

Minutes
NORTH CATASAUQUA BOROUGH COUNCIL MEETING
February 6, 2023

CALL TO ORDER 7pm

PLEDGE

ROLL CALL

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

Also present were Police Chief Christopher Wolfer, Fire Chief Roger Scheirer, and Public Works Supervisor Travis Brett

APPROVAL OF MINUTES

MOTION: By Mike Macsisak to approve the minutes from 1/3/2023. 2nd by Mark Gioielli. No additional discussion, all in favor.

PEOPLE PRESENT

- Jillian Seitz and Bambi Griffin Rivera from the LVPC – conducted a presentation on the first draft of the River Central Multi Municipal Comp Plan. Link to the plan is on the borough website for all to view and provide feedback.

TREASURER REPORT – Annette Englert

TREASURER'S REPORT

FEBRUARY 2023 #1

1. I created 1,205 garbage invoices in the amount of \$569,179.97, which were mailed out on January 11, 2023, and created 1,191 sewer invoices in the amount of \$198,222.68 which were mailed out on January 12, 2023. By the end of January, we received payment on 286 garbage invoices with a breakdown of 61 at the regular rate, 103 at the discount rate, and 122 at the senior citizen rate.
2. We received a check from Service Electric for their franchise fee in the amount of \$10,330.96, which is \$355.98 less than last year and received the RCN Services check in the amount of \$33,967.74 which is \$2545.57 less than last year.

3. I received a maintenance agreement proposal from A&S HVAC for service on the heating system in the Borough Building, Fire Station and Borough garages. The annual fee is \$1632 which is an increase of \$32.00.
4. I have the WEEDS Inc. contract for 2022. The Park comes in at \$926.00, which is \$85 increase from last year and the complex is \$1,777.00, which is \$162 increase from last year.
5. By the end of the January, I completed year end processing of 1099R's for the retirees, IRS Form 945, PennDot Actual Use Report for our 2022 Liquid Fuels expenses. I have also completed the PA DCED 2023 Tax Information Form and 2023 Report of Elected and Appointed Officials.
6. Campbell, Rappold & Yurasits LLP started our audit today and probably working for a few days. We received 4 pages of items they need us to prepare for the audit.
7. Lehigh Township sent the Firearms Range Liability Form for approval so that the Police Department may use their range.
8. Need Resolution #371 approved for the Act 44 for the Pension Funds. Due to not having this, we had a finding in our last Audit General's Audit. Pete will discuss under his report.

MOTION: By Mark Gioielli to approve the A&S Maintenance agreement for \$1632.00. 2nd by Mike Macsisak. No additional discussion, all in favor.

MOTION: By Jess Cope to approve the Weeds Inc. annual maintenance agreement for \$926 for the park and \$1777.00 for the complex. 2nd by Michele Hazzard. No additional discussion, all in favor.

MOTION: By Jess Cope to add discussion of the Lehigh Township liability release form to the agenda. 2nd by Mark Gioielli. No additional discussion, all in favor.

MOTION: By Jess Cope to approve the signing of the liability release form for officers to use the Lehigh Township Firearms Range. 2nd by John Yanek. No additional discussion, all in favor.

OFFICE REPORT – Tasha Jandrisovits

- Year-end processing, w2's, 1099's, and 2022 taxes filed.
- Part time hire – Pamela Wagner
- Requesting an executive session – personnel matters

PUBLIC WORKS SUPERVISOR REPORT – Travis Brett

- Travis stated he has 7 trees in stock for planting this spring, varieties of maple, cherry, etc. – they are nice sized trees, council should let him know of special requests where to go.

- John – asked Travis if they got the sign by church. Travis said yes, the wind took it down, they have one in stock and will replace this week.

CIVIL SERVICE – Roger Scheirer

- Will advertise in late March for a Corporal Exam. Roger needs a motion to authorize placement of the advertisement.

MOTION: By Mike Macsisak to advertise for a Corporal Exam in late March. 2nd by Michele Hazzard. No additional discussion, all in favor.

EMERGENCY MANAGEMENT REPORT – Roger Scheirer

No report.

FIRE DEPARTMENT REPORT – Roger Scheirer

7 calls for January.

CPR, First Aid and stop the bleed training completed along with hazmat refreshers and ariel ops will be held in February, March, and April for the fire department.

Roger reported that the state report was delayed, no new delivery date given.

POLICE DEPARTMENT REPORT – Chief Wolfer

December Dispatched calls-

2022 Total for December: 311

2021 December total- 228

% change year over year- +36.4%

- Traffic stops- 106
- Domestic violence- 5
- Armed person- 1
- Burglary- 1
- animal complaints- 10
- Suspicious activity- 3
- EMS- 41
- Fire calls- 4
- MVA's- 11
- follow up investigations- 25
- citizen assists- 23
- 911 hangup's- 4
- Burglar alarm- 2
- Welfare check- 6
- Assist other PD- 6
- Vandalism- 1
- Assault- 2
- Fight in progress- 1
- Harassment- 1

- Warrants served- 2
- Psych emergencies- 2
- Emergency PFA's- 2
- Trespassing- 1
- Child abuse- 1
- Parking tickets- 12
- Traffic citations- 17
- Summary arrests- 49
 - 10- Operating vehicle with expired inspection
 - 4- Operating vehicle with expired registration
 - 1- Operating vehicle with suspended registration
 - 2- Operating vehicle without insurance
 - 4- Failure to stop at properly posted stop sign
 - 1- Possession of dog without proper license
 - 1- Failure to provide proof of rabies vaccination
 - 1- Harboring of a dangerous dog
 - 1- Parking in a no parking zone
 - 1- Operating vehicle without working headlights
 - 3- Failure to pay parking ticket
 - 3- Operating vehicle without rear lights
 - 3- Operating vehicle without a valid driver's license
 - 6- Operating vehicle with suspended driver's license
 - 2- Careless driving
 - 5- Passing a school bus with activated stop arm (BusPatrol)
 - 1- Passing vehicle on left
- Misdemeanor arrests- 30
 - 4- Possession of a schedule 1 controlled substance
 - 5- Possession of a small amount of Marijuana
 - 3- Possession of drug paraphernalia
 - 4- DUI Schedule 1 controlled substance
 - 5- DUI metabolite of a schedule 1 controlled substance
 - 5- DUI general impairment unsafe driving
 - 1- DUI high rate of alcohol
 - 1- Domestic assault
 - 1- Harassment by physical contact
 - 1- Theft by unlawful taking under \$200
- Felony Arrests- 0
 - - Burglary of an unoccupied structure
 - Receiving stolen property

Moving Forward

- No longer need to change method of requesting Handicap spots. Spoke with reps from PennDOT and found a query method.

- All 26 vehicles from the Impound lot have been disposed of. We received a total dollar amount of \$15,897.00.
- Discuss drafted quote for gun project. Chief Wolfer shared a list of items to be purchased with council. New ammo is way less expensive and new guns weigh a lot less on their gun belt.

MOTION: By Mike Macsisak to approve the purchase of new guns and ammo with no out of pocket cost to the borough due to the monies from the abandoned vehicle clean up. 2nd by Michele Hazzard. No additional discussion, all in favor.

- I have been participating in multiple meetings with the Catasauqua School District and we are planning an active shooter drill in March. Tentatively scheduled for the 10th.
- Phase 1 of the Handicapped parking project is complete. 4 sets of signs have been removed. The addresses are within each council members packet. The only issue arose today and was 1120/1122(comp.) 4th Street.
- Community Night out 5/11/2023 rain date of 5/12/23. Set as tentative date.

MOTION: By Mark Gioielli to approve Community Night out tentatively scheduled for May 11, 2023, with a rain date of May 12, 2023. 2nd by Michele Hazzard. No additional discussion, all in favor.

Handicapped parking request

- 1151 Railroad St. Discuss with council. Discussed with council – Steve suggested we hold; Chief investigate further and report back to council.

TRAINING COMPLETED

- I completed Advanced Traffic Patrol and Drug Interdiction training through the Institute for Law Enforcement Education
- All officers have completed responding to electrical and natural gas emergencies through UGI.
- Ofc. Douglas completed Intro to Active Shooter Response training through the Texas State University

- Ofc. **Douglas** and Ofc. **Hazim** completed Advanced Law Enforcement Active Shooter Rapid Response Level 1 training through Texas State University. All officers are now trained and prepared to respond to an active shooter situation should the need arise.
- Ofc. **Douglas** completed “On the Streets” training through the Law Enforcement Against Drugs & Violence program.
- **All officers** completed Project Lifesaver training and 6 of 7 completed Defensive Tactics and Use of Force training. One officer unfortunately had a family emergency and could not attend. These courses were taught by Ofc. Santiago and will greatly reduce our liability and increase our tactics and abilities. Moving forward, we will be hosting DT/Use of Force biannually and PLI annually. Big thanks to the Catasauqua YMCA for their accommodations and hospitality, Travis for getting us equipment, Roger for helping in all aspects of the training and volunteering as a safety officer, and Officer Santiago who did an incredible job teaching and orchestrating these courses.
- Ofc. **HAZIM** completed the required Incident Command System trainings; ICS-100, 200, ICS-700.b, ICS-800.d through the Federal Emergency Management Agency (FEMA)
- Explain Sgt. Tramonte’s Milan Italy training.
- Request for an executive session.

Attached is a copy of the full year end report from Chief Wolfer, which was reviewed at the meeting. Pete and council thanked Chief Wolfer for his year end report.

John asked about the home invasions that were discussed on social media. Chief clarified they were not home invasions – they were burglaries, Chief sat down with a resident for over an hour to discuss, he wished more people would come to him and ask questions directly, he has always tried to be as transparent as possible.

OFFICE INSURANCE & PERSONNEL REPORT - Mark Gioielli
No report.

PUBLIC WORKS REPORT - John Yanek

- John discussed the eventual need to have the volleyball courts replaced or they will be unplayable. Pete said he was looking for a grant for this project. Travis stated Northampton will work alongside of them, have paving materials. Council discussing timing and options to begin to review this project. Travis will get repair cost estimates for grants.

RECREATION COMMITTEE REPORT – Michele Hazzard

Michele stated there is a list below of terms that are up. Monday 2/13 is their next meeting. The freezer had freon leaking, rec committee will cover the cost of the repair. They will work on an outline for an ad for the park program and the concerts, etc. and get to Annette to go with April Sewer bills.

- Annual report and financial statement from rec committee is attached and was shared with council.
- Vote on new members and officers:

MOTION: By John Yanek to approve the rec committee terms below. 2nd by Jess Cope. Pete Paone and Michele Hazzard abstained. No additional discussion, all in favor.

- Two-year terms: term
 - Jason Bashaw
 - Susan Arndt
 - Angela Bashaw
 - Mary Matteo (*new member - see attached letter of interest)
- One-year terms:
 - Susan Paone
 - Adriane Armbruster
 - Tina Snyder
 - Barbara Sukanick
 - Michele Hazzard

LAW COMMITTEE REPORT - Michele Hazzard

No report.

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.

Whitehall Chamber of Commerce grants for parks and rec for \$2200. Volunteer Fire Grant for \$1k. Mayor facilitated, Pete and Roger will complete forms and Bill will take back to Whitehall.

SOLICITOR REPORT – Atty. Steven Goudsouzian

No report

COUNCIL PRESIDENT REPORT - Peter Paone

- Resolution #370 – Trail Feasibility Plan
- Resolution #371 – ACT44

MOTION: By Michele Hazzard to approve the Trail Feasibility Plan Resolution #370. 2nd by Dan Snyder. No additional discussion, all in favor.

MOTION: By Michele Hazzard to approve Resolution #371 implementing ACT44, which was a finding on the last audit. 2nd by Mike Macsisak. No additional discussion, all in favor.

NEW BUSINESS

Executive Session - returned from executive session at 9:10pm.

MOTION: By Mark Gioielli to approve the adjustments made to the non-uniform employee handbook by consolidating sick, personal and birthday time into one group called personal time off (pto), adding one additional floating holiday for employees and changing the timeline to accrue additional vacation days. In addition, the health insurance will now be covered at 90% for employee and family by the borough. 2nd by Jessica Cope. No additional discussion, all in favor.

MOTION: By Mark Gioielli to approve offering the fulltime Treasurer position to Christina Czonstka. 2nd by Mike Macsisak. Michele Hazzard abstained. No additional discussion, all in favor.

John mentioned UGI bills high in the month of January.

Mark noted the PPL billing problems and asked if that impacted us. Tasha stated Pam was reviewing billing on those bills now as our contract with service provider is up in June.

APPROVAL OF BILLS

MOTION: By Mike Macsisak to approve the invoices from the January 16th meeting. 2nd by Jessica Cope. No additional discussion, all in favor.

MOTION: By Mike Macsisak to approve the invoices from this meeting. 2nd by Mark Gioielli. No additional discussion, all in favor.

ADJOURNMENT

MOTION: By Mike Macsisak to approve adjourning the meeting at 9:20pm. 2nd by Jessica Cope. No additional discussion, all in favor.

ATTEST:

A handwritten signature in black ink, appearing to read "Tasha Jandrisovits". The signature is fluid and cursive, with a long horizontal flourish extending to the right.

Tasha Jandrisovits
Borough Secretary