

**BOROUGH OF PORTLAND COUNCIL**  
**REORGANIZATION MEETING AGENDA JANUARY 4, 2016**

1. The Swearing In of Public Officials, by Mayor Prator, took place in council chambers at 6:45 PM prior to the Reorganization of Council.

- Stephanie Steele
- Brian Kardos
- Bridget Kenna
- Heather Fischer

2. Call Meeting to Order at 7:00 PM Mayor Lance J. Prator

3. Roll Call of Council Members: Mayor Lance J. Prator

4. Reorganization of Council: Mayor Lance J. Prator

5. State of the Borough Address Mayor Lance J. Prator

- Election of President:
- Election of Vice President

MAYOR PRATOR TURNS OVER THE GAVEL TO THE ELECTED PRESIDENT OF COUNCIL TO RUN THE REMAINDER OF THE MEETING.

6. Council Appointments:

- Appointment of Secretary/Treasurer:
- Appointment of Assistant Secretary/Treasurer:
- Appointment of the Solicitor:
- Appointment of Alternate Solicitor:
- Appointment of Sewer Solicitor:
- Appointment of Borough Engineer;
- Appointment of Alternate Borough Engineer:
- Appointment of Sewer Engineer:
- Appointment of Alternate Sewer Engineer:
- Appointment of Sewage Enforcement Officer:

1) Ott Consulting, Inc., Bangor PA @ \$79.00 per hour

**BOROUGH OF PORTLAND COUNCIL**  
**REORGANIZATION MEETING AGENDA JANUARY 4, 2016**

- 2) Scott Bieber Emmaus PA @ \$100.00 per hour (includes traveling time)
  
- Appointment of Zoning Officer:
  
- Appointment of Building Code Official:
  
- Appointment of Uniform Construction Code Official:
  
- Appointment of Planning Commission:
  - a) Robert Tust (1) year term 01/01/2016 – 12/31/2016
  - b) Michael Kovonuk (2) year term 01/01/2016 – 12/31/2017
  - c) William Zeman (3) year term 01/01/2015 – 12/31/2018
  - d) Daniel Wilkins (4) year term 01/01/2016 – 12/31/2019
  - e) Harry Jack Bellis (4) year term 01/01/2016 – 12/31/2019
  
- Appointment of Zoning Hearing Board:
  - a) Appoint George Zalepa to a three (3) year term.
    - i. 01/01/2016 – 12/31/2018
  
  - b) Confirm the other current members are:
    - i. Hubert McHugh 01/01/2014 – 12/31/2016
    - ii. Yvonne Gumaer 01/01/2015 – 12/31/2017
  
- Appointment of Zoning Hearing Board Solicitor:
  
- Appointment of Health Officer:
  
- Appointment of Recreation Board:
  - a) Appoint Philip Karasiewicz (3) year term 01/01/2016 – 12/31/2018
  
  - b) Confirm the other current members are:
    - i. Stephanie Steele & Lance Prator (2) year term  
01/01/2015 – 12/31/2016
    - ii. Evan Senay & Patrick Howarth, Jr. (3) year term  
01/2015 – 12/31/2017
  
- Appointment of Right-To-Know Officer:
  
- Appointment of Assistant Right-To-Know Officer:
  
- Appointment of Tax Collection Committee Liaison:

**BOROUGH OF PORTLAND COUNCIL  
REORGANIZATION MEETING AGENDA JANUARY 4, 2016**

- Appointment of Alternate Tax Collection Committee Liaison:
- Appointment of Council of Governments Representative:
- Appointment of Alternate Council of Governments Representative:
- Appointment of IDA Member:

7. **Determination of the Bond Amount for the Borough Treasurer and Assistant Treasurer:**

- a) The treasurer's Bond is \$100,000.00.
- b) There is no Assistant Treasurer's Bond, just a crime policy covering theft by an employee for \$25,000.00. I've called the Bonding Agent and will be getting the information for tonight's meeting.

8. **Appointment of the Borough Tax Collector: Resolution 2016-1**

Resolution Authorizing And Directing The Borough Secretary To Act As Tax Collector For The Borough During The Pendency Of A Vacancy In The Office Of The Tax Collector For The Borough.

- a) The Tax Collector's Bond is \$155,000.00.

9. **Portland Borough Authority Appointment:**

- Approve James Potter for another five (5) year term. Beginning January 1, 2016 and expiring December 31, 2020.

10. **Action On Minutes:**

- December 7, 2015

11. **Secretary/Treasurer Report: Carol Hummel**

Approve the December 2015 Financial Report, the bills presented for payment in the amounts of:

- Payments of Bills Presented:

Borough Operations & Borough Operations Already Paid:	9,414.17
Sewer Operations & Sewer Operations Already Paid:	8,205.89
Garbage Operations & Garbage Operations Already Paid:	5,017.82
Olav Sandnes Escrow Account: Van Cleef Engineering #66001504-2	360.00
Community Events: Staples, colored copy paper	20.97
<b>TOTAL</b>	<b>\$23,018.85</b>

**BOROUGH OF PORTLAND COUNCIL**  
**REORGANIZATION MEETING AGENDA JANUARY 4, 2016**

- And approximate expenses for the January 2016 payroll and payroll taxes (\$6,000.00) and Sunoco Fleet Gas (350.00).
- And to the Lehigh Valley Planning Commission (\$95.00) for the Subdivision or Land Development Application for the Lot Line Adjustment/Consolidation Plan for JOV, LLC and the Borough of Portland
- And the 2016 Slate Belt Chamber of Commerce membership dues in the amount of \$110.00.
- And the 2016 Slate Belt Council of Governments 2016 membership dues in the amount of \$700.00.
- And Mayor Lance Prator stipend of \$250.00 for 2015.

A motion to pay the Portland Gymnasium November 2015 Met Ed electric bill in the amount of \$35.75 from the General Checking Account.

**TOTAL ALL BILLS ABOVE PRESENTED FOR PAYMENT: \$30,559.60**

12. Citizen's Agenda:

1. Zoning Officer, Larry Freshcorn would like to introduce himself to council.
2. Big Boy Towing will not be attending tonight's council meeting.
3. PUMP Food Pantry:

13. Sewer Matters:

The Act 94 paperwork is to be submitted by March 31, 2016.

14. Borough Engineer's Report:

1. Motion to approve the substantial form of a Water Extension Agreement with the Portland Borough Authority and JOV, LLC in regards to the Park & Walk Restroom Facility on Delaware Avenue, and to authorize the President of Council to execute a final Agreement, with such modifications as are approved by the President in consultation with the Solicitor.
2. Motion to approve a Lot Line Adjustment/Consolidation Plan for the Park & Walk Restroom Facility on Delaware Avenue.

**BOROUGH OF PORTLAND COUNCIL**  
**REORGANIZATION MEETING AGENDA JANUARY 4, 2016**

3. Motion to approve the submission of applications, and payment of fees, to the Borough and the LVPC for review and approval of the Lot Line Adjustment/Consolidation Plan.

15. Zoning Officer Report:

16. Zoning Hearing Board:

1. None scheduled at the present time.  
a. Application Date: None  
b. Hearing Date: None

17. Recreation Board:

18. Water Authority Report:

19. Legal:

20. Subdivision and Land Development:

21. Community Development:

22. Police Report:

23. Mayor's Report:

- Officer Ryan Sabatine's MPOETC exam has been postponed until January 16, 2016.

24. Streets Department:

25. Sanitation Committee:

26. Insurance Committee:

- Insurance Renewal: January 19, 2016 to January 19, 2017. A motion for the renewal application, procurement and payment of the premium.

27. Building Committee:

28. Budget/Finance:

CD #401112218, in the amount of \$20,175.80, renews on January 25, 2016. Do you want to let it roll over?

29. Ordinance Update Committee:

**BOROUGH OF PORTLAND COUNCIL  
REORGANIZATION MEETING AGENDA JANUARY 4, 2016**

**30. Correspondence:**

- Northampton County Conservation District in your packet.

**31. Secretary Announcements:**

**32. Old Business:**

1. Geotourism: Deadline for nominations of your business, local attraction, and/or event for inclusion on the site [www.DelawareRiver.natgeotourism.com](http://www.DelawareRiver.natgeotourism.com) is due January 16, 2016.
2. Report on the Street Vacation Ordinance:
  - i. The King, Spry, Herman, Freund & Faul invoice #102930, in the amount of \$187.50, was reimbursed back to the Borough by Jim & Stephanie Steele.
  - ii. Certified mailing to Lebkuecher, L. Rivera and Lehigh & New England Dev. Corp., in the amount of \$20.22, was reimbursed back to the Borough by Jim & Stephanie Steele.

**33. New Business:**

- PA Federal Surplus Program Three (3) Year Update. A motion is needed to maintain Portland's eligibility to participate and authorizing the President and the Vice President as the authorized representatives. Due by January 16, 2016.
- Committee Appointments by the President of Council:

**34. Citizens Non Agenda:**

**35. Executive Session:**

**36. Adjournment:**