

BOROUGH OF TATAMY COUNCIL MEETING

Monday, 4 August 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 Bob Hayes calls the meeting to order at 7:01PM.

ROLL CALL

The following Council Members were present at the meeting: Mayor James Pallante, Council President Bob Hayes, Council Vice-President Pam Pearson, Council Pro-Tempore Kristine Porter, Councilman Rob Wagner, Councilman Tim Frey, Councilwoman Deb 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 Zoning/Code Enforcement Officer Jim Macort. The following members were excused from the meeting: Councilman Mike Lester, Police Chief Keith Snyder, Public Works Supervisor Ryan McGinley, and Borough Engineer Brien Kocher / Jim Milot. Cindy Witman, Garren Knoll, and Tim Gampim were present at the meeting from Base Engineering.

READING, AMENDING & APPROVAL OF AGENDA

Councilman Frey makes a motion to approve/amend the 4th of August, 2025 Agenda. Councilman Wagner seconds this motion. Motion passes unanimously.

COURTESY OF THE FLOOR

Base Engineering came to speak to the Council members to discuss the process of their company and what their company offers. The company is eager to start working with the Borough.

APPROVAL OF COUNCIL MEETING MINUTES

Council Vice-President Pearson makes a motion to approve/amend the 7th July 2025 Regular Council Meeting. Councilman Frey 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: SDL Software, July treasurer reports & financial reports, Suburban EMS budget request, 2026 Budget Framework, Keystone collection proposal, the Grants, and PW PT Employee.
 - b) Borough Manager Saginario gave the Parks & Recreation Committee report. The following topics were discussed: Phase 3 Equipment / Grant, Braden Park Batting Cages, Braden Park Trail Extension, Shade Structures, and Werkheiser Family Park amenities.
 - c) Borough Manager Saginario gave the Public Safety Committee report. The following topics were discussed: Police Department updates, EMC updates, and Public Works updates, National Night Out, and PA HB 308 of 2025-2026.
 - d) Public Works & Facilities Committee meeting was canceled.
 - e) Kristine Porter, Chairwoman gave the Community & Economic Development Committee report. The following topics were discussed: National Night Out, Yard Sale/Craft Fair, Fall Festival, and the 2025 Event Calendar.
 - f) Environmental Steering Committee was canceled this month.
 - g) Manager Saginario, Chairman gave the Workplace Safety Committee report. The following topics were discussed: Police Department report, Public Works report, and Borough Office report.
 - h) Nazareth Council of Governments was canceled this month.
 - i) Elected Official Open Floor- None
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REGULAR MONTHLY COUNCIL MEETING MINUTES

MAYOR'S COMMENTS & REPORT

- a) Jim Pallante, Mayor gave his report and told everyone to come to National Night Out.

PUBLIC SAFETY REPORTS

- a) PD Chief Snyder was not present at the meeting. Borough Manager Saginario gave the Police Report. The PD had 69 calls and 40 Traffic Stops. The department is currently working on multiple fraud cases totaling approximately 150,000.00 dollars. Officer Dominick Fragano was sworn in on 7/18/2025. On Saturday July 26th, the Police Department had its first ever bicycle patrol. In June the eastbound of Main Street saw an average speed of 33.5 mph and an average car count is 4,297.3 cars per day. In July the eastbound of Main Street saw an average speed of 33.5 mph with an average car count of 4,138.2 cars per day.
- b) FD Chief McDonald was not present at the meeting to give the Fire Company Report. Council President Hayes discussed the Fire Company report.
- c) Don Dereamus was not at the meeting to give the EMC report.
- d) Jim Macort, Zoning Officer gave the Zoning & Code Officer Report.

Activity Report

7-7-2025-BOS Meeting/Activity Report (1.5 hrs)

7-8-2025-Checked on permit applications-filed inspection reports from KeyCodes. (.5 hrs)

7-11-2025-Reviewed Zoning Codification,195 Messinger -Deck-passed final-C/O issued-closed and filed paperwork. Dropped of C/O to homeowner. Courtesy Letters sent to the following: 480 Chief Tatamy-weeds; 221 Bushkill-boxspring in backyard; 170 Messinger-noise complaint-stopped at residence-not home. (3.0 hrs)

7-15-2025-Notice of violations issued:

- 339 Broad-final property maintenance.
- 634 Broad Street-final car in disrepair.
- 788 Main Street-zoning violations, review 788 Main Street file. (2.5 hrs)

7-18-2025

Meeting with 788 Main Street-resident did not show for meeting.

- Reviewed open NOV's
- Filed inspection reports. (2.5 hrs)

7-25-25-- Called and left a message for the Estate Attorney at 206 High Street.

- 217 High Street-Z2025-031-deck-approved-called Applicants.
- 160 Messinger-Courtesy notice sent about the kitchen installed in the garage.
- 735 Chief Tatamy-EV charger-need more information from Applicant.
- 51 Mill Brook-sent to Keycodes for review.
- 49 Mill Brook-site visit to investigate pool water run off onto neighboring properties. (3hrs)

REGULAR MONTHLY COUNCIL MEETING MINUTES

BOROUGH ADMINISTRATION REPORTS

- a) Brien Kocher, Engineer was not present to give the report. Borough Manager Saginario gave the Borough Engineer Report.
- Open Items
 - Chrin Commerce Center Roadway Dedication
 - Myers Power (New Point Hills) – Gave the office a check for Escrow.
 - 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 – Bid Specs set back, the completion should be done in October.
 - i. Tentative Schedule
 - Village @ Hobson Square- No updates.
 - i. Time Limit Extension, 1 December 2025
- b) Michael Lester, Chairman was not present for the meeting. Borough Manager Saginario gave the Sewer Authority Report. Chairman Lester walked around and gave out the article on the information on the sewer pipes and what you can and can not put down the drains to every house in Tatamy Farms Development.
- c) Peter Layman, Esquire gave the Borough Solicitor Report. He will have to split the next meeting because of Labor Day with another municipality on Tuesday September 2nd.
- d) Ryan McGinley was not present at the meeting to give the Borough Public Works & Facilities Report. Borough Manager Saginario gave the report. The concrete sidewalks for Werkheiser Park, Metz Park, High Street Park, and the Municipal Building are going to be installed this upcoming month.
- e) Mark A. Saginario gave the Borough Manager Report. All audits that are ongoing right now are almost all done. The Office has been working non-stop on all the audits for the information.

REGULAR MONTHLY COUNCIL MEETING MINUTES

f) Mark A. Saginario gave the Treasury & Financial Reports.

TREASURER'S REPORT - JULY 2025

Beginning Balance of General Fund as of:	<u>1-Jul-25</u>	\$	715,632.38
Deposits:	01 JULY 2025 - 30 JULY 2025	\$	30,325.11
Disbursements:	01 JULY 2025 - 30 JULY 2025	\$	122,143.94
Ending Balance w/ Transactions, as of	<u>30-Jul-25</u>	\$	623,813.55

Bank Balances: (Available)

<u>Fidelity Bank - Borough Funds</u>	<u>As of 30 July.</u>	
Broad Street Paving Fund	\$	89,372.12
General Fund Checking	\$	623,813.55
Operating Reserve	\$	26,614.10
Building Fund	\$	6,889.57
Police Vehicle / Equipment Fund	\$	2,976.84
Street Paving Fund	\$	33,563.21
Truck / Equipment Fund	\$	3,108.62
Highway Aid	\$	33,049.09
Refuse	\$	99,096.21
Recreation Fund	\$	186,111.08
Tatamy Grant Funds	\$	16,524.70
Relief Fund - Borough Residents	\$	7,773.46
General Fund Savings	\$	38,626.73
Total Balance of Borough Operating Funds	\$	1,167,519.28
<u>Fidelity Bank - Escrow Accounts</u>		
Escrow Master Account - Tatamy Borough	\$	0.14
Escrow Disbursement Account	\$	-
Escrow Account, Non-Developers	\$	4,994.07
Sub - Chrin of Delaware xxx4218	\$	4,689.57
Sub - North St. Real-Estate xxx4221	\$	118.47
Sub - TMC Management Corp xxx4224	\$	8,737.65
Sub - Carson Commerce Lane xxx6687	\$	433.06
Sub - Newport Hill LLC xxx0230	\$	3,054.74
Sub - Charles Chrin Real Estate Trus xxx0388	\$	3,497.81
Sub - Tatamy Farms LLC xxx1093	\$	4,865.11
Total Balance of Borough Escrow Funds	\$	30,390.62
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	\$	1,248,995.37
<u>Tatamy Borough Delinquent Accounts</u>		
Refuse Delinquents 2018 - 2024	\$	22,225.38
Refuse Delinquents 2025	\$	6,540.97
Total Delinquent Refuse	\$	28,766.35
Interim & Real-Estate Tax Delinquents 2023	\$	-
Interim & Real-Estate Tax Delinquents - 2024	\$	95.29
Real-Estate Tax Delinquents 2025	\$	20,196.00
Interim Real-Estate Tax Delinquents 2025	\$	811.69
Real-Estate Tax Total Delinquents	\$	21,102.98
Total Borough Delinquent Accounts	\$	49,869.33

Councilwoman Frace makes a motion to ratify paid monthly bills & to pay bills & operating expenses as funds are available through 2 September 2025. Council Pro-Temp Porter seconds this motion. Motion passes unanimously.

REGULAR MONTHLY COUNCIL MEETING MINUTES

TATAMY PLANNING COMMISSION

- a) Planning Commission Report

Tim Frey, Chairman

➤ None

PRESIDENT'S CORRESPONDENCE

President Hayes had no comments.

CURRENT BUSINESS

- a) Councilwoman Frace makes a motion to approve Alternate Building Code Review, Inspection, Officer. Council Vice-President Pearson seconds this motion. Motion passes unanimously.
- b) Council Vice-President makes a motion to approve the Village @ Hobson Square, Acknowledge Time Limit Extension. Councilman Wagner seconds this motion passes unanimously.
- c) Borough Manager Saginario discussed to the Council that he started doing the 2026 Budget Framework. He also explained the process of his budget work.
- d) Councilman Wagner makes a motion to approve the SDL Municipal Software contract. Councilman Frey seconds this motion. Motion passes unanimously.
- e) Council Pro-Temp Porter makes a motion to Release of Bond / Security Commerce Lane Dedication. Councilwoman Frace seconds this motion. Motion passes unanimously. Councilman Wagner makes a motion to approve the Deed of Dedication. Councilman Frey seconds this motion. Motion passes unanimously.
- f) The Council had an open discussion on the Fire / EMS Tax Public Meeting. The Council wants to table this to 2026 and revisit the topic then.
- g) Informational (No Action Required) – Borough Manager Saginario discussed the information to the Council.
 - Whitetail Call Log, July
 - Realty Transfer Detail Report, June 2025
 - Portnoff Delinquent, July 2025
 - DEP Shredding & Electronic Recycling Event
 - Industrial Communications Company Memo

ORDINANCES

Councilman Frey makes a motion to adopt Ordinance 309-2025, Commerce Lane Roadway Dedication. AN ORDINANCE OF THE BOROUGH OF TATAMY, NORTHAMPTON COUNTY, PENNSYLVANIA, FORMALLY ACCEPTING THE DEDICATION OF CERTAIN ROADWAY KNOWN AS "COMMERCE LANE" AND ASSUMING MAINTENANCE RESPONSIBILITY FOR COMMERCE LANE, AS DEDICATED BY THE CHRIN TRUST DST, WITHIN THE BOROUGH OF TATAMY, NORTHAMPTON COUNTY, PENNSYLVANIA.

Council Vice-President Pearson seconds this motion. Motion passes unanimously.

Council Vice-President Pearson makes a motion to advertise Ordinance 310-2025, Tax Collection. AN ORDINANCE GIVING THE AUTHORIZATION TO CHARGE FEES; FEES SET, PERTAINING TO THE ELECTED TAX COLLECTOR ANDS FIXING 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.

Councilwoman Frace makes a motion to advertise Ordinance 311-2025, Enacting Fire / EMS. AN ORDINANCE OF THE

REGULAR MONTHLY COUNCIL MEETING MINUTES

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 Frey seconds this motion. Motion passes unanimously.

RESOLUTIONS

Councilwoman Frace makes a motion to approve Resolution 2025-009 A RESOLUTION OF THE BOROUGH OF TATAMY, NORTHAMPTON COUNTY, PENNSYLVANIA, AUTHORIZING THE BOROUGH MANAGER TO DRAFT AND NEGOTIATE A SETTLEMENT AGREEMENT BETWEEN THE BOROUGH OF TATAMY AND INDUSTRIAL COMMUNICATIONS COMPANY. Councilman Wagner 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

FOR THE GOOD OF THE ORDER / COURTESY of the FLOOR *Non-agenda items

- Courtesy of the Floor *Non-agenda items
- Items to be placed on future Council agendas.
- The next Council Meeting will be held on Tuesday, 2nd September 2025 commencing at 7:00 PM.

ADJOURNMENT

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

Council President Hayes adjourn the meeting at 10:11PM.

Respectfully submitted,

Mark Saginario, Borough Manager / Secretary

REGULAR MONTHLY COUNCIL MEETING AGENDA

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