

Borough of Hellertown  
Council Meeting Minutes  
Monday, August 15, 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, Contract Negotiations, and Litigation**

- I. Call to Order – Thomas Rieger, 7:00 p.m.
- II. Pledge - All
- III. Roll Call – Cathy Hartranft

Theresa Fadem-	Present
Earl Hill-	Present
Andrew Hughes-	Present
Matthew Marcincin-	Present
Michael McKenna-	Absent
Thomas Rieger-	Present
Gil Stauffer-	Present
Mayor Heintzelman-	Present

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

- IV. Adoption of Meeting Agendum

Motion made by Terri Fadem, seconded by Andrew Hughes, to adopt the meeting agendum as presented. Motion carried 6-0.

- V. Approval of Meeting Minutes

- 1. August 1, 2022

Motion made by Gil Stauffer, seconded by Earl Hill, to approve the August 1, 2022, meeting minutes as written. Motion carried 6-0.

\*\*\*\*Swearing in of Officers\*\*\*\*

Mayor Heintzelman introduced as swore in full time officers Denis Connelly, Jaron Steinmetz and part officer Jada Roderick. Council welcomed the new officers.

VI. Courtesies of the Floor

- A. Pre-Scheduled Appearances- Noelle Kramer presentation of HAL 2021 Financial Statements.

This item is tabled till the September 6, 2022 meeting.

- B. Agenda Items- None
- C. Non-agenda Items- None

VII. Reports from Elected Officials

- A. President

Mr. Rieger noted the last Music in the Park will be held Sunday and thanked councilmembers for helping out in the food stand.

- B. Mayor

Mayor Heintzelman informed everyone that Community Day is this Saturday, August 20<sup>th</sup>. T-shirts and mugs will be available for purchase. There are 60+ vendors

The Halloween Parade is Sunday, October 23rd.

- C. Council

Council had nothing to report at this time.

## VIII. Reports from Appointed Officials

### A. Treasurer

1. July 2022 Treasurer's Report
2. July 2022 Statement of Revenues and Expenditures

Motion made by Earl Hill, seconded by Matt Marcincin, to receive the July 2022 Treasurer's Report and July 2022 Statement of Revenue & Expenditures. Motion carried 6-0.

### B. Engineer

1. Report

Mr. Smith reported he and Manager Hartranft met with representatives of the Steel Club to discuss floodplain mitigation suggestions. These suggestions may be included in the floodplain study currently being conducted.

Pioneer Pole Buildings indicates the building will be substantially complete next week. A punch list from Barry Yonney and Earl Hill will be provided.

Renovations to the concession stand should begin August 29<sup>th</sup>.

BIA and Manager Hartranft are working on a grant submission for improvements to a park at the former Reinhardt site.

### C. Solicitor

Mr. Corriere had only agenda items to discuss.

### D. Manager

Mrs. Hartranft had just agenda items.

### E. Chief of Police

1. Monthly Report

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

Chief Shupp informed Council the Borough received a grant for Project Lifesaver. Project Lifesaver is the premier search and rescue program operated internationally by public safety agencies, and is strategically designed for "at risk" individuals who are prone to the life threatening behavior of wandering.

F. Public Works Director

1. Monthly Report

Motion made by Terri Fadem, seconded by Earl Hill to receive the Public Works Report and make part of these minutes. Motion carried 6-0.

G. Zoning/Codes Officer

1. Monthly Report – Mr. Russo will have his report next meeting.

H. Fire Chief- None

I. Emergency Management- None

IX. Unfinished Business

1. None

X. New Business

1. Outstanding Obligations- Approval of Payments

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

2. Discussion and Authorization to Advertise Ordinance 841, DROP Plan – Council Action

Manager Hartranft and Solicitor Corriere summarized the provisions of a DROP – Deferred Retirement Benefit Option Plan.

Upon motion by Andrew Hughes, seconded by Gil Stauffer, to authorize advertisement of Ordinance 841. Motion carried 6-0

3. Final Plan and Lot Line Adjustment for Goshen/Heffelfinger- Council Action

Bryan Smith informed council this lot line adjustment is meant to eliminate a unnecessary driveway easement between two properties.

Upon motion by Earl Hill, seconded by Andrew Hughes to approve the final plan. Motion carried 6-0.

4. Accept quote for ToughBooks in the amount of \$23,365.38- Council Action

Chief Shupp informed Council the Borough received a grant for 100% funding. Upon motion by Terri Fadem, seconded by Matt Marcincin to authorize purchase. Motion carried 6-0.

5. Accept resignation of PT police officer Kyle Bartholomew- Council Action

Officer Bartholomew has accepted a full time position that will prevent him from working in a part time capacity.

Upon motion by Andrew Hughes, seconded by Earl Hill to accept the resignation with regrets of Kyle Bartholomew.

6. Accept Updated Drug & Alcohol Policy – Council Action

Manager Hartranft indicated this amends our current policy by adding a section that any employee that operates a motor vehicle must provide the Borough with a statement of current medication.

Motion by Earl Hill, seconded by Gil Stauffer to adopt the amended Drug & Alcohol Policy as presented. Motion carried 6-0.

7. Pool Discussion & Possible Action

Manager Hartranft provided an overview of the challenges faced during the 2022 season including the lack of certified lifeguards and closings. Mrs. Hartranft emphasized the Hellertown Pool is a wonderful community asset that is meant to be utilized by residents and non-residents.

Mr. Jon Lentz offered to help out with ideas if needed.

8. Authorization to advertise bid for Durham Street crossing

Mr. Smith summarized the project. Funding is available through a Northampton County CDBG grant. This will provide w cross walk and ADA ramps from the Dimmick Parking lot to the Pool

Motion by Earl Hill, seconded by Terri Fadem to authorize advertisement of the Durham Street crossing. Motion carried 6-0

XI. Announcements- None

XII. Executive Session

XIII. Adjournment

Motion made by Terri Fadem, seconded by Andrew Hughes, to adjourn the meeting at 7:59 p.m. Motion carried 6-0.

Adopted by the Hellertown Borough Council this 6th Day of September, 2022.

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Borough Secretary