

# BOROUGH OF TATAMY

## Administration, Finance, & Personnel Meeting

Wednesday, 2 October 2024  
6:00 PM  
Tatamy Borough Municipal Building  
Upper Level  
423 Broad St.  
Tatamy, PA 18085



### Monthly Meeting Agenda

#### Roll Call

REQUIRED ATTENDEES			
<b>MAYOR OF TATAMY</b>			
<b>Mayor - James Pallante</b>	A	E	P
<b>COMMITTEE MEMBERS</b>			
<b>Chairwomen Pam Pearson</b>	A	E	P
<b>Member Rob Wagner</b>	A	E	P
<b>Member Kristine Porter</b>	A	E	P
<b>Alternative Member Bob Hayes</b>	A	E	P
<b>BOROUGH ADMINISTRATION</b>			
<b>Borough Manager Mark A. Saginario</b>	A	E	P
<b>Borough Administrator Kellie Nolder</b>	A	E	P
<b>Police Chief Keith Snyder</b>	A	E	P
<b>Public Works Supervisor Ryan McGinley</b>	A	E	P

EXECUTIVE SESSION – (Pursuant to Title 65 Pa. C.S.A § 701 – The Sunshine Act)  
➤ Personnel

#### COURTESY OF THE FLOOR

➤ Agenda Items Only

#### APPROVAL OF MEETING MINUTES

- a) Meeting minutes, 28 August 2024.
  - Motion to accept / ratify meeting minutes.

#### FINANCE

##### New Business

- a) August 2024 Treasurer’s Report & Financial Reports
  - i. Real-Estate Tax, EIT, LST & TCC Collection Reports - Current
  - ii. August 2024 Bank Reconciliations
  - iii. Q3 Quarterly Payroll Reports / Tax Filing
- b) Proposal to Perform Professional Services, Annual Audit
- c) Easter Egg Hunt – Supplies & Costume
- d) 2025 Budget Review
- e) 2025 Schedule of Fees Discussion
- f) Informational
  - i. Portnoff Real-Estate Report, September
  - ii. Reality Transfer August 2024, no report

## Finance, Administration, & Personnel Committee Meeting

- iii. Audit Advertisement
- iv. Audit Journal Entries, completed
- v. General Municipal Pension System State Aid
- vi. PMRS Audit Report

### In-Process Business

- a) Grant Updates
  - a. Livable Landscapes – 2022 (Full Reimbursement)
    - i. Tatamy Trail Awarded, \$75k.
      - a. Engineering – DEP Permit
      - b. Extension with NorCo
  - b. LSA Statewide – 2022 (Full Reimbursement)
    - i. PW’s Utility Truck Awarded, \$138.5k
      - a. Down Payment Complete
      - b. Chassis transferred to EM Kutz for outfitting.
        - i. Completed, Delivery in May
        - ii. Reimbursement Submittal in Process
  - c. LSA 2021 Monroe / Northampton (Full Reimbursement)
    - i. Monroe Brick- Repointing Awarded, \$32.5k
      - a. In Committee
    - ii. Northampton -Milling Machine Awarded, \$32.5k
      - a. Purchased
        - i. Reimbursement Submission Pending
  - d. Community Project Funding Grant FY24 ( Congresswomen Susan Wild)
    - i. Project 25 (P25-PD Radio Conversion-NorCo)
      - a. Submitted by NorCo
        - i. Appropriations approved by US House of Representatives
          - 1. Granted 20k
  - e. Grow NORCO 2024 ( 1:2 Match)
    - i. Borough IT Upgrades
      - a. Submitted on 2 June 2023
      - b. Awarded 22K, Grant Agreement Signed
  - f. DEP Recycling Performance Grant
    - i. Sec. 904 of Act 101 Recycling Program
      - a. Submitted on 30 October 2023
  - g. DEP Recycling Grant (90% Grant, 10% Match)
    - i. Sec. 902 of Act 101 Recycling Program – Leaf-Vac, Towable
      - a. To be submitted 10 May 2024
  - h. Grow NorCo 2025 (1:1 Match)
    - i. Borough IT Upgrades – Phase II
  - i. NorCo Public Safety (1:2 Match) – P25 Digital Radios
    - i. Submitted

- b) HB 2265 of 2024, Salary of Elected Officials

**ADMINISTRATION**

**New Business**

- a) None

**In-Process Business**

- a) Tatamy Farms
  - a. Dedication / Maintenance of Roadways Period Checklist – Update
  - b. Sinkhole, Detention Ponds – Update
- b) Main St. Widening Project
  - a. Wearing Course failure – Update
- b) Hanover Engineering - Tatamy Trail Extension
- c) Braden Park Field Repairs
- d) House Bill 29 – Civil Service for Police & Fire, Hiring
- e) Tatamy Farms – HOA, Declarations

**PERSONNEL**

**New Business**

- a) PD Hire

**In-Process Business**

- a) PW's PT Maintenance / Laborer Position

**GOOD of the ORDER**

- a) The next Personnel Finance & Administration Meeting will be held @ 6:00 PM, Wednesday 30 October 2024.
- b) Courtesy of the Floor, Non-Agenda Items to be placed on the June agenda.

**ADJOURNMENT**

