

Borough of Hellertown
Council Meeting Minutes
Monday, April 20, 2020

The Meeting Was Held Via Webex and Streamed Live on Facebook.

- I. Call to Order – Thomas Rieger, 7:03 p.m.
- II. Pledge - All
- III. Roll Call – Angie Thiede

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, Tina Krasnansky, Chief Maguire, and Kris Russo.

IV. Adoption of Meeting Agendum

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

V. Approval of Meeting Minutes

1. April 6, 2020

Motion made by Gil Stauffer, seconded by Matthew Marcincin, to approve the April 6, 2020, meeting minutes as written. Motion carried 7-0.

VI. COVID-19 Briefing

1. Administration/Public Works/Finance

- a. Mrs. Hartranft- The Borough is completely functioning. We are not going to see the decrease in revenue until later on this year or early in 2021. The fund balance is currently higher than the same time last year.

Staff reviewed possible cost saving measures. Mr. Rieger noted that the Borough does have a significant reserve and funds are available in the general fund for this type of situation. At this time, we would recommend to hold off on road paving projects until 2021. We will make a final determination on opening the pool at the May 4, 2020 Meeting.

Mr. Rieger- Since the Governor extended the stay-at-home order until May 8, 2020, the first meeting and possibly the second Council Meeting in May will be held virtually.

Mr. Russo- We only have one applicant for the Planning Commission. That meeting will also be held virtually.

Jessica O'Donnell, Lehigh Valley Chamber- We are trying to connect with business now more than ever. We have rolled out a COVID Relief Fund and Ms. Bertucci is putting as much information as possible on social media about what businesses are currently offering.

2. EMA

- a. Mr. Scherer was not present for the meeting.

3. Police

- a. Chief Shupp- The Police Department is fully PPE equipped.

4. Fire

- a. Chief Maguire- We are also getting the daily updated from the County. Our call volume is steady and we are taking all precautions possible when responding to calls.

5. EMS

- a. Captain Andree was not present for the meeting.

VII. Courtesies of the Floor

A. Pre-Scheduled Appearances

1. Gail Nolf, Dewey Fire Company- Discussion on 2017 and 2018 Audits

Mrs. Hartranft- Ms. Nolf was not able to be make the meeting this evening. She emailed responses to Council's questions. She has also reached out to contract with another auditing firm to begin the 2019 audit.

B. Agenda Items- None

C. Non-agenda Items- None

VIII. Reports from Elected Officials

A. President

Mr. Rieger had nothing additional to report.

B. Mayor

Mayor Heintzelman relayed that he has been contacted from youth sports organizations about being able to start using the parks.

Mr. Rieger- The Borough is still under a Declaration of Emergency. During this time, all user's agreement have been rescinded.

C. Council

Council had nothing additional to report.

IX. Reports from Appointed Officials

A. Treasurer

1. March 2020 Treasurer's Report
2. March 2020 Statement of Revenues and Expenditures

Motion made by Gil Stauffer, seconded by Michael McKenna, to receive the March 2020 Treasurer's Report and Statement of Revenues and Expenditures. Motion carried 7-0.

B. Engineer

Mr. Smith- We have been working with Signal Service to get the Main Street and Water Street traffic signal moved.

The signal upgrades to unsignalized intersections remain on hold until the Governor's mandate is lifted.

We moved the Saucon Street crossing to the South side as recommended by Mayor Heintzelman.

C. Solicitor

Mr. Corriere- The Commonwealth passed a temporary bill allowing meetings to be held virtually during the pandemic. No ordinance is required.

D. Manager

Mrs. Hartranft thanked all Borough staff for keeping the government functions going.

E. Chief of Police

1. Monthly Report

Chief Shupp - Borough Hall is being deep cleaned every Friday. We received a large donation of cleaner. I gave some to the Public Works Department.

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

F. Public Works Director

1. Monthly Report

Mr. Yonney thanked those who have made masks for the Public Works Department.

Yard waste collection will be held the week of April 27th. Plastic bags will not be emptied.

Motion made by Matthew Marcincin, 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

Mr. Russo- I will reach out to Starbucks this week regarding a virtual Planning Commission Meeting.

Motion made by Earl Hill, 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

Chief Maguire- I had a discussion with Cathy and Tina regarding the vehicle maintenance line item in the budget. We are currently \$900.00 over budget and are expecting an invoice for another \$10,000.00 for the Pierce. These additional costs were incurred from Kahler not properly inspecting the vehicles.

Mrs. Hartranft and Mrs. Krasnansky explained their recommendations to cover the overage.

Motion made by Earl Hill, seconded by Philip Weber, to only contribute \$100,000.00 to the Capital Fund rather than the planned \$110,000.00 to cover the overage in the vehicle maintenance line item. Motion carried 6-1 (Mr. McKenna opposed).

I. Emergency Management

Mr. Scherer was not present for the meeting.

X. Unfinished Business- None

XI. 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. Adoption of Resolution 20-04, Application for Traffic Signal Upgrades at Main Street and Hampton Avenue - Council Action

3. Adoption of Resolution 20-05, Application for Traffic Signal Upgrades at Main and Clarke Streets- Council Action

4. Adoption of Resolution 20-06, Application for Traffic Signal Upgrades at Main Street and Thomas Avenue- Council Action

5. Adoption of Resolution 20-07, Adoption of Traffic Signal Upgrades at Main and Chestnut Streets- Council Action

6. Adoption of Resolution 20-08, Adoption of Traffic Signal Upgrades at Main and Saucon Streets- Council Action

Mrs. Hartranft- These are for the installation of rapid flashers at the unsignalized intersections.

Motion made by Earl Hill, seconded by James Hill, to adopt Resolution 20-04, 20-05, 20-06, 20-07, and 20-08. Motion carried 7-0.

7. Adoption of Resolution 20-09, Authorizing the Borough to Apply to Livable Landscape in the Amount of \$100,000.00 for Phase II of Dimmick Park Swale Greening and Authorization to Sign Commitment Letter- Council Action

Mr. Smith- This is for Phase II of the conversion of the swale at Dimmick Park to a green channel. The Borough would be responsible for a match of \$50,000.00. We could try and supplement another grant for the match.

Mr. Yonney expressed concern about run-off flooding the ball fields.

Mr. Smith noted that part of the funding includes grading.

Mrs. Hartranft stated that the funding for the match is budgeted in the Capital Fund.

Motion made by Michael McKenna, seconded by Philip Weber, to adopt Resolution 20-09, execute the commitment letter, and push construction until 2022 if necessary. Motion carried 7-0.

8. Approval of Step Upgrade to Truck Driver II for James Edge With a Rate Increase to \$26.98- Council Action

Mr. Yonney- Mr. Edge passed all testing requirements.

Motion made by Matthew Marcincin, seconded by Earl Hill, to approve the step upgrade for James Edge. Motion carried 7-0.

9. Approval to Grant Extension of Probation for Jon Severn- Council Action

Mr. Yonney- Mr. Severn has his permit and has been practicing driving the truck. Unfortunately, all of the driving centers closed due to the pandemic so he cannot get tested.

Motion made by Philip Weber, seconded by Earl Hill, to extend his probation until he can get tested. Motion carried 7-0.

HELLERTOWN POLICE DEPARTMENT MONTHLY REPORT

March 2020

This is the monthly report for the Hellertown Police Department from March 1st through March 31st, 2020.

During the month of March the Police received 445 calls for service. We did receive 7 Domestic/Assault, 2 Theft, 1 Counterfeit, 1 Weapons Charge and 2 traffic collision calls. We wrote 42 citations.

The Police Department filed 16 charges including 12 for Narcotics Possession, 3 for Threats and Harassment, and 1 for a Weapons Charge.

Our call volume was actually pretty high considering the pandemic. You can see an obvious drop in traffic collisions and citations due to less vehicles being on the roads. Our drug arrests were higher than expected, I guess the pandemic can only stop so many things. We feel like all in all the residents have been pretty well behaved. As this goes on though we are definitely seeing more people out and about, as well as more traffic on the roads.

As far as the PD goes we are just staying the course as far as answering calls goes. The process appears to work well. We do have N-95 masks, hand sanitizer, gloves and disinfectant. We received a large donation of gallon jugs of disinfectant from City Line, as well as an allotment of disinfectant from the County. I purchased spray bottles for us and the roadcrew and gave Barry 12 gallons of disinfectant for his guys.

It looks like Officer Pfancook may be getting hired by the City of Bethlehem. We are continuing to try and get more part-time officers, in fact we have an interview Friday with another candidate.

The cooperation between all departments is awesome and we will continue that until this thing is over. Any questions feel free to call.

Chief Robert Shupp III

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

1 ACTIVITY COMPLETED

Winter Event 3/6/20- Loaded Trucks
Received Remainder of Salt Per Contract
Repainted Handrail of Pool Slides
Install COVID-19 Posting on Trail, Kiosks, Parks, and Courts
Aerated Fields
Replaced Brackets For Patriot Project Flags
Removed Decals From Old PD Car #7
Drug Ballfields
Replaced Pool Filters
Cleaned Out Old Compost Center Shed
Picked Up Hand Sanitizer from 911 Center
Serviced #3, #4, #9, #10, #12, and Roller
Took #10 for Repair
Took #3 and #9 for Inspection

2 OTHER

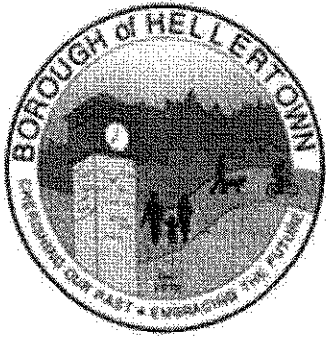
Cleaned Shops and Lunch Room Weekly.
Cleaned the Millrace
Cleaned Catch Basins
Cleaned Out Wash Bay Pit
Swept Main and Misc. Streets.
Filled Dog Waste Bags Weekly
Emptied trash barrels on every twice per week (daily after 3/20)
Clean and Stock Park Bathrooms Daily (until 3/20)

3 PROJECTS WORKED ON/COMPLETED DURING THE MONTH

Installed Garage Door on Garbage Bay
Painted Park Bathrooms
Repaired Drinking Fountain at Authority Park
Cut Back Rail Trail
Wired Youth Sports Building for Camera
Repaired Salt Shed
Repaired Stucco on PW Garages

4 MEETINGS

Council Meeting
Met With Freightliner for Garbage Trucks
Met With PennDOT about Signal at Main and Water
Meeting About Main Street Intersection Improvements
Phone Meeting With UGI Regarding Detweiler Main Repair



BOROUGH OF HELLERTOWN

Zoning and Codes Office
685 Main Street
Hellertown, Pennsylvania 18055-1745
Hellertownborough.org
610-838-7041 * Fax 610-838-0500

2020 Monthly Report Mar15-April 16

Local Permits Issued:	12
BIA Permits Issued:	3
Sidewalk Inspections:	4
Residential Rental Inspections:	4
Fire Inspections:	0
Service Requests/Complaints	29
Citations:	0

Planning Commission activity:

ZHB activity:

Meetings/Classes attended:	1 Borough Council
	0 Z.H.B.
	0 Planning Commission

Court Appearances:	0
--------------------	---

Other Information:

Business Activity:	Salinik Realty-462 Front-Closed
--------------------	---------------------------------

**Borough of Hellertown
Monthly Permit Report**

04/16/2020
10:49 AM
Page 1 of 1

FOR PERMITS ISSUED BETWEEN 3/15/2020 AND 4/16/2020

DATE	PERMIT # PERMIT TYPE	OWNER DESCRIPTION	PROPERTY ADDRESS	PARCEL	EST VALUE	PERMIT FEE
4/16/2020	Z-200117 Zoning	BICKFORD, MARK A, Addition-Residential	226 WILLOW RD	Q7SE4A-12-2	\$70,000.00	\$305.00
4/17/2020	Z-200119 Zoning	BREINER, NATHAN A And LINDSEY R Fence	430 FRONT ST	Q7SW3A-1-4	\$1,500.00	\$50.00
4/17/2020	Z-200118 Zoning	BECKETT, ROBERT JAMES And BRI Patio	1528 BROOKSTONE PL	Q7NW2C-4-5-13	\$600.00	\$25.00
4/24/2020	Z-200125 Zoning	EVERETT DOUGLAS V ET AL, Sidewalk	408 CONSTITUTION AVE	Q7SE4A-1-1	\$700.00	\$25.00
4/24/2020	Z-200123 Zoning	DARTER LLC, Driveway/Shed	1618 MAIN ST	Q7NW2D-7-15	\$999.00	\$25.00
4/24/2020	D-200124 Dumpster	LAUBACH, JOSEPH, Dumpster Permit	150 ROTH AVE	Q7NW3A-3-3	\$0.00	\$75.00
4/30/2020	Z-200129 Zoning	TRAVISANO, ANDREA L, Driveway Permit	921 MAGNOLIA RD	Q7SE4A-5-8	\$3,500.00	\$75.00
4/2/2020	Z-200131 Zoning	ALBEE, DANIEL And CATHY ANN, Fence	1647 ZIMPFER LN	Q7NW2C-4-1Q	\$2,600.00	\$75.00
4/7/2020	Z-200133 Zoning	LINGLE, BRANT S And ERIN E, Fence	1233 3RD AVE	Q7NW3C-10-9	\$2,995.00	\$75.00
4/13/2020	Z-200137 Zoning	JARRAH, CHAD E, Fence	1338 EASTON RD	Q7NW3B-13-2	\$8,000.00	\$100.00
4/13/2020	Z-200136 Zoning	BRETT, STEVEN T, Shed	333 CEDAR RD	Q7SE4A-8-30	\$350.00	\$25.00
4/16/2020	Z-200143 Zoning	BRODHEAD, JENA S And BRIAN W, Fence	320 MILLER ST	Q7NW3C-6-1	\$3,000.00	\$75.00

TOTAL NUMBER OF PERMITS: 12
 TOTAL ESTIMATED VALUE: \$94,244.00
 TOTAL PERMIT FEES: \$930.00

Summary by Type

Borough of Hellertown

04/16/2020

Monthly Permit Report

10:49 AM

Page 1 of 1

FOR PERMITS ISSUED BETWEEN 3/15/2020 AND 4/16/2020

DATE	PERMIT # PERMIT TYPE	OWNER DESCRIPTION	PROPERTY ADDRESS	PARCEL	EST VALUE	PERMIT FEE
4/16/2020	F-200116 Roof	PETRA HOLDINGS LLC, Roof	745 EASTON RD	Q7SW2D-6-9	\$0.00	\$79.50
4/16/2020	E-200114 Elect	TORCHIA JEFFREY, New Panel	136 NEW ST	Q7SW3D-3-6	\$0.00	\$79.50
4/16/2020	B-200115 Build	LANCE, STEPHEN JOSHUA And Chimney Rebuild	MAS 920 EASTON RD	Q7SW2B-11-4	\$0.00	\$114.50

TOTAL NUMBER OF PERMITS: 3
TOTAL ESTIMATED VALUE: \$0.00
TOTAL PERMIT FEES: \$273.50

Summary by Type

2 Residential

**Borough of Hellertown
Monthly Permit Report**

04/16/2020
10:50 AM
Page 1 of 1

FOR PERMITS ISSUED BETWEEN 3/15/2020 AND 4/16/2020

DATE	PERMIT # PERMIT TYPE	OWNER DESCRIPTION	PROPERTY ADDRESS	PARCEL	EST. VALUE	PERMIT FEE
4/18/2020	S-200120 SideInsp	GOOD AS NEW VENTURES LLC, Sidewalk And Curb Inspection Application	126 CEDAR RD	Q7SE4D-3-2	\$0.00	\$25.00
4/19/2020	S-200121 SideInsp	GRITZ, MARY c/o GARY GRITZ POA, Sidewalk And Curb Inspection Application	533 ELLEN ST	Q7SW3C-4-12	\$0.00	\$25.00
4/26/2020	S-200127 SideInsp	BIERNACKI, WILLIAM S And HELEN, Sidewalk And Curb Inspection Application	46 HESS AVE	Q7NW2D-11-9	\$0.00	\$25.00
4/13/2020	S-200139 SideInsp	RED, JASON P And SMAKULSKI, KEL Sidewalk And Curb Inspection Application	573 SPRUCE ST	Q7SW3B-17-10	\$0.00	\$25.00

TOTAL NUMBER OF PERMITS:	4
TOTAL ESTIMATED VALUE:	\$0.00
TOTAL PERMIT FEES:	\$100.00

Summary by Type