

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

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

**An Executive Session Was Held October 29, 2020, to Discuss Personnel and Purchase of Property**

- 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-	Absent with prior notification
Philip Weber-	Present
Mayor Heintzelman-	Present

Also in attendance were Robert Shupp, Cathy Hartranft, Barry Yonney, Tina Krasnansky, Kris Russo, Angie Thiede, Michael Corriere, and Bryan Smith.

IV. Adoption of Meeting Agendum

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

V. Approval of Meeting Minutes

1. October 19, 2020

Motion made by Earl Hill, seconded by Matthew Marcincin, to approve the October 19, 2020, meeting minutes as written. Motion carried 6-0.

## VI. COVID-19 Briefing

### 1. Administration/Public Works/Finance

- a. Mrs. Hartranft- The building remains closed to the public and is being disinfected weekly.

The financials remain steady.

### 2. EMA

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

### 3. Police

- a. Chief Shupp- The police department is still operating under the COVID Protocol. The police department is also being disinfected on a weekly basis.

### 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

#### 1. Noelle Kramer, Hellertown Area Library- Presentation on 2019 Report

Ms. Kramer reviewed the 2019 Hellertown Area Library Report and thanked Council for their continued support.

A copy of the report may be obtained at the Library.

B. Agenda Items

Joseph Pampanin inquired how much the Library is expecting the state funding to be reduced for 2021.

Ms. Kramer- We are expecting less than half of the funding that the Library received this year. The Library is hopeful that Pennsylvania will adopt a partial budget and we could receive seventy-five percent of our current funding.

Mr. Rieger- A resident has asked via Facebook if the school will be open tomorrow for voting. The school has been disinfected and will be open for voting tomorrow. All voting questions should be directed to the Northampton County Elections Office as polling places are designated by the County and not the Borough.

C. Non-agenda Items- None

VIII. Reports from Elected Officials

A. President

Mr. Rieger had nothing additional to report.

B. Mayor

Mayor Heintzleman had nothing to report.

C. Hellertown Historical Society (Gil Stauffer)

Mr. Stauffer was not present for the meeting.

D. Planning Commission (Philp Weber)

Mr. Weber had nothing to report.

Mr. Rieger- The Planning Commission will review the FRO Zoning District and Ordinance 833 at their next meeting.

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

Mr. Marcincin- The Hellertown Area Library has extended their hours. Please check the website or call.

F. Hellertown Borough Authority (Earl Hill)

Mr. Hill- The Authority will be making a video with the current board members sharing how to become a board member and outlining the duties. Ms. Sufleta would like the Borough to share the video once complete.

G. Hellertown Chamber of Commerce (Tom Rieger)

Mr. Rieger- The Chamber held a mixer at Lost River Caverns on October 31, 2020.

A virtual Light Up Night is being planned.

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

Mr. Weber had nothing to report.

I. Saucon Rail Trail (Philip Weber)

Mr. Weber had nothing to report.

J. Hellertown Civil Service Commission (James Hill)

Mr. Hill had nothing to report.

IX. Reports from Appointed Officials

A. Treasurer- None

B. Engineer

Mr. Smith- The Main Street Safety Project bid was let. There were four bids received and those bids were opened on October 22, 2020. The low bidder was Marino Corp in the amount of \$694,681.80. PennDOT will review the bid and the project should proceed in January 2021.

C. Solicitor

Mr. Corriere only had agenda items to discuss.

D. Manager

1. Discussion on Multimunicipal Comprehensive Plan Hearing on January 13, 2021, and Council Approval on January 18, 2021

Mrs. Hartranft- The Multimunicipal Comprehensive Plan is currently in the 45-day review period. The public may provide comments on the Borough and Township websites.

DCNR has awarded counters to the Saucon Rail Trail to record usage. The counters will be placed between Hellertown Borough and Lower Saucon Township.

E. Chief of Police

Chief Shupp- I had been asked at the last Council meeting to look into the possibility of making Furnace Street a one-way road. The residents were ok with the change. My concerns are that it would put more traffic onto Oak Street which is narrow, not in the best shape, and has a difficult turning radius onto Bachman Street. I will provide Council with a final report at the next meeting.

F. Public Works Director

Mr. Yonney- The leaf collection is on-going.

G. Zoning/Codes Officer

Mr. Russo had only agenda items to discuss.

H. Fire Chief- None

I. Emergency Management- None

X. Unfinished Business

1. Award Recycling Bid- Council Action

Mr. Rieger- As discussed at the previous meeting, the bid received was fifty-six percent higher than our current cost. Other municipalities have received similar increases.

Mrs. Hartranft- J.P. Mascaro was the only bid received. Staff is recommending a three-year bid since the price remains the same for each year.

Mr. Rieger- The Sanitation Budget presented later in the meeting reflects a forty percent increase in the recycling portion of the Sanitation Assessment.

Due to the size of the Borough, Pennsylvania requires the Borough to recycle. Pennsylvania does award recycling grants based on performance.

Motion made by Earl Hill, seconded by Philip Weber, to award a three-year bid to J.P. Mascaro for recycling services. Motion carried 6-0.

XI. New Business

1. Outstanding Obligations- Approval of Payments

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

2. Presentation and Approval of 2021 Preliminary General, Sanitation, Fire, Liquid Fuels, and Capital Budgets - Council Action

Mrs. Hartranft reviewed the highlights of each fund. The Real Estate and Fire Appropriation Tax Millage remains the same. The Sanitation Assessment will be increased due to increased recycling costs.

Motion made by Earl Hill, seconded by Michael McKenna, to approve the 2021 Preliminary Budget. Motion carried 6-0.

3. Authorization to Advertise 2021 Preliminary Budget- Council Action

Motion made by Michael McKenna, seconded by Earl Hill, to advertise the 2021 Preliminary Budget. Motion carried 6-0.

4. Authorization to Accept Bid for 2011 Crown Victoria in the Amount of \$2,272.00- Council Action

Motion made by Earl Hill, seconded by Philip Weber, accept the bid of \$2,272.00 for the 2011 Crown Victoria. Motion carried 6-0.

5. Approval of Request for Escrow Reduction for Stonewood Development- Council Action

Mr. Smith- Stonewood Development is requesting a reduction in their escrow for items already completed and inspected. There are still outstanding items to be completed but those items are not being released.

Mr. Russo- I gave the contractor until November 15, 2020, to complete the outstanding items.

Motion made by Earl Hill to table this item until the November 16, 2020, meeting. Motion carried 6-0.

6. Approval of Request for Escrow Reduction for 32 Clarke Street- Council Action

Mr. Smith- All of the required improvements have been completed. The Borough will retain fifteen percent for the eighteen month maintenance period.

Motion made by Earl Hill, seconded by Philip Weber, to approve the requested escrow reduction. Motion carried 6-0.

XII Announcements


Mr. Rieger- Council will hold an Executive Session next Thursday.

XIII. Executive Session- None

XIV. Adjournment

Motion made by Michael McKenna, seconded by Earl Hill, to adjourn the meeting at 7:46 p.m. Motion carried 6-0.

Adopted by the Hellertown Borough Council this 16<sup>th</sup> Day of November 2020.

  
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Borough Secretary