

# BOROUGH OF TATAMY COUNCIL MEETING

Monday, 7 March 2022  
7:30 PM  
Llantrisant Retreat & Wellness Center  
336 Bushkill Street  
Tatamy, PA 18085



## TATAMY BOROUGH COUNCIL MEETING MINUTES MONDAY MARCH 7, 2022 AT 7:31 P.M.

The regular meeting of the Tatamy Borough Council was held Monday, March 7<sup>th</sup>, 2022 at Llantrisant Retreat and Wellness Center 336 Bushkill Street Tatamy, PA. The meeting was called to order at 7:31 p.m. by Council President Robert Hayes.

### ROLL CALL

The following Council members were present at the meeting: Robert Hayes, Pamela Pearson, Daniel Dewey, Kristine Porter, Robert Wagner, Frank Young, and Timothy Frey. Also present were Mayor James Pallante, Peter Layman, Solicitor, Mark Saginario, Borough Manager, Brianne Knapp, Borough Administrator, Keith Snyder, Chief of Police, and Ryan McGinley, Public Works Supervisor. Abigail Miller, Jr Councilwoman, Brien Kocher, Borough Engineer, and John Soloe, Zoning Officer, were excused. Citizens Kim Albert and Melissa Davis were present.

### READING, AMENDING & APPROVAL OF AGENDA

Robert Wagner makes a motion to approve the agenda. Frank Young seconds the motion. The motion passes unanimously.

### COURTESY OF THE FLOOR

Robert Hayes asked if there were any comments from the floor. None at this time.

### APPROVAL OF COUNCIL MEETING MINUTES

Pamela Pearson makes a motion to approve the February 8<sup>th</sup>, 2022 meeting minutes. Kristine Porter seconded this motion. Motion is approved unanimously.

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

- a) Pamela Pearson gave the Finance Committee report. The new meeting time will be at 6 pm instead of 7 pm.
- b) Mayor James Pallante discussed the Parks & Recreation meeting in his Mayor's report.
- c) Daniel Dewey gave the Public Safety Committee report. The following topics were discussed:
  - a. Police Department upcoming trainings
  - b. Fire Department told them that the ladder truck is up for repairs
  - c. EMC director asked for an updated list of Municipal Officials
  - d. Terry Cressman's fireworks display was discussed. It was found that he uses consumer grade pyrotechnics. The Borough's insurance company recommends that the Borough does not sponsor this event. Terry Cressman will continue to run it as a private citizen.
- d) Mark Saginario gave the Workplace Safety Committee report. Walkthroughs are scheduled and the office began cleaning the basement.
- e) Elected Official Open Floor

Ryan McGinley gave the Public Works report. Started receiving resumes for the new PW's open position, and interviews begin tomorrow. May 17<sup>th</sup> & 18<sup>th</sup> will be street sweeping days.

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

- a) Jim Pallante, Mayor
  - Mayor's report:
    - An impromptu Parks & Recreation meeting was held on February 15<sup>th</sup>, 2022. The Easter Egg Hunt that will be held on April 9<sup>th</sup>, 2022 was discussed at this meeting.
    - The office and Mayor James Pallante went to Gerhart this month to introduce ourselves
    - The mayor cannot attend the Lehigh Valley Chamber of Commerce's Mayors & Elected Officials Reception
  - Police Report:
    - Chief Keith Snyder gave the police report
    - This month the officers will attend the following trainings in March: CPR & First Aid, DUI, Crisis Intervention, & Mandatory in service training

#### **PUBLIC SAFETY REPORTS**

- a) Fire Company Report
  - 12 daily activities and 179.25 total man hours
  - Responded to 1 incident in February
  - There is a copy of the entire Fire Company Report in the Borough Office including a summary of events and upcoming training/events.
- b) EMC
  - Don Dereamus was not present at this meeting.
- c) Zoning Officer Report
  - John Soloe was not present at this meeting.

#### **BOROUGH ADMINISTRATION REPORTS**

##### **Borough Engineer Report**

Brien Kocher was not present at this meeting. Mark Saginario reports that the new cost for the Tatamy Trail North Crossing is now at \$175,000. The office is working on some grants to cover that cost. These grants include the Livable Landscapes grant in which the office has two upcoming meetings for.

##### **Sewer Authority Report**

Michael Lester was not present at this meeting.

##### **Borough Solicitor Report**

Peter Layman gave the report. He has not heard back from Equipto.

##### **Borough Manager Report**

Mark Saginario asked if there were any questions or comments on the report. There are none at this time.

### Treasury Report

Mark Saginario gave the treasurer's report:

Balance of General Fund as of 2/1/22	\$89,166.24
Deposits: 2/1/22-2/28/22	\$121,248.44
Disbursements: 2/1/22-2/28/22	\$90,761.48
TOTAL	\$111,428.67

Bank Balances:	Fidelity Bank as of 2/28/2022
Checking	\$111,428.67
Savings	\$33,194.25
Refuse	\$109,494.09
Highway Aid	\$56,494.28
Operating Reserve	\$505.43
Recreation Fund	\$202,426.14
All other Accounts	\$112,213.35

Building, Grant, Paving, Police Vehicle, Relief, Truck/ Equipment

The total balance of all funds for the Borough \$637,957.93

Escrow \$12,201.72

### TATAMY PLANNING COMMISSION

#### Planning Commission Report

The Planning Commission did not meet in February. The Planning Commission might start reviewing Ordinances while there is little other business to discuss.

#### President's Correspondence

Nothing at this time.

#### NEW BUSINESS

- a) Pamela Pearson made a motion to ratify paid monthly bills & to pay bills as funds are available through April 4<sup>th</sup>, 2022. Daniel Dewey seconded this motion. The motion passes unanimously.
- b) TCC Report & Contract Information. This meeting mostly discussed whether to stay with Keystone or go to Berkheimer. The consensus was to stay with Keystone.
- c) There is a workshop that Mark will attend on March 10<sup>th</sup> to discuss what the grant can be used for. Another workshop is set up with Northampton County for March 17<sup>th</sup> that is specific to Tatamy to apply for the grant for the trail. The plan is to use the New Livable Landscapes Grant for Tatamy Trail North.
- d) Council was given copies of a write up pertaining to Borough Administration/Police Department office relocation. The biggest reasoning for the relocation is because it will be safer for both the PD and Admin. It also helps us move towards the long-term plan which would be for PD to be

across the entire downstairs of the Municipal building. Phase 1 will cost about \$3,250 and Phase 2 is \$5,000-\$7,000.

Daniel Dewey expressed a concern about the communication with residents depleting from this change. A discussion ensues about ways that Tatamy Borough can increase public relations.

- e) Council was given copies of invoices that are unpaid to C. Scott Computer from 2021. Pamela Pearson gave some background information about why they weren't paid. There was a disagreement about whether the services were managed services or not. Daniel Dewey is a proponent that we should not pay these bills. A discussion ensues. Pamela Pearson makes a motion to not pay these bills. This motion is seconded by Daniel Dewey. Motion passes unanimously.
- f) The stairs on the side of the Municipal building are falling apart. Public Works can build wooden stairs to replace these. Keycodes informed us that these stairs do not need to be ADA compliant. A discussion ensues about pricing and where the funds will come from. Daniel Dewey makes a motion to build the stairs with expenses not exceeding \$2,000. Pamela Pearson seconds this motion and adds that this expense should come out of the building fund. The motion passes unanimously.
- g) Mark has received new meeting times from most of the Committee heads for the new committee structure.

#### **IN PROGRESS BUSINESS**

- a) We are still on the list for .gov. Pamela Pearson asks about the timing for the RFP for our IT managed services.
- b) No new updates on the Monroe LSA or Northampton LSA Grants
- c) The office would like to investigate any outstanding bills for refuse. A discussion ensues about Whitetail's service.
- d) Peter Layman discussed the status of the Pedestrian Easement during the Borough Solicitor report.
- e) Peter Layman plans on working on the Intermunicipal Agreement for Braden Park for April's Council Meeting.
- f) The audit is complete up until October 8<sup>th</sup>. That will be advertised this week. The year end audit is in progress.
- g) The office and our contact at Portnoff are negotiating startup costs. Since we do not have the minimum amount of delinquent accounts that Portnoff typically wants, we are trying to negotiate an up-front fee of \$40 per account. Our contact went to the board with this, and we are waiting to hear back.
- h) Mayor James Pallante spoke about the Easter Egg Hunt during the Mayor's Report.
- i) Kristine Porter gave an update on the Newsletter. She would like to get a Spring and Fall Newsletter in the works.
- j) Open Grant Applications
  - a. Mark Saginario gives an update of the status of the Office's open grant applications
- k) Currently Tabled Topics
  - a. Disposition of Records
  - b. Install Barriers around new HVAC Condensers

#### **CAPITAL IMPROVEMENT PROJECTS**

- a) Roads – no new updates.

- b) MS4 - The office and Ryan had a meeting with Jason from Hanover to discuss MS4. Although we believe that the office should be able to get another waiver, there was a long discussion during the meeting about what the Borough would do if they don't get the waiver. A discussion ensues about instituting a Stormwater runoff fee.
- c) Facilities / Parks – no new updates.

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

- a) Daniel Dewey makes the motion to authorize the Borough Manager to apply for the 2022 Livable Landscapes Grant. Frank Young seconds this motion. The motion passes unanimously.
- b) Robert Wagner makes a motion to authorize the Borough Manager to execute Phase 1, relocating Administration and Police Department offices, not to exceed \$3,500.00. Timothy Frey seconds this motion. Motion is passed unanimously.
- c) Frank Young makes a motion to approve the Treasurer's Report. Pamela Pearson seconds this motion. The motion passes unanimously.

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

The next Council Meeting is 4 April 2022.

A discussion ensues about changing the Council meeting time. Kristine Porter makes a motion to hold executive sessions at 6:30 pm and Council Meetings at 7:00 pm. Pamela Pearson seconds this motion. The motion passes unanimously.

#### **ADJOURNMENT**

A motion was made by Frank Young, seconded by Daniel Dewey to adjourn the meeting at 8:57 pm. Robert Hayes adjourned the meeting.

Respectfully submitted,

Mark Saginario, Borough Manager