

BOROUGH OF TATAMY COUNCIL MEETING

Monday, 2 May 2022
7:00 PM (6:45 PM Exc. Session)
Llantrissant Retreat & Wellness Center
336 Bushkill Street
Tatamy, PA 18085



Regular Monthly Council Meeting

EXECUTIVE SESSION

There was an executive session held at 6:45 pm to discuss personnel issues.

CALL TO ORDER

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

Roll Call

The following Council members were present at the meeting: Robert Hayes, Pamela Pearson, Daniel Dewey, Kristine Porter, Robert Wagner, Frank Young, Timothy Frey, and Junior Councilwoman Abigail Miller. The following Borough Administration was present: Borough Manager Mark Saginario, Borough Administrator Brianne Knapp, Borough Solicitor Peter Layman, Police Chief Keith Snyder, and Public Works Supervisor Ryan McGinley. Mayor James Pallante, Zoning Officer John Soloe, and Borough Engineer Brien Kocher were excused. Citizens Kim Albert, Deanne Werkheiser, Sarah Richline, Rudy Miller, and Michael Lester, who arrived at 7:25 pm, were also in attendance.

READING, AMENDING & APPROVAL OF AGENDA

Robert Hayes makes an addition to the agenda, adding a motion to approve pay adjustment to the Borough Manager effective May 2. Pamela Pearson makes the motion to make this addition to the agenda. Daniel Dewey seconds the motion. The motion passes unanimously.

COURTESY OF THE FLOOR

Robert Hayes asked if there were any comments from the floor. Deanne Werkheiser discusses the Tatamy Historical Society Memorial Day service and the Tatamy Historical Society Car Show. She asks for the closure of Broad St from 3rd through 8th streets on September 25th, 2022 with a rain date of October 2nd, 2022. Frank Young makes the motion to close Broad St from 3rd street through 8th street on those dates. Tim Frey seconds this motion. The motion passes unanimously.

APPROVAL OF COUNCIL MEETING MINUTES

Pamela Pearson makes a conditional motion to approve the April 4th 2022 Council meeting minutes with the following amendment: the second line under "Good of the Order" should be changed to "the office had a conference call with them to clear this issue up" Frank Young seconds this conditional motion. The conditional motion passes unanimously.

APPOINTED COUNCIL MEMBER COMMITTEE REPORTS & REPORT OF ELECTED OFFICIALS

- a) Pamela Pearson gave the Personnel, Finance, & Admin Committee report. The following topics were discussed:
 - a. Handout detailing the health insurance renewal rates
 - b. Life insurance for new officer
 - c. Performance evaluations are still in process

- d. April Financial Reports
 - e. Committee made aware the roof on the Municipal Building needs work
 - f. Phase one of the office relocation is complete
 - g. Reviewed Portnoff collection contracts
 - h. Braden Park Municipal agreement
- b) Kristine Porter gave the Community & Economic Develop. Committee report. The following topics were discussed:
- a. Cops, Coffee, and Kiffles: first Saturday of the month from 9-11 am
 - b. Newsletter
 - c. Reaching out to local businesses
- c) Ryan McGinley gave the Public Works & Facilities Committee report. The following topics were discussed:
- a. He is waiting to get quotes in for the new roof on the Municipal Building
 - b. A deposit was given for the fencing around the condensers at the Municipal Building
 - c. Street sweeping is May 17th and 18th
- A discussion ensues about equipment in Braden Park
- d) Daniel Dewey gave the Public Safety Committee report. The following topics were discussed:
- a. Police report: Dodge Charger is out of service, Officer Violettt will complete his probationary period in July, Night out will be scheduled in August or September
 - b. EMC reported that we were just shy of flooding at Braden Park
 - c. Had a conversation about fireworks
- e) Mark Saginario gave the Workplace Safety report. The yearly training was completed, and the office will be submitting the application this week for workers' compensation discount.
- f) Nothing at this time for the Elected Officials Open Floor

MAYOR'S COMMENTS & REPORT

- Mayor James Pallante was not present at this meeting.

PUBLIC SAFETY REPORTS

- Police Chief Keith Snyder gave the Police Report. There are some trainings coming up, Officer Steven Violettt's probation period ends in July, the Charger will hopefully be back by the middle of May, and they are looking into an LSA Grant to replace the Explorer.
- Kim Albert gave the Fire Company Report. In the month of April, Station 22 responded to 3 incidents, had 16 daily activities, and 193.77 total man hours. There is a copy of the full report including a Summary of Events held in the Borough Office.
- Don Dereamus was not present at this meeting to give the EMC report.
- John Soloe was not present at this meeting to give the Zoning Officer Report.

BOROUGH ADMINISTRATION REPORTS

- a) Brien Kocher was not present at this meeting to give the Borough Engineer's Report.
- b) Michael Lester was not present at this meeting to give the Sewer Authority Report.
- c) Peter Layman gives the Borough Solicitor Report. The Ordinance related to Braden Park was sent to Forks Township. He recommends waiting to authorize advertisement until we get their comments. He also notes that he hasn't heard anything from Equipto regarding the condemnation.
- d) Ryan McGinley gives the Borough Public Works Report. A discussion about the recent UGI work done for their Get Gas Program ensues.

- e) Mark Saginario gives the Borough Manager Report. It was emailed to Council and included a list of meetings attended, Committee reports, and a conversation with Whitetail.
- f) Mark Saginario gives the Treasurer's report.

<u>TREASURER'S REPORT</u>	
Balance of General Fund as of 4/1/22	\$ 335,307.36
Deposits: 4/1/22-4/27/22	\$ 197,225.56
Disbursements: 4/1/22-4/27/22	\$ 95,708.42
TOTAL	
Bank Balances:	Fidelity Bank as of 4/27/2022
Checking	\$ 436,175.83
Savings	\$ 37,864.02
Refuse	\$ 78,345.45
Highway Aid	\$ 48,240.33
Operating Reserve	\$ 37,868.62
Recreation Fund	\$ 210,005.50
All other Accounts	\$ 128,988.06
The total balance of all funds for the Borough	\$ 977,487.81
Escrow	\$ 12,669.21

Mark asks Council if he is authorized to pull \$50,000.00 that was received from a reimbursable grant from 2019 and put it back into the account which we took money from for the furnace. Daniel Dewey makes a motion to transfer the funds to the Operating Reserves Fund. Kristine Porter seconds the motion. The motion passes unanimously.

TATAMY PLANNING COMMISSION

- a. The Planning Commission met on April 12th. Geoff Reese from the Lehigh Valley Planning Commission gave a presentation on the multi-Municipal plan. Robert Wagner gives an update on this. Mark Saginario went over the highlights of the meeting with Mark Cloeren since he could not attend the meeting. A discussion ensues about John Soloe's comments during this meeting.

PRESIDENT'S CORRESPONDENCE

- Nothing at this time.

NEW BUSINESS

- a) Frank Young makes a motion to ratify paid monthly bills & to pay bills as funds are available through 6 June 2022. Robert Wagner seconds this motion. The motion passes unanimously.
- b) Council has a handout of the new suggested Health Insurance rates. There will be a 6.3% increase in price, but we budgeted for a 10% increase. Pamela Pearson makes a motion to approve the new health insurance plan effective June 1st. Daniel Dewey seconds this motion. The motion passes unanimously.

- c) It has come to the attention of the office that the amount being charged in our schedule of fees for Inground Pool Grading Plans for Existing Dwellings is not enough. The engineering expenses required to review the plans are exceeding this fee. A discussion ensues about how we should properly update the fees. Kristine Porter makes a motion to increase the fee to \$750 for existing homes and implement a fee of \$350 for third resubmittal and all subsequent resubmittals. Pamela Pearson seconds this motion. The motion passes unanimously.
- d) Daniel Dewey makes a motion that for any plans which require engineering review the schedule of fees should be paid upfront at 100%. Robert Wagner seconds this motion. The motion passes unanimously.
- e) The office suggests making a policy change regarding refuse billing. This policy change would state that the office should always bill the landowner and not the tenant. Peter Layman expresses that this would be a good idea especially if there is a lien on that property, the property owner should be aware of that. In order to implement the new policy, the office will call and speak to each landowner individually to update them. Frank Young makes a motion that the refuse bill goes straight to the homeowner and not to the tenant. Daniel Dewey seconds this motion. The motion passes unanimously.
- f) The office recently was questioned by residents whether or not Braden Park allowed alcohol. This prompted the office to reach out to the insurance agency. They recommend that we do not allow alcohol as our insurance doesn't cover it. A discussion ensues about whether or not alcohol should be allowed at Braden Park. Frank Young comments that alcohol has always been allowed at Braden Park in the past and there has never been an issue. Council discusses the possibility of getting this covered by insurance but concludes that there will likely be an additional fee.
Rudy and Abigail Miller leave at 8:30 pm.
Kristine Porter makes a motion to pass a policy stating that alcohol is prohibited at the parks. Pamela Pearson seconds this motion. Frank Young opposes. This motion passes 6-1.
- g) It is clarified that the cap is two years to call Portnoff Collections on residents.
Frank Young makes a motion to Approve Portnoff AGREEMENT FOR COLLECTING DELINQUENT REAL ESTATE TAXES AND MUNICIPAL CLAIMS ON BEHALF OF BOROUGH OF TATAMY. Robert Wagner seconds this motion. The motion passes unanimously.
Daniel Dewey makes a motion to approve RESOLUTION NO. 2022-004. TAX CLAIMS which reads as follows: A RESOLUTION DIRECTING NORTHAMPTON COUNTY TAX CLAIMS BUREAU NOT TO COLLECT DELINQUENT REAL ESTATE TAXES ON BEHALF OF THE BOROUGH OF TATAMY. Pamela Pearson seconds this motion. The motion passes unanimously.
Daniel Dewey makes a motion to advertise ORDINANCE NO. 290-2022 COLLECTING PROCEDURES which reads as follows: AN ORDINANCE APPROVING COLLECTION PROCEDURES, APPOINTMENTS OF SOLICITOR, INTERESTS ASSESSMENT, CREDIT CARD AND DEBIT CARD CHARGES, AND FEES AND COSTS TO BE ADDED TO THE AMOUNT COLLECTED AS PART OF UNPAID REAL ESTATE TAXES AND MUNICIPAL CLAIMS FOR DELINQUENT ACCOUNTS. Pamela Pearson seconds this motion. The motion passes unanimously.
- h) Robert Wagner makes a motion for Keystone, who collects our EIT tax, to also start collecting our LST tax. Daniel Dewey seconds this motion. The motion passes unanimously.

IN PROGRESS BUSINESS

- a) An update was given on IT Service Review Manager (.gov). Curt Scott is working with GoDaddy to resolve an issue with permissions.
- b) The office is working with Whitetail Disposal to improve their Call Log

- c) There is no update on the Pedestrian Easement
- d) The Intermunicipal Agreement for Braden Park was previously discussed during this meeting
- e) The annual audit is in progress
- f) The Borough Easter Egg Hunt went well but there were some areas in which will be improved upon for next year's event.
- g) Kristine Porter gave the update on the Newsletter. She attended the webinar discussed at last month's meeting, which she found very helpful. She is considering concentrating on a digital version of the newsletter for the time being until she finds donors to fund printing costs. A discussion ensues about bulk postage. Michael Lester suggests that he could put bulk postage on the next Sewer Authority agenda to see if they would be willing to pay a portion of the bulk mailing price. Pamela Pearson suggests that we first clarify what we can and can't use bulk mailing for.
- h) Open Grant Applications
 - a. 2021 Monroe LSA & 2021 NorCo LSA (Applications Submitted)
 - b. 2022 Statewide LSA, PW's Truck (Application Submitted)
 - c. DCNR 2022, Tatamy Trail North (In Progress)
 - d. Livable Landscapes Grant Application (Application Submitted)
- i) The Borough Administration / Police Department Office Relocation went well, 95% of phase 1 is complete. A discussion ensues about painting the stairwell.
- j) Regarding Installing Barriers around new HVAC Condensers, Ryan is waiting to hear back from the vendor. A 50% deposit has been paid.
- k) Currently Tabled Topics
 - a. Disposition of Records – No updates on this topic

CAPITAL IMPROVEMENT PROJECTS

- a) Roads – no updates
- b) MS4 – no updates
- c) Facilities / Parks – no updates

RESOLUTIONS

- a) Resolution 2022-004
 - A RESOLUTION DIRECTING NORTHAMPTON COUNTY TAX CLAIMS BUREAU NOT TO COLLECT DELINQUENT REAL ESTATE TAXES ON BEHALF OF THE BOROUGH OF TATAMY
 - This resolution was discussed and voted on previously during the meeting.

ORDINANCES

- a) Ordinance 290-2022
 - AN ORDINANCE APPROVING COLLECTION PROCEDURES, APPOINTMENTS OF SOLICITOR, INTERESTS ASSESSMENT, CREDIT CARD ND DEBIT CARD CHARGES, AND FEES AND COSTS TO BE ADDED TO THE AMOUNT COLLECTED AS PART OF UNPAID REAL ESTATE TAXES AND MUNICIPAL CLAIMS FOR DELINQUENT ACCOUNTS

- This ordinance was discussed and voted on previously during the meeting.
- b) Ordinance 289-2022
- AN ORDINANCE AMENDING THE CODIFIED ORDINANCES OF THE BOROUGH OF TATAMY TO ADD A NEW CHAPTER 230 ENTITLED “NOISE CONTROL ORDINANCE”, PROVIDING FOR GREATER CONTROL AND MORE EFFECTIVE REGULATIONS REGARDING EXCESSIVE SOUND AND THE SOURCES OF EXCESSIVE SOUND WITHIN THE BOROUGH OF TATAMY, PROVIDING FOR ENFORCEMENT, FINES AND PENALTIES AND FURTHER PROVIDING FOR SEVERABILITY; FAILURE TO ENFORCE NOT A WAIVER; REPEALER AND AN EFFECTIVE DATE.
 - Pamela Pearson makes a motion to make this ordinance effective. Daniel Dewey seconds this motion. The motion passes unanimously.
- c) Fireworks Ordinances
- i. Administration Draft
- d) Ordinance Authorizing Police Powers within Braden Park
- i. Under Forks’ Legal Review

MOTIONS / ACTION ITEMS

- a. Motion to approve Capital Blue Cross Gold PPO 2000/0/20 Rx50 Medical Plan – this was already discussed previously during the meeting
- b. Motion to approve Ordinance 289-2022 NOISE CONTROL ORDINANCE - this was already discussed previously during the meeting
- c. Motion to Approve Portnoff AGREEMENT FOR COLLECTING DELINQUENT REAL ESTATE TAXES AND MUNICIPAL CLAIMS ON BEHALF OF BOROUGH OF TATAMY - this was already discussed previously during the meeting
- d. Motion to approve RESOLUTION NO. 2022-004. TAX CLAIMS - this was already discussed previously during the meeting
- e. Motion to advertise ORDINANCE NO. 290-2022 COLLECTING PROCEDURES - this was already discussed previously during the meeting
- f. Motion to approve Keystone Collections TAX COLLECTION AGREEMENT - this was already discussed previously during the meeting
- g. Kristine Porter makes the motion to approve the pay adjustment to the Borough Manager effective May 2nd, 2022. Tim Frey seconds this motion. The motion passes unanimously.

CORRESPONDENCE FORWARDED TO COUNCIL BY EMAIL

- NorCor Building Better Neighborhoods

CURRENT SUBDIVISION / LAND DEVELOPMENT TIME LIMIT EXTENSIONS

- NONE

FOR THE GOOD OF THE ORDER / ITEMS TO BE PLACED ON THE NEXT AGENDA

- a) The next Council Meeting will be held on Monday, 6 June 2022, 7:00 PM

ADJOURNMENT

Frank Young makes the motion to adjourn. Pamela Pearson seconds this motion. Having no further business, Robert Hayes adjourns the meeting at 9:01 pm.

Respectfully submitted,

Mark Saginario, Borough Manager