

Borough of Hellertown
Council Meeting Minutes
Monday, July 21, 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-	Present
Joseph Pampanin-	Present
Herbert Payung-	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 John Bate, to approve the meeting agendum as written. Motion carried 7-0.

V. Approval of Meeting Minutes

A. Monday, July 7, 2014, Meeting Minutes

Motion made by John Bate, seconded by Richard Staffieri, to approve the July 7, 2014, Meeting Minutes as written. Motion carried 7-0

VI. Courtesies of the Floor

A. Pre-Scheduled Appearances- None

B. Agenda Items- None

C. Non-agenda Items- None

VII. Reports from Elected Officials

A. President

Mr. Rieger thanked Dewey Fire Company and the sponsors for wonderful fireworks.

B. Mayor

Mayor Fluck was not present for the meeting.

C. Council

1. Mayor Fluck- Saucon Valley Partnership

Mayor Fluck was not present for the meeting.

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

Mr. Bate had nothing to report.

3. James Hill- Hellertown Historical Society

Mr. Hill- The Historical Society would like to know the status of the garbage can that was requested at the last meeting?

Mr. Henshaw will place and secure a new garbage can prior to the next Council meeting.

4. Michael McKenna- Hellertown Borough Authority

Mr. McKenna- The Borough Authority will be replacing three major water main shut-off valves along Constitution Avenue. There will be some water interruption. A call will be provided to residents.

Mr. Henshaw- During this work, how will the pool function without water to the restrooms?

Mr. McKenna will follow-up with the Borough Authority.

5. Herbert Payung- Hellertown Area Library/Civil Service Commission-

Mr. Payung had nothing to report.

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

Mr. Pampanin- Restaurant Week is this week.

7. Thomas Rieger- Hellertown Chamber of Commerce

Mr. Rieger- The annual planning meeting for the Chamber of Commerce will be held July 28, 2014.

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

Mr. Staffieri had nothing to report.

VIII. Reports from Appointed Officials

A. Treasurer

1. Treasurer's Report & Finance Report

Motion made by Richard Staffieri, seconded by Michael McKenna, to receive the Treasurer's Report and Finance Report. Motion carried 7-0.

B. Engineer

1. CDBG Curb Ramp Project

Mr. Korp- The contractor is proceeding with the demolition, forming, and installation of the additional curb ramps along Depot Street. We anticipate this project being complete by August 1, 2014, weather pending.

2. Water Street Park

Mr. Korp- A meeting was held with PennDOT on site to review their comments regarding the Highway Occupancy Permit. Plans and specifications were dropped off at Borough Hall last week for in-house review. If acceptable to Council, we request the bid package be advertised for bidding. If approved, contractors may contact Barry Isett & Associates for plans and specifications starting Wednesday, July 23, 2014. Bids will be due Wednesday, August 13, 2014, at 2:00 p.m. for Council's discussion at the August 18, 2014, Council Meeting.

Mrs. Hartranft suggested delay council authorization to advertise until the August 4, 2014, meeting in order to give council additional time to review the plans. The plans are available in the Caucus Room.

A work session of Council will be scheduled for August 4, 2014, at 6:30 p.m. with Mr. Smith to present and discuss the plans.

C. Solicitor

Mr. Corriere- A meeting was held with Representative Freeman on April 24, 2014 to discuss Water Street Park. A report will be provided to Council. A Project 70 Certificate of Title is being prepared to submit with the DCNR submission for the grant.

On June 30, 2014, a phone conference was held with staff, Boucher & James, PennDOT, and Senator McIlhinney to discuss Boucher & James' request for compensation from PennDOT for the amount owed to them that exceed the agreed upon contractual price of \$44,824.80. PennDOT is reviewing this matter. It is not likely that payments will be received. There is no issue with the Borough having to make any additional payments.

All Satisfaction Praecipes have been filed to date for all paid municipal liens.

I am still waiting on the deed description for 1152 Main Street to complete the Right-of-Way Easement.

D. Manager

Mrs. Hartranft has only agenda items.

E. Chief of Police

Chief Shupp- I am seeking Council's permission to hire Christopher Pfancook and Rich Romig as Part-Time Police Officers. The background checks have been completed.

Motion made by Michael McKenna, seconded by Richard Staffieri, to accept Chief Shupp's recommendation to hire Christopher Pfancook and Rich Romig as a rate of \$13.00 per hour for the first 300 hours and then \$18.00 per hour. Motion carried 7-0.

F. Public Works Director

1. Monthly Report

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

Mr. Henshaw- We would like to hire an additional alternate lifeguard to make sure that we have enough coverage to complete the pool season. I would like approval to hire Rebecca Evangelista as an alternate lifeguard for the remainder of the summer upon completion of the required paperwork.

Motion made by John Bate, seconded by Michael McKenna, to approve the hiring of Rebecca Evangelista at the regular lifeguard rate of \$8.80 per hour. Motion carried 7-0.

G. Zoning/Codes Officer

1. Monthly Report

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

H. Fire Chief- None

I. Emergency Management

Mr. Bate- We received a few phone calls during the rain storm regarding excessive water at Main and Cherry Streets. There was nothing that could be done until the water receded.

IX. Unfinished Business

1. Discussion on Pool Lift Options- Council Action

Mr. Rieger- Council was provided with information on the various options for a pool lift. Staff recommendation is to go with the Aqua Creek 450 pound capacity. The lift costs \$3,835.00. The additional cost for the concrete adjustment would be between \$750.00 and \$1,000.00. The total cost would be \$4,752.00.

Motion made by Michael McKenna, seconded by Herbert Payung, to order the Aqua Creek lift with a 450 pound capacity at the price quoted and order it as soon as possible.

Motion carried 7-0.

Mr. Henshaw- Are we going to put the lift in this season?

Mr. Bate- We are going to need to do concrete work. I think we should use the school district's lift until the completion of the season and install the new lift in the fall.

2. Discussion on Shade Tree Ordinance

Mr. Rieger- This was brought up due to the discussion at the last meeting regarding the height requirements in the Shade Tree Ordinance.

Mr. Bate- I still have an issue with requiring the residents to climb up that high to trim the tree.

Mr. Rieger- That is the state height requirement. We have to worry about our equipment and there was a complaint of an RV with damaged equipment.

Mr. Payung- There wasn't really wasn't a tree with any branches more than one or two inches thick so a pole trimmer could be used. I also spoke with Mr. Russo about doing a re-education on this ordinance in the fall.

Mr. Bate- What do other municipalities require?

Mrs. Hartranft- Other municipalities range from 13 feet to 16 feet.

Mr. Rieger- I feel that if we are making residents maintain all of the shade trees, the Borough needs to keep up with the tree trimming on Borough owned properties.

Mr. Pampanin- I don't see any compelling reason to change the ordinance. Even if we would go by other municipalities' requirements, it would only lower the height requirement an inch or two.

Mrs. Hartranft- We can have some educational material at Community Day.

3. Approval of Quote from Walter's Excavating in the Amount of \$6,350.00 for Work to Walnut Street Culvert- Council Action

Motion made by John Bate, seconded by Michael McKenna, to approve quote and take funds from the General Fund. Motion carried 7-0.

4. Discussion on Core System- Council Action

Mr. Rieger- I am seeking a direction from Council as to which company Mrs. Hartranft should pursue so we can look at different funding options.

Mr. McKenna- I believe Freedom Systems is on COSTARS and I feel we should use the COSTARS system.

Mr. Bate, Mr. Hill, Mr. Payung, and Mr. Staffieri would go with staff recommendation.

Mr. Rieger- I have seen the issues with our current system. There was another issue with the system today.

Mrs. Hartranft- Ms. Stametz brought to my attention that anyone who made an installment payment, the payment was not showing up but the amount due was correct. This is a new glitch and has never happened before. It is now hours of work to enter correct payments.

Mr. Pampanin- I was leaning toward neither option. I can't see spending this much money and still having such large maintenance fees. I don't see the savings.

Mr. Rieger- Every year to switch the system from the previous year to current year cost approximately \$2,500.00. Last year, we spent about \$16,000.00 on maintenance and upgrades for our current system. With Freedom Systems, we would be locked into the approximately \$10,000.00 maintenance fee. Freedom System would also afford us the opportunity to go to the Cloud when it would be time for a new server. This system would allow Mr. Russo to work in the field. Right now, staff is collecting the taxes and then Ms. Krasnansky has to re-enter everything into QuickBooks.

Motion made by Michael McKenna, seconded by Richard Staffieri, to have Mrs. Hartranft obtain Freedom Systems contract documents, provide suggested funding sources, and collect formal documents. This item will be up for final approval at the August 4, 2014, meeting.

Mr. Pampanin- If this is the same software that the Council of Governments is using, would there be a chance of getting combined pricing?

Mrs. Hartranft- We would still need to have the different modules at the Borough.

Motion carried 6-1 (Mr. Pampanin opposed).

X. New Business

1. Outstanding Obligations- Approval of Payments

Motion made by John Bate, seconded by Richard Staffieri, to approve the payments. Motion carried 7-0.

2. Adoption of Resolution 14-10, Appointing Certain Individuals, Committees, Firms, and Liaisons for 2014- Council Action

Mr. Rieger- A few changes were made due to the departure of Ms. Nolf and the addition of Mr. Payung. Mr. Payung has agreed to take over the Library Board of Trustees. Mr. Hill will take the positions of alternate to the Saucon Rail Trail Committee and the Civil Service Commission. This resolution is formalizing the new appointments.

Motion made by Michael McKenna, seconded by Joseph Pampanin, to adopt Resolution 14-10 as written. Motion carried 7-0.

3. Approval of Special Event Request for Hellertown Area Library's "Get Bookin" 5K, September 28, 2014, from 7:00 a.m. to 12:00 p.m.- Council Action

Motion made by Michael McKenna, seconded by Joseph Pampanin, to approve the "Get Bookin" 5K Special Event Request. Motion carried 7-0.

4. Approval of Special Event Request for American Cancer Society Duck Derby, August 3, 2014, from 9:00 a.m. to 12:00 p.m.- Council Action

Mr. Rieger- They are also requesting that Water Street be closed for approximately 10 to 15 minutes to unload the ducks.

Chief Shupp- We are aware of the request and will have an officer available.

Motion made by Richard Staffieri, seconded by Michael McKenna, to approve the Special Event Request for the Duck Derby and the request for brief closure of Water Street. Motion carried 7-0.

XI. Announcements

Mr. Rieger- This week is Restaurant Week. The menus that were provided are available on the Borough's website.

XII. Executive Session

Motion made by Richard Staffieri, seconded by Michael McKenna, to adjourn to Executive Session at 7:50 p.m. The Executive Session is being held to discuss personnel.

Council reconvened at 8:30 p.m. Mr. Corriere reiterated that the Executive Session was being held to discuss personnel matters.

XIII. Adjournment

Motion made by Michael McKenna, seconded by Herbert Payung, to adjourn the meeting at 8:30 p.m. Motion carried 7-0.

Adopted by the Hellertown Borough Council this 4th Day of August 2014.



Borough Secretary

PUBLIC WORKS AND PARKS DEPARTMENT
MONTHLY REPORT
JULY 2014

1 ACTIVITY COMPLETED

Trimmed bushes at pool and in park.
Power washed pool pavilion and snack stand
Installed ice maker, diving board and rule signs at pool.
Stocked pool with chemicals and paper goods.
Instaled nozzles and plumbing on splash pad
Moved counter and conduit for Slush Puppy machine.
Emptied tank, cleaned, filled and test ran splash pad
Fixed fence and soffitt at snack stand
Helped install Slush Puppy machine.
Weeded and mulched Borough Hall area.
Filled sinkhole behind 1359 Main St.
Pruned and raked Plaza area.
Weeded and mulched playgrounds at Water St., Third Ave., Dimmick Park and pool
Stared painting crosswalks and stopblocks.

2

Other

Sicklebar work -Thomas iron area, Compost Center and Rails to Trails
Loaded old truck body and dumpster onto #9 and hauled to scrap yard.
Cut and trimmed cemetery.
Cleaned restrooms daily and emptied trash barrels on Mon. & Fri.
Cleaned and replaced gutter sprays at pool
Ran bucket truck to Versalift and #13 to S.M.F. for repairs
Set new body on #4 and started wiring.
Untangled flags along Main St.

3

PROJECTS WORKED ON/COMPLETED DURING THE MONTH

Finished filling pool-50hr. Started pump and filtering.
Checked pool, chlorine, conversion box and splash pad daily.
Installed new guard seats.
Installed benches at fountain behind Authority office.
Brush collection week- 6/9-6/13 --
Installed padding on poles and removed temp. backstop at Eastend field.
Replaced flush valve and lid on toilet in ladies room at pool.

4

NUMBER OF TIMES CALLED OUT AFTER WORKING HOURS

6/15 Sinkhole behind 1359 Main St.

5

MEETINGS AND/OR TRAINING ATTENDED (ALL DEPARTMENT PERSONNEL)

Council Meeting
Meeting with Manager on tax exempt properties.
Meeting with Manager, Walter's and Brian Smith

6

COMPLAINTS

Trash dumped in Water St. park

7

OTHER

Grass cutting and trimming daily
Weekly filling of dog waste bag dispensers.
Compost center every Mon. pushing up brush.



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 July 2014

Local permits issued: 18

BIA permits issued: 22

Residential Rental Inspections completed: (6)

945 Birch-pass, 325 Ellen-pass, 1129 Furnace-pass, 328 Northampton-pass

120 Saucon-pass, 33 Spruce-pass

Complaints received from citizens, public works, and police: 17

Violation Letters Mailed: 26

Citations: 1416 1st Ave-failure to renew rental license, 1548 Greystone-failure to renew rental license

Planning Commission activity: none

ZHB activity: none

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

0 Planning Commission

Court Appearances: (1) 96 Kiernan guilty verdict on all 4 citations.

Other Information: 2 liens are in process for grass cutting and property maitnenace-538 Willow and 70 Hess Ave.

Business Activity: 1

Murray Motors –back on the market