

BOROUGH OF TATAMY COUNCIL MEETING

Tuesday, 2nd January 2024
7:00 PM Regular Mtg.
Llantrissant Retreat & Wellness Center
336 Bushkill Street
Tatamy, PA 18085



Reorganization & Regular Monthly Council Meeting Minutes

EXECUTIVE SESSION – (Pursuant to Title 65 Pa. C.S.A § 701 – The Sunshine Act)

None

Affidavits of Residency

Pamela Pearson,	Oath of Office
Robert Wagner,	Oath of Office
Deborah Frace,	Oath of Office
Michael Lester,	Oath of Office

Oath of Office Administered by Notary Public Mark Saginario.

CALL TO ORDER

The meeting was called to order at 7:00PM.

ROLL CALL

The following Council Members were present at the meeting: Councilman Robert Hayes, Councilwoman Pamela Pearson, Councilman Robert Wagner, Councilwoman Kristine Porter, Councilman Tim Frey, Councilman Michael Lester, Councilwoman Deborah Frace, Junior Councilman Sam Maczko. 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, Public Works Supervisor Ryan McGinley, and Borough Zoning Officer Suzanne Borzak. The following Members were excused from the meeting: Mayor James Pallante and Borough Engineer Brien Kocher. The following residents were present at the meeting: Pat Maczko (604 Broad St.), Pam Center (604 Broad St.), and Joe Torrisi (30 S. 5th St.).

NOMINATION AND ELECTION OF OFFICERS

a) NOMINATION AND ELECTION OF COUNCIL PRESIDENT

Pamela Pearson nominated Robert Hayes for President. Tim Frey seconds this nomination. There were no other nominations. Nomination secured by unanimous vote.

b) NOMINATION AND ELECTION OF COUNCIL VICE PRESIDENT

Robert Wagner nominated Pamela Pearson for Vice-President. Tim Frey seconds this nomination. There were no other nominations. Nomination secured by unanimous vote.

c) NOMINATION AND ELECTION OF COUNCIL PRESIDENT PRO TEM

Robert Wagner nominated Kristine Porter for President Pro Tem. Robert Hayes seconds this nomination. There were no other nominations. Nomination secured by unanimous vote.

REGULAR MONTHLY COUNCIL MEETING AGENDA

PROFESSIONAL SERVICES APPOINTMENTS BY MOTION OF COUNCIL

- a) LEGAL Reappointing Peter Laymen, as Borough Solicitor
Kristine Porter makes a motion to reappoint Peter Layman as Borough Solicitor. Michael Lester seconds this motion. Motion passes unanimously.
- b) ENGINEERING Reappointing Hanover Engineering, Brien Kocher as Borough Engineer
Tim Frey makes a motion to reappoint Hanover Engineering, Brien Kocher as Borough Engineer. Kristine Porter seconds this motion. Motion passes unanimously.
- c) ZONING OFFICER Reappointing Suzanne Borzak, as Zoning & Code Enforcement Officer
Pamela Pearson makes a motion to reappoint Suzanne Borzak, as Zoning & Code Enforcement Officer. Robert Wagner seconds this motion. Motion passes unanimously.
- d) INSPECTION SERVICES Reappointing Keycodes as UCC/BCO Plan Review Office and Inspection Services
Robert Wagner makes a motion to reappoint Keycodes as UCC/BCO Plan Review Office and Inspection Services. Michael Lester seconds this motion. Motion passes unanimously.

OTHER APPOINTMENTS BY MOTION OF COUNCIL

- a) Vacancy Board Chairperson Reappointing Ryan McGinley
Deborah Frace makes a motion to reappoint Ryan McGinley for Vacancy Board Chairperson. Tim Frey seconds this motion. Motion passes unanimously.
- b) Animal Control Officers Keith Snyder, Alt. 1- Mark Saginario, Alt. 2- Kellie Nolder
Michael Lester makes a motion to appoint Keith Snyder, Alt. 1 Mark Saginario, Alt 2 Kellie Nolder for Animal Control Officers. Deborah Frace seconds this motion. Motion passes unanimously.
- c) AORO / RTK Officer Reappointing Manager Saginario
Robert Wagner makes a motion to reappoint Manager Saginario for the AORO/RTK Officer. Kristine Porter seconds this motion. Motion passes unanimously.
- d) Assistant Zoning & Code Appointing Manager Saginario as Assistant Zoning & Code Enforcement
Pamela Pearson makes a motion to appoint Manager Saginario as Assistant Zoning & Code Enforcement. Kristine Porter seconds this motion. Motion passes unanimously.

READING, AMENDING & APPROVAL OF AGENDA

Council Pro-Tem Porter makes a motion to approve / amend the agenda. Council Vice-President Pearson seconds this motion. Motion passes unanimously.

COURTESY OF THE FLOOR

None

APPROVAL OF COUNCIL MEETING MINUTES

Council Vice-President Pearson makes a motion to approve 4th December 2023 Regular Council Meeting minutes. Councilman Wagner seconds this motion. Motion passes unanimously.

REGULAR MONTHLY COUNCIL MEETING AGENDA

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: finances, grants, Suburban EMS funding request, Animal Control officer, Tatamy Farms, and Braden Park Field Repairs. The next meeting is on Wednesday, January 31st 2024.
- b) Parks & Recreation Committee meeting was canceled this month. Next meeting is Monday January, 8th 2024.
- c) Borough Manager Saginario gave the Public Safety Committee meeting report. The following topics were discussed: Draft Ordinance- One Way Street, Draft Ordinance No Parking- Green St. to Public Works Garage, angle/ handicap parking on Broad St., No Parking on Main St., and Police Tip line. The next meeting is on Thursday, January 18th 2024.
- d) Public Works & Facilities Committee meeting was canceled. Next meeting is on Wednesday January, 10th 2024.
- e) Community & Economic Development Committee meeting was canceled. The next meeting is on Wednesday January 17th 2024.
- f) Environmental Steering Committee meeting was canceled. The next meeting is on Thursday, January 11th 2024.
- g) Workplace Safety Committee was canceled this month. The next meeting is on Thursday January 25th 2024.
- h) Nazareth Council of Governments was canceled this month. The next meeting is on Thursday January 18th 2024.
- i) Elected Official Open Floor- Councilwoman Frace recognized the passing of Tatamy Borough residents, Craig Ott and Richard Frace.
 - Tatamy Borough Newsletter (Councilwoman Porter)- said the Newsletter will be done in the next month as a look back on 2023.

MAYOR'S COMMENTS & REPORT

- a) Jim Pallante, Mayor- None

PUBLIC SAFETY REPORTS

- a) PD Chief Snyder gave the Police Report. 102 incidents this month. He received a call to get a Narcan box to put in the lobby of the municipal building and was seeing what the Council felt about it. The Council had an open discussion and felt like it was a good idea and to get more information.
- b) FD Chief McDonald was not present to give the Fire Company Report. Borough Manager Saginario went over the report. 35 daily activities and 925.24-man Hours, and the FD purchased a new/used rescue truck.
- c) Don Dereamus was not present to give the EMC.
- d) Suzanne Borzak, Zoning Officer gave the Zoning Officer Report. The Zoning Hearing Board convened for an appeal pertaining to Fence placement. The appeal was denied.

REGULAR MONTHLY COUNCIL MEETING AGENDA

BOROUGH ADMINISTRATION REPORTS

- a) Brien Kocher, Engineer was not present, Borough Manager Saginario gave the Borough Engineer Report.
 - Open Items
 - Tatamy Farms Close-Out – still working on the list in Tatamy Farms. Tuskes will maintain Trisha St. and Chief Tatamy St. over the winter.
 - i. Final Wearing Course
 - ii. Storm Sewer
 - Tatamy Trail – Two Rivers Phase I- are working on the paperwork to send to the county for the permit.
 - i. DEP Permit
- b) Michael Lester, Chairman gave the Sewer Authority Report. The bills were just sent out, there will be no shut offs in winter. Shutoff will begin in March with the March bills. At 3 months behind you will have a shutoff notice.
- c) Peter Layman, Esquire gave the Borough Solicitor Report. Mr. Layman Braden Park is on the last steps, and he is going to reach out to see the final steps for the Annexation.
- d) Ryan McGinley gave the Borough Public Works Report.
- e) Mark A. Saginario gave the Borough Manager Report. We were approved for the IT Grant, just waiting for the grant agreement.
- f) Mark A. Saginario gave the Treasury & Financial Reports.

**Borough of Tatamy
TREASURER’S REPORT**

Balance of General Fund as of:	29-Nov-23	\$	344,382.11
Deposits:	29 Nov. - 26 Dec. 2023	\$	27,299.48
Disbursements:	29 Nov. - 26 Dec. 2023	\$	85,904.75
Ending Balance w/ Transactions, as of	26-Dec-23	\$	285,776.84

Bank Balances: (Available)

<u>Fidelity Bank - Borough Funds</u>	<u>As of 26 Dec.,</u>
Broad Street Paving Fund	\$ 89,001.11
Building Fund	\$ 6,333.52
General Fund Checking	\$ 285,776.84
General Fund Savings	\$ 38,170.81
Highway Aid	\$ 20,091.45
Operating Reserve	\$ 32,823.24
Police Vehicle / Equipment Fund	\$ 461.09
Recreation Fund	\$ 168,392.53
Refuse	\$ 70,513.73
Relief Fund - Borough Residents	\$ 8,572.28
Street Paving Fund	\$ 33,298.55
Tatamy Grant Funds	\$ 64,845.22
Truck / Equipment Fund	\$ 3,090.20
Total Balance of Borough Operating Funds	\$ 821,370.57

REGULAR MONTHLY COUNCIL MEETING AGENDA

<u>Fidelity Bank - Escrow Accounts</u>		
Escrow Master Account - Tatamy Borough	\$	0.14
Escrow Disbursement Account	\$	1,546.43
Escrow Account, Non-Developers	\$	4,551.88
Sub - Chrin of Delaware xxx4218	\$	2,500.07
Sub - North St. Real-Estate xxx4221	\$	118.47
Sub - TMC Management Corp xxx4224	\$	9,053.26
Sub - Carson Commerce Lane xxx6687	\$	1,751.71
Sub - Newport Hill LLC xxx0230	\$	9,542.26
Total Balance of Borough Escrow Funds	\$	29,064.22
Fidelity Bank CD Acct.	\$	25,000.00
Total Balance of Borough Funds	\$	875,434.79
<u>Tatamy Borough Delinquent Accounts</u>		
Refuse Delinquents 2018 - 2022	\$	12,134.30
Refuse Delinquents 2023	\$	8,800.00
Total Delinquent Refuse	\$	20,934.30
Real-Estate Tax 2023	\$	5,439.15
Interim Real-Estate Tax 2023	\$	4,703.95
Real-Estate Tax Total Delinquents	\$	10,143.10
Total Borough Delinquent Accounts	\$	31,077.40

Council Pro-Temp Porter makes a motion to ratify paid monthly bills & to pay bills and operating expenses as funds are available through 5 February 2024. Councilwoman Frace seconds this motion. Motion passes unanimously.

TATAMY PLANNING COMMISSION

- a) Planning Commission meeting was canceled this month.
 - a. Myers Power Preliminary Plan

PRESIDENT'S CORRESPONDENCE

President Hayes had no comments.

REGULAR MONTHLY COUNCIL MEETING AGENDA

CURRENT BUSINESS

- a) New Point Hill / Myers Power Time Limit Extension
Council Vice-President Pearson makes a motion to acknowledge the Time Limit Extension. Councilman Frey seconds this motion. Motion passes unanimously.
- b) Board Appointments
 - Council Vice-President makes a motion to accept the Letter of intent by Michael Lester for the Sewer Authority 5-year term. Councilman Wagner seconds this motion. Motion passes unanimously.
 - Councilman Frey makes a motion to accept the Letter of intent by Daniel Dewey Planning Commission Alt.4-year term. Councilman Lester seconds this motion. Motion passes unanimously.
- c) Council Committee Appointments by Council President want to speak with the Councilmembers before choosing the committee members.
- d) Draft Ordinance 304-2024 One Way Roadway
Council members had an open discussion on the draft Ordinance 304-2024.
- e) Draft Ordinance 305-2024 Amending Parking Ordinance
Council members had an open discussion on the Draft Ordinance 305-2024.
- f) Vice-President to make a motion to approve 2024 Schedule of Fees. Councilman Lester seconds this motion. Motion passes unanimously.
- g) Borough Manager Saginario went over the Hobson Street Survey. Vice-President Pearson makes a motion to approve the Hobson Street Survey. Councilman Frey seconds this motion. Motion passes unanimously.
- h) Borough Manager Saginario speaks on the Informational portion.
 - Whitetail Call Log – December
 - Reality Transfer Detail Report – November 2023
 - Portnoff Real-Estate Report
 - Hanover Engineering – Tatamy Trail Extension, DEP Response
 - County of Northampton, Borough & Township Assessments
 - Council Informational Memo
 - NorCo GROW Grant Award

REGULAR MONTHLY COUNCIL MEETING AGENDA

ORDINANCES

ORDINANCE 304-2024

AN ORDINANCE OF THE BOROUGH OF TATAMY, NORTHAMPTON COUNTY, PENNSYLVANIA, AMENDING TITLE VII, CHAPTER 71 OF THE TATAMY BOROUGH, PENNSYLVANIA, CODE OF ORDINANCES, TRAFFIC CODE, TRAFFIC REGULATIONS, CREATING SECTION 71.23, ONE WAY ROADWAY.

Council Pro-Temp Porter makes a motion to advertise Draft Ordinance 304-2024. Councilman Wagner seconds this motion.

Roll Call Vote: Aye's Council President Hayes, Council Vice-President Pearson, Council Pro-Temp Porter, Councilman Wagner, Councilman Frey, and Councilwoman Frace.
Nay's Councilman Lester

Motion Carries: 6-1

ORDINANCE 305-2024

AN ORDINANCE OF THE BOROUGH OF TATAMY, NORTHAMPTON COUNTY, PENNSYLVANIA, AMENDING TITLE VII, CHAPTER 76 OF THE TATAMY BOROUGH, PENNSYLVANIA, CODE OF ORDINANCES, TRAFFIC CODE, PARKING SCHEDULES, SCHEDULE I, PARKING PROHIBITED.

AMENDING CERTAIN ORDINANCES OF THE BOROUGH OF TATAMY, NORTHAMPTON COUNTY, PENNSYLVANIA, ORDINANCE NO. 26-1962 AS AMENDED AND ENTITLED, "AN ORDINANCE PRESCRIBING TRAFFIC AND PARKING REGULATIONS AND PROVIDING PENALTIES FOR THEIR VIOLATION" AND ORDINANCE NO. 60-1969 AS AMENDED AND ENTITLED, "AN ORDINANCE PRESCRIBING TRAFFIC AND PARKING REGULATIONS AND PROVIDING PENALTIES FOR THEIR VIOLATIONS" AND ORDINANCE 234-2008 AS ENTITLED "AN ORDINANCE PRESCRIBING TRAFFIC AND PARKING REGULATIONS AND PROVIDING PENALTIES FOR THEIR VIOLATION" SECTION 3. "PARKING PROHIBITED AT CERTAIN LOCATIONS".

Councilwoman Frace makes a motion to advertise Ordinance 305-2024. Council Pro-Temp Porter seconds this motion. Motion passes unanimously.

RESOLUTIONS

RESOLUTION 2024-001

A RESOLUTION OF THE BOROUGH COUNCIL, OF THE BOROUGH OF TATAMY, NORTHAMPTON COUNTY, COMMONWEALTH OF PENNSYLVANIA, AUTHORIZING PARTICIPATION IN THE PENNSYLVANIA STATE ASSOCIATION OF BOROUGH JUNIOR COUNCIL PERSON PROGRAM, NAMING SAM MACZKO AS JUNIOR COUNCIL PERSON.

Council Vice-President Pearson makes a motion to approve Resolution 2024-001. Councilman Wagner seconds this motion. Motion passes unanimously.

RESOLUTION 2024-002

A RESOLUTION ADOPTING BY OFFICIAL ACTION, THE RULES, AND REGULATIONS NECESSARY FOR THE CONDUCT OF ITS MEETINGS AND THE MAINTENANCE OF ORDER AND BE IN THE BEST INTEREST OF MAINTAINING THE RULES OF ORDER TO ADOPT ROBERTS' RULES OF ORDER.

Councilman Frey makes a motion to approve Resolution 2024-002. Councilman Lester seconds this motion. Motion passes unanimously.

REGULAR MONTHLY COUNCIL MEETING AGENDA

CORRESPONDENCE FORWARDED TO COUNCIL BY EMAIL

None

CURRENT SUBDIVISION / LAND DEVELOPMENT TIME LIMIT EXTENSIONS

New Point Hills / Myers Power expires 10 January 2024

FOR THE GOOD OF THE ORDER / COURTESY of the FLOOR

The next Council Meeting will be held on Monday, 5th February 2024 commencing at 7:00 PM.

ADJOURNMENT

Council Vice-President Pearson makes a motion to adjourn the meeting.

President Hayes adjourns the meeting at 8:44PM.

Respectfully submitted,

Mark Saginario, Borough Manager