

BOROUGH OF TATAMY COUNCIL MEETING AGENDA

Monday, 3 November 2025

7:00 PM Regular Mtg.

Llantrisant Retreat & Wellness Center 336

Bushkill Street

Tatamy, PA 18085



Regular Monthly Council Meeting Minutes

CALL TO ORDER

Council President Hayes calls the meeting to order at 7:01PM.

ROLL CALL

The following members were present at the meeting: Mayor James Pallante, Council President Robert Hayes, Council Vice-President Pam Pearson, Council Pro-Tempore Kristine Porter, Councilman Robert Wagner, Councilman Tim Frey, Councilman Michael Lester, and Councilwoman Deb Frace. The following administration was present at the meeting: Borough Manager Mark Saginario, Borough Administrator Kellie Nolder, Borough Solicitor Peter Layman, and Borough Engineer Brien Kocher. Police Chief Keith Synder, Public Works Supervisor Ryan McGinley, and Zoning/Code Enforcement Officer Jim Macort were excused from the meeting.

READING, AMENDING & APPROVAL OF AGENDA

Council Vice-President Pearson makes a motion to approve/amend 3rd November 2025 Agenda.

Councilwoman Frace seconds this motion. Motion passes unanimously.

COURTESY OF THE FLOOR

None.

APPROVAL OF COUNCIL MEETING MINUTES

Council Pro-Tempore Porter makes a motion to approve/amend 6th October 2025 Regular Council Meeting. Councilman Wagner seconds this motion. Motion passes unanimously.

APPOINTED COUNCIL MEMBER COMMITTEE REPORTS & REPORT OF ELECTED OFFICIALS

- a) Pamela Pearson, Chairwoman gave the Personnel, Finance & Admin. Committee report. The following topics were discussed: October treasurer report and financial reports, 2026 budget, Grants updates, Chrin time limit extension, and 2026 holiday and meeting schedule.
- b) Parks & Recreation Committee was canceled this month, but Borough Manager Saginario sent out an email update.
- c) Public Safety Committee was canceled this month.
- d) Public Works & Facilities Committee was canceled this month.
- e) Kristine Porter, Chairwoman gave the Community & Economic Development Committee report. The following topics were discussed: New Years Eve planning, 250 Anniversary, and Fall Fest overview.
- f) Environmental Steering Committee was canceled this month.
- g) Workplace Safety Committee was canceled this month.
- h) Nazareth Council of Governments meeting was canceled this month.
- i) Elected Official Open Floor- None

MAYOR'S COMMENTS & REPORT

Jim Pallante, Mayor wanted to thank everyone for everything the Borough has done in the past 4 years of him being Mayor.

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PUBLIC SAFETY REPORTS

- a) PD Chief Snyder was not present for the meeting. Borough Manager Saginario gave the Police Report. Had a total of 77 calls for service. The department had firearms qualification completed.
- b) FD Chief McDonald was not present at the meeting and did not give a Fire Company Report.
- c) Don Dereamus was not present at the meeting to give the EMC report.
- d) Jim Macort, Zoning Officer was not present at the meeting. Borough Manager Saginario gave the Zoning & Code Officer Report.

10-3-2025

No new permits, filed Key Codes inspection reports, reviewed open files. (1hr)

10-10-2025

41 S. 7th St-TZ 2025-051 Gas service-approve.

Processed and separated plan reviews from Base Engineering-Called applicants-let them know permits were ready and balance due. (2.5 hrs)

10-13-2025

Went through all open permits and jobs, organized file cabinet, contacted Key Codes for an update on oldest files. (2.0hrs)

10-17-23

Site visit to 415 Chief Tatamy-Z2025-052-approved-pavers.

Filed Key Codes reports (1.25hrs)

10-22-2025

282 Shelley St-HVAC-Z2025-053-approved

Emailed Shawn Haas about Chrin Quad 2 project

File Key Codes reports (2.0 hrs)

10-31-2025

282 Shelley-Separated permits from Base Engineering and called applicant.

735 Chief Tatamy-Closed file

224 Shelley-Closed file-fence in ROW

155 S. 2nd-Closed file-room

502 Broad St-Closed file-roof 217 High ST-closed file-shed Activity report (2 hrs)

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BOROUGH ADMINISTRATION REPORTS

- a) Brien Kocher, Engineer gave the Borough Engineer Report.
- Open Items
 - Myers Power (New Point Hills)- the building is being built.
 - i. Land Development Updates
 - Tatamy Farms II- Still waiting on the street lights to be installed.
 - i. Dedication / Maintenance of Roadways Checklist, Updates
 - ii. Storm & Sewer Report, Updates
 - iii. Detention Pond Sinkhole Evaluation, Updates
 - Tatamy Trail – Two Rivers Phase I- The contractor is working on the updates of Tatamy Trail.
 - Village @ Hobson Square, Updates-
 - i. Time Limit Extension, 1 December 2025
 - Chrin Commerce Centre SALDO, SE Lot 2
 - i. Planning Commission Review
 - ii. Time Limit Extension, 2 February 2026
- b) Michael Lester, Chairman gave the Sewer Authority Report. On Prospect St the sewer line is being repaired. Shuts off letters went out to 31 homes, 12 did not pay yet and 2 called and 10 went to shut off. November 17th is the meeting with Palmer Township.
- c) Peter Layman, Esquire gave the Borough Solicitor Report. Will have comments soon for the MSW Bid Contract.
- d) Ryan McGinley was not present at the meeting to give the Borough Public Works & Facilities Report. Council President Hayes reviewed the report.
- e) Mark A. Saginario went over the Borough Manager Report. His report updates are on the agenda.
- f) Mark A. Saginario gave the Treasury & Financial Reports.

TREASURER'S REPORT - OCTOBER 2025

Beginning Balance of General Fund as of:	<u>1-Oct-25</u>	\$	575,293.58
Deposits:	1 OCT 2025 - 28 OCT 2025	\$	28,484.00
Disbursements:	1 OCT 2025 - 28 OCT 2025	\$	104,816.51
Ending Balance w/ Transactions, as of	<u>28-Oct-25</u>	\$	498,961.07

Bank Balances: (Available)

<u>Fidelity Bank - Borough Funds</u>	<u>As of 28 OCT.</u>
Broad Street Paving Fund	\$ 89,417.18
General Fund Checking	\$ 498,961.07
Operating Reserve	\$ 25,642.13
Building Fund	\$ 6,897.38
Police Vehicle / Equipment Fund	\$ 2,980.22
Street Paving Fund	\$ 33,605.52
Truck / Equipment Fund	\$ 3,110.97
Highway Aid	\$ 24,918.34
Refuse	\$ 106,461.98
Recreation Fund	\$ 166,684.55
Tatamy Grant Funds	\$ 16,543.41
Relief Fund - Borough Residents	\$ 7,782.28
General Fund Savings	\$ 41,663.72

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Total Balance of Borough Operating Funds	\$	1,024,668.75
<u>Fidelity Bank - Escrow Accounts</u>		
Escrow Master Account - Tatamy Borough	\$	0.14
Escrow Disbursement Account	\$	-
Escrow Account, Non-Developers	\$	4,350.76
Sub - Chrin of Delaware xxx4218	\$	1,267.45
Sub - North St. Real-Estate xxx4221	\$	118.47
Sub - TMC Management Corp xxx4224	\$	3,322.61
Sub - Carson Commerce Lane xxx6687	\$	433.09
Sub - Newport Hill LLC xxx0230	\$	4,211.89
Sub - Charles Chrin Real Estate Trus xxx0388	\$	5,074.51
Sub - Tatamy Farms LLC xxx1093	\$	3,465.09
Total Balance of Borough Escrow Funds	\$	22,244.01
Fidelity Bank CD Acct. 2023	\$	26,085.47
Fidelity Bank CD Acct. 2025	\$	25,000.00
Total Balance of Borough CD Funds	\$	51,085.47
Total Balance of Borough Funds	\$	1,097,998.23
<u>Tatamy Borough Delinquent Accounts</u>		
Refuse Delinquents 2018 - 2024	\$	13,131.97
Refuse Delinquents 2025	\$	20,752.97
Total Delinquent Refuse	\$	33,884.94
Interim & Real-Estate Tax Delinquents 2023	\$	-
Interim & Real-Estate Tax Delinquents - 2024	\$	89.89
Real-Estate Tax Delinquents 2025	\$	8,009.55
Interim Real-Estate Tax Delinquents 2025	\$	1,185.66
Real-Estate Tax Total Delinquents	\$	9,285.10
Total Borough Delinquent Accounts	\$	43,170.04

*All Accounts Interest Bearing

Councilman Lester makes a motion to ratify paid monthly bills & to pay bills & operating expenses as funds are available through 1st December 2025. Councilman Frey seconds this motion. Motion passes unanimously.

TATAMY PLANNING COMMISSION

Planning Commission meeting was canceled, no report.

PRESIDENT'S CORRESPONDENCE

President Hayes has no correspondence.

CURRENT BUSINESS

- a) Councilman Frey makes a motion to Acknowledge Time Limit Extension, Charles Chrin Real Estate Trust SE Quad Lot 2. Councilman Wagner seconds this motion. Motion passes unanimously.
- b) Council Vice-President Pearson makes a motion to advertise 2026 Meeting & Holiday Schedule. Councilman Frey seconds this motion. Motion passes unanimously.
- c) Council Vice-President Pearson makes a motion to advertise 2026 Budget Presentation & 2nd Reading. Councilwoman Frace seconds this motion. Motion passes unanimously.

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d) Informational (No Action Required) Borough Manager discussed the information.

- Whitetail Call Log, October
- Realty Transfer Detail Report (No Report)
- Portnoff Delinquent, October 2025
- Liquid Fuels Memo
- PAUC Memo
- Borough of Tatamy Annual Audit Report

ORDINANCES

Councilman Frey makes a motion to advertise Ordinance 312-2025; AN ORDINANCE PROVIDING FOR THE FIXING OF THE TAX RATE AND COLLECTING OF AN ANNUAL TAX FOR THE CALENDAR YEAR 2026; THE GENERAL FUND TAX RATE AND THE FIRE/EMS TAX RATE FOR THE BOROUGH OF TATAMY, NORTHAMPTON COUNTY, PENNSYLVANIA.

Councilman Lester seconds this motion. Motion passes unanimously.

RESOLUTIONS

Councilman Wagner makes a motion to approve Resolution 2025-012; A RESOLUTION OF THE BOROUGH COUNCIL, OF THE BOROUGH OF TATAMY, NORTHAMPTON COUNTY, COMMONWEALTH OF PENNSYLVANIA, DECLARING THE 2008 INTERNATIONAL 7400 UTILITY TRUCK AS SURPLUS PERSONAL PROPERTY, AUTHORIZING ITS SALE BY PUBLIC BID OR PUBLIC AUCTION, ESTABLISHING ITS MINIMUM FAIR MARKET VALUE, AND AUTHORIZING THE BOROUGH MANAGER AND PUBLIC WORKS SUPERVISOR TO EXECUTE ALL NECESSARY DOCUMENTS RELATED TO THE SALE.

Council Vice-President Pearson seconds this motion.

Motion passes 6-1

Ayes- Hayes, Pearson, Porter, Wagner, Frey, Frace

Nays- Lester

Councilman Frey makes a motion to approve Resolution 2025-014; A RESOLUTION OF THE BOROUGH COUNCIL OF THE BOROUGH OF TATAMY, NORTHAMPTON COUNTY, COMMONWEALTH OF PENNSYLVANIA, AUTHORIZING AND APPROVING INTERFUND TRANSFERS FROM THE GENERAL FUND TO VARIOUS CAPITAL RESERVE ACCOUNTS TO ENSURE LONG-TERM FISCAL HEALTH AND RESPONSIBLE STEWARDSHIP OF TAXPAYER FUNDS.

Council Vice-President Pearson seconds this motion. Motion passes unanimously.

CORRESPONDENCE FORWARDED TO COUNCIL BY EMAIL

- Village @ Hobson Square Plan Set

CURRENT SUBDIVISION / LAND DEVELOPMENT TIME LIMIT EXTENSIONS

- | | |
|---|-----------------|
| ➤ The Village at Hobson Square, Tatamy Farms, LLC | 1 December 2025 |
| ➤ Charles Chrin Commerce Centre Trust, LLC | 2 February 2026 |

FOR THE GOOD OF THE ORDER / COURTESY of the FLOOR

- Courtesy of the Floor *Non-agenda items
- Items to be placed on future Council agendas.
- The next Council Meeting will be held on Monday, 1st December 2025 commencing at 7:00 PM.

ADJOURNMENT

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Councilman Frey makes a motion to adjourn the meeting. Councilman Wagner seconds this motion. Motion passes unanimously.

Council President Hayes adjourns the meeting at 8:38PM.

Respectfully submitted,

Mark Saginario, Borough Manager / Secretary

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