

BOROUGH OF TATAMY COUNCIL MEETING

Monday, 1 April 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 7:01PM.

ROLL CALL

The following Council Members were present at the meeting: Mayor James Pallante, Council President Robert Hayes, Council Vice-President Pamela Pearson, Council Pro-Tempore Kristine Porter, 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 Manager Mark Saginario, Borough Administrator Kellie Nolder, Borough Solicitor Peter Layman, Borough Police Chief Keith Snyder, Public Works Supervisor Ryan McGinley, and Borough Engineer Brien Kocher. Borough Zoning Officer Suzanne Borzak was excused from the meeting. Resident Earl Wagner (227 Hobson St.) resident left meeting before meeting was called to order and resident Robert Bastian (454 Broad St.).

READING, AMENDING & APPROVAL OF AGENDA

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

COURTESY OF THE FLOOR

Robert Bastian spoke to the Council and Police Chief Snyder on the community Policing, and he would like to see more officers patrolling around town. Also, he is very worried about the new development as too much more traffic right in town.

APPROVAL OF COUNCIL MEETING MINUTES

Council Vice-President Pearson makes a motion to approve/amend 4th March 2024 Regular Council Meeting Minutes. Councilman Frey 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 committee discussed the following topics: Copies of March Treasurers & Financial reports, all the tax reports, March 2024 Bank Reconciliations, Health Plans for Police Officer, Grants, Suburban EMS, Lehigh Valley Chamber of Commerce, and Palmer Township joint Bushkill stormwater mitigation meeting. The next meeting is on May 1st, 2024.
- b) Michael Lester, Chairman gave the Parks & Recreation Committee report. The following topics were discussed: Werkheiser Family Park details, Braden ark Batting cages, Braden Park Equipment relocation, Metz Park equipment purchases, and quotes for portable bathrooms. The next meeting is on April 8th, 2024.
- c) Public Safety Committee meeting was canceled this month. The next meeting is on April 18th, 2024.

REGULAR MONTHLY COUNCIL MEETING AGENDA

- d) Bob Hayes, Chairman gave the Public Works & Facilities Committee. The following topics were discussed: Public Works, the boiler removal, oil tank removal, Main Street Widening, final wearing course, sinkhole emergency management plan, road equipment purchasing plan, and the grant for brick repointing. The next meeting is on April 10th, 2024.
- e) Kristine Porter, Chairwoman gave the Community & Economic Development Committee report. The following topics were discussed: New Year's Eve event, Easter Egg Hunt, 2024 Calendar of events, and Halloween Porch Decorating contest. The next meeting is on April 17th, 2024.
- f) Environmental Steering Committee meeting was canceled this month. The next meeting is on April 11th, 2024.
- g) Manager Saginario, Chairman gave the Workplace Safety Committee report. There were no reported incidents or safety concerns this month with the PD, FD, Public Works, or the admin office. The next meeting is our HANDS training in April.
- h) Representative mark Saginario gave the Nazareth Council of Governments report. The meeting did not affect Tatamy Borough, Lower Nazareth discussed their new Ordinance.
- i) Elected Official Open Floor- None
 - Tatamy Borough Newsletter (Councilwomen Porter) – said the newsletter is done just have to send it into the office to be posted.

MAYOR'S COMMENTS & REPORT

- a) Mayor Jim Pallante was very thankful for all the help with the Easter Egg Hunt and thinks it went very well. Mayor Pallante, Borough Manager Saginario, and Jr. Councilman Maczko will be going to Harrisburg to meet with Carol Hill-Evans to speak with her on HB 29 on April 8th, 2024. Mayor will have more information on the meeting at the next Council Meeting.

PUBLIC SAFETY REPORTS

- a) PD Chief Snyder gave the Police Report. the Police Department had 104 incidents, all officers have training for mental health, training for Project Life Saver, and CPR training coming up in April.
- b) FD Chief McDonald was not present at the meeting, Borough Manager Saginario gave the Fire Company Report. the FD had 1 incident, 35 Daily Activities, 886.00 Man Hours, 3 Drill Nights, and 2 meeting nights.
- c) Don Dereamus was not present at the meeting to give the EMC report.

REGULAR MONTHLY COUNCIL MEETING AGENDA

- d) Suzanne Borzak, Zoning Officer was not present at the meeting, Borough Manager Saginario gave the Zoning Officer Report.

| | Fees | |
|------------------|------|--|
| Chrin Lot 2 | | Attend meeting with applicants and their engineers to discuss development of their lot. |
| 210 Mill Race | | Issued permit to finish basement |
| 515 Chief Tatamy | | Modification to plans came back from Keycodes |
| 521 Main St | | Plans received from Keycodes for deck with roof (built without permits) |
| 510 Prospect | 150 | Received application for pavilion. Sent to keycodes |
| 210 Mill Race | | Issued permit for basement finish |
| 515 Chief Tatamy | 115 | Application for pavilion (see above) |
| 415 Chief Tatamy | | Issued permit for fence; sed and deck stair movement (modified permit 24-01) |
| 510 Prospect | | Awaiting engineering review of grading plan. |
| 100 Barrall | 50 | Sent basement finish to keycodes |
| 100 Barrall | | Issued permit for basement refinish |
| High Street | | Site visit – tree down; clean up in progress |
| 520 Prospect | | Denied permit review. Information missing that was submitted for a covered deck and shed |
| 205 Hobson | 50 | Application to re-run electric to garage sent to keycodes |
| 335 Chief Tatamy | 100 | Denied permit application until three sets submitted as well as a site plan for a deck |
| Myers Plan | | Reviewed Prelim./Final land development plan |

BOROUGH ADMINISTRATION REPORTS

- a) Brien Kocher, Engineer gave the Borough Engineer Report.
- Tatamy Farms Close-Out- They have been working on the list.
 - i. Final Wearing Course- Tuskes want to start/finish the paving in late May.
 - ii. Storm Sewer
 - Tatamy Trail – Two Rivers Phase I- resubmitted but have not heard anything yet.
 - i. DEP Permit
- b) Michael Lester, Chairman gave the Sewer Authority Report. The bills for Sewer were sent out and are due in 2 weeks. As of now we have 55 shut off warnings that have been mailed out. The company is coming back in April to try and flood out the lines in Tatamy Farms again. The lines in Tatamy Farms were almost closed due to grease being put down their drains. The lines were so full of grease the camera couldn't even fit through it.
- c) Peter Layman, Esquire gave the Borough Solicitor Report.
- Employee Handbook Review- looked over the handbook and it looks good to him.
- d) Ryan McGinley gave the Borough Public Works & Facilities Report. We switched companies for portable bathrooms, the new company is Gotta go Potties. The Grant Truck should be done this upcoming month. PW has been working in the basement of the Municipal Building to take down the boiler. PW is still looking for a Part-Time position to be filled. The seasonal position he does think that has been filled, but is not final yet.

REGULAR MONTHLY COUNCIL MEETING AGENDA

e) Mark A. Saginario gave the Borough Manager Report. The IT team met with the office to go over exactly what is needed for the grant.

f) Mark A. Saginario gave the Treasury & Financial Reports.

| | |
|---------------------------------------|-----------------------------|
| Balance of General Fund as of: | <u>29-Feb-24</u> |
| Deposits: | 29 Feb. 2024 - 26 Mar. 2024 |
| Disbursements: | 29 Feb. 2024 - 26 Mar. 2024 |
| Ending Balance w/ Transactions, as of | <u>26-Mar-24</u> |

| | Bank Balances: (Available) | |
|---|----------------------------|--------------|
| <u>Fidelity Bank - Borough Funds</u> | <u>As of Feb 28.</u> | |
| Broad Street Paving Fund | \$ | 89,078.57 |
| Building Fund | \$ | 6,340.63 |
| General Fund Checking | \$ | 397,101.81 |
| General Fund Savings | \$ | 38,242.23 |
| Highway Aid | \$ | 48,686.35 |
| Operating Reserve | \$ | 32,905.14 |
| Police Vehicle / Equipment Fund | \$ | 461.60 |
| Recreation Fund | \$ | 162,697.39 |
| Refuse | \$ | 110,257.60 |
| Relief Fund - Borough Residents | \$ | 7,726.89 |
| Street Paving Fund | \$ | 33,340.08 |
| Tatamy Grant Funds | \$ | 65,006.21 |
| Truck / Equipment Fund | \$ | 3,094.05 |
| Total Balance of Borough Operating Funds | \$ | 994,938.55 |
| <u>Fidelity Bank - Escrow Accounts</u> | | |
| Escrow Master Account - Tatamy Borough | \$ | 0.14 |
| Escrow Disbursement Account | \$ | - |
| Escrow Account, Non-Developers | \$ | 6,331.36 |
| Sub - Chrin of Delaware xxx4218 | \$ | 3,500.27 |
| Sub - North St. Real-Estate xxx4221 | \$ | 118.47 |
| Sub - TMC Management Corp xxx4224 | \$ | 9,823.04 |
| Sub - Carson Commerce Lane xxx6687 | \$ | 1,502.84 |
| Sub - Newport Hill LLC xxx0230 | \$ | 6,338.03 |
| Total Balance of Borough Escrow Funds | \$ | 27,614.15 |
| Fidelity Bank CD Acct. | \$ | 25,000.00 |
| Total Balance of Borough Funds | \$ | 1,047,552.70 |
| <u>Tatamy Borough Delinquent Accounts</u> | | |
| Refuse Delinquents 2018 - 2023 | \$ | 19,369.30 |
| Refuse Delinquents 2024 | \$ | 11,865.00 |
| Total Delinquent Refuse | \$ | 31,234.30 |
| Real-Estate Tax Delinquents 2022- 2023 | \$ | 5,439.15 |
| Interim Real-Estate Tax Delinquents 2022 - 2023 | \$ | 2,977.36 |
| Real-Estate Tax Delinquents 2024 | \$ | - |
| Interim Real-Estate Tax Delinquents 2024 | \$ | - |
| Real-Estate Tax Total Delinquents | \$ | 8,416.51 |
| Total Borough Delinquent Accounts | \$ | 39,650.81 |

REGULAR MONTHLY COUNCIL MEETING AGENDA

Councilwoman Frace makes a motion to ratify paid monthly bills & to pay bills and operating expenses as funds are available through 6 May 2024. Councilman Lester seconds this motion. Motion passes unanimously.

TATAMY PLANNING COMMISSION

- a) Heidi Benson, Chairwomen was not present at the meeting, Borough Manager Saginario gave the Planning Commission Report.
 - a. Myers Power Preliminary Plan- was not at the March Meeting, but applied for the Time limit, and the next plan is hoping to be the final plan.
 - b. Hobson St. Land Development- The committee met on March 12th, 2024 for the Sketch plan for the Hobson Street Development with Tuskes & Brown Design Group.

PRESIDENT'S CORRESPONDENCE

None

CURRENT BUSINESS

- a) Council Vice-President Pearson makes a motion to approve Tatamy Farms 2, Phase 2 Improvements Security Release Request #3. Councilman Frey seconds this motion. Motion passes unanimously.
- b) Council Pro-Tem Porter makes a motion to approve Tatamy Farms 2, Phase 3 Improvements Security Release Request #4. Councilman Wagner seconds this motion. Motion passes unanimously.
- c) Chrin representatives were not present for the meeting to speak on the Chrin Commerce Centre Zoning Request.
- d) Council Vice-President Pearson makes a motion to approve the LVPC / PennDOT Joint Grant – US EPA Letter of Support. Councilwoman Frace seconds this motion. Motion passes unanimously.
- e) Councilman Wagner makes a motion to acknowledge the New Point Hill / Myers Power Time Limit Extension. Councilman Frey seconds this motion. Motion passes unanimously.
- f) Lehigh Valley Chamber of Commerce Presentation to Council on May 6th at the Council Meeting.
- g) Werkheiser Family Park Dedication, Friday, 12 April @6:00 PM.
- h) Borough Manager Saginario and Kellyn Foundation would like to have Tatamy Borough Farmers Markets at the Llantristant Retreat 7 Wellness Center, more information to come.
- i) Borough Manager Saginario went over the Informational section to the Council.
 - Whitetail Call Log – December
 - Reality Transfer Detail Report - (No Report)
 - Portnoff Real-Estate Report - (No Report)
 - NorCo Conservation District, Myers Power NPDES approval
 - NorCo-Portnoff Tax Commission Collection Memo
 - Keystone Collections Audit
 - FD Building Grant Sketch
 - PSAB Certified Borough Official Memo

ORDINANCES

None

REGULAR MONTHLY COUNCIL MEETING AGENDA

RESOLUTIONS

None

CORRESPONDENCE FORWARDED TO COUNCIL BY EMAIL

None

CURRENT SUBDIVISION / LAND DEVELOPMENT TIME LIMIT EXTENSIONS

New Point Hills / Myers Power expires 10 April 2024

FOR THE GOOD OF THE ORDER / COURTESY of the FLOOR

The next Council Meeting will be held on Monday, 6th May 2024 commencing at 7:00 PM.

ADJOURNMENT

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

Council President Hayes adjourns the meeting at 8:44PM.

Respectfully submitted,

Mark Saginario, Borough Manager / Secretary