

# BOROUGH OF TATAMY COUNCIL MEETING

Monday, 6 May 2024  
7:00 PM Regular Mtg.  
Llantrissant Retreat & Wellness Center  
336 Bushkill Street  
Tatamy, PA 18085



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## 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 Robert Hayes calls the meeting to order at 7:00PM.

### 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 Michael Lester, Councilwoman Deborah Frace, and Jr. Councilman Sam Maczko. The following Borough Administration were present at the meeting: Borough Manager Mark Saginario, Borough Solicitor Peter Layman, Police Chief Keith Snyder, Public Works Supervisor Ryan McGinley, and Borough Engineer Brien Kocher. The following were excused from the meeting: Councilman Tim Frey, Borough Administrator Kellie Nolder, and Zoning Officer Suzanne Borzak. The following residents were present at the meeting: Mindi Klutz (627 Hobson St.), Dan Dewey (215 Shelley St.), and William Dewey (215 Shelley St.).

### READING, AMENDING & APPROVAL OF AGENDA

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

### COURTESY OF THE FLOOR

None

### APPROVAL OF COUNCIL MEETING MINUTES

Council Pro-Tem Porter makes a motion to approve / amend 1<sup>st</sup> April 2024 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 at the meeting: Copies of the April Treasurers & Financial reports, all the tax reports for the month, health benefits renewal, insurance renewal, the Police P25 grant, Grant updates, and a copy of the House Bill 29 & Senate Bill 753 was given to the committee for review. The next meeting is on May 29<sup>th</sup>, 2024.
- b) Parks & Recreation Committee meeting was canceled for this month. The next meeting is on May 13<sup>th</sup>, 2024.
- c) Public Safety Committee meeting was canceled for this month. The next meeting is on May 16<sup>th</sup>, 2024.
- d) Public Works & Facilities Committee meeting was canceled this month. The next meeting is on May 8<sup>th</sup>, 2024.
- e) Community & Economic Development Committee meeting was canceled this month. The next meeting is on May 15<sup>th</sup>, 2024.

**REGULAR MONTHLY COUNCIL MEETING AGENDA**

- f) Environmental Steering Committee meeting was canceled this month. The next meeting is on May 9<sup>th</sup>, 2024.
- g) Manager Saginario, Chairman gave the Workplace Safety Committee report. There were no incidents or accidents reported. The committee had the online training. The only safety concern was a portion of the shoulder of Bushkill Street was very uneven, PW department will repair if needed.
- h) Nazareth Council of Governments meeting was canceled this month. The next meeting is on May 16<sup>th</sup>, 2024.
- i) Elected Official Open Floor- None
  - Tatamy Borough Newsletter (Councilwomen Porter)- it went out in April for Spring. She plans to get out another newsletter in July.

**MAYOR’S COMMENTS & REPORT**

- a) Jim Pallante, Mayor gave his report. Wanted to start off by saying about the Werkheiser Park dedication and it went really well. On April 8th Mayor Pallante, Borough Manager Saginario and Jr. Councilman Maczko went to Harrisburg to meet with Carol Hill to talk about the HB29 with civil service.

**PUBLIC SAFETY REPORTS**

- a) PD Chief Snyder gave the Police Report. Two of the officers had Project Lifesaver training at Bushkill Township, everything is set up for that now. We have more training coming up next week and in June. We are also working with an outside municipality on the National Night Out.
- b) FD Chief McDonald was not present at the meeting to give the Fire Company Report, Borough Manager Saginario gave the report. Dispatched to 2 incidents, 1 new meeting this month, 27 Daily activities, and 1304.66 Man hours.
- c) Don Dereamus was not present at the meeting to give the EMC report.
- d) Suzanne Borzak, Zoning Officer Zoning Officer Report.

	Fees	
239 Broad St		Issued CO for construction (due to fire)
520 Prospect		Received the required documents for review of a deck and shed. Sent to keycodes
460 Chief Tatamy		Received an application for fence permit, which was the exact permit application that was received and denied on 8/2/23. Sent everything back to owner with copy of original denial.
205 Hobson St		Issued permit for electric garage service
135 Messinger	150	Received application for deck and patio. Missing information for processing. Emailed the owner for the required info.
209 Broad St		Issued Certificate of Completion for the new chicken coop
335 Chief Tatamy		Emailed owner that the information submitted via email would not print. Told owner to hand-deliver the documents needed for further review.
135 Messenger		Sent to Keycodes for review
435 Chief Tatamy		Sent map to owner to draw deck on
180 Messinger		Sent pool plan to Keycodes for review
703 Prospect		Requested additional info on fence: height; LF; distance to property line

**REGULAR MONTHLY COUNCIL MEETING AGENDA**

524 Broad St		Emailed UGI for final restoration of the gas line installation from last year
460 Chief Tatamy	100	Received application for fence permit, different from the two previous submissions. I forwarded a copy of the Tuskes site plan to have their contractor submit the fence on the plan to ensure compliance with the ordinance. A copy of the new ordinance was also sent.
(720 Main St)		Received an email regarding the possibility of building a single family home on this lot. Responded with all information via email in order to do so.
205 Hobson		Issued certificate of completion for garage service.
180 Messinger		Received revised grading plans for Jim Milot's review

**BOROUGH ADMINISTRATION REPORTS**

- a) Borough Engineer Report Brien Kocher, Engineer  
     ➤ Open Items

- Tatamy Farms Close-Out-
  - i. Final Wearing Course- the streets should be done this summer.
  - ii. Storm Sewer- No updates as of now.
  - iii. Sinkhole Evaluation- they are working on the sinkholes, hoping the way they are proposing will work this time.
- Tatamy Trail – Two Rivers Phase I- no updates, have not heard anything on the permit.
  - i. DEP Permit

- b) Michael Lester, Chairman gave the Sewer Authority Report. The shut off notices went out, 55 residents that were behind more than 6 months, 26 paid in full, 3 went on payment plans, and 26 shut off letters were mailed out. PA American water called them all and still 5 residents were shut off. The two clogs were cleared and they costed about 12,000 dollars.
- c) Peter Layman, Esquire had nothing to speak on for the Borough Solicitor Report.
- d) Ryan McGinley gave the Borough Public Works & Facilities Report. The PW department picked up the new Grant truck. The parks are looking great and did some work with plants and flowers at Braden Park. Public works Department will be installing the new Metz's Park equipment to save the Borough about 15,000 dollars. The old boiler in the Municipal building was removed.
- e) Mark A. Saginario gave the Borough Manager Report. There were a lot of schedule issues with the committee as to why we had to cancel most meetings this month. PSAB is on June 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> that Borough Manager is going too. Had a discussion on the Craft Fair because it does not have a lot of vendors. The council wants to delay it to get more vendors on Yard Sale Day.
- f) Borough Manager Mark A. Saginario gave the Treasury & Financial Reports.

TREASURER'S REPORT - MARCH 2024

Balance of General Fund as of:	<u>26-Mar-24</u>	\$	397,101.87
Deposits:	27 Mar. 2024 - 30 Apr. 2024	\$	350,105.96

**REGULAR MONTHLY COUNCIL MEETING AGENDA**

	Disbursements: 27 Mar. 2024 - 30 Apr. 2024	\$	93,012.24
Ending Balance w/ Transactions, as of	<u>30 Apr. 2024</u>	\$	654,195.59

**Bank Balances: (Available)**

<u>Fidelity Bank - Borough Funds</u>	<u>As of 30 Apr.</u>	
Broad Street Paving Fund	\$	89,103.27 *
General Fund Checking	\$	654,195.59 *
Operating Reserve	\$	32,931.28 *
Building Fund	\$	6,340.90 *
Police Vehicle / Equipment Fund	\$	461.77 *
Street Paving Fund	\$	33,353.32 *
Truck / Equipment Fund	\$	3,095.28 *
Highway Aid	\$	45,381.82 *
Refuse	\$	98,867.76 *
Recreation Fund	\$	160,713.53 *
Tatamy Grant Funds	\$	65,057.60 *
Relief Fund - Borough Residents	\$	7,729.70 *
General Fund Savings	\$	38,265.02 *
Total Balance of Borough Operating Funds	\$	1,235,496.84
<u>Fidelity Bank - Escrow Accounts</u>		
Escrow Master Account - Tatamy Borough	\$	0.14
Escrow Disbursement Account	\$	-
Escrow Account, Non-Developers	\$	6,331.66 *
Sub - Chrin of Delaware xxx4218	\$	3,500.35 *
Sub - North St. Real-Estate xxx4221	\$	118.47 *
Sub - TMC Management Corp xxx4224	\$	9,823.26 *
Sub - Carson Commerce Lane xxx6687	\$	1,500.49 *
Sub - Newport Hill LLC xxx0230	\$	6,234.97 *
Total Balance of Borough Escrow Funds	\$	27,509.34
Fidelity Bank CD Acct.	\$	25,000.00 *
Total Balance of Borough Funds	\$	1,288,006.18

Tatamy Borough Delinquent Accounts

Refuse Delinquents 2018 - 2023	\$	18,849.30
Refuse Delinquents 2024	\$	8,910.00
Total Delinquent Refuse	\$	27,759.30
Interim & Real-Estate Tax Delinquents 2022	\$	1,490.88
Interim & Real-Estate Tax Delinquents - 2023	\$	1,486.48
Real-Estate Tax Delinquents 2024	\$	36,988.65
Interim Real-Estate Tax Delinquents 2024	\$	-
Real-Estate Tax Total Delinquents	\$	39,966.01
Total Borough Delinquent Accounts	\$	67,725.31

\*Interest Bearing

## REGULAR MONTHLY COUNCIL MEETING AGENDA

Councilman Wagner makes a motion to ratify paid monthly bills & to pay bills & operating expenses as funds are available through 3 June 2024. Councilwoman Frace seconds this motion. Motion passes unanimously.

### TATAMY PLANNING COMMISSION

- a) The Planning Commission meeting was canceled this month. The next meeting is next week on May 14<sup>th</sup>, 2024 for the Myers Power Preliminary/Final Plan.

### PRESIDENT'S CORRESPONDENCE

None

### CURRENT BUSINESS

- a) The Council had an open discussion on the Chrin Real Estate Trust Ordinance Amendment Proposal.  
Council Vice-President Pearson makes a motion to approve the Chrin Real Estate Trust Ordinance Amendment Proposal to forward to Planning Commission Committee. Councilman Lester seconds this motion. Motion passes unanimously.
- b) Council Vice-President Pearson makes a motion to approve the EAISA / City of Easton Joint Grant – US EPA Letter of Support. Council Pro-Tem Porter seconds this motion. Motion passes unanimously.
- c) LV General Assembly - 14 May 2024, 7 PM- Council Vice-President Pearson will be attending.
- d) Councilman Lester makes a motion to approve the Resident Celebration. Councilman Wagner seconds this motion. Motion passes unanimously.
- e) Borough Manager Saginario went over the P25 Radio Purchase Update. This grant was with Tatamy Borough, Bushkill Township, Bethlehem Township and Northampton County. We requested 189,000 dollars for Tatamy and Bushkill, when it was rewarded to us it was only 20,000 dollars just for Tatamy Borough. Susan Wilds office removed Bushkill Township out of the Grant.
- f) Informational- Borough Manager Saginario went over with Council.
  - Whitetail Call Log - April
  - Reality Transfer Detail Report - April
  - Portnoff Real-Estate Report
  - Tatamy Borough Sewer Authority Annual Financial Statements
  - LVPC 2023 Annual Report
  - PennDOT Speed Limit Reduction Request Report
  - Senate Bill 753
  - Insurance Renewals
  - Tatamy Trail Extension DEP Memo

### ORDINANCES

None

### RESOLUTIONS

Council Pro-Tem Porter makes a motion to approve Resolution 2024-004, 2024 GROW NorCo. RESOLUTION SUPPORTING THE APPLICATION TO, NORTHAMPTON COUNTY, PENNSYLVANIA, THE 2024 GROW NORCO GRANT UNDER THE NORTHAMPTON FINANCING AUTHORITY, NORTHAMPTON COUNTY

## REGULAR MONTHLY COUNCIL MEETING AGENDA

FOR TATAMY BOROUGH IT UPGRADES, BY THE BOROUGH OF TATAMY. Council Vice-President Pearson seconds this motion. Motion passes unanimously.

Councilwoman Frace makes a motion to approve Resolution 2024-005, Hotel Tax Grant. RESOLUTION SUPPORTING APPLICATION TO, NORTHAMPTON COUNTY, PENNSYLVANIA, THE HOTEL TAX GRANT, NORTHAMPTON COUNTY, UNDER THE COMMONWEALTH FINANCING AUTHORITY BY THE BOROUGH OF TATAMY. Council Pro-Tem Porter seconds this motion. Vice-President Pearson abstains, all ayes. Motion carries.

Council Pro-Tem Porter makes a motion to approve Resolution 2024-006, Section 902 of Act 101 EPA Grant. RESOLUTION SUPPORTING THE APPLICATION TO PENNSYLVANIA EPA, THE 2024 SECTION 902 OF ACT 101 RECYCLING PROGRAM, FOR A NEW TOWABLE LEAF VACUUM, BY THE BOROUGH OF TATAMY. Council Vice-President Pearson seconds this motion. Motion passes unanimously.

Councilman Wagner makes a motion to approve Resolution 2024-07, Disposition of Records. A RESOLUTION RESOLVED BY THE BOROUGH COUNCIL OF BOROUGH OF TATAMY, NORTHAMPTON COUNTY, PENNSYLVANIA, TO DISPOSE OF MUNICIPAL RECORDS. Councilman Lester seconds this motion. Motion passes unanimously.

### **CORRESPONDENCE FORWARDED TO COUNCIL BY EMAIL**

- Myers Power Preliminary Plan Submission

### **CURRENT SUBDIVISION / LAND DEVELOPMENT TIME LIMIT EXTENSIONS**

- New Point Hills / Myers Power expires 10 July 2024

### **FOR THE GOOD OF THE ORDER / COURTESY of the FLOOR**

- Courtesy of the Floor \*Non-agenda items- None
- Items to be placed on future Council agendas.
- The next Council Meeting will be held on Monday, 3<sup>rd</sup> June 2024 commencing at 7:00 PM.

### **ADJOURNMENT**

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

President Hayes adjourns the meeting at 8:47PM

Respectfully submitted,

Mark Saginario, Borough Manager / Secretary