

Borough of Hellertown
Council Meeting Minutes
Monday, May 18, 2020

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

- 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, Tina Krasnansky, Captain Andree, 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. May 4, 2020

Motion made by Gil Stauffer, seconded by Earl Hill, to approve the May 4, 2020, meeting minutes as written. Motion carried 7-0.

VI. COVID-19 Briefing

1. Administration/Public Works/Finance

- a. Mrs. Hartranft- At this point, the revenue is pretty stagnant. We have taken a hit in Real Estate revenue. There is a \$161,000.00 difference in taxes received the same time last year to this year.

Mr. Yonney- Traffic is beginning to increase. Public Works is a little behind with not having a full staff or summer help but we are moving forward.

Mr. Rieger- We have not seen the drop in LST, Real Estate Transfer, or EIT yet. Some of the shortfall in the Real Estate tax revenue is the extension on the discount period until June 8, 2020. Since there have been hardly any home sales since March, there could be a large shortfall in the transfer tax. We are trying to stay ahead of any major shortfalls by reducing part-time zoning clerk, no part time seasonal help, avoiding overtime, holding off on road maintenance, pool savings if remains closed, not filling the sanitation position until the end of the year, and potentially holding off on capital contributions from the General Fund.

Mrs. Hartranft noted that Council already authorized the purchase of the skid steer but all other Capital purchases will be put on hold.

Motion made by Earl Hill, seconded by Gil Stauffer keep with the expense reduction plan and not transfer Capital Contributions at this time. Motion carried 7-0.

2. EMA

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

3. Police

- a. Chief Shupp- The Police Department is seeing a reduction in the traffic fines. Our PPE supply is still good. I purchased a sprayer to disinfect the police and public works vehicles.

4. Fire

- a. Chief Maguire was not present for the meeting

5. EMS

- a. Captain Andree- We also have a good supply of PPE.

VII. Courtesies of the Floor

A. Pre-Scheduled Appearance

Ed Kolosky- Discussion on Dimmick Pool Closure

Mr. Kolosky informed Council of the online petition signed by over 400 people requesting the pool be opened. He recommended keeping the option open to open at a later date and require patrons sign a waiver, check their temperature before they enter, require masks everywhere but in the pool, have hand sanitizer available, and only do season resident passes and no daily passes.

Mr. Rieger- Currently, Northampton County is still in the red phase until at least June 4, 2020. According to the PRPS guidelines, pools are not able to open in the red and yellow phases and can only have 25 people in the green phase. If an employee becomes sick, the Borough would be required to pay pool employees sick time under the CARES Act and quarantine everyone that was in contact with the sick employee. I am concerned with having high schoolers in charge of monitoring their peers and adults for social distancing. We also run the risk of opening ourselves up to liability if a patron would get sick at the pool.

Mrs. Hartranft- Under the CDC guidelines, lifeguards cannot monitor for social distancing and are responsible solely for monitoring the safety in the pool.

Residents of both Lower Saucon Township and the Borough expressed their wishes to open the pool to just residents of those municipalities.

Mr. Rieger reminded everyone that liability and costs including maintenance are covered solely by the Borough and not Lower Saucon Township. Financially, only having 25 patrons at the pool does not come close to covering the operating cost.

Mr. Corriere- I would be leery since it is a public and not private pool to restrict usage to only Hellertown and Lower Saucon residents.

Mrs. Hartranft- I'm sure if there was significant changes, Council would reconsider.

Council decided to take no action and the pool will remain closed at this time.

B. Agenda Items- None

C. Non-agenda Items- None

VIII. Reports from Elected Officials

A. President

Mr. Rieger- The comment that I am receiving the most is to open the Compost Center on Saturdays for people who are still working. I know we were avoiding overtime costs but I would like Council to think about opening one or two weekends a month. Staff was asked to figure the cost.

Mrs. Hartranft noted that Lower Saucon Township would also have to agree to potential weekend openings.

B. Mayor

Mayor Heintzelman- The Memorial Day Service at the Union Cemetery will be held via Facebook Live.

I am happy to see businesses looking at different ways to make revenue during the pandemic like the drive up carnival food or installing outside seating.

The litter and waste on the Rail Trail continues to increase. Please pick up after yourself and your pets.

C. Council

Council had nothing additional to report.

IX. Reports from Appointed Officials

A. Treasurer

1. April 2020 Treasurer's Report
2. April 2020 Statement to Revenues and Expenditures

Motion made by Michael McKenna, seconded by Earl Hill, to receive the April 2020 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- The Borough was not successful in the Northampton Casino Grant for the new Public Works Facility.

E. Chief of Police

1. Monthly Report

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

2. Discussion on AED Recall

Chief Shupp- The Police Department was notified of a recall for the AEDs that we had purchased with grant funding. The recall was because of the AEDs being unreliable. We could either get refurbished AEDs or trade-in the current ones for new ones. They will give us \$625.00 for each one as a trade. With the trade, the cost for six new AEDs would be \$3,370.00 which is a large discount. I would prefer to get new ones. There are funds in the Capital Fund that were left over from the vehicle purchase.

Motion made by Michael McKenna, seconded by Gil Stauffer, to trade-in the old AEDs and purchase six new ones. Motion carried 7-0.

F. Public Works Director

1. Monthly Report

Motion made by Earl Hill, seconded by Matthew Marcincin, 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 Matthew Marcincin, 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

X. Unfinished Business

1. Discussion on Funding Request From Dewey Fire Company for Fireworks

Mr. Rieger- There have been discussions between the Chamber and the fire company but nothing has been finalized yet. I would like Council to table this item so there can be further discussions.

Motion made by Michael McKenna to table this item for further discussions. Motion carried 7-0.

XI. 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. Discussion on Purchase Versus Lease of Bobcat Skid Steer- Council Action

Mrs. Hartranft- Council had previously authorized this purchase. We have two options. The first would be to purchase the Bobcat outright at a cost of \$71,961.00. The second would be a one-year lease. The cost for the first year would be \$36,680.00 which would be due now and the second payment would be due again in one year. This option would incur \$1,390.00 in interest.

Motion made by Philip Weber, seconded Earl Hill, to purchase the Bobcat Skid Steer outright at a cost of \$71,961.00. Motion carried 7-0.

3. Adoption of Resolution 20-11, Authorizing Application for DCED for Dimmick Park Swale Greening- Council Action

Mr. Smith- There are two parts to this application. If awarded, this grant would be used as a match for DCNR funding already awarded.

Motion made by Philip Weber, seconded by Michael McKenna, to adopt Resolution 20-11. Motion carried 7-0.

4. Authorization to Execute Funding Commitment Letter Committing DCNR Funding As Match- Council Action

Motion made by Michael McKenna, seconded by Philip Weber, to execute the funding commitment letter confirming the DCNR grant would be used as the match. Motion carried 7-0.

5. Authorization to Execute CDBG Grant Application for ADA Improvements to Pool Concession Stand and Restroom Addition- Council Action

Mr. Smith- This is a grant application seeking \$129,500.00 toward the ADA Pool Concession Stand improvements and the restroom addition.

Motion made by Michael McKenna, seconded by Matthew Marcincin, to execute the CDBG Grant Application. Motion carried 7-0.

XII Announcements

Mr. Rieger thanked staff for keeping the Borough running. The Webex meetings will continue for at least the June 1, 2020, Council Meeting.

XIII. Executive Session

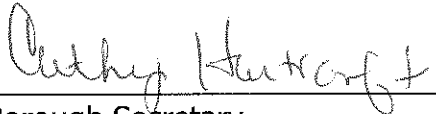
An Executive Session was scheduled for May 28, 2020, to discuss personnel matters and litigation.

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XIV. Adjournment

Motion made by Earl Hill, seconded by Gil Stauffer, to adjourn the meeting at 8:28 p.m. Motion carried 7-0.

Adopted by the Hellertown Borough Council this 1st Day of June 2020.



Borough Secretary

HELLERTOWN POLICE DEPARTMENT MONTHLY REPORT

April 2020

This is the monthly report for the Hellertown Police Department from April 1st through April 30th, 2020.

During the month of April the Police received 251 calls for service. We did receive 1 Theft, 7 Domestic/Assault, 1 Sex Assault, 1 Fraud, 6 Mental Health and 2 traffic collision calls. We wrote 18 citations.

We did not have many charges in April as everyone was pretty well behaved. The only real charge to not was a DUI – drugs that also resulted in a Methamphetamine arrest.

Our call volume was definitely lower than the same time last year, for obvious reasons. April was a month that had most people obeying the rules laid out by the governor.

As far as the PD goes, in April we were pretty well stocked with PPE and that remains the same today. Recently I did receive a shipment of (60) N-95 masks and 200 surgical masks. We are still good on all other PPE. We were getting our cars cleaned but I went and purchased a spray gun that turns our disinfectant into a mist and we are spraying our cars daily. We also sprayed some of the roadcrew vehicles.

I would again like to reiterate that the cooperation between the Admin side of the building, the Roadcrew, Fire and Ems has been outstanding. It really helps with all that is going on. Any questions feel free to call.

Chief Robert Shupp III

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

1 ACTIVITY COMPLETED

Drained Conversion Bin and Pool
Completed Yard Waste Collection- 82 Loads
Pushed Brush Piles Often During Yard Waste Collection
Mowed and Weedwacked All Facilities Weekly (From 4/13/20)
Checked Facilities, Parks, and Bathrooms Daily (From 4/13/20)
Removed Tree From Millrace
Removed Curtain From Bandshell
Cut Branches on Several Streets
Cut Low Branches at Water Street Park
Replaced/Repairs Street Signs
Contacted PPL About Broken Guidewire on Roth Avenue
Cleaned Up Storm Debris In Streets and Parks
Serviced #3, #7, #9, #10, #11, #12, #13, and Exmark
Welded Garbage Truck Seat
Replaced Sweeper Brooms

2 OTHER

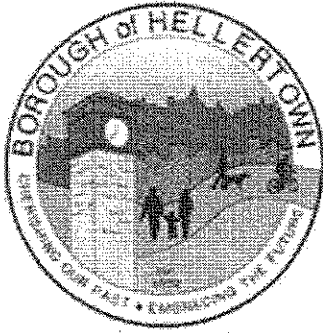
Cleaned and Disinfected Shops and Lunch Room
Cleaned the Millrace
Cleaned Catch Basins
Cleaned Out Wash Bay Pit
Swept Main Street
Swept Mountainview, Durham Terrace, and Misc. Streets
Filled Dog Waste Bags Weekly
Emptied trash barrels weekly

3 PROJECTS WORKED ON/COMPLETED DURING THE MONTH

Loaned Dollar General Dumpster Until Their New One Comes In
Cleaned Up Barricades and Cones From Storm
Greased and Stored Plows
Replace American Flag at Plaza
Fixed Two "Hellertown" Banners on Main Street

4 MEETINGS

Virtual Council Meetings



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 April 16-May15

Local Permits Issued:	14
BIA Permits Issued:	11
Sidewalk Inspections:	3
Residential Rental Inspections:	0
Fire Inspections:	0
Service Requests/Complaints	14

Citations: 0

Planning Commission activity: 5 Main St.-Site Plan Tabled due to missing PennDot approvals
662 Front St.-site plan conditionally approved-TROO restaurant project.

ZHB activity:

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

Court Appearances: 0

Other Information:

Business Activity: Multiple Food Establishments looking at ways to get more outdoor seating to meet social distancing guidelines.

**Borough of Hellertown
Monthly Permit Report**

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FOR PERMITS ISSUED BETWEEN 4/16/2020 AND 5/15/2020

DATE	PERMIT # PERMIT TYPE	OWNER DESCRIPTION	PROPERTY ADDRESS	PARCEL	EST VALUE	PERMIT FEE
4/21/2020	F-200147 Roof	STERNER, DANIEL J And CYNTHIA R Roof-Residential	1340 2ND AVE	Q7NW3A-13-4	\$7,000.00	\$79.50
5/1/2020	M-200157 Mechanical	COLE, JENNIFER E, Replacement-Residential	1380 3RD AVE	Q7NW3B-12-2	\$7,749.00	\$109.50
5/7/2020	P-200167 Plumbing	WEEKS, VENETIA A, Residential	325 E SAUCON ST	Q7SW3B-4-4	\$0.00	\$74.50
5/7/2020	M-200168 Mechanical	WEEKS, VENETIA A, Residential	325 E SAUCON ST	Q7SW3B-4-4	\$300.00	\$74.50
5/7/2020	E-200166 Elect	WEEKS, VENETIA A, Residential	325 E SAUCON ST	Q7SW3B-4-4	\$1,500.00	\$139.50
5/7/2020	B-200165 Build	WEEKS, VENETIA A, Addition-Residential	325 E SAUCON ST	Q7SW3B-4-4	\$8,000.00	\$229.50
5/11/2020	F-200170 Roof	POWERS, PATRICK J And COBY LYN Roof-Residential	815 JUNIPER RD	Q7SE1D-1-22	\$0.00	\$79.50
5/15/2020	E-200176 Elect	BOLTYENKOV, ARTEM And SHESTA Residential Solar	1508 BROOKSTONE PL	Q7NW2C-4-5-20	\$9,680.00	\$79.50
5/15/2020	E-200172 Elect	BIERNACKI, WILLIAM S And HELEN, New Service	46 HESS AVE	Q7NW2D-11-9	\$345.00	\$79.50
5/15/2020	B-200177 Build	BOLTYENKOV, ARTEM And SHESTA Solar	1508 BROOKSTONE PL	Q7NW2C-4-5-20	\$4,000.00	\$129.50
5/15/2020	B-200173 Build	BAUDER, CHRISTINA L, Repair/Renovation-Residential	105 WILSON AVE	Q7NW3A-11-4	\$1,500.00	\$129.50

TOTAL NUMBER OF PERMITS: 11
TOTAL ESTIMATED VALUE: \$40,074.00
TOTAL PERMIT FEES: \$1,204.50

Summary by Type

9 Residential

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FOR PERMITS ISSUED BETWEEN 4/16/2020 AND 5/15/2020

DATE	PERMIT # PERMIT TYPE	OWNER DESCRIPTION	PROPERTY ADDRESS	PARCEL	EST VALUE	PERMIT FEE
4/16/2020	Z-200143 Zoning	BRODHEAD, JENA S And BRIAN W, Fence	320 MILLER ST	Q7NW3C-6-1	\$3,000.00	\$75.00
4/17/2020	Z-200146 Zoning	KING, ERIC L, Fence/Shed	515 RENTZHEIMER DR	Q7SW3B-5-11	\$2,800.00	\$75.00
4/22/2020	D-200148 Dumpster	BRANCO, ANTHONY And ERNA, Dumpster Permit	1510 CLAUSER ST	Q7NW3A-1-6	\$0.00	\$75.00
4/24/2020	Z-200151 Zoning	MORIN, NICOLE, Fence/Patio	969 JUNIPER RD	Q7SE1D-2-15	\$0.00	\$50.00
5/1/2020	Z-200159 Zoning	GOOD AS NEW VENTURES LLC, Fence	126 CEDAR RD	Q7SE4D-3-2	\$7,600.00	\$100.00
5/1/2020	Z-200166 Zoning	MARLIN, JOSEPH, Shed	926 BIRCH RD	Q7SE1D-2-2	\$999.00	\$25.00
5/1/2020	Z-200155 Zoning	ROFF, ROBERT L And DIANE S, Shed	172 FRONT ST	Q7SW3D-1-1A	\$1,000.00	\$50.00
5/1/2020	Z-200154 Zoning	NEFELY LLC c/o IOANNA CHRISTOGI Fence	1114 1ST AVE	Q7NW3D-9-8	\$3,000.00	\$75.00
5/1/2020	Y-200158 Shade	ELLIOTT, STEPHEN J And ELIZABET Removal	840 WILLOW RD	Q7SE4D-6-3A	\$0.00	\$25.00
5/5/2020	Z-200162 Zoning	BROWN, EMMA GRACE And ANDER Driveway Permit	310 E HIGH ST	Q7NW3B-6-4	\$1,000.00	\$50.00
5/5/2020	Z-200161 Zoning	LERMAN, LESLIE A And LOIS B, Fence	557 ELLEN ST	Q7SW3C-4-9	\$5,500.00	\$100.00
5/7/2020	Z-200169 Zoning	SALANIK, CHRISTOPHER And STEP Sign Permit	462 FRONT ST	Q7SW3A-1-1	\$460.00	\$25.00
5/15/2020	Y-200175 Shade	MILLS, DONALD A And PATRICIA A, Substantial Trimming	427 BIRCH RD	Q7SE4A-4-10	\$0.00	\$10.00
5/15/2020	Y-200174 Shade	KEUTMANN, KAREN J And DONNA E, Removal	445 BIRCH RD	Q7SE1D-5-16	\$0.00	\$25.00

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FOR PERMITS ISSUED BETWEEN 4/16/2020 AND 5/15/2020

DATE	PERMIT # PERMIT TYPE	OWNER DESCRIPTION	PROPERTY ADDRESS	PARCEL	EST VALUE	PERMIT FEE
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TOTAL NUMBER OF PERMITS: 14
TOTAL ESTIMATED VALUE: \$25,359.00
TOTAL PERMIT FEES: \$760.00

Summary by Type

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FOR PERMITS ISSUED BETWEEN 4/16/2020 AND 5/15/2020

DATE	PERMIT # PERMIT TYPE	OWNER DESCRIPTION	PROPERTY ADDRESS	PARCEL	EST VALUE	PERMIT FEE
4/24/2020	S-200150 SideInsp	CONNELL, KATHRYN M And JOHN M Sidewalk And Curb Inspection Application	850 ELM RD	Q7SE4A-12-12	\$0.00	\$25.00
5/5/2020	S-200160 SideInsp	CAPUANO, GEORGE J And LUCY M, Sidewalk And Curb Inspection Application	1367 WHITAKER ST	Q7NW3A-7-16	\$0.00	\$25.00
5/6/2020	S-200164 SideInsp	WOOD, JONATHAN H, Sidewalk And Curb Inspection Application	308 CEDAR RD	Q7SE4A-7-9	\$0.00	\$25.00

TOTAL NUMBER OF PERMITS: 3
TOTAL ESTIMATED VALUE: \$0.00
TOTAL PERMIT FEES: \$75.00

Summary by Type