

Borough of Hellertown
Council Meeting Minutes
Monday, June 15, 2020

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

**An Executive Session Was Held On June 11, 2020, To Discuss Personnel,
Contract Negotiations, and Litigation**

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

Earl Hill-	Present
James Hill-	Absent
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, and Kris Russo.

- IV. Adoption of Meeting Agendum

Motion made by Earl Hill, seconded by Philip Weber, to adopt the meeting agendum as written. Motion carried 6-0.

- V. Approval of Meeting Minutes

- 1. June 1, 2020

Motion made by Gil Stauffer, seconded by Matthew Marcincin, to approve the June 1, 2020, meeting minutes as written. Motion carried 6-0.

VI. COVID-19 Briefing

1. Administration/Public Works/Finance

- a. Mrs. Hartranft- The EIT is about \$100,000.00 above the same time last year. The Real Estate Taxes are about \$100,000.00 lower than the same time last year. We lost \$2,669.00 by extending the discount period. According to the EIT webinar I attended, Northampton County municipalities are below 3 million dollars in EIT revenue compared to the same period in 2020.

The parks and playgrounds are now open. The pool and the pavilion remain closed.

Mr. James Hill arrived at 7:06 p.m.

Mr. Yonney- I put up all of the new COVID signage at the parks and courts.

2. EMA

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

3. Police

- a. Chief Shupp- We still have enough PPE. There has been an increase in traffic and calls. There was an issue at Water Street Park last week with littering. The department is monitoring the situation.

4. Fire

- a. Chief Maguire was not present for the meeting.

5. EMS

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

VII. Courtesies of the Floor

A. Pre-Scheduled Appearance- None

B. Agenda Items- None

C. Non-agenda Items

Mr. Rieger read the following anonymous letter that he received into the record:

Police use of excessive force is a concern to all citizens. It also disproportionately brutalized people of color in our country and has a severe financial impact on the municipalities who suffer from it. Would the Mayor and/or Chief of Police share what specific steps Hellertown Police have taken to ensure none of our officers use excessive force?

Chief Shupp- As a department, we train every year in defensive tactics. There is a classroom portion, hands-on portion, and scenario portion. We use Protective Safety Systems for our training and I feel they are the best. In addition, we are also trained in de-escalation by the Municipal Police Officers Education and Training Commission and trained in tactical communications by the Pennsylvania State Police. Prior to an officer being hired, applicants undergo a thorough background check and psychological exam.

Frank Pazzaglia, 751 Magnolia Road, read the following statement into the record:

Borough Council, Mayor Heintzelman, Chief of Police Shupp,

Thank you for the opportunity to address you this evening. I am here to share my thoughts on two matters of public safety. The first, we all know well. In early March communities across Pennsylvania and the US were asked to shelter in place to slow the spread of COVID-19. The impact of the pandemic has been enormous on individuals, families, communities, and our local and state economy. Through it all I note that my elected officials assembled here tonight provided thoughtful leadership that has helped our Hellertown community navigate the challenges presented by the pandemic. There have been regular public safety announcements on the Borough's websites and Facebook page. There have been regular phone calls where Council President Tom Rieger asks all of us to consider what it means to be part of a community, to reach out and help others, and to perhaps arrange to pick up the groceries for an elderly neighbor that might be home-bound. Furthermore Council has made it possible for

residents to help support local businesses, to participate in Bells across Pennsylvania, and organize Operation BBQ. And in the midst of it all Hellertown also was able to launch its hometown hero banner program. We have much to be proud of in these respects for our elected officials. And I'd like to say thank you.

But there is a second matter of public safety, no less important in our community, for which Hellertown and its public officials have largely been silent. The killing of George Floyd has caused matters of longstanding injustice, unequal treatment under the law, and systemic racism against Americans of color in the name of security to surface. Nationwide and locally, millions of Americans have taken to the streets to have their voices heard that enough is enough; that it is time to re-imagine public safety, and break the cycle of injustice. Last Saturday at noon, here at Borough Hall, many Hellertown residents peacefully added their voices to this chorus.

Neither the COVID-19 pandemic, nor the call for justice in re-examining our commitment to public safety are political. Rather, they address problems at the community level that affect all Americans, including all of us in Hellertown. All of us suffer if some of us are treated more equally under the law. In matters of public safety, messaging and leadership are very important. So far other than what I heard tonight (during the 15 June meeting) the message from Hellertown, the absence of elected officials during Saturday's peaceful demonstration, and the lack of anything on Facebook, Twitter, or the Borough's website is one of complete, and eerie silence. Silence does send a strong message. As elected officials representing people of all colors and backgrounds living in Hellertown, look into your hearts and ask how you would like your message of silence to be interpreted. Even if the problems of injustice and accountability do not exist in Hellertown, they exist elsewhere. And communities outside our own could benefit from our support. Thank you again for the opportunity to address you here this evening.

Bill Broun, 205 East Saucon Street- I would like to thank Mr. Rieger and Chief Shupp for helping us coordinate a safe place to hold our peaceful demonstration. About 250-300 people came out throughout the day. We understand with the COVID situation that some elected officials might not feel comfortable with attending the demonstration but we were hoping that some of the Borough's leaders put out a statement.

VIII. Reports from Elected Officials

A. President

Mr. Rieger- Our community is special. There is no room for hate in any form. We did everything that we could to make sure the peaceful demonstration was a success.

B. Mayor

Mayor Heintzelman- I personally have never seen the discord that is in this country today. We have not experience anything like what the larger cities are experiencing. My hope is that they can all learn from neighborly actions like we have in the Borough. There is no place for hate in the Borough.

C. Council

Mr. Earl Hill agreed with both Mayor Heintzelman and Mr. Rieger. He noted that we must call come together.

IX. Reports from Appointed Officials

A. Treasurer

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

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

B. Engineer

Mr. Smith- The contractor for the traffic signal upgrades will begin work soon.

The Main Street Safety plans were resubmitted to PennDOT.

The developer for the proposed Starbucks at the shopping center was given directions on how to proceed with the HOP permit while PennDOT remains closed.

Revised plans for the Land Development at 1360 Whitaker Street will be presented to Council shortly.

C. Solicitor

Mr. Corriere- The subdivision at 58 Hess Avenue and Land Development at 216 Kichline Avenue will also be coming before Council.

Oral argument for the Chaffier lawsuit is scheduled for July 29, 2020.

D. Manager

Mrs. Hartranft- The Borough will be applying to grants from DCED and Multi-modal.

The new pole for Main and Water Streets intersection is being fabricated.

The I-78 directional signage will be coming from PennDOT. Borough signage has already arrived.

E. Chief of Police

1. Monthly Report

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

Chief Shupp was asked to outline the hiring process for full-time officers.

Chief Shupp- The Borough follows the Civil Service Guidelines. We have a Civil Service Commission. We advertise the position and all applications are sent directly to the Commission. Incomplete applications will be rejected. Those that proceed take a written exam. I only receive the list of people and scores. The next step is an oral exam given by a panel of Chiefs. This step is also scored. Those that have served in the military are given veterans preference points. I am given a compiled list in the end. If a veteran makes it to the top three, we are required to hire that applicant. This is only for full-time. Part-time is not governed by Civil Service.

F. Public Works Director

1. Monthly Report

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

Mr. Yonney inquired if Public Works should keep chlorinating the pool.

Motion made by Earl Hill, seconded by Michael McKenna, to continue with the pool maintenance program. Motion carried 7-0.

G. Zoning/Codes Officer

1. Monthly Report

Mr. Russo will have his monthly report for the next meeting.

Mr. Russo- The last month has been very busy. I have issued 22 Zoning Permits, 27 Building Permits, and completed 14 Sidewalk Inspections.

An applicant is looking into opening a café in the former coffee shop at 650 Main Street.

H. Fire Chief- None

I. Emergency Management- None

X. Unfinished Business

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

Mr. Rieger- The Dewey Fire Company had initially requested \$4,000.00 toward the fireworks for 2020. Since the carnival was cancelled, they were looking into postponing them until the fall. We did not budget any funds toward the fireworks in this year's budget. Council could also choose to discuss this for the 2021 budget.

Mr. Stauffer- Council didn't budget anything in 2020 due to issues with Dewey's audits. The Borough is also anticipating a decrease in our funding. I don't think it would be prudent to fund this request this year.

Motion made by Gil Stauffer, seconded by Philip Weber, to not donate toward the fireworks in 2020 and to consider funding a possible request with no set dollar amount in the preliminary budget for 2021. Motion carried 7-0.

2. Approval of 2020 Saucon Valley Youth Sports User's Agreement- Council Action

This item will be discussed after receipt of the COVID Release/Hold Harmless.

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. Approval of the 2019 Audit - Council Action

Motion made by Michael McKenna, seconded by James Hill, to receive and approve the 2019 Audit. Motion carried 7-0.

3. Review of COVID Release/Hold Harmless- Council Action

Mr. Corriere- This would be a general release for parks or user's agreements. It releases the Borough from lawsuit and the signer assumes all risk. For an organization, the president may sign. The liability will be on the organization renting or using the facility even for outside organizations. I would recommend having organizations sign each year as long as COVID is an issue along with the usual agreements. Staff should also try to get patrons to sign a release when selling season pool passes as well.

Motion made by Earl Hill, seconded by Michael McKenna, to approve the COVID Release/Hold Harmless and to forward to Youth Sports for signature prior to the July 6, 2020, meeting. Motion carried 7-0.

4. Adoption of Resolution 20-12, Designation of Agent for FEMA Grant Application- Council Action

Mrs. Hartranft- The Borough will be applying for FEMA reimbursement and must designate an agent. That agent must be the President of Council. They may delegate.

Motion made by Michael McKenna, seconded by Philip Weber, to adopt Resolution 20-12. Motion carried 7-0.

5. Authorization to Execute Grant Program Agreement for FEMA Grant Application- Council Action

Mrs. Hartranft- The Borough must also execute the Grant Program Agreement for the FEMA reimbursement. This outlines the rules for obtaining funding.

Motion made by Michael McKenna, seconded by Gil Stauffer, to execute the Grant Program Agreement. Motion carried 7-0.

6. Approval of Step Upgrade to Laborer I for Jonathan Severn- Council Action

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

7. Authorization to Send Recommendation Letter for Steel Club to Lower Saucon Township- Council Action

Mrs. Hartranft- The Planning Commission heard a cursory review of the plan for Phase II submitted to Lower Saucon Township. This plan consists of 37 residential lots and construction of a non-residential building. The recommendation letter outlines the following:

1. That the Borough roads used for construction should be photographed, video recorded, and bonded.
2. The stormwater plan should promote a reduction of run-off to the Silver Creek to help prevent flooding in the Borough. The Borough also promotes the removal of the steep banks of the Silver Creek.
3. Plans for the maintenance building and other entrances be submitted to the Borough.
4. Site lighting should be shaded to prevent lighting from shining in resident's homes.
5. Landscape buffers should be installed along Borough line.

Mr. Smith- The MS4 benefits for the creek bank restoration will benefit Lower Saucon Township and not the Borough.

Mr. Yonney- Since they will be using public water and sewer provided by the Borough Authority, I am concerned with a drought happening faster with all of the new homes. Staff will send the plans received to the Borough Authority for their review.

Motion made by Philip Weber, seconded by Earl Hill, to approve the recommendation letter and send to Lower Saucon Township. Motion carried 7-0.

8. Approval of Inspection Service RFP Letter- Council Action

Mrs. Hartranft- For the Transportation Set Aside Program, the Borough is required to RFP for construction inspection services. This does not have to be bid. The Borough can send directly to qualified firms.

Motion made by Michael McKenna, seconded by Earl Hill, to approve the Inspection Service RFP Letter and authorize staff to send to qualified firms. Motion carried 7-0.

XII Announcements

Mrs. Hartranft- The Hometown Hero Banner Program has been a great success. There are a few more poles available. Please get the applications in. Once all of the poles are taken, the programs will close for a two-year period.

Mr. Rieger- The July 6, 2020, Council Meeting will be held via Webex.

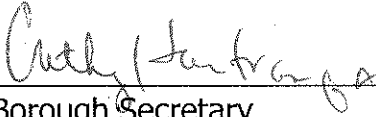
The discount period for the real estate tax ended on June 8, 2020. We are also looking into updating Council Chambers to stream meetings when we are able to hold in-person meetings again.

XIII. Executive Session- None

XIV. Adjournment

Motion made by Earl Hill, seconded by Philip Weber, to adjourn the meeting at 8:24 p.m. Motion carried 7-0.

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


Borough Secretary

HELLERTOWN POLICE DEPARTMENT MONTHLY REPORT

May 2020

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

During the month of May the Police received 357 calls for service. We did receive 3 Theft, 14 Domestic/Assault, 2 Fraud and 5 traffic collision calls. We wrote 18 citations.

The Police Department filed 16 charges including 6 for Narcotics Possession, 1 for DUI, 2 for Theft/Receiving Stolen Property and 3 for Assault.

Our call volume was slightly down for obvious reasons, but definitely higher than I expected. In May people started getting stir crazy and were venturing out more. As you can tell by our number of Domestic and Assaults the people who stayed inside started fighting. The guys were still operating under the restrictions of answering calls and it mostly worked. We did have Officer Fragano contract Covid-19 and he was out of work for 14 days. He did test negative before returning. I had all officers get tested and we all tested negative. We are definitely seeing things get busier as we move into different phases. We will adjust accordingly always keeping safety in mind. Any questions feel free to call.

Chief Robert Shupp III

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

1 ACTIVITY COMPLETED

Drained Conversion Bin and Pool
Completed Brush Week- 14 Loads
Hung Hometown Hero Banners
Hung Main Street Flags
Planted at Plaza
Cleaned Fountains
Weeded & Mulched Authority Fountain
Trimmed Pool Bushes
Cleaned Up Storm Debris In Streets and Parks 5/4 & 5/18
Replaced/Repairs Street Signs
2 Crew Members Working at Compost Center
Cleaned Up Storm Debris In Streets and Parks
Serviced #8 and #12
Sharpened All Mower Blades

2 OTHER

Cleaned and Disinfected Shops and Lunch Room
Cleaned the Millrace
Cleaned Catch Basins
Cleaned Out Wash Bay Pit
Cleaned Dump Truck Garages
Swept Main Street
Swept All Alleys
Filled Dog Waste Bags Weekly
Emptied Trash Barrels Weekly or Bi-Weekly
Weeded Flower Beds Weekly
Mowed Grass Weekly

3 PROJECTS WORKED ON/COMPLETED DURING THE MONTH

Began Staging for Pool Cleaning
Fixed Garage Door
Cut Around 178 Trees and Mulched
Repaired 2 Potholes
Replaced Wood on Two Sides of Salt Bin

4 MEETINGS

Virtual Council Meetings
Met Fire Extinguisher Maintenance Person and Reviewed Extinguishers
Meeting With Worth About Heaters and AC Service
Meeting With Bobcat Regarding Skid Steer