

Borough of Hellertown
Council Meeting Minutes
Monday, March 2, 2020

- I. Call to Order – Thomas Rieger, 7:00 p.m.
- II. Pledge - All
- III. Roll Call – Cathy Hartranft

Earl Hill-	Present
James Hill-	Present
Matthew Marcincin-	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, Bryan Smith, Chief Shupp, and Kris Russo.

- IV. Adoption of Meeting Agendum

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

- V. Approval of Meeting Minutes

- 1. February 18, 2020

Motion made by Gil Stauffer, seconded by Earl Hill, to approve the February 18, 2020, meeting minutes as written. Motion carried 7-0.

VI. Courtesies of the Floor

A. Pre-Scheduled Appearances

1. Kim Brown, Saucon Valley Diamond Sports- Approval of 2020 User's Agreement and Request to Waive User's Fee- Council Action

Mr. Brown explained the Saucon Valley Diamond Sports will be spending approximately \$10,000.00 into the ball fields plus the upkeep of the field house. With the improvements to the fields, they are requesting that the User's Fees be waived for 2020.

Motion made by Earl Hill, seconded by Matthew Marcincin, to waiver the User's Fees for 2020. Motion carried 7-0.

2. Gail Nolf, Dewey Fire Company President- Request Donation Toward Fireworks- Council Action

Ms. Nolf introduced herself as the president of the Dewey Fire Company. She outlined plans and goals for the fire company, renovations to the club and hall, and discussed the carnival.

We have received a few donations toward the fireworks. The total cost of the show is \$11,460.00. I am asking Council for a \$4,000.00 donation.

Motion made by Michael McKenna to approve the request for donation.

Mr. Rieger noted that the Borough's donation policy requires a copy of the most recent audit. The Borough has not received 2018 and technically should be receiving 2019 shortly.

Motion died due to a lack of a second.

Motion made by James Hill to table this item. Motion carried 7-0.

B. Agenda Items- None

C. Non-agenda Items- None

VII. Reports from Elected Officials

A. President

Mr. Rieger had only agenda items to discuss.

B. Mayor

Mayor Heintzelman urged all users of the Saucon Rail Trail to pick up after their dogs.

Mayor Heintzelman- I received a letter from a Girl Scout Troop requesting the placement of a crosswalk at Tobias Drive and Walnut St. Meetings have been held with school personnel and the police departments. No crosswalk will be installed and officials are urging that all crossing should be done at the intersection at Walnut and Constitution where a crossing guard is present.

C. Hellertown Historical Society (Gil Stauffer)

Mr. Stauffer- The Easter Egg Hunt will be held on April 11, 2020.

D. Planning Commission (Philp Weber)

Mr. Weber- The Planning Commission heard plans for a subdivision on Hess Avenue, plans for 1618 Main to convert a single family home into a duplex, and the Kichline Avenue multi family development. Plans for 330 Linden Avenue were withdrawn.

E. Hellertown Area Library Board of Trustees (Matthew Marcincin)

Mr. Marcincin- The Friends of the Hellertown Library will begin fundraising for the Pave the Way Project. The project will be for improvements to the outside of the building.

F. Hellertown Borough Authority (Earl Hill)

Mr. Hill- The Hellertown Borough Authority received their new backhoe and vac truck.

G. Hellertown Chamber of Commerce (Tom Rieger)

Mr. Rieger- There will be a ribbon cutting for House and Land on April 23, 2020. As a fundraiser for the scholarship program, the Chamber will be hosting a March Madness Mixer and Dine and Donate.

The next small business roundtable will be held on April 11, 2020, at Braveheart.

H. Saucon Valley Partnership (Philip Weber/James Hill)

Mr. Weber- The Partnership discussed the Comprehensive Plan Update, LVIP 54 development on Easton Road, and proposed re-zoning of 2105 Creek Road in Bethlehem.

Mr. Rieger asked Mr. Smith about adding I78 directional signage on Cherry Lane. Mr. Smith noted that the Borough will be meeting with PennDOT regarding the signal at Main and Water Streets and will discuss the signage then.

I. Dewey Fire Company (Michael McKenna)

Mr. McKenna thanked all of the out-going officers of the Dewey Fire Company.

J. Saucon Rail Trail (Philip Weber)

Mr. Weber- The Saucon Rail Trail has not had a meeting since my last report.

K. Hellertown Civil Service Commission (James Hill)

Mr. Hill had nothing to report.

VIII. Reports from Appointed Officials

A. Treasurer- None

B. Engineer

Mr. Smith- Borough staff and I will be meeting with PennDOT to discuss Route 412 access in the Highway Commercial District.

C. Solicitor

Mr. Corriere had only agenda items to discuss.

D. Manager

Mrs. Hartranft- PennDOT installed the left turn arrow on the traffic signal at Main and Walnut Streets.

The Pool Committee met and is waiting on Saucon Valley announcing the last day of school so we can set an official opening date for the pool.

Teleco has completed One-Calls for the pedestrian improvements project. They should be starting work soon.

E. Chief of Police

Chief Shupp- New Car #2 was delivered. I am looking for permission to put old Car #2 out to bid.

Motion made by Michael McKenna, seconded by Philip Weber, to put old Car #2 out to bid. Motion carried 7-0.

F. Public Works Director

Mr. Yonney- Public Works will begin working on the floors in the stables. I would like Council's permission to park four vehicles in the lot across from the Post Office.

Motion made by Michael McKenna, seconded by Gil Stauffer, to allow the vehicles to be parked off-site. Motion carried 7-0.

G. Zoning/Codes Officer

Mr. Russo had nothing to report.

H. Fire Chief

Chief Maguire- Dewey Fire Company will be accepting dues in person on March 11, 2020.

The aerial part of the new fire truck will begin production shortly.

I. Emergency Management- None

IX. Unfinished Business- None

X. New Business

1. Outstanding Obligations- Approval of Payments

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

2. Adoption of Resolution 20-02, Designating Agent for Hazard Mitigation Grant- Council Action

Mrs. Hartranft- The Borough will be receiving a Hazard Mitigation Planning Grant in the amount of \$75,000.00 for improvements to the Silver Creek Corridor and must appoint an agent.

Motion made by Michael McKenna, seconded by Earl Hill, to appoint Mrs. Hartranft as designated agent for the grant. Motion carried 7-0.

3. Authorization to Advertise 2020 Road Paving Project- Council Action

Mr. Yonney- I held a meeting with U.G.I. to discuss the Road Paving Project. I would like to bid for paving on Ilona, Hillcrest, Delaware, Chestnut, and Thomas.

Motion made by Michael McKenna, seconded by Gil Stauffer, to advertise the bid for the 2020 Road Paving Project. Motion carried 7-0.

4. Authorization to Send Outstanding 2019 Real Estate Taxes to Northampton County Tax Claim- Council Action

Mr. Rieger- The amount outstanding is \$59,934.03.

Motion made by Matthew Marcincin, seconded by James Hill, to send outstanding 2019 Real Estate Taxes to Northampton County Tax Claim. Motion carried 7-0.

5. Authorization to Send 2019 Outstanding Sanitation/Recycling Assessments to Creditech- Council Action

Mr. Rieger- The amount outstanding is \$42,955.00.

Motion made by Michael McKenna, seconded by James Hill, to send outstanding 2019 Sanitation/Recycling Assessments to Creditech. Motion carried 7-0.

6. Authorization to Pay Dutchman Contracting Invoice in the Amount of \$60,396.00 for Compost Center Pole Building- Council Action

Mrs. Hartranft- The Borough of Hellertown and Lower Saucon Township both need to approve this payment. The funds will be coming out of the Compost Center account.

Motion made by Earl Hill, seconded by Gil Stauffer, to approve the invoice payment from the Compost Center account. Motion carried 7-0.

7. Authorization to Order 2020 International 10 Ton Truck With Plow. International Truck Body Cost is \$87,198.00. E.M. Kutz Bed, Spreader, and Plow Cost is \$62,491.00- Council Action

Mr. Yonney- I met with many truck manufacturers. The International truck is the only model that would fit in the stables. It takes about 11 months to get the truck so I would like to order it now for delivery in 2021. This truck would be replacing #7.

Mrs. Hartranft- This item is budgeted in the Capital Budget for 2021. We have been assured that we will not be billed for the truck until at least January 2021.

Motion made by Philip Weber, seconded by Earl Hill, to order the new truck. Motion carried 7-0.

8. Authorization to Pay \$300,000.00 Prepayment Deposit for Quint Firetruck- Council Action

Motion made by Earl Hill, seconded by Michael McKenna, to authorize the transfer of funds from the custody account to Fire Capital account and pay deposit. Motion carried 7-0.

9. Appointment of Voting Delegate and Alternate at PSAB Annual Conference- Council Action

Mrs. Hartranft- James Hill is already signed up to attend the conference.

Motion made by Michael McKenna, seconded by Earl Hill, to appoint James Hill as voting delegate. Motion carried 7-0.

10. Approval of 2020 User's Agreement for Saucon Valley Lacrosse- Council Action

Motion made by Philip Weber, seconded by Earl Hill, to approve the 2020 Saucon Valley Lacrosse User's Agreement. Motion carried 7-0.

Council Meeting Minutes

03/02/20

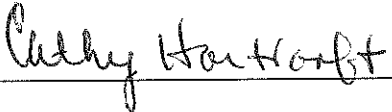
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XII. Executive Session- None

XIII. Adjournment

Motion made by Michael McKenna, seconded by James Hill, to adjourn the meeting at 8:13 p.m. Motion carried 7-0.

Adopted by the Hellertown Borough Council this 6th Day of April 2020.



Borough Secretary

HELLERTOWN POLICE DEPARTMENT MONTHLY REPORT

February 2020

This is the monthly report for the Hellertown Police Department from February 1st through February 29th, 2020.

During the month of February the Police received 481 calls for service. We did receive 5 Theft, 9 Domestic/Assault, 1 Fraud, 1 Child Abuse, 1 Robbery and 13 traffic collision calls. We wrote 106 citations.

The Police Department filed 39 charges including 18 for Narcotics Possession, 5 for DUI, 4 for Theft and Receiving Stolen Property, 3 for Assault and 2 for Robbery.

Officers are still completing their updates at the Police Academy. Our call volume for the month was much higher compared to last year, which has been the trend. We did have a busy month regarding charges and the guys are doing a great job. We did do another boy scout tour of the station and we are starting to meet regarding National Night Out 2020. Any questions feel free to stop in or call.

Chief Robert Shupp III

**PUBLIC WORKS AND PARKS DEPARTMENT
MONTHLY REPORT
FEBRUARY 2020**

1 ACTIVITY COMPLETED

Tested Grogg for Step Upgrade
Trained New Employees on Mulch Loading
Repaired Potholes
Completed Rust Maintenance on Dump Trucks
Removed Tree on Rail Trail
Fixed Gate at Tot Lot
Installed New Fence Post at Water Street Park
Rolled Millings Around Compost Center Building
Loaded Williams Township Trucks with Mulch
Picked Up Hardware for Hometown Hero Banners
Painted Bucket Truck and Backhoe
Serviced #2, #3, #4, #5, #9, #10, and #11
Replaced Brooms on Sweeper
Took #2 to Horwith for Inspection

2 OTHER

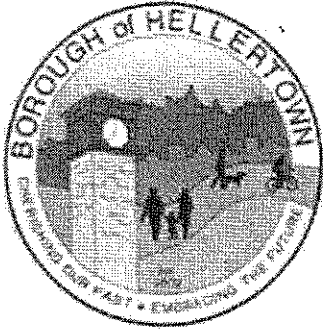
Cleaned Shops and Lunch Room Weekly.
Cleaned the Millrace
Cleaned Catch Basins
Cleaned Out Wash Bay Pit
Swept Main and Misc. Streets.
Filled Dog Waste Bags Weekly
Emptied trash barrels on every twice per week
Clean and Stock Park Bathrooms Daily

3 PROJECTS WORKED ON/COMPLETED DURING THE MONTH

Renovated Upstairs Bathroom
Ran Cables and Installed TVs in Council Chambers
Renovated Foyer at Borough Hall
Replaced Water Valve to Youth Sports Building
Install New Sink in Police Department
Installed New Electrical Box and Panel at Sanitation Garge

4 MEETINGS

Council Meetings
Compost Center Meeting
Pool Meeting
Meeting for Fence at Pool
Community Day Meeting



BOROUGH OF HELLETTOWN

Zoning and Codes Office

685 Main Street

Hellertown, Pennsylvania 18055-1745

Hellertownborough.org

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

2020 Monthly Report Feb 10-Mar

Local Permits Issued:	12	
BIA Permits Issued:	12	
Sidewalk Inspections:	9	
Residential Rental Inspections:	18	
Fire Inspections:	0	
Service Requests/Complaints	22	
Citations:	2	913 Easton Rd-Junked vehicle 1070 2 nd Ave-Junked vehicle

Planning Commission activity:

ZHB activity:

1618 Main-special exception adding rental unit-Granted
Upcoming-1615 Easton Rd-variance from height requirement to
build accessory garage on property with a height of 24 feet

Meetings/Classes attended:

2 Borough Council
1 Z.H.B.
0 Planning Commission
1 Zoning Amendment Hearing

Court Appearances:

0

Other Information:

All rental inspections have been postponed until further notice

Business Activity:

**Borough of Hellertown
Monthly Permit Report**

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FOR PERMITS ISSUED BETWEEN 2/10/2020 AND 3/12/2020

DATE	PERMIT # PERMIT TYPE	OWNER DESCRIPTION	PROPERTY ADDRESS	PARCEL	EST VALUE	PERMIT FEE
2/20/2020	Z-200071 Zoning	PETRA HOLDINGS LLC, Sign Permit	745 EASTON RD	Q7SW2D-6-9	\$2,000.00	\$50.00
2/20/2020	Y-200069 Shade	BOUCON, WAYNE L And JEANETTE Removal	233 WILLOW RD	Q7SE4A-13-5	\$0.00	\$25.00
2/20/2020	Y-200068 Shade	FONTANELLA, JUSTIN E And SCHMI Removal	951 BIRCH RD	Q7SE1D-1-7	\$0.00	\$25.00
2/20/2020	D-200070 Dumpster	HOLDERNESS, CHRISTINE, Dumpster Permit	135 LINDEN AVE	Q7NW3D-6-5	\$0.00	\$75.00
2/21/2020	D-200074 Dumpster	520 MAIN STREET LLC, Dumpster Permit	520 MAIN ST	Q7SW3A-2-2	\$0.00	\$75.00
2/26/2020	Z-200082 Zoning	SHEA, MICHAEL And EMERSON, LIN Sidewalk	1561-65 MAIN ST	Q7NW2D-8-7	\$3,210.00	\$75.00
3/2/2020	Z-200095 Zoning	DETWILER, MICHAEL A And BETHAN Fence	1550 RIEGEL ST	Q7NW3B-1-1B	\$3,650.00	\$75.00
3/2/2020	Z-200094 Zoning	TRAVISANO, ANTHONY And EVELYN Sidewalk	321 CONSTITUTION AVE	Q7SE4A-9-17	\$2,100.00	\$50.00
3/2/2020	Z-200093 Zoning	HOUSLEY, MARY M And HOWARD H. Patio	1175 EASTON RD	Q7NW3C-16-7	\$12,870.00	\$132.50
3/4/2020	M-200103 MobileFood	, Mobile Food License			\$0.00	\$200.00
3/4/2020	D-200104 Dumpster	J And J ACKERMAN INC, Dumpster Permit	303-13 MAIN ST	Q7SW3A-7-1	\$0.00	\$75.00
3/12/2020	D-200110 Dumpster	DODDY, ROSEMARIE R, Dumpster Permit	210 MAIN ST	Q7SW3A-8-10	\$0.00	\$75.00

TOTAL NUMBER OF PERMITS:	12
TOTAL ESTIMATED VALUE:	\$23,830.00
TOTAL PERMIT FEES:	\$932.50

Summary by Type

**Borough of Hellertown
Monthly Permit Report**

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FOR PERMITS ISSUED BETWEEN 2/10/2020 AND 3/12/2020

DATE	PERMIT # PERMIT TYPE	OWNER DESCRIPTION	PROPERTY ADDRESS	PARCEL	EST VALUE	PERMIT FEE
2/10/2020	F-200059 Roof	ERNST, LINCOLN W And AMY L, Roof-Residential	280 E CHESTNUT ST	Q7SW2B-12-1	\$1,700.00	\$79.50
2/24/2020	E-200078 Elect	HELLERTOWN BOROUGH, New Panel	150 W WALNUT ST	R7-3-2A	\$950.00	\$4.50
3/2/2020	P-200097 Plumbing	HEINTZELMAN FUNERAL HOME INC, Commercial	24 W SAUCON ST	Q7SW3A-6-3	\$0.00	\$104.50
3/2/2020	M-200098 Mechanical	HEINTZELMAN FUNERAL HOME INC, New Fuel-Commercial	24 W SAUCON ST	Q7SW3A-6-3	\$16,000.00	\$204.50
3/2/2020	M-200092 Mechanical	QUIROZ, CHRISTINA, Gas Stove	1123 1ST AVE	Q7NW3D-10-9	\$0.00	\$74.50
3/2/2020	E-200096 Elect	HEINTZELMAN FUNERAL HOME INC, Commercial	24 W SAUCON ST	Q7SW3A-6-3	\$70,000.00	\$169.50
3/4/2020	F-200100 Roof	FRENCH, DEREK A And LEHMAN, KA Roof-Residential	883 NEW JERSEY AVE	Q7SW2C-5-11	\$11,870.00	\$74.50
3/4/2020	E-200101 Elect	DARTER LLC, Basement Renovation	1618 MAIN ST	Q7NW2D-7-15	\$4,000.00	\$99.50
3/4/2020	B-200102 Build	GORE NATHAN W And EMILY A, Alteration/Renovation-Residential	805 MAGNOLIA RD	Q7SE4A-2-6	\$1,500.00	\$199.50
3/9/2020	P-200107 Plumbing	DARTER LLC, Other Residential	1618 MAIN ST	Q7NW2D-7-15	\$0.00	\$74.50
3/10/2020	E-200109 Elect	GORE NATHAN W And EMILY A, Residential	805 MAGNOLIA RD	Q7SE4A-2-6	\$200.00	\$84.50
3/10/2020	E-200108 Elect	LIMANTOUR, J CHRIS And MARY BE New Service	662 FRONT ST	Q7SW2D-7-1A	\$1,000.00	\$124.50

TOTAL NUMBER OF PERMITS:	12
TOTAL ESTIMATED VALUE:	\$107,220.00
TOTAL PERMIT FEES:	\$1,294.00

Summary by Type

3 Commercial
7 Residential

**Borough of Hellertown
Monthly Permit Report**

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FOR PERMITS ISSUED BETWEEN 2/10/2020 AND 3/12/2020

DATE	PERMIT # PERMIT TYPE	OWNER DESCRIPTION	PROPERTY ADDRESS	PARCEL	EST VALUE	PERMIT FEE
2/10/2020	S-200060 SideInsp	JARRAH, CHAD E, Sidewalk And Curb Inspection Application	1338 EASTON RD	Q7NW3B-13-2	\$0.00	\$25.00
2/18/2020	S-200064 SideInsp	LERMAN, LESLIE A And LOIS B, Sidewalk And Curb Inspection Application	557 ELLEN ST	Q7SW3C-4-9	\$0.00	\$25.00
2/18/2020	S-200063 SideInsp	RYAN, MARJORIE B, Sidewalk And Curb Inspection Application	305 E WALNUT ST	Q7SW3C-3A-4D	\$0.00	\$25.00
2/21/2020	S-200076 SideInsp	SHIHAB, JEREMIAH And NABIL, Sidewalk And Curb Inspection Application	49 W SAUCON ST	Q7SW3A-2-15C	\$0.00	\$25.00
2/25/2020	S-200081 SideInsp	PATTERSON HARRY E ET AL, Sidewalk And Curb Inspection Application	566 HENRY ST	Q7SW3B-17-9	\$0.00	\$25.00
2/26/2020	S-200083 SideInsp	EVERETT DOUGLAS V ET AL, Sidewalk And Curb Inspection Application	408 CONSTITUTION AVE	Q7SE4A-1-1	\$0.00	\$25.00
2/28/2020	S-200089 SideInsp	MUSCHLITZ, BENJAMIN F And SAND Sidewalk And Curb Inspection Application	103 BEECH CIR	Q7SE4D-6-3E	\$0.00	\$25.00
2/28/2020	S-200086 SideInsp	NEFELY LLC c/o IOANNA CHRISTOGI Sidewalk And Curb Inspection Application	1114 1ST AVE	Q7NW3D-9-8	\$0.00	\$25.00
3/5/2020	S-200106 SideInsp	TOMIC, IVAN L, Sidewalk And Curb Inspection Application	730 MAGNOLIA RD	Q7SW3B-15-2	\$0.00	\$25.00

TOTAL NUMBER OF PERMITS:	9
TOTAL ESTIMATED VALUE:	\$0.00
TOTAL PERMIT FEES:	\$225.00

Summary by Type