

BOROUGH OF TATAMY COUNCIL MEETING

Tuesday, 3 Sept. 2024
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)

None

CALL TO ORDER

Council President Hayes calls the meeting to order at 7:03PM.

ROLL CALL

The following Council members were at the meeting: Council President Robert Hayes, Council Vice-President Pamela Pearson, Councilman Robert Wagner, Councilman Tim Frey, Councilman Michael Lester, Councilwoman Deborah Frace, and Junior Councilman Sam Maczko. The following Borough Administration were present at the meeting: Borough Manger 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: Mayor James Pallante, Council Pro-Tempore Kristine Porter, Borough Engineer Brein Kocher, and Zoning Officer Kathy Vossough.

READING, AMENDING & APPROVAL OF AGENDA

Councilman Wagner makes a motion to approve / amend the agenda for Borough Solicitor Layman to give his report in the beginning of the meeting. Councilman Lester seconds this motion. Motion passes unanimously.

COURTESY OF THE FLOOR

None.

APPROVAL OF COUNCIL MEETING MINUTES

Council Vice-President makes a motion to approve/amend the 5th August 2024 Regular Council Meeting. Councilman Wagner seconds this motion. Motion passes unanimously.

REGULAR MONTHLY COUNCIL MEETING MINUTES

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 at the meeting: Copies of August Treasurers & Financial reports, all the tax reports, July Bank Reconciliations, 2023 Financial Audit, 2025 Draft Budget, 2025 Schedule of Fees, HB 2265 of 2024, Drive locker Invoices, Meals on Wheels donation request, and 2025 MMO. The next meeting is on Wednesday September 25th, 2024.
- b) Michael Lester, Chairman gave the Parks & Recreation Committee report. The following topics were discussed at the meeting: Werkheiser Park Gazebo, the Metz Park Equipment, Braden Park Batting Cages, and Rec Fund Earmarks. The next meeting is on Monday September 9th, 2024.
- c) Public Safety Committee meeting was canceled this month. The next meeting is on September 19th, 2024.
- d) Bob Hayes, Chairman gave the Public Works & Facilities Committee report. The following topics were discussed at the meeting: ordinance amendment, Main Street widening, Tatamy Farms, creation of sinkhole emergency plan, and the brick repointing. The next meeting is on September 11th, 2024.
- e) Community & Economic Development Committee was canceled this month. The next meeting is on September 18th, 2024.
- f) Environmental Steering Committee meeting was canceled. The next meeting is on September 12th, 2024.
- g) Workplace Safety Committee was canceled this month. The next meeting is on September 26th, 2024.
- h) Nazareth Council of Governments was canceled this month. The next meeting is on September 19th, 2024.
- i) Elected Official Open Floor- None
 - Tatamy Borough Newsletter (Councilwomen Porter) – Council Pro-Tempore Porter was not present at the meeting.

MAYOR'S COMMENTS & REPORT

- a) Jim Pallante, Mayor was not present at the meeting to give his report. Borough Manager Saginario gave his report. Mayor wanted to talk about how well the Craft Show went and the Yard Sale was a hit in Tatamy. He wanted to thank all the Tatamy Borough staff for their hard work.

PUBLIC SAFETY REPORTS

- a) PD Chief Snyder gave the Police Report. The department had 120 incidents this past month, the officers have LifeSaver training in October, and National Night Out is on October 1st, 2024 at the Nazareth Area Intermediate School.
- b) FD Chief McDonald was not at the meeting to give the Fire Company Report. Council Vice- President Pearson gives the FD report. The FD was dispatched to 3 incidents and had 41 Daily activities, and 1156.75 Man Hours.
- c) Don Dereamus was not at the meeting to give the EMC report.

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d) Kathy Vossough, Zoning Officer, was not present at the meeting to give the Zoning Officer Report. Below is the Zoning report:

418 Main St	SHED - <i>Zoning Review, Approval, Invoicing - Zoning Permit Issued</i>
627 Hobson St	POOL - 24x50 Above-Ground Pool – <i>Building Permit Submission & Invoicing; Zoning Review Completed & Issued</i>
520 Prospect St	ROOFED DECK – <i>Building Permit Submission & Invoicing; Zoning Review Completed & Issued</i>
510 Prospect St	SOLAR - <i>Construction Permit Processed, Invoiced & Issued</i>
719 Main St	FENCE - <i>Zoning Review, Approval, Invoicing - Zoning Permit Issued</i>
240 S Main St	INQUIRY/APP REQUEST: Fire Alarm System Permit Requirement Inquiry & Support (8/14)
166 Messinger	SOLAR – <i>Permit Issuance, Invoicing & Notification</i>
245 Bushkill St	SOLAR – <i>Permit Issuance, Invoicing & Notification</i>
247 Bushkill St	SOLAR – <i>Permit Issuance, Invoicing & Notification</i>
60 S. 8 th St RAW	SIGNAGE - <i>Construction Permit Processed, Invoiced & Issued/ Zoning Review Completed & Issued</i>
235 Trisha St	POOL - Above-Ground Pool - <i>CO Issuance</i>
455 Chief Tatamy	DECK – <i>Building Permit Submission & Invoicing; Zoning Review Completed & Issued</i>
526 Broad St	STEPS & SIDEWALK - <i>Zoning Review Initiated & Incomplete App Follow Ups</i>
Tatamy Farms	PLANS - Preliminary / Final Plan Submission- <i>Initiated Plan Review</i>
518 Main St	SHED – <i>Zoning Review, Approval, Invoicing - Zoning Permit Issued</i>

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BOROUGH ADMINISTRATION REPORTS

- a) Brien Kocher, Engineer was not present at the meeting. Borough Manager Saginario gave the Borough Engineer Report.
- Open Items
 - Developers & Improvements Agreement, Myers Power- Myers is going through the beginning stages of agreements and Escrow account.
 - Tatamy Farms, LLC
 - i. Dedication / Maintenance of Roadways Checklist is still in the works and is being worked on.
 - ii. Storm Sewer – No updates.
 - iii. Detention Pond Sinkhole Evaluation – Has a meeting to look over the sinkholes in September with Tuskes.
 - Tatamy Trail – Two Rivers Phase I- Hanover Engineering are getting bids.
 - i. DEP Permit
 - Braden Park Embankment Remediation Repair – all the repairs are done, and it looks much better.
- b) Michael Lester, Chairman gave the Sewer Authority Report. The Sewer Authority has no update on the Palmer Township agreement. The Sewer Chairman reported that the Sewer Authority raised their connection fee from 4011.00 to 9915.00 dollars.
- c) Peter Layman, Esquire gave the Borough Solicitor Report.
- Intergovernmental Agreement – Mr. Layman reviewed the agreement and has no comment.

Council Vice-President Pearson makes a motion to approve to send the intergovernmental agreement to Tuskes to review. Councilman Frey seconds this motion. Motion passes unanimously.

- d) Ryan McGinley gave the Borough Public Works & Facilities Report. Mr. Grim and Ryan did a full inspection of the storm water. The Main Street widening project is going to start next week with 24 hours a day flagger. The PW department is starting the Metz Park equipment next week to install the park equipment.
- e) Mark A. Saginario gave the Borough Manager Report. The IT service worked on the Boroughs Firewall, now the Police is next for their Firewall. The new IT closet room is being built for the new upgraded IT.

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- f) Mark A. Saginario gave the Treasury & Financial Reports.
 g) Borough of Tatamy

TREASURER'S REPORT - AUG 2024

Beginning Balance of General Fund as of:	<u>1-Aug-24</u>	\$	600,951.10
Deposits:	1 AUG 2024 - 28 AUG 2024	\$	55,377.71
Disbursements:	1 AUG 2024 - 28 AUG 2024	\$	120,486.67
Ending Balance w/ Transactions, as of	<u>28-Aug-24</u>	\$	535,842.14

Bank Balances: (Available)

Fidelity Bank - Borough Funds	As of 28 AUG.
Broad Street Paving Fund	\$ 89,197.00
General Fund Checking	\$ 535,842.14
Operating Reserve	\$ 29,536.39
Building Fund	\$ 8,854.72
Police Vehicle / Equipment Fund	\$ 2,964.60
Street Paving Fund	\$ 33,410.01
Truck / Equipment Fund	\$ 3,099.69
Highway Aid	\$ 26,996.88
Refuse	\$ 120,607.42
Recreation Fund	\$ 108,865.55
Tatamy Grant Funds	\$ 16,454.80
Relief Fund - Borough Residents	\$ 7,741.53
General Fund Savings	\$ 38,362.61
Total Balance of Borough Operating Funds	\$ 1,021,933.34

Fidelity Bank - Escrow Accounts

Escrow Master Account - Tatamy Borough	\$ 0.14
Escrow Disbursement Account	\$ -
Escrow Account, Non-Developers	\$ 3,723.04
Sub - Chrin of Delaware xxx4218	\$ 755.57
Sub - North St. Real-Estate xxx4221	\$ 118.47
Sub - TMC Management Corp xxx4224	\$ 8,818.23
Sub - Carson Commerce Lane xxx6687	\$ 323.63
Sub - Newport Hill LLC xxx0230	\$ 5,034.33
Total Balance of Borough Escrow Funds	\$ 18,773.41
Fidelity Bank CD Acct.	\$ 25,000.00
Total Balance of Borough Funds	\$ 1,065,706.75

Tatamy Borough Delinquent Accounts

Refuse Delinquents 2018 - 2023	\$ 16,056.15
Refuse Delinquents 2024	\$ 7,617.75
Total Delinquent Refuse	\$ 23,673.90
Interim & Real-Estate Tax Delinquents 2022	\$ 1,490.88
Interim & Real-Estate Tax Delinquents - 2023	\$ 1,486.48
Real-Estate Tax Delinquents 2024	\$ 7,867.75
Interim Real-Estate Tax Delinquents 2024	\$ -
Real-Estate Tax Total Delinquents	\$ 10,845.11
Total Borough Delinquent Accounts	\$ 34,519.01

*Interest Bearing

Councilwoman Frace makes a motion to ratify paid monthly bills & to pay bills & operating expenses as funds are available through 7 October 2024. Councilman Wagner seconds this motion. Motion passes unanimously.

TATAMY PLANNING COMMISSION

- a) Planning Commission Report- September 10th, 2024 is the next Planning Commission meeting.
 a. No Current Business

REGULAR MONTHLY COUNCIL MEETING MINUTES

PRESIDENT’S CORRESPONDENCE

None.

CURRENT BUSINESS

- a) Councilman Frey makes a motion to approve the 2023 Financial Audit Review & Approval. Councilwoman Frace seconds this motion. Motion passes unanimously.
- b) Minimum Municipal Obligation, 2025:
 - Council Vice-President makes a motion to approve Non-Uniform Municipal obligation for 2025. Councilman Wagner seconds this motion. Councilman Lester abstains, all ayes. Motion carries.
 - Councilman Wagner makes a motion to approve Police Municipal obligation for 2025. Councilwoman Frace seconds this motion. Councilman Lester abstains, all ayes. Motion carries.
- c) Council Vice-President Pearson makes a motion to approve Intergovernmental Agreement to be sent to Tuskes. Councilman Frey seconds this motion. Motion passes unanimously.
- d) Neighbors in Need – Meals on Wheels- The Council members had an open discussion. Councilman Wagner makes a motion to decline the request of Meals on Wheels donation. Councilman Lester seconds this motion. Motion passes unanimously.
- e) HB 2265 of 2024 – Borough Manager Saginario is doing a survey.
- f) Draft Employee Handbook- is getting comments back from Council Members to review.
- g) Living Qualities Ordinance Discussion – The committee is having a final review, and any other comments need to be given to Borough Manager Saginario
- h) Informational- Council President Hayes went over the information.
 - Whitetail Call Log - August
 - Reality Transfer Detail Report – July (No Report)
 - Portnoff Real-Estate Report – August

ORDINANCES

None

RESOLUTIONS

Councilman Frey makes a motion to approve Resolution 2024-012 A RESOLUTION OF THE BOROUGH OF TATAMY, COMMONWEALTH OF PENNSYLVANIA, SUPPORTING THE PENNSYLVANIA COMMISSION FOR THE UNITED STATES SEMI-QUINCENTENNIAL (AMERICA250PA). Council Vice-President Pearson seconds this motion. Motion passes unanimously.

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

- Courtesy of the Floor- None
- Items to be placed on future Council agendas.
- The next Council Meeting will be held on Monday, 7th Oct. 2024 commencing at 7:00 PM.

REGULAR MONTHLY COUNCIL MEETING MINUTES

ADJOURNMENT

Council Vice-President Pearson makes a motion to adjourn the meeting. Councilman Lester seconds this motion. Motion passes unanimously.

The meeting adjourned at 8:44PM.

Respectfully submitted,

Mark Saginario, Borough Manager / Secretary