

Borough of Hellertown  
Council Meeting Minutes  
Tuesday, February 16, 2021

**The Meeting Was Held Via Zoom and Streamed on Facebook Live**

- 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-	Absent with prior notification
Mayor Heintzelman-	Present

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

- IV. Adoption of Meeting Agendum

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

- V. Approval of Meeting Minutes

- 1. February 1, 2021

Motion made by Gil Stauffer, seconded by Earl Hill, to approve the February 1, 2021, meeting minutes as written. Motion carried 6-0.

- VI. COVID-19 Briefing

- 1. Administration/Public Works/Finance

- a. Mrs. Hartranft- Staff is still operating under the COVID Protocol.

The Borough finances remain stable.

2. EMA

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

3. Police

- a. Chief Shupp- The police department is still answering calls following the COVID Protocols. We have enough supplies.

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- Discussion on Honors and Hors D'oeuvres at Dimmick Park

Mr. Rieger- The Chamber is still at the ribbon cutting for Maple Street Woodworking. They asked that I speak on their behalf. In the past, the Chamber has hosted Honors and Hors d'oeuvres to honor community groups and organizations. That event was cancelled last year due to COVID. They are looking for an outdoor location to hold it this year to be able to meet CDC Guidelines. They have asked to use the Dimmick Park Pavilion.

Ken Solt- We are looking to hold the event on either May 18, 2021, or May 20, 2021.

Motion made by Michael McKenna, seconded by Gil Stauffer, to approve the Honors and Hors d'oeuvres event at Dimmick Park. Motion carried 6-0.

B. Agenda Items

Diane Bachman, 40 Kichline Avenue- Has a traffic study been completed for either of the developments on Kichline Avenue?

Mr. Smith- The previous development on Kichline provided traffic numbers but not a formal traffic study. For the proposed project, a traffic study is required but not at this stage in the process.

Ms. Bachman expressed her concerns with excessive speeds, tractor trailer traffic, lack of parking, and the narrow width of the road to handle the extra traffic.

Mr. Rieger- This sketch plan is only for comments tonight and not approval into the FRO. We are not questioning a legal development and there has been no land development submitted for this project. The Planning Commission meetings would be the place to discuss these issues while the plan is under review.

C. Non-agenda Items- None

VIII. Reports from Elected Officials

A. President

Mr. Rieger- On behalf of Council, I would like to thank the Public Works Department for all of their work during the last snow storms. Snow removal is continuing as space and weather allow.

B. Mayor

Mayor Heintzelman also thanked Public Works for their snow removal efforts.

C. Council

Council had nothing additional to report.

## IX. Reports from Appointed Officials

### A. Treasurer

1. January 2021 Treasurer's Report
2. January 2021 Statement of Revenues and Expenditures

Motion made by Michael McKenna seconded by Earl Hill, to receive the January 2021 Treasurer's Report and Statement of Revenues and Expenditures. Motion carried 6-0.

### B. Engineer

1. Presentation and Timeline of Main Street Pedestrian Safety Initiative

Mr. Smith reviewed the Main Street Pedestrian Safety Initiative including grant funding sources, the completed Phase I of the project which included signaled upgrades, and Phase II that will be starting in the spring. Phase II will include stamped crosswalks, bump-outs, a bus shelter, and rapid flashers at many un-signalized intersections.

Mr. Smith- The Borough has two options for the bus shelter at Main Street and Thomas Avenue. The first option is a LANTA shelter which is three sided and has an advertising panel. LANTA completes all maintenance. The second option is a Borough-owned shelter which will have no advertising but will have to be maintained by the Borough including garbage and snow removal. If Council chooses to go with the Borough-owned shelter, there is funding in the grant to cover the costs.

Motion made by Matthew Marcincin, seconded by Earl Hill, to proceed with a Borough-owned bus shelter at Main Street and Thomas Avenue. Motion carried 6-0.

Mr. Smith- DCNR has opened the 2021 Grant applications. We were thinking of submitting an application for continued work at Dimmick Park with the installation of a new full-size basketball court. We would then submit an application to DCED for a matching grant.

Council did not want to lose parking at the Tobias Lot, which is the proposed space for the basketball court, as it is heavily used during events.

Mr. McKenna suggested bathroom improvements. Mrs. Hartranft noted that would be an expensive project as they would need to be demolished and rebuilt with ADA compliance.

Mr. Rieger suggested the pavilion and internal trail at the former Reinhard property. Mr. Smith explained that DCNR likes to award funding to projects that they have already funded a completed master plan.

Staff will look at other possible areas in Dimmick Park to install a basketball court without a fence and report back to Council.

C. Solicitor

Mr. Corriere had only agenda items to discuss.

D. Manager

1. Year-End Manager's Report

Mr. Marcincin and Mr. Stauffer thanked Mrs. Hartranft for the report commenting that there is a lot of good information contained in the report.

Motion made by Earl Hill, seconded by Michael McKenna, to receive the 2020 Year-End Manager's Report. Motion carried 6-0.

The Borough received an \$80,000.00 CDBG Grant for the ADA Restroom Project at Authority Park.

We received notice from Northampton County Farmland Preservation that a conservation easement has been granted for 2583 Martins Lane which abuts the compost center.

E. Chief of Police

1. Monthly Report

Motion made by Gil Stauffer, seconded by Earl Hill, to receive the Police Monthly Report and make a part of these minutes. Motion carried 6-0.

F. Public Works Director

1. Monthly Report

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 6-0.

G. Zoning/Codes Officer

1. Monthly Report

Motion made by Matthew Marcincin, seconded by Michael McKenna, to receive 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- None

XI. New Business

1. Outstanding Obligations- Approval of Payments

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

2. Discussion on 2021 Pavilion Rentals and Park Events

Mr. Rieger- If we would proceed with allowing rentals and events, the rental form and COVID Release would have to be signed and CDC Guidelines would have to be followed.

Motion made by Michael McKenna, seconded by James Hill, to allow rentals and events to proceed. Motion carried 6-0.

3. Discussion on Bus Shelter Option

This item was discussed under the Engineer's presentation.

4. Discussion on Special Curbside Parking Permit

Mrs. Hartranft- We have been asked by restaurants to get curbside pickup signage installed along Main Street to make parking available.

Chief Shupp- The business would have to qualify under the criteria, only one space is allowed per business, and pay for the cost of the sign and post. Public Works will install the sign.

Mr. Marcincin- Are the signs temporary or on-going?

Mrs. Hartranft- The intent is temporary during COVID.

Chief Shupp- This would be done under a special police order rather than an ordinance so it can be suspended at any time.

Motion made by Michael McKenna, seconded by Earl Hill, to approve the Special Curbside Parking Permit. Motion carried 6-0.

5. Presentation of Sketch Plan for Clauser Street Development. This Discussion is for Comments Only and No Action Will Be Taken

Mr. Smith- The applicant is seeking admittance into the Flexible Redevelopment overlay district in the Highway Commercial Zoning District. To be admitted, the applicant must show that the parcel is in a condition to be deemed under the FRO. They also must show to Council that they meet design criteria, site design, highlight the main building, acceptable building materials, required lighting, landscaping, and integrated design.

The plan is not before Council for FRO admittance tonight. The applicant will have to resubmit a plan to the Planning Commission for their recommendation and then come before Council for FRO approval.

Karl Scherzberg, Keystone Consulting Engineers- This project would combine 5 parcels at Clauser Street and Kichline Avenue. The Planning Commission has seen two different sketch plans for this project. This sketch plan reflects some of their comments. We are proposing 60 residential units. There are two four-story buildings. The current building will be renovated with an addition. There would be no residential units on the lower floor. The lower floor will be commercial and mechanical rooms. About 55 percent of the lower floors will be commercial space. We are proposing to have a restaurant and offices. There has been discussion on possibly seeking a variance for a daycare. The plan also includes a quarter acre green space by the restaurant and a proposed connection to the rail trail. We did receive the dimensions of the new firetruck and have adjusted the parking lot turn radius so it will fit. There are still five more parking spaces included on the plan than the applicant is required to have.

Mr. Rieger- I would like to see a traffic study completed before we discuss admittance into the overlay.

Mr. Scherzberg- We completed a preliminary study. It was a trip study but not a traffic count.

Mr. Smith- Please submit your findings and we can provide direction on what kind of further studies will be needed.

Chief Shupp- Kichline Avenue is a weight restricted road. Would the extra traffic wear away the road faster?

Mr. Smith will check the core samples from both Kichline Avenue and Kiernan Avenue to determine impact.

Ms. Bachman- I believe that Chief Shupp is correct about the weight restrictions but I have not seen the signage. Because the light at Kichline takes a while, a lot of people will go to Kiernan Avenue or High Street because those lights are shorter so the traffic will also be impacting those streets.

Mr. Pampanin- The weight restriction signs are erected coming off of I-78. The Planning Commission tries to make sure that there is enough on-site parking for any new developments. The underlying zoning in that area is Highway Commercial which would have more truck traffic than residential permitted under the FRO.

Mr. Marcincin- With the excess traffic and narrow roads, has the applicant considered using permitted parking in the development?

Mr. Scherzberg- That has not been determined. We are looking at having some spaces designated only for residential parking and others for both.

Ms. Bachman- Is the school aware of the potential impact of the added students this development could bring in?

Mrs. Hartranft- We should make the school board aware to they can provide comment.

Muhammed Bendjilali- The units would only be one or two bedrooms. They are not being marketed for large families.

Mr. Smith- The applicant should take the comments into consideration and submit another application to the Planning Commission for recommendation to Council for admittance into the FRO.

## XII Announcements

Mr. Rieger- I have scheduled an Executive Session for February 25, 2021, if needed.

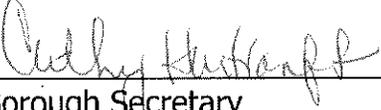
We will be discussing the Musical in the Park at the March 1, 2021, meeting.

## XIII. Executive Session- None

XIV. Adjournment

Motion made by Michael McKenna, seconded by Earl Hill, to adjourn the meeting 9:08 p.m. Motion carried 6-0.

Adopted by the Hellertown Borough Council this 1<sup>st</sup> Day of March 2021.

  
Borough Secretary

# HELLERTOWN POLICE DEPARTMENT MONTHLY REPORT

## January 2021

This is the monthly report for the Hellertown Police Department from January 1st through January 31st, 2021.

During the month of January the Police received 428 calls for service. We did receive 3 Theft, 10 Domestic/Assault, 1 Fraud, 1 Robbery and 6 traffic collision calls. We wrote 42 citations.

The Police Department filed 19 charges including 6 for Narcotics Possession, 2 for Assault, 2 for Theft, 1 for Theft of a Motor Vehicle, 1 for Stalking and 1 for Robbery.

This January was a little higher than average as far as calls go and we made some pretty good arrests. We are working on getting the guys recertified through MPOETC which has changed dramatically due to the pandemic. We ran a targeted enforcement detail on Easton Road that has appeared to slow traffic. We are doing good on our PPE and following our COVID protocol when answering calls. Any questions or concerns feel free to call or stop by.

Chief Robert Shupp III

**PUBLIC WORKS AND PARKS DEPARTMENT  
MONTHLY REPORT  
JANUARY 2021**

**1      ACTIVITY COMPLETED**

Demolished Stairs at Dimmick Park  
Dug Out Swale and Laid Pipe  
Repaired Dumpsters in Park  
Removed Limbs & Sticks From Parks  
Repaired Damaged Street Signs  
Repaired Potholes  
Prepared All Trucks For Winter Storms  
Plowed All Streets & Alleys Multiple Times  
Washed All Trucks & Removed Plows & Chains  
Serviced #2, #3, #7, #9, #10, #12, #13, & Sweeper  
Serviced Chainsaws and Mowers

**2      OTHER**

Cleaned and Disinfected Shops and Lunch Room  
Cleaned the Millrace  
Cleaned Catch Basins  
Cleaned Out Wash Bay Pit  
Swept Main Street, Constitution Avenue, and Magnolia Road  
Filled Dog Waste Bags Weekly  
Emptied Trash Barrels Weekly  
Received New Dump Truck

**3      PROJECTS WORKED ON/COMPLETED DURING THE MONTH**

Screened Street Sweepings  
Cut Bushed, Weeds, Grass, and Vines at Compost Center  
Cleaned Multiple Buildings  
Took Down Holiday Wreaths  
Took Down Lights and Decorations at Borough Hall, Park, and Plaza  
Dug Out and Replaced Shut Off Valve on WSP Drinking Fountain

**4      MEETINGS**

Virtual Council Meetings & Executive Sessions  
Meeting on Bridge Inspections  
Meeting to Discuss Road Paving Project



# BOROUGH OF HELLERTOWN

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

## 2021 Monthly Report Jan 15-Feb 12

<b>Local Permits Issued:</b>	5
<b>BIA Permits Issued:</b>	10
<b>Sidewalk Inspections:</b>	6
<b>Residential Rental Inspections:</b>	0
<b>Fire Inspections:</b>	0
<b>Service Requests/Complaints</b>	32
<b>Citations:</b>	0
<b>Planning Commission activity:</b>	Williams/Clauser sketch plan-no action
<b>ZHB activity:</b>	None
<b>Meetings/Classes attended:</b>	2 Borough Council 0 Z.H.B. 01Planning Commission
<b>Court Appearances:</b>	None
<b>Other Information:</b>	Grease trap inspections for restaurants at South end of Borough to be conducted within the coming weeks.

**Borough of Hellertown  
Monthly Permit Report**

02/12/2021  
9:38 AM  
Page 1 of 1

**FOR PERMITS ISSUED BETWEEN 1/15/2021 AND 2/12/2021**

DATE PERMIT	PERMIT #	OWNER	PROPERTY ADDRESS	PARCEL	EST VALUE	
1/15/2021	Z-210022 Zoning	PAYUNG, HERBERT C And TERESE	850 WILLOW RD Sidewalk	Q7SE4D-6-3B	\$950.00	\$25.00
1/15/2021	Z-210021 Zoning	ELLIOTT, STEPHEN J And ELIZABE	840 WILLOW RD Sidewalk	Q7SE4D-6-3A	\$400.00	\$25.00
1/15/2021	Z-210020 Zoning	KELLY, PETER And JACKSON, KAT	762 EASTON RD Shed	Q7SW2D-4-1	\$3,600.00	\$75.00
1/28/2021	Z-210037 Zoning	FRANCE, JULIE,	432 WILLOW RD Sidewalk	Q7SE4A-5-3	\$1,600.00	\$50.00
2/8/2021	Z-210045 Zoning	SINGLEYS REAL ESTATE LLC,	46 - 76 W WATER ST Sign Permit	Q7SW2D-8-1	\$0.00	\$25.00

TOTAL NUMBER OF PERMITS:	5
TOTAL ESTIMATED VALUE:	\$6,550.00
TOTAL PERMIT FEES:	\$200.00

Summary by Type

**Borough of Hellertown  
Monthly Permit Report**

02/12/2021  
9:37 AM  
Page 1 of 1

**FOR PERMITS ISSUED BETWEEN 1/15/2021 AND 2/12/2021**

DATE PERMIT	PERMIT #	OWNER	PROPERTY ADDRESS	PARCEL	EST VALUE
1/21/2021	F-210030 Roof	HIBBLER, DONNA, Roof-Residential	1405 WHITAKER ST	Q7NW3A-7-20	\$0.00 \$79.50
1/21/2021	B-210029 Build	TATU, J CHRISTIAN And DAWLEY, H Basement egress	575 E THOMAS AVE	Q7NW3C-17-3	\$7,000.00 \$129.50
1/28/2021	E-210039 Elect	FINLAY, JAMES P JR And BOLAND, Residential Solar	315 ELLEN ST	Q7SW3C-3-7	\$4,000.00 \$79.50
1/28/2021	B-210038 Build	FINLAY, JAMES P JR And BOLAND, Solar	315 ELLEN ST	Q7SW3C-3-7	\$8,000.00 \$129.50
1/29/2021	F-210042 Roof	MAHALETZ, ADAM B, Roof-Residential	1377 WHITAKER ST	Q7NW3A-7-17	\$3,500.00 \$79.50
1/29/2021	F-210041 Roof	FOX, RICHARD C, Roof-Residential	1525 MAIN ST	Q7NW3A-5-7	\$5,560.00 \$79.50
2/8/2021	F-210047 Roof	DEWIRE, KIMBERLY L, Roof-Commercial	1089 MAIN ST	Q7SW2A-2-25	\$17,897.00 \$79.50
2/8/2021	E-210043 Elect	PRUSHINSKI, JASON R And RORI G, Residential	562 TOBIAS DR	Q7SW2C-9-3	\$1,700.00 \$94.50
2/8/2021	B-210046 Build	GUERRIERI, LISA M, Residential-Demo	216 KICHLINE AVE	Q7NW2D-8-3	\$8,500.00 \$104.50
2/8/2021	B-210044 Build	PRUSHINSKI, JASON R And RORI G, Repair/Renovation-Residential	562 TOBIAS DR	Q7SW2C-9-3	\$5,000.00 \$164.50

TOTAL NUMBER OF PERMITS:	10
TOTAL ESTIMATED VALUE:	\$61,157.00
TOTAL PERMIT FEES:	\$1,020.00

**Summary by Type**

6 Residential

**Borough of Hellertown**  
**Monthly Permit Report**

02/12/2021  
10:17 AM  
Page 1 of 1

**FOR PERMITS ISSUED BETWEEN 1/15/2021 AND 2/12/2021**

DATE PERMIT	PERMIT #	OWNER	PROPERTY ADDRESS	PARCEL	EST VALUE
1/16/2021	S-210025 SideInsp	LAU, JON A And RENE A, Sidewalk And Curb Inspection Application	845 MAPLE RD	Q7SE4A-9-7	\$0.00 \$25.00
1/21/2021	S-210031 SideInsp	KLINK, ROBERT A, Sidewalk And Curb Inspection Application	1375 MAIN ST	Q7NW3A-12-14	\$0.00 \$25.00
1/22/2021	S-210034 SideInsp	NORTH BRIDGE REALTY LLC, Sidewalk And Curb Inspection Application	725 NORTHAMPTON ST	Q7SW2C-4-11	\$0.00 \$25.00
1/22/2021	S-210033 SideInsp	SALANIK, CHRISTOPHER And STEP Sidewalk And Curb Inspection Application	462 FRONT ST	Q7SW3A-1-1	\$0.00 \$25.00
1/27/2021	S-210036 SideInsp	SCHONEWOLF ERNEST J JR And S Sidewalk And Curb Inspection Application	201 W HIGH ST	Q7NW3A-3-13A	\$0.00 \$25.00
1/28/2021	S-210040 SideInsp	SUTTER, DOUGLAS, Sidewalk And Curb Inspection Application	186 FRONT ST	Q7SW3A-5-9C-	\$0.00 \$25.00

TOTAL NUMBER OF PERMITS: 6  
TOTAL ESTIMATED VALUE: \$0.00  
TOTAL PERMIT FEES: \$150.00

Summary by Type