

**TATAMY BOROUGH COUNCIL MEETING MINUTES  
MONDAY AUGUST 2, 2021 AT 7:30 P.M.**

The regular meeting of the Tatamy Borough Council was held Monday August 2, 2021 at Llantrisant Retreat and Wellness Center 336 Bushkill Street Tatamy, PA. The meeting was called to order at 7:30 p.m. by Council Vice President Pamela Pearson.

**ROLL CALL**

The following Council members were present at the meeting: Daniel Dewey, Pamela Pearson, Kristine Porter, Joseph Rago, Robert Wagner, and Frank Young . Also present were Mayor Christopher Moren, Engineer Brien Kocher, Solicitor Peter Layman, Deanne Werkheiser, Secretary/Treasurer, Police Chief Keith Snyder, and Ryan McGinley, Public Works Supervisor. Robert Hayes was absent. Citizen James Pallante was present.

Pamela Pearson announced that an executive session was held to discuss personnel issues.

**COMMENTS FROM THE FLOOR**

Pamela Pearson asked if there were any comments from the floor.

Travis Pezzuto would like to do a walk from Mark Metz Park, along the Trail, and back to benefit the Janna Keiser family. The event would take place in October and would not require road closures. Council approved the event.

**APPROVAL OF MINUTES**

Approval of the July 6, 2021 meeting minutes.

A motion was made by Frank Young, seconded by Kristine Porter to approve the July 6, 2021 minutes. Motion approved unanimously.

**ENGINEER'S REPORT**

Brien Kocher stated he had two items to report on

- 1 Tatamy Trail update. Currently waiting on DEP approval. Their biologist is currently reviewing the submission. Penn DOT crossing approval updates were received. Needs crosswalk as if it is a regular intersection with crosswalk activation and signage. Issue with signage location on Forks side of Main Street bridge due to trees. Brief discussion ensued with the Uhler Road widening project. Deanne will contact Duke Realty regarding the project timeline and will forward information to Brien. Brien stated that once permits are received, we can ask DCNR for an extension on the grant. Christopher Moren asked Peter Layman to work with Forks Police regarding our Police patrolling Braden Park.
- 2 UGI Broad Street project. Sealant was not put on properly and the trench was not done as it was supposed to be. They are suggesting paving from the curb to one foot past the trench, approximately six feet from the curb and want 50% (\$44,000.00) back from the money given for paving. There are other issues that need to be corrected. Ryan McGinley suggested 30% back to UGI. Frank Young asked if there will be a warranty on the work done. Brien responded that they would need to follow the Borough Ordinance for paving. A brief discussion ensued. A motion was made by Frank Young, seconded by Daniel Dewey to approve up to 50% of the UGI paving funds being returned for this work. Motion approved unanimously.

**TREASURER'S REPORT**

Deanne Werkheiser gave the July Treasurer's report.

Balance of General Fund as of 7/1/21	\$335,508.16
Deposits: 7/1/21-7/27/21	\$33,609.82
Disbursements: 7/1/21-7/27/21	\$131,759.76
TOTAL	\$245,799.71

Bank Balances: Fidelity Bank as of 7/27/2021

Checking	\$268,594.82
Savings	\$37,837.14
Refuse	\$56,418.13
Highway Aid	\$22,973.80
Operating Reserve	\$85,282.71
Recreation Fund	\$272,300.94
All other Accounts	\$185,877.33
Building, Grant, Paving, Police Vehicle, Relief, Truck/ Equipment, Broad St. paving- UGI	
The total balance of all funds for the Borough	\$929,284.87

Escrow \$15,331.69

A motion was made by Robert Wagner, seconded by Kristine Porter to approve the Treasurer's Report. Motion approved unanimously.

**DISBURSEMENTS AND RECEIPTS**

Checks paid out between meetings General Fund- July \$131,759.76  
 Unpaid Bills Details \$25,508.65  
 General Fund- \$23,079.93 Escrow- \$2,428.72

Deanne stated that the final bill for \$3,156.00 from Riley and Company for the 2020 Audit was received today. She would like to add it to the unpaid bills detail.

A motion was made by Daniel Dewey, seconded by Frank Young to approve the Disbursements and Receipts as amended. Motion approved unanimously.

**FINANCE COMMITTEE REPORT**

The Finance Committee Chair Pamela Pearson gave the report. Council had copies of the July 28, 2021 meeting minutes.

1. Pamela stated that the 2020 audit is clean except for the pension due to PMRS reports not being done. A motion was made by Frank Young, seconded by Robert Wagner to approve the 2020 Audit. Motion approved unanimously.
2. The Insurance Committee, HR Committee, and Finance Committee reviewed the disability insurance quotes received and presented from two brokers. Finance committee recommends the plan through Hartford. It is \$2,400.00 cheaper because the Police will not need additional life insurance. A motion was made by Daniel Dewey, seconded by Kristine Porter to approve disability insurance with Hartford effective September 1, 2021. Motion approved. Frank Young abstained as an employee.
3. 2022 budget has no gaps. Detailed review will start at next meeting. Will be ready for the October Council meeting.
4. LSA Grant and NORCO Grow grant are now open. Need information on what to apply for and quotes.
5. Pamela stated that she received and reviewed the Tatamy Fire Companies 2020 finances. They are all in order.

### **CAPITAL IMPROVEMENTS PLAN**

The Capital Improvements Chair Pamela Pearson stated that the July Capital Improvements Plan committee meeting was cancelled. Ryan McGinley stated that the fence is still on back order. They expect it in September or October.

### **PUBLIC SAFETY COMMITTEE**

The Public Safety Chair Daniel Dewey stated that the July Public Safety Committee meeting was cancelled.

### **WORKPLACE SAFETY COMMITTEE**

The Workplace Safety Chair Deanne Werkheiser gave the report. Council had copies of the July 21, 2021 Workplace Safety Committee meeting.

- 1 Recertification was completed at the meeting.
- 2 Additional training will be required for substance abuse as of October.
- 3 Building inspections will be done during the August meeting.

### **PUBLIC WORKS REPORT**

Public Works Supervisor Ryan McGinley gave the report.

1. Starting on basketball court maintenance next week.
2. Ryan stated that the fence between the guard rail and the arch at Braden Park needs to be replaced. He received quotes from Advantage Fence. A brief discussion ensued. A motion was made by Frank Young, seconded by Joseph Rago to approve the fence replacement at Braden Park for \$1,950.00 from the recreation fund. Motion approved unanimously.
3. Ryan stated there was a roadway management conference on October 6th through the 8<sup>th</sup> that he would like to attend. The cost is \$175.00 plus lodging. A motion was made by Daniel Dewey, seconded by Robert Wagner to approve up to \$1,000.00 for the conference, lodging, and travel. Motion approved unanimously.

### **FIRE COMPANY REPORT**

Fire Company President Kim Albert gave the Chief's report for July 2021 indicating 153.77 man-hours with 12 activities.

### **MAYOR'S REPORT**

Mayor Christopher Moren gave the Police Incident report for July, 134 incidents.

Mayor Christopher Moren gave the Mayor's report for July.

1. The steam boiler did not pass inspection. It needs to be replaced before winter. We need to do the HVAC upgrades as soon as possible. We are meeting with a company later this week for VRF solutions. Peter Layman stated we can do the work without going out to bid because it is an emergency situation. A resolution will need to be done and documentation of all parts of the project. Costars vendor is another option.
2. 5G ordinance. Christopher stated that the state passed new regulations regarding 5G. Municipalities cannot prevent it but can pass zoning ordinances to set location of the structures. Peter Layman stated this takes effect in 60 days, which is very rapid. We have until October 30, 2021 to put regulations in place. If the price is right, we should look at someone who specializes in this. If we do nothing, then only state law applies. We cannot go back and change later. Peter and/ or Christopher will reach out to a specialist. They will keep everyone informed.

**PLANNING COMMISSION**

Planning Commission Chair Mark Cloeren was not present. Deanne gave the report. Council had copies of the July 13, 2021 meeting minutes.

Deanne stated that Geoff Reese from LVPC attended the meeting to review the maps for the Multi-municipal Comprehensive Plan.

**ZONING OFFICER REPORT**

Zoning Officer John Soloe was not present.

**ZONING HEARING BOARD**

Zoning Hearing Board Chair Larry Kish was not present.

**SOLICITOR'S REPORT**

Peter Layman stated he had several items to bring before Council.

- 1 He is currently working on the Garbage and Recycling RFP.
- 2 Pamela asked that he review and work on an IT Services RFP. Deanne will send current service agreement.
- 3 He is currently working on an update to the Sewer Authorities Ordinance. A motion was made by Joseph Rago, seconded by Frank Young to advertise the ordinance for adoption. Motion approved unanimously.
- 4 Peter stated he is still waiting on UGI regarding North Tatamy gas line installation.

**SEWER AUTHORITY**

The Sewer Authority Chair Stephen Riegel was not present.

**OLD BUSINESS**

- 1 Deanne stated that the withdrawal letter from The Northampton County Open Space Grant has been submitted to Sherry Acevedo.
- 2 Deanne stated the Bushkill Stream Restoration project is progressing well. They are down to the Spring House. Work to be done in September.
- 3 Easton is having a Never Forget walk and parade on September 4, 2021. Emergency responders and elected officials are invited to participate. Fire Co.- no, Police- will see if available.

**NEW BUSINESS**

- 1 Tuskes Tatamy Farms major subdivision extension request from August 31, 2021 to October 31, 2021. Council accepted extension.
- 2 The Historic Marker has been removed from the 700 block of Main Street in preparation of the widening project. We have received approval to put it up at the Municipal Building. Ryan would like to know where it should be placed. Christopher and Ryan will work on the location.
- 3 Pamela stated that several items were discussed in executive session. A rate increase for Tyler Corter from \$17.00 an hour to \$19.00 an hour. A motion was made by Robert Wagner, seconded by Joseph Rago to approve rate increase effective today August 2, 2021. Motion approved. Frank Young abstained.
- 4 Borough Manager position. Pamela stated they have come up with a job description. We need to do an ordinance to create this position. Need to advertise before adopting. A motion was made by Pamela Pearson, seconded by Robert Wagner to advertise Borough Manager ordinance. Motion approved. Frank Young abstained.

- 5 Employee handbook change to vacation time usage from half day increments to one-hour increments. A motion was made by Daniel Dewey, seconded by Kristine Porter to approved change to employee handbook. Motion approved. Frank Young abstained.

### **CORRESPONDENCE**

Pamela Pearson stated that there was nothing at this time.

### **GOOD OF THE ORDER**

- 1 Council meeting Tuesday September 7, 2021 at Llantrisant. Peter Layman stated he may not be able to attend or may be late due to conflicting meeting.
- 2 Community Yard Sale August 14, 2021.
- 3 Tatamy Historical Society Car Show September 12, 2021.
- 4 Easton Never Forget Walk and Parade September 4, 2021.

### **ADJOURNMENT**

A motion was made by Frank Young, seconded by Daniel Dewey to adjourn the meeting at 8:48 pm. Pamela Pearson adjourned the meeting.

Respectfully submitted,

Deanne Werkheiser, Secretary / Treasurer

## **AGENDA TATAMY BOROUGH COUNCIL MEETING AUGUST 2, 2021 7:30 PM**

**EXECUTIVE SESSION:** PERSONNEL ISSUES

**CALL TO ORDER:** PAMELA PEARSON, VICE PRESIDENT

**PLEDGE OF ALLEGIANCE:** PAMELA PEARSON, VICE PRESIDENT

**ROLL CALL:** DEANNE WERKHEISER, SECRETARY/ TREASURER

**COMMENTS FROM THE FLOOR:** PAMELA PEARSON, VICE PRESIDENT

**APPROVAL OF MINUTES:** PAMELA PEARSON, VICE PRESIDENT

1. APPROVAL OF JULY 6, 2021 MEETING MINUTES

**ENGINEER'S REPORT:** BRIEN KOCHER, ENGINEER

1. TATAMY TRAIL UPDATE
2. UGI PROPOSAL

**TREASURER'S REPORT:** DEANNE WERKHEISER, SECRETARY/ TREASURER

**APPROVAL OF DISBURSEMENTS AND RECEIPTS:** PAMELA PEARSON, VICE PRESIDENT

**FINANCE COMMITTEE REPORT:** PAMELA PEARSON, CHAIRWOMAN

- 1 2020 AUDIT

- 2 DISABILITY INSURANCE
- 3 2022 BUDGET – CURRENTLY NO BUDGET GAP
- 4 LSA GRANT, NOR CO GROW GRANT NOW OPEN

**CAPITAL IMPROVEMENT PLAN COMMITTEE:** PAMELA PEARSON, CHAIRWOMAN  
MEETING CANCELLED

**PUBLIC SAFETY COMMITTEE:** DANIEL DEWEY, CHAIRMAN  
MEETING CANCELLED

**WORKPLACE SAFETY COMMITTEE:** DEANNE WERKHEISER, CHAIRWOMAN

1. RECERTIFICATION COMPLETED AT JULY 21, 2021 MEETING.
2. SUBSTANCE ABUSE AND OPIOID PAINKILLER USE TRAINING WILL BE REQUIRED ANNUALLY
3. BUILDING INSPECTIONS TO BE DONE DURING AUGUST MEETING

**PUBLIC WORKS REPORT:** RYAN MCGINLEY, SUPERVISOR

**FIRE COMPANY REPORT:** KIM ALBERT, PRESIDENT

- 1 MONTHLY ACTIVITIES REPORT JULY

**MAYOR'S REPORT:** CHRISTOPHER MOREN, MAYOR

- 1 POLICE INCIDENT REPORT FOR JULY
- 2 MAYOR'S REPORT FOR JULY
  - A 5G ORDINANCE
  - B VRF SOLUTIONS

**PLANNING COMMISSION:** MARK CLOEREN, CHAIRMAN

1. REVIEWED MAPS FOR TATAMY FOR THE COMP PLAN

**ZONING OFFICER REPORT:** JOHN SOLOE, ZONING OFFICER

**ZONING HEARING BOARD:** LARRY KISH, CHAIRMAN

**SOLICITOR'S REPORT:** PETER LAYMAN, ESQUIRE

**SEWER AUTHORITY:** STEPHEN RIEGEL, CHAIRMAN

**OLD BUSINESS:** PAMELA PEARSON, VICE PRESIDENT

- 1 NC OPEN SPACE GRANT WITHDRAWAL LETTER
- 2 BUSHKILL STREAM RESTORATION PROJECT UPDATE
- 3 EASTON NEVER FORGET WALK AND PARADE SEPTEMBER 4, 2021

**NEW BUSINESS:** PAMELA PEARSON, VICE PRESIDENT

- 1 TUSKES EXTENSION REQUEST
- 2 HISTORIC MARKER LOCATION

**CORRESPONDENCE:** PAMELA PEARSON, VICE PRESIDENT

**FOR THE GOOD OF THE ORDER:** PAMELA PEARSON, VICE PRESIDENT

- 1 COUNCIL MEETING TUESDAY SEPTEMBER 7, 2021
- 2 COMMUNITY YARD SALE AUGUST 14, 2021
- 3 EASTON NEVER FORGET WALK AND PARADE SEPTEMBER 4, 2021
- 4 THS CAR SHOW SEPTEMBER 12, 2021

**ADJOURNMENT:** PAMELA PEARSON, VICE PRESIDENT