

Borough of Hellertown
Council Meeting Minutes
Monday, October 18, 2021

The Meeting Was Held In-Person, 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
Andrew Hughes-	Present
Matthew Marcincin-	Present
Michael McKenna-	Present
Thomas Rieger-	Present
Gil Stauffer-	Present
Mayor Heintzelman-	Present

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

IV. Adoption of Meeting Agendum

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

V. Approval of Meeting Minutes

1. October 4, 2021

Motion made by Gil Stauffer, seconded by Earl Hill, to approve the October 4, 2021, meeting minutes as written. Motion carried 7-0.

VI. Courtesies of the Floor

A. Pre-Scheduled Appearance

1. Michael Recchiuti, Esq.- Discussion and Request for Reconsideration of Council's Letter to Zoning Hearing Board Regarding 1075 Main Street

Mr. Recciuti- I represent Sato Properties. They are not developers. They are purchasing the property to live in. Currently, there is a variance granted to allow light manufacturing in the upstairs portion. The applicants are looking to turn that into a loft style apartment with storage. This use will be less impactful than the light manufacturing. The property currently has 5 parking spaces. The applicants went before the Planning Commission last week. The PC recommended granting the variance requests to the Zoning Hearing Board. We are asking Council to reconsider their nonsupport to the Zoning Hearing Board.

Motion made by Gil Stauffer, seconded by Andrew Hughes, to send a letter of support for the project to the Zoning Hearing Board with the conditions set forth by the Planning Commission. Motion carried 7-0.

2. Erica Shorb- Presentation of Proposed Winter and Spring Projects

Ms. Shorb- The first event that I am proposing would be Comfort and Joy. It would run from November until January. I would like to begin with "yarn bombing" the trees in Authority Park. If it is well received, I would like to move onto other areas.

Motion made by Matthew Marcincin, seconded by Earl Hill, to approve the Comfort and Joy Event. Motion carried 7-0.

Ms. Shorb- The second event would be Light and Life. For a weekend in December, I would like to use Dimmick Park and the stage area to have a live nativity, carolers, live animals, and provide warm beverages.

Motion made by Michael McKenna, seconded by Earl Hill, to approve the Light and Life Event. Motion carried 7-0.

Ms. Shorb- The third event that I am proposing is called Peace and Hope. This event would run during January and February. It would be for businesses to create window displays around town.

Motion made by Earl Hill, seconded by Gil Stauffer, to approve the Peace and Hope Event. Motion carried 7-0.

Ms. Shorb- The event for spring would be centered around Earth Day with a theme of Reduce, Reuse, and Recycle. Participant would create flower and insects from recycled products.

Motion made by Michael McKenna, seconded by Matthew Marcincin, to approve the Earth Day Event. Motion carried 7-0.

B. Agenda Items- None

C. Non-agenda Items

Robert Pasternak introduced his exchange student to Council.

VII. Reports from Elected Officials

A. President

Mr. Rieger- I will require an Executive Session following the next budget meeting.

B. Mayor- The Spirit Parade is October 24, 2021. Please watch for detours and plan accordingly.

C. Council- None

VIII. Reports from Appointed Officials

A. Treasurer

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

Motion made by Michael McKenna, seconded by Earl Hill, to receive the September 2021 Treasurer's Report and the September 2021 Statement of Revenues and Expenditures. Motion carried 7-0.

B. Engineer

1. Report

Mr. Smith- The Dimmick Park Swale Greening Project is nearing completion.

The contractor will begin working on the Walnut Street Trail Crossing Project shortly.

C. Solicitor

Mr. Corriere had only agenda items to discuss.

D. Manager

1. Discussion on Phase II Hometown Hero Banner Availability

Mrs. Hartranft- We are opening Phase II of the Hometown Hero Banners and will be accepting applications until February 22, 2022. The current banners will be coming down in the spring.

E. Chief of Police

1. Monthly Report

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

Mr. Hughes asked Chief Shupp to provide the number of citations written for vehicles failing to yield to pedestrians in the new rapid flash intersections. Chief Shupp will provide the number of citations but also reminded pedestrians it is only safe to enter the crosswalk when traffic has stopped.

2. Authorization to Hire Rodney Meilinger as Crossing Guard- Council Action

Chief Shupp- I received an application for a crossing guard. I would like to hire Rodney Meilinger for the position. He retired from the school district and has all of the required clearances.

Motion made by Michael McKenna, seconded by James Hill, to approve the hiring of Rodney Meilinger as a crossing guard. Motion carried 7-0.

3. Discussion on Urban Tracking, October 25-29, 2021

Chief Shupp- Local K-9 units will be using Reservoir Park and areas around Hellertown for Urban Tracking training. They will be in marked police uniforms.

We will be using the call-all system over the weekend to explain the parade detour and road closures.

F. Public Works Director

1. Monthly Report

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

2. Announcement of Leaf Collection Schedule

Mr. Yonney- The 2021 Leaf Collection will begin on October 25, 2021.

Public Works will begin putting up the holiday decorations on November 1, 2021.

The new bucket truck should be arriving Wednesday.

G. Zoning/Codes Officer

1. Monthly Report

Motion made by Michael McKenna, seconded by Gil Stauffer, to receive the Zoning/Code Enforcement Monthly Report and make a part of these minutes. Motion carried 7-0.

H. Fire Chief- None

I. Emergency Management- None

IX. Unfinished Business- None

X. New Business

1. Outstanding Obligations- Approval of Payments

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

2. Discussion on Additional Costs to Public Works Facility- Council Action

Mr. Smith- The first item is for the office fit-out. It includes office area, two bathrooms, a utility room, break room, second floor loft area, upgraded joists for storage, and coordination of all trades included in the price.

Motion made by Earl Hill, seconded by Matthew Marcincin, to approve the office fit-out at a cost of \$88,042.00. Costs to be taken from the Capital reserve. Motion carried 6-1 (James Hill opposed).

Mr. Smith- The installation of a sprinkler system alarm is required per code.

Motion made by Michael McKenna, seconded by James Hill, to approve sprinkler system alarm at a cost of \$5,960.00. Costs to be taken from the Capital reserve. Motion carried 7-0.

Mr. Smith- Public Works has requested additional windows and doors be installed to assist with cross-ventilation of the building.

Motion made by Earl Hill, seconded by James Hill, to install additional windows and doors to assist with cross-ventilation at a cost of \$12,880.00. Costs to be taken from the Capital reserve. Motion carried 7-0.

Mr. Smith- It was suggested that we install Perma-Columns to add to the life of the building.

Motion made by Matthew Marcincin, seconded by Earl Hill, to approve the installation of Perma-Columns at a cost of \$23,288.00. Costs to be taken from the Capital reserve. Motion carried 7-0.

Mrs. Hartranft- The total for all of the change orders is \$130,130.00.

Mr. Smith- Public Works has begun prepping the site, coordinated with Hellertown Borough Authority to connect sewer line, utilizing the on-site water service, and coordinating with PPL and U.G.I. for utilities.

Prior to the end of the year, the frame should be installed and some site landscaping can be completed.

3. Approval of Special Event Request and Road Closure Request for Charity Halloween Party at 1561 Main Street, October 29, 2021, From 7:00 p.m. to 10:00 p.m.- Council Action

Rose Ellen Moore- I am planning on hosting a Halloween Party to support local charities. For safety, I am also asking to close Wagner Avenue from Main Street to the Alley. There will be a red carpet, DJ, and the whole store will be "make me an offer" pricing.

Motion made by James Hill, seconded by Earl Hill, to approve the Special Event Request and road closure for the Halloween Party. Motion carried 7-0.

4. Authorization to Enter Into An Agreement With BetterScapes for Lawn Care in the Amount of \$10,542.80- Council Action

Mrs. Hartranft- The Borough received two proposals. Staff is recommending using BetterScapes. The price was much lower for the same treatments.

Motion made by Michael McKenna, seconded by Matthew Marcincin, to award contract to BetterScapes in the amount of \$10,542.80. Motion carried 7-0.

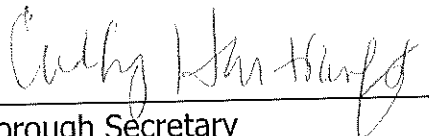
5. Authorization to Pay Invoice #1 to Kobalt Construction for the Dimmick Park Swale Greening Project in the Amount of \$79,554.60- Council Action

Motion made by Earl Hill, seconded by James Hill, to pay Invoice #1 to Kobalt Construction. Motion carried 7-0.

- XI. Announcements- None
- XII. Executive Session- None
- XIII. Adjournment

Motion made by Michael McKenna, seconded by Earl Hill, to adjourn the meeting at 8:15 p.m. Motion carried 7-0.

Adopted by the Hellertown Borough Council this 1st Day of November 2021.


Borough Secretary

HELLERTOWN POLICE DEPARTMENT MONTHLY REPORT

September 2021

This is the monthly report for the Hellertown Police Department from September 1st through September 30th, 2021.

During the month of September the Police received 471 calls for service. We did receive 5 Theft, 8 Assault/Domestic, 1 Sex Assault, 5 Fraud, 1 Counterfeiting and 6 traffic collision calls. We wrote 69 citations.

The Police Department filed 35 charges including 14 for Narcotics Possession, 11 for DUI, 4 for Forgery, 1 for Assault and 1 Firearms charge.

A lot of time was spent last month preparing for our fall firearms and tactics trainings as well as preparing the 2021 budget. We were definitely busy last month, there were more DUI charges than we have had lately. We are continuing working on some more involved narcotics cases and look to wrap them up soon. Officer Connelly is doing well on FTO and he should be wrapping that up at the end of October, that will give us a good amount of part-time guys finally. If you need anything or have any questions please feel free to call or stop in.

Chief Robert Shupp III

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

1 ACTIVITY COMPLETED

- Went to Tour New Bucket Truck
- Called Out to Assist with Hydrolic Leak
- Repaired Damaged Plumbing & Toilet in Park
- Prepped and Blacktopped Alleys
- Recycled Reinhard Blacktop
- Dug Out & Stoned Driveway for PW Facility
- Dug Out for PW Building
- Removed 20 Loads of Brick & Concrete From PW Facility
- Patched Potholes on Main Street
- Serviced #2, #5, #6, #7, #12, Exmarks, John Deere, & Compost Loader

2 OTHER

- Cleaned and Disinfected Shops and Lunch Room
- Cleaned the Millrace
- Cleaned Catch Basins
- Cleaned Out Wash Bay Pit
- Swept Main Street & Other Areas
- Filled Dog Waste Bags Weekly
- Cleaned Bathrooms Dailly
- Emptied Trash Barrels Weekly
- Mowed All Locations Weekly
- Waters All Flower Beds Three Times Per Week
- Weeded All Flower Beds Weekly
- Cleaned Out Fountains

3 PROJECTS WORKED ON/COMPLETED DURING THE MONTH

- Assisted Setting-Up For Groundbreaking Ceremony
- Grinding At Compost Center
- Winterized the Pool & Splashpad
- Completed Fall Yard Waste Collection
- Prepped & Cleaned Up From Storm Flooding

4 MEETINGS

- Council Meetings & Executive Sessions
- Budget Meetings
- Dimmick Park Swale Greening Meeting
- Public Works Facility Meeting With Bryan
- Walnut Street Trail Crossing Meeting



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 Sep 16-Oct 14

Local Permits Issued:	12
BIA Permits Issued:	5
Sidewalk Inspections:	4
Residential Rental Inspections:	0
Fire Inspections:	0
Service Requests/Complaints	23
Citations:	0
Planning Commission activity:	1075 Main St.(Organic Mattress Store) site plan conditionally approved
ZHB activity:	1 upcoming-1075 Main St. special exception/parking variance
Meetings/Classes attended:	2 Borough Council 0 Z.H.B. 1 Planning Commission
Court Appearances:	
Other Information:	October Property Maintenance targeted enforcement list attached.

**Borough of Hellertown
Monthly Permit Report**

10/14/2021
10:42 AM
Page 1 of 1

FOR PERMITS ISSUED BETWEEN 9/16/2021 AND 10/14/2021

DATE PERMIT	PERMIT #	OWNER	PROPERTY ADDRESS	PARCEL	EST VALUE
9/16/2021	D-210432	ZAJAC, ALEK, Dumpster Permit	534 ELLEN ST	Q7SW3C-5-5	\$0.00 \$75.00
9/16/2021	D-210431	MILLIREN, MATTHEW N And ANDRE Pod Permit	502 SPRUCE ST	Q7SW3C-4-1	\$0.00 \$75.00
9/24/2021	Z-210438	LOVELACE, DONNA J, Utility Permit	1604 CLAUSER ST	Q7NW2D-1-6	\$0.00 \$25.00
9/24/2021	Y-210439	KAUFMAN, HOLLY A, Removal	839 MAPLE RD	Q7SE4A-9-8	\$0.00 \$25.00
9/24/2021	Y-210437	PASTERNAK, ROBERT W And BARB Removal	1370 3RD AVE	Q7NW3B-12-3	\$0.00 \$25.00
9/30/2021	M-210447	, Mobile Food License			\$0.00 \$75.00
9/30/2021	D-210446	HUBER, JONATHAN, Dumpster Permit	1550 BURKHARDT ST	Q7NW2D-12-3	\$0.00 \$25.00
10/4/2021	Z-210450	POFF, RYAN, Fence	115 CEDAR RD	Q7SE4D-4-8	\$0.00 \$25.00
10/4/2021	Z-210449	MAHALETZ, ADAM B, Shed	1385 WHITAKER ST	Q7NW3A-7-18	\$700.00 \$25.00
10/8/2021	Y-210454	VONROHR, DONALD SR And ELIZAB Substantial Trimming	755 NORTHAMPTON ST	Q7SW2C-4-13	\$0.00 \$10.00
10/8/2021	D-210455	HARTMAN, DONALD A And IRENE, Dumpster Permit	215 WILLOW RD	Q7SE4A-13-2	\$0.00 \$75.00
10/14/2021	Z-210461	WOLST, CINDY L, Sidewalk	1234 EASTON RD	Q7NW3C-10-2	\$1,750.00 \$50.00

TOTAL NUMBER OF PERMITS: 12
TOTAL ESTIMATED VALUE: \$2,450.00
TOTAL PERMIT FEES: \$510.00

Summary by Type

**Borough of Hellertown
Monthly Permit Report**

10/14/2021
10:41 AM
Page 1 of 1

FOR PERMITS ISSUED BETWEEN 9/16/2021 AND 10/14/2021

DATE PERMIT	PERMIT #	OWNER	PROPERTY ADDRESS	PARCEL	EST VALUE	
9/28/2021	F-210441	GASPAR, ANN B, Roof-Residential	327 SPRUCE ST	Q7SW3B-16-14	\$7,000.00	\$79.50
9/28/2021	F-210440	NEITH, THOMAS J And DENISE H, Roof-Residential	526 ELLEN ST	Q7SW3C-5-4	\$10,085.00	\$79.50
10/8/2021	F-210456	MICHAYLIRA, EDWARD S And ANIT Roof-Residential	533 SPRUCE ST	Q7SW3B-17-15	\$6,300.00	\$79.50
10/8/2021	E-210457	FASCIANO, CARA TERESA, Residential Service	534 ELLEN ST	Q7SW3C-5-5	\$1,800.00	\$79.50
10/14/2021	M-210460	COLE, JENNIFER E, Replacement-Residential	1380 3RD AVE	Q7NW3B-12-2	\$8,400.00	\$74.50

TOTAL NUMBER OF PERMITS: 5
 TOTAL ESTIMATED VALUE: \$33,585.00
 TOTAL PERMIT FEES: \$392.50

Summary by Type

2 Residential

**Borough of Hellertown
Monthly Permit Report**

10/14/2021
10:42 AM
Page 1 of 1

FOR PERMITS ISSUED BETWEEN 9/16/2021 AND 10/14/2021

DATE PERMIT	PERMIT #	OWNER	PROPERTY ADDRESS	PARCEL	EST VALUE
9/22/2021	S-210436	GOODMAN, DENNIS And EVA J,	209 CEDAR RD	Q7SE4A-8-22	\$0.00 \$25.00
	Sidelnsp	Sidewalk And Curb Inspection Application			
9/22/2021	S-210433	REIGNER, HALEY M c/o HALEY CAPO	1631 RIEGEL ST	Q7NW2C-2-13	\$0.00 \$25.00
	Sidelnsp	Sidewalk And Curb Inspection Application			
10/5/2021	S-210451	KUHNS, DAVID A,	110 LINDEN AVE	Q7NW3D-10-15	\$0.00 \$25.00
	Sidelnsp	Sidewalk And Curb Inspection Application			
10/12/2021	S-210459	MITCHELL, MARK G SR And SHIRLE	809 WILLOW RD	Q7SE4D-5-2	\$0.00 \$25.00
	Sidelnsp	Sidewalk And Curb Inspection Application			

TOTAL NUMBER OF PERMITS: 4
 TOTAL ESTIMATED VALUE: \$0.00
 TOTAL PERMIT FEES: \$100.00

Summary by Type

Property Maintenance Notices Oct- 2021

Clauser St. Lot	Notice	weeds/bushes in alley
32 Kichline Ave.	Notice	bushes in alley
114 Constitution Ave.	Notice	weeds
144 Roth Ave.	Notice	weeds
1035 2 nd Ave.	Notice	weeds
902 Nj Ave.	Notice	weeds
883 NJ Ave.	Notice	dead shade tree
1046 3 rd Ave.	Notice	weeds
1066 3 rd Ave.	Notice	weeds
1012 3rd Ave.	Notice	weeds
1304 Whitaker St.	Notice	trees into street
445 Maple Rd.	Notice	Easement reminder
451 Maple Rd.	Notice	Easement reminder
456 Willow Rd.	Notice	Easement reminder
457 Maple Rd.	Notice	Easement reminder
462 Willow Rd.	Notice	Easement reminder
463 Maple Rd.	Notice	Easement reminder
468 Willow Rd.	Notice	Easement reminder
469 Maple Rd.	Notice	Easement reminder
474 Willow Rd.	Notice	Easement reminder
480 Willow Rd.	Notice	Easement reminder
951 Juniper Rd.	Notice	Easement reminder
Saucon Manor Lot/Front St.	Notice	weeds into road
Demo Club Front St.	Notice	weeds into street
Chestnut/Front lot	Notice	weeds along curb
139 Main St.	Notice	weeds out front
805 Main St.	Notice	weeds out front
807 Main St.	Notice	weeds out front
815 Front St.	Notice	trees into alley
825 Front St.	Notice	trees into alley
50 w depot St.	Notice	trees into alley