

REGULAR MONTHLY COUNCIL MEETING

**BOROUGH OF TATAMY
COUNCIL
MEETING**

Monday, 5 August 2024
7:00 PM Regular Mtg.
Llantrissant Retreat & Wellness Center
336 Bushkill Street
Tatamy, PA 18085



Regular Monthly Council Meeting Minutes

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

None

CALL TO ORDER

Council President Robert Hayes calls the meeting to order at 7:03PM.

ROLL CALL

The following Members of Council were present at the meeting: Mayor James Pallante, Council President Robert Hayes, Council Vice-President Pamela Pearson, Council Pro-Tempore Kristine Porter, Councilman Robert Wagner, Councilman Tim Frey, Councilwoman Deborah 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 were excused from the meeting: Councilman Michael Lester, Junior Councilman Sam Maczko, Borough Engineer Brien Kocher, and Zoning Officer Kathy Vossough.

READING, AMENDING & APPROVAL OF AGENDA

Council Vice-President Pearson makes a motion to approve / amend the agenda. Councilman Wagner seconds this motion. Motion passes unanimously.

COURTESY OF THE FLOOR

None.

APPROVAL OF COUNCIL MEETING MINUTES

Councilman Frey makes a motion to approve/amend 1st July 2024 Regular Council Meeting Minutes. Council Vice-President 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. The following topics were discussed with the committee: Copies of July Treasurers & Financial reports, all the tax reports, July Bank Reconciliations, 2025 Draft Budget, 2025 Schedule of Fees, 2023 financial audit, and grant updates. The next meeting is on August 28th, 2024.
- b) Parks & Recreation Committee meeting was canceled the next meeting is August 12th, 2024.
- c) Public Safety Committee meeting was canceled this month the next meeting is on August 15th, 2024.
- d) Public Works & Facilities Committee was canceled this month the next meeting is on August 14th, 2024.
- e) Kristine Porter, Chairwoman gave the Community & Economic Development Committee report. The following topics were discussed at the meeting: Braden Park Closure, community yard sale/craft fair, fall fest, the Halloween porch decorating contest and the Broad St./Main St. Beautification. The next meeting is on August 21, 2024.
- f) Tim Frey, Chairman gave the Environmental Steering Committee report. The following topics were discussed: Zoning Ordinance and code of Ordinances and Bushkill Creek. The next meeting is on August 8th,

REGULAR MONTHLY COUNCIL MEETING

2024.

- g) Manager Saginario, Chairman gave the Workplace Safety Committee report. There were no incidents or safety concerns with any of the departments. The next meeting is on August 22nd, 2024.
- h) Borough Manager Saginario gave the report for Nazareth Council of Governments. The following topic was discussed: Chrin setbacks in Tatamy.
- i) Elected Official Open Floor- None
 - Tatamy Borough Newsletter (Councilwomen Porter)- does not have the newsletter done yet.

MAYOR'S COMMENTS & REPORT

- a) Jim Pallante, Mayor gave his report. He thanked the Borough office staff on working hard on the Craft Fair and Fall Festival. He spoke on the upcoming event of the National Night Out that is on Tuesday August 6th, 2024 at the Nazareth Area Intermediate School.

PUBLIC SAFETY REPORTS

- a) PD Chief Snyder gave the Police Report. The Police had 123 incidents this past month. They have the Project Lifesaver training in September. Forks and Palmer Township are having issues with their parks by the Bushkill Creek, Tatamy decided to close Braden Park till further notice. The police department is getting ready for the National Night Out.
 - FD Chief McDonald was not present at the meeting to give the Fire Company Report. Council President Hayes gave the report. The FD had 290.75 Man Hours and had 3 Drill nights and was dispatched to 3 incidents this past month.
- b) Don Dereamus was not present at the meeting to give the EMC report.

REGULAR MONTHLY COUNCIL MEETING

c) Kathy Vossough, Zoning Officer, was not present at the meeting to give the Zoning Officer Report. Borough Manager Saginario gave the report.

	Fees	
50 S 8 th St		Received application for sign permit for Raw Winery. Requested additional information required for review.
510 Broad St		Solar Roof Pending Application
621 Broad St		Electrical Permit Issued
510 Prospect		Sent solar panel permit app for 510 Prospect to keycodes w Applicant Follow
165 Messinger		Sent solar panel permit app for 165 Messinger to keycodes
56 Mill Brook Ct		Radio Tower
719 Main		Issued fence permit
70 S 8 th St		Issued sign permit
460 Chief Tatamy		Denied ZHB application due to missing information
363 Broad St		Reviewed Submission / Application Not Required
UGI Broad & 8 th		Issued Road Opening Permit
510 Prospect		Solar Application
155 Messinger		Issued Zoning Permit / Grading Plan – Inground Pool
218 Tricia St		Issued Fence Permit
245 Bushkill St		Solar Roof – Application Follow Up
245 Bushkill St		Solar Roof – Application Follow Up

REGULAR MONTHLY COUNCIL MEETING

BOROUGH ADMINISTRATION REPORTS

- a) Brien Kocher, Engineer was not present at the meeting to give the Borough Engineer Report. Borough Manager Saginario went over the report.
 - Tatamy Farms Close-Out- No updates.
 - i. Dedication / Maintenance of Roadways Checklist- Update
 - ii. Storm Sewer- Update
 - iii. Detention Pond Sinkhole Evaluation- Update
 - Tatamy Trail – Two Rivers Phase I- Still waiting for DEP.
 - i. DEP Permit
 - Braden Park Embankment Remediation Repair – are putting out to bid to companies. We had a zoom call with 17 other people to go over what exactly needs to be done and fixed.
- b) Michael Lester, Chairman was not present at the meeting to give the Sewer Authority Report. Borough Manager Saginario spoke with Mr. Lester on updates. 9 shut off letters were sent out to residents, but all 9 residents paid up to date, no shut offs were done. Palmer Township asked for more time to have information on the agreement, will have more information at the next Council meeting.
- c) Peter Layman, Esquire gave the Borough Solicitor Report. He had no comments on the employee handbook.
- d) Ryan McGinley gave the Borough Public Works & Facilities Report. PW is doing their annual tree trimming in the Borough. There was a sinkhole on Trisha Street, Council was provided pictures of the sinkhole.
- e) Mark A. Saginario gave the Borough Manager Report. The following topics were discussed: the IT Closet is going to be built this month, and he spoke on the permits with Keycodes and Hanover Engineering. Councilwoman Frace asked the status on the Batting cages for Braden Park and the concrete block wall at Werkheiser Park. The person that is donating the block to the Borough has run into some health issues. PW Supervisor McGinley discussed that they are trying to get all these projects done as soon as possible but right now the department only has two employees.
- f) Mark A. Saginario gave the Treasury & Financial Reports.

Borough of Tatamy

TREASURER’S REPORT - JULY 2024

Beginning Balance of General Fund as of:	<u>26-Jun-24</u>	\$	616,306.73
Deposits:	26 JUNE 2024 - 31 July 2024	\$	76,070.86
Disbursements:	26 JUNE 2024 - 31 July 2024	\$	91,426.50
Ending Balance w/ Transactions, as of	<u>31-Jul-24</u>	\$	600,951.09

Bank Balances: (Available)

<u>Fidelity Bank - Borough Funds</u>	<u>As of 31 Jul.</u>
Broad Street Paving Fund	\$ 89,172.81 *
General Fund Checking	\$ 600,951.09 *
Operating Reserve	\$ 29,509.71 *
Building Fund	\$ 8,851.12 *
Police Vehicle / Equipment Fund	\$ 2,963.39 *

REGULAR MONTHLY COUNCIL MEETING

Street Paving Fund	\$	33,394.91	*
Truck / Equipment Fund	\$	3,098.57	*
Highway Aid	\$	27,415.00	*
Refuse	\$	87,912.63	*
Recreation Fund	\$	108,762.04	*
Tatamy Grant Funds	\$	16,446.64	*
Relief Fund - Borough Residents	\$	7,738.38	*
General Fund Savings	\$	38,336.61	*
Total Balance of Borough Operating Funds	\$	1,054,552.90	
<u>Fidelity Bank - Escrow Accounts</u>			
Escrow Master Account - Tatamy Borough	\$	0.14	*
Escrow Disbursement Account	\$	-	*
Escrow Account, Non-Developers	\$	6,007.18	*
Sub - Chrin of Delaware xxx4218	\$	1,936.08	*
Sub - North St. Real-Estate xxx4221	\$	118.47	*
Sub - TMC Management Corp xxx4224	\$	8,502.76	*
Sub - Carson Commerce Lane xxx6687	\$	1,500.56	*
Sub - Newport Hill LLC xxx0230	\$	5,034.19	*
Total Balance of Borough Escrow Funds	\$	23,099.38	
Fidelity Bank CD Acct.	\$	25,000.00	*
Total Balance of Borough Funds	\$	1,102,652.28	
<u>Tatamy Borough Delinquent Accounts</u>			
Refuse Delinquents 2018 - 2023	\$	16,921.15	
Refuse Delinquents 2024	\$	8,645.00	
Total Delinquent Refuse	\$	25,566.15	
Interim & Real-Estate Tax Delinquents 2022	\$	1,490.88	
Interim & Real-Estate Tax Delinquents - 2023	\$	1,486.48	
Real-Estate Tax Delinquents 2024	\$	7,867.75	
Interim Real-Estate Tax Delinquents 2024	\$	-	
Real-Estate Tax Total Delinquents	\$	10,845.11	
Total Borough Delinquent Accounts	\$	36,411.26	

The Council Pro-Tempore Porter makes a motion to ratify paid monthly bills & to pay bills & operating expenses as funds are available through 3 September 2024. Councilman Wagner seconds this motion. Motion passes unanimously.

REGULAR MONTHLY COUNCIL MEETING

TATAMY PLANNING COMMISSION

- a) Planning Commission Report
Chairwoman
 - a. No Current Business

Heidi Benson,

PRESIDENT'S CORRESPONDENCE

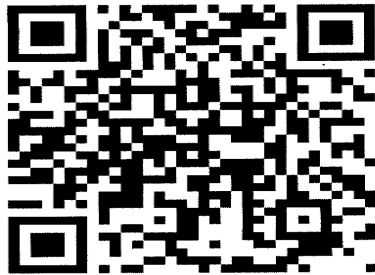
President Hayes had no comments.

CURRENT BUSINESS

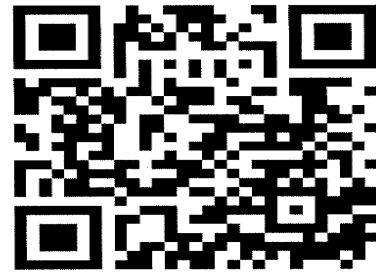
- a) Greater Lehigh Valley Chamber of Commerce Presentation- Elyse Cuttic came to the Council meeting to give the Council information on the Chamber of Commerce. The Council had an open discussion as to whether to start with the Chamber of Commerce or not. The council wants Borough Manager Saginario to get more information about the Chamber of Commerce.



Member Benefits Guide



Connections Magazine



- b) EMS Tax, Public Meeting – Suburban EMS- The Council wants the office to give them different dates we can have them come meet with the residents in September.
- c) 2025 Schedule of Fees Update- Keycodes for the first time in 3 years is raising their overall fees 5%, we will pass it through onto our fees.
- d) 2023 Financial Audit Update- The in-office audit is on August 6th, 2024.
- e) Draft Employee Handbook- reviews by Council and if any questions or concerns to give to the borough office by the September Council Meeting. The new Employee Handbook will go into effect on 1/1/2025.
- f) Living Qualities Ordinance Discussion- Borough Manager Saginario gave the Ordinance to the Council to review and bring back to the September Council meeting with comments and concerns.
- g) Informational- Council President Hayes went over the information with the Council.
 - Whitetail Call Log - July
 - Reality Transfer Detail Report – June (No Report)
 - Portnoff Real-Estate Report – June

REGULAR MONTHLY COUNCIL MEETING

ORDINANCES

Council Vice-President Pearson makes a motion to adopt Ordinance 305-2024 AN ORDINANCE OF THE BOROUGH OF TATAMY, NORTHAMPTON COUNTY, PENNSYLVANIA, AN ORDINANCE AMENDING THE BOROUGH OF TATAMY ZONING ORDINANCE NO. 263-2014, MAIN STREET COMMERCIAL ZONING DISTRICT, RELATING TO BUILDING SETBACK FROM EXTERIOR LOT LINE, PARKING SETBACK, PERMITTED BY RIGHT USES, AND DEFINITIONS. Councilwoman Frace seconds this motion. Motion passes unanimously.

RESOLUTIONS

Councilman Frey makes a motion to approve Resolution 2024-011 RESOLUTION SUPPORTING THE APPLICATION TO NORTHAMPTON COUNTY, PENNSYLVANIA, THE 2024 PUBLIC SAFETY GRANT UNDER THE NORTHAMPTON FINANCING AUTHORITY, NORTHAMPTON COUNTY FOR 2 P25 DIGITAL CONVERSION PORTABLE POLICE RADIOS, BY THE BOROUGH OF TATAMY. Council Pro-Tempore Porter seconds this motion. Motion passes unanimously.

CORRESPONDENCE FORWARDED TO COUNCIL BY EMAIL

None

CURRENT SUBDIVISION / LAND DEVELOPMENT TIME LIMIT EXTENSIONS

None

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

- Courtesy of the Floor *Non-agenda items- Borough Manager Saginario told the Council that PW hired a PT employee, because of health issues he needed to resign. Council Vice-President makes a motion to accept the registration of Cody Veloso due to medical reasons received over text message on August 2nd, 2024. Councilman Wagner seconds this motion. Motion passes unanimously.

Council President Hayes wanted to thank everyone for the edible arrangement that was sent to him.

- Items to be placed on future Council agendas.
- The next Council Meeting will be held on Tuesday, 3rd September 2024 commencing at 7:00 PM.

REGULAR MONTHLY COUNCIL MEETING

ADJOURNMENT

Councilman Wagner makes a motion to adjourn the meeting. Councilman Frey seconds the motion. Motion passes unanimously.

Council President Hayes adjourns the meeting at 9:34PM.

Respectfully submitted,

Mark Saginario, Borough Manager / Secretary