

Borough of Hellertown
Council Meeting Minutes
Monday, August 18, 2014

I. Call to Order – Thomas Rieger, 7:02 p.m.

II. Pledge - All

III. Roll Call – Cathy Hartranft

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

Also in attendance were Cathy Hartranft, Mike Corriere, Bryan Smith, Tom Henshaw, Kris Russo and Robert Shupp.

IV. Adoption of Meeting Agendum

Motion made by Joseph Pampanin, seconded by Michael McKenna, to approve the meeting agendum as written with the addition of New Business #6, Discussion on Correspondence from Saucon Rail Trail Commission. Motion carried 5-0.

V. Approval of Meeting Minutes

A. Monday, August 4, 2014, Meeting Minutes

Motion made by Michael McKenna, seconded by Joseph Pampanin, to approve the August 4, 2014, Meeting Minutes as written. Motion carried 5-0.

******Swearing In of Fire Police Christopher Christian and Vicki Delmore******

Mayor Fluck gave the Oath of Office for Fire Police to Christopher Christian and Vicki Delmore.

VI. Courtesies of the Floor

A. Pre-Scheduled Appearances.

1. Cydney Guito, 2051 Dennis Lane, reported to council on her semester internship with the Hellertown Police Department. Ms. Guito reported during her internship, she was able to go on patrol, perform car searches, respond to calls at the Saucon Manor, perform crime scene investigation, and many other useful tools. Ms. Guito will be attending the University of Delaware to study psychology. Ms. Guito thanked Chief Shupp, the officers, Council, and Mayor for allowing her to participate in the internship program. She hopes that others will take advantage of this wonderful opportunity.

B. Agenda Items- None

C. Non-agenda Items- None

VII. Reports from Elected Officials

A. President

Mr. Rieger announced that Trick or Treat will be held Friday, October 31, 2014, from 4:00 p.m. until 6:00 p.m. That night will also be the Saucon Valley vs. Palisades football game and Senior Night.

B. Mayor- None

C. Council

1. Mayor Fluck- Saucon Valley Partnership

Mayor Fluck had nothing to report.

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

Mr. Bate was not present for the meeting.

3. James Hill- Hellertown Historical Society

Mr. Hill had nothing to report.

4. Michael McKenna- Hellertown Borough Authority

Mr. McKenna thanked residents for their cooperation and understanding during the valve replacement project.

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

Mr. Payung will have a report at the September 2, 2014, meeting.

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

Mr. Pampanin- Members of the BBRP will be present at the Farmers' Market on September 28th to kick off the 1st annual Passport to Healthier-Town event.

7. Thomas Rieger- Hellertown Chamber of Commerce

Mr. Rieger- Hellertown Lower Saucon Chamber of Commerce held their annual planning meeting last month.

On behalf of Council, Mr. Rieger thanked everyone who helped coordinate and participated in Community Day.

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

Mr. Staffieri was not present for the meeting.

VIII. Reports from Appointed Officials

A. Treasurer

1. Treasurer's Report & Finance Report

Motion made by Michael McKenna, seconded by Herbert Payung, to receive the Treasurer's Report and Finance Report. Motion carried 5-0.

B. Engineer

1. Water Street Park

Mr. Smith informed Council a pre-bid meeting was held at the project site for interested contractors. The bids are due August 28, 2014, by 2:00 p.m. A summary of bid results will be presented to Council at the September 2, 2014, meeting.

2. Lower Mill Pond

The project site has not been surveyed, nor the depth of the pond confirmed. It is our understanding that the pond was originally built to provide an area for ice skating in the winter, since the moving water in the upper pond prevented it from adequately freezing. The estimated depth of the lower pond is three feet, realizing that there is some sediment and accumulated debris in the base of the pond. This more organic layer of material will need to be excavated prior to filling to prevent unwanted, future settlement.

Attached is a proposed estimate of probable construction cost based on bidding the project out. This includes prevailing wage rates. There are two surface finish conditions for consideration: lawn and a stone parking area. The cost for the lawn is \$115,100.00 and the cost for the stone parking area is \$119,900.00. There is a minimal difference in cost. The largest cost is the fill material.

This item is discussed in further detail later in the meeting.

C. Solicitor

Mr. Corriere- The hearing on 1231 2nd Avenue will be scheduled in September.

I requested title search for Water Street Park. I should have a report for Council at the next meeting.

D. Manager

Mrs. Hartranft- Sought out quotes on HVAC preventative maintenance for municipal building and public works building. The current provider, Worth & Company, came in at the lowest cost and has the same procedures as our current agreement. Staff is recommending approval of the Worth and Company preventative maintenance agreement.

Motion made by Michael McKenna, seconded by Joseph Pampanin, to accept staff's recommendation and execute agreement with Worth & Company. Motion carried 5-0.

Mrs. Hartranft- Received a request from a Mountain Home Day Camp, a Girl Scout group to use the pool during the summer one to two days a week for one hour. They will bring their own lifeguard. There would be a total of thirty to sixty campers and instructors and will arrive by bus.

Motion made by Michael McKenna, seconded by Joseph Pampanin, to create an agreement with Mountain Home Day Camp and have them provide certificate of insurance. Motion carried 5-0.

The Borough received notification today from the Public Employee Retirement Commission that our pension plan has a distress score of "0".

Ms. Krasnansky and I will be attending the annual membership meeting of Workers' Compensation Trust on September 9, 2014.

Chief and I will be attending the Joint COG meeting on September 15, 2014, to discuss a possible Joint 911 Center.

Through July 2014, the Borough has dumped 73 less tons of garbage into the landfill and 53 more tons have been recycled. The pool is approximately \$1,400.00 ahead of last year's totals.

Mr. Rieger- The Trap and Neuter Program has really picked up. Last month, 35 cats went through the program. I would like to thank the volunteers for their hard work.

E. Chief of Police

Chief Shupp- Cydney was our first female intern. Hopefully, she opens some door for other females looking to get into the field. She is very intelligent and was a pleasure to have. I wish her good luck on her future endeavors.

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

F. Public Works Director

1. Monthly Report

Motion made by Michael McKenna, seconded by Herbert Payung to accept the Public Works Monthly Report and make a part of these minutes. Motion carried 5-0.

Mr. Henshaw- The handicap lift for the pool will be coming in tomorrow.

Walters Excavating will begin work on the pipe by the Pony Bridge tomorrow.

The Public Works Department helped the library with their drain problem. The water is now being piped to the curb rather than leaking into the basement.

Most of the Public Works crew is helping Lower Saucon Township pave for the remainder of this week. I plan on continuing our paving project next week.

Mr. McKenna thanked Mr. Henshaw and his crew for their assistance for Community Day.

G. Zoning/Codes Officer

1. Monthly Report

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

H. Fire Chief- None

I. Emergency Management- None

IX. Unfinished Business

1. Discussion on Permit to Draw Water from the Grist Mill Pond- Council Action

Mr. Rieger- We had the engineer look into cost estimates for draining the water in the lower Grist Mill Pond. The cost to turn it into a field would be \$115,100.00, and the cost for a parking lot is \$119,900.00.

Mr. Pampanin did not believe the plan is feasible at that cost.

Mr. Payung- Clean fill is more readily available. Mr. Payung visited the area recently and there is litter everywhere and the area between the two ponds is eroding away. We need to address the issue but not at this cost.

David Heintzelman, 326 Main Street, requested clarification on clean fill.

Mr. Smith- Clean fill is any material that is not toxic and meets the Borough specification.

Mr. Henshaw's recommendation would be to drain the pond now and see what the project will entail. If the pond doesn't drain completely, a trench will need to be dug to the creek. We should start fixing the bank and then fill the pond in layers. The Borough might only need a few feet of fill. A Borough employee would need to be at the site with a loader and roller to move the material and then compact it with the roller.

Motion made by Michael McKenna, seconded by Joseph Pampanin, to proceed to drain the pond and look into the scope of the project.

Mr. Pampanin was not convinced that removing the cost of the fill will make this project feasible.

Mr. Heintzelman questioned if it would be possible to use slag as an option if volunteers would move it for free?

Mr. Smith indicated a review of the site by the Conservation District could take sixty to ninety days.

Motion carried 5-0.

Council will re-visit this item at the September 2, 2014, meeting.

X. New Business

1. Outstanding Obligations- Approval of Payments

Motion made by Michael McKenna, seconded by Joseph Pampanin, to approve the payments. Motion carried 5-0.

2. Authorization to Execute Five-Year Winter Service Agreement with PennDOT-Council Action

Mrs. Hartranft presented the five year Winter Service Agreement with PennDOT to plow Main Street, Easton Road, Water Street, and Cherry Lane. PennDOT will reimburse the Borough \$34,022.00 over the five years.

Motion made by Michael McKenna, seconded by Joseph Pampanin, to execute the Winter Service Agreement. Motion carried 5-0.

3. Approval of Saucon Rail Trail Special Event Application for Girl Scouts' Friendship Hike, November 1, 2014, at 12:30 p.m.- Council Action

Mrs. Hartranft- This event was approved by the Saucon Rail Trail Commission on July 28, 2014.

Motion made by Michael McKenna, seconded by Joseph Pampanin, to approve the Girl Scouts' Friendship Hike. Motion carried 5-0.

4. Waiver of (1) Preliminary Plan Review Approval; (2) Final Plan Approval Contingent Upon Compliance with Engineer's Letter dated August 11, 2014, Payment of Recreation Fees, and Execution of Improvements Agreement for 60 Main Street, Neighbor's Nursery- Council Action

Mr. Smith- A land development was required because this is a separate lot. Neighbor's is proposing to install a 50 x 120 pole building. The Planning Commission is recommending approval and a waiver of the preliminary plan review requirement.

Motion made by Michael McKenna, seconded by Joseph Pampanin, to waive the preliminary plan review requirement. Motion carried 5-0.

Motion made by Joseph Pampanin, seconded by Michael McKenna, to approve the final plan contingent upon compliance with Engineer's Letter dated August 11, 2014, payment of recreation fees, and execution of the Improvements Agreement. Motion carried 5-0.

5. Waiver of (1) Preliminary Plan Review; (2) Waiver of section 390-17B(5) which requires plan to be signed by a certified engineer; and (3) Final Plan Approval Contingent Upon Compliance with Engineer's Letter of , Payment of Recreation Fees, and Execution of Improvements Agreement for 33 Penn Street- Council Action

Mr. Smith reviewed the proposal for 33 Penn Street which is an existing multi-use building. It has two residences and one business. The addition would be attached to the rear of the building and have a detached car port. The applicant will require two waivers. All other requirements have been met. The Planning Commission has recommended approval of the waivers and final plan.

Motion made by Joseph Pampanin, seconded by Herbert Payung, to waive preliminary plan review requirement. Motion carried 5-0.

Motion made by Michael McKenna, seconded by Herbert Payung, to waive SALDO section 390-17(b) requiring the signature of an engineer. Motion carried 5-0.

Motion made by Herbert Payung, seconded by Joseph Pampanin, to approve the final plan contingent upon compliance with Engineer's Letter dated August 8, 2014, payment of recreation fees, and execution of improvements agreement. Motion carried 5-0.

6. Discussion on Correspondence from Saucon Rail Trail Commission

Mr. Rieger informed Council the Borough received a letter requesting that we put crushcrete over the ballast stone within a 100' approach at the Wagner Dam. This request was received this afternoon. Mr. Rieger would like to table this matter until next meeting so staff has an opportunity to review the request.

Motion made by Michael McKenna to table this matter until the September 2, 2014, meeting. Motion carried 5-0.

XI. Announcements

Mr. Rieger- Following tonight's meeting, Mrs. Hartranft, Chief Shupp, Mrs. Krasnansky, and I will be participating in the ALS Challenge.

Mr. Payung- The Route 412 Meeting with PennDOT is August 20, 2014. I would request that staff resend the BBRP survey before Wednesday so we can gather more information for the meeting. Many businesses were not aware of the survey.

Mrs. Hartranft indicated she would re-send the survey to all registered businesses in the borough the following day.

XII. Executive Session

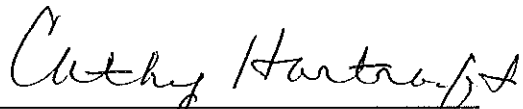
Motion made by Joseph Pampanin, seconded by Michael McKenna, to adjourn to Executive Session at 8:18 p.m. The Executive Session is being held to discuss personnel.

Council reconvened at 8:44 p.m. Mr. Corriere reiterated that the Executive Session was held to discuss personnel matters.

XIII. Adjournment

Motion made by Herbert Payung, seconded by James Hill, to adjourn the meeting at 8:45 p.m. Motion carried 5-0.

Adopted by the Hellertown Borough Council this 2nd Day of September 2014.



Borough Secretary

HELLERTOWN POLICE DEPARTMENT MONTHLY REPORT

July 2014

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

During the month of July the Police received 425 calls for service. We did receive 5 Theft, 6 Domestic/Assault, 2 Fraud, 3 Criminal Mischief, 1 Robbery call and 6 traffic collision calls. We wrote 116 citations.

The Police Department filed 20 charges including 6 for Narcotics Possession, 4 for DUI and 2 for Public Intoxication.

Musikfest was quiet for us this year, we are assuming it was because of the new bus schedule LANTA implemented. Investigator Dattilio is working on the robbery at the Bank of America with the FBI and a task force made up of detectives from all jurisdictions that robberies occurred in. I will keep you apprised of any progress. The police officers are no longer at the traffic lights on Route 412 due to PennDOT feeling the need is no longer there. Any questions or concerns please feel free to stop in or call.

Chief Robert Shupp III

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 plash 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 August 2014

Local permits issued: 13
BIA permits issued: 12

Residential Rental Inspections completed: (3)

802 Maple-pass, 27 Ackerman-pass, 1138 Furnace-pass

Complaints received from citizens, public works, and police: 11

Violation Letters Mailed: 6

Citations: 805 Magnolia-failure to renew rental license, 1046 3rd Ave-failure to renew rental license,

Planning Commission activity:

60 Main St., Neighbor's Nursery Retail Space Site Plan

-Waiver request of preliminary plan review and approval

-Final plan approval conditioned upon BIA's 8/11/14 review letter, payment of recreation fee, Improvements Agreement

33 Penn St., Proposed Residential Addition Land Development

-Waiver request of preliminary plan review and approval

-Waiver of SALDO 390-17B(5) – requiring plans to be signed by a certified engineer

-Final plan approval conditioned upon BIA's review letter, payment of recreation fee, Improvements Agreement

ZHB activity: none

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

1 Planning Commission

Court Appearances: 0

Other Information: Velas property- Grass was cut last week. I forwarded our solicitor a list of items that still need to be completed according to the court order.

Business Activity: (1109 Main St.)Lighthouse Laundry-mew business, (837 Main)Re-Runs Thrift Store-out of business