

Borough of Hellertown
Council Meeting Minutes
Tuesday, September 7, 2021

The Meeting Was Held In Person, Via Zoom, and Streamed Live on Facebook.

I. Call to Order – Thomas Rieger, 7:02 p.m.

II. Pledge - All

III. Roll Call – Thomas Rieger

| | |
|--------------------|---------|
| Earl Hill- | Present |
| James Hill- | Present |
| Andrew Hughes- | Present |
| Matthew Marcincin- | Present |
| Michael McKenna- | Present |
| Thomas Rieger- | Present |
| Gil Stauffer- | Present |
| Mayor Heintzelman- | Present |

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

IV. Adoption of Meeting Agendum

Motion made by Michael McKenna, seconded by Earl Hill, to adopt the meeting agendum as written. Motion carried 7-0.

V. Approval of Meeting Minutes

1. August 16, 2021

Motion made by Gil Stauffer, seconded by Matthew Marcincin, to approve the August 16, 2021, meeting minutes as written. Motion carried 7-0.

VI. Courtesies of the Floor

A. Pre-Scheduled Appearance

1. Clete Landis- Discussion on Vacating Portion of Oak and Hemlock Alleys

Mr. Landis- I am seeking to have a portion of Hemlock and Oak Alleys vacated by the Borough. I had approached Council with this proposed vacation over 10 years ago but it could not proceed because one of the parcel owners was not in agreement. I now own the other parcel at 1706 Kichline Avenue so there are no objections.

Mr. Corriere- I would need to create an ordinance and it would need to be advertised.

Motion made by James Hill, seconded by Matthew Marcincin, to add authorization to vacate on the next agenda. Motion carried 7-0.

2. Cathleen Zeigafuse- Presentation of Proposed Girl Scout Project

Ms. Zeigafuse would like to build 12 birdhouses to put in the parks for her Gold Project. They are 3 different sizes to house various types of birds. The birdhouses would be painted white to protect them from the elements and would be placed in the ground with conduit.

Motion made Michael McKenna, seconded by Earl Hill, to approve the project and coordinate with Mr. Yonney regarding placement. Motion carried 7-0.

B. Agenda Items- None

C. Non-Agenda Items- None

VII. Reports from Elected Officials

A. President

Mr. Rieger had nothing additional to report.

B. Mayor

Mayor Heintzelman- The Bikes and Brew Fundraiser will be held on September 9, 2021. It benefits the Hellertown Lower Saucon Chamber scholarship fund.

I will be performing several weddings in September and October.

The Spirit Parade is still looking for bands.

The Pipes for Paws charity bike run will be held on September 26, 2021, and end at Dimmick Park.

C. Hellertown Historical Society (Gil Stauffer)

Mr. Stauffer- The geese have not returned to the Gristmill.

D. Planning Commission

Mr. Rieger- The Planning Commission will be meeting next week.

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

Mr. Marcincin- Story Time events will be happening all month long.

A mini-golf event will be held on September 17, 2021.

Adult Craft Night is held the last Monday of each month.

F. Hellertown Borough Authority (Earl Hill)

Mr. Hill had nothing to report.

G. Hellertown Chamber of Commerce (Tom Rieger)

Mr. Rieger- There will be a ribbon cutting for House and Land on September 16, 2021, and for Chef Meals on September 23, 2021.

H. Saucon Valley Partnership (James Hill)

Mr. Rieger- The September meeting of the Saucon Valley Partnership has been cancelled.

I. Saucon Rail Trail (Matthew Marcincin)

Mr. Marcincin- The Saucon Rail Trail Commission received a sponsor for the municipal signage. Hellertown's will be the first to be installed.

J. Hellertown Civil Service Commission (James Hill)

Mr. Hill had nothing to report.

VIII. Reports from Appointed Officials

A. Treasurer- None

B. Engineer

Mr. Smith- Lanta moved the bus stop to the new shelter.

The Silver Creek Flood Mitigation is under analysis. We are hoping to hold meetings public meetings this fall.

Structural and MEP Plans for the Public Works Facility were received and are under review.

We are looking to bid the Authority Park ADA Improvements Project in January 2022.

Mr. Rieger would like to hold a Groundbreaking Ceremony for the Public Works Facility on September 20, 2021, at 6:00 p.m.

C. Solicitor

Mr. Corriere had only agenda items to discuss.

D. Manager

Mrs. Hartranft- Saucon Valley Diamond Sports has softball sponsors that would like to add banners to the softball and junior field fences. Funds received from the sponsors go back into field maintenance.

Motion made by Michael McKenna, seconded by Earl Hill, to allow sponsor banners to be placed at the junior and softball fields. Motion carried 7-0.

E. Chief of Police

Chief Shupp had only agenda items to discuss.

F. Public Works Director

1. Announcement of 2021 Fall Yard Waste Collection

Mr. Yonney- The Fall Yard Waste Collection will be held the week of September 20, 2021, following the garbage schedule. No plastic bags will be collected.

G. Zoning/Codes Officer

Mr. Russo had only agenda items to discuss.

H. Fire Chief- None

I. Emergency Management- None

IX. Unfinished Business- None

X. New Business

1. Outstanding Obligations- Approval of Payments

Motion made by Earl Hill, seconded by Gil Stauffer, to approve the payments. Motion carried 7-0.

2. Walnut Street and Saucon Rail Trail Crossing Proposed Improvements- Council Action
 - a. Adoption of Resolution 21-09, Authorization to Submit Application for Traffic Signal at Saucon Rail Trail and West Walnut Street- Council Action
 - b. Adoption of Resolution 21-1, Authorizing the Borough Manager to Submit Traffic Signal Maintenance Agreement- Council Action
 - c. Authorize Traffic Signal Maintenance Agreement for Proposed RRFB at Walnut Street and Saucon Rail Trail- Council Action

Mr. Smith- The Rapid Flashers installed will be the same type as were just installed on Main Street.

Motion made by Michael McKenna, seconded by Earl Hill, to adopt Resolution 21-09, adopt Resolution 21-10, and authorize traffic signal maintenance agreement for Walnut Street Rail Trail crossing. Motion carried 7-0.

3. 2022 Non-Uniform Pension Plan Minimum Municipal Obligation- Council Action

Mrs. Hartranft- The 2022 Non-Uniform MMO is \$22,500.00.

Motion made by Andrew Hughes, seconded by Gil Stauffer, to approve the 2022 Non-Uniform MMO. Motion carried 7-0.

4. 2022 Uniform Pension Plan Minimum Municipal Obligation- Council Action

Mrs. Hartranft- The Uniform MMO is covered by State Aid.

Motion made by Gil Stauffer, seconded by Andrew Hughes, to approve the 2022 Uniform MMO. Motion carried 7-0.

5. Appointment of Larry O'Donnell to Planning Commission to Fill Term Expiring December 31, 2021- Council Action

Motion made by Michael McKenna, seconded by Matthew Marcincin, to appoint Larry O'Donnell to the Planning Commission. Motion carried 7-0.

6. Discussion on Request for Waiver of Sidewalk Installation at 30 West High Street- Council Action

Gary Ramunni, owner, requested an exemption to the required sidewalk installation due to the steep embankment of his property, that it would require the loss of the entire side yard, could compromise the retaining wall in the back of the property, there are no other sidewalks on that side of Washington Street, and the required new retaining wall and sidewalk would be cost prohibitive. The property is currently under an Agreement of Sale.

Mr. Earl Hill- I drove by the property and do not think we should make the owner install sidewalks. There are no sidewalks on his side of the street and the retaining wall required is cost prohibitive.

Motion made by Earl Hill, seconded by Gil Stauffer, to grant exemption for sidewalk installation at this time. Motion carried 7-0.

7. Approval of Saucon Valley Diamond Sports Request to Install Enclosed Dugouts, Install Fencing Around Farm Field, and Install New Batting Cages- Council Action

Motion made by Earl Hill, seconded by James Hill, to deny request to install fencing and table remaining items until plans are presented. Motion carried 7-0.

8. Authorization to Pay Invoice #5 to TPD for the Main Street Safety Project in the Amount of \$9,858.48- Council Action

Motion made by Michael McKenna, seconded by Earl Hill, to pay Invoice #5 to TPD in the amount of \$9,858.48. Motion carried 7-0.

9. Approval of Donation Request to Saucon Valley Spirit Parade- Council Action

Motion made by Earl Hill, seconded by Michael McKenna, to donate \$1,000.00 to the Saucon Valley Spirit Parade. Donation is to be taken from the contingency fund. Motion carried 7-0.

10. Approval of Donation of Smith Co. Super Rake, Model 13-119, Serial #0868, to Saucon Valley Diamond Sports- Council Action

Motion made by Michael McKenna, seconded by Earl Hill, to approve the donation of a super rake to Saucon Valley Diamond Sports. Motion carried 7-0.

11. Discussion and Authorization to Complete Boundary and Hard Topographical Survey of Farm Property- Council Action

Mr. Rieger- Lower Saucon Township is requiring the survey prior to the sale.

Mr. Smith- The cost is about \$10,000.00 and could take 3-4 weeks to complete.

Council was not in favor of the expenditure.

Mr. Smith- The Borough could execute the agreement of sale but make it contingent upon the buyer paying for and completing the survey.

Motion made by Gil Stauffer to table this item and add the sale of Borough owned property contingent upon Agreement of Sale and completed survey. Motion carried 7-0.

12. Discussion on Property Maintenance and Abandoned Car Enforcement

Mr. Rieger- Council has been receiving a lot of complaints regarding property maintenance issues and junked or abandoned vehicles. We would like staff to step-up enforcement.

Chief Shupp- The police department began our annual enforcement drive on August 24, 2021. The town is divided amongst the officers. There have been 18 vehicles tagged. We have had 100 percent compliance.

13. Approval of Request to Close One Lane of East Thomas Avenue on September 25, 2021, for Event- Council Action

Mrs. Hartranft- Saylor's has asked to be able to close one lane of East Thomas Avenue for an event.

Council felt both lanes up to the alley should be closed for the event for safety.

Motion made by Earl Hill, seconded by Gil Stauffer, to approve the closure of the first block of East Thomas Avenue for the event. Motion carried 7-0.

14. Award Bid for Dimmick Park Swale Greening- Council Action

Mr. Smith- This project is to remove the asphalt lining the channel, replace with vegetation, and one year of maintenance. We received two bids. The low bidder was Kobalt Construction in the amount of \$162,394.00.

Mrs. Hartranft noted that this would include the removal of some of the pine trees but not all. Since the roots are being disturbed, the remainder should also be removed but the cost won't be covered by the grant.

Mr. Smith- The Borough could do a change order and reduce the scope to cover the cost of removing the remainder of the trees. If this causes a delay, it could push the project back into 2022.

Motion made by Michael McKenna, seconded by Gil Stauffer, to award the base bid and all three alternates to Kobalt Construction in the amount of \$162,394.00 and to look into change order for tree removal. Motion carried 7-0.

15. Award Bid for Walnut Street RRFB- Council Action

Mr. Smith- We received 6 bids. The bids include the installation of rapid flashers, crosswalk, ADA connection to the Gristmill, and an alternate of ADA parking area. The low bidder was DePaul. They did not include items in their bid and have asked to withdraw their bid.

Motion made by Andrew Hughes, seconded by Earl Hill, to reject low bidder due to lack of responsiveness.

Mr. Smith- The next lowest bidder was Kobalt Construction for a total bid of \$139,180.00.

Motion made by Earl Hill, seconded by Matthew Marcincin, to award the Walnut Street RRFB Project to Kobalt Construction in the amount of \$139,810.00. Motion carried 7-0.

XII Announcements

Mr. Rieger- Since there will be a groundbreaking ceremony prior to the next meeting, the Executive Session will be held after the meeting.

XIII. Executive Session- None

XIV. Adjournment

Motion made by Michael McKenna, seconded by Earl Hill, to adjourn the meeting 8:41 p.m. Motion carried 7-0.

Adopted by the Hellertown Borough Council this 20th Day of September 2021.


Borough Secretary