

Borough of Hellertown  
Council Meeting Minutes  
Monday February 6, 2023

**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 via Zoom
Earl Hill-	Present via Zoom
Andrew Hughes-	Present
Matthew Marcincin-	Absent with prior notification.
Michael McKenna-	Present
Thomas Rieger-	Present
Liz Thompson-	Present
Mayor Heintzelman	Present

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

III. Adoption of Meeting Agendum

Motion made to adopt the Meeting Agendum by Liz Thompson, seconded by Terri Fadem. Motion carried 6-0.

IV. Approval of Meeting Minutes from January 17, 2023

Motion made to approve the Meeting Minutes of January 17, 2023, by Mike McKenna, seconded by Liz Thompson. Motion carried 6-0.

V. Courtesy of the Floor

A. Pre-Scheduled Appearances

- 1. Representative Robert Freeman presented former Hellertown Borough Mayor, Richard Fluck, with a House Citation on the Celebration of his 90<sup>th</sup>

Birthday. Mr. Fluck accepted and thanked Representative Freeman for being recognized by the House. Mr. Fluck also expressed how happy he was to serve the community.

2. Taylor Huffner & Jamilia Bell- Update on Communication Board via Zoom. Ms. Huffner via zoom gave an update on the Communication Board. The Communication Board diagram displayed the board is two sided with one side in English and the other side in Spanish. Fastsigns, the contractor, is constructing the board with a completion time of approximately two weeks. A list would be displayed on the side panel of donors listing Hellertown Borough and the donors who contributed to the GoFundMe page. The Communication Board will be located at Dimmick Park near the playground with a spring installation.
3. Garrett Powell-Climate Action Plan- Mr. Powell invited Council and Public to attend a Public Meeting scheduled for March 13, 2023, at Hellertown Borough at 6pm. The meeting is an educational tool for the public to review Cost Saving Measures and ways of reducing energy bills. There will be a quick survey for businesses and residents' feedback.

B. Comments on Agenda Items-none

C. Comments on Non-Agenda Items-none

#### VI. Reports from Elected Officials

- A. President-Council met in Executive Session prior to meeting to discuss ongoing litigation and will convene to Executive Session later in the meeting under New Business.
- B. Mayor-Mayor Heintzelman discussed photos he received of a concern from a citizen of garbage around the Grist Mill and Walnut Street bridge. Mayor Heintzelman requested the public to be proactive and to keep the environment clean.
- C. Hellertown Historical Society-(Earl Hill)-Easter Egg Hunt will be April 8,2023 @10am.
- D. Planning Commission (Liz Thompson)-The Commission met in January and heard concerns from a resident regarding the Silver Creek Land Development Plan. Ms. Thompson also stated the Planning Commission continued

SALDO and Zoning revisions of overlay districts and zoning map changes. Planning Commission will be meeting Feb 14, 2023.

- E. Hellertown Area Library Board of Trustees (Matt Marcincin)-Absent
- F. Hellertown Borough Authority (Mike McKenna)-Meeting on February 8, 2023
- G. Hellertown Chamber of Commerce (Mike McKenna)-none
- H. Saucon Rail Trail (Terri Fadem)-The Rail Trail Commission met on January 23, 2023, at Upper Saucon Township to review trail improvements for 2023-24, information signs/historical signs, Rial Trail bridge over Preston Lane, and installing mile markers along the trail. The Rail Trail Pop up online market proved to be a success over the holidays. This year, the Commission has decided to offer it 2x a year. Next meeting will be March 27, 2023, at Hellertown Borough.
- I. Hellertown Civil Service Commission (Mike McKenna)-Civil Service conducted their annual meeting on January 31st. Commission is looking for approval to advertise for a full-time police officer.
- J. Junior Council (Kimberly Moser)- Spring musical, Mary Poppins tickets will be on sale beginning February 9, 2023. Mary Poppins play dates are March 9-12, 2023.

VII. Reports from Appointed Officials

A. Treasurer

- 1. Treasurer's Report- December 2022
  - 2. Statement of Revenue and Expenditures -- December 2022
- Motion to approve the Treasurer's report and statement of Revenue and Expenditures by Mike McKenna, seconded by Andrew Hughes. Motion carried 6-0.

B. Engineer (Bryan Smith)-Mr. Smith discussed 4 ongoing projects in Hellertown Borough.

- 1. Saucon Creek Greenway has a meeting on February 9<sup>th</sup> at 6:30 pm to begin the planning process.
- 2. Dimmick Park Basketball is currently being designed and reviewed by staff.
- 3. A review is being conducted for a DCNR (Department of Conservation and Natural Resources) Grant for Reinhard Park.
- 4. A site plan review of 1368 Main St. is scheduled for the Planning Commission on February 14, 2023.

Mrs. Hartranft stated she is exploring new Grants for opportunities to resurface the Rail trails.

C. Solicitor (Michael Corriere) Agenda items.

D. Manager (Cathy Hartranft)

1. Presentation of Diligent Communities Proposal-A cloud-based agenda management system is being requested to replace the current OneNote that is used for Council Agendas and Meetings. Two proposals were offered. Prior to March 31 set up the \$1000.00 set up fee is waived. Two proposals were offered at an annual fee of \$2,500 for the basic plan or \$5000 plan which includes multiple agendas and meetings. The lesser proposal can initially be purchased then proceed to the other. Diligent Communities offers unlimited storage and is formatted to iPhones, tablets, and desktops.

Ms. Hartranft expressed the professionalism, ease of use of Diligent Communities and stated the system can go live in either March/April.

Motion to move forward to engage with Diligent Communities by Mike McKenna seconded by Liz Thompson. Motion carried 6-0.

2. Status of Demand Letters-Lien letters have been printed, signed, and ready to be mailed the week of February 7, 2023. Ms. Hartranft stated there is a \$176,164 outstanding.

D. Chief of Police (Chief Shupp)

Civil Service is seeking approval to advertise for full time police officer.

F. Public Works Director (Barry Yonney) none

G. Zoning/Codes Officer (Kris Russo)

Update on Carbon Monoxide Detectors and Inspections-Mr. Russo reached out to fellow professionals in the field but was unable to locate municipalities passing legislation or regulations pertaining to commercial properties. A Senate Bill was recently approved requiring the daycares and schools install Carbon Monoxide Detectors and requiring inspections of Commercial properties. Mr. Russo recommended a hold on a decision to see what the requirements are once the law is enacted. Motion to table by Tom Reiger. Motion carried 6-0.

VIII. Unfinished Business

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- A. Pioneer Pole Building-Final Pay Application in the amount of \$119,733. Mr. Yonney stated the garage doors are inconsistently working. Motion to pay the amount of \$75,000 and hold the remaining until such time as the doors are working correctly by Earl Hill, seconded by Terri Fadem. Motion carried 6-0.
- B. Main Street Parking Ordinances & Resolutions Update-Chief Shupp stated the Ordinances and Resolutions are still under review. Motion to table by Liz Thompson. Motion carried 6-0.

IX. New Business

- A. Outstanding Obligations of 2-9-23-Motion to approve by Earl Hill, seconded by Liz Thompson. Motion carried 6-0.

B. Authorization RFP to CDBG Engineering Services

Borough of Hellertown is requesting proposals for Professional Engineering Services during the calendar years of 2023-2025 for the CDBG (Community Development Block Grant) program. The grant services include all necessary survey, engineering design and specifications for the bidding and contracting for CDBG funded projects in the Borough.

Motion to authorize to advertise for RFP 2023-2025 CDBG Engineering by Mike McKenna, seconded by Liz Thompson. Motion carried 6-0.

- C. Authorization to advertise for a Full Time Police Officer. Chief Shupp is requesting Council authorization to advertise for a Full Time Police Officer position. Chief stated this allows him to create a pool of applicants for the Civil Service list. Motion to advertise for a Full Time Police Officer by Andrew Hughes, seconded by Mike McKenna. Motion carried 6-0.

D. Discussion and Possible Action Fire Equipment-

Motion to enter Executive Session for potential litigation by Liz Thompson, seconded by Andrew Hughes at 7:45pm

Council went into in Executive Session

Motion to come out under Executive Session at 8:35pm by Mike McKenna, seconded by Liz Thompson.

Motion to authorize administration to engage fire apparatuses expert not to exceed \$10,000 by Liz Thompson, seconded by Andrew Hughes. Motion carried 6-0.

E. Cable Franchise Agreement Proposal from Cohen.

Hellertown Borough has been approached by Comcast Cable to bring in cable service into Hellertown Borough. Ms. Hartranft requested a proposal from Cohen who assisted to formulate the cable franchise agreement with RNC and Service Electric. The consulting costs would be a flat fee of \$6,900 being payable in 3 installments-start of the project, middle, and then at the completion of the project. Motion to invite Comcast to present a discussion of plan at the February 21, 2023, meeting. Motion to table Cohen proposal until Council meets with Comcast by Liz Thompson, seconded by Mike McKenna. Motion carried 6-0.

F. Approval of Handicap Parking at 754 Delaware Ave.

Motion to approve by Terri Fadem, seconded by Liz Thompson. Motion carried 6-0.

G. Approval of Special Event-Hellertown Annual Easter Egg Hunt- April 8, 2023

H. Approval of Special Event-Saucon Valley Farmers Market-2023

I. Approval of Saucon Valley Your Sports Association Agreement-2023

J. Approval of Special Event- D.H. Productions Dip and Dance Application-Dates June 22 (1-3pm), July 6 (5-7pm), July 20 (1-3pm), and August 3 (5-7pm)

Motion to approve all (items G-I) by Mike McKenna, seconded by Liz Thompson. Motion carried 6-0.

X. Announcements

A. Saucon Valley Greenway Study Committee Meeting-February 9, 2023, at 6:30pm at 685 Main St.

B. First Climate Action Plan Public Meeting-March 13, 2023 @6pm at 685 Main St.

C. Compost Center Opening for 2023 is posted on website. Christmas tree collection on February 4th and February 11, 2023 (9am-1pm).

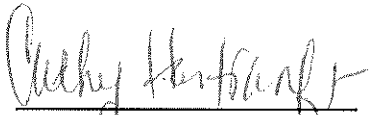
D. Hellertown Historical Society Easter Egg Hunt on April 8, 2023.

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Saucon Valley Farmer's Market location will remain at the Hellertown Area Library for 2023.

Motion by Mike McKenna seconded by Andrew Hughes to adjourn the meeting at 8:47 pm.

Respectfully submitted,

  
Cathy Hartranft, Secretary