

Borough of Hellertown
Council Meeting Minutes
Monday, December 7, 2020

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

An Executive Session Was Held November 30, 2020, to Discuss Personnel, Negotiations, and Potential Purchase of Borough Owned Property

- I. Call to Order – Thomas Rieger, 7:14 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 Cathy Hartranft, Barry Yonney, Tina Krasnansky, Kris Russo, Angie Thiede, Chief Shupp, Michael Corriere, and Bryan Smith.

IV. Adoption of Meeting Agendum

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

V. Approval of Meeting Minutes

1. November 16, 2020

Motion made by Gil Stauffer, seconded by Matthew Marcincin, to approve the November 16, 2020 meeting minutes as written. Motion carried 6-0.

VI. COVID-19 Briefing

1. Administration/Public Works/Finance

- a. Mrs. Hartranft- The offices remain closed to the public. Staff is present daily.

Revenue is coming in slightly higher than 2019.

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.

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. Jessica O'Donnell and Lauren Bertucci, Lehigh Valley Chamber

Ms. O'Donnell and Ms. Bertucci thanked Council and Public Works for their support of Light-Up Night.

Mr. McKenna joined the meeting at 7:18 p.m.

2. Hellertown Borough Authority Video Presentation

Mr. Rieger- The Hellertown Borough Authority Administration and Board prepared a video of Authority organization including comments from each board member.

The Borough post the video on the website and Facebook page.

3. Planning Commission Vacancy Interviews

Mr. Rieger- We have been made aware of a retirement and a resignation on the Planning Commission. We received two letters of interest.

i. Dave Kuhns

Mr. Kuhns is an eight-year resident of Hellertown. He is the former part-time Zoning Officer for East Allen Township. He has been the current Director of Planning and Zoning for Upper Makefield Township since 1991. He will be retiring from this position in 2021.

ii. Robert Lepley

Mr. Lepley is a twenty-year resident of Hellertown. His family owned a construction business. He is now a commercial lender.

Motion made by Earl Hill, seconded by Gil Stauffer, to appoint both Mr. Kuhns and Mr. Lepley to the Planning Commission beginning January 2021. Mr. Kuhns will serve the 4-year term and Mr. Lepley will serve the 3-year term. The new appointees are invited to attend the Planning Commission meeting tomorrow evening. Motion carried 6-0.

B. Agenda Items

Andrew Hughes, 1345 New Jersey Avenue, discussed how labor costs are the Borough's largest expense and will continue to rise.

C. Non-agenda Items- None

VIII. Reports from Elected Officials

A. President

Mr. Rieger held a moment of silence for Pearl Harbor Remembrance Day.

Pending a signed budget, the December 21, 2020, meeting will be cancelled.

B. Mayor

Mayor Heintzelman wished everyone a Merry Christmas and Happy New Year.

C. Hellertown Historical Society (Gil Stauffer)

Mr. Stauffer- The Hellertown Historical Society has put together the 2021 Budget which is open for public inspection.

D. Planning Commission (Philp Weber)

Mr. Weber had nothing to report other than the Planning Commission has been very busy this year with plan reviews.

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

Mr. Marcincin- The Hellertown Area Library remains open. Please check the website for hours.

F. Hellertown Borough Authority (Earl Hill)

Mr. Hill- The next board meeting will be held via Zoom. Information can be found on the Hellertown Borough Authority's website.

G. Hellertown Chamber of Commerce (Tom Rieger)

Mr. Rieger thanked Council for their participation in the Light-Up-Night video.

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 was not present for the meeting.

IX. Reports from Appointed Officials

A. Treasurer- None

B. Engineer

Mr. Smith- The Pedestrian Crossing Upgrades have been completed. A punchlist inspection will be completed next week.

The Main Street Safety Project will begin in 2021.

C. Solicitor

Mr. Corriere- The Planning Commission will be discussing proposed timelines for plan approval at their meeting tomorrow night.

D. Manager

Mrs. Hartranft had only agenda items to discuss.

E. Chief of Police

Chief Shupp had only agenda items to discuss.

F. Public Works Director

Mr. Yonney- This is the last week for leaf collection for the year.

G. Zoning/Codes Officer

1. Monthly Report

Motion made by Earl Hill, seconded by Philip Weber, to approve the Zoning/Code Enforcement Monthly Report and make a part of these minutes. Motion carried 6-0.

H. Fire Chief- None

I. Emergency Management- None

X. Unfinished Business

1. Discussion on Stonewood Development Timeline

Mr. Russo- At the last meeting, Council was supplied with a timeline for completion of the outstanding items for the Stonewood Development. Since last meeting, the contractor was fired and items were never ordered.

Mr. Smith- I did supply them with an acceptable light fixture.

Mr. Rieger felt that the light installation was the most import of the outstanding projects to be completed since there was an attempted burglary last week.

Jason Ulrich, Attorney for Stonewood- We were waiting on the approval from Mr. Smith and will be ordering the light fixture this week. The lead time is 10 to 12 weeks. We are asking Council for another extension of the improvements agreement.

Mr. Corriere- The Borough does have adequate escrow to cover the outstanding projects should there be a default.

Mr. Smith suggested the following extension timelines: Lights must be installed by March 31, 2021; Landscaping, basins, and parking striping must be installed by May 31, 2021; and survey must be completed by June 30, 2021.

Mr. Rieger requested that the developer provide proof that they ordered the light fixture by the end of this week.

Motion made by Michael McKenna, seconded by Philip Weber, to approve the extensions to the Improvements Agreement as presented by Mr. Smith with the developer providing proof of ordering the light fixture by December 11, 2020. Motion carried 6-0.

XI. New Business

1. Outstanding Obligations- Approval of Payments

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

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

Mr. Rieger- There have been no changes from the Preliminary Budget. The budget includes no tax increases and no wage increases. There is an increase for the Sanitation bill due to the higher recycling bid received.

Mrs. Hartranft- The Borough was informed that the assessed value of the Borough was increased by 1.1 million dollars.

Motion made by Earl Hill, seconded by Gil Stauffer, to adopt the 2021 Final Budget. Motion carried 6-0.

3. Authorization to 2021 Meeting Dates- Council Action

Motion made by Michael McKenna, seconded by Earl Hill, to advertise the meeting dates. Until further notice, all meetings will be held on an online platform. Motion carried 6-0.

4. Adoption of Resolution 20-16, COLA Increases for Robert Balum, Steven Hanner, Dwight Nuss, and Ronald Patten- Council Action

Mr. Corriere- The Police Pension Board approved a 1.3 percent COLA increase.

Motion made by Philip Weber, seconded by Gil Stauffer, to adopt Resolution 20-16. Motion carried 6-0.

5. Adoption of Resolution 20-17, 2021 Fee Schedule- Council Action

Mrs. Hartranft- The only change to the fee scheduled is the increased recycling rate.

Motion made by Philip Weber, seconded by Michael McKenna, to adopt Resolution 20-17. Motion carried 6-0

6. Adoption of Resolution 20-18, Tax Rate- Council Action

Mrs. Hartranft- The tax rate will remain 20 mill general purpose and 1.5 mill fire appropriations.

Motion made by Gil Stauffer, seconded by Matt Marcincin, to adopt Resolution 20-18. Motion carried 6-0.

7. Approval of COVID-19 Shared Sacrifice Plan Utilizing FY20 Unspent General Fund Dollars in the Amount of \$33,900.00- Council Action

Mr. Rieger- This would provide a one-time stipend to all employees for working throughout these unprecedented time.

Motion made by Matthew Marcincin, seconded by Philip Weber, to approve the COVID-19 Shared Sacrifice Plan. Motion carried 6-0.

8. Consent Agenda

- i. Approval of 2021 Employment Contract for Cathy Hartranft
- ii. Approval of 2021 Employment Contract for Tina Krasnansky
- iii. Approval of 2021 Employment Contract for Kris Russo
- iv. Approval of 2021 Employment Contract for Robert Shupp
- v. Approval of 2021 Employment Contract for Tanya Stametz
- vi. Approval of 2021 Employment Contract for Angie Thiede
- vii. Approval of 2021 Employment Contract for Barry Yonney

Motion made by Gil Stauffer, seconded by Earl Hill, to approve the Consent Agenda. Motion carried 6-0.

9. Authorizing Staff to Pay Bills Until Through December 31, 2020- Council Action

Motion made by Earl Hill, seconded by Philip Weber, to authorize the payment of bills through December 31, 2020. Motion carried 6-0.

XII Announcements

Mr. Rieger wish everyone a safe and happy Holiday Season.

There will be an Executive Session on December 17, 2020, to discuss negotiations, potential litigation, and potential purchase of Borough owned property.

XIII. Executive Session- None

XIV. Adjournment

Motion made by Michael McKenna, seconded by Earl Hill, to adjourn the meeting at 8:30 p.m. Motion carried 6-0.

Adopted by the Hellertown Borough Council this 4th Day of January 2021.



Borough Secretary



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 Oct 15-Nov 19

Local Permits Issued:	20
BIA Permits Issued:	16
Sidewalk Inspections:	11
Residential Rental Inspections:	0
Fire Inspections:	0
Service Requests/Complaints	24
Citations:	0
Planning Commission activity:	Ord 833 Review/comment, HC FRO Review/comment
ZHB activity:	None
Meetings/Classes attended:	2 Borough Council 0 Z.H.B. 0 Planning Commission
Court Appearances:	None
Other Information:	Working with applicants on several development plans for properties in the Borough.

**Borough of Hellertown
Monthly Permit Report**

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FOR PERMITS ISSUED BETWEEN 10/15/2020 AND 11/19/2020

DATE PERMIT	PERMIT #	OWNER	PROPERTY ADDRESS	PARCEL	EST VALUE	
10/15/2020	Y-200509 Shade	FERNANDEZ, PAUL W And MARY, Removal	963 BIRCH RD	Q7SE1D-1-6	\$0.00	\$25.00
10/15/2020	Z-200504 Zoning	LANDIS, CLETUS E JR And CAROL Fence	1730 MAIN ST	Q7NW2D-4-1	\$6,500.00	\$100.00
10/15/2020	Z-200507 Zoning	WASHBURN, TYLER A, Concrete Work	820 DETWEILER AVE	Q7SW2C-1-2	\$5,480.00	\$100.00
10/15/2020	Z-200508 Zoning	GRIEGER, JEFFREY, Sidewalk	316 SPRUCE ST	Q7SW3C-3-2	\$600.00	\$25.00
10/15/2020	D-200505 Dumpster	VANWAGNER, CHRISTOPHER L c/o Dumpster Permit	1330 WASHINGTON ST	Q7NW3A-8-14	\$0.00	\$75.00
10/22/2020	Z-200518 Zoning	MAMMANO, ALYSE, Fence	143 PENN ST	Q7SW2C-6-6	\$2,100.00	\$50.00
10/22/2020	Y-200517 Shade	RUNNER QUACK P c/o HOPE KADES Removal	303 CONSTITUTION AVE	Q7SE4A-9-14	\$0.00	\$25.00
10/22/2020	Z-200514 Zoning	FIGUEROA, JULIA And JOSE, Sidewalk	827 MAPLE RD	Q7SE4A-9-10	\$1,300.00	\$50.00
10/22/2020	Z-200515 Zoning	UPTON, LAURENCE R And SHARON, Sidewalk	501 CONSTITUTION AVE	Q7SE1D-1-25	\$1,900.00	\$50.00
10/22/2020	Z-200516 Zoning	GEORGE PATRICIA H ET AL c/o TRAC Sidewalk	31 SPRUCE ST	Q7SW3A-9-3	\$2,100.00	\$50.00
10/26/2020	Z-200520 Zoning	KARDOS, JERRY J And VANVALKE Fence	463 LOCUST RD	Q7SE1D-4-15	\$500.00	\$25.00
10/29/2020	D-200523 Dumpster	DROPP CHARLOTTE ET AL, Dumpster Permit	130 E CHESTNUT ST	Q7SW2A-7-10	\$0.00	\$75.00
11/4/2020	M-200528 MobileFood	, Mobile Food License			\$0.00	\$200.00
11/4/2020	M-200537 MobileFood	, Mobile Food License			\$0.00	\$200.00
11/4/2020	Z-200534 Zoning	KIRBY, MATTHEW, Fence	120 E SAUCON ST	Q7SW3B-7-1B	\$5,417.00	\$100.00
11/4/2020	Z-200535 Zoning	BOLBAT, DEBORAH L, Shed	21 E DEPOT ST	Q7SW2A-7-17	\$500.00	\$25.00
11/4/2020	Z-200536 Zoning	BIONDO, JOHN C And MAVARO, LA Swimming Pool	1395 JEFFERSON ST	Q7NW3A-8-24	\$2,500.00	\$75.00
11/4/2020	Z-200539 Zoning	HEINTZELMAN, DAVID J And NANCY Addition-Residential	305 E WALNUT ST	Q7SW3C-3A-4	\$20,000.00	\$165.00
11/19/2020	Y-200550 Shade	SNEDDON, PETER S And LINDA I, Removal	1205 EASTON RD	Q7NW3C-11-5	\$0.00	\$25.00

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Monthly Permit Report

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FOR PERMITS ISSUED BETWEEN 10/15/2020 AND 11/19/2020

DATE PERMIT	PERMIT #	OWNER	PROPERTY ADDRESS	PARCEL	EST VALUE
11/19/2020	M-200551	MobileFood	Mobile Food License		\$0.00 \$25.00

TOTAL NUMBER OF PERMITS: 20
TOTAL ESTIMATED VALUE: \$48,897.00
TOTAL PERMIT FEES: \$1,455.00

Summary by Type

Borough of Hellertown

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FOR PERMITS ISSUED BETWEEN 10/15/2020 AND 11/19/2020

DATE PERMIT	PERMIT #	OWNER	PROPERTY ADDRESS	PARCEL	EST VALUE	
10/16/2020	E-200506	DAWSON, JAMES L JR And TABITH	501 SPRUCE ST	Q7SW3B-17-19	\$1,800.00	\$79.50
	Elect	New Service				
11/4/2020	P-200529	CHASE, PATRICIA A,	129 KICHLINE AVE	Q7NW2D-3-8	\$0.00	\$74.50
	Plumbing	Residential				
11/4/2020	B-200540	HEINTZELMAN, DAVID J And NANCY	305 E WALNUT ST	Q7SW3C-3A-4	\$20,000.00	\$304.50
	Build	Addition-Residential				
11/4/2020	E-200538	POWELL, GARRETT,	743 FRONT ST	Q7SW2D-5-7	\$1,700.00	\$84.50
	Elect	Garage Circuit				
11/4/2020	F-200533	MAJEWSKI, MICHELLE A,	215 W HIGH ST	Q7NW3A-3-15	\$6,000.00	\$79.50
	Roof	Roof-Residential				
11/4/2020	M-200527	CHASE, PATRICIA A,	123 KICHLINE AVE	Q7NW2D-3-6	\$5,000.00	\$74.50
	Mechanical	New Fuel-Residential				
11/4/2020	M-200530	CHASE, PATRICIA A,	129 KICHLINE AVE	Q7NW2D-3-8	\$10,000.00	\$109.50
	Mechanical	Replacement-Commercial				
11/4/2020	P-200528	CHASE, PATRICIA A,	123 KICHLINE AVE	Q7NW2D-3-6	\$0.00	\$74.50
	Plumbing	Residential				
11/4/2020	P-200531	BIKALES, EDWARD,	534 HENRY ST	Q7SW3B-17-5	\$0.00	\$74.50
	Plumbing	Water Heater				
11/4/2020	M-200532	BIKALES, EDWARD,	534 HENRY ST	Q7SW3B-17-5	\$14,875.00	\$109.50
	Mechanical	Replacement-Residential				
11/6/2020	E-200541	SINGLEYS REAL ESTATE LLC,	46 - 76 W WATER ST	Q7SW2D-8-1	\$2,536.00	\$84.50
	Elect	Commercial				
11/6/2020	M-200542	COOPER, JOSHUA And LEPO, APRI	675 E THOMAS AVE	Q7NW3C-18-3	\$5,500.00	\$74.50
	Mechanical	New Fuel-Residential				
11/19/2020	F-200553	METCALF, RYAN J And KISH, ALISS	1090 EASTON RD	Q7NW3C-21-2	\$8,085.00	\$79.50
	Roof	Roof-Residential				
11/19/2020	B-200554	BIONDO, JOHN C And MAVARO, LA	1395 JEFFERSON ST	Q7NW3A-8-24	\$1,500.00	\$54.50
	Build	Swimming Pool				
11/19/2020	E-200552	PROSSER, WILLIAM And LOIS M,	326 ELLEN ST	Q7SW3C-3A-3	\$1,500.00	\$79.50
	Elect	New Service				
11/19/2020	E-200555	BIONDO, JOHN C And MAVARO, LA	1395 JEFFERSON ST	Q7NW3A-8-24	\$0.00	\$49.50
	Elect	Pool Wiring				

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FOR PERMITS ISSUED BETWEEN 10/15/2020 AND 11/19/2020

DATE PERMIT	PERMIT #	OWNER	PROPERTY ADDRESS	PARCEL	EST VALUE
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TOTAL NUMBER OF PERMITS:	16
TOTAL ESTIMATED VALUE:	\$76,296.00
TOTAL PERMIT FEES:	\$1,487.00

Summary by Type

2 Commercial
12 Residential

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FOR PERMITS ISSUED BETWEEN 10/15/2020 AND 11/19/2020

DATE PERMIT	PERMIT #	OWNER	PROPERTY ADDRESS	PARCEL	EST VALUE
10/16/2020	S-200512 SideInsp	FIGUEROA, JULIA And JOSE, Sidewalk And Curb Inspection Application	827 MAPLE RD	Q7SE4A-9-10	\$0.00 \$25.00
10/16/2020	S-200511 SideInsp	HOOD, TIMOTHY D, Sidewalk And Curb Inspection Application	457 MAPLE RD	Q7SE1D-6-15	\$0.00 \$25.00
10/28/2020	S-200522 SideInsp	BRADY, JOHN J And LAST CHANCE Sidewalk And Curb Inspection Application	422 FRONT ST	Q7SW3A-1-16	\$0.00 \$25.00
10/28/2020	S-200521 SideInsp	MUSSER, JEREMEY M, Sidewalk And Curb Inspection Application	157 NORTHAMPTON ST	Q7SW3C-2-12	\$0.00 \$25.00
10/29/2020	S-200524 SideInsp	WEINPERL, DOROTHY, Sidewalk And Curb Inspection Application	58 KIERNAN AVE	Q7NW2D-7-6	\$0.00 \$25.00
11/4/2020	S-200525 SideInsp	GILMAN, ANDREA J, Sidewalk And Curb Inspection Application	201 MAIN ST	Q7SW3A-9-4	\$0.00 \$25.00
11/9/2020	S-200543 SideInsp	PALISADES PARTNERS LLC, Sidewalk And Curb Inspection Application	1175 NEW JERSEY AVE	Q7NW3C-18-7	\$0.00 \$25.00
11/16/2020	S-200545 SideInsp	JOHNSON, RICHARD And JONES, R Sidewalk And Curb Inspection Application	469 BIRCH RD	Q7SE1D-5-20	\$0.00 \$25.00
11/17/2020	S-200548 SideInsp	FRANKENFIELD, ADAM K And EMEI Sidewalk And Curb Inspection Application	870 NEW YORK AVE	Q7SW2C-5-4	\$0.00 \$25.00
11/17/2020	S-200547 SideInsp	BRUNNER, MICHAEL J And ZIEGLE Sidewalk And Curb Inspection Application	39 E THOMAS AVE	Q7NW3D-8-12	\$0.00 \$25.00
11/18/2020	S-200549 SideInsp	STELLA CADENTE INVESTMENTS LL Sidewalk And Curb Inspection Application	766 MAIN ST	Q7SW2D-3-8	\$0.00 \$25.00

TOTAL NUMBER OF PERMITS: 11
TOTAL ESTIMATED VALUE: \$0.00
TOTAL PERMIT FEES: \$275.00

Summary by Type