

BOROUGH OF TATAMY COUNCIL MEETING

Tuesday, 5th September 2023
7:00 PM
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

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

Roll Call

The following members were present at the meeting: Mayor James Pallante, Council President Robert Hayes, Council Vice-President Pamela Pearson, Council Pro-Tempore Dainel Dewey arrived at 7:12PM, Councilwomen Kristine Porter, Councilman Robert Wagner, and Councilman Timothy Frey. 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 administration were excused: Borough Engineer Brien Kocher and Zoning Office Suzanne Borzak. Councilman Frank Young was absent.

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

Council Vice-President Pearson makes a motion to approve 7th August 2023 Regular Council Meeting minutes. Councilman Frey seconds this motion. Motion passes unanimously.

APPOINTED COUNCIL MEMBER COMMITTEE REPORTS & REPORT OF ELECTED OFFICIALS

- a) Chairwomen Pamela Pearson gave the report for the Personnel, Finance & Admin. Committee. The following topics were discussed: 2022 Financial Audit, Fall Festival banner, Highway Aid Audit report, 2024 budget draft, the Grants. The next meeting is Wednesday September 27th, 2023, at 6:00PM.
- b) Chairman James Pallante gave the Parks & Recreation Committee report. The following topics were discussed: Park Enhancement plan and batting cages. The next meeting is Monday September 11th, 2023, at 5:00PM.
- c) Public Safety Committee did not meet this month.
- d) Public Works & Facilities Committee did not meet this month.
- e) Charwomen Kristine Porter gave the report for Community & Economic Development Committee. The following topics were discussed: Fall Festival, Ribbon Cutting for Leo's Pizza,

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and promoting Tatamy Boroughs businesses. The next meeting is on Wednesday September 13, 2023 at 5:00PM.

- f) Environmental Steering Committee was canceled for this month.
- g) Borough Manager Saginario gave the report for Workplace Safety Committee. The following topics were discussed: no reports for the PD, no reports for the FD, Public works had an incident with an employee hitting his head, scheduling a walk through of the Police Department in September, the Public Works Department is in October and the Fire Department is in November. The next meeting is on Thursday September 21st, 2023, at 2:00PM.
- h) Nazareth Council of Governments – Borough
- i) Elected Official Open Floor- None
 - Tatamy Borough Newsletter (Councilwomen Porter)- Nothing to report.

MAYOR’S COMMENTS & REPORT

- a) Jim Pallante, Mayor commented on the PF & A committee for doing a good job with the 2024 budget and the Audits. Is thankful for the team we have and is always very proud of everyone.
- b) Borough Softball Game- Date is not set in stone yet. Trying to come up with teams and decide on a day that is good for most people.

PUBLIC SAFETY REPORTS

- a) PD Chief Snyder gave the Police Department Report. There were 141 incidents, the speed sign is done and is on Bushkill Street, and all the vests are ordered.
- b) FD Chief McDonald emailed the Fire Company Report in. Responded to 6 incidents, 520.26-man hours, 2 Members starting FF1 classes and 1 member taking EMT course.
- c) Don Dereamus was not present to give the EMC report.
- d) Zoning Officer Report

	Fees	
200 Main St	300	Application submitted to Keycodes for new pizza place
165 Barrall St		Issued fence permit
228 Hobson St	95	Electrical permit to keycodes
624 Broad St		NOV sent to owner and tenant for accumulation of rubbish and vehicles
480 Chief Tatamy	100	Application for fence; requested additional information
115 Barrall St		Issued zoning permit for pergola
560 Chief Tatamy		Issued inground pool permit
228 Broad St	100	Issued electric permit
100 Barrall		Issued CO for solar
47 Mill Brook		Issued CO for EV charger
130 Messinger		Issued CO for solar
455 High St		Issued permit for new elec service
470 Chief Tatamy		Received grading plan for new pool; sent to engineer
228 Hobson St		Issued permit for elec work
575 Chief Tatamy	100	Application for fence

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BOROUGH ADMINISTRATION REPORTS

- a) Brien Kocher, Engineer was not present to give the Borough Engineer Report
 - Tatamy Farms Close-Out
 - i. Final Wearing Course
 - ii. Storm Sewer
 - Tatamy Trail – Two Rivers Phase I
 - i. DEP Permit

- b) Michael Lester, Chairman gave the Sewer Authority Report. Meyers Power got in contact with the Sewer Authority on questions and next month they are checking outdoor water meters.
- c) **Peter Layman, Esquire gave the Borough Solicitor Report. Mr. Layman needs to put an Annex into Northampton County and Forks Township needs to still vote at their meeting before it all goes through. Mr. Layman answered all questions and concerns.**
- d) LSA Grant Funding – Sewer Authority Loan- in the works with Borough Solicitor Layman and Borough Manager Saginario.
- e) PW Supervisor Ryan McGinley gave the Borough Public Works Report. Tyler Corter gave his resignation to the Borough and Ryan is doing interviews to fill the position.
- f) Borough Manager Saginario discussed the Borough Manager Report to Council Members.
- g) Borough Manager Saginario gave the Treasury & Financial Reports.

<u>TREASURER'S REPORT</u>		
Balance of General Fund as of:	30-Aug-23	\$ 469,008.19
Deposits:	31 July - 30 August 2023	\$ 62,830.18
Disbursements:	31 July - 30 August 2023	\$ 81,714.61
Ending Balance w/ Transactions, as of	31-Jul-23	\$ 450,123.76
	Bank Balances: (Available)	
<u>Fidelity Bank - Borough Funds</u>	<u>As of 30 August</u>	
Broad Street Paving Fund	\$ 88,905.85	
Building Fund	\$ 6,324.00	
General Fund Checking	\$ 450,123.76	
General Fund Savings	\$ 38,075.27	
Highway Aid	\$ 26,638.78	
Operating Reserve	\$ 32,713.76	
Police Vehicle / Equipment Fund	\$ 7,954.39	
Recreation Fund	\$ 180,770.61	
Refuse	\$ 114,382.76	
Relief Fund - Borough Residents	\$ 8,559.40	
Street Paving Fund	\$ 33,242.96	
Tatamy Grant Funds	\$ 8.34	
Truck / Equipment Fund	\$ 3,085.17	
Total Balance of Borough Operating Funds	\$ 990,785.05	
<u>Fidelity Bank - Escrow Accounts</u>		

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Escrow Master Account - Tatamy Borough	0.11	
Escrow Disbursement Account	\$	-
Escrow Account, Non-Developers	\$	4,551.38
Sub - Chrin of Delaware xxx4218	\$	2,500.05
Sub - North St. Real-Estate xxx4221	\$	118.46
Sub - TMC Management Corp xxx4224	\$	6,148.57
Sub - Carson Commerce Lane xxx6687	\$	1,751.54
Sub - Newport Hill LLC xxx0230	\$	5,300.00
Total Balance of Borough Escrow Funds	\$	20,370.11
Total Balance of Borough Funds	\$	1,011,155.16
<u>Tatamy Borough Delinquent Accounts</u>		
Refuse Delinquents 2018 - 2022	\$	12,534.30
Refuse Delinquents 2023	\$	23,413.17
Total Delinquent Refuse	\$	35,947.47
Real-Estate Tax	\$	11,449.35
Interim Real-Estate Tax	\$	5,297.53
Real-Estate Tax Total Delinquents	\$	16,746.88
Total Borough Delinquent Accounts	\$	52,694.35

- c) Council Vice-President Pearson makes a motion to ratify paid monthly bills & to pay bills and operating expenses as funds are available through 2 October 2023. Councilman Frey seconds this motion. Motion passes unanimously.

TATAMY PLANNING COMMISSION

- a) Borough Manager Saginario gave the Planning Commission Report. The following topics were discussed: Myers Power Sketch plan.

PRESIDENT'S CORRESPONDENCE

President Hayes had nothing to report.

NEW BUSINESS

- a) Braden Park Annexation Ordinance- Borough Solicitor Peter Layman explained the Ordinance 302.2023
- b) Council Pro-Tempore Dewey makes a motion to accept Tatamy Borough 2022 Financial Audit. Councilman Frey seconds this motion. Motion passes unanimously.
- c) Council Vice-President Pearson makes a motion to accept PMRS MMO- Uniform & Non-Uniform. Councilman Wagner seconds this motion. Motion passes unanimously.
- d) Councilman Wagner makes a motion to acknowledge the PMRS Financial Activity Reports – 2022. Councilwomen Porter seconds this motion. Motion passes unanimously.
- e) Council Pro-Tempore Dewey makes a motion to purchase the Fall Fest Banner Purchase. Council Vice-President Pearson seconds this motion. Motion passes unanimously.
- f) Council Vice-President Pearson makes a motion to acknowledge the Resignation of Public Works Crewmember. Councilwomen Porter seconds this motion. Motion passes unanimously.

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- g) Borough Manager Saginario discussed the 2024 Draft Budget. There were no comments or concerns.
- h) Informational- Borough Manager Saginario discussed the following topics:
- Whitetail Call Log - August
 - Highway Aid Audit Report, 2022
 - Portnoff Real-Estate Report
 - Keycodes Fee Schedule for 2024 Letter
 - Solvency Fee Update Information
 - Chrin Lot 1 Development Draft Fee Schedule
 - MS4 Waiver Approval Letter

ORDINANCES

Council Vice-President Pearson makes a motion to adopt Ordinance No. 301.2023- AN ORDINANCE GIVING THE AUTHORIZATION TO CHARGE FEES; FEES SET, PERTAINING TO THE ELECTED TAX COLLECTOR OF THE BOROUGH OF TATAMY, NORTHAMPTON COUNTY, COMMONWEALTH OF PENNSYLVANIA. Councilman Frey seconds this motion. Motion passes unanimously.

Councilman Frey makes a motion to adopt ORDINANCE NO. 302.2023- AN ORDINANCE ANNEXING THE LAND OWNED BY TATAMY BOROUGH AND DESIGNATED AS "BRADEN PARK" TO THE BOROUGH OF TATAMY FROM THE TOWNSHIP OF FORKS. Councilman Wagner seconds this motion. Motion passes unanimously.

RESOLUTIONS

Councilman Frey makes a motion for RESOLUTION 2023-010 - A RESOLUTION OF THE BOROUGH COUNCIL, OF BOROUGH OF TATAMY, NORTHAMPTON COUNTY, COMMONWEALTH OF PENNSYLVANIA, SETTING THE FEES FOR SERVICES OF THE TAX COLLECTOR. Council Pro-tempore Dewey seconds this motion. Motion passes unanimously.

CORRESPONDENCE FORWARDED TO COUNCIL BY EMAIL

Borough Manager emailed the Resignation Letter PW's Crew Member to Council.

CURRENT SUBDIVISION / LAND DEVELOPMENT TIME LIMIT EXTENSIONS

None

FOR THE GOOD OF THE ORDER / ITEMS TO BE PLACED ON THE NEXT AGENDA

The next Council Meeting will be held on Monday, 2nd October 2023, 7:00 PM.

ADJOURNMENT

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

Council Present Hayes adjourns the meeting at 8:22PM.

Respectfully submitted,

Mark A. Saginario, Borough Manager