

Borough of Hellertown  
Council Meeting Minutes  
Monday, September 16, 2019

**An Executive Session Was Held Prior To The Meeting at 6:30 P.M. To Discuss Potential Litigation.**

- 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, Chief Shupp, Bryan Smith, Tina Krasnansky, and Kris Russo.

- IV. Adoption of Meeting Agendum

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

- V. Approval of Meeting Minutes

- 1. September 3, 2019

Motion made by Michael McKenna, seconded by Philip Weber, to approve the September 3, 2019, meeting minutes as written. Motion carried 6-0 (Earl Hill abstained).

**\*\*\*\*Swearing-In of Colin Hannis as Part-Time Police Officer \*\*\*\***

Motion made by Andrew Hughes, seconded by Michael McKenna, to hire Colin Hannis as a part-time police officer. Motion carried 7-0.

Mayor Heintzelman administered the Oath of Office to Mr. Hannis.

VI. Courtesies of the Floor

A. Pre-Scheduled Appearances

1. Lamont McClure, Northampton County Executive- Presentation of Check for CDBG Funding

Mr. McClure presented a CDBG Funding check to the Borough in the amount of \$40,000.00 for ADA Accessibility at Authority Park.

2. James Rosenberger- Presentation of Proposal to Use Pa DEP Driving PA Forward Grant Program to Fund the Installation of Electric Vehicle Charging Station

Mr. Rosenberger- I am a resident of Lower Saucon Township and an electric vehicle driver. I would like to recommend applying for grant funding to install an EV charging station in the Borough. People who have electric vehicles go where charging is available. The Borough has the opportunity to receive 100 percent funding. The equipment is purchased through Sourcewell. The deadline to apply is December 31, 2019, and the Borough would have 180 days to install the charging station. The Borough would need to pay upfront and then they would be eligible for funding upon completion. The only cost that is not included during the first 3 years would be the cost of the electric. Charge Point would be responsible for the maintenance during that time.

Motion made by Gil Stauffer, seconded by Earl Hill, to have staff work with Mr. Rosenberger to come up with location options and an estimated cost of the electric. Motion carried 7-0.

B. Agenda Items- None

C. Non-agenda Items

Janice Repyneck made a complaint to Council regarding her neighbor bringing business garbage and recycling into the Borough for disposal.

Mr. Russo is aware of the situation but the refuse is being brought in after dark.

Mr. Rieger requested the Police to help out and look at it during the night so they can be properly cited if necessary.

Kim and Joe Fleming, 929 Easton Road, came to express concerns over their neighbor's living conditions.

Mr. Russo is aware of the situation and has reached out to the property owner.

VII. Reports from Elected Officials

A. President

Mr. Rieger- I attended the Leithsville Car Show for Mayor Heintzelman.

We have completed another successful summer of the Music in the Park series and are already working on next year's lineup.

The Hometown Heroes Project will be brought before Council at the October 7, 2019, meeting.

B. Mayor

Mayor Heintzelman- I have been challenged by Easton Mayor, Sal Panto, to a cook off at Garlic Fest. I have accepted the challenge and will be bringing a chef to cook a garlic dish for judging on October 6, 2019.

C. Council

Council had nothing to report.

VIII. Reports from Appointed Officials

A. Treasurer

1. August 2019 Treasurer's Report
2. August 2019 Statement of Revenues and Expenditures

Motion made by Michael McKenna, seconded by Philip Weber, to receive the August 2019 Treasurer's Report and Statement of Revenues and Expenditures. Motion carried 7-0.

B. Engineer

Mr. Smith had only agenda items to discuss

C. Solicitor

Mr. Corriere had only agenda items to discuss.

D. Manager

Mrs. Hartranft had only agenda items to discuss.

E. Chief of Police

1. Monthly Report

Motion made by Andrew Hughes, seconded by Earl Hill, to receive the Police Monthly Report and make a part of these minutes. Motion carried 7-0.

Mr. Hughes noticed that the this year's call volume is about the same as it was 4 years ago which is about a 25 percent call increase from last year. He wondered if Chief Shupp could explain the increase. Chief Shupp attributed the rise in calls to more people coming to town but noted that the department's case closure rate has remained the same.

F. Public Works Director

1. Monthly Report

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

Mr. Yonney- The 2019 Fall Yard Waste Collection will begin next week following the normal garbage schedule. Everything must be bagged, bundled, or tied. Public Works will also be taking the leaf picker out as needed.

G. Zoning/Codes Officer

1. Monthly Report

Motion made by Philip Weber, seconded by Michael McKenna, 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- None

IX. Unfinished Business

1. Review and Discussion on Codes Used to Enforce Property Maintenance and Junked/Abandoned Vehicles

Chief Shupp- The Police Department has broken the town into sections to enforce the junked/abandoned vehicles ordinance. One of the sections has been completed and there were twenty-three violations found. Three have already been rectified. The town should be completed by September. Residents are encouraged to be proactive and remove the vehicles.

Mr. Rieger will do an educational email blast.

X. New Business

1. Outstanding Obligations- Approval of Payments

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

2. Adoption of Ordinance 832, Fire Losses- Council Action

Motion made by Michael McKenna, seconded by Andrew Hughes, to adopt Ordinance 832. Motion carried 7-0.

3. Approval of the 2020 Non-Uniform Employees' Pension Plan Minimum Municipal Obligation- Council Action

Mrs. Hartranft- The 2020 Non-Uniform Employees' Pension Plan Minimum Municipal Obligation will be \$15,340.60. The cost is covered by employee contributions.

Motion made by Michael McKenna, seconded by Philip Weber, to approve the 2020 MMO. Motion carried 7-0.

4. Approval of the 2020 Uniform Employees' Pension Plan Minimum Municipal Obligation- Council Action

Mr. Corriere- The 2020 Uniform Employees' Pension Plan Minimum Municipal Obligation will be \$178,446.12. Employee contributions will cover \$32,529.32. State Aid will cover a portion of the remaining amount and the rest has been budgeted for.

Motion made by Earl Hill, seconded by Philip Weber, to approve the 2020 Uniform MMO. Motion carried 7-0.

5. Authorization to Advertise Budget Work Sessions- Council Action

Mr. Rieger- Council is looking to have Budget Work Sessions on October 7, October 14, October 21, October 28, and November 4 (if needed). All sessions will begin at 6:00 p.m.

Motion made by Andrew Hughes, seconded by Gil Stauffer, to advertise the Budget Work Sessions. Motion carried 7-0.

6. Authorization to Bid Route 412 Pedestrian Improvements Project for Signalized Intersections and Water Street Pedestrian Improvements Project for Decorative Crosswalks and Sharrows- Council Action

Mr. Smith- The Borough was awarded grant funding to provide pedestrian countdowns and enhanced crosswalks at the four signalized intersections. Another grant was received to install sharrows and enhanced crosswalks on Water Street. We need Council authorization to bid the projects to proceed.

Motion made by Philip Weber, seconded by Earl Hill, to advertise the bids. Motion carried 7-0.

7. Award Bid for 2011 Crown Victoria- Council Action

Mr. Rieger- The 2011 Crown Victoria was placed on Municibid. The highest bid went to James Hill in the amount of \$900.00.

Motion made by Michael McKenna, seconded by Philip Weber, to award the bid for the 2011 Crown Victoria to James Hill. Motion carried 6-0 (James Hill abstained).

8. Authorization to Reject All Bids for the Dimmick Park ADA Walkway Improvements Project- Council Action

Mr. Smith- The bid was to provide ADA access including a ramp from the parking lot to the pavilion. The Borough was awarded \$40,000.00 in grant funding for the project. The lowest bid received was for \$108,250.00. We are recommending Council reject all bids and look for an alternative.

Motion made by Andrew Hughes, seconded by Earl Hill, to reject all bids. Motion carried 7-0.

XI Announcements- None

XII. Executive Session

Motion made by Michael McKenna, seconded by Philip Weber, to adjourn to Executive Session at 8:08 p.m. Motion carried 7-0.

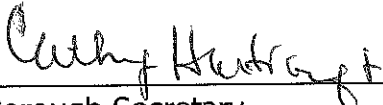
Mr. Corriere advised that the Executive Session is to discuss potential litigation and personnel matters.

Council reconvened from Executive Session at 8:30 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 8:35 p.m. Motion carried 7-0.

Adopted by the Hellertown Borough Council this 7<sup>th</sup> Day of October 2019.

  
\_\_\_\_\_  
Borough Secretary



# HELLERTOWN POLICE DEPARTMENT MONTHLY REPORT

## August 2019

This is the monthly report for the Hellertown Police Department from August 1st through August 31st, 2019.

During the month of August the Police received 652 calls for service. We did receive 8 Theft, 5 Domestic/Assault, 2 Fraud, 1 Unauthorized Use of a Motor Vehicle, 3 Sex Offense and 13 traffic collision calls. We wrote 116 citations.

The Police Department filed 38 charges including 10 for Narcotics Possession, 8 for DUI, 7 for Theft, 3 for Assault, 2 for Sex Offenses, 1 for Resisting Arrest and 1 for Unauthorized Use of a Motor Vehicle.

August was a busy month for us, our call volume was increased tremendously from last year. The guys did a great job investigating a stolen firearms case which resulted in the recovery of the firearm and an arrest. The guys also did a great job on some narcotics cases resulting in the arrests of a few people who we have been investigating. Any questions just call or stop in.

Chief Robert Shupp III

**PUBLIC WORKS AND PARKS DEPARTMENT  
MONTHLY REPORT  
AUGUST 2019**

**1 ACTIVITY COMPLETED**

- Installed Bike Repair Station at Water Street Park
- Cleaned Pool Daily
- Unloaded Replacement Slide for Dimmick
- Weeded and Watered Flowerbeds Weekly
- Repaired Leak at Authority Park Fountain
- Removed Graffiti at Tot Lots
- Set Up and Cleaned Up for Community Day & NNO
- Installed Rail Trail Signs
- Removed National Night Out Banners
- Patched and Blacktopped Alleys
- Closed Pool for the Season
- Serviced #2, #5, #9, #10, #13
- Scratch Coated Parking Lot At Gristmill

**2 OTHER**

- Installed Handicap Parking Sign at First UCC
- Cleaned shops and lunch room weekly.
- Cleaned Garbage Bay
- Picked Up Christmas Tree for Park
- Cleaned Catch Basins
- Cleaned Out Wash Bay Pit
- Swept Main and Misc. Streets.
- Filled Dog Waste Bags Weekly
- Stocked Paper Products in Borough Hall.
- Mulched Hight Street and Water Street Park Tot Lots
- Inspected Possible Poles for Hometown Hero Banners

**3 PROJECTS WORKED ON/COMPLETED DURING THE MONTH**

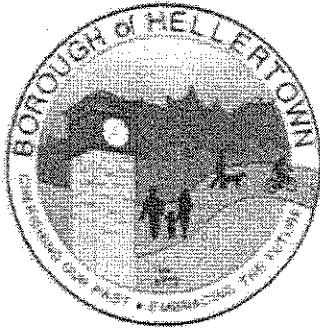
- Painted All Yellow Lines on Roads
- Removed Yellow Jacket Nest at Water Authority Park & Dimmick
- Trimmed Trees, Bushes, and Low Branches and Removed Trees
- Clean and Stock Park Bathrooms Daily
- Replaced 2 Manholes
- Continued Heat Taping Intersections
- Rolled Pondsides Parking Lot

**4 MEETINGS**

- Council Meetings
- Workman's Comp Inspection
- Light-Up Night Meeting

**5 OTHER**

- Emptied trash barrels on every twice per week
- Cut Grass At All Fields and Properties



# 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 Aug 8-Sep 12

Local Permits Issued:	14
BIA Permits Issued:	21
Sidewalk Inspections:	12
Residential Rental Inspections:	1
Fire Inspections:	11
Service Requests/Complaints	30

Citations: 0

Planning Commission activity:

ZHB activity:

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

Court Appearances: 0

Other Information: Junked Vehicles sweep underway by Police assisted by codes office

Business Activity: 648 Main St. Halo Hair and Beauty-opening soon  
766 Main St. Lloyd Tactical-opening soon

Borough of Hellertown  
Monthly Permit Report

09/12/2019  
2:05 PM  
Page 1 of 2

FOR PERMITS ISSUED BETWEEN 8/8/2019 AND 9/12/2019

DATE PERMIT	PERMIT #	OWNER	PROPERTY ADDRESS	PARCEL	EST VALUE	
8/12/2019	Z-190347	TORR, MICHAEL C,	232 E HIGH ST	Q7NW3B-5-4	\$2,000.00	\$50.00
	Zoning	Fence				
8/12/2019	Y-190352	SEARFOSS, KENNETH W JR And CI	640 DELAWARE AVE	Q7SW2C-6-2	\$0.00	\$25.00
	Shade	Removal				
8/12/2019	D-190351	KRUG, PAUL E And ADA E M,	46 W SAUCON ST	Q7SW3A-6-1	\$0.00	\$75.00
	Dumpster	Dumpster Permit				
8/21/2019	Z-190365	FREY, EDWARD E And DONNA M,	1466 HILLCREST CT	Q7NW3B-8-1G	\$7,200.00	\$100.00
	Zoning	Fence				
8/21/2019	Z-190364	ZIEGLER, SCOTT A And HELEN L,	71 BACHMAN ST	Q7NW3D-4-23	\$1,645.00	\$50.00
	Zoning	Swimming Pool				
8/21/2019	Y-190366	CURTO JAMIEL D,	538 WILLOW RD	Q7SE1D-2-10	\$0.00	\$25.00
	Shade	Removal				
8/21/2019	D-190363	NEITH, DENISE H,	1065 1ST AVE	Q7SW2A-3-23	\$0.00	\$75.00
	Dumpster	Dumpster Permit				
8/23/2019	Z-190384	MILLETTS, JEFFREY M And KAREN E	541 ELLEN ST	Q7SW3C-4-11	\$0.00	\$25.00
	Zoning	Fence and Pool				
8/23/2019	Y-190380	MIALE, JOSEPH F,	932 JUNIPER RD	Q7SE1D-5-3	\$0.00	\$25.00
	Shade	Removal				
8/23/2019	M-190379	,			\$0.00	\$25.00
	MobileFood	Mobile Food License-1 Day				
8/26/2019	D-190393	MITTEN, JONATHAN W And CAROL	907 DETWEILER AVE	Q7SW2B-13-9	\$0.00	\$75.00
	Dumpster	Dumpster Permit				
8/27/2019	Z-190394	WARRELMANN DAWN R ET AL,	827 MAGNOLIA RD	Q7SE4A-3-4	\$8,150.00	\$100.00
	Zoning	Fence				
9/4/2019	Z-190398	ECKER, SARAH NICOLE KELLY,	204 DURHAM ST	Q7SW3B-3-2	\$900.00	\$25.00
	Zoning	Fence				
9/6/2019	Z-190403	KLINE, JUSTIN R And HOLLANDER,	812 MAIN ST	Q7SW2D-2-1	\$600.00	\$25.00
	Zoning	Sign Permit				

Borough of Hellertown  
Monthly Permit Report

09/12/2019  
2:05 PM  
Page 2 of 2

FOR PERMITS ISSUED BETWEEN 8/8/2019 AND 9/12/2019

DATE PERMIT	PERMIT #	OWNER	PROPERTY ADDRESS	PARCEL	EST VALUE
----------------	----------	-------	------------------	--------	-----------

TOTAL NUMBER OF PERMITS:	14
TOTAL ESTIMATED VALUE:	\$20,395.00
TOTAL PERMIT FEES:	\$700.00

Summary by Type

**Borough of Hellertown  
Monthly Permit Report**

09/12/2019

2:04 PM

Page 1 of 2

**FOR PERMITS ISSUED BETWEEN 8/8/2019 AND 9/12/2019**

DATE PERMIT	PERMIT #	OWNER	PROPERTY ADDRESS	PARCEL	EST VALUE	
8/20/2019	M-190362	ROSENBERGER, RUTHANN W,	1338 EASTON RD	Q7NW3B-13-2	\$8,000.00	\$109.50
		Mechanical Replacement-Residential				
8/20/2019	E-190361	CHASE, PATRICIA A,	123 KICHLINE AVE	Q7NW2D-3-6	\$5,000.00	\$134.50
		Elect Residential				
8/22/2019	P-190378	HESSE, GLENN E And CONNIE M,	85 KIERNAN AVE	Q7NW2D-5-36	\$0.00	\$74.50
		Plumbing Residential				
8/22/2019	B-190370	STAHLER, TRAVIS H And HEATHER	1115 1ST AVE	Q7NW3D-10-7	\$8,400.00	\$129.50
		Build Solar-Residential				
8/22/2019	B-190374	MITTEN, JONATHAN W And CAROL	907 DETWEILER AVE	Q7SW2B-13-9	\$12,500.00	\$229.50
		Build Addition-Residential				
8/22/2019	B-190375	HESSE, GLENN E And CONNIE M,	85 KIERNAN AVE	Q7NW2D-5-36	\$10,000.00	\$129.50
		Build Repair/Renovation-Residential				
8/22/2019	E-190371	STAHLER, TRAVIS H And HEATHER	1115 1ST AVE	Q7NW3D-10-7	\$33,840.00	\$79.50
		Elect Residential Solar				
8/22/2019	E-190372	CHASE, PATRICIA A,	123 KICHLINE AVE	Q7NW2D-3-6	\$6,265.00	\$94.50
		Elect Residential				
8/22/2019	E-190376	HESSE, GLENN E And CONNIE M,	85 KIERNAN AVE	Q7NW2D-5-36	\$4,200.00	\$84.50
		Elect Residential				
8/22/2019	M-190373	BROGLIE, CARLANN N,	1626 ILONA DR	Q7NW2C-4-25	\$10,350.00	\$74.50
		Mechanical Replacement-Residential				
8/22/2019	M-190377	HESSE, GLENN E And CONNIE M,	85 KIERNAN AVE	Q7NW2D-5-36	\$1,000.00	\$144.50
		Mechanical Replacement-Residential				
8/23/2019	E-190382	SANDERS, JOSHUA M And LINDSEY	1330 2ND AVE	Q7NW3D-3-1	\$1,000.00	\$79.50
		Elect Residential				
8/23/2019	E-190383	ZIEGLER, SCOTT A And HELEN L,	71 BACHMAN ST	Q7NW3D-4-23	\$760.00	\$84.50
		Elect Pool Wiring				
8/23/2019	E-190385	MILLETS, JEFFREY M And KAREN E	541 ELLEN ST	Q7SW3C-4-11	\$75.00	\$84.50
		Elect Pool Wiring				
8/23/2019	B-190381	ROBERTS, WILLIAM And BARBARA,	410 CHERRY LN	Q7NW2C-4-3A	\$2,500.00	\$129.50
		Build Repair/Renovation-Residential				
8/26/2019	E-190389	MITTEN, JONATHAN W And CAROL	907 DETWEILER AVE	Q7SW2B-13-9	\$1,000.00	\$79.50
		Elect Other Residential				
8/26/2019	M-190391	MITTEN, JONATHAN W And CAROL	907 DETWEILER AVE	Q7SW2B-13-9	\$5,000.00	\$104.50
		Mechanical Residential				
8/26/2019	P-190392	MITTEN, JONATHAN W And CAROL	907 DETWEILER AVE	Q7SW2B-13-9	\$0.00	\$74.50
		Plumbing Residential				
9/3/2019	E-190396	JARRAH, CHAD E,	1338 EASTON RD	Q7NW3B-13-2	\$4,000.00	\$84.50
		Elect Residential				

Borough of Hellertown  
Monthly Permit Report

09/12/2019  
2:04 PM  
Page 2 of 2

FOR PERMITS ISSUED BETWEEN 8/8/2019 AND 9/12/2019

DATE PERMIT	PERMIT #	OWNER	PROPERTY ADDRESS	PARCEL	EST VALUE
9/3/2019	M-190397	RUCH, ROBT R And ANGELINE A, Replacement-Residential	1015 DETWEILER AVE	Q7SW2B-8-7	\$7,600.00
9/6/2019	P-190402	JARRAH, CHAD E, Residential	1338 EASTON RD	Q7NW3B-13-2	\$0.00

TOTAL NUMBER OF PERMITS: 21  
TOTAL ESTIMATED VALUE: \$121,490.00  
TOTAL PERMIT FEES: \$2,154.50

Summary by Type

21 Residential

**Borough of Hellertown  
Monthly Permit Report**

09/12/2019  
2:05 PM  
Page 1 of 1

**FOR PERMITS ISSUED BETWEEN 8/8/2019 AND 9/12/2019**

DATE PERMIT	PERMIT.#	OWNER	PROPERTY ADDRESS	PARCEL	EST VALUE
8/12/2019	S-190350	GREIM, JARRETT A And METTIN, LY	1425 EASTON RD	Q7NW3B-10-11	\$0.00 \$25.00
	Sidelnspl	Sidewalk And Curb Inspection Application			
8/12/2019	S-190348	HERTZLER, COLLIN A,	223 W HIGH ST	Q7NW3A-3-16	\$0.00 \$25.00
	Sidelnspl	Sidewalk And Curb Inspection Application			
8/13/2019	S-190355	KATZ, JASON A,	326 DURHAM ST	Q7SW2C-8-3	\$0.00 \$25.00
	Sidelnspl	Sidewalk And Curb Inspection Application			
8/13/2019	S-190353	DOKLAN, JENNA LYNN And FRANK	129 W HIGH ST	Q7NW3A-3-12	\$0.00 \$25.00
	Sidelnspl	Sidewalk And Curb Inspection Application			
8/22/2019	S-190369	MASON, BRUCE H JR And MARY AN	465 FRONT ST	Q7SW2D-8-14	\$0.00 \$25.00
	Sidelnspl	Sidewalk And Curb Inspection Application			
8/26/2019	S-190390	MONOCACY GENERAL CONTRACTIN	96 KIERNAN AVE	Q7NW2D-7-35	\$0.00 \$25.00
	Sidelnspl	Sidewalk And Curb Inspection Application			
8/26/2019	S-190388	KEYSTONE SAVINGS ASSOCIATION,	0 FEHR ALLEY(National Pe	Q7SW2A-9-10	\$0.00 \$25.00
	Sidelnspl	Sidewalk And Curb Inspection Application			
8/26/2019	S-190387	SURE SHINE CAR WASH EXPRESS L	303-13 MAIN ST	Q7SW3A-7-1	\$0.00 \$25.00
	Sidelnspl	Sidewalk And Curb Inspection Application			
8/29/2019	S-190395	SHELBO, CHRISTOPHER D,	203 W HIGH ST	Q7NW3A-3-13	\$0.00 \$25.00
	Sidelnspl	Sidewalk And Curb Inspection Application			
9/4/2019	S-190399	FEDERAL NATIONAL MORTGAGE AS	214 CONSTITUTION AVE	Q7SE4A-8-14	\$0.00 \$25.00
	Sidelnspl	Sidewalk And Curb Inspection Application			
9/6/2019	S-190404	KEMMERER, LISA ANN,	218 FRONT ST	Q7SW3A-5-2	\$0.00 \$25.00
	Sidelnspl	Sidewalk And Curb Inspection Application			
9/11/2019	S-190408	MUSCHLITZ, BENJAMIN F And SAN	103 BEECH CIR	Q7SE4D-6-3E	\$0.00 \$25.00
	Sidelnspl	Sidewalk And Curb Inspection Application			

TOTAL NUMBER OF PERMITS: 12  
TOTAL ESTIMATED VALUE: \$0.00  
TOTAL PERMIT FEES: \$300.00

Summary by Type