

Borough of Hellertown
Council Meeting Minutes
Monday, May 16, 2022

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

An Executive Session Was Held Prior To The Meeting To Discuss Personnel Matters and Litigation

- I. Call to Order – Thomas Rieger, 7:02 p.m.
- II. Pledge - All
- III. Roll Call – Cathy Hartranft

Theresa Fadem-	Present
Earl 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, Bryan Smith, Chief Shupp, and Kris Russo. Tina Krasnansky was absent with prior notification.

- 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. May 2, 2022

Motion made by Theresa Fadem, seconded by Gil Stauffer, to approve the May 2, 2022, meeting minutes as written. Motion carried 7-0.

VI. Courtesies of the Floor

A. Pre-Scheduled Appearances

1. Garrett Powell- Discussion on Proposal of Hellertown Climate Action Plan

Mr. Powell offered a presentation on creating a Climate Action Plan for Hellertown. There is grant funding available to municipalities.

Ms. Fadem, Mrs. Hartranft, and Mr. McKenna volunteered to be part of the committee.

Motion made by Michael McKenna, seconded by Theresa Fadem, to form a committee consisting of Mr. McKenna, Ms. Fadem, Mr. Powell, and staff to work on creating a Climate Action Plan. Motion carried 7-0.

B. Agenda Items- None

C. Non-agenda Items- None

*****Presentation of Letter to Eagle Scout Joseph C. DiRusso, Jr.*****

Mayor Heintzelman will present the letter privately at another function.

VII. Reports from Elected Officials

A. President

Mr. Rieger- An Executive Session was held prior to tonight's meeting to discuss litigation and personnel matters. There will also be an Executive Session following the meeting for the same reasons.

Music in the Park will be held on May 22, 2022, Dine In Dimmick is June 4, 2022, and Community Day is August 20, 2022.

B. Mayor

Mayor Heintzelman- I have received complaints regarding traffic and parking at the new restaurant at Front & Water.

Mr. Russo- The parking lot is designed in accordance with PennDOT regulations. I will reach out to see if anything more can be done to alleviate the concerns.

C. Council

Mr. Hill- The Hellertown Borough Authority will continue hydrant flushing.

The Authority was looking to put up a dynamic sign by their building but were told that it is not permitted.

Mr. Russo- The Zoning Ordinance outlines certain districts that allow digital signs. Currently, it is only in the Shopping Center and Town Center districts.

Mr. Rieger recommended using social media and the all-call system to notify residents. The Authority has the option to apply for a Zoning variance.

VIII. Reports from Appointed Officials

A. Treasurer- None

B. Engineer

1. Report

Mr. Smith- The contract for the concession stand work has been prepared and submitted for signature.

Schedules for the Greenways Study and Basketball Court Project will be distributed shortly.

C. Solicitor

Mr. Corriere had only agenda items to discuss.

D. Manager

Mrs. Hartranft had only agenda items to discuss.

E. Chief of Police

1. Monthly Report

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

Chief Shupp- The police department has received complaints of speeding on Linden Avenue going to and from the golf course. The area is being monitored and tickets have been issued.

Patrons going to the PA House are reminded not to block businesses or driveways.

F. Public Works Director

1. Monthly Report

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

2. Announcement of Spring Yard Waste Collection

Mr. Yonney- The Yard Waste Collection will be held the week of June 20, 2022. It will follow the normal garbage schedule.

G. Zoning/Codes Officer

1. Monthly Report

Motion made by Theresa Fadem, seconded by Matthew Marcincin, to receive the Zoning and Code Enforcement Monthly Report and make a part of these minutes. Motion carried 7-0.

H. Fire Chief

1. Report

Chief Simkovic- Dewey Fire Company has had 185 calls for service in the last six months.

We have smoke detectors and carbon monoxide detectors available to anyone who needs them.

The new engine has been lettered and the graphics are completed. It will be showcased at the Lancaster Expo for two days. Dewey Fire Company will receive \$1,600.00 of free maintenance for 1311. We should take possession of the truck by May 27, 2022.

Apparatus 1313 is available on Municibid.

Three new members completed their Fire Fighter I class.

I. Emergency Management- None

IX. Unfinished Business

1. Discussion and Possible Action on Intermunicipal Agreements with Lower Saucon Township

Motion made by Theresa Fadem to table this item until the June 6, 2022, meeting. Motion carried 7-0.

2. Discussion on Saucon Valley Community Center's Proposal for Summer Youth Program

Mrs. Hartranft- The Saucon Valley Community Center is proposing to hold a summer camp program. It will most likely be held at Water Street Park. There will be two, four-week sessions with thirty-six children per session. The cost is approximately \$18,000.00 and will be taken from ARA funding.

Motion made by Earl Hill, seconded by Michael McKenna, to approve the proposal for the summer camp program. The funding was approved at the previous meeting. Motion carried 7-0.

X. New Business

1. Outstanding Obligations- Approval of Payments

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

2. Award 2022 Road Paving Project (Base and Option #1) to Bracalente in the Amount of \$229,867.80- Council Action

Mrs. Hartranft- The project was placed on PennBID. Four bids were received. The lowest bidder was Bracalente in the amount of \$229,867.80.

Motion made by Michael McKenna, seconded by Earl Hill, to award the Base Bid and Option #1 to Bracalente in the amount of \$229,867.80. Motion carried 7-0.

3. Adoption of Ordinance 839, Alcohol Permitted at Pavilion- Council Action

The ordinance as presented permits alcohol by permit at events and outlines the fees associated with alcohol.

Motion made by Theresa Fadem, seconded by Andrew Hughes, to adopt Ordinance 839. Motion carried 7-0.

4. Adoption of Resolution 22-07, Revised Fee Schedule- Council Action

Mrs. Hartranft- This updates the fee schedule with the alcohol permit cost and brings the pavilion rentals in-line with the new ordinance.

Motion made by Andrew Hughes, seconded by Matthew Marcincin,

5. Approval of 2022-2023 Traffic Signal Maintenance Agreement- Council Action

Mrs. Hartranft- This is a two-year agreement. There is an increase because we added the maintenance of the rapid flashing signals along Main Street.

Motion made by Michael McKenna, seconded by Theresa Fadem, to approve the two-year agreement and ask Signal Service to provide a certificate of insurance naming the Borough as an additional insured. Motion carried 7-0.

XI. Announcements- None


XII. Executive Session

Mr. Rieger- An Executive Session will be held following adjournment of this meeting to discuss personnel and litigation.

XIII. Adjournment

Motion made by Earl Hill, seconded by Gil Stauffer, to adjourn the meeting at 7:52 p.m. Motion carried 7-0.

Adopted by the Hellertown Borough Council this 20th Day of June 2022.



Borough Secretary

HELLERTOWN POLICE DEPARTMENT MONTHLY REPORT

April 2022

This is the monthly report for the Hellertown Police Department from April 1st through April 30th, 2022.

During the month of April, the Police received 520 calls for service. We did receive 2 Theft, 4 Domestic/Assault, 1 Counterfeit, 5 Fraud, and 13 traffic collision calls. We wrote 69 citations.

The Police Department filed 62 charges including 35 for Narcotics Possession (28 for Marijuana, 4 for Meth and 3 for Heroin), 1 for Possession with the Intent to Deliver Methamphetamine, 7 for DUI (4 for DUI Narcotics and 3 for DUI Alcohol), 3 for Theft/RSP, 2 for Forgery/Fraud, 3 for Assault and 1 for Resisting Arrest.

In the month of April our call volume was very high. We did have an increase in our Narcotics arrests and the guys are doing a great job in that area. We closed out a larger narcotics case with a PWI arrest. Overall, it was a very busy month for arrests. Obviously, the month started tragically with the house fire on Linden Ave but the guys did an outstanding job on that call! The weather is getting nicer, and I expect an uptick in calls and just general business as the kids get out of school and people are outside more. We will stay vigilant and if you have any questions feel free to call or stop in.

Chief Robert Shupp III

**PUBLIC WORKS AND PARKS DEPARTMENT
MONTHLY REPORT
APRIL 2022**

1 ACTIVITY COMPLETED

- Removed Graffiti at Water Street Pavilion
- Cleaned Both Pavilions
- Dug Holes at Water Street Park for Blessing Boxes
- Repaired New Bus Shelter
- Distributed PW Facility Letter to Residents
- Repaired or Replaced Damaged Street Signs
- Fixed Fountain at Authority Park
- Worked at Public Works Facility
- Repaired Pot Holes
- Serviced #3, #7, #9, #11, #13, #14, and #16

2 OTHER

- Cleaned Catch Basins
- Cleaned Out Wash Bay Pit
- Swept Main Street & Other Areas
- Filled Dog Waste Bags Weekly
- Emptied Trash Barrels Weekly
- Cleaned and Stocked Park Bathrooms Daily
- Mowed All Locations Weekly
- Weeded Rain Garden and Plaza

3 PROJECTS WORKED ON/COMPLETED DURING THE MONTH

- Turned on Drinking Fountains
- Drug Ball Fields and Soccer Fields
- Removed and Put Up Hometown Hero Banners- 4 Days
- Set Up and Directed Traffic For Recycling Event
- Removed Pool Fence and Installed Temporary Fencing

4 MEETINGS

- Council Meetings & Executive Sessions
- Met With Granturk About Garbage Truck
- Road Paving Project Meeting
- Multiple On-Site Meetings at Public Works Facility
- Met With Painter Regarding Bandshell



BOROUGH OF HELLERTOWN

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

2022 Monthly Report April 14-May 12

Local Permits Issued: 20
BIA Permits Issued: 29
Sidewalk Inspections: 11
Residential Rental Inspections: 2
Fire Inspections: 1
Service Requests/Complaints 27

Citations: 0

Planning Commission activity: None

ZHB activity: None

Meetings/Classes attended: 2 Borough Council
0 Z.H.B.
0 Planning Commission

Court Appearances:

Other Information: Starbucks, PA House now open. Permits for Advanced Auto have been issued. Another tenant(Vape Shop) looking at previous T Mobile retail space in shopping center.

**Borough of Hellertown
Monthly Permit Report**

05/12/2022

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FOR PERMITS ISSUED BETWEEN 4/14/2022 AND 5/12/2022

DATE PERMIT	PERMIT #	OWNER	PROPERTY ADDRESS	PARCEL	EST VALUE	
4/18/2022	Z-022159 Zoning	DAWSON, JAMES L And BARBARA Concrete Work	901 MAIN ST	Q7SW2A-7-22	\$1,300.00	\$50.00
4/18/2022	Z-022160 Zoning	DAWSON, JAMES L JR And TABITH Pad/Shed	501 SPRUCE ST	Q7SW3B-17-19	\$2,300.00	\$50.00
4/18/2022	D-022162 Dumpster	HERSHEY, WILLIAM J And ROSALIE Dumpster Permit	401-03 MAIN ST	Q7SW3A-4-10	\$0.00	\$75.00
4/21/2022	Z-022167 Zoning	BENNER, DALE F And PAULINE H, Sidewalk	1452 2ND AVE	Q7NW3B-4-3	\$8,000.00	\$100.00
4/21/2022	M-022168 MobileFood	, Mobile Food License			\$0.00	\$25.00
4/21/2022	Z-022163 Zoning	MINDLER, MONICA Y, Fence	1615 BLEYLER ST	Q7NW2C-3-2	\$15,387.00	\$140.00
4/21/2022	Z-022164 Zoning	LIGO, JENNIFER MARY, Shed	722 MAGNOLIA RD	Q7SW3B-15-1	\$2,800.00	\$75.00
4/21/2022	Z-022165 Zoning	STERNER, GARY A And DOROTHY Sidewalk	103 CONSTITUTION AVE	Q7SE4D-6-6	\$2,000.00	\$50.00
4/21/2022	Z-022166 Zoning	RENNINGER, LAURIE E, Fence	980 JUNIPER RD	Q7SE1D-6-3	\$3,000.00	\$75.00
4/22/2022	Z-022177 Zoning	BAYLOCK APRIL A ET AL, Concrete Work	912 EASTON RD	Q7SW2B-11-5	\$5,000.00	\$100.00
4/22/2022	D-022176 Dumpster	MOYER, JASON M, Dumpster Permit	1056 DETWEILER AVE	Q7SW2B-3-7	\$0.00	\$75.00
5/2/2022	D-022195 Dumpster	LOHRMAN, NICHOLAS Z, Dumpster Permit	738 MAGNOLIA RD	Q7SW3B-15-3	\$0.00	\$75.00
5/2/2022	D-022196 Dumpster	QUINN, THERESE, Pod Permit	915 BIRCH RD	Q7SE1D-1-13	\$0.00	\$75.00
5/5/2022	Y-022203 Shade	MIALE, JOSEPH F, Substantial Trimming	932 JUNIPER RD	Q7SE1D-5-3	\$0.00	\$10.00
5/5/2022	Z-022204 Zoning	CROUSE, ERIC A And RUTH A, Sidewalk	502 E SAUCON ST	Q7SW3B-9-1	\$1,000.00	\$50.00
5/9/2022	M-022208 MobileFood	, Mobile Food License			\$0.00	\$25.00
5/9/2022	Y-022209 Shade	BOND, PAULINE J, Removal	501 WILLOW RD	Q7SE1D-7-8	\$0.00	\$25.00
5/9/2022	Z-022210 Zoning	BOSHKOSKI, MITKO And JILLIAN, Hot Tub	318 MAGNOLIA RD	Q7SW3B-13-3	\$1,000.00	\$50.00
5/12/2022	Z-022225 Zoning	COLLIER, DAVID C, Patio/Sidewalk	133 E CHESTNUT ST	Q7SW2B-1-14	\$16,000.00	\$143.00

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FOR PERMITS ISSUED BETWEEN 4/14/2022 AND 5/12/2022

DATE PERMIT	PERMIT #	OWNER	PROPERTY ADDRESS	PARCEL	EST. VALUE
5/12/2022	Z-022224 Zoning	STERNER, GARY A And DOROTHY Fence	103 CONSTITUTION AVE	Q7SE4D-6-6	\$1,000.00 \$50.00

TOTAL NUMBER OF PERMITS: 20
TOTAL ESTIMATED VALUE: \$58,787.00
TOTAL PERMIT FEES: \$1,318.00

Summary by Type

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Monthly Permit Report**

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FOR PERMITS ISSUED BETWEEN 4/14/2022 AND 5/12/2022

DATE PERMIT	PERMIT #	OWNER	PROPERTY ADDRESS	PARCEL	EST VALUE	
4/22/2022	E-022174 Elect	HORNICK, DENNIS And LEORA, Residential	1075 MAIN ST	Q7SW2A-2-22	\$0.00	\$104.50
4/22/2022	E-022178 Elect	PALMER, MATTHEW L And LISA D, Service Upgrade	221 CONSTITUTION AVE	Q7SE4A-10-8	\$1,600.00	\$79.50
4/22/2022	P-022176 Plumbing	HORNICK, DENNIS And LEORA, Residential	1075 MAIN ST	Q7SW2A-2-22	\$0.00	\$104.50
4/22/2022	B-022173 Build	HORNICK, DENNIS And LEORA, Repair/Renovation	1075 MAIN ST	Q7SW2A-2-22	\$15,600.00	\$589.50
4/26/2022	P-022191 Plumbing	3BF PROPERTIES, Commercial Building B	1360 WHITAKER ST	Q7NW3A-6-1A	\$0.00	\$104.50
4/26/2022	E-022182 Elect	GILMAN, BEVERLY L c/o BEVERLY R New Service	519 MAIN ST	Q7SW3A-3-3	\$2,500.00	\$79.50
4/26/2022	E-022186 Elect	3BF PROPERTIES, Commercial Building A	1360 WHITAKER ST	Q7NW3A-6-1A	\$52,940.00	\$454.50
4/26/2022	E-022187 Elect	3BF PROPERTIES, Commercial Building B	1360 WHITAKER ST	Q7NW3A-6-1A	\$29,400.00	\$200.50
4/26/2022	F-022181 Roof	WOLST, BONNIE C, Roof-Residential	935 EASTON RD	Q7SW2B-12-10	\$8,300.00	\$79.50
4/26/2022	F-022184 Roof	BRODHEAD, JENA S And BRIAN W, Roof-Residential	320 MILLER ST	Q7NW3C-6-1	\$5,800.00	\$79.50
4/26/2022	F-022185 Roof	BIECHY, JULIA, Roof-Residential	911 NEW YORK AVE	Q7SW2B-15-3	\$8,125.00	\$79.50
4/26/2022	M-022188 Mechanical	3BF PROPERTIES, Commercial Building A	1360 WHITAKER ST	Q7NW3A-6-1A	\$0.00	\$454.50
4/26/2022	M-022189 Mechanical	3BF PROPERTIES, Commercial Building B	1360 WHITAKER ST	Q7NW3A-6-1A	\$0.00	\$254.50
4/26/2022	P-022183 Plumbing	MURPHY, DONNA C, Sewer/Water Line	456 BIRCH RD	Q7SE1D-4-6	\$0.00	\$74.50
4/26/2022	P-022190 Plumbing	3BF PROPERTIES, Commercial Building A	1360 WHITAKER ST	Q7NW3A-6-1A	\$0.00	\$134.50
5/2/2022	B-022199 Build	BALUM, ROBERT P And JANE S, Rooftop Solar	1023 NEW JERSEY AVE	Q7SW2B-9-4	\$3,723.00	\$129.50
5/2/2022	E-022200 Elect	BALUM, ROBERT P And JANE S, Residential Solar	1023 NEW JERSEY AVE	Q7SW2B-9-4	\$14,929.00	\$114.50
5/2/2022	P-022197 Plumbing	RUF, MARK And KATIE, Water Heater	1343-45 MAIN ST	Q7NW3A-12-10	\$0.00	\$74.50
5/2/2022	B-022198 Build	CAREY, MICHAEL A And DEBORAH Repair/Renovation-Residential	1160 2ND AVE	Q7NW3D-10-1	\$18,000.00	\$129.50

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FOR PERMITS ISSUED BETWEEN 4/14/2022 AND 5/12/2022

DATE PERMIT	PERMIT #	OWNER	PROPERTY ADDRESS	PARCEL	EST VALUE	
5/9/2022	E-022212	CUTSHAW, GLENN THOMAS III,	321 CEDAR RD	Q7SE4A-8-28	\$1,600.00	\$79.50
	Elect	Service Upgrade				
5/9/2022	E-022213	VRESICS, THOMAS JOSEPH And JA	845 ELM RD	Q7SE4A-11-3L	\$200.00	\$69.50
	Elect	Residential Air Handler				
5/9/2022	F-022211	WEBB, EDMUND B III And AMANDA,	1223 1ST AVE	Q7NW3D-6-7	\$13,150.00	\$79.50
	Roof	Roof-Residential				
5/9/2022	M-022214	VRESICS, THOMAS JOSEPH And JA	845 ELM RD	Q7SE4A-11-3L	\$3,000.00	\$74.50
	Mechanical	Heat Pump				
5/9/2022	P-022215	CROWN FOREST LLC,	1184 MAIN ST	Q7NW3D-8-3	\$0.00	\$104.50
	Plumbing	Water Line				
5/10/2022	P-022219	TORNIG REALTY LLC,	7 Main St.(National Auto)	R7-5-6S	\$0.00	\$104.50
	Plumbing	Commercial Fit Out				
5/10/2022	B-022216	TORNIG REALTY LLC,	7 Main St.(National Auto)	R7-5-6S	\$308,665.00	\$5,354.50
	Build	Commercial Fit Out				
5/10/2022	E-022217	TORNIG REALTY LLC,	7 Main St.(National Auto)	R7-5-6S	\$55,985.00	\$405.50
	Elect	Commercial Fit Out				
5/10/2022	F-022220	ACKERMAN, GLADYS S,	1215 1ST AVE	Q7NW3D-6-6	\$11,825.00	\$79.50
	Roof	Roof-Residential				
5/10/2022	M-022218	TORNIG REALTY LLC,	7 Main St.(National Auto)	R7-5-6S	\$0.00	\$154.50
	Mechanical	Commercial Fit Out				

TOTAL NUMBER OF PERMITS: 29
TOTAL ESTIMATED VALUE: \$555,142.00
TOTAL PERMIT FEES: \$9,827.50

Summary by Type

10 Commercial
14 Residential

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Monthly Permit Report**

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FOR PERMITS ISSUED BETWEEN 4/14/2022 AND 5/12/2022

DATE PERMIT	PERMIT #	OWNER	PROPERTY ADDRESS	PARCEL	EST VALUE
4/14/2022	S-022158 SideInsp	LINGLE, BRANT S And ERIN E, Sidewalk And Curb Inspection Application	1233 3RD AVE	Q7NW3C-10-9	\$0.00 \$25.00
4/18/2022	S-022161 SideInsp	MOYER, JASON M, Sidewalk And Curb Inspection Application	1056 DETWEILER AVE	Q7SW2B-3-7	\$0.00 \$25.00
4/22/2022	S-022172 SideInsp	DESCHLER, DERRICK A And SOUDE Sidewalk And Curb Inspection Application	1359 JEFFERSON ST	Q7NW3A-8-19	\$0.00 \$25.00
4/22/2022	S-022171 SideInsp	ZIMPFER, JESSICA L, Sidewalk And Curb Inspection Application	1357 JEFFERSON ST	Q7NW3A-8-18	\$0.00 \$25.00
4/22/2022	S-022170 SideInsp	OPSATNICK, THOMAS J And DONN Sidewalk And Curb Inspection Application	838 JUNIPER RD	Q7SE1D-4-1	\$0.00 \$25.00
4/27/2022	S-022193 SideInsp	WILSON, FRANCIS G, Sidewalk And Curb Inspection Application	37 KIERNAN AVE	Q7NW2D-5-26	\$0.00 \$25.00
4/27/2022	S-022192 SideInsp	HEISER, RYAN S And CARRIE A, Sidewalk And Curb Inspection Application	1020 1ST AVE	Q7SW2A-2-10A	\$0.00 \$25.00
5/5/2022	S-022207 SideInsp	HENN, DONALD L And JEANETTE M, Sidewalk And Curb Inspection Application	1342 MAIN ST	Q7NW3A-9-16	\$0.00 \$25.00
5/5/2022	S-022206 SideInsp	MADDEN-COX, BRIGHAM R And JAC Sidewalk And Curb Inspection Application	414 MAPLE RD	Q7SE4A-4-3	\$0.00 \$25.00
5/10/2022	S-022222 SideInsp	HILLANBRAND, WILLIAM B And KEL Sidewalk And Curb Inspection Application	939 JUNIPER RD	Q7SE1D-2-20	\$0.00 \$25.00
5/10/2022	S-022221 SideInsp	LESSER, JASON And JAMIE, Sidewalk And Curb Inspection Application	1247 1ST AVE	Q7NW3D-6-12	\$0.00 \$25.00

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

Summary by Type