

**MINUTES**  
**NORTH CATASAUQUA BOROUGH COUNCIL MEETING**  
**November 7, 2022**

PEOPLE PRESENT

CALL TO ORDER – 7pm

PLEDGE OF ALLEGIANCE

PRESENT: President Peter Paone. Vice President John Yanek. Councilpersons: Mark Gioielli, Michele Hazzard, Dan Snyder, Jessica Cope. Mayor Wm. Molchany. Solicitor Steven Goudsouzian, Treasurer Annette Englert, Secretary Tasha Jandrisovits, Jr. Councilperson Kaitlyn Lawton.

Also present were Police Chief Christopher Wolfer and Fire Chief Roger Scheirer

ABSENT: Mike Macsisak

APPROVAL OF MINUTES

Correction under Treasurer report – change to \$1234.35.

MOTION: By Jessica Cope to approve the minutes from 10/17/2022. 2<sup>nd</sup> by Dan Snyder. No additional discussion, all in favor.

PEOPLE PRESENT - none

TREASURER REPORT – Annette Englert

**TREASURER’S REPORT**  
**NOVEMBER 2022 #1**

1. Received the quote from TruGreen for the lawn service for 2023 for the park at a price of \$1,505.33 and Boro Hall at a price of \$761.49. This is an increase of \$138.27 from this year. Need a motion to approve these.
2. I transferred \$99,541.30 from Liquid Fuels account to the General Fund for approved expenses.
3. I have given everyone a copy of the 2023 proposed GF and SF budget. Not sure if everyone wants to review and vote on it for this meeting or next meeting.
4. The Police and Non-Uniform Pension Plans were audited for 2018, 2019, 2020 and 2021. We did have a find on both funds since we do not have ACT 44, RFP for investors, in place. Also, the Police Pension had a finding on Scott Grube’s certification thru the

AG385 for 2019 and 2020. This will result in the borough needing to pay back funds issued.

MOTION: By Mark Gioielli to approve the TruGreen maintenance agreement for 2023 at the above listed rates. 2<sup>nd</sup> by Michele Hazzard. No additional discussion, all in favor.

- Will discuss budgets under new business.

#### OFFICE REPORT – Tasha Jandrisovits

- Email move to Office 360 – Stratix – approved at last meeting, monthly cost \$25.00 and project cost \$1060 just to update council with final figures.
- Recreation Committee resignation, member status
  - Cherie Gebhardt is resigning effective 11/1/22
  - Rec Committee needs to review list for 2023 and replace positions on board as due
- Rental and CO inspection status – did a clean-up; letters sent regarding outstanding balances

#### PUBLIC WORKS REPORT – Supervisor Travis Brett - no report

- Pete mentioned the traffic study training is scheduled for Thursday this week

#### CIVIL SERVICE – Roger Scheirer – no report

#### EMERGENCY MANAGEMENT REPORT – Roger Scheirer

Greg is working on borough wide evacuation plan, will be reviewed by all departments and then council

#### FIRE DEPARTMENT REPORT – Chief Scheirer

19 calls, Roger shared a report of calls and personnel on calls and their standings with council. Mark asked if we had an update on the garage door – per Roger, no update at this point.

#### POLICE DEPARTMENT REPORT – Chief Wolfer



North Catasauqua Borough Police Department  
November 2022 1<sup>st</sup> Monthly report

#### Moving Forward

- All officers successfully completed annual firearms qualification
- Officer Santiago and I co-instructed a self-defense class with Palmerton PD. Will be bringing that to N. Catty in the next year

- Ofc. Hazim began Phase 1 of the Field Training Program yesterday 11/6/22

#### Handicapped parking request

- 1203 3<sup>rd</sup> Street. Placard verified, no off-street parking
- 1032 2<sup>nd</sup> Street. Placard verified; off-street parking is available but applicant “can’t walk up back yard”
- 1244 3<sup>rd</sup> Street. Placard verified, no off-street parking

#### TRAINING COMPLETED

- Sgt. Tramonte completed DRE Instructor training through the International Chiefs of Police Association
- Det. O’Donnell completed Fire Investigator training through the Lehigh & Northampton County Fire Investigation Training Association
- Det. O’Donnell completed Crisis Intervention Team Instructor training

MOTION: By Dan Snyder to approve the above listed handicap parking spaces. 2<sup>nd</sup> by Mark Gioielli. No additional discussion, all in favor.

Chief Wolfer mentioned they will be doing an audit of all handicap parking spots over the winter.

OFFICE INSURANCE & PERSONNEL REPORT - Mark Gioielli – no report

PUBLIC WORKS REPORT - John Yanek

John noted the shade structures were taken down, the lights at the park were started and they are doing leaf pickup

RECREATION COMMITTEE REPORT – Michele Hazzard – no report.

LAW COMMITTEE REPORT - Michele Hazzard

Act 44 – need to review and pass this as it came up on the audit. Steve’s office will review.

PUBLIC PROPERTY & PARKS REPORT - Jessica Cope – no report

PUBLIC SAFETY-POLICE – Michael Macsisak – no report.

PUBLIC SAFETY-FIRE REPORT – Daniel Snyder – no report

MAYOR REPORT – William J. Molchany, Jr. – no report

SOLICITOR REPORT – Atty. Steven Goudsouzian – no report

COUNCIL PRESIDENT REPORT - Peter Paone

- NC Trail Plan – resolution

- Conducted by TPD and Wildlands conservancy – need a resolution to adopt in order to close out NC grant

MOTION: By Jessica Cope to adopt the Trail Plan done by Traffic Planning and Development and the Wildlands Conservancy. 2<sup>nd</sup> by Dan Snyder. No discussion, all in favor.

- Addressing Illegal Sewer Connections – Steve stated we can take civil action; but a better option is probably citation with district court – magistrate, when time comes, we start pursuing that process. Pete – asked if they can create a letter for deficient properties, we can give time, maybe 30 days to contact us, review then and extend more time if they are actively working to fix. Mark suggested to give 45 days to show proof of a contract/contractor – and to address the sump pump people first.
- Zach Mako – called to follow up to light post on Culver – PPL back to them and us – need to verify if fixed. Constituent called them regarding boat ramp.

#### NEW BUSINESS

John – asked about status of 5<sup>th</sup> street zoning hearing, reschedule for 11/21

Budget – Pete thanked Jess, Dan, Tasha, and Annette for meeting to review. Pete stated at a high level we will need a 1.5 mil increase to get the budget to balance. Annette discussed areas that changed from last year and why, budgeted 25 additional new homes for Willowbrook, an increase in the water rate which will increase sewer revenues. Regarding expenses, we will need to pay I for the pension plans in 2023. Chief wolfer reduced several expenses from police budget down by over \$13k to help offset payment into police pension, areas like training reduced to only the mandatory needs. Going forward we may need to ask police to contribute to their pension fund, once we have a better handle on what those numbers will be. Annette made revisions after finance meeting with more real figures, and then Jess reviewed and submitted revision #4 with some areas closer to what actual spend will be. Council agreed to move forward advertising revision #4. Pete reinforced 2023 will be a very tight budget.

MOTION: By Jessica Cope to approve advertisement of the sewer fund budget in the amount of \$84,050.00. 2<sup>nd</sup> by Dan Snyder. No additional discussion, all in favor.

MOTION: By John Yanek to approve advertisement of the general fund budget for 2023 in the amount of \$2,315,102.00. 2<sup>nd</sup> by Jessica Cope. No additional discussion, all in favor.

MOTION: By Dan Snyder to approve advertisement of the ordinance to reflect the new tax rate for 2023 of 15.2. 2<sup>nd</sup> by Jessica Cope. No additional discussion, all in favor.

Executive session. Meeting resumed at 8:05pm. Session to discuss potential litigation and personnel issues.

Motion to add the Indian Valley appraisal, part time office position and Treasurers position to the agenda.

MOTION: By Mark Gioielli to add the three items above to the agenda. 2<sup>nd</sup> by Michele Hazzard. No additional discussion, all in favor.

Indian Valley Appraisal has submitted a quote for an appraisal for a property next to public works. Quote is not to exceed \$3500. Annette said money can be pulled from special projects.

MOTION: By Michele Hazzard to approve Indian Valley Appraisal completing an appraisal on the property listed in documents. 2<sup>nd</sup> by Mark Gioielli. No additional discussion, all in favor.

Approval to advertise treasurer position, as Annette is returning in May.

MOTION: By Mark Gioielli to advertise the treasurer position. 2<sup>nd</sup> by Michele Hazzard. No additional discussion, all in favor.

Approval to advertise the part time office assistant.

MOTION: By Michele Hazzard to approve advertisement of the part time office assistant position. 2<sup>nd</sup> by Jessica Cope. No additional discussion, all in favor.

#### APPROVAL OF BILLS

MOTION: By Mark Gioielli to approve the payment of all invoices. 2<sup>nd</sup> by Michele Hazzard. No additional discussion, all in favor.

#### ADJOURNMENT

MOTION: By John Yanek to adjourn the meeting at 8:12pm. 2<sup>nd</sup> by Jessica Cope. No additional discussion, all in favor.

ATTEST:



Tasha Jandrisovits