

**TATAMY BOROUGH COUNCIL MEETING MINUTES
TUESDAY OCTOBER 04, 2021 AT 7:30 P.M.**

The regular meeting of the Tatamy Borough Council was held Tuesday October 4th, 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 President Robert Hayes.

ROLL CALL

The following Council members were present at the meeting: Daniel Dewey, Robert Hayes, Pamela Pearson, Kristine Porter, Joseph Rago, Robert Wagner, and Frank Young. Also present were Mayor Christopher Moren, Abigail Miller, Jr. Councilperson, Peter Layman, Solicitor, and Deanne Werkheiser, Secretary/Treasurer.

Robert Hayes announced that an executive session was held to discuss personnel issues.

READING AND APPROVAL OF AGENDA

A motion made by Daniel Dewey and seconded by Frank Young to amend the Agenda and add the appointment of Borough Manager and Borough Administrator. Motion approved unanimously.

A motion made by Frank Young and seconded by Daniel Dewey to approve the October 4, 2021 Agenda. Motion approved unanimously.

COMMENTS FROM THE FLOOR

Robert Hayes asked if there were any comments from the floor. None at this time.

APPOINTMENT OF BOROUGH ADMINISTRATOR

A motion made by Robert Wagner and seconded by Pamela Pearson to appoint Brianne Knapp as Borough Administrator. Frank Young abstained from voting. Motion passes.

APPOINTMENT OF BOROUGH MANAGER

A motion was made by Pamela Pearson and seconded by Robert Wagner to appoint Mark Saginario as Borough Manager. Frank Young abstained from voting. Motion passes.

READING AND APPROVAL OF MINUTES

A motion was made by Frank Young and seconded by Kristine Porter to approve the September 7, 2021 and September 24, 2021 special meeting minutes. Motion approved unanimously.

TREASURER'S REPORT

Deanne Werkheiser gave the September Treasurer's report.

Balance of General Fund as of 9/1/21	\$214,487.55
Deposits: 9/1/21-9/29/21	\$55,835.83
Disbursements: 9/1/21-9/29/21	\$94,964.87
TOTAL	\$170,009.84

Bank Balances:	Fidelity Bank as of 9/29/2021
Checking	\$175,799.82
Savings	\$37,843.57
Refuse	\$63,302.78
Highway Aid	\$22,975.75
Operating Reserve	\$85,311.69
Recreation Fund	\$257,453.19
All other Accounts	\$181,238.38
Building, Grant, Paving, Police Vehicle, Relief, Truck/ Equipment, Broad St. paving- UGI	

The total balance of all funds for the Borough	\$823,925.18
Escrow	\$19,686.78

A motion was made by Pamela Pearson, seconded by Joseph Rago to approve the Treasurer's Report. Motion approved unanimously.

APPROVAL OF DISBURSEMENTS AND RECEIPTS

A motion was made by Daniel Dewey, seconded by Robert Wagner to pay the bills. Motion approved unanimously.

FINANCE COMMITTEE REPORT

The Finance Committee Chair Pamela Pearson gave the report. Council had copies of the September 29, 2021 draft meeting minutes.

1. Reviewed audit proposals from Riley & Co. Since Deanne is leaving position as Treasurer an audit is required.
2. Reviewed Riley & Co. Proposal for accounting for the LSA Grant; Committee chose option 3 which is reporting help assistance if needed.
3. Signed and returned Riley & Co.'s Proposal for 3 years of annual audits.
4. PMRS needs 2022 annual uniformed and non-uniformed payroll estimates, which will be addressed under New Business.
5. Prepped the budget for the first reading.

A motion was made by Daniel Dewey and seconded by Frank Young to approve the 4 audit quotes at \$8,800; \$8,200; \$9,600; \$9,900. Motion approved unanimously.

CAPITAL IMPROVEMENTS PLAN

The Capital Improvements Chair Pamela Pearson stated that the Capital Improvements Plan Committee cancelled their meeting for September.

PUBLIC SAFETY COMMITTEE

The Public Safety Chair Daniel Dewey stated that the Public Safety Committee cancelled their meeting for September.

WORKPLACE SAFETY COMMITTEE

The Workplace Safety Chair Deanne Werkheiser gave the report. A walk through of the Fire company and public works building was postponed until next meeting due to inclement weather. Kim Albert will be interim chair until the committee can elect a chair and secretary.

PUBLIC WORKS REPORT

Public Works Supervisor Ryan McGinley had nothing to report at this time and asked for questions. No questions at this time.

FIRE COMPANY REPORT

Robert Hayes read the Tatamy Volunteer Fire Company report for September, 2021. They had 28 daily activities, total man hours of 421 hours. They responded to 11 incidents, participated in the Pen Argyl Labor Day parade, four members attended an arson investigation class, they covered the car show, car show breakdown, worked as fireworks stand-by for Forks Community Days, drill night on Monday the 20th, held additional arson investigation classes, traveled to Monroe County on the 27th to fire training center. Open house being held on October 9, 2021 10-3. Drill on Sunday is TBD at this time.

MAYOR'S REPORT

Mayor Christopher Moren gave the Police Incident report for September, 185 incidents.

1. Stop signs are needed coming out of Tatamy Farms subdivision. Peter Layman suggested we might need a more formal study to rationalize putting in a stop sign for the line-of-sight issue, as PennDot doesn't allow using stop signs to regulate traffic. A brief discussion ensued. Ryan said he would speak to Jim or Brien to get the process started of putting in a stop sign at the intersection of Chief Tatamy and Shelley Street.
2. Radar speed sign should be up and running again soon.
3. Air conditioning project underway.
4. Mayor Chris Moren made a Proclamation recognizing Deanne's years of service.

PLANNING COMMISSION

Planning Commission Chair Mark Cloeren gave the report.

1. Tatamy Farms Phase 4 not yet approved.
2. Planning Secretary needed.

Robert Hayes asked about Tuskes Phase 4. Lehigh Valley Planning Commission sent an advisory letter, which Peter Layman indicated is standard.

No other questions at this time.

ZONING OFFICER REPORT

Zoning Officer John Soloe was not present.

ZONING HEARING BOARD

Zoning Hearing Board Chair Larry Kish was not present. Deanne stated there is a pending Zoning Hearing coming up in November for a resident garage placement.

ENGINEER'S REPORT

Robert Hayes gave the report regarding developing connection of the trail from where it ends to Equipto. A motion was made by Daniel Dewey and seconded by Pamela Pearson to authorize our solicitor to reach out to Equipto and take necessary legal action to facilitate what we need to do to get this trail going, up to and including condemnation, within the next week. Motion passes unanimously.

A motion was made by Pamela Pearson and seconded by Daniel Dewey to authorize Peter to draw up an agreement with Forks to allow a flashing signal on their end of the bridge. Motion passes unanimously.

SEWER AUTHORITY

The Sewer Authority Chair Stephen Riegel was not present.

OLD BUSINESS

1. DCNR Grant extension letter needed. Needs to get sent out once we get PennDOT approval.
2. The 2022 garbage and recycling bid packages due date is October 19, 2021.
3. Office will be closed the week of October 12, 2021 due to HVAC renovations.
4. A motion was made by Frank Young and seconded by Kristine Porter to approve Ordinance 286-2021 small wireless facilities. Motion passes unanimously.

NEW BUSINESS

1. UGI Broad Street paving to start November.

2. NorCo Grow, Monroe LSA, Northampton LSA Grants have all been submitted
3. PMRS 2022 Pension annual estimates for the uniformed and non-uniformed employees of the Borough: 3 participants uniformed \$137,000; 4 participants non-uniformed \$275,000. A motion was made by Pamela Pearson and seconded by Kristine Porter to approve the submission. Motion passes unanimously.

CORRESPONDENCE

1. Letter from UGI regarding paving on Broad Street
2. Letter from Lehigh Valley Planning Commission
3. Letter from Turning Point looking for donation for Domestic Violence Awareness month

FIRST READING OF THE 2022 BUDGET

Mayor Chris Moren read the proposed 2022 Budget.

TATAMY BOROUGH	Budget
REVENUE	
Taxes	\$ 850,611
Licenses and Permits	\$14,594
Fines and Forfeits	\$15,100
Interest & Penalty (Real Estate)	\$795
Rent of Building	\$8,712
Federal Capital and Operating Grants	\$61,441
State Shared Revenue & Entitlements	\$6,964
Zoning & Subdivision Fees	\$86,240
Public Safety	\$66,660
Annual Insurance Premium for the Sewer Authority	\$1,522
Total	\$1,112,639
EXPENSES	
General Government Expenses	\$29,995
Mayor wages	\$1,300
Financial Administration	\$10,500
Tax Collection	\$20,390
Solicitor/Legal Services	\$6,500
Office	\$133,853
Engineering Services	\$22,000
General Government Buildings	\$176,371
Police Department	\$298,423
Fire	\$41,964
Code Enforcement	\$2,000

Planning, Zoning & Code	\$43,125
Animal Control	\$2,406
Street Department	\$30,378
Street Lighting	\$18,867
Recreation/Miscellaneous	\$3,250
Libraries	\$400
Intergovernmental Expenditures	\$51,837
Pensions	\$16,219
Insurance	\$49,723
Employee Benefits	\$62,098
Interfund Operating Transfer	\$90,740
Bank Service Charge	\$300
Total Expenses	\$1,112,639
Net Ordinary Income	(\$0)

GOOD OF THE ORDER

1. Next Council Meeting Monday, November 1, 2021
2. VegStock October 9, 2021
3. Trick or Treat October 31, 2021 6-8pm
4. Borough office closed the week of Oct 12, 2021 for HVAC upgrade work
5. HR Meeting next Wednesday October 13, 2021

ADJOURNMENT

A motion was made by Frank Young, seconded by Daniel Dewey to adjourn the meeting at 8:42 p.m. Robert Hayes adjourned the meeting.

Respectfully submitted,

Mark Saginario, Borough Manager