

Borough of Hellertown
Council Meeting Minutes
Monday, January 22, 2019

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

II. Pledge - All

III. Roll Call – Cathy Hartranft

Earl Hill-	Present
James Hill-	Present
Andrew Hughes-	Present
Michael McKenna-	Present
Thomas Rieger-	Present
Gil Stauffer-	Present
Philip Weber-	Present
Mayor Heintzelman-	Present

Also in attendance were Michael Corriere, Tom Henshaw, Cathy Hartranft, Kris Russo, Chief Shupp, Bryan Smith, Tina Krasnansky, and Angie Bauer.

IV. Adoption of Meeting Agendum

Motion made by Philip Weber, seconded by Earl Hill, to adopt the meeting agendum as written. Motion carried 7-0.

V. Approval of Meeting Minutes

1. January 7, 2019
2. January 14, 2019

Motion made by Gil Stauffer, seconded by Michael McKenna, to approve the January 7, 2019, and January 14, 2019, meeting minutes as written. Motion carried 7-0.

A. Pre-Scheduled Appearances

1. Jessica O'Donnell, Lehigh Valley Chamber

Ms. O'Donnell thanked everyone who made Light-Up Night such a big success. There were approximately 4,500 people that attended the event. The Winter Restaurant Week was also successful with a few new participants this year.

The Chamber Banquet will be held on April 11, 2019, at the Steel Club. Community awards will be presented.

Jenna Bowman- The Chamber has four ribbon cuttings schedule for local businesses. February 5, 2019, is at the Springtown Inn; April 4, 2019, is at R.C. Moore Vintage; April 17, 2019, is the 50th Anniversary of the Hellertown Post Office; and April 25, 2019, is at Color Wheel Creations.

B. Agenda Items- None

C. Non-agenda Items

Shadiqua Hinson, 2590 Saucon Drive, Center Valley- I am currently experiencing extreme financial hardships and I made the mistake of parking on a snow emergency route during the last snow event. My car was towed and I had to borrow the money to get my car out of impound. I realize that there were other cars towed that evening and I see that they aren't present this evening. I am looking for understanding and am hoping that Council would consider refunding the towing expense.

Mr. Earl Hill- I don't see how we could refund only one person and not the others.

Mr. Rieger- I do understand your situation but Council needs to be fair and consistent. We did everything to inform the public about the snow emergency including postings on the website, Facebook, WFMZ, email blast, and an all-call.

Mr. Corriere was instructed to look into this matter.

VII. Reports from Elected Officials

A. President

Mr. Rieger- I will need an Executive Session to discuss potential litigation, contract personnel matters, and Police personnel matters.

B. Mayor

Mayor Heintzelman had nothing to report.

C. Council- None

VIII. Reports from Appointed Officials

A. Treasurer

1. December 2018

Motion made by Michael McKenna, seconded by Earl Hill, to receive the December 2018 Treasurer's Report. Motion carried 7-0.

B. Engineer

Mr. Smith had only agenda items to discuss.

C. Solicitor

Mr. Corriere had nothing to report.

D. Manager

Mrs. Hartranft had only agenda items to discuss.

E. Chief of Police

1. Monthly Report

Motion made by Michael McKenna, seconded by Gil Stauffer, to receive the Police Monthly Report and make a part of these minutes. Motion carried 7-0.

Chief Shupp- The Police will be having Block Watch meetings in February. February 22, 2019, will be held at 950 Front Street. February 27, 2019, will be held at 650 Northampton Street. Both meetings will begin at 7:00 p.m.

F. Public Works Director

1. Monthly Report

Motion made by Michael McKenna, seconded by Earl Hill, to receive the Public Works Monthly Report and make a part of these minutes. Motion carried 7-0.

G. Zoning/Codes Officer

1. Monthly Report

Motion made by Earl Hill, seconded by Philip Weber, to receive the Zoning and Code Enforcement Monthly Report and make a part of these minutes. Motion carried 7-0.

H. Fire Chief- None

I. Emergency Management- None

IX. Unfinished Business- None

X. New Business

1. Outstanding Obligations- Approval of Payments

Motion made by Gil Stauffer, seconded by Philip Weber, to approve the payments. Motion carried 7-0.

2. Discussion on Use of 2018 Uncommitted Northampton County Gaming Funds- Council Action

Mr. Rieger- Late last year, the Borough received \$31,440.00 in casino grant funding. In the past, we have used these funds to purchase police vehicles. We could also put it toward the new server for the police department.

Mrs. Hartranft- It would be more straightforward to use the funds to cover the police vehicle rather than have to use multiple funds to cover the server cost. The money has to be used by June 30, 2019.

Motion made by Michael McKenna, seconded by Earl Hill, to use remaining funds toward purchase of police vehicle. Motion carried 7-0.

3. Award Dimmick Park Playground Bid- Council Action

Mr. Smith- The Borough rebid this project and received 7 bids for the Dimmick Park Playground Project. The lowest bidder was E.F. Possinger and Sons in the amount of \$158,179.00. They are out of Bartonsville, PA. The bid included 3 alternates: Alternate 1 was for site furnishings, Alternate 2 was for equipment installation, and Alternate 3 was for safety surface and installation. Alternates 2 and 3 can be purchased through COSTARS. We are recommending Council consider awarding the base bid plus Alternate 1 and then ordering Alternate 2 and 3 through COSTARS for a total cost of \$519,000.00. That price includes engineering cost. The grant awarded was \$513,667.00.

Mrs. Hartranft- There is also additional money put aside in the Capital Fund for this project.

Mr. Smith- The safety surface is rubber based, washable, and filters the rain water. When choosing the color, keep in mind that the darker the color, the more heat is absorbed and it is hotter to the touch.

These bids came in about \$100,000.00 lower than the last time the project was bid. The only changes were to consolidate the site a bit, and install a swale instead of a retaining wall.

Motion made by Philip Weber, seconded by Michael McKenna, to award the project to E.F. Possinger in the amount of \$174,699.00. Mr. Smith will send a rendering for the website. Motion carried 7-0.

4. Approval for Saucon Valley Partnership To Conduct Public Survey Through the Month of February To Choose Trick-or-Treat Date-
Council Action

Mr. Rieger- At the last Partnership meeting, it was recommended that a survey be completed to let the residents choose the date for Trick-or-Treat. Lower Saucon Township is in agreement with the survey.

Motion made by Philip Weber, seconded by Michael McKenna, to allow the survey. The results will be announced March 4, 2019. Motion carried 7-0.

5. Approval to Increase Treasurer's Bond from \$175,000.00 to \$400,000.00- Council Action

Mrs. Hartranft- Council directed staff to look into the cost to increase the Treasurer's Bond to \$400,000.00. The quote we received was \$1,563.00, which is an increase of \$969.00. This is Council's decision. It is not a recommended action per the GFOA or our auditor. Ms. Krasnansky is also covered under the employee dishonestly bond of one-million dollars. For many years, the Treasurer was an outside employee. We kept the bond once Ms. Krasnansky took over the position.

Motion made by Michael McKenna to table this item until staff can get a formal outline on the coverage and until after the audit is complete. Motion carried 7-0.

6. Approval to Purchase 14 Foot Panel Holiday Tree With 3 Foot Star and LED Lighting- Council Action

Mayor Heintzelman- This year the Borough was blessed to have a tree donated for Light-Up Night. I am not sure if Council wishes to try and get another tree donated this year.

Mrs. Hartranft- The cost for the 14 foot panel tree is \$3,400.00. It comes with a stand and is easy for Public Works to erect. The tree can be added to over time to increase the size if Council wishes. There is \$10,000.00 in the Capital Fund for holiday decorations.

Mr. Henshaw- The trees are currently 15 percent off and we have room to store it.

Motion made by Earl Hill, seconded by Philip Weber, to approve the purchase of the panel holiday tree. Motion carried 7-0.

7. Approval of Special Event Request for Relay for Life, May 31-June 1, 2019- Council Action
8. Approval of Special Event Request for Sassy Massy 5K Run/Walk, May 5, 2019- Council Action

Mr. Henshaw- I want to bring up for discussion fees that should be passed onto non-Borough funded events. Most special events get waivers of the fees and the Borough must cover the personnel costs.

Motion made by Earl Hill, seconded by Philip Weber, to have the pavilion rental, pavilion security, and approximate cost of requested personnel paid by non-Borough events. The costs are only intended to cover expenses, not make a profit. The decision on personnel must be made when the application is submitted. There will be no waivers. A policy will be created for adoption at the next Council meeting. Motion carried 7-0.

Motion made by Philip Weber, seconded by Andrew Hughes, approve the special event requests and not impose any fees. Motion carried 7-0.

XI Announcements

XII. Executive Session

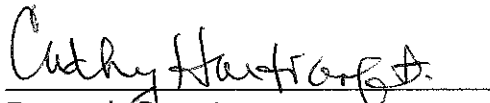
Motion made by Michael McKenna, seconded by Philip Weber, to adjourn to Executive Session at 8:01 p.m. Mr. Corriere advised that the Executive Session personnel matters and potential litigation. Motion carried 7-0.

Council reconvened from Executive Session at 9:00 p.m. Mr. Corriere reiterated that the Executive Session was held to discuss personnel matters and potential litigation.

XIII. Adjournment

Motion made by Michael McKenna, seconded by Earl Hill, to adjourn the meeting at 9:05 p.m. Motion carried 7-0.

Adopted by the Hellertown Borough Council this 4th Day of February 2019.


Borough Secretary

HELLERTOWN POLICE DEPARTMENT MONTHLY REPORT

December 2018

This is the monthly report for the Hellertown Police Department from December 1st through December 31st, 2018.

During the month of December the Police received 343 calls for service. We did receive 3 Theft, 8 Domestic/Assault, 3 Fraud, 1 Warrant and 13 traffic collision calls. We wrote 107 citations.

The Police Department filed 40 charges including 23 for Narcotics Possession, 3 for DUI, 1 for Assault/Domestic and 1 for Prowling at Night.

In December any and all certifications that needed to be completed were done. December was way above average for us in regards to arrests and citations. Myself and the Mayor took part in "Mayor for a Day" and it was a lot of fun. You will receive my yearly report at the next council meeting which will outline our 2018 statistics as well as any new ideas for 2019.

Happy New Year,

Chief

**PUBLIC WORKS AND PARKS DEPARTMENT
MONTHLY REPORT
DECEMBER 2018**

1 Activity Completed

12/1 Sat. called out for smoke alarm in Borough Hall basement, found 12 in. of water in basement. Pumped out water and removed damaged boxes. Installed new pump and wiring in manhole for perimeter drain. Blew leaves out around Plaza and cleaned out fountain. Replaced emergency light on # 8 pickup. Hauled away leaf pile in Dimmick Park. Cleaned out fountain in park and installed heater in pump house. Moved football bleachers and cleaned up leaf piles. Put barricades in Harris alley for demolition mishap. Met with Powerco service man to replace cab filters in both loaders. Posted and cleaned up leaves around car on Wagner for collection. Started servicing, washing and waxing all pickups. Double garbage route 12/26. Winterized Dimmick Park restroom. Installed new wheel hub on #13 front right wheel.

2 Other

Continued blowing out and vacuuming leaves in parks. Cleaned shops and lunch room weekly. Set temp. HP sign at 40 Kichline Ave and collected leaf bags. Filled in pothole at Crossroads. Hauled sweepings to compost center and topsoil to grist mill. Cleaned out wash bay pit. Cleaned out Willow Rd. swale. Swept Main and misc. streets. Filled dog waste bag dispensers weekly. Cleared mill race and Grist Mill pond grates weekly. Stocked paper products in Borough Hall. Cleaned catch basins.

3 PROJECTS WORKED ON/COMPLETED DURING THE MONTH

Changed main broom on sweeper. Continued leaf collection. Pushed up piles at Compost Center weekly. Ordered and bought filters and oil to service trucks and tractors. Replaced universal joint on #6 pickup. Blew out truck bays and scap metal area for clean up. Loaded and then emptied and cleaned 2 salt trucks next day. Replaced 14 orange light bulbs on wreaths. Serviced bucket truck. Moved basement high water alarm to Borough Hall lobby. Fixed broken lock on mens room door in Dimmick park. Installed sump pump in conversion box at pool.

4 MEETINGS

Council Meeting.
Meeting with Manager, misc. Borough business.

5 OTHER

Emptied trash barrels on every Fri



BOROUGH OF HELLERTOWN

Zoning and Codes Office

685 Main Street

Hellertown, Pennsylvania 18055-1745

Hellertownborough.org

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

2019 Monthly Report Dec 31-Jan 21

Local Permits Issued:	12
BIA Permits Issued:	3
Sidewalk Inspections:	1
Residential Rental Inspections:	5
Fire Inspections:	0
Service Requests/Complaints	14
Citations:	0
Planning Commission activity:	None
ZHB activity:	None
Meetings/Classes attended:	1 Borough Council 0 Z.H.B. 0 Planning Commission 1 Chamber Roundtable Discussion
Court Appearances:	0
Other Information:	
Business Activity:	None

Borough of Hellertown

01/21/2019

Monthly Permit Report

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FOR PERMITS ISSUED BETWEEN 12/31/2018 AND 1/21/2019

DATE PERMIT	PERMIT #	OWNER	PROPERTY ADDRESS	PARCEL	EST VALUE	
1/2/2019	Z-190002	DORTIC, DANIEL P And LISA A,	462 FRONT ST	Q7SW3A-1-1	\$200.00	\$25.00
	Zoning	Sign Permit				
1/2/2019	Z-190000	FREY, WILLIAM T,	1005 1ST AVE	Q7SW2A-3-15	\$2,200.00	\$50.00
	Zoning	Sidewalk				
1/2/2019	Y-190001	MCCORMICK, THOMAS And REGIN	115 BEECH CIR	Q7SE4D-6-3F	\$0.00	\$25.00
	Shade	Removal				
1/2/2019	D-190003	DENNIS, STEVEN J And MINYI SHIH,	944 BIRCH RD	Q7SE1D-2-5	\$0.00	\$75.00
	Dumpster	Dumpster Permit				
1/7/2019	Z-190010	WOODRUFF, S CLARKE,	800 MAIN ST	Q7SW2D-2-2	\$0.00	\$25.00
	Zoning	Banner Sign Permit				
1/7/2019	Z-190009	HEINTZELMAN, DAVID J,	415 FRONT ST	Q7SW3A-2-18	\$6,800.00	\$100.00
	Zoning	Sidewalk				
1/7/2019	Z-190008	SANDERS MICHAEL And PAMELA,	216 CEDAR RD	Q7SE4A-7-12	\$650.00	\$25.00
	Zoning	Sidewalk				
1/7/2019	Y-190007	YOUNG, ELISE,	517 E SAUCON ST	Q7SW3B-5-8	\$0.00	\$25.00
	Shade	Removal				
1/8/2019	D-190013	FREY, WILLIAM T,	1005 1ST AVE	Q7SW2A-3-15	\$0.00	\$75.00
	Dumpster	Pod Permit				
1/11/2019	Z-190020	CROWN FOREST LLC,	1160 MAIN ST	Q7NW3D-8-5	\$1,831.00	\$50.00
	Zoning	Sign Permit				
1/17/2019	Z-190024	LEHR, JEREMY A And SHANNON M,	1030 NEW JERSEY AVE	Q7SW2B-8-4	\$4,420.00	\$75.00
	Zoning	Fence				
1/21/2019	Z-190026	FASCHNAUT LLC,	1222 MAIN ST	Q7NW3D-4-11	\$955.00	\$25.00
	Zoning	Sign Permit				

TOTAL NUMBER OF PERMITS: 12
 TOTAL ESTIMATED VALUE: \$17,056.00
 TOTAL PERMIT FEES: \$575.00

Summary by Type

Borough of Hellertown
Monthly Permit Report

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FOR PERMITS ISSUED BETWEEN 12/31/2018 AND 1/21/2019

DATE PERMIT	PERMIT #	OWNER	PROPERTY ADDRESS	PARCEL	EST VALUE
1/7/2019	F-190012	POLIZZANO, KIMBERLEY E And KA	1071 1ST AVE	Q7SW2A-3-24	\$6,200.00
	Roof	Roof-Residential			\$79.50
1/7/2019	E-190011	BREINER, NATHAN A. And LINDSEY	430 FRONT ST	Q7SW3A-1-4	\$1,000.00
	Elect	New Panel			\$79.50
1/11/2019	P-190019	HEILMAN, THOMAS R And LINDA M.	215 CONSTITUTION AVE	Q7SE4A-10-7	\$0.00
	Plumbing	Residential			\$74.50

TOTAL NUMBER OF PERMITS: 3
TOTAL ESTIMATED VALUE: \$7,200.00
TOTAL PERMIT FEES: \$233.50

Summary by Type

2 Residential

Borough of Hellertown
Monthly Permit Report

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FOR PERMITS ISSUED BETWEEN 12/31/2018 AND 1/21/2019

DATE PERMIT	PERMIT #	OWNER	PROPERTY ADDRESS	PARCEL	EST VALUE
1/21/2019	S-190027	SNYDER, TERRY LEE, Sidewalk And Curb Inspection Application	1085 EASTON RD	Q7SW2B-3-13	\$0.00 \$25.00

TOTAL NUMBER OF PERMITS: 1
TOTAL ESTIMATED VALUE: \$0.00
TOTAL PERMIT FEES: \$25.00

Summary by Type