

# **BOROUGH OF TATAMY COUNCIL MEETING**

Monday, 6 March 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**

Council President Robert Hayes calls the meeting to order at 7:02PM.

### **Roll Call**

The following council members were present at this meeting: Mayor James Pallante, Council President Robert Hayes, Council Vice-President Pamela Pearson, Council Pro-Tempore Daniel Dewey, Councilman Robert Wagner, and Councilwomen Kristine Porter. The following Borough Administrator were present at this meeting: Borough Manager Mark Saginario, Borough Administrator Kellie Nolder, Borough Solicitor Peter Layman, Police Chief Keith Snyder, Public Works Supervisor Ryan McGinley, and Borough Engineer Brien Kocher. Councilman Timothy Frey, Junior Councilwomen Abigail Miller, and Zoning Officer Suzanne Borzak were excused from this meeting. Councilman Frank Young was absent from this meeting. Paul Brady from Whitetail Disposal was present. The following residents were present for the meeting: Hazel DeReamus, Joe Torrisi and Deborah Frace.

### **READING, AMENDING & APPROVAL OF AGENDA**

Council Pro-Tempore Dewey makes a motion to approve and amend the agenda. Councilman Wagner seconds this motion. The motion passes unanimously.

### **COURTESY OF THE FLOOR**

Paul Brady President of Whitetail Disposal opened up about comments and questions, Borough Manager Saginario brought up about the call log. We are going to get a summary call log and a detailed call log. Paul told Council how the different trucks work with the different loads. Paul also went into details about the Holiday runs how they try not to change the day to a different day because of Holidays.

Police Chief Snyder introduced the new Part-Time hire, Matthew Sciabica. Officer Sciabica spoke about himself and thanked the Council for giving him the opportunity to work at Tatamy and is very excited to start!

Resident Hazel DonReamus spoke about her concerns about Borough office and where the Council Meetings are held at. She spoke about with the Borough Building having the Police Station on the first floor and the Administrator office being on the second floor, that she doesn't

like that and in her opinion that isn't good for the residents of the change. President Hayes, Chief Snyder, and Mayor Pallante all explained to her why of the change of the offices are better because of safety for Borough Employees and for the Police Officers.

#### **APPROVAL OF COUNCIL MEETING MINUTES**

Vice-President Pearson makes a motion to approve 6 February 2023 Regular Council Meeting minutes. Councilwomen Porter seconds this motion. The motion passes unanimously.

#### **APPOINTED COUNCIL MEMBER COMMITTEE REPORTS & REPORT OF ELECTED OFFICIALS**

- a) Vice-President Pearson gave the Personnel, Finance & Admin. Committee Report. The following topics were discussed: all the financials, Highway Aid Audit, L&I Audit, PD in-Car Camera Replacements, the sinkhole Readiness Action Plan, Borough Manager Saginario is going to attend the transportation Needs Assessment, and the updated Schedule of Fees & Escrow Creation.
- b) Mayor Pallante gave the Parks & Recreation Committee Report. The following topics were discussed: Easter Egg Hunt, the 5K run, Fall Fest, bring back the Community Garden. The meeting had visitors from the Forks Township Softball team and brought in a quote for new bases and a utility box.
- c) Council Pro-Tempore Dewey gave the Public Safety Committee report. Prospect street is now open. The Police Department hired one part-time officer, Matthew Sciabica. The committee spoke about the police radios and the traffic on Main Street.
- d) Public Works & Facilities Committee did not meet this month.
- e) Councilwomen Porter gave the Community & Economic Development Committee report. The following topics were discussed: recycling event, community garden, the Easter Egg Hunt, the Spring Craft Fair, and the Tatamy Swag Fundraiser.
- f) Environmental Steering Committee did not meet this month.
- g) Borough Manager Saginario gave the Workplace Safety Committee report. There was no accidents or incidents.
- h) Nazareth Council of Governments did not have it.
- i) Elected Official Open Floor - Nothing

#### **MAYOR'S COMMENTS & REPORT**

- a) Mayor Pallante spoke about the Municipal Building Entry Hours changing. Instead of having the office open 24/7 having it open certain hours. Also, possibility closing for some of the day on Sundays to have a clean day.

#### **PUBLIC SAFETY REPORTS**

- a) Chief Snyder gave the Police Report. There is a new Part-Time police officer Matthew Sciabica, that will be starting at the end of March.
  - CODY Upgrade to PATHFINDER is underway. Chief Snyder has a webinar coming up in the next week as to when it is starting and the next steps.
- b) Chief Shawn McDonald was not present at the meeting but did give the Fire Company Report on paper. There was one incident this month, a structure fire. The Hazmat

Opps refresher is being scheduled. On April 23<sup>rd</sup> FD is having a dynamics with live burns at academy and May 8<sup>th</sup> FD is having a Surviving Survival at the station. On May 30 FD is having a spaghetti dinner, September having a Purse Bingo date not set yet and an Egg my Yard fundraiser for Easter.

- c) Don Dereamus was not present at the meeting to give the EMC report.
- d) Zoning Officer Suzanne Borzak was not present for the meeting but did provide us with the Zoning Officer report.

	Zoning Fee	
540 Prospect	30	Issued Temporary CO until grading and grass is stabilized.
500 Chief Tatamy	150	Issued permit to install inground pool, patio & fence
405 High St		Complaint of curb cut without permit
115 Barrall St		Permit application for grading, patio and fence; emailed we need fees before review
613 Broad St	150	Application for chickens/coop. Missing some information; emailed applicant to resubmit. Information received; permit issued. (10 chickens)
208 N 7 <sup>th</sup> St	100	Install fence – 1’ from rear property line only
170 Messenger	300	Basement finish
155 Barrall		Informed contractor that they still need their final inspections
70 S 8 <sup>th</sup> St		Determination for Tatamy Takeout that the parking does not support adding outdoor tables
405 High St		Notice of Violation for cutting curb without permit
590 Chief Tatamy	115	Deck permit. Zoning approved. Sent to Keycodes
565 Chief Tatamy		Issued permit for basement beam installation
490 Chief Tatamy	300	Application to finish basement. Sent to Keycodes
751 Broad St		Application to replace/change roof and to replace shed. Emailed additional information needed to review
		Worked on Accumulation of objects on the exterior ordinance
		Plan preparations

#### BOROUGH ADMINISTRATION REPORTS

- a) Brien Kocher gave the Borough Engineer Report.

- Open Items

- Tatamy Farms Final Wearing Course Installation- no updates.
- Pedestrian Crossing- No updates.
- Chrin Commerce Centre Close-out- has everything for the dedication for the roads but have not finished everything yet.
  - i. Closeout Request
  - ii. NPDES Permit Request
    - 1. Notice of Termination Approval Letter, Chrin Lots 10 & 11

b) Michael Lester was not present at the meeting to give the Sewer Authority report.

c) Peter Layman gave the Borough Solicitor Report

➤ Open Items

- Mammina, LLC Commendation (Pedestrian Easement) – No updates.
- Annexation of Territory – Braden Park through Act 41 of 2022.- Talk to Forks Council.
- “Nazareth Area Multi-Municipal Comprehensive Plan Intermunicipal Cooperative Implementation Agreement”- tell the COG on the Council concerns and questions. Need more information from the COG.
- Notice of Termination Approval Letter, Chrin Lots 10 & 11

d) Public Works Supervisor Ryan McGinley gave the report for Borough Public Work. PW’s picked up the milling machine and replacement Roller. The PW’s department is getting ready for summer.

e) Mark A. Saginario gave the Borough Manager Report with no updates.

f) Treasury Report

**TREASURER’S REPORT**

Balance of General Fund as of 2/1/2023	\$	165,655.14
Deposits: 2/1/23-2/28/23	\$	156,257.97
Disbursements: 2/1/23-2/28/23	\$	121,842.84
Ending Balance w/ TRANSACTIONS	\$	200,070.27

<u>Bank Balances: (Available)</u>		<u>Fidelity Bank as of 2/28/2023</u>
Broad Street Paving Fund	\$	88,868.58
Building Fund	\$	1,195.05
Escrow Disbursement Account	\$	5,732.74
Escrow Master Account	\$	7,551.57
General Fund Checking	\$	200,070.27
General Fund Savings	\$	37,959.93
Highway Aid	\$	15,950.04
Operating Reserve	\$	32,594.15
Police Vehicle Fund	\$	7,941.08
Recreation Fund	\$	192,375.55
Refuse	\$	75,580.81
Relief Fund - Borough Residents	\$	8,545.08

Street Paving Fund	\$	12,695.92
Tatamy Grant Funds	\$	8.34
Truck Fund	\$	0.19
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The total balance of all funds for the Borough	\$	687,069.30

Vice-President Pearson make a motion to ratify paid monthly bills & to pay bills as funds are available through 3 April 2023. Councilwomen Porter seconds this motion. The motion passes unanimously.

#### TATAMY PLANNING COMMISSION

- a) Planning Commission Report Heidi Benson, Chairman
  - a. The February meeting was cancelled.

#### PRESIDENT’S CORRESPONDENCE

President Hayes had nothing to report.

#### NEW BUSINESS

- a) Part-Time Officer Keiser Resignation- Informational
- b) NAZCOG Comprehension Plan Implementation Draft Agreement. Council did not motion. Will be keeping on the agenda for next meeting.
  - Motion to advertise public hearing for “Nazareth Area Multi-Municipal Comprehensive Plan Intermunicipal Cooperative Implementation Agreement”, Monday, 3 April 2023, 6:30 PM

Council did not make a motion to approve the Comprehension Plan and wants to push it back to the COG meeting with concerns.

- c) Council pushed the Stop Sign Placement, Tatamy Farms back to the Safety Committee for the committee’s recommendations.
- d) Borough Manager Saginario gave an Informational report.
  - Highway Aid Annual Report
  - AG-385 Municipal Pension & Fire Relief Report
  - NorCo Tax Assessment - Tatamy Borough
  - TB Sewer Authority Budget

#### IN PROGRESS BUSINESS

- a) Whitetail Disposal Call Log was talked about in the beginning of the meeting.
- b) Councilwoman Porter gave the update on the Newsletter. The first quarter newsletter was out in early February, and she wants to get second quarter newsletter out in early April.
- c) Open Grant Applications
  - a. 2021 Monroe LSA & 2021 NorCo LSA

- Agreement Executed- the Milling Machine and the municipal building.
  - a. Brick Re-pointing (Committee)
  - b. Milling Machine (Purchased)
- b. 2022 Statewide LSA, PW's TruckO submitted, in process.
  - Livable Landscapes Grant Application- agreement Signed, still working on.
- c. NorCo Public Safety Grant - Grant Awarded- will receive in September or October time frame.
- d) IT Services are working getting all Council members and Borough Manager and Borough Administrator to .gov.
- e) Tatamy Farms Final Wearing Course Installation – Updated.
- f) Annexation of Territory – Braden Park through Act 41 of 2022 – Peter Layman went over in his report.
- g) Labor & Industry Zoning Audit is done but still waiting for the report back.
- h) Highway-Aid Audit is done.
- i) Updated Schedule of Fees & Escrow Creation is being used.
- j) Tatamy Easter Egg Hunt is April 1<sup>st</sup>, 2023, at 12PM to 1PM from Pre-K to 5<sup>th</sup> Grade.
- k) Tatamy Craft Fair is May 6<sup>th</sup>, 2023, at 9AM to 1PM.
- l) Currently Tabled Topics
  - a. Borough Manager Saginario and Borough Administrator Nolder are having a Disposition of Records. They are going through the maps and pulled the Pension Paperwork to put altogether.

#### **CAPITAL IMPROVEMENT PROJECTS**

- a) Roads-No updates
- b) MS4- No updates
- c) Facilities / Parks- No updates

#### **RESOLUTIONS**

None

#### **ORDINANCES**

- b) ORDINANCE NO. 296-2023 -

- AN ORDINANCE OF THE BOROUGH OF TATAMY ESTABLISHING 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 Pro-Tempore Dewey makes a motion to adopt ordinance no. 296-2023. Councilman Wagner seconds this motion. The motion passes unanimously.

#### **ADDITIONAL MOTIONS / ACTION ITEMS**

The motion to purchase Softball bases was pushed back to the Parks & Recreation committee meetings to be talked about more. No motion was made.

**CORRESPONDENCE FORWARDED TO COUNCIL BY EMAIL**

None

**CURRENT SUBDIVISION / LAND DEVELOPMENT TIME LIMIT EXTENSIONS**

None

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

- a) Public Hearing “Nazareth Area Multi-Municipal Comprehensive Plan Intermunicipal Cooperative Implementation Agreement”, Monday, 3 April 2023, 6:30 PM
- b) The next Council Meeting will be held on Monday, 3 April 2023, 7:00 PM

**ADJOURNMENT**

President Hayes adjourns the meeting at 9:40PM.

Respectfully submitted,

Mark Saginario, Borough Manager