

**BOROUGH OF PORTLAND
COUNCIL MEETING MAY 2, 2016**

The Portland Borough Council Meeting of May 2, 2016 was called to order at 7:00 PM by Stephanie Steele, President of Borough Council.

Council Members Present:

*Stephanie Steele * Bridget Kenna* Steve Knott * Yvonne Gumaer * Brian Kardos

Others Present:

1. Michael Gaul, Borough Solicitor
2. Carol Hummel, Borough Secretary
3. Mark Bahnick, Van Cleef Associates, Borough Engineer
4. Members of the Public

Councilwoman Heather Fischer and Mayor Lance Prator were absent due to illness.

Councilwoman Lisa Prator will be late.

Resolution 2016-8 ¹⁰

*Corrected Council meeting
6/6/2016 (CAH) 10*

A motion was made by Steve Knott, 2nd by Bridget Kenna adopting Resolution 2016-8, "Recognizing May 5, 2016 as National Day of Prayer" in the Borough of Portland, Northampton County, PA. Motion carried: 5-0-0

Resolution 2016-9:

A motion was made by Bridget Kenna, 2nd by Brian Kardos adopting Resolution 2016-9, "Proclaiming May 20 - 21, 2016 as the American Cancer Society's Relay for Life of the State Belt at Bangor Memorial Park". Motion carried: 5-0-0

Action on Minutes:

A motion was made by Bridget Kenna, 2nd by Steve Knott approving the minutes of April 4, 2016, as presented. Motion carried: 5-0-0

Secretary/Treasurer's Report:

Carol Hummel

1. Bills Presented for Payment:

Borough Operations, Borough Add-On Bills & Borough Operations Already Paid:	13,421.42
Sewer Operations & Sewer Operations Already Paid:	18,823.77
Sanitation Operations & Sanitation Operations Already Paid:	7,364.20
Community Events:	14.97
TOTAL	\$ 39,624.36

- a) add the April payroll and payroll taxes: 7,000.00
- b) add Sunoco Fleet Gas: 350.00
- c) add (5) more bags of perma patch for the streets (\$11.00 x 5) = 55.00

TOTAL ALL BILLS ABOVE PRESENTED FOR PAYMENT: \$47,029.36

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A motion was made by Steve Knott, 2nd by Yvonne Gumaer approving the payment of the bills totaling \$47,029.36. Motion carried: 5-0-0

Portland Hook & Ladder Co. #1:

A motion was made by Yvonne Gumaer, 2nd by Brian Kardos approving the 2016 budget allocation of \$7,000.00 to the Portland Hook & Ladder Co. #1 from the Local Service Tax Account. Motion carried: 5-0-0

Liquid Fuels Account:

A motion was made by Steve Knott, 2nd by Bridget Kenna approving the payment of \$1,773.54 to the American Rock Salt Co., LLC for 24.51 tons of bulk ice control. Motion carried: 5-0-0

NOTE: The electric service bill for the Portland Gymnasium has been paid from the General Checking Account in the amount of \$32.45.

Executive Session:

A motion was made by Steve Knott, 2nd by Brian Kardos adjourning to Executive Session at 7:12 PM. Motion carried: 5-0-0

Discussion: Legal advice from Solicitor Gaul.

- Lisa Prator entered the meeting at 7:26 PM.

A motion was made by Lisa Prator, 2nd by Steve Knott to reconvene from Executive Session at 7:33 PM. Motion carried:6-0-0

Action Taken:

None

Citizen's Agenda:

David Keller 400 Jacoby Creek Road

Mr. Keller was invited to the Borough Council Meeting to discuss the liens against the property, formerly owned by Nancy and Richard Smith. The liens for the former Smith Account is \$17K. Mr. Keller offered to pay the Borough \$5K to pay off the liens to clear the account. Councilman Knott replied that was unacceptable to him and the rest of council. Mr. Keller was asked why he has not paid any of the Borough bills since he has owned the property. Mr. Keller replied that it was his business practice to not pay any municipal bills until he resold the property. No action was taken. Councilwoman Prator stated that since Mr. Keller is not paying any of the Borough bills the Borough would not accept his offer of \$5K.

Public Comment:

None

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Sewer Matters:

1. The new computer for the Sewer Billing Clerk has arrived and has not yet been connected.
2. A motion was made by Steve Knott, 2nd by Yvonne Gumaer authorizing the Sewer Billing Clerk to remove the late charge from the Portland Hook & Ladder Co. #1 sewer account. Motion carried: 6-0-0
3. The new sewer stamper has arrived.
4. The Sewer Committee met with representatives from Ultra-Poly Corp. to discuss the possibility that Ultra-Poly may be interested in using some of the effluent from the WWTP for their cooling process at their facility.
 - a) Borough Engineer Mark Bahnick stated that the Borough would have to decide how much to charge Ultra-Poly.
5. Councilman Knott reported that the upgrading of the (2) building exterior lights at the WWTP and the decorative light pole next to the gas station on Delaware Avenue will cost under \$1,000.00 for both. Barry Hoffman Co., Allentown PA is the contractor.

Borough Engineer's Report: Mark Bahnick

Park & Walk Restroom Facility Grant:

1. Mr. Bahnick reported that the sales contract with Old Castle Precast was signed April 27, 2016 by President Steele.
 - a) Solicitor Gaul stated that the signed contract was incorrect and that he would contact David Worthington of Old Castle to make sure the contract is done correctly.
 - b) The restroom facility will be delivered to the site in July 2016.
 - c) Portland Contractors, Inc. is to provide a bid for the utilities and the site pad.
 - d) The lot line adjustment plan has been signed. Just needs to be recorded.
 - e) Solicitor Gaul stated that we still need a Purchase Order.
2. The WWTP operations are good for the month of April.
 - Mark Bahnick left the meeting at 7:50 PM.

Zoning Officer Report: Bettina Seafass, Keller Zoning & Inspection Services

1. The Golden Property at 108 Main Street has cleaned up the accumulated junk. Ms. Seafass stated that Mr. Golden was cited on March 28th and had (30) days until April 28th to clean-up the property or she would cite him with a fine for every day after April 28th. Ms. Seafass stated she would keep an eye on the property.
2. George Vlamis, Realtor from Keller Williams, spoke with Ms. Seafass concerning the former Cramer Property at 394 Delaware Avenue with regard to using the property as a tractor trailer depot and business office. Ms. Seafass replied to Mr. Vlamis that the property owner would have to apply for a variance because that is a non-conforming use.

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3. Councilman Knott gave Ms. Serfass a list of properties that need Property Maintenance Code violations letters sent for grass and weeds.

- a) 108 Main Street
- b) 116 Main Street
- c) 117 Main Street
- d) 394 Delaware Avenue

4. The discussion at last month's council meeting about updating the International Property Maintenance Code (IPMC) Ordinance was found that the Borough does not have to update the ordinance. The most recent revision or edition is applicable to the present ordinance, 2011-2. Two (2) copies should be kept in the Borough Office. Ms. Serfass has ordered the (2) copies, at \$30.00 each. The Borough will be billed on her June 2016 invoice.

5. Mike's Auto: 208 Northampton Street

Solicitor Gaul gave a history of the property to Ms. Serfass. Ms. Serfass replied that the secretary had supplied her with copies from the Mike's Auto files.

Zoning Hearing Board (ZHB):

- 1. No hearings scheduled.
- 2. The number required for the ZHB is three (3) members.
- 3. There is one (1) vacant seat on the ZHB.

BCO & UCC Building Inspectors Report:

1. No permits were issued for the month of April.

2. Discussed by council was the on-going construction at the Lance Walter residence at 113 Main Street. With regard to UCC permitting, Solicitor Gaul reported that the Pennsylvania UCC has a permit exemption for interior renovations to an existing residential building, except for renovations that alter an entry or exit way, or a weight bearing wall. Solicitor Gaul stated that if the Borough desires to require a permit and inspection of renovations to the interior of an existing property, the Borough can enact an ordinance, subject to the approval of the Department of Labor and Industry. Solicitor Gaul stated he would go over the process with the State of PA, Labor & Industry, to verify.

- a) A motion was made by Lisa Prator, 2nd by Steve Knott authorizing Solicitor Gaul to draft an ordinance requiring permits for interior renovations to existing residential property. Motion carried:6-0-0

Planning Commission:

None

Portland Borough Authority:

None

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Legal:

Back to the Restroom Facility Project: Solicitor Gaul stated to council that there are certain rules that have to be followed in order to receive monies/grants for a project. The signed plans have been taken to Mark Bahick's office, by President Steele, who will take them for signature at the Lehigh Valley Planning Commission and recording at the Northampton County Courthouse.

Subdivision and Land Development:

None

Community Development, COG & Grants:

1. The minutes of the April 27, 2016 COG meeting was included in the council packet.
2. Councilman Knott reported that Plainfield Township has a "Crack Sealing Machine" available for use at \$105.00 per hour. No action was taken.

Community Events/Recreation Board:

1. The first annual "Pet Parade" that was held on April 16th was a success, with a significant number of pet dogs.
2. The first outdoor movie of the season will be held on May 28th at dusk at the Park & Walk Lot on Delaware Avenue.
3. The Summer Portland Community Yard Sale will take place on Saturday, June 11th from 8:00 AM to 2:00 PM.
4. JOV, LLC, Mr. John Vallance, has painted the side of his building that faces Delaware Avenue so that it will look nice for the new Restroom Facility.

Police Report:

The April 2016 Police Report was provided, in writing, by Chief Mulligan. Mayor Prator was absent.

1. Traffic citations issued 21; Non-Traffic citations issued 0; Criminal Arrests 2; Parking Tickets 1. Incidents 48: Parking/Traffic 29; Criminal Mischief 2; Animal 1; Warrants 1; Domestic 1; MVA 1; DUI 1; Suspicious Activities 3; Agency Assist 2; Fire Company 2; Harassment 1; Narcotics 2; Vehicle mileage: Crown Ford Victoria 0, Ford Utility 1,472.

2. Chief Mulligan and Officer Kiefer started off with commercial vehicle weights as soon as Officer Kiefer was certified. The total citations issued were (21) for a total of \$23,874.00. A few drug arrests were made.

3. A motion was made by Lisa Prator, 2nd by Bridget Kenna authorizing the purchase of a new desk-top computer and monitor for the police department at a cost not to exceed \$850.00. Motion carried: 6-0-0

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Mayor's Report:

1. Mayor Prator was absent but Lisa Prator reported on the Mayor's activities.
 - a) Mayor Prator completed the Lehigh Valley Planning Commission's class on Municipal Planning Education Institute course.
 - b) Mayor Prator attended the "Hands On Deck Meeting" of the Community Action Committee of the Lehigh Valley.
 - c) Mayor Prator will be attending the annual Pig Roast and the retirement party of Ms. Barbara DeFranco, both sponsored by the Merchants Bank of Bangor, PA.

Streets Department:

1. Report from Councilman Knott:
 - a) Councilman Knott reported that the sidewalks of several properties need repair due to the water shut-off curb boxes that are installed in their sidewalk. Council stated that property owners are responsible for the maintenance and repair of their sidewalks. Solicitor Gaul stated that he would review the Borough's Sidewalk Ordinance. President Steele and the secretary will work on the language of the letters that will be sent to those property owners.
 - b) Mr. Knott stated that several of the Borough streets were missed for cleaning by the DRJTBC street sweeper. Mr. Knott stated that Mayor Prator is communicating with Bangor Borough through the Slate Belt COG for possible mutual aid.
 - c) A letter should be sent to Ducklode's Brothers to repair their sidewalk on Delaware Avenue in front of their showroom.
 - d) Councilwoman Prator has compiled a list of the individuals who are donating supplies to the annual Borough Clean -Up Day.
 - e) Mr. Knott stated that the Borough Maintenance Men, Bob and Dave, should install/hang the flower baskets on the lamp posts on Delaware Avenue.
 - f) New roof shingles are needed on the police garage. Councilman Knott stated that the Borough Maintenance Men can install the shingles. Mr. Knott will research for the most cost effective supplies.
 - g) Mayor Prator, on behalf of the Borough, is attending and submitting the PEMA/FEMA Public Assistance Application on Wednesday, May 25th at the Gracedale Building 911 Complex. The assistance application is for the January 2016 winter storm "Jonas".
 - h) Perma-Patch has been ordered from the Slate Belt COG at the cost of \$11.00 per (60) pound bag.

Sanitation:

1. Report from Councilwoman Lisa Prator:
 - a) It was discussed by council that garbage should not be put out to the curb before 8:00 PM, the evening prior to garbage collection. Councilwoman Prator suggested 4:00 PM. President Steele stated that council should review the Garbage Ordinance for changes.

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Building Committee:

President Steele reported that she has made contact with a Lehigh University Professor, Marcus Brandt, who restores buildings. Professor Brandt is interested in looking at the Borough municipal building. The Professor works to help find grants and source volunteer students who would work on the restoration. A (5) year plan would be incorporated.

Budget, Finance, Insurance, & Cable TV Contract:

None

Ordinance Update Committee:

President Steele stated that the committee would start by ordering a burgundy color minute book. Councilwoman Fisher has an Adobe Program on her computer. Ms. Steele stated that she would research the cost of an Adobe Professional Program for the Borough.

Personnel, Policy & Procedure Committee:

None

Slate Belt Community Partnership (SBCP):

1. The committee reported that they met with Allan Jennings of the Community Action Committee of the Lehigh Valley (CACLV) who is hoping to take over as the helm of the Slate Belt Community Partnership (SBCP). Mr. Jennings is hoping to find local businesses to fund \$200K then the committee can apply to the State of PA for grant monies. Merchants Bank of Bangor has made a pledge of \$50K. The next meeting of the SBCP is May 12.

Correspondence:

None

Secretary's Announcements:

1. Ms. Hummel will be out of the office on Friday, May 13, 2016 for vacation.
2. Ms. Eden will be out of the office May 4 through May 13, 2016 for personal reasons.
3. Council decided that an Edible Arrangement will be sent to Ms. Eden during her recuperation from surgery.
4. Council decided to purchase a LizTec Pin for Ms. Barbara DeFranco for her retirement as manager of the Mount Bethel Office of Merchants Bank, Bangor. Cash donations are being accepted by council members and employees.

Old Business:

1. Councilwoman Gumaer is still working on her NIMS certification.

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2. The Geo-Tourism kick-off is Thursday, May 5th with a luncheon at Shawnee Inn & Resort. Mayor Prator, Heather Fisher and Yvonne Gumaer are attending.

2. Councilwoman Prator stated that trees are not addressed in the new Borough Zoning Ordinance. Ms. Prator stated that property owners should be encouraged to properly maintain their trees. Ms. Prator stated that the Borough promotes the Rails to Trails Project but that there are no guidelines for trees. Councilwomen Prator and Fisher will work on this issue for the next council meeting of June 6, 2016.

New Business:

1. The Slate Belt Chamber of Commerce (SBCC), Northampton County and Discover Lehigh Valley announced their Northampton County Tourism Roundtable, Connect & Collaborate event on Monday, May 9th at the SBCC office. RSVP to 610.588.1000 if attending.

2. The Borough has signed up for the FREE Community Program "Business Pal & Partners Program" at the America On Wheels Museum Allentown, PA.

3. President Steele reported that Access Office, located in Stroudsburg, PA, has quoted a (20) hour computer maintenance package for \$2,200.00. After review of the proposal by Stephanie & Jim Steele, Mr. Steele has agreed to install and connect the (2) new computers. (1) for the sewer billing clerk and (1) for Chief Mulligan in the Police Department.

Adjourn:

The next council meeting will be held on June 6, 2016 at 7:00 PM. A motion to adjourn the meeting at 9:17 PM was made by Lisa Prator, 2nd by Bridget Kenna. Motion carried: 6-0-0

Respectfully Submitted by,

Carol A. Hummel

Carol A. Hummel, Secretary

