

Borough of Hellertown
Council Meeting Minutes
Monday, July 1, 2019

- I. Call to Order – Thomas Rieger, 7:00 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, Barry Yonney, Cathy Hartranft, Angie Thiede, Tina Krasnansky, Cpl. Donato, Bryan Smith, and Kris Russo. Chief Shupp was absent with prior notification.

- IV. Adoption of Meeting Agendum

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

- V. Approval of Meeting Minutes

- 1. June 17, 2019

Motion made by Philip Weber, seconded by Gil Stauffer, to approve the June 17, 2019, meeting minutes as written. Motion carried 6-0 (James Hill abstained).

VI. Courtesies of the Floor

A. Pre-Scheduled Appearances

1. Bryan Cantor, QPA and QKA; Lee Pace, Senior VP; Luke Chassard, Business Services Officer- Review of BB&T Collateralized Deposit Program

Mr. Pace- We proposed the creation of a custody account with an attractive interest rate of 2.24 percent. The rate is set the 15th of each month. We are able to offer this rate with pooled collateral. This would not be used as a regular account. This would be money that is not going to be immediately used. There are no fees for the use of this account and the funds can be easily moved up to two times per month at no charge. There is also no time limit that the funds have to remain in the account.

Mr. Rieger- These would be the funds like the Capital Fund and the emergency reserve.

Motion made by Andrew Hughes, seconded by Gil Stauffer, to execute account documents required to open the custody account. Motion carried 7-0.

2. Lauren Sufleta, Hellertown Borough Authority- Presentation of 2018 Audit

Ms. Sufleta- There were no issues with the audit. The Authority was positive net in Water and negative net in Sewage due to increased disposal costs.

The Authority will be participating in a sanitation sewer evaluation and will also begin replacing MIUs.

Motion made by Michael McKenna, seconded by Earl Hill, to accept the 2018 Borough Authority audit. Motion carried 7-0.

3. Rogelio Castillo- Discussion on Proposed Hellertown Fest

Mr. Castillo- I am looking to host a Hellertown Fest each season on Main Street between Penn Street and Water Street. I was looking to hold the first one on a Sunday in August from 9:00 a.m. to 1:00 p.m. There would be food trucks, artists, and music to get more foot traffic on Main Street. We have already asked Wells Fargo for permission to use their parking lot. A portion of the proceeds received will be donated to charity.

Mr. Russo- Our Mobile Vending ordinance does not allow for parking of food trucks within 250 feet of another restaurant.

Mayor Heintzelman also noted a conflict with the church service at St. Paul.

Mr. Corriere will look into the possibility of a wavier to the mobile vending ordinance.

Council is recommending having the first event after the Water Street Bridge is completed in September.

B. Agenda Items- None

C. Non-agenda Items

VII. Reports from Elected Officials

A. President

Mr. Rieger requested an Executive Session to discuss personnel matters and litigation.

B. Mayor

Mayor Heintzelman- A Bike Ride with Police will be held on August 8, 2019, at Water Street Park.

National Night Out will be held in Dimmick Park on August 6, 2019, from 5:00 p.m. to 8:00 p.m.

C. Council

Council had nothing to report.

VIII. Reports from Appointed Officials

A. Treasurer- None

B. Engineer

1. Report

Mr. Smith- The contractor for the Water Street Streetscape Project has nearly completed the punchlist items and did replace the section of sidewalk.

The Water Street Bridge is scheduled to be closed from July 11, 2019 to September 9, 2019.

The second phase of the Water Street Streetscape Project will go out to bid shortly.

The playground landscaping will be finalized soon.

2. Authorization to Bid Dimmick Park ADA Ramp Project

Mr. Smith- CDBG funds were received for this project to complete ADA work in the parking lot and install a ramp to the pavilion. The project is fully funded. Bids will be due August 2, 2019.

Motion made by Michael McKenna, seconded by Earl Hill, to bid the project with a start date no sooner than October 1, 2019. Motion carried 7-0.

3. Authorization to Apply for CIPP Grant to Replace Stairs and Green the Swale at Dimmick Park- Council Action

Mr. Smith- This grant requires a 50 percent match of \$85,150.00. It would be used to replace the stairs up to the East End Field with concrete stairs and green the swale in accordance with the MS-4 plan. This project would be completed in 2020 so the match can be a budgeted item.

Motion made by Michael McKenna, seconded by Earl Hill, to apply for the CIPP grant. Motion carried 7-0.

C. Solicitor

Mr. Corriere also requested an Executive Session.

D. Manager

Mrs. Hartranft- There are still vendor spaces available for Community Day. We have about 80 vendors signed up so far.

We have advertised the Sanitation Crewman position and will bring a recommendation for hire at the next meeting.

E. Chief of Police

Chief Shupp was not present for the meeting.

F. Public Works Director

Mr. Yonney- Public Works removed four dead trees in the parks. We also fixed the batting cage due to storm damage.

The paving and blacktop projects have been completed. We will try to paint the crosswalks and stop bars this month.

Mr. Yonney requested that the Dewey Fire Company park on the blacktopped areas for the touch a truck event as to not damage the field.

G. Zoning/Codes Officer

Mr. Russo had only agenda items to discuss.

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. Presentation of 2018 Final Audit- Council Action

Mrs. Hartranft- This was our first audit completed by Zelenkofske Axelrod. It went very well. There were no findings or recommendations and very few adjusting journal entries. This item will be placed on the agenda for next meeting for approval.

3. Adoption of Ordinance 830, Restricting the Growing of Running Bamboo- Council Action

Motion made by Philip Weber, seconded by Gil Stauffer, to adopt Ordinance 830. Motion carried 7-0.

4. Adoption of Ordinance 831, Establishing No Parking on Portions of the South Side of Cherry Lane- Council Action

Motion made by Philip Weber, seconded by Michael McKenna, to adopt Ordinance 831. Motion carried 7-0.

5. Discussion of Variance Request from American Legion, 935 Main Street

Mr. Russo- The American Legion has submitted an application to the Zoning Hearing Board to request a variance to allow a new digital sign. Those signs are not permitted in their Zoning District due to its proximity to residences. Currently under our ordinance, a digital sign is only permitted in the Shopping Center and Highway Commercial Districts and is required to be further than 100 feet from a residence.

Commander Medei- The sign will not contain any advertisements. It will remain in "static" mode and will only be used to promote Legion events.

Mr. Weber- This is not the first time this issue has come up. I feel it is time to revisit the ordinance for any needed updates. Mrs. Hartranft suggested having the Planning Commission review the ordinance.

Mr. Rieger- Council may offer support or non-support of this project to the Zoning Hearing Board.

Motion made by Andrew Hughes, seconded by Michael McKenna, to support the variance with the conditions set forth by the Commander. Motion carried 6-1 (James Hill opposed).

Motion made by Michael McKenna, seconded by James Hill, to have the Planning Commission review the ordinance and recommend any change. Motion carried 7-0.

6. Authorization to Request Multi-Modal Transportation Fund Grant for Two Saucon Rail Trail Connections and Adoption of Resolution 19-10- Council Action

Mr. Smith- There is the potential for 100 percent funding for this project. It would include a Rapid Flasher at Walnut Street, Lighted Crosswalk at Main Street and Polk Valley Road, and sidewalk improvements to the school and also on Main Street to the shopping center. There will be a trail crossing at Tumminello Park. There is a possibility of only partial funding. If that is the case, we can reduce the scope of work.

Motion made by Philip Weber, seconded by Earl Hill, to adopt Resolution 19-10 and proceed with the grant application. Motion carried 7-0.

7. Approval of Payment Application #1 to E.F. Prossinger & Sons in the Amount of \$164,976.30 for the Dimmick Park Playground Project- Council Action

Mr. Smith- The project is nearly complete. This bill is for approximately two-thirds of the project.

Motion made by Earl Hill, seconded by Philip Weber, to approve Payment #1 to E.F. Prossinger & Sons. Motion carried 7-0.

8. Authorization to Allow Free Swim Lessons at Hellertown Community Pool- Council Action

Motion made by Michael McKenna, seconded by James Hill, to allow free swim lessons at the pool on July 20, July 27, August 10, and August 17. Lessons are to be held prior to the normal operating hours of the pool. Motion carried 7-0.

9. Accept Resignation of William Hillanbrand from the Civil Service Commission and Authorization to Advertise the Vacancy- Council Action

Mr. Rieger- Mr. Hillanbrand has served on our Civil Service Commission for the last 17 years. He is now going to be retiring and moving out of the area.

Motion made by James Hill, seconded by Earl Hill, to accept his resignation with regret and best wishes. Staff will advertise the vacancy. Motion carried 7-0.

10. Approval of Special Event Request for Harvest Fest, September 21, 2019, from 12:00 p.m. to 6:00 p.m.- Council Action

Rob Grim- The festival is very similar to previous years. The one change is that it had previously been co-chaired by South Italy Imports and Lost Tavern Brewing. Moving forward, it will be chaired solely by Lost Tavern Brewing.

Mrs. Hartranft- As in previous years, there will be police presence at the festival with the cost being reimbursed by Lost Tavern Brewing.

Motion made by Earl Hill, seconded by James Hill, to approval the special event request for Harvest Fest. Motion carried 7-0.

11. Approval of Payment to Bracalente Construction in the Amount of \$146,639.92 for 2019 Paving Project- Council Action

Motion made by Philip Weber, seconded by Gil Stauffer, to approve payment in the amount of \$146,639.92 to Bracalente Construction. Motion carried 7-0.

XI Announcements- None

XII. Executive Session

Motion made by Earl Hill, seconded by James Hill, to adjourn to Executive Session at 8:26 p.m. Motion carried 7-0.

Mr. Corriere advised that the Executive Session is to discuss litigation and personnel matters.

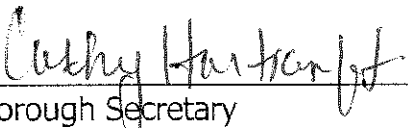
Council reconvened from Executive Session at 8:50 p.m. Mr. Corriere reiterated that the Executive Session was held to discuss potential litigation and personnel matters.

Motion made by Earl Hill, seconded by Gil Stauffer, to authorize Mrs. Hartranft to advertise a Sanitation Laborer position. Motion carried 6-0.

XIII. Adjournment

Motion made by Earl Hill, seconded by Michael McKenna, to adjourn the meeting at 8:52 p.m. Motion carried 7-0.

Adopted by the Hellertown Borough Council this 15th Day of July 2019.



Borough Secretary