

Borough of Hellertown
Council Meeting Minutes
Monday, July 7, 2014

New Council Member Interviews were held prior to the meeting at 6:00 p.m.

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
Thomas Rieger-	Present
Richard Staffieri-	Present
Mayor Fluck-	Present

IV. Adoption of Meeting Agendum

Motion made by Joseph Pampanin, seconded by James Hill, to approve the meeting agendum as written and to move New Business #3 immediately following the approval of the agendum. Motion carried 6-0.

Adoption of Resolution 14-09, Appointing New Council Member- Council Action

Mr. Rieger- Anthony Branco and Herbert Payung both applied for the Council vacancy and were interviewed beginning at 6:00 p.m. this evening.

Motion made by John Bate, seconded by Michael McKenna, to nominate Herbert Payung as Councilperson to replace Ms. Nolf until 2015. Motion carried 6-0.

Mr. Payung was given the Oath of Office by Mayor Fluck.

V. Approval of Meeting Minutes

A. Monday, June 16, 2014, Meeting Minutes

Motion made by Richard Staffieri, seconded by John Bate, to approve the June 16, 2014, Meeting Minutes as written. Motion carried 6-0 (Mr. Payung abstained).

VI. Courtesies of the Floor

A. Pre-Scheduled Appearances

1. Benjamin Muschlitz, Hellertown Enhancement Project- Review of Proposal to Place Bricks on West Side of Performance Stage

Mr. Muschlitz- During the bandshell renovations, the Hellertown Enhancement Project sold a number of bricks. We are now looking to install the bricks. We would like to install them on the west side of the wall. We will not have enough bricks sold to fill the entire wall so we were looking to hold a contest for artwork to incorporate the bricks.

Mr. Rieger- Are there any costs associated with the installation?

Mr. Muschlitz- We would request the public works department assist with the placement of bricks.

Mrs. Hartranft- We should have the engineer look at it to see if there are any structural issues that will need to be remedied.

Motion made by Richard Staffieri, seconded by Michael McKenna, to approve the proposal as presented. Motion carried 7-0.

B. Agenda Items

Linda VanVliet, 320 Northampton Street- My daughter has MS and is wheelchair bound. I understand that the Borough is looking to borrow a temporary lift from the school.

Mr. Rieger- Existing pools should strive to be compliant with the ADA Act when ready achievable. It is recommended that a pool our size have two means of handicap entrance. The Borough installed the ADA Aqua Stairs in 2013. We do have a lease agreement on the agenda for tonight to borrow the SVSD lift. The install a permanent lift at our pool would be extensive.

Mrs. Hartranft- The school district's ramp is currently under repair. The repair is to be completed by the end of this week.

Mr. Smith- Two methods are required. The stairs are acceptable for one of the two methods. The other method must be a lift or ramp.

Mr. Rieger- The Borough staff is researching the various models that would be available for our type of pool.

Sharon Arnold- I am a friend of Linda's and I am familiar with the ADA lift requirement. I work for a hotel and the ADA expanded the requirement to install a lift to include hotel pools. We could not open the pool until the lift was installed. The lift had no effect on the pool liner and only cost about \$3,000.00 to install.

C. Non-agenda Items

Earl Hill, 432 Maple Road- I received a letter from the Code Enforcement Office telling me that my shade tree needs to be trimmed because it is interfering with the Public Works vehicles. I feel that the height requirements are unrealistic and that the Borough should be doing the tree trimming.

Mr. Russo- Every spring, the Public Works Department compiles a list of properties that need to be trimmed and then I send letters. The first letter is a notice of violation and outlines the penalties associated. The second letter would be the enforcement notice.

Mr. Bate- The height requirement is unsafe for a resident. They are being forced to hire someone to trim the tree.

Mr. Yonney- This is a safety issue to both the equipment and the crew.

Mrs. Hartranft – I would suggest a review of the shade tree ordinance as well as PennDot height requirements and other municipal ordinances.

Motion made by Michael McKenna, seconded by Joseph Pampanin, to review the Shade Tree Ordinance at the July 21, 2014, meeting and have Mr. Russo wait to complete the ten-day reviews. Motion carried 7-0.

VII. Reports from Elected Officials

A. President

Mr. Rieger- The Chamber meeting has been postponed.

I have been taking a better look at the Route 412 project. I feel that the two and a half years left on the project is absurd. I believe that we, as a Council, should send a letter to our representatives. This project is hurting our citizens and businesses. I do not feel that the contractor is at fault.

Mr. Payung- I also feel that we should include in the letter our concerns about the other impending projects that will only add to the issues on Route 412.

Motion made by Richard Staffieri, seconded by Michael McKenna, to have Mrs. Hartranft draft a letter to our representatives voicing our displeasure about the project and seeking assistance.

Motion carried 7-0.

B. Mayor- None

C. Council- None

VIII. Reports from Appointed Officials

A. Treasurer- None

B. Engineer

1. CDBG Curb Ramp Project

Mr. Smith- The contractor has completed the work for Phase I of the curb ramp project. The work included installation of ADA ramps at 16 locations: Scott and Center Streets, Scott and Chestnut Streets, Scott and Depot Streets, and Depot and Detweiler Streets. The contractor has submitted a payment application in the amount of \$45,968.54. The grant will have an outstanding balance of \$34,031.46, which can be used to install additional ramps on Depot Street.

2. Water Street Park

Mr. Smith- Comments have been received from the Northampton County Conservation District regarding the initial submission. We anticipate comments from PennDOT on the HOP submission any day. Plans were submitted to DCNR for review and comment. Plans and specifications will be available for review in Council Chambers the week of July 14, 2014. We will request Council authorize project bidding at the July 21, 2014, Council Meeting. Contractors will be able to obtain a bid package any time after July 22, 2014, and bids will be due on August 14, 2014. Council can consider an award at the August 18, 2014, Council Meeting.

Mr. Rieger- Do we have any news on the pipe near the Historical Society?

Mr. Smith- I am awaiting a revised cost estimate from Walter's Excavating.

C. Solicitor

Mr. Corriere- Attorney Katherine Walsh advised the Borough that the Post Office lawsuit was settled. The Borough did not make any monetary contributions and will be released of all liability.

A 15-day approval letter was sent to 1152 Main Street. The plan was approved June 16, 2014. The plan will be recorded after the letter of

credit is received, all Agreements have been executed, and a Right-of-Way Easement Agreement has been executed.

D. Manager

1. Report on Search for New Core Program

Mrs. Hartranft- I looked at various software solutions. Staff met and looked at each module. There are two that staff is recommending: Edmonds and Associates and Freedom Systems, which is staff's preference. Currently, we are using Quickbooks for the finances and TAM for billing and accounts receivable and the two systems do not communicate well with each other.

Mr. Rieger- The issue with TAM is that it is old technology. It has served its purpose but is not meeting the Borough's needs. The new system will cost between \$50,000.00 and \$80,000.00. We are currently spending approximately \$17,000.00 to maintain the current system. Council has been provided the information on each system. Please take a look at information and online information. We will have additional discussion at the next meeting. Mrs. Hartranft contacted other municipalities which use each system and both were highly recommended.

Mrs. Hartranft- There will be an annual maintenance fee with the new systems. However, staff will be able to change content rather than having to have an administrator make the changes. The system is costly but it will save a considerable amount of time and reduce duplication of duties. We do not have the funding or physical room to hire additional staff to keep up with the ever increasing work load. Freedom Systems is on COSTARS. Edmonds and Associates offers a two year payment plan.

The Borough was recently informed that we received CDBG funding for improvements to Gregory Park.

E. Chief of Police

Chief Shupp- I am seeking Council permission to hire two part-time police officers. I can have a recommendation to Council by the next meeting. One part time officer has taken another job and we still have an officer out on injury.

Motion made by John Bate, seconded by Michael McKenna, to allow Chief Shupp to begin the interview process to select two part-time officers. Motion carried 7-0.

F. Public Works Director

Mr. Henshaw was not present at the meeting.

G. Zoning/Codes Officer- None

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 Michael McKenna, to approve the payments. Motion carried 7-0.

2. Adoption of Ordinance 793, Fire Safety Inspections- Council Action

Motion made by Richard Staffieri, seconded by Michael McKenna, to adopt Ordinance 793. Motion carried 6-0 (Mr. Payung abstained).

3. Adoption of Resolution 14-09, Appointing New Council Member- Council Action

This item was discussed immediately following the approval of the meeting agendum.

4. Approval of Special Event Request for Alex's Lemonade Stand to Set Up by Gristmill Trail Head on Sundays- Council Action

Giacomo Pazzaglia, 751 Magnolia Road- The Future Business Leaders of America is seeking to place an Alex's Lemonade Stand at the Water Street Park trail head on Sundays. We were originally going to set up at the Walnut Street entrance but the Farmers' Market did not have an issue with the Water Street entrance. We also have permission from the Farmers' Market to set up at the actual market on the days that the market's lemonade vendor is not setup.

Motion made by John Bate, seconded by Michael McKenna, to approve the Alex's Lemonade Stand at Water Street Park. Motion carried 7-0.

5. Approval of Request of Neighborhood Housing Services of Lehigh Valley to Use Council Chambers on December 8, December 13, and December 20, 2014, to Provide Educational Workshops to Residents- Council Action

Mrs. Hartranft- Neighborhood Housing Services of Lehigh Valley requested the use of the Council Chambers on three Saturdays to provide education workshops to residents. The police will unlock and then close up Borough Hall for the classes.

Motion made by Richard Staffieri, seconded by Joseph Pampanin, to approve the Neighborhood Housing Services of Lehigh Valley's use of Borough Hall on December 6, December 13, and December 20, 2014. Motion carried 7-0.

6. Approval of Special Event Request for Cheerleading Camp, July 8-10, 2014, from 9:00 a.m.- 12:00 p.m.- Council Action

Motion made by Richard Staffieri, seconded by John Bate, to approve the Cheerleading Camp Special Event Request. Motion carried 7-0.

7. Approval of Lending Agreement With Saucon Valley School District for Use of ADA Wheelchair Lift- Council Action

Motion made by John Bate, seconded by Michael McKenna, to approve the Lending Agreement for ADA Wheelchair lift. Motion carried 7-0.

8. Approval to Pay Payment Application from Baraket Concrete Construction in the Amount of \$45,968.54, for ADA Ramp Construction- Council Action

Mr. Smith- All of the Phase I ramps are complete and Baraket is seeking payment. This leaves approximately \$34,000.00 left from the grant to install an additional 10 ramps.

Motion made by Michael McKenna, seconded by Richard Staffieri, to approve the payment application from Baraket Concrete Construction. Motion carried 7-0.

XI. Announcements

Mr. Rieger- Community Day is August 16, 2014.

Mr. Staffieri- I feel that Council should send Ms. Nolf a letter thanking her for her years of service.

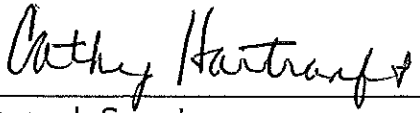
Mr. Bate- The Dewey Fire Company Carnival is July 15-19, 2014. The Fireworks will be held June 18, 2014, at 10:00 p.m.

XII. Executive Session- None

XIII. Adjournment

Motion made by Richard Staffieri, seconded by Michael McKenna, to adjourn the meeting at 8:23 p.m. Motion carried 7-0.

Adopted by the Hellertown Borough Council this 21st Day of July 2014.



Borough Secretary