reflectivity Policy

Mrs. Hartranft- In 2009, there was a federal mandate that required changing of the street signs, which the Borough complied with. There was also a provision of that mandate that required the municipalities to check the reflectivity of other traffic signs. The policy will need to be in place by the end of June 2014. The Borough will first have to complete a sign inventory then do a visual assessment every two years of the signs reflectivity. The visual assessment will need to be completed at night, in a SUV style vehicle. There is to be one driver and one passenger over the age of 60. I will look into pricing for a reflectometer. We may only need to rent one or can share with another municipality.

Motion made by Michael McKenna, seconded by Joseph Pampanin, approve sign maintenance policy for maintaining minimum sign reflectivity compliance as required by FHWA manual on Uniform Traffic Control Devices, 2009 edition. 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 8:10 p.m. Motion carried 6-0.

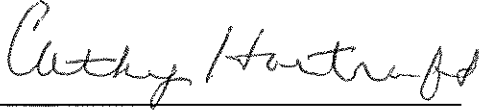
Mr. Corriere advised that the Executive Session was being held to discuss labor contracts and personnel.

Council reconvened at 8:47 a.m. Mr. Corriere reiterated that the Executive Session was held to discuss Public Works contract negotiations.

XIII. Adjournment

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

Adopted by the Hellertown Borough Council this 16th Day of June 2014.

A handwritten signature in cursive script, appearing to read "Cathy Hartnett", written over a horizontal line.

Borough Secretary

HELLERTOWN POLICE DEPARTMENT MONTHLY REPORT

April 2014

This is the monthly report for the Hellertown Police Department from April 1st through April 30th, 2014.

During the month of April the Police received 410 calls for service. We did receive 7 Theft, 9 Domestic/Assault, 1 Fraud, 1 Attempted Burglary, 1 sex assault and 9 traffic collision calls. We wrote 109 citations.

The Police Department filed 20 charges including 8 for Narcotics Possession, 4 for DUI, 1 for Burglary and 4 for False ID/Reports to law enforcement.

Obviously our main incident in April was the suicide in mountain view. Council was provided a briefing by myself on the incident last month. Given the situation I felt all departments did an outstanding job. The speed sign will be going back out in the next week, so if anyone has been receiving complaints regarding speed in their neighborhood please pass them along to me. Starting on May 28th the officers were placed at the traffic lights on Route 412 to help with traffic movements. Any questions feel free to call or stop by.

Chief Robert Shupp III