

BOROUGH OF TATAMY COUNCIL MEETING

Monday, 3 June 2024
6:00 PM Exc. Session | 7:00 PM Regular Mtg.
Llantrissant Retreat & Wellness Center
336 Bushkill Street
Tatamy, PA 18085



Regular Monthly Council Meeting

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

Personnel (Discipline of Borough Employee) – Executive session was called to order at 6:03PM to 6:53PM.

CALL TO ORDER

Council President Hayes calls the meeting to order at 7:05PM.

ROLL CALL

The following council members 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 Michael Lester, Councilwoman Deborah Frace, and Junior Sam Maczko. 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, Public Works Supervisor Ryan McGinley, Borough Engineer Brien Kocher, and Zoning Officer Suzanne Borzak. Councilman Tim Frey was excused from the meeting.

READING, AMENDING & APPROVAL OF AGENDA

Councilman Wagner makes a motion to approve / amend the agenda. Council Pro-Tem Porter seconds this motion. Motion passes unanimously.

CONDITIONAL USE HEARING FOR MYERS POWER LAND DEVELOPMENT

- a) Councilman Lester makes a motion to approve the Myers Power Plan Approval, Lot 1 Chrin Commerce Centre Waiver Requests #1. Council Vice-President Pearson seconds this motion. Motion passes unanimously.
- b) Councilman Lester makes a motion to approve the Myers Power Plan Approval, Lot 1 Chrin Commerce Centre Waiver Requests #2. Council Vice-President Pearson seconds this motion. Motion passes unanimously.
- c) Councilman Lester makes a motion to approve the Myers Power Plan Approval, Lot 1 Chrin Commerce Centre Waiver Requests #3. Council Vice-President Pearson seconds this motion. Motion passes unanimously.
- d) Councilman Lester makes a motion to approve the Myers Power Plan Approval, Lot 1 Chrin Commerce Centre Waiver Requests #4. Council Vice-President seconds this motion. Motion passes unanimously.
- e) Council Vice-President Pearson makes a motion to approve the Myers Power Conditional Plan Approval, Lot 1 Chrin Commerce Centre. Council Pro-Tem Porter seconds this motion. Motion passes unanimously.
 - To approve the land development plan for Myers Power, Chrin Commerce Centre Lot 1, (100 Commerce Lane) on the conditions set forth in the Hanover Engineering Review letter, dated 10 May & 31 May, Approved Security Deposit, Recreation fee paid, Improvement and Developers Agreement completed.

REGULAR MONTHLY COUNCIL MEETING AGENDA

COURTESY OF THE FLOOR

None

APPROVAL OF COUNCIL MEETING MINUTES

- a) Council Vice-President Pearson makes a motion to approve/amend the 6th of May 2024 Regular Council Meeting. Councilwoman Frace 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: All May Financial reports, 2025 Budget Framework, Cyber Insurance update, gazebo purchase, Grant updates, and Police department server purchase. The next meeting is on Wednesday June 26th, 2024.
- b) Michael Lester, Chairman gave the Parks & Recreation Committee report. The following topics were discussed: the Werkheiser Park design, Braden Park batting cages, and Metz Park equipment purchase. The next meeting is on Monday June 10th, 2024.
- c) Tim Frey, Chairman was not present at the meeting. Borough Manager Saginario gave the Public Safety Committee report. The following topics were discussed: the police tip line, main street speed limit reduction, emergency snow routes, and project lifesaver. The next meeting is on Thursday June 26th, 2024.
- d) Bob Hayes, Chairman gave the Public Works & Facilities Committee report. The following topics were discussed: The 3-year public works department equipment purchasing plan. The next meeting is on Wednesday June 12th, 2024.
- e) Kristine Porter, Chairwoman gave the Community & Economic Development Committee report. The following topics were discussed: The easter egg hunt review, criteria for resident celebration/recognition, swag fundraiser, archery lessons, movies in the park, seminars for retirees, and art classes in the park. The next meeting is on Thursday June 20th, 2024.
- f) Environmental Steering Committee was canceled this month. The next meeting is Thursday June 13th, 2024.
- g) Manager Saginario, Chairman gave the Workplace Safety Committee report. There were no incidents this month. The next meeting is on Thursday June 27th, 2024.
- h) Nazareth Council of Government was canceled this month. The next meeting is on Thursday June 20th, 2024.
- i) Elected Official Open Floor- Councilman Lester wanted to comment on Stockertown had the Children Field Day and two of Tatamy Officers were there and were teaching the children gun safety.
 - Tatamy Borough Newsletter (Councilwomen Porter)- The next newsletter will be out in the summer around July time.

MAYOR'S COMMENTS & REPORT

Jim Pallante, Mayor gave the mayor's report. The Borough Manager Saginario and Mayor Pallante had a HB 29 Meeting w/ Representative Struzzi. They gave him some comments and concerns about the bill and have more homework to do on the bill. They want to meet with the governor of PA on this topic. The Mayor told the Council about the New Year's Eve children ball dropping event this year, the FD want to be a part of it to have the fire truck hold the "ball" that the Mason Lodge is going to make.

PUBLIC SAFETY REPORTS

REGULAR MONTHLY COUNCIL MEETING AGENDA

- a) PD Chief Snyder gave the Police Report. The Police Department had 119 incidents this past month. Project Lifesaver is almost ready to be used in the Borough, but the Officers need to get training on it. The officers had active shooter training this month. The National night out is on August 6th Tatamy Borough is hosting with Upper Nazareth Township and Nazareth School District. More information to come.
- b) FD Chief McDonald was not present at the meeting, Borough Council President gave the Fire Company Report. There were 5 incidents, 21 daily activities, and 730.50-man hours.
- c) Don Dereamus was not present at the meeting to give the EMC report.
- d) Suzanne Borzak, Zoning Officer gave the Zoning Officer Report.

	Fees	
435 Chief Tatamy		Issued permit for deck
509 Hobson		Visited site to inform owner (his sister was there) to remove the roosters and apply for the permit to have chickens. Gave her ordinance, application and my business card.
180 Messinger		Contractor requesting permit after grading was approved. However, they need to respond to the plan review comment letter from Keycodes.
703 Prospect	100	Issued permit for fence
73 Prospect	100	Issued permit for driveway widening
155 S 2 nd St	115	Remove existing driveway; concrete driveway
50 S 8 th St	150	Application for new sign for Belvidere Bagels (note: need signed/sealed engineering drawings for UCC permit)
565 Chief Tatamy		Plans to keycodes for inground pool (note: grading not approved yet)
180 Messinger		Issued permit for pool
408 Broad St		Issued roofing permit
520 Prospect		Issued permit for deck and zoning permit for deck and shed
70 8 th St		Sent signed/sealed sign drawings to keycodes
287 N 7 th St	50	20 LF of gas line; need additional information for review
435 Chief Tatamy		Revision to deck plans approved
719 Main	100	Denied fence permit; lot is 50' wide; fence is 55'
350 Main St		Issued permit for re-roof
287 N 7 th St		Issued permit for gas line
135 Messinger		Issued permit for patio and deck
245 Bushkill St	100	Solar panels sent to KC; note they must sign app and submit fee
247 Bushkill St	100	Solar panels sent to KC; note they must submit fee

BOROUGH ADMINISTRATION REPORTS

- a) Brien Kocher, Engineer gave the Borough Engineer Report. Tatamy Farms have not had any inspections yet, will be done soon.
 - Open Items
 - Tatamy Farms Close-Out
 - i. Final Wearing Course
 - ii. Storm Sewer
 - iii. Sinkhole Evaluation- had a meeting with Tuskes, Tuskes needs to fix the 3 sinkholes.

REGULAR MONTHLY COUNCIL MEETING AGENDA

- Tatamy Trail – Two Rivers Phase I- no updates
 - i. DEP Permit
- b) Michael Lester, Chairman gave the Sewer Authority Report. Sewer bills are going to be mailed out next week. Still going on with Palmer on the agreement, Sewer Authority gave Palmer an amount they are willing to give Palmer and Palmer wants more information on how Tatamy Sewer Authority came up with the 14,000 dollars.
- c) Peter Layman, Esquire gave the Borough Solicitor Report. Mr. Layman is reading over the employee handbook. No updates as of now, will have comments next month.
- d) Ryan McGinley gave the Borough Public Works & Facilities Report. the 3-Year purchase plan is in works with PW department and the Borough Office as to what PW needs to apply for grants. The grant was submitted for the Leaf-Vac this year. The seasonal help employee started last week. The new PT employee has done the physical and drug test just waiting on his paperwork to start working. In the next upcoming weeks, the PW department is going to be working on the roads and parks.
- e) Mark A. Saginario gave the Borough Manager Report. He went to a 3-day PSAB Conference. Borough Administrator Nolder went to an administrator/secretary conference. Went over the Grant for the IT.
- f) Mark A. Saginario gave the Treasury & Financial Reports.

Borough of Tatamy
TREASURER’S REPORT - MAY 2024

Beginning Balance of General Fund as of:	<u>1-May-24</u>		\$ 654,195.59
Deposits:	30 APR 2024 - 28 May 2024		\$ 130,552.45
Disbursements:	30 APR 2024 - 28 May 2024		\$ 160,004.75
Ending Balance w/ Transactions, as of	<u>28-May-24</u>		\$ 624,743.29

Bank Balances: (Available)

<u>Fidelity Bank - Borough Funds</u>	<u>As of 30 Apr.</u>	
Broad Street Paving Fund	\$ 89,129.58	*
General Fund Checking	\$ 624,743.29	*
Operating Reserve	\$ 29,460.15	*
Building Fund	\$ 8,845.40	*
Police Vehicle / Equipment Fund	\$ 2,961.95	*
Street Paving Fund	\$ 33,367.94	*
Truck / Equipment Fund	\$ 3,096.57	*
Highway Aid	\$ 43,610.98	*
Refuse	\$ 84,579.99	*
Recreation Fund	\$ 160,834.61	*
Tatamy Grant Funds	\$ 16,436.94	*
Relief Fund - Borough Residents	\$ 7,732.75	*
General Fund Savings	\$ 38,290.18	*
Total Balance of Borough Operating Funds	\$ 1,143,090.33	
<u>Fidelity Bank - Escrow Accounts</u>		
Escrow Master Account - Tatamy Borough	\$ 0.14	
Escrow Disbursement Account	\$ 1,326.00	
Escrow Account, Non-Developers	\$ 6,331.88	*
Sub - Chrif of Delaware xxx4218	\$ 2,793.44	*

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Sub - North St. Real-Estate xxx4221	\$	118.47	*
Sub - TMC Management Corp xxx4224	\$	9,204.52	*
Sub - Carson Commerce Lane xxx6687	\$	1,500.49	*
Sub - Newport Hill LLC xxx0230	\$	6,235.16	*
Total Balance of Borough Escrow Funds	\$	27,510.10	
Fidelity Bank CD Acct.	\$	25,000.00	*
Total Balance of Borough Funds	\$	1,195,600.43	

Tatamy Borough Delinquent Accounts

Refuse Delinquents 2018 - 2023	\$	18,436.80
Refuse Delinquents 2024	\$	8,560.00
Total Delinquent Refuse	\$	26,996.80
Interim & Real-Estate Tax Delinquents 2022	\$	1,490.88
Interim & Real-Estate Tax Delinquents - 2023	\$	1,486.48
Real-Estate Tax Delinquents 2024	\$	30,852.90
Interim Real-Estate Tax Delinquents 2024	\$	59.40
Real-Estate Tax Total Delinquents	\$	33,889.66
Total Borough Delinquent Accounts	\$	60,886.46

*Interest Bearing

Council Pro-Tem Porter makes a motion to ratify paid monthly bills & to pay bills & operating expenses as funds are available through 1 July 2024. Councilman Wagner seconds this motion. Motion passes unanimously.

TATAMY PLANNING COMMISSION

- a) Heidi Benson, Chairwoman was not present for the meeting, Borough Manager Saginario gave the Planning Commission Report.
 - a. Myers Power Preliminary Plan- The preliminary/final plan was in the Council agenda to be approved.
 - b. Chrin Commerce Centre- Chrin wants to change the ordinance that is being looked over with the planning commission.

PRESIDENT’S CORRESPONDENCE

None.

CURRENT BUSINESS

- a) Council Vice-President Pearson makes a motion to approve the Public Works 3-Year Purchasing Plan. Councilwoman Frace seconds this motion. All ayes, abstains by Councilman Lester. Motion carries 6-0
- b) Council Vice-President Pearson makes a motion to approve to spend up to 10,000 dollars for the Batting Cage Purchase. Councilwoman Frace seconds this motion.
Aye- President Hayes, Vice-President Pearson, Councilman Wagner, and Councilwoman Frace.
Nay- Council Pro-Tem Porter and Councilman Lester.
Motion carries by 4-2
- c) Councilman Wagner makes a motion to approve the Werkheiser Family Park Playground Remodel. Councilman Lester seconds this motion. Motion passes unanimously.

REGULAR MONTHLY COUNCIL MEETING AGENDA

- d) Borough Manager Saginario discussed the Informational part.
- Whitetail Call Log - May
 - Reality Transfer Detail Report - April
 - Portnoff Real-Estate Report - April
 - EAJSA Resolution
 - PMRS Account Activity 2023
 - NorCo Conservation District Memo

ORDINANCES

None

RESOLUTIONS

Council Pro-Tem Porter makes a motion to approve Resolution 2024-008, Park Equipment Purchase | Metz Park. A RESOLUTION RESOLVED BY THE BOROUGH COUNCIL OF BOROUGH OF TATAMY, NORTHAMPTON COUNTY, PENNSYLVANIA, TO PURCHASE NEW PARK EQUIPMENT FOR METZ PARK. Councilman Wagner seconds this motion. Motion passes unanimously.

Council Vice-President Pearson makes a motion to approve Resolution 2024-009, Park Equipment Purchase | Werkheiser Park. A RESOLUTION RESOLVED BY THE BOROUGH COUNCIL OF BOROUGH OF TATAMY, NORTHAMPTON COUNTY, PENNSYLVANIA, TO PURCHASE NEW PARK GAZEBO FOR WERKHEISER FAMILY PARK. Council Pro-Tem Porter seconds this motion. Motion passes unanimously.

Councilwoman Frace makes a motion to approve Resolution 2024-010, Borough IT Server Purchase. A RESOLUTION RESOLVED BY THE BOROUGH COUNCIL OF BOROUGH OF TATAMY, NORTHAMPTON COUNTY, PENNSYLVANIA, A RESOLUTION AUTHORIZING THE PURCHASE OF A REPLACEMENT IT SERVER FOR THE BOROUGH POLICE DEPARTMENT AND MUNICIPAL OPERATIONS. Councilman Lester seconds this motion. Motion passes unanimously.

CORRESPONDENCE FORWARDED TO COUNCIL BY EMAIL

- Myers Power Site Plans

CURRENT SUBDIVISION / LAND DEVELOPMENT TIME LIMIT EXTENSIONS

- New Point Hills / Myers Power expires 10 July 2024

FOR THE GOOD OF THE ORDER / COURTESY of the FLOOR

- Courtesy of the Floor *Non-agenda items
- Items to be placed on future Council agendas.
- The next Council Meeting will be held on Monday, 1st July 2024 commencing at 7:00 PM.

Council Vice-President Pearson makes a motion to discipline a Borough Employee. Councilman Wagner seconds this motion. Motion passes unanimously.

REGULAR MONTHLY COUNCIL MEETING AGENDA

ADJOURNMENT

Council Vice-President Pearson makes a motion to adjourn the meeting. Council Pro-Tem Porter seconds this motion. Motion passes unanimously.

Council President Hayes adjourns the meeting at 9:35PM.

Respectfully submitted,

Mark Saginario, Borough Manager / Secretary