

# BOROUGH OF TATAMY COUNCIL MEETING

Monday, 1 July 2024  
7:00 PM Regular Mtg.  
Llantrissant Retreat & Wellness Center  
336 Bushkill Street  
Tatamy, PA 18085



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## Regular Monthly Council Meeting Minutes

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

None

### CALL TO ORDER

Council President Robert Hayes calls the meeting to order at 7:00PM.

### ROLL CALL

The following Members of Council were present at the meeting: Mayor James Pallante, Council President Robert Hayes, Council Vice-President Pamela Pearson, Council Pro-Tem Kristine Porter, Councilman Robert Wagner, Councilman Tim Frey, Councilman Michael Lester, Councilwoman Deborah Frace, and Jr. Councilman Sam Maczko. The following Borough Administration were present at the meeting: Borough Manager Mark Saginario, Borough Administrator Kellie Nolder, Borough Solicitor Peter Layman, and Public Works Supervisor Ryan McGinley. The following were excused from the meeting: Police Chief Keith Snyder, Borough Engineer Brien Kocher, and Zoning Officer Suzanne Borzak. Thomas Beauduy from Chrin was present.

### READING, AMENDING & APPROVAL OF AGENDA

Council Vice-President Pearson makes a motion to approve / amend the agenda. Councilwoman Frace seconds this motion. Motion passes unanimously.

### COURTESY OF THE FLOOR

None

### APPROVAL OF COUNCIL MEETING MINUTES

Council Vice-President Pearson makes a motion to approve/amend the 3<sup>rd</sup> of June 2024 Regular Council Meeting minutes. Councilman Lester seconds this motion. Motion passes unanimously.

### APPOINTED COUNCIL MEMBER COMMITTEE REPORTS & REPORT OF ELECTED OFFICIALS

- a) Pamela Pearson, Chairwoman gave the Personnel, Finance & Admin. Committee report. The following topics were discussed in the meeting: All June Financial reports, 2025 Budget framework, Tatamy Farms updates, Gazebo purchase, and the Police department server. The next meeting is on Wednesday July 31<sup>st</sup>, 2024 at 6:00PM.
- b) Parks & Recreation Committee meeting was cancelled this month. The next meeting is on Monday July 8<sup>th</sup>, 2024 at 6:00PM.
- c) Public Safety Committee meeting was canceled this month. The next meeting is on Thursday July 18<sup>th</sup>, 2024 at 6:00PM.
- d) Public Works & Facilities Committee meeting was canceled this month. The next meeting is on Wednesday July 10<sup>th</sup>, 2024 at 6:00PM.
- e) Community & Economic Development Committee meeting was canceled this month. The next meeting is on Wednesday July 17<sup>th</sup>, 2024 at 5:00PM.
- f) Tim Frey, Chairman gave the Environmental Steering Committee meeting report. The following topics were discussed: the zoning Ordinances/code of ordinances, Code of

**REGULAR MONTHLY COUNCIL MEETING AGENDA**

ordinances chapters, Sinkholes, Yard waste/ disposal, and MSW/Recycling contract. The next meeting is on Thursday July 11<sup>th</sup>, 2024 at 6:00PM.

- g) Borough Administrator Nolder gave the Workplace Safety Committee meeting report. There were no incidents or accidents this month with the Borough Office, PD, or PW. The next meeting is on Thursday July 25<sup>th</sup>, 2024.
- h) Representative Saginario gave the Nazareth Council of Governments meeting report. The meeting spoke on Nixle subscription as to get another option or to stay with Nixle. The next meeting is on Thursday July 18<sup>th</sup>, 2024 at 6:00PM.
- i) Elected Official Open Floor- Council Vice-President Pearson wanted to let everyone know that the Bushkill Creek was dry for a few days, the cause is unknown, but the creek is now back to normal. Councilwoman Frace informed the Council that the Historical Society 29<sup>th</sup> annual Car Show is on Sunday September 22<sup>nd</sup> on Broad Street and the rain date is September 29<sup>th</sup>, 2024. Councilwoman Frace also informed the Council that she is now the Treasurer of the Historical Society.
  - Tatamy Borough Newsletter (Councilwomen Porter)- Council Pro-Tem Porter said she will have the Newsletter to the Borough Office next week.

**MAYOR'S COMMENTS & REPORT**

Jim Pallante, Mayor gave his report. He has heard a lot of talk on the events Tatamy is having and is hearing all good feedback on them with residents being very excited for them all. Mayor brought up about the noise that comes from the Stockertown way that seems to be getting worse throughout the years, if the office could look into what and where it is coming from. Mayor booked three performers for Fall Fest, one of them is even one of our own police officers.

**PUBLIC SAFETY REPORTS**

- a) PD Chief Snyder was not present at the meeting to give the Police Report. Borough Manager Saginario gave the report. Officer Smith is backing back to less hours and Collin Keiser wants to come back to PT Officer for the Borough.
- b) FD Chief McDonald was not present at the meeting to give the Fire Company Report. Dispatched to 5 incidents, 506.26 man hours, and 3 events.
- c) Don Dereamus was not present at the meeting to give the EMC.
- d) Suzanne Borzak, Zoning Officer, was not present at the meeting to give the Zoning Officer Report. Borough Manager Saginario

	Fees	
		Attended Council meeting
		Reviewed MC zoning ordinance section and attended PC meeting
50 S 8 <sup>th</sup> St	100	Received application for sign permit for Raw Winery. Requested additional information to review. (sign copy too small to read). Need to know all signs on that face of the building
235 Trisha		Issued permit for above ground pool
702 Prospect	100	Received app for a new fence. Information is missing. I called property owner for additional information.
614 Broad St	50	Sent roof permit to Keycodes
196 N 7 <sup>th</sup> St	100	Extend fence to property line. Received notarized statement as required by the ordinance.

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208 N 7 <sup>th</sup> St	100	Extend fence to property line (see above). Received notarized statement as required by the ordinance.
509 Hobson		Issued permit to permit chickens (proposed 2 chickens)
565 Chief Tatamy		Issued permit for inground pool
510 Prospect	100	Sent solar panel permit app for 510 Prospect to keycodes
165 Messinger	100	Sent solar panel permit app for 165 Messinger to keycodes
719 Main St		Sent a letter to owner to reiterate what needs to be done to erect a fence on his neighbor's property.
719 Main		Issued fence permit
70 S 8 <sup>th</sup> St		Issued sign permit
460 Chief Tatamy		Denied ZHB application due to missing information

**BOROUGH ADMINISTRATION REPORTS**

a) Borough Engineer Report

Brien Kocher, Engineer

➤ Open Items

- Tatamy Farms Close-Out
  - i. Final Wearing Course
  - ii. Storm Sewer
  - iii. Sinkhole Evaluation
- Tatamy Trail – Two Rivers Phase I
  - i. DEP Permit

b) Michael Lester, Chairman gave the Sewer Authority Report.

There has been no movement with Palmer Township for the agreement. The Sewer bills were mailed out last week and 32 shut off letters were sent also. The Sewer Authority started to update the tapping fees.

c) Peter Layman, Esquire gave the Borough Solicitor Report.

The Employee Handbook looks good from a legal standpoint. No other comments currently.

d) Ryan McGinley gave the Borough Public Works & Facilities Report. Still looking for a part-time employee, still going through applications and the hiring process. Tyler Corter is back to work for a while to help the department. The Public Works Department is working at all parks and mulched all the parks for the season. The updates for Werkheiser Park has been started.

e) Mark A. Saginario gave the Borough Manager Report. Drivelocker will be coming to the office to look at the IT Closet this month and the details on the Police Server funds.

f) Borough Manager Saginario went over the Treasury & Financial Reports.

Borough of Tatamy

TREASURER'S REPORT - JUNE 2024

Beginning Balance of General Fund as of:	<u>29-May-24</u>	\$ 624,743.29
Deposits:	29 MAY 2024 - 26 JUNE 2024	\$ 65,496.59
Disbursements:	29 MAY 2024 - 26 JUNE 2024	\$ 73,933.15
Ending Balance w/ Transactions, as of	<u>26-Jun-24</u>	\$ 616,306.73

**REGULAR MONTHLY COUNCIL MEETING AGENDA**

<u>Fidelity Bank - Borough Funds</u>		Bank Balances: (Available) <u>As of 30 Apr.,</u>
Broad Street Paving Fund	\$	89,152.29 *
General Fund Checking	\$	616,306.73 *
Operating Reserve	\$	29,487.09 *
Building Fund	\$	8,848.07 *
Police Vehicle / Equipment Fund	\$	2,962.37 *
Street Paving Fund	\$	33,382.11 *
Truck / Equipment Fund	\$	3,097.62 *
Highway Aid	\$	31,545.90 *
Refuse	\$	71,843.24 *
Recreation Fund	\$	156,191.89 *
Tatamy Grant Funds	\$	16,439.72 *
Relief Fund - Borough Residents	\$	7,735.71 *
General Fund Savings	\$	38,314.57 *
Total Balance of Borough Operating Funds	\$	1,105,307.31
<u>Fidelity Bank - Escrow Accounts</u>		
Escrow Master Account - Tatamy Borough	\$	0.14 *
Escrow Disbursement Account	\$	- *
Escrow Account, Non-Developers	\$	6,007.04 *
Sub - Chrin of Delaware xxx4218	\$	2,761.02 *
Sub - North St. Real-Estate xxx4221	\$	118.47 *
Sub - TMC Management Corp xxx4224	\$	8,502.76 *
Sub - Carson Commerce Lane xxx6687	\$	1,500.56 *
Sub - Newport Hill LLC xxx0230	\$	5,124.07 *
Total Balance of Borough Escrow Funds	\$	24,014.06
Fidelity Bank CD Acct.	\$	25,000.00 *
Total Balance of Borough Funds	\$	1,154,321.37
<u>Tatamy Borough Delinquent Accounts</u>		
Refuse Delinquents 2018 - 2023	\$	17,161.94
Refuse Delinquents 2024	\$	8,645.00
Total Delinquent Refuse	\$	25,806.94
Interim & Real-Estate Tax Delinquents 2022	\$	1,490.88
Interim & Real-Estate Tax Delinquents - 2023	\$	1,486.48
Real-Estate Tax Delinquents 2024	\$	9,559.35
Interim Real-Estate Tax Delinquents 2024	\$	59.40
Real-Estate Tax Total Delinquents	\$	12,596.11
Total Borough Delinquent Accounts	\$	38,403.05

Councilwoman Frace makes a motion to ratify paid monthly bills & to pay bills & operating expenses as funds are available through 5 August 2024. Councilman Lester seconds this motion. Motion passes unanimously.

**TATAMY PLANNING COMMISSION**

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- a) Heidi Benson, Chairwomen was not present at the meeting. Borough Manager Saginario gave the Planning Commission Report.
  - a. Myers Power Preliminary Plan- They want to keep the Escrow the same and open.
  - b. Chrin Commerce Centre- Chrin brought in the Ordinance Amendment 2014-007 to discuss with the members to have changes, members discussed the changes and will work on the final Ordinance Amendment.

### PRESIDENT'S CORRESPONDENCE

None.

### CURRENT BUSINESS

- a) Police Civil Service Update- Borough Manager Saginario and Police Chief Snyder had a conversation about the amount of furthering with Civil Service. More information to come.
- b) 2025 Budget Framework- Borough Manager Saginario discussed the framework of the 2025 Budget.
- c) Chrin Zoning Amendment- Borough Council discussed the Ordinance 305-2024 to advertise Main Street commercial zoning district, relating to building setback from exterior lot line, parking setback, and permitted by right uses.
- d) Informational- Borough Manager Saginario discussed the information.
  - Whitetail Call Log - May
  - Reality Transfer Detail Report - May
  - Portnoff Real-Estate Report – May (No Report)

### ORDINANCES

Council Vice-President Pearson makes a motion to advertise Ordinance 305-2024. AN ORDINANCE OF THE BOROUGH OF TATAMY, NORTHAMPTON COUNTY, PENNSYLVANIA, AN ORDINANCE AMENDING THE BOROUGH OF TATAMY ZONING ORDINANCE NO. 263-2014, MAIN STREET COMMERCIAL ZONING DISTRICT, RELATING TO BUILDING SETBACK FROM EXTERIOR LOT LINE, PARKING SETBACK, PERMITTED BY RIGHT USES, AND DEFINITIONS. Councilman Frey seconds this motion. Motion passes unanimously.

### RESOLUTIONS

None

### CORRESPONDENCE FORWARDED TO COUNCIL BY EMAIL

None

### CURRENT SUBDIVISION / LAND DEVELOPMENT TIME LIMIT EXTENSIONS

None

### FOR THE GOOD OF THE ORDER / COURTESY of the FLOOR

- Courtesy of the Floor \*Non-agenda items- Borough Manager Saginario told the Council that the 2023 Audit started today and the LVPC will do a presentation next Council meeting.
- Items to be placed on future Council agendas.
- The next Council Meeting will be held on Monday, 5<sup>th</sup> August 2024 commencing at 7:00 PM.

### ADJOURNMENT

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Council Vice-President Pearson makes a motion to adjourn the meeting. Councilman Wagner seconds this motion. Motion passes unanimously.

Council President Hayes adjourns the meeting at 8:49PM.

Respectfully submitted,

Mark Saginario, Borough Manager / Secretary