

# BOROUGH OF TATAMY COUNCIL MEETING

Monday, 7 Apr. 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 Bob 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 Bob Hayes, Council Pro-Temp Kristine Porter, Rob Wagner, Councilman Tim Frey, Councilman Mike Lester, Councilwoman Deb Frace, and Jr. 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 Engineer Brien Kocher, and Zoning/Coding Enforcement Officer Jim Macort. The following members were excused from the meeting: Council Vice-President Pam Pearson, Police Chief Keith Snyder, and Public Works Supervisor Ryan McGinley. Wade Sandt (508 High St.) was present.

### READING, AMENDING & APPROVAL OF AGENDA

Councilman Lester makes a motion to approve/amend agenda. Councilwoman Frace seconds this motion. Motion passes unanimously.

### COURTESY OF THE FLOOR

Wade Sandt asked about the stop signs on High Street and 5<sup>th</sup> Street when the development Village at Hobson Square. Councilman Lester told him as of now there is a two-way stop sign on the plan.

### APPROVAL OF COUNCIL MEETING MINUTES

Council Pro-Temp Porter makes a motion to approve/amend the 3<sup>rd</sup> of March 2025 Regular Council Meeting minutes. Councilman Frey seconds this motion. Motion passes unanimously.

### APPOINTED COUNCIL MEMBER COMMITTEE REPORTS & REPORT OF ELECTED OFFICIALS

- a) Borough Manager Saginario gave the Personnel, Finance & Admin. Committee report. The following topics were discussed: March treasurer reports & financial reports, 2025-2026 Health benefits, part-time clerk, crime watch, lobby repairs, and PW employee's updates. The next meeting is on Wednesday April 30<sup>th</sup>, 2025.
- b) Parks & Recreation Committee meeting was canceled this month.
- c) Public Safety Committee meeting was canceled this month.
- d) Bob Hayes, Chairman gave the Public Works & Facilities Committee report. The following topics were discussed: clearing Hobson Street at the end of the road, spring cleaning at the parks, batting cages are ordered, and Tatamy Farms final walkthrough. The next meeting is on April 9<sup>th</sup>, 2025.
- e) Kristine Porter, Chairwoman gave the Community & Economic Development Committee report. The following topics were discussed: Volunteer list for events, easter egg hunt, fall fest band, 5k fun run, and New Year's Eve event. The next meeting is on April 16<sup>th</sup>, 2025.
- f) Environmental Steering Committee meeting was canceled this month.
- g) Manager Saginario, Chairman gave the Workplace Safety Committee report. There were no reported incidents with any department. The members completed the workplace safety renewal webinar. The next meeting is on April 24<sup>th</sup>, 2025.
- h) Nazareth Council of Governments was canceled this month.
- i) Elected Official Open Floor- none

## REGULAR MONTHLY COUNCIL MEETING MINUTES

### MAYOR'S COMMENTS & REPORT

- a) Jim Pallante, Mayor gave his report, thanked the Borough Office staff for everything they do and put out the information for the Nancy Werkheiser Day.

### PUBLIC SAFETY REPORTS

- a) PD Chief Snyder was not present at the meeting. Borough Manager Saginario gave the Police Report. The Police Department had a total of 79 calls, 51 traffic stops, 11 citations, 6 written warnings, and 34 verbal warnings. The department signed up for Crime Watch and it is for the public to know more on what is going on with the Tatamy Borough Police Department.
- b) FD Chief McDonald was not present at the meeting, Council President Hayes gave the Fire Company Report. The FD was dispatched to 2 incidents, had 31 daily activities, and had 1746.73-man hours this month. The FD will be attending the Easter Egg Hunt.
- c) Don Dereamus EMC was not present at the meeting to give the report.
- d) Jim Macort, Zoning Officer gave the Zoning & Code Officer Report. Had 9 inspections, 3 permits issued, and 6 residents called for outstanding fees still owed.

### BOROUGH ADMINISTRATION REPORTS

- a) Brien Kocher, Engineer gave the Borough Engineer Report.
  - Myers Power (New Point Hills)
    - i. Land Development Updates- Myers have a detailed schedule on the construction on when everything will be done.
  - Tatamy Farms, LLC- Tuskes requested for the roadway dedication and security release of Tatamy Farms Phase 1. Borough Manager Saginario, Public Works Supervisor, Hanover Engineering Rep, and Tuskes had a walkthrough of Tatamy Farms Phase 1. Tuskes will keep doing the snowplowing for the 24 months maintenance agreement.
  - Tatamy Trail – Two Rivers Phase I – the advertisement is out for the bid for the Tatamy Trail work to be done.
    - i. Bid Specs
- b) Michael Lester, Chairman gave the Sewer Authority Report. The Sewer bill went out to the residents, 55 residents received the shut off notice.
- c) Peter Layman, Esquire, Borough Solicitor Report did not have anything to report on this month.
- d) Ryan McGinley was not present at the meeting. Council President Hayes gave the Borough Public Works & Facilities Report. Spring cleaning for Public Works is in full effect, all parks are being cleaned up, cutting and removing trees, brush and stumps in the rear of high St. Park, and the fulltime position is open and are interviewing.
- e) Mark A. Saginario gave the Borough Manager Report. PW and Borough Manager Saginario are interviewing full-time candidates for the position.

# REGULAR MONTHLY COUNCIL MEETING MINUTES

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

Borough of Tatamy

## TREASURER'S REPORT - MAR 2025

Beginning Balance of General Fund as of:	<u>25-Febr-25</u>	\$	373,945.70
Deposits:	25 FEB 2025 - 31 MAR 2025	\$	234,813.49
Disbursements:	25 FEB 2025 - 31 MAR 2025	\$	94,596.71
Ending Balance w/ Transactions, as of	<u>31-Mar-25</u>	\$	514,162.48

### Bank Balances: (Available)

<u>Fidelity Bank - Borough Funds</u>	<u>As of 31 MAR.</u>
Broad Street Paving Fund	\$ 89,312.40
General Fund Checking	\$ 514,162.48
Operating Reserve	\$ 29,708.38
Building Fund	\$ 8,877.89
Police Vehicle / Equipment Fund	\$ 2,972.36
Street Paving Fund	\$ 33,507.17
Truck / Equipment Fund	\$ 3,105.50
Highway Aid	\$ 41,621.33
Refuse	\$ 115,394.30
Recreation Fund	\$ 205,868.61
Tatamy Grant Funds	\$ 16,499.93
Relief Fund - Borough Residents	\$ 7,761.78
General Fund Savings	\$ 38,530.05
Total Balance of Borough Operating Funds	\$ 1,107,322.18

### Fidelity Bank - Escrow Accounts

Escrow Master Account - Tatamy Borough	\$ 0.14
Escrow Disbursement Account	\$ 3,113.13
Escrow Account, Non-Developers	\$ 4,610.95
Sub - Chrin of Delaware xxx4218	\$ 1,932.43
Sub - North St. Real-Estate xxx4221	\$ 118.47
Sub - TMC Management Corp xxx4224	\$ 9,496.95
Sub - Carson Commerce Lane xxx6687	\$ 500.02
Sub - Newport Hill LLC xxx0230	\$ 11,012.77
Sub - Charles Chrin Real Estate Trus xxx0388	\$ -
Sub - Tatamy Farms LLC xxx1093	\$ 5,000.16
Total Balance of Borough Escrow Funds	\$ 30,784.86
Fidelity Bank CD Acct.	\$ 26,085.47
Total Balance of Borough Funds	\$ 1,164,192.51

### Tatamy Borough Delinquent Accounts

Refuse Delinquents 2018 - 2024	\$ 19,400.85
Refuse Delinquents 2025	\$ 15,523.47
Total Delinquent Refuse	\$ 34,924.32
Interim & Real-Estate Tax Delinquents 2023	\$ -
Interim & Real-Estate Tax Delinquents - 2024	\$ 36.28
Real-Estate Tax Delinquents 2025	\$ -
Interim Real-Estate Tax Delinquents 2025	\$ 135.79
Real-Estate Tax Total Delinquents	\$ 172.07
Total Borough Delinquent Accounts	\$ 35,096.39

## REGULAR MONTHLY COUNCIL MEETING MINUTES

Council Pro-Tempore Porter makes a motion to ratify paid monthly bills & to pay bills & operating expenses as funds are available through 5 May 2025. Councilwoman Frace seconds this motion. Motion passes unanimously.

### TATAMY PLANNING COMMISSION

The meeting was canceled this month.

### PRESIDENT'S CORRESPONDENCE

Council President Hayes had no comments.

### CURRENT BUSINESS

#### a) Easter Egg Hunt, Final Preparations

The Council discussed the weather forecast for the easter egg hunt and as to what to do if its bad weather. The Council left it up the Borough Office to make the call as to have it, postpone or cancel the easter egg hunt.

#### b) 5K Run Discussion

The Council had an open discussion on the 5K Fun Run to change the date because having it the morning of the Fall Fest will be too much as we are moving it down to the Fire Company. The Community and Economic Development Committee will decide on when to have it another day. More information to come on the 5K Run.

#### c) Traffic Pole Replacement

A driver hit the traffic pole on Commerce & 8<sup>th</sup> Street. The driver has minimum insurance, and the insurance company will not cover the amount of the pole. The Borough Office is in discussions with the driver insurance company and the Boroughs to get an update on what the next steps are.

#### d) Crime Watch Update

The Police Department now has Crime Watch to help the Borough residents know and stay updated on what is happening in the Borough and the Police Department.

#### e) Insurance Renewal Updates

The Health Insurance the Borough has now is increasing 6.7% in cost. There is a plan that is a little different but is only a 2.7% increase in the cost. The Council had an open discussion and decided to go with the different insurance with a lower cost increase.

Councilman Wagner makes a motion to approve the change of the health insurance plan. Councilman Frey seconds this motion. Motion passes unanimously.

#### f) Zoning Hearing Board, Chrin Commerce Centre

Manager Saginario updated the Council that the Zoning Hearing board accepted the latest sketch plan for an entrance only to the development of Chrin SE Quad, therefore there is not a need to appeal the decision.

#### g) 2026 Priorities, Grant Application Discussion

Borough Manager Saginario informed the Council to decide at the Committee meetings if any committee wants to go in for a grant in 2026.

#### h) Band Contract, Fall Fest

Councilwoman Frace makes a motion to approve the band contract for Fall Fest on October 11<sup>th</sup>, 2025 for Brian Dean Moore Band. Councilman Wagner seconds this motion. Motion passes unanimously.

#### i) Acknowledge Public Works Resignation Letter

Councilman Frey makes a motion to acknowledge Public Works Resignation Letter. Council Pro-Tempore Porter seconds this motion. Motion passes unanimously.

Councilman Lester absents from the motion.

## REGULAR MONTHLY COUNCIL MEETING MINUTES

### j) Tatamy Farms II, Phase 1 Credit Reduction / Maintenance Period / Dedication

Councilwoman Frace makes a motion to approve Tatamy Farms II, Phase 1 Credit Reduction / Maintenance Period / Dedication in the amount of \$212,121.24 dollars as per the letter of recommendation from Hanover Engineering Associates and to authorize the Borough Manager execute ad per the letter of recommendation. Councilman Wagner seconds this motion. Motion passes unanimously.

### k) Braden Park Phase 1 Bid Publication, Livable Landscapes Grant

Councilwoman Frace makes a motion to approve Braden Park Phase 1 Bid Publication, Livable Landscapes Grant. Councilman Lester seconds this motion. Motion passes unanimously.

### l) Borough Clerk Position

Councilman Lester makes a motion to approve Borough Clerk Position. Councilman Frey seconds this motion. Motion passes unanimously.

### m) Informational- Borough Manager Saginario gave the informational part to the Council.

- Whitetail Call Log, March
- Realty Transfer Detail Report, February 2025
- Portnoff Delinquent, February 2025
- NorCo Council of Governments Agenda
- Quarterly Employer Tax Reports
- Crime Watch
- LVPC, Newburg Road Land Development Memo

## ORDINANCES

None

## RESOLUTIONS

Councilman Frey makes a motion to approve Resolution 2025-003, A RESOLUTION OF THE BOROUGH COUNCIL, OF THE BOROUGH OF TATAMY, NORTHAMPTON COUNTY, COMMONWEALTH OF PENNSYLVANIA, A RESOLUTION OPPOSING PENNSYLVANIA HOUSE BILL 308, AKA "THE JAKE SCHWAB WORKER SAFETY BILL" AS AN UNFUNDED MANDATE AND UNDUE ADMINISTRATIVE BURDEN ON SMALL BOROUGHES OF PENNSYLVANIA.

Councilman Wagner seconds this motion. Motion passes unanimously.

Councilwoman Frace makes a motion to approve Resolution 2025-004, A RESOLUTION OF THE BOROUGH COUNCIL, OF THE BOROUGH OF TATAMY, NORTHAMPTON COUNTY, COMMONWEALTH OF PENNSYLVANIA, A RESOLUTION ACCEPTING AND AMENDING THE EMPLOYEE HANDBOOK TO INCLUDE NEWLY WRITTEN & CREATED JOB DESCRIPTIONS.

Council Pro-tempore Porter 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 | 2 June 2025 |
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## FOR THE GOOD OF THE ORDER / COURTESY of the FLOOR \*Non-agenda items

- Courtesy of the Floor \*Non-agenda items
- Items to be placed on future Council agendas.
- The next Council Meeting will be held on Monday, 7<sup>th</sup> May 2025 commencing at 7:00 PM.

## ADJOURNMENT

## REGULAR MONTHLY COUNCIL MEETING MINUTES

Councilman Lester makes a motion to adjourn the meeting at 8:49PM. Councilman Frey seconds this motion. Motion passes unanimously.

Council President Hayes adjourns the meeting at 8:49PM.

Respectfully submitted,

Mark Saginario, Borough Manager / Secretary

