

# BOROUGH OF TATAMY COUNCIL MEETING

Tuesday, 6 September 2022  
7:00 PM (6:30 Executive Session)  
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)

➤ Personnel

#### CALL TO ORDER

Council President Robert Hayes calls the meeting to order at 7:12 pm.

#### 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, Councilwoman Kristine Porter, Councilman Robert Wagner, Councilman Timothy Frey, and Junior Councilwoman Abigail Miller. The following Borough Administration were present at this meeting: Borough Manager Mark Saginario, Borough Administrator Brianne Schomaker, and Borough Solicitor Peter Layman. Councilman Frank Young was absent from this meeting. Police Chief Keith Snyder, Public Works Supervisor Ryan McGinley, Borough Engineer Brien Kocher, and Zoning Officer John Soloe were excused from this meeting. The following residents were present at this meeting: Rudy Miller, Brian Lansek, Joe Torrisi, Mike Lester, Deborah Frace, and Julie Griner.

#### READING, AMENDING & APPROVAL OF AGENDA

The agenda is adjusted so that Peter Layman may give the Solicitor's Report first. Dan Dewey makes a motion to approve the amended agenda. Tim Frey seconds this motion. The motion passes unanimously.

#### COURTESY OF THE FLOOR

Nothing at this time.

#### APPROVAL OF COUNCIL MEETING MINUTES

Pam Pearson makes a conditional motion to approve the August 1<sup>st</sup>, 2022, meeting minutes with the following adjustments: under committee reports (page 2 item a) the draft audit is for 2021, not 2022. Under Mayor's comments, add at the end of the sentence 'and being taken over by Mondelez'. Robert Wagner seconds this conditional motion. The motion passes unanimously.

Peter Layman gives the Borough Solicitor Report. He reports the following:

- There were no updates on the Pedestrian Easement.
- He reviewed the electronic device policy and made a few minor comments.
- He suggests that Council should approve the Time Limit Extension granted by MCT2 Holdings, for Tatamy Farms Major Submission on of Lot 1 until 30 November 2022.
- He will draft the agreement for the Steckel Heir.

Peter Layman leaves the meeting at 7:19 pm

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

- a) Pamela Pearson gives the Personnel, Finance & Admin. Committee report. The following topics were discussed: Jay Grobelny from Riley & Co gave the 2021 Financial audit presentation, the committee reviewed the August financial reports, treasurer's report, and tax reports, the 2023 draft budget was discussed and copies were distributed to Council, grant updates, library reimbursements, office cleaning, .gov project, new phones from AT&T are in the office but office staff is in the process of hooking them up.
- b) Kristine Porter gave the Community & Economic Develop. Committee report. The following topics were discussed: The committee met with Shanea Burry about the chicken ordinance. They looked at ordinances of other municipalities that allow chickens. The committee's goal is to have something before Council by the October meeting. Also discussed was the electronic recycling event, Tatamy Fall Festival, THS Car Show cancellation, and VegStock.
- c) Dan Dewey gave the Public Safety Committee report. The following topics were discussed: James Pallante discussed reinstating a wellness check program for elderly residents who don't have air conditioning, Tatamy Fall Fest and 5K Fun Run, and Public Works' project of repositioning the spotlights outside of the Municipal Building as they were creating a glare on security camera footage.
- d) Ryan McGinley gave the Public Works Committee report. The following topics were discussed: repointing the brick on the Municipal Building, the skid steer, and the Kane Swale.
- e) Mark Saginario gave the Workplace Safety Committee report. The following topics were discussed: Steve Violett gave the PD report, Kim Albert gave the FD report, a tripping hazard was discussed, and the Walkthrough of the PW Garage will take place this month.
- f) During the Elected Official Open Floor, Tim Frey gave the Environmental Steering Committee report. The following topics were discussed: Whitetail Disposal call logs, overdue refuse letters, water retention pond, and PortNoff.

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

- a) Mayor James Pallante gives the mayor's report. This month, he attended the Eagle Scouts ceremony, and he was asked to do the opening remarks for VegStock. He also discussed the Tatamy Fall Fest & 5K Fun Run. Joe Torrisi asks about volunteer sign ups.

### **PUBLIC SAFETY REPORTS**

- a) Chief Keith Snyder was not present at this meeting to give the Police Report.
- b) Kim Albert was not present at this meeting to give the Fire Company Report. A copy of this report will be filed at the Borough Office.
- c) Don DeReamus was not present at this meeting to give the EMC report.
- d) John Soloe was not present at this meeting to give the Zoning Officer Report. Mark Saginario provided Council with the monthly activity report. No new permits were given this past month.

### **BOROUGH ADMINISTRATION REPORTS**

- a) Brien Kocher was not present at this meeting to give the Borough Engineer Report.
- b) The Solicitor Report was already given during this meeting.
- c) Michael Lester gives the Sewer Authority Report. Council received copies of the letters that will go out to residents. He discusses the contents of the letter. He reports that all repairs of manholes are complete. GPS locating will be discussed at the next Sewer Authority meeting.

- d) Ryan McGinley gives the Borough Public Works Report. Demolition of the side entrance steps on the Municipal Building will begin tomorrow. Dan Dewey makes a motion to increase the maximum amount for the Municipal Building side stair project from \$2,500 to \$3,500. Pamela Pearson seconds this motion. The motion passes unanimously.
- e) Mark Saginario provides Council with a copy of the Borough Manager Report. Mark discusses the pension audit scheduled for tomorrow.
- f) Mark Saginario gives the Treasury Report:

<b><u>TREASURER'S REPORT</u></b>		
Balance of General Fund as of 8/1/22	\$	263,815.78
Deposits: 8/1/22-8/31/22	\$	78,088.85
Disbursements: 8/1/22-7/31/22	\$	83,691.79
<b>TOTAL</b>	<b>\$</b>	<b>258,212.84</b>
<b>Bank Balances:</b>	<b>Fidelity Bank as of 8/31/2022</b>	
Checking	\$	256,409.16
Savings	\$	37,876.47
Refuse	\$	104,844.07
Highway Aid	\$	32,105.74
Operating Reserve	\$	64,947.29
Recreation Fund	\$	206,651.80
Broad Street Paving Fund	\$	88,824.02
Building Fund	\$	1,194.02
Escrow Disbursement Account	\$	0.15
Police Vehicle Fund	\$	7,504.58
Relief Fund - Borough Residents	\$	8,612.68
Street Paving Fund	\$	12,679.64
Tatamy Grant Funds	\$	8.34
Truck Fund	\$	0.19
<b>The total balance of all funds for the Borough</b>	<b>\$</b>	<b>821,658.15</b>
Escrow	\$	12,892.04

Pam Pearson makes a motion to ratify paid monthly bills and to pay bills as funds are available through October 3rd, 2022. Kristine Porter seconds this motion. The motion passes unanimously.

#### **TATAMY PLANNING COMMISSION**

- a) Mark Cloeren was not present at this meeting to give the Planning Commission Report. Mark Saginario reports that the August Meeting was cancelled. He briefly discussed the recommendation to Council to Conditionally approve Phase 3 Lot 1 Subdivision.

#### **PRESIDENT'S CORRESPONDENCE**

Nothing to report.

**NEW BUSINESS**

- a) Pamela Pearson gives an overview of the 2021 Financial Audit Presentation by Riley & Co. Pam Pearson makes a motion to approve the 2021 Financial Audit, prepared by Riley & Co., Inc. Robert Wagner seconds this motion. The motion passes unanimously.
- b) 2023 Budget - 1<sup>st</sup> Draft has been in progress. The first reading will be in October's Council meeting. Then there will be another reading in both November and December.
- c) The office received a request from Tuskes to lay the final wearing course through Tatamy Farms completing Phase 4. Our engineers and Ryan McGinley will have a meeting with Tuskes to discuss everything that has to be completed before this can be approved. A discussion ensues.
- d) Pam Pearson makes a motion to approve HR Policy 2022-03, Electronic Communication Devices. Kristine Porter seconds this motion. The motion passes unanimously.
- e) 2023 MMO for Pension Plan 48-090 – N -Tim Frey makes a motion to approve Pension Plan 48-090-P. Rob Wagner seconds this motion. The motion passes unanimously. Dan Dewey makes a motion to approve Pension Plan 48-090-N. Tim Frey seconds this motion. The motion passes unanimously.
- f) The office received a letter from a former resident with a newspaper clipping from many years ago that showed a photo where PennDot had misspelled "Stop" on Main Street. The clipping was given to the Tatamy Historical Society, and a copy was provided to Council.
- g) Tatamy Fall Fest, 22 October 2022 – This was already discussed previously during the meeting.

**IN PROGRESS BUSINESS (15/23)**

- a) Whitetail Disposal Call Log – this was discussed previously during the meeting
- b) Pedestrian Easement – this was discussed previously during the meeting
- c) Annual Financial Audit – this was discussed previously during the meeting
- d) Kristine Porter gives the Newsletter Update. The newsletter will come out on Friday. There was no newsletter during August as she was on vacation.
- e) Mark gives an update on each open grant application
  - a. 2021 Monroe LSA & 2021 NorCo LSA (Awarded)
  - b. 2022 Statewide LSA, PW's Truck (Awarded)
  - c. DCNR 2022, Tatamy Trail North (In Progress)
  - d. Livable Landscapes Grant Application (Awarded)
  - e. 2022 GROW NorCo (PD Cruiser) (Withdrawn)
  - f. 2022 GROW NorCo (IT Upgrades) (Withdrawn)
- f) Borough Administration / Police Department Office Relocation – The next step in this project is the step replacement. It was the intention to also get the walkway done before winter, but this project may need to be pushed until spring.
- g) First Net Phone Service for Borough (Desk) – the desk phones are not hooked up yet.
- h) Mark Saginario gives an update on Main St. Widening. He is in contact with Betsy Armstrong, her attorney, and Peter Layman in order to get an agreement drafted.
- i) Electronics Recycling Day, Wednesday 21 September 3:30 – 5:30. – this was already discussed during the meeting.
- j) Currently Tabled Topics
  - a. Disposition of Records – no updates
  - b. IT Service (.gov domain) – no updates

**CAPITAL IMPROVEMENT PROJECTS**

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

**RESOLUTIONS**

- a) Robert Wagner makes a motion to approve Resolution 2022-009 authorizing and directing appointee to submit the traffic signal approval application. Daniel Dewey seconds this motion. The motion passes unanimously.

**ORDINANCES**

NONE

**ADDITIONAL MOTIONS / ACTION ITEMS**

- a) Pamela Pearson makes a motion for the removal and replacement of the Split Rail Fencing along Tatamy Trail, using Recreation Funds in the amount of \$14,400. Robert Wagner seconds this motion. The motion passes unanimously.

**CORRESPONDENCE FORWARDED TO COUNCIL BY EMAIL**

- a) Bob Hayes reports that a response is in the works for a resident who requested information about the Public Works Salt Shed.

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

- a) Daniel Dewey makes a motion to accept the Time Limit Extension granted by MCT2 Holdings, for Tatamy Farms Major Submission on of Lot 1 until 30 November 2022. Pamela Pearson seconds this motion. The motion passes unanimously.

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

- a) The next Council Meeting will be held on Monday, 3 October 2022, 7:00 PM

**ADJOURNMENT**

Daniel Dewey makes a motion to adjourn at 8:40 pm. Having no further business, Robert Hayes adjourns the meeting.

Respectfully submitted,

Mark Saginario, Borough Manager

