

# BOROUGH OF TATAMY COUNCIL MEETING

Monday, 10 January 2022  
7:30 PM  
Tatamy Borough Municipal Building  
423 Broad St.  
Tatamy, PA 18085 & via Zoom



## Regular Monthly Council Meeting

### **CALL TO ORDER**

The regular meeting of the Tatamy Borough Council was held Monday, January 10<sup>th</sup>, 2022 at the Municipal Building 423 Broad Street Tatamy, PA. The meeting was called to order at 7:30 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, Abigail Miller, Jr. Council member (via zoom), Brien Kocher, Engineer (via zoom), Peter Layman, Solicitor (via zoom), Brianne Knapp, Borough Administrator, Mark Saginario, Borough Manager, and Ryan McGinley, Public Works Supervisor (via zoom). Citizens Chris Moren, Rudy Miller (via zoom), Melissa Davis (via zoom), and Deb Frace (via zoom) were present.

### **APPOINTMENTS BY MOTION OF COUNCIL**

- a. Pam Pearson made the motion to reappoint Peter Layman as Borough Solicitor. Frank Young seconded this motion. Motion approved unanimously.
- b. Frank Young made the motion to reappoint Hanover Engineering – Brien Kocher as Borough Engineer. Kristine Porter seconded this motion. Motion approved unanimously.
- c. Daniel Dewey made the motion to reappoint John Soloe as Zoning Enforcement Officer. Timothy Frey seconded the motion. Motion approved unanimously.
- d. Robert Wagner made the motion to reappoint Key Codes as UCC/BCO Plan Review Office and Inspection Services. Frank Young seconded this motion. Motion approved unanimously.

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

- a. Robert Hayes adds signature resolution to the agenda
- b. Daniel Dewey adds the following to the agenda under new business:
  - a. Eliminating Braden Park rental fees for residents
  - b. PSAB plus membership
  - c. Christmas tree collection
  - d. Boy Scouts using Braden Parks for meetings on Tuesday nights

### **COURTESY OF THE FLOOR**

The Council thanks Chris Moren for 20+ years of being involved with Tatamy.

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

Pamela Pearson makes the motion to approve the meeting minutes from the December 6<sup>th</sup> council meeting. Daniel Dewey seconded the motion. Motion approved unanimously.

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

### **Finance Committee**

Pamela Pearson gave the December Finance Committee report. The following topics were discussed:

- Yearend reports
- Tax Revenue
- Resident delinquent refuse
- Payroll outsourcing update
- 2022 Budget
- Budget codes vs. actual
- Monthly budgets
- Submitting for the Act 101 recycling performance grant
- Residents who want to purchase additional trash bins
- License for software to edit PDF files for the office
- Update on the treasurer audit
- PTO policy change

A discussion arose about residents requesting extra trash cans and getting rid of yard waste.

### **Capital Improvement Committee**

The Capital Improvement meeting was cancelled for December

### **HR Committee**

The HR Committee meeting was cancelled for December

### **Public Works Committee**

The Public Works Committee meeting was cancelled for December

### **Public Safety Committee**

The Public Safety Committee meeting was cancelled for December

### **Workplace Safety Committee**

Mark Saginario gave the December Workplace Safety Committee report. The following topics were discussed:

- No incidents in any of the offices
- Walkthrough of facilities in the Spring
- By April we must complete online training

### **Elected Official Open Floor**

There is nothing at this time.

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

Mayor James Pallante gave the mayor's report:

- Brent Castelletti's paperwork has been completed and he will begin the field training process
- Mayor James Pallante plans on attending the Nazareth COG meetings with Mark Saginario

### **PUBLIC SAFETY REPORTS**

#### **Fire Company Report**

Bob Hayes gave the report. For the month of December there were:

- 14 total man hours
- 159.30 Hours
- 3217.14 manhours for the year
- Responded to 1 incident

The following events are upcoming:

- January 10th is drill night
- January 17<sup>th</sup> is a drill night and a meeting
- January 24<sup>th</sup> is a drill night

#### **EMC**

Don Dereamus was not present

#### **Zoning Officer Report**

John Soloe was not present

### **BOROUGH ADMINISTRATION REPORTS**

#### **Borough Engineer Report**

Brien Kocher gave the Borough Engineer Report. The following topics were addressed:

- DCNR Grant Extension Update
  - Has been approved by DCNR. A discussion arose about the price increase and offsetting the cost with other grants. Peter Layman gave an update about the condemnation.
- Tatamy Farms, Phase 4 Review Letter
  - Phase 4 is in reference to six lots along Chief Tatamy St. Planning Commission reviewed the plan and recommends that Council conditionally approves the plans granted that the 11 conditions and 5 waivers are met. A representative from Tuskes was present at the meeting via zoom and agreed to these conditions. He will come into the Borough Office to sign off on this. A discussion arose about the placement of the trees and waiver number 4.
  - Pamela Pearson made the motion to approve the waivers. Timothy Frey seconded the motion. Motion approved unanimously.
  - Frank Young makes motion to conditionally approve Tatamy Farms Phase 4 based on conditions set forth by Engineers review letter, dated 30 December 2021. The letter must also be signed by a Tuskes representative. Pamela Pearson seconded the motion. Motion approved unanimously.
- Tatamy Farms Phase 3 Security Release
  - Developer has requested a security reduction and Brien recommends the release be granted by Council.
  - Daniel Dewey made a motion for the reduction of security by \$104,854.38, leaving a remaining balance of \$279,647.06 ; Tatamy Farms Phase 3 with conditions set forth in Engineers review letter, dated 30 December, 2021 Frank Young seconded the motion. Motion approved unanimously.

#### **Zoning Hearing Board**

Larry Kish was not present.

#### **Sewer Authority Report**

Stephen Riegel was not present.

Peter Layman will be going to the Sewer Authority meeting on Thursday, January 13<sup>th</sup>. Hopefully they will have a recommendation to appoint someone to the Sewer Authority and Council can vote on it in February's meeting.

### **Borough Solicitor Report**

Peter Layman gave the Borough Solicitor Report. The following topics were discussed:

- Conditional approval – already discussed
- Condemnation – already discussed
- Sewer Authority – already discussed
- Intermunicipal agreement looks fine from a legal perspective.

### **Borough Manager Report**

Daniel Dewey asks a question on the dot gov letter. Mark responds. The plan is to migrate off of GoDaddy as it is a big expense.

### **Treasury Report**

Council was given copies of the credits, debits, and account balances. Motion to pay bills was done last meeting.

### **TATAMY PLANNING COMMISSION**

Planning Commission Report

- No business other than the end of the year party
- November Meeting Minutes approved

### **PRESIDENT'S CORRESPONDENCE**

- Received a letter from acela architects and engineers. They would like to be considered to be out municipal engineer, architect, and/or consultant
- Received a letter from LV RHAB requesting that we fill out a form to get an accurate count of the homeless population in the area.
- Community action committee of the Lehigh Valley. Donations for the homeless

### **NEW BUSINESS**

- a. Ratification to pay Monthly Bills / Motion to Pay the Bills as needed
  - This was taken care of last meeting. Mark asks about a memorized bill in QB for the fire department. It is state aide paid quarterly. A discussion arose about Firemen's insurance.
- b. Highway Aid Audit, 2020
  - The office underwent a highway aid audit. There were some misclassifications, but the office passed the audit.
- c. Daniel Dewey suggests that we roll back the fees for the use of Braden Park for residents. Frank Young makes the motion to change the resident fee back to being \$0 to use Braden Park. Pamela Pearson seconds this motion. Motion approved unanimously. A discussion arose about putting up a sign in Braden park and updating the website.

- d. Daniel Dewey suggests that the Borough gets a PSAB plus membership. This is a new program that would change the cost of webinars from \$45 to free. Pamela Pearson makes a motion for conditional approval of getting this membership if it is under \$225. Frank Young seconds this motion. Motion approved unanimously.
- e. Daniel Dewey would like to discuss Christmas Tree collection - it seems to be dealt with. It was discussed that the office should add a link to Whitetail website on our website. Discussed bringing back the quarterly newsletters. Kristine Porter will give Council an update in February about this topic.
- f. Daniel Dewey will be using Braden Park as a resident for meetings on Tuesday evenings.

#### **IN PROGRESS BUSINESS**

- a. 2022 Budget w/ Monthly Breakdown  
This was already discussed
- b. DCNR Grant Extension  
This was already discussed
- c. IT Service Review Manager (.gov)  
This was already discussed
- d. Disposition of Records  
The Office has been talking to Stratix for a long-term data solution. Also trying to figure out what records we can get rid of.
- e. Payroll Service Update  
This was already discussed
- f. Install Barriers around new HVAC Condensers  
This is tabled until the spring
- g. 2022 Municipal Solid Waste & Recycling Transition Update  
This was already discussed
- h. NORCO Grow, MONROE LSA, Northampton LSA Grants  
No updates on this.
- i. Pedestrian Easement  
This was already discussed
- j. Treasurer Audit  
This was already discussed
- k. Fully Executed Animal Control Officer Agreement for 2022  
This is included as an FYI

#### **CAPITAL IMPROVEMENT PROJECTS**

- a) Roads – Nothing to report
- b) MS4 – Nothing to report
- c) Facilities / Parks – Nothing to report

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

- a) Motion to approve Tatamy Farms Waiver requests – This was already discussed
- 1. SALDO 154.046.D  
Requires the applicant to submit a Final Plan following the approval of a Preliminary Plan.

Request: The applicant is requesting to submit a Preliminary / Final Plan for review. The plan is simplistic in nature with 6 lots proposed adjoining an existing street. Most utilities have already been installed. The majority of the improvements include individual lot grading and some upgrades to the stormwater facilities. Due to the noted reasons, a waiver of this section is being requested.

2. SALDO 154.162.N.3

Requires drainage swales to have a minimum slope of 2%.

Request: The swale in the rear of the 6 new lots (lots 75-80) is currently designed with a slope of 1%. The applicant is requesting a waiver to allow the drainage swale to be designed as shown on the plan with a minimum slope of 1%. This waiver was previously granted for other areas in phases 1, 2 & 3.

3. SALDO 15.172.A.5.A

Requires an average of one deciduous street tree every 50 feet of distance along the street right-of-way line on each affected side of the street.

Request: A waiver of this section was granted with the original preliminary plan for the Tatamy Farms 2 subdivision to allow for one street per lot, two street trees per corner lot, and two per frontage of storm water management lots. Additionally, the screening buffer along Chief Tatamy Street would include the plantings as shown on the original preliminary plan (21 Douglas Fir trees and 7 shade trees). The screened buffer area from the original plan would be affected by the proposed 6 additional lots. The applicant requests to modify the original waiver. The intent is to keep the 7 shade trees as originally depicted but to relocate the evergreen portion of the buffer (21 Douglas Fir trees) to the rear property line of the proposed lots as depicted on the plans.

4. SALDO 154.172.A.6

Requires street trees to be planted a minimum of 2 feet from the curb line between the curb and sidewalk.

Request: To allow the trees to be planted between the right-of-way and the sidewalk.

5. SALDO 154.166.C

Requires driveways be no closer than 75 feet to roadway intersections.

Request: To allow the proposed driveway for Lot 80 to be closer than 75 feet. This waiver was previously granted for certain lots in phases 1, 2, & 3. The developer has proposed to provide a turnaround space in the proposed driveway to alleviate any safety concerns. Additionally, the intersection is a full stop condition."

- b) Motion to conditionally approve Tatamy Farms Phase 4 based on conditions set forth by Engineers review letter, dated 30 December 2021. – This was already discussed
- c) Motion for the reduction of security by \$104,854.38, leaving a remaining balance of \$279,647.06 ; Tatamy Farms Phase 3 with conditions set forth in Engineers review letter, dated 30 December, 2021. – This was already discussed
- d) Motion to adapt the 2022 Schedule of Fees  
Conditional approval FY, PP, unanimous

### **RESOLUTIONS**

Pamela Pearson made a motion to approve Resolution 2022-01 signature resolution for updating new signatures for Mark Saginario and James Pallante. Daniel Dewey seconds the motion. Motion approved unanimously.

### **ORDINANCES**

Ordinance # 288-2022

AN ORDINANCE OF THE BOROUGH OF TATAMY, NORTHAMPTON COUNTY, PENNSYLVANIA, PROVIDING FOR THE IMPOSITION AND COLLECTION OF FEES FOR THE COLLECTION AND DISPOSAL OF REFUSE WITHIN THE BOROUGH.

Pamela Pearson makes a motion to approve Ordinance # 288-2022. Robert Wagner seconds this motion. Motion approved unanimously.

### **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**

Mayor James Pallante would like to further discuss getting rid of the windows in the basement at the Municipal Building

Kristine Porter would like to discuss putting a traffic light on the intersection of 7<sup>th</sup> and Main Street

The next Council Meeting is 7 February 2022

### **ADJOURNMENT**

Pamela Pearson makes a motion to adjourn the meeting at 9:22 pm. Frank Young seconds this motion. Motion approved unanimously. Robert Hayes adjourned the meeting.

