

BOROUGH OF TATAMY COUNCIL MEETING

Monday, 7 Oct. 2024 6:30 Exc. Session
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 6:35PM. Mayor Pallante makes a motion to adjourn the executive session. Councilman Wagner seconds this motion. Motion passes unanimously. The Executive session was adjourned at 6:55PM.

CALL TO ORDER

Council Present Hayes calls the meeting to order at 7:00PM.

ROLL CALL

The following Council Members were present at the meeting: Mayor James Pallante, Council President Robert Hayes, Council Pro-Tempore Kristine Porter, Councilman Robert Wagner, Councilman Tim Frey, Councilman Michael Lester, and Councilwoman Deborah Frace. 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: Council Vice-President Pamela Pearson, Jr. Councilman Sam Maczko, Borough Engineer Brien Kocher, and Zoning Officer Kathy Vossough. The following residents were present at the meeting: Michael Muroski (238 Shelley St.), Matthew Muroski Sr. (238 Shelley St.), and Joe Torrisi (30 S. 5th St.).

Councilman Wagner makes a motion to approve the resignation letter from Officer Castelletti. Councilwoman Frace seconds this motion. Motion passes unanimously.

READING, AMENDING & APPROVAL OF AGENDA

Councilman Lester makes a motion to approve / amend the agenda. Councilman Frey seconds this motion. Motion passes unanimously.

COURTESY OF THE FLOOR *Agenda Items Only

None.

APPROVAL OF COUNCIL MEETING MINUTES

Council Pro-Tempore Porter makes a motion to approve/amend 3rd September 2024 Regular Council Meeting. Councilman Wagner 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 report. the following topics were discussed at the meeting: September Treasurer's report and financial reports, annual audit, easter bunny costume, 2025 Budget review, 2025 schedule of fees, grants, HB 2265 of 2024, PD Hire, and PW hire. The next meeting is Wednesday October 30th, 20204.
- b) Parks & Recreation Committee meeting was canceled. The next meeting is on Tuesday October 15th, 2024.
- c) Tim Frey, Chairman gave the Public Safety Committee report. The following topics were discussed at the meeting: the FD, PD, and Public works did not have any reports. EMC DeReamus requested the EOP, reviewed the Tatamy Borough Code of Ordinances, Chapter 93 Open Burning, no parking on Main St., emergency snow routes, and project lifesaver. The next meeting is on Thursday October 17th, 2024.
- d) Public Works & Facilities Committee meeting was canceled this month. The next meeting is on Wednesday October 9th, 2024.
- e) Kristine Porter, Chairwoman gave the Community & Economic Development Committee report. the following topics were discussed at the meeting: Community Yard Sale/ Craft Fair report, Fall Fest updates, Halloween Porch Flyer, Easter Egg Hunt Bunny costume, and New Years Eve Ball drop planning. The next meeting is on Wednesday October 16th, 2024.
- f) Tim Frey, Chairman gave the Environmental Steering Committee report. The following topics were discussed at the meeting: Code of Ordinances, MSW/Recycling contract, sinkholes, and yard waste/disposal. The next meeting is on Thursday October 10th, 2024.
- g) Workplace Safety Committee was canceled this month.
- h) Borough Manager Saginario gave the Nazareth Council of Governments. The 2025 Fee Schedule and dues for 2025 were discussed at the meeting. The next meeting is on Thursday October 17th, 2024.
- i) Elected Official Open Floor- Councilwoman Frace spoke on the Historical Society Car Show and how it was one of the best years yet. She said that the Historical Society needs more support from the Borough Council with their events.
 - Tatamy Borough Newsletter (Councilwomen Porter) reported that the Newsletter is not ready yet.

MAYOR'S COMMENTS & REPORT

- a) Mayor Pallante told the Council members how well the 5K Fun Run and Fall Fest went, the weather wasn't the best, but we had a good turnout. Now the office is moving on to working on the Halloween Porch decorating contract. The Metz Park equipment is almost complete, and the kids are so excited to play on them. Mayor Pallante had a meeting with a Tatamy resident Boy Scout and spoke with him on the refuse contract.

PUBLIC SAFETY REPORTS

- a) PD Chief Snyder gave the Police Report. There were 85 incidents this month. The officers have Project LifeSaver training in October. The National Night Out date changed to October 31st and Chief Snyder thinks Tatamy Police is going to back out from it this year since it is on Halloween Night and the new location.
- b) FD Chief McDonald was not present at the meeting to give the report, Borough Manager Saginario gave the Fire Company Report. 52 Daily Activities, 1274.71-man hours, in September have two training events and one in December. The FD has a few events coming up in October.
- c) Don Dereamus was not present at the meeting to give the EMC report.

d) Borough Manager Saginario gave the Zoning Officer Report.

SEPTEMBER	
175 Barrell St	SHED – <i>Applicant Zoning Inquiry, Review & Support</i>
627 Hobson St	POOL - 24x50 Above-Ground Pool – <i>Building Permit Issuance & Applicant Notification</i>
Tuskes - SALDO	PLANS - <i>Preliminary / Final Plan Submission – Initial Plan review & Planning Commission SALDO Meeting to accept SALDO Plans on Tatamy Farms, LLC & The Pidcock Company- “Village at Hobson Square”</i>
175 Barel St	SHED – <i>Zoning Application Review, Approval, Invoicing - Zoning Permit Issued</i>
122 S. 22 nd St	GARAGE – <i>Zoning Review, Incomplete Application, Review of Supplemental Info Provided, Issuance of Denial</i>
502 Broad St	ROOF – <i>Building Permit Issuance, Invoicing & Applicant Notification</i>
135 Messinger	DECK – <i>CO Issuance</i>
526 Broad St	STEPS & SIDEWALK – <i>Zoning Review of applicant’s supplement information. Issuance of Denial.</i>
510 Prospect St	SOLAR ROOF – <i>CO Issuance</i>
621 Broad St	ELECTRIC UPGRAGE – <i>CO Issuance</i>
100 Barral St	BASEMENT FINISH – <i>CO Issuance</i>
140 Messinger	BASEMENT FINISH – <i>Building Permit Submission & Invoicing</i>
160 Barral St	BASEMENT FINISH – <i>Building Permit Submission & Invoicing</i>
628 High St	SHED – <i>Zoning Review, Invoicing, Applicant Notification of Incomplete Submission</i>
455 Chief Tatamy	ROOF – <i>Building Permit Invoicing, Issuance & Applicant Notification</i>
615 Chief Tatamy	ROOF REPLACEMENT - <i>Building Permit Review, Invoicing, BP Under Review</i>
455 Chief Tatamy	DECK – <i>Building Permit Invoicing, Issuance & Applicant Notification</i>
530 Prospect St	BASEMENT FINISH – <i>Building Permit Issuance, Invoicing & Applicant Notification</i>
628 High St	SHED - <i>Notice of Violation, Zoning Re-Review, Zoning Resubmission Approval, Zoning Permit Issuance, Invoicing, & Applicant Notification</i>
257 Shelley St	UGI GAS / ROAD OPENING PERMIT - <i>Application Review, Invoicing, Coordination w/Applicant, Public Works, Permit Issuance & Applicant Notification</i>
184 N. 7 th St	SEWER LINE REPAIR – <i>Applicant Notification of Incomplete Submission; New Information under Review, W Emergency Inspection Scheduled</i>
520 Prospect St	PLAN MODIFICATION (STEPS) – <i>Building Permits under Review, awaiting 9/10 requested info from Contractor</i>
140 Shelley St	PORCH ENTRANCE – <i>Issuance of Notice of Violation, Receipt of Application, Invoicing, Zoning Review Complete & Approved, Building Permit Underway</i>
	ROAD OPENING ORDINANCE – <i>Initiated Review</i>
104 S 8 th St	ROAD OPENING PERMIT – <i>Applicant Follow Up</i>
501 Broad St	ROOF - <i>Permit Status Determination Underway</i>
615 Chief Tatamy St	ROOF REPLACEMENT - <i>Building Permit Invoicing, Issuance & Applicant Notification</i>

BOROUGH ADMINISTRATION REPORTS

- a) Brien Kocher, Engineer was not present for the meeting, Borough Manager Saginario gave the Borough Engineer Report, he gave a brief description of the check list that is being done.
 - Open Items
 - Developers & Improvements Agreement, Myers Power
 - 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. DEP Permit
 - b) Michael Lester, Chairman gave the Sewer Authority Report. there were 62 Shut-Off letters sent out. The Sewer Authority need to decide if they are doing winter shut offs or not.
 - c) Peter Layman, Esquire did not have any updates for the Borough Solicitor Report.
 - d) Ryan McGinley gave the Borough Public Works & Facilities Report. Public Works helped with the car show. The Fall Fest went well other than the weather. The Metz Park equipment is in and can be used, we are getting tons of great compliments. Leaf cleanup is going to start in November and getting all the equipment ready. The IT closet is being worked on by PW, Borough Manager Saginario and Police Chief Snyder to get it all set up for the IT to go in.
 - e) Mark A. Saginario gave the Borough Manager Report. Borough Manager Saginario thanked Borough Administrator Nolder, PW Supervisor McGinley, and Police Chief Snyder for letting him take some personal time. The IT Closet is being worked on by the Borough employees, so the IT team can get into set up the cage.
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f) Mark A. Saginario gave the Treasury & Financial Reports.
 Borough of Tatamy
 TREASURER'S REPORT - SEPT 2024

Beginning Balance of General Fund as of:	<u>28-Aug-24</u>	\$	535,842.14
Deposits:	28 AUG 2024 - 2 OCT 2024	\$	83,679.11
Disbursements:	28 AUG 2024 - 2 OCT 2024	\$	117,929.18
Ending Balance w/ Transactions, as of	<u>2-Oct-24</u>	\$	501,592.07

Bank Balances: (Available)

<u>Fidelity Bank - Borough Funds</u>	<u>As of 2 OCT.,</u>
Broad Street Paving Fund	\$ 89,238.54
General Fund Checking	\$ 501,592.07
Operating Reserve	\$ 29,585.78
Building Fund	\$ 8,861.38
Police Vehicle / Equipment Fund	\$ 2,966.83
Street Paving Fund	\$ 33,437.94
Truck / Equipment Fund	\$ 3,101.65
Highway Aid	\$ 23,397.94
Refuse	\$ 117,150.62
Recreation Fund	\$ 109,020.27
Tatamy Grant Funds	\$ 16,469.31
Relief Fund - Borough Residents	\$ 7,747.35
General Fund Savings	\$ 38,410.72
Total Balance of Borough Operating Funds	\$ 980,980.40
<u>Fidelity Bank - Escrow Accounts</u>	
Escrow Master Account - Tatamy Borough	\$ 0.14
Escrow Disbursement Account	\$ -
Escrow Account, Non-Developers	\$ 3,723.18
Sub - Chrin of Delaware xxx4218	\$ 2,435.66
Sub - North St. Real-Estate xxx4221	\$ 118.47
Sub - TMC Management Corp xxx4224	\$ 8,818.72
Sub - Carson Commerce Lane xxx6687	\$ 323.67
Sub - Newport Hill LLC xxx0230	\$ 6,482.66
Total Balance of Borough Escrow Funds	\$ 21,902.50
Fidelity Bank CD Acct.	\$ 25,000.00
Total Balance of Borough Funds	\$ 1,027,882.90
<u>Tatamy Borough Delinquent Accounts</u>	
Refuse Delinquents 2018 - 2023	\$ 15,586.15
Refuse Delinquents 2024	\$ 17,897.89
Total Delinquent Refuse	\$ 33,484.04
Interim & Real-Estate Tax Delinquents 2022	\$ 665.38
Interim & Real-Estate Tax Delinquents - 2023	\$ 1,486.48
Real-Estate Tax Delinquents 2024	\$ 8,815.50
Interim Real-Estate Tax Delinquents 2024	\$ -
Real-Estate Tax Total Delinquents	\$ 10,967.36
Total Borough Delinquent Accounts	\$ 44,451.40

*Interest Bearing

Council Pro-Temp Porter makes a motion to ratify paid monthly bills & to pay bills & operating expenses as funds are available through 4 November 2024. Councilman Frey seconds this motion. Motion passes unanimously.

TATAMY PLANNING COMMISSION

Borough Manager Saginario gave the Planning Commission Report. The Council Members had an open discussion on Village at Hobson Square.

PRESIDENT'S CORRESPONDENCE

President Hayes had no comments.

CURRENT BUSINESS

- a) 2025 Budget Presentation - 1st Reading- Council President Hayes went over the 2025 Budget, no comments or concerns.
- b) HB 2265 of 2024- Borough Manager Saginario went over HB 2265 of 2024 to Council Members, had an open discussion, Council Members want it to go back to the PF&A meeting.
- c) Draft Employee Handbook- Borough Manager Saginario told Council to get any comments or concerns back to him as soon as possible.
- d) Tatamy Borough Emergency Operation Plans- Councilwoman Frace wanted more time to review the documents and asked for it to be put on the November Council Agenda.
- e) Informational- Borough Manager Saginario discussed the information with the Council.
 - Whitetail Call Log - September
 - Reality Transfer Detail Report – August (No Report)
 - Portnoff Real-Estate Report – September

ORDINANCES

None

RESOLUTIONS

The Council Members had an open discussion on Resolution 2024-015 A RESOLUTION OF THE BOROUGH COUNCIL, OF BOROUGH OF TATAMY, NORTHAMPTON COUNTY, COMMONWEALTH OF PENNSYLVANIA, A RESOLUTION ACCEPTING THE EMERGENCY OPERATIONS PLANS, PREPARED BY THE EMERGENCY MANAGEMENT COORDINATOR.

Council members would like this to be tabled and brought back next month on the agenda for some Council members to look over more in depth.

CORRESPONDENCE FORWARDED TO COUNCIL BY EMAIL

None

CURRENT SUBDIVISION / LAND DEVELOPMENT TIME LIMIT EXTENSIONS

The Village at Hobson Square, Tatamy Farms, LLC, 9 Dec. 2024

FOR THE GOOD OF THE ORDER / COURTESY of the FLOOR *Non-agenda items

- Courtesy of the Floor *Non-agenda items
 - Items to be placed on future Council agendas.
 - The next Council Meeting will be held on Monday, 4th Nov. 2024 commencing at 7:00 PM.
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ADJOURNMENT

Council Pro-Tempore Porter makes a motion to adjourn the meeting. Councilman Frey seconds this motion. Motion passes unanimously.

Respectfully submitted,

Mark Saginario, Borough Manager / Secretary
