

BOROUGH OF TATAMY COUNCIL MEETING

Tuesday, 2 September 2025

7:00 PM Regular Mtg.

Llantrisant Retreat & Wellness Center 336

Bushkill Street

Tatamy, PA 18085



Regular Monthly Council Meeting Minutes

CALL TO ORDER

Council President Robert Hayes called the meeting to order at 7:01PM.

ROLL CALL

The following Council Members were present at the meeting: Council President Robert Hayes, Council Vice-President Pam Pearson, Council Pro-Tempore Kristine Porter, Councilman Robert Wagner, Councilman Tim Frey, Councilman Mike Lester, and Councilwoman Deb Frace. The following Borough Administration were present at the meeting: Borough Manager Mark Saginario, Borough Administrator Kellie Nolder, Borough Solicitor Peter Layman, Police Chief Keith Snyder, and Public Works Supervisor Ryan McGinley. The following members were excused from the meeting: Mayor James Pallante, Jr. Councilman Sam Maczko, Borough Engineer Brien Kocher, and Zoning/Code Enforcement Officer Jim Macort.

READING, AMENDING & APPROVAL OF AGENDA

Council Vice-President Pearson makes a motion to approve/amend 2nd September 2025 Agenda. Councilman Lester seconds this motion. Motion passes unanimously.

COURTESY OF THE FLOOR

None

APPROVAL OF COUNCIL MEETING MINUTES

Councilman Frey makes a motion to approve/amend 4th August 2025 Regular Council Meeting Minutes. Councilwoman Frace seconds this motion. Motion passes unanimously.

- a) Peter Layman, Esquire gave the Borough Solicitor Report. The tax collector Ordinance he researched and everything

APPOINTED COUNCIL MEMBER COMMITTEE REPORTS & REPORT OF ELECTED OFFICIALS

- a) Pamela Pearson, Chairwoman and Council President Hayes gave the Personnel, Finance & Admin. Committee report. The following topics were discussed: 2024 annual audit presentation from Riley & Co., August treasurer's report & Financial reports, 2026 Budget draft, Grant Reimbursement, and Borough Policy HR-2025-01. The next meeting is on October 1st, 2025.
 - b) Parks & Recreation Committee was canceled this month. The next meeting is on September 15th, 2025.
 - c) Public Safety Committee was canceled this month. The next meeting is on September 18th, 2025.
 - d) Bob Hayes, Chairman gave the Public Works & Facilities Committee report. The committee spoke on the Brick Repointing and Public Works Supervisor went over the projects the department is working on. The next meeting is on September 10th, 2025.
 - e) Kristine Porter, Chairwoman gave the Community & Economic Development Committee report. The following topics were discussed: National Night Out overview, Yard sale/Craft Fair overview, Fall Fest Planning, and Flowerpots. The next meeting is on September 17th, 2025.
 - f) Tim Frey, Chairman gave the Environmental Steering Committee report. The MSW/Recycling contract Bid was discussed at the meeting. The next meeting is on September 18th, 2025.
 - g) Borough Administrator Kellie Nolder gave the Workplace Safety Committee report. There were no incidents or accidents with any of the departments. The committee discussed the Fall Festival. The next meeting is on September 25th, 2025.
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REGULAR MONTHLY COUNCIL MEETING MINUTES

- h) Nazareth Council of Governments was canceled this month.
- i) Elected Official Open Floor- none.

MAYOR'S COMMENTS & REPORT

- a) Jim Pallante, Mayor- No report.

PUBLIC SAFETY REPORTS

- a) PD Chief Snyder gave the Police Report. The department had a total of 73 calls, 42 traffic stops, and had 4 ambulance calls. The department had first aid, CPR training, in-house training for taser, OC, handcuffing, baton, and defensive tactics. A total of 2,379 for an average of 339.9 cars per day on an advantage of 21.05 mph and a max speed of 43mph on Bushkill Street from 8/17/2025-8/23/2025. A total of 1,772 cars for an average of 354.4 cars per day with an average of 19.82mph and a max speed of 44mph on Bushkill Street from 8/24/2025-8/28/2025.
- b) FD Chief McDonald was not present at the meeting. Council President Hayes gave the Fire Company Report. The department was dispatched to 4 incidents, had 51 daily activities, 1182.96-man hours, and had training over the month.
- c) Don Dereamus was not present at the meeting to give the EMC report.

REGULAR MONTHLY COUNCIL MEETING MINUTES

- d) Jim Macort, Zoning Officer, was not present at the meeting to give the Zoning & Code Officer Report.
Borough Manager Saginario gave the report to the Council.

August 2025 Zoning Activity Report

August 1, 2025 (2hrs)

- 184 N 7th St-Fence approved-Z2025-033.
- Activity report for July 25'.
- 105 Fern Court-Sidewalk approved-Z2025-034.
- Filed inspection reports.

August 4, 2025 (2hrs)

BOS meeting

August 8, 2025 (3hrs)

- 49 Mill Brook Court-Reviewed permit application-more information is required.
- 35 S. 7th Street-UGI gas conversion-approved.
- 328 Broad Street-Courtesy letter for above ground pool without permits.
- Filed inspection reports

August 13, 2025 (2hrs)

NOV issued to 200 Main St-open burning

Emailed Key Codes about 51 Mill Brook-roof solar

406 Broad St-reroof-approved-TZ-2025-036

103 Fern Ct-reroof-approved-TZ-2025-037

Filed inspection reports from Key Codes

August 20, 2025 (3hrs)

Site inspection 366 Broad St for utility easement.

Closed the following NOV's 480 Chief Tatamy/221 Bushkill-trash/339 Broad-cars-running a business/502 Broad-trailer in alley/133 Shelley-trailer in street/Green St trailer-now hooked up to truck

548-550 Broad-PM complaint from Chief of PD-called tenant and set up appt to view apartment.

788 Main St-denial letter for zoning application-car lot

August 22, 2025 (5hrs)

Meeting with resident of 788 Main St to discuss adding another "use" to their non-conforming lot.

51 Mill Brook-Invoiced-called applicant-received back from Key Codes in 29 days.

565 Chief Tatamy-Sent application to Key Codes-Pool shed power/water.

Closed the following NOV's-634 Broad St-car/326 Main-trash

Field Inspection Reports filed.

August 29, 2025 (3hrs)

475 Chief Tatamy-UGI red tag notice-NOV sent

155 Bushkill-Accessory Structure without permit-NOV sent

Post office to mail NOV's

718 Prospect-driveway application-incomplete-called applicant-invoiced

Activity report for August 2025

BOROUGH ADMINISTRATION REPORTS

- b) Brien Kocher, Engineer was not present at the meeting to give the report. Borough Manager Saginario gave the Borough Engineer Report.
- Myers Power (New Point Hills) – the construction is starting for the building. It is still on track to be done by December.
 - i. Land Development Updates
 - Tatamy Farms II – no updates.
 - i. Dedication / Maintenance of Roadways Checklist, Updates
 - ii. Storm & Sewer Report, Updates
 - iii. Detention Pond Sinkhole Evaluation, Updates
 - Tatamy Trail – Two Rivers Phase I, Updates – all the bid paperwork is signed and will be done by the end of the year.
 - Village @ Hobson Square, Updates – No updates.
 - i. Time Limit Extension, 1 December 2025
 - Chrin Commerce Centre SALDO – Palmer Township and Tatamy are working together to be on the same page with Chrin and PennDOT.
 - i. Planning Commission Review
 - ii. Time Limit Extension, 15 November 2025
- c) Michael Lester, Chairman gave the Sewer Authority Report. Grease flushing is being done this week.
- d) Peter Layman, Esquire gave the Borough Solicitor Report. The borough can have Keystone Collections as a deputy for the Tax Collector.
- e) Ryan McGinley gave the Borough Public Works & Facilities Report. PW will be installing the fence and basketball hoop at Werkheiser Park this month. The department repaired the storm basin inlet and fixed 2 sidewalks in front of the municipal building.
- f) Mark A. Saginario gave the Borough Manager Report. He has been working on the budget draft. Borough Manager Saginario and Palmer Township have been in contact a lot about Chrin to stay on the same page and make it easier for everyone.

- g) Mark A. Saginario gave the Treasury & Financial Reports.

TREASURERS REPORT - AUGUST 2025

Beginning Balance of General Fund as of:	<u>30-Jul-25</u>	\$	623,813.55
Deposits:	31 JULY 2025 - 27 AUG 2025	\$	76,681.39
Disbursements:	31 JULY 2025 - 27 AUG 2025	\$	81,674.17

REGULAR MONTHLY COUNCIL MEETING MINUTES

Ending Balance w/ Transactions, as of		27-Aug-25	\$ 618,820.77
		Bank Balances: (Available)	
<u>Fidelity Bank - Borough Funds</u>		<u>As of 27 Aug.</u>	
Broad Street Paving Fund	\$	89,387.30	
General Fund Checking	\$	618,820.77	
Operating Reserve	\$	26,636.70	
Building Fund	\$	6,892.20	
Police Vehicle / Equipment Fund	\$	2,977.98	
Street Paving Fund	\$	33,577.46	
Truck / Equipment Fund	\$	3,109.41	
Highway Aid	\$	31,091.19	
Refuse	\$	143,324.60	
Recreation Fund	\$	175,498.38	
Tatamy Grant Funds	\$	16,531.00	
Relief Fund - Borough Residents	\$	7,776.43	
General Fund Savings	\$	38,651.33	
Total Balance of Borough Operating Funds		\$	1,194,274.75
<u>Fidelity Bank - Escrow Accounts</u>			
Escrow Master Account - Tatamy Borough	\$	0.14	
Escrow Disbursement Account	\$	-	
Escrow Account, Non-Developers	\$	4,994.14	
Sub - Chrin of Delaware xxx4218	\$	2,177.26	
Sub - North St. Real-Estate xxx4221	\$	118.47	
Sub - TMC Management Corp xxx4224	\$	7,893.37	
Sub - Carson Commerce Lane xxx6687	\$	433.07	
Sub - Newport Hill LLC xxx0230	\$	10,922.88	
Sub - Charles Chrin Real Estate Trus xxx0388	\$	8,530.19	
Sub - Tatamy Farms LLC xxx1093	\$	4,582.96	
Total Balance of Borough Escrow Funds		\$	39,652.48
Fidelity Bank CD Acct. 2023	\$	26,085.47	
Fidelity Bank CD Acct. 2025	\$	25,000.00	
Total Balance of Borough CD Funds		\$	51,085.47
Total Balance of Borough Funds		\$	1,285,012.70
<u>Tatamy Borough Delinquent Accounts</u>			
Refuse Delinquents 2018 - 2024	\$	14,759.41	
Refuse Delinquents 2025	\$	24,570.97	
Total Delinquent Refuse		\$	39,330.38
Interim & Real-Estate Tax Delinquents 2023	\$	-	
Interim & Real-Estate Tax Delinquents - 2024	\$	95.29	
Real-Estate Tax Delinquents 2025	\$	18,011.70	
Interim Real-Estate Tax Delinquents 2025	\$	815.63	
Real-Estate Tax Total Delinquents		\$	18,922.62
Total Borough Delinquent Accounts		\$	58,253.00

Council Pro-Tempore Porter makes a motion to approve to ratify paid monthly bills & to pay bills & operating expenses as funds are available through 6th October 2025. Council Vice-President Pearson seconds this motion. Motion passed unanimously.

TATAMY PLANNING COMMISSION

- Planning Commission Report – None

PRESIDENT'S CORRESPONDENCE

President Hayes had no correspondences.

REGULAR MONTHLY COUNCIL MEETING MINUTES

CURRENT BUSINESS

a) 2024 Financial Audit Statements, Approval

Council Vice-President Pearson makes a motion to approve 2024 Financial Audit statements. Councilman Wagner seconds this motion. Motion passes unanimously.

b) 2026 Minimum Municipal Obligations, Approval

Councilman Lester makes a motion to approve 2026 Minimum Municipal Obligations. Council Vice-President Pearson seconds this motion. Motion passes unanimously.

c) 2026 Draft Department Budgets

Borough Manager Saginario went over the 2026 draft department budget with the Council. No comments from the Members.

d) Fire / EMS Tax Discussion

Borough Manager Saginario discussed the Fire/EMS Tax with the Council; they had no comments.

e) Tax Collector / Keystone Collections

Borough Manager Saginario discussed the Tax Collector / Keystone Collections with the Council.

f) Municipal Solid Waste & Recycling Contract Bid Discussion

Borough Manager Saginario discussed the Municipal Solid Waste & Recycling Contract with the Council. No comments from the Council.

g) Informational (No Action Required) – Borough Manager Saginario discussed to the Council the information.

- Whitetail Call Log, August
- Realty Transfer Detail Report, July 2025, no report
- Portnoff Delinquent, August 2025
- Governor Shapiro Office Memo
- EMC Credit Memos
- PMRS Memos
- Wharton Surety Memo, Chrin Commerce Centre
- Suburban EMS Memos
- DEP Shredding & Electronic Recycling Event

ORDINANCES

Councilwoman Frace makes a motion to adopt Ordinance 310-2025, Tax Collection; AN ORDINANCE GIVING THE AUTHORIZATION TO CHARGE FEES; FEES SET, PERTAINING TO THE ELECTED TAX COLLECTOR AND SETTING TAX COLLECTOR COMPENSATION AND DEPUTY TAX COLLECTOR COMPENSATION OR STIPEND IN LIEU OF COMPENSATION OF THE BOROUGH OF TATAMY, NORTHAMPTON COUNTY, COMMONWEALTH OF PENNSYLVANIA.

Councilman Frey seconds this motion. Motion passes unanimously.

Councilman Lester absents from the motion.

Council Vice-President Pearson makes a motion to adopt Ordinance 311-2025, Enacting Fire / EMS. AN ORDINANCE OF THE BOROUGH OF TATAMY, COUNTY OF NORTHAMPTON, COMMONWEALTH OF PENNSYLVANIA, ENACTING A LOCAL EMERGENCY MEDICAL SERVICES AND FIRE PROTECTION TAX; PROVIDING FOR THE IMPOSITION, LEVY, AND COLLECTION THEREOF; ESTABLISHING THE RATE OF SAID TAX; PROVIDING FOR EXEMPTIONS; AND ESTABLISHING PENALTIES FOR NON-COMPLIANCE. Councilman Wagner seconds this motion. Motion passes unanimously.

RESOLUTIONS

- Motion to Approve / Table

Council Vice-President Pearson makes a motion to approve RESOLUTION 2025-010, A RESOLUTION OF THE BOROUGH COUNCIL, OF BOROUGH OF TATAMY, NORTHAMPTON COUNTY, COMMONWEALTH OF PENNSYLVANIA, SETTING THE COMPENSATION FOR SERVICES OF THE TAX COLLECTOR. Councilman Frey seconds this motion. Motion passes unanimously. Councilman Lester absents from the motion.

REGULAR MONTHLY COUNCIL MEETING MINUTES

Councilwoman Frace makes a motion to approve RESOLUTION 2025-011, A RESOLUTION OF THE BOROUGH COUNCIL, OF BOROUGH OF TATAMY, NORTHAMPTON COUNTY, COMMONWEALTH OF PENNSYLVANIA, APPROVING POLICY “HR-2025-01” BOROUGH FACILITY KEYS. Councilman Lester seconds this motion. Motion passes unanimously.

CORRESPONDENCE FORWARDED TO COUNCIL BY EMAIL

- Chrin Commerce Center Planning Commission SALDO Submission

CURRENT SUBDIVISION / LAND DEVELOPMENT TIME LIMIT EXTENSIONS

- | | |
|---|------------------|
| ➤ The Village at Hobson Square, Tatamy Farms, LLC | 1 December 2025 |
| ➤ Charles Chrin Commerce Centre Trust, LLC | 15 November 2025 |

FOR THE GOOD OF THE ORDER / COURTESY of the FLOOR

- Courtesy of the Floor
- Items to be placed on future Council agendas.
- The next Council Meeting will be held on Monday, 6th October 2025 commencing at 7:00 PM.

ADJOURNMENT

Council Vice-President Pearson makes a motion to adjourn the meeting.

Council President Hayes adjourns the meeting at 8:55PM.

Respectfully submitted,

Mark Saginario, Borough Manager / Secretary

REGULAR MONTHLY COUNCIL MEETING MINUTES

REGULAR MONTHLY COUNCIL MEETING AGENDA