

Borough of Hellertown  
Council Meeting Minutes  
Monday October 17, 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 Potential Litigation, Personnel Matters, and Contract Negotiations**

I. Call to Order / Pledge of Allegiance– Thomas Rieger, 7:00 p.m.

II. Roll Call – Cathy Hartranft

|                    |                          |
|--------------------|--------------------------|
| Theresa Fadem-     | Present                  |
| Earl Hill-         | Present                  |
| Andrew Hughes-     | Present                  |
| Matthew Marcincin- | Absent with prior notice |
| Michael McKenna-   | Present                  |
| Thomas Rieger-     | Present                  |
| Liz Thompson-      | Present                  |
| Mayor Heintzelman- | Present                  |

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

III. Adoption of Meeting Agendum

Motion made by Michael McKenna, seconded by Liz Thompson. Motion carried 6-0.

IV. Approval of Meeting Minutes from October 3, 2022

A. Motion made by Michael McKenna, seconded by Liz Thompson, to approve the October 3, 2022, meeting minutes. Motion carried 6-0.

B. Appointment & Pledge of Kimberly Moser as Junior Council Member

Motion made by Theresa Fadem, second Michael McKenna to approve Kimberly Moser as a Junior Council Member. Motion carried 6-0.

Mayor Heintzelman presented the Pledge of Junior Council Person to Kimberly and welcomed her to her seat.

V. Courtesy of the Floor

A. Pre-Scheduled Appearances

1. Robert DeBeer-(Peron Group) Concept Plan 1770 Main Street.

Mr. DeBeer discussed a proposed 3 story medical building at 1770 Main St., previously the Champion Spark Plug location. Mr. DeBeer stated he has been in preliminary discussion with the EAP and the Department of Transportation to discuss the necessary procedures to make sure the environment requirements of the property are met. He is also seeking a 5' height variance for a height of 45' rather than 40' with the upcoming Zoning Hearing Board on October 19, 2022. Motion to recommend to the Zoning Hearing Board to grant a variance request for a height extension of 5' by Andrew Hughes, seconded by Michael McKenna. Motion carried 6-0.

2. Debra Bacon - Presentation of 2021 Audit & Financial Statements

Ms. Bacon presented the 2021 Audit & Financial Statements and commended Tina Krasnansky & Cathy Hartranft for the organization of the financial statements. Motion to approve the 2021 Audit Report by Andrew Hughes & seconded by Liz Thompson. Motion carried 6-0.

3. Roberta Blackwell-Hellertown Park Program Final Report 2022

Ms. Blackwell summarized the Park Program explaining registering, staffing, and feedback she received from parents and children. Overall, the program was successful and the Community Center would like to offer the program again in 2023.

Ms. Hartranft stated she received positive feedback regarding the park.

B. Comments on Agenda Items- None

C. Comments on Non-agenda Items-

Ms. Thompson thanked Animal Control Officer, Scott Zeigler for his assistance for the adoption of a dog recently rescued.

VI. Reports from Elected Officials

A. President

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B. President

Mr. Rieger read a letter that was sent to Lower Saucon Township Council referencing future partnerships and summarizing conditions required to continue those partnerships.

Mr. Rieger also invited Kimberly Moser, of Junior Council, to discuss any school or youth related concerns.

Mayor Heintzelman- Halloween Parade will be held on October 23, 2022, at 2pm. Parade is a family event. The band, Girl Crue, will perform from 4-7pm, at the conclusion of the parade at Dimmick Park. Mayor Heintzelman stated businesses have graciously donated donations of hot dogs, buns, and water. Food trucks will also be located at the park at the end of the parade (food truck items will be an additional cost). Mayor thanked all the volunteers.

- A. Hellertown Historical Society-Earl Hill
- B. Planning Commission -Earl Hill  
Ms. Thompson stated Planning Commission is in the process of reviewing SALDO and Zoning Ordinances.
- C. Hellertown Area Library Board of Trustees -Matthew Marcincin
- D. Hellertown Chamber of Commerce -Tom Rieger
- E. Hellertown Chamber of Commerce -Tom Rieger
- F. Saucon Rail Trail-Theresa Fadem
- G. Hellertown Civil Service Commission-Michael McKenna

VII. Reports from Appointed Officials

A. Treasurer

- 1. Treasurer's Report-September 30, 2022  
Motion made by Andrew Hughes to approve the Treasurer's Report, seconded by Earl Hill. Motion carried 6-0.
- 2. Statement of Revenue & Expenditures – September 2022  
Motion by Andrew Hughes to approve the September Statement of Revenue and Expenditures, seconded by Earl Hill. Motion carried 6-0

B. Engineer- Bryan Smith

- 1. Report  
Mr. Smith- Bids for Durham Street were accepted. Three Bids was received, one withdrawn. Mr. Smith noted the bids are higher than

available funding. The CDBG grant award is in the amount of \$40,000 with an additional \$10,000 recently requested and approved. To make up the difference, Ms. Hartranft suggested using \$10,000 from 430.150 and \$5,000 from 435.00. Motion made to approve Baseline Contracting in the amount of \$65,104 including two allowances and use \$15,000 of general fund by Theresa Fadem, seconded by Michael McKenna. Motion carried 6-0.

C. Solicitor-Michael Corriere

D. Manager-Cathy Hartranft

Mrs. Hartranft had only agenda items.

E. Chief of Police

Motion to approve Chief Shupp report by Michael McKenna seconded by Liz Thompson. Motion carried 6-0.

F. Public Works Director-Barry Yonney

Mr. Yonney- Leaf Collection will begin the week of October 31, 2022. The Leaf Collection schedule will be on the Borough's website. Two trees were planted at Dimmick Park in memory of the Kauffman and Baer girls who passed away. A Memorial Bench has been ordered. A dedicated ceremony will be held soon.

G. Zoning/Codes Officer-Kris Russo

Mr. Russo attended via Zoom. Kris reviewed two variance requests that will be heard before the Zoning Hearing Board on Wednesday. One will be 47 W. Water for a use variance to allow for a tattoo shop in Town Center. The other is for 1770 Main Street requesting a 5' height variance.

Motion made by Earl Hill, seconded by Liz Thompson to support both variances. Motion carried 6-0

H. Fire Chief-Matthew Simkovic

I. Emergency Management-Mr. Scherer

#### VIII. Unfinished Business

A. Pioneer Pole Building Electrical Invoice

Motion to pay the Electrical Invoice in the amount of \$87,950 by Earl Hill and seconded by Andrew Hughes, Motion carried 6-0.

B. Bid Proposal 2023 Police Interceptor

Motion by Andrew Hughes, seconded by Theresa Fade, to authorize purchase of a 2023 Police Interceptor/Fire Command Vehicle in the amount of \$57,223. Motion carried 6-0.

Motion to rescind the 2022 Police Interceptor by Andrew Hughes and seconded by Michael McKenna. Motion carried 6-0.

C. Follow up to Main Street Parking

Motion to table the Main Street parking by Liz Thompson.

IX. New Business

A. Outstanding Obligations-Approval of the Payments-9/30/22

Motion made by Earl Hill, seconded by Matthew Marcincin to pay the bills. Motion carried 6-0.

C. Approval of Surviving Spouse Retirement Benefit to Nancy DeLeone, wife of James DeLeone, Sr.

Motion to approve Surviving Spouse Retirement Benefits in the amount of \$1332.96 to Nancy DeLeone by Earl Hill seconded by Andrew Hughes. Motion carried 6-0.

D. Bridge Inspection Reports

Mrs. Hartranft reported that routine inspections were conducted at the following bridges: Front Street, Harris Street, Northampton Street, and Rentzheimer Dr. There were no critical findings. Mr. Smith stated he will review with his staff.

E. Interview/Potential applicants to the Zoning Hearing Board term until 12/26/2022.

Two applicants were interviewed; Melissa Hutchinson and William R. Rowe, III. Motion to appoint Melissa Hutchinson to Zoning Hearing Board by Michael McKenna seconded by Liz Thompson. Motion carried 6-0.

F. Betterscapes Proposal for Lawn & Tree Care at Borough Hall and Dimmick Park. Motion to approve Betterscapes proposal in the amount of \$9267.25 at Dimmick Park and Borough Hall by Michael McKenna seconded by Liz Thompson. Motion carried 6-0.

G. Motion to approve grinding invoice to Andy Hopewell in the amount of \$12,500. Motion to approve to pay bill by Liz Thompson, seconded by Earl Hill. Motion carried 6-0.

X. Announcements

XI. Adjournment – Motion by Earl Hill, seconded by Liz Thompson to adjourn the meeting at 9:15 pm.

Respectfully submitted,

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Cathy Hartranft, Secretary