

BOROUGH OF TATAMY COUNCIL MEETING

Monday, 6 Jan. 2025 6:30 PM Executive
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)
Executive session was called to order at 6:20PM.

CALL TO ORDER

Council President Hayes calls the meeting to order at 7:26PM.

ROLL CALL

The following Council Members were present at the meeting: Mayor James Pallante, Council President Bob Hayes, Council Pro-Tempore Kristine Porter, Councilman Rob Wagner, Councilman Tim Frey, Councilman Mike Lester, Councilwoman Deb Frace, and Jr. Councilman Sam Maczko. Council Vice-President Pam Pearson were excused from the meeting. 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 members were excused from the meeting: Borough Engineer Brien Kocher and Zoning Officer Kathy Vossough.

READING, AMENDING & APPROVAL OF AGENDA

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

Councilman Wagner makes a motion to send Borough Manager Saginario, Borough Solicitor Layman, and Police Chief Snyder to the Unemployment Compensation Hearing on the Borough's behave. Council Pro-Temp Porter seconds this motion. Motion passes unanimously.

PROFESSIONAL SERVICES APPOINTMENTS BY MOTION OF COUNCIL

- a) Council Pro-Temp Porter makes a motion to reappoint Peter Layman, as Borough Solicitor. Councilman Frey seconds this motion. Motion passes unanimously.
- b) Council Pro-Temp Porter makes a motion to reappoint Hanover Engineering, Brien Kocher as Borough Engineer. Councilwoman Frace seconds this motion. Motion passes unanimously.
- c) Councilman Frey makes a motion to reappoint Keycodes, as Zoning & Code Enforcement Agency for Q1 2025. Councilman Lester seconds this motion. Motion passes unanimously.
- d) Councilman Wagner makes a motion to reappoint Keycodes as UCC/BCO Plan Review Office and Inspection Services. Council Pro-Temp Porter seconds this motion. Motion passes unanimously.

OTHER APPOINTMENTS BY MOTION OF COUNCIL

- a) Councilman Frey makes a motion to reappoint Ryan McGinley as the Vacancy Board Chairperson. Council Pro-Temp Porter seconds this motion. Motion passes unanimously.
- b) Councilwoman Frace makes a motion to appoint Keith Snyder, Alt. 1- Mark Saginario, Alt. 2- Kellie Nolder as animal Control Officers. Councilman Lester seconds this motion. Motion passes unanimously.
- c) Councilman Frey makes a motion to reappoint Manager Saginario as the AORO / RTK Officer. Council Pro-Temp Porter seconds this motion. Motion passes unanimously.
- d) Councilman Lester makes a motion to appoint Manager Saginario as Assistant Zoning & Code. Councilman Wagner seconds this motion. Motion passes unanimously.

COURTESY OF THE FLOOR

None.

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APPROVAL OF COUNCIL MEETING MINUTES

- a) Councilman Frey makes a motion to approve the 4th November 2024 Regular Council Meeting Minutes. Councilwoman Frace seconds this motion. Motion passes unanimously.
- b) Councilman Lester makes a motion to approve the 2nd December 2024 Regular Council Meeting Minutes. Councilman Frey seconds this motion. Motion passes unanimously.

APPOINTED COUNCIL MEMBER COMMITTEE REPORTS & REPORT OF ELECTED OFFICIALS

- a) Borough Manager Saginario gave the Personnel, Finance & Admin. Committee meeting report. The following topics were discussed: December treasurer reports & financial reports, bank reconciliations, grants awards, Zoning Hearing board, Board appointments, yearly performance reviews, and police department PT & FT hire updates. The next meeting is on Wednesday January 29th, 2025.
- b) Michael Lester, Chairman gave the Parks & Recreation Committee report. The following topics were discussed: 2025 planning & earmarks discussion. The next meeting is on January 13th, 2025.
- c) Public Safety Committee was canceled this month.
- d) Public Works & Facilities Committee meeting was canceled this month.
- e) Kristine Porter, Chairwoman gave the report for Community & Economic Development Committee meeting. The following topics were discussed: 2025 events with local business, New Years eve planning, review 2025 calendar of events, and the Christmas porch decorating contest.
- f) Environmental Steering Committee was canceled this month.
- g) Workplace Safety Committee was canceled this month.
- h) Borough Manager Saginario gave the Nazareth Council of Governments report. The Nazareth School district was present at the meeting and wants to be more involved in the Municipals.
- i) Elected Official Open Floor- None

MAYOR'S COMMENTS & REPORT

- a) Jim Pallante, Mayor gave his report. Nazareth School district invited the Mayor to the School Board meeting, and he will be going to attend. Mayor and Jr. Councilman Maczko met with a Boy Scout to do a project for the Borough. An idea was a path from the Gazebo down to Werkheiser Park. The NYE event went very well and had a great turnout.

PUBLIC SAFETY REPORTS

- a) PD Chief Snyder gave the Police Report. This month there were only a few incidents. The new FT Police Officer is working out very well, is almost done with his training and will be on his own in the next month. Chief Snyder has 2 PT Police Officer that are interested in the Part-Time position, will be starting the hiring process with them both.
- b) FD Chief McDonald was not present at the meeting to give the Fire Company Report. Council President Hayes gave the Fire Department report. there was 5 incidents, 43 daily activities and 1150.34 man hours.
- c) Don Dereamus was not present at the meeting to give the EMC report.
- d) Kathy Vossough, Zoning Officer was not present at the meeting to give the Zoning Officer Report. Borough Manager Saginario gave the report. The report was reviewed with Council.
- e) Rob Epinger, Code Enforcement Officer was not present at the meeting to give the Code Enforcement Report. Borough Manager Saginario reviewed the report with Council.

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BOROUGH ADMINISTRATION REPORTS

- a) Borough Manager Saginario gave the Borough Engineer Report. Tuskes is working on the Checklist in Tatamy Farms. Myers Powers agreement was sent over to Myers to be signed and the building permits were sent to Keycodes. Tatamy Trail received an extension for two years from Northampton County.
 - Open Items
 - Myers Power
 - i. Developers & Improvements Agreement, Myers Power
 - ii. Public Improvements Estimate
 - Tatamy Farms, LLC
 - i. Dedication / Maintenance of Roadways Checklist - Update
 - ii. Storm Sewer - Update
 - iii. Detention Pond Sinkhole Evaluation - Update
 - Tatamy Trail – Two Rivers Phase I
 - i. Bid Specs
- b) Michael Lester, Chairman gave the Sewer Authority Report. Received a 39,000 check from Easton joint Sewer Authority for overcharging of 2022. Palmer Township and Tatamy Borough is almost to an agreement and hopefully will be done soon.
- c) Peter Layman, Esquire gave the Borough Solicitor Report.
 - Open Items
 - Developers & Improvements Agreement, Myers Power- waiting for the agreement to be signed.
 - Indemnification Agreement
- d) Ryan McGinley gave the Borough Public Works & Facilities Report. PW Supervisor McGinley is working closely on getting the PT employee trained. PW purchased a truck load of salt. PW is going to be a lot of work at High Street Park to cut down some trees and get rid of the overgrown bushes.
- e) Mark A. Saginario gave the Borough Manager Report. IT closet is being worked on and it is a team effort with all the Borough Employees. The resident on Main Street that has been going through our office to get his property marking from PennDOT back, but the office told the resident that he needs to go to PennDOT directly to try and get his property markers back.

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

TREASURER'S REPORT - DEC 2024

Beginning Balance of General Fund as of:	<u>27-Nov-24</u>	\$	454,490.42
Deposits:	28 NOV 2024 - 30 DEC 2024	\$	59,283.16
Disbursements:	28 NOV 2024 - 30 DEC 2024	\$	122,077.07
Ending Balance w/ Transactions, as of	<u>30-Dec-24</u>	\$	391,696.51

Bank Balances: (Available)

<u>Fidelity Bank - Borough Funds</u>	<u>As of 30 DEC.</u>
Broad Street Paving Fund	\$ 89,283.53
General Fund Checking	\$ 391,696.51
Operating Reserve	\$ 29,660.42
Building Fund	\$ 8,871.44
Police Vehicle / Equipment Fund	\$ 2,970.19
Street Paving Fund	\$ 33,480.10
Truck / Equipment Fund	\$ 3,104.00
Highway Aid	\$ 17,480.55
Refuse	\$ 77,036.02
Recreation Fund	\$ 221,688.43
Tatamy Grant Funds	\$ 16,487.96
Relief Fund - Borough Residents	\$ 7,756.14
General Fund Savings	\$ 38,483.38
Total Balance of Borough Operating Funds	\$ 937,998.67

Fidelity Bank - Escrow Accounts

Escrow Master Account - Tatamy Borough	\$ 0.14
Escrow Disbursement Account	\$ 27,940.27
Escrow Account, Non-Developers	\$ 5,223.33
Sub - Chrin of Delaware xxx4218	\$ 2,027.33
Sub - North St. Real-Estate xxx4221	\$ 118.47
Sub - TMC Management Corp xxx4224	\$ 10,571.89
Sub - Carson Commerce Lane xxx6687	\$ 185.68
Sub - Newport Hill LLC xxx0230	\$ 2,182.21
Sub - Charles Chrin Real Estate Trust xxx0388	\$ -
Sub - Tatamy Farms LLC xxx1093	\$ 3,452.24
Total Balance of Borough Escrow Funds	\$ 48,249.32

Fidelity Bank CD Acct.	\$ 26,085.47
Total Balance of Borough Funds	\$ 1,012,333.46

Tatamy Borough Delinquent Accounts

Refuse Delinquents 2018 - 2023	\$ 14,650.29
Refuse Delinquents 2024	\$ 12,231.64
Total Delinquent Refuse	\$ 26,881.93
Interim & Real-Estate Tax Delinquents 2022	\$ -
Interim & Real-Estate Tax Delinquents - 2023	\$ 1,328.63
Real-Estate Tax Delinquents 2024	\$ 4,440.15
Interim Real-Estate Tax Delinquents 2024	\$ 19.80
Real-Estate Tax Total Delinquents	\$ 5,788.58
Total Borough Delinquent Accounts	\$ 32,670.51

Councilman Wagner makes a motion to ratify paid monthly bills & to pay bills & operating expenses as funds are

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available through 3 February 2025. Councilwoman Frace seconds this motion. Motion passes unanimously.

TATAMY PLANNING COMMISSION

- a) Heidi Benson, Chairwoman was not present at the meeting. Borough Manager Saginario gave the Planning Commission Report. The December Planning Commission meeting was canceled in December. There will be a Planning Commission Meeting in January. President Hayes did speak with a resident about the Tuskes Hobson Street Development.
 - a. Village at Hobson Square
 - b. Chrin Commerce Centre - SE Quad., Lot 2

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PRESIDENT'S CORRESPONDENCE

Council President Hayes has no comments.

CURRENT BUSINESS

- a) Councilman Lester makes a motion to have Borough Manager Saginario and Borough Solicitor Layman represent the Borough at the Zoning Hearing Board, Chrin Commerce Centre. Councilman Wagner seconds this motion. Motion passes unanimously.
- b) Borough Manager Saginario informed the Council that the Palmer Zoning Hearing Board, Chrin Commerce Centre is on January 7th, 2025.
- c) Councilwoman Frace makes a motion to appoint Brandon Best 1 opening for Zoning Hearing Board (3 Year Term). Councilman Lester seconds this motion. Motion passes unanimously.
Council Pro-Temp Porter makes a motion to appoint Louise Smith 1 opening for Zoning Hearing Board (3 Year Term). Councilwoman Frace seconds this motion. Motion passes unanimously.
- d) Councilman Lester makes a motion to appoint Tim Frey for 1 opening for Planning Commission (4 Year Term). Council Pro-Temp Porter seconds this motion. Motion passes unanimously.
- e) Councilman Frey makes a motion to appoint Marie Scott for 1 opening, Sewer Authority (5 Year Term). Councilwoman Frace seconds this motion. Motion
- f) Joint Fall Fest & Veg Stock Festival- Mayor Pallante would like to have this topic tabled to be brought back to the committee to speak about more.
- g) Council Pro-Temp Porter makes a motion to plant a Christmas Tree at Municipal Building. Councilwoman Frace seconds this motion. Motion passes unanimously.
- h) Borough Manager Saginario explained the State Ethics Commission, Statement of Financial Interests, to Council.
- i) Informational- Borough Manager Saginario discussed the information with the Council.
 - Whitetail Call Log – December, (No Report)
 - Realty Transfer Detail Report, October 2024
 - Realty Transfer Detail Report, November 2024 (No Report)
 - Portnoff Delinquent, November 2024
 - Recycling Event Reimbursement
 - NorCo IT Grant Reimbursement
 - Traffic Signal, 30 Day Test period completion

ORDINANCES

Councilman Lester makes a motion to adopt Ordinance 308-2024, AN ORDINANCE OF THE BOROUGH OF TATAMY ESTABLISHING AND REPLACING AN ORDINANCE SETTING FORTH STANDARDS FOR OPENING OR OCCUPYING A PUBLIC STREET AND RIGHT OF WAY, ESTABLISHING PERMIT, RESTORATION, SECURITY REQUIREMENTS, AND PROVISIONS FOR VIOLATIONS AND PENALTIES.

Councilman Frey seconds this motion. Motion passes unanimously.

RESOLUTIONS

Councilman Wagner makes a motion to approve resolution 2025-001, A RESOLUTION OF THE BOROUGH COUNCIL, OF THE BOROUGH OF TATAMY, NORTHAMPTON COUNTY, COMMONWEALTH OF PENNSYLVANIA, A RESOLUTION APPROVING THE EMPLOYMENT CONTRACT EXTENSION OF KEITH SNYDER AS CHIEF OF POLICE.

Councilwoman Frace seconds this motion. Motion passes unanimously.

Councilman Lester makes a motion to approve resolution 2025-002, A RESOLUTION OF THE BOROUGH COUNCIL, OF THE BOROUGH OF TATAMY, NORTHAMPTON COUNTY, COMMONWEALTH OF PENNSYLVANIA, A RESOLUTION APPROVING THE EMPLOYMENT CONTRACT OF MARK A. SAGINARIO AS BOROUGH MANAGER.

Councilman Frey seconds this motion. Motion passes unanimously.

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CORRESPONDENCE FORWARDED TO COUNCIL BY EMAIL

- None

CURRENT SUBDIVISION / LAND DEVELOPMENT TIME LIMIT EXTENSIONS

- The Village at Hobson Square, Tatamy Farms, LLC

3 Mar. 2025

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, 3rd Feb. 2025 commencing at 7:00 PM.

ADJOURNMENT

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

Council President Hayes adjourns the meeting at 9:25PM.

Respectfully submitted,

Mark Saginario, Borough Manager / Secretary

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