

Borough of Hellertown  
Council Meeting Minutes  
Tuesday February 21, 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
Andrew Hughes-	Present
Matthew Marcincin	Present
Michael McKenna	Present
Thomas Rieger	Present
Liz Thompson	Present
Mayor Heintzelman	Present

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

III. Adoption of Meeting Agendum

Motion made to adopt the Meeting Agendum by Liz Thompson, seconded by Earl Hill. Motion carried 7-0.

IV. Approval of Meeting Minutes from February 6, 2023

Motion made to approve the Meeting Minutes from February 6, 2023, by Terri Fadem, seconded by Earl Hill. Motion carried 6-0 with one abstention. Matt Marcincin abstained.

V. Courtesy of the Floor

1.Pre-Scheduled Appearances

A. Brian Jeter-Comcast via Zoom

Mr. Jeter discussed building a Comcast network within Hellertown boundaries. It is the largest cable provider in the

U.S. with 22 million dollars in video and 25 million in internet. Comcast offers residential and business services. Residents are offered mobile, internet, tv, and voice (landline) while Xfinity Businesses offer Ethernet, Wi-Fi services, and a host of other services. Mr. Jeter stated Comcast is a twofold plan-an Underground Plan (Phase 1) and an Aerial Plan (Phase 2). The Aerial plan is securing Pole Permits from PPL. Based on survey results, most of the Borough will be aerial. The Underground construction would be for pedestal, which are the green boxes. Residents would be notified of construction 7-10 days prior to the construction. Communication with staff will be weekly, biweekly, and monthly.

Successful programs of Comcast are the Comcast Foundation which provided Wi-Fi to surrounding Chambers of Commerce, area school districts, Intermediate Units, and YMCAs. Internet Essentials offers low income individuals broadband in the home.

A Cable Franchise Agreement with the community would need to be agreed upon. Upon completion of the Cable Franchise Agreement the construction plan would begin. Ms. Hartranft stated Cohen & Associates have prepared a proposal to assist with the development of a Franchise Agreement.

Motion by Earl Hill, seconded by Liz Thompson to engage Cohen & Associates to assist with Cable Franchise Agreement. Motion passed 7-0.

#### B. Russell Sutton-Bethlehem Landfill-

Mr. Sutton discussed expansion of the Bethlehem Landfill. Bethlehem Landfill is requesting a Conditional Use change to add an additional 275 acres to the landfill. A Conditional Use Hearing is being held on Monday, February 27<sup>th</sup> at 9am at SE-WY-CO. Mr. Sutton requested all residents to attend meeting to voice their concerns of the expansion of the Bethlehem Landfill. [www.lstlandfillexpansion.com](http://www.lstlandfillexpansion.com) is the website for information regarding the Landfill Expansion.

#### 2. Comments on Agenda Items-

Jayne Sinko complimented Mr. Sutton on his presentation. Ms. Sinko discussed and referenced the Saucon Valley Comprehensive Plan. Ms. Sinko discussed Map 12 referencing sensitive resources-woodland, slopes, limestone, and permeable streams. Map 13 referenced the Lehigh River watershed. There is a Conditional Use Hearing on February 27<sup>th</sup> at 9am and the Zoning Hearing Board appeal at 7pm. Ms. Sinko requested to see if Enforcement Rights are being violated.

Motion to send a letter to the Lower Saucon Township and the Conditional Use Hearing Officer to request the Borough of Hellertown be party status. Mrs. Hartranft, Mr. Smith and Solicitor Corriere will compose the letter which Solicitor Corriere, Mayor Heintzelman and Mr. Earl Hill will present at the Hearing. Motion by Terri Fadem, seconded by Mike McKenna. Motion carried 7-0.

3. Comments on Non-Agenda Items-none

VI. Reports from Elected Officials

1. 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.
2. Mayor-Mayor Heintzelman thanked the Dewey Fire Department and area Fire Companies for their assistance at Saucon Manor.
3. Council-Terri Fadem offered an open invitation to the public meeting on Climate Action at Borough Hall on March 13, 2023 at 6pm. The meeting offers residents an opportunity to discuss lowering energy bills, creating a healthier community and advancing economic growth. A survey is also offered on the Borough of Hellertown Facebook page for feedback.
4. Junior Council (Kimberly Moser)- none

VII. Reports from Appointed Officials

1. Treasurer

A. January 2023 Treasurer's Report-

B. Statement of Revenue and Expenditures-Motion to approve the Treasurer's Report and Statement of Revenue & Expenditures by Mike McKenna, seconded by Andrew Hughes. Motion carried 7-0.

2. Finance Committee Report- (Andrew Hughes & Matt Marcincin) First meeting was held on February 16th. The first meeting topic was making our assets perform better in cash. Hellertown's cash composition for 2022 is 5.5 million dollars. Funds are earning interest at current average of 4.3 %. Hellertown "Grant Bank" are grants that required Hellertown to pay the expense first, then submit for reimbursement.

Mr. Hughes discussed the differences between "Collateralized" and "Sweep" funds. Collateralizing assets which are allowing a lender, Truist Bank secure US Treasury bills. If the borrower defaults on the loan, the

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lender may seize and sell the asset to offset the loss. A Sweep is an arrangement between a bank and Hellertown Borough. Any idle or excess funds in a deposit account are moved to another account that benefits the customer.

Mr. Hughes suggested moving the remaining balances in Fire Capital (\$350k) and the CARES/ARA fund (\$391k) into the collateralized account. A "Sweep" of the General Fund balance in excess of \$1 million starting in March and then reversing the process later in the year to ensure the fund does not fall below the \$1m.

3.Engineer (Bryan Smith)-Mr. Smith discussed 4 projects under construction in Hellertown Borough.

- A. Kobalt is working on their punch list of repairs at Walnut Street Crossing.
- B. Dimmick Park Basketball on Depot Street is currently being designed. Staff and the Engineer will present to Council in March. Mr. Rieger requested placing informational fliers in neighboring mailboxes.
- C. 1702 Clauser Street is under review and will be on the next Planning Commission meeting.

5. Solicitor (Michael Corriere)

6. Manager (Cathy Hartranft)

- A. Ms. Hartranft requested scheduling an E-cycling event for March 18, 2023. She also requested to add approval expenses for the E-cycling event at the next Council meeting on March 6, 2023.
- B. Ms. Hartranft drafted a letter supporting House Bill 129 requiring carbon monoxide detectors in schools and daycares for Council to review. Letter will be sent out later this week.

7. Chief of Police (Chief Shupp)-none.

8. Public Works Director (Barry Yonney) The Compost Center had a good turnout. Public Works will install electrical lines for security cameras at Water Street Park. Motion to approve Public Work's report by Mike McKenna, seconded by Liz Thompson. Motion carried 7-0.

9.Zoning/Codes Officer (Kris Russo)

Motion to approve Zoning/Codes report by Terri Fadem, seconded by Matt Marcincin.

Motion carried 7-0.

10. Fire Chief-none

11. EMS-none

12. Kimberly Moser-none

VIII. Unfinished Business

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1. Pioneer Pole Building- Mr. Yonney stated the doors are inconsistently working. Motion for Solicitor, Michael Corriere to write letter to Pioneer Pole Building requesting to either replace doors or no payment will be made.

X. New Business

1. Outstanding Obligations of 2-23-23-Motion to approve by Mike McKenna, seconded by Earl Hill. Motion carried 7-0.
2. Hellertown Borough Civil Service Annual Report-James Hill  
Motion to accept Hellertown Borough Civil Service Annual Report by Liz Thompson, seconded by Earl Hill. Motion carried 7-0.
3. Development of New Web Page for Property Liens-  
Motion to authorize a list of addresses, parcels, amount of lien, and case number on the web site of all unpaid liens after 31 day by Liz Thompson, seconded by Andrew Hughes. Motion carried 7-0.
4. Discussion & Use of American Recovery Funds- this was previously discussed.
5. Authorization to close ARA account and move Funds to Collateralized account. Andrew Hughes discussed the plan in the Finance Committee Report earlier. Motion to authorize the close of the ARA account and move Funds to Collateralized account by Andrew Hughes, seconded by Earl Hill. Motion carried 7-0.
6. Approval of Saucon Valley Diamond Sports-Sports Agreement 2023-Motion to approve of the Saucon Valley Diamond Sports Agreement by Earl Hill and seconded by Mike McKenna. Motion carried 7-0.

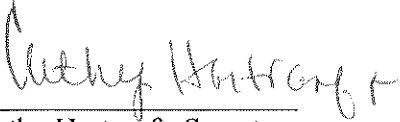
X. Announcements

XI. Executive Session

XII. Adjournment

Motion to adjourn by Liz Thompson, seconded by Earl Hill. Motion carried 7-0 at 9:15pm.

Respectfully submitted,

  
Cathy Hartranft, Secretary