

BOROUGH OF PORTLAND COUNCIL
GENERAL MEETING AGENDA SEPTEMBER 12, 2016

1. Open Meeting: Stephanie Steele, President
2. Council Members Present:
3. Others Present:
4. Ordinance 2016-1: Update

An Ordinance of the Borough of Portland, Northampton County, PA, Amending Borough Ordinance 2005-6, Which Adopted the PA Uniform Construction Code; Providing That the Requirements of the PA Uniform Construction Code Shall Apply to Alterations and Repairs to Residential Buildings; And Requiring Permits for Such Alterations and Repairs, Except As Provided.

5. Action On Minutes:
 - August 1, 2016
6. Secretary/Treasurer Report: Carol Hummel

- Approve the August 2016 Financial Report, the bills presented for payment in the amounts of:

Payments of Bills Presented:

Borough Operations & Borough Operations Already Paid:	30,347.81
Community Events: Outdoor Movie Night & August Picnic	285.27
Voltaix/Air Liquide: sewer review & plans	2,663.50
Garbage Operations & Garbage Operations Already Paid:	4,700.82
Sewer Operations & Sewer Operations Already Paid:	16,384.25
TOTAL	54,381.65

Add the approximate expenses for the September 2016 payroll and payroll taxes: 9,000.00
 Add Sunoco Fleet Gas: 475.00

- a) The Recreation Fund has a balance of \$208.51. I am still paying the electric bill from the General Account. The August electric bill is \$70.80. Due to running a dehumidifier in the building the electric cost has doubled.

b) TOTAL ALL BILLS ABOVE PRESENTED FOR PAYMENT: **\$63,856.65**
 (includes payroll taxes and fleet gas)

BOROUGH OF PORTLAND COUNCIL
GENERAL MEETING AGENDA SEPTEMBER 12, 2016

c) The Voltaix/Air Liquide Escrow Account has bills totaling \$2,663.50. The escrow account has a balance of \$822.00. I need to ask for additional monies. How much?

7. Public Comment: The (5) minute rule applies.

- PMC Violations: Lauren Lebkuecher: 519 Delaware Avenue

8. Sewer Matters:

- a) Custom Decorative Concrete (Todd Constantine):
- | | |
|-------------------------------------|--------------------------|
| i. Proposal for a sewer plant slab: | \$2,100.00 |
| ii. Proposal for sewer plant steps: | <u>\$1,900.00</u> |
| TOTAL | <u>\$4,000.00</u> |

9. Borough Engineer's Report: Mark Bahnick

1. Precast Restroom Facility (LSA Grant): Park & Walk Lot

a) Mr. Bahnick has certified the installation and work of Portland Contractors, Inc. and Old Castle Precast for the installation of the Restroom Facility.

b) Two bills were approved on the bill list for Portland Contractor's site preparation of the restroom facility.

- | | |
|--|-------------|
| i. a partial payment on the contract: | \$12,000.00 |
| ii. payment to install floor drain not shown on the plans: | \$ 1,160.00 |

c) The balance due to Mt. Bethel Abstract, in the amount of \$808.99, for the recording and execution of the lot line adjustment consolidation plan and the water extension plan was approved on the bill list.

d) Approval to accept proposal of Barry J. Hoffman Co., Inc. to furnish and install all electrical work on the restroom facility, in the amount of \$1,680.00.

e) Approval to accept proposal of Custom Decorative Concrete (Todd Constantine) to install concrete sidewalks at the restroom facility, in the amount of \$4,600.00.

(d) Does council want to approve payment to Old Castle Precast for the restroom facility, in the amount of \$71,503.00? The secretary has submitted (2) invoices for payment from the CFA Grant. (1) for Old Castle Precast, \$71,503.00 and (1) for Portland Contractor's, Inc., \$17,700.00. Turnaround time is about (30) days.

e) I have contacted the Borough's insurance carrier to add the facility to the Borough's insurance.

BOROUGH OF PORTLAND COUNCIL
GENERAL MEETING AGENDA SEPTEMBER 12, 2016

10. Zoning Officer Report:

- Zoning Report in your packet.

11. Zoning Hearing Board:

- None

12. UCC Officer Report:

- None

13. Planning Commission:

- None

14. Water Authority Report:

a) The Portland Borough Water Authority's financial statements for the year ended March 31, 2016 are available for review on the council table.

b) Removal of Portland Borough Authority Board Member.

c) Permission from the Portland Borough Authority Board to apply for a Local Service Grant, in the Borough of Portland's name, in the amount of \$400,000.00 in order to relocate the water line which runs through the State Street Bridge over Jacoby Creek. The bridge has been designated to be repaired or replaced by PennDot in 2017.

15. Legal:

- Solicitation Ordinance samples from the PSAB.

16. Subdivision and Land Development:

17. Community Development, COG & Grants:

a) COG E-Cycle Event Information:

18. Community Events/Recreation Board:

a) October 15th Community Day will be celebrated from 11 AM to 4 PM with a Town Wide Yard Sale from 8 AM to 2 PM.

b) Discussion: Trick or Treat observed for Saturday, October 29 from 4-6 PM. After Trick or Treat a costume contest, refreshments at 6PM and a FREE Movie at Refiner's Fire Ministry.

BOROUGH OF PORTLAND COUNCIL
GENERAL MEETING AGENDA SEPTEMBER 12, 2016

19. Police Report:

a) Additional purchase of police weapon.

20. Mayor's Report

21. Streets Department:

a) Snow Ice (2) Year Contract:

b) Frank Russo has given permission to dump upcoming winter snow on his property.

c) Signs that were run over by a tractor trailer at Main and Northampton Streets.

d) Parking problem at 501 Delaware Avenue.

e) Mike's Auto and parking his vehicles on Borough property on Main Street.

f) Deed overlap of Kearney and Borough properties on Main Street.

22. Sanitation Committee:

a) There will be an e-cycle event at the Washington Township Elementary School on October 22nd from 9 AM to noon. The cost to e-cycle your items is on the reverse of the flyer..

23. Building Committee:

- Would council consider getting rid of the keys and lock to the front door of the municipal building and install a keyless lock. I have a terrible time getting keys made from the Schlage Blank.
- Mr. Billie Golden suggested that the Borough install a mail slot somewhere for customers to pay their sewer and garbage bills when the building is not open.

24. Budget, Finance, Insurance & Cable TV Contract:

a) Items for the 2017 Budget that need to be considered, please contact the committee ASAP.

b) Insurance Committee needs to meet to review coverage for 2017.

25. Ordinance Update Committee:

26. Council Policy & Procedure Committee:

BOROUGH OF PORTLAND COUNCIL
GENERAL MEETING AGENDA SEPTEMBER 12, 2016

27. Slate Belt Community Partnership:

28. Correspondence:

- Letter in your packet to Pen Argyl Borough in support of their application for a Northampton County 2017 Hotel Tax Grant to upgrade the façade of the Dentzel Carousel Enclosure at Weona Park.

29. Secretary Announcements:

- Jeffrey Heishman, from the PSAB, called the Borough Office asking if there was anything council needs. Mr. Heishman would be glad to visit with anyone.

30. Old Business:

31. New Business:

- Councilwoman Gumaer attended the LVPC 2016 Municipal Professionals Meeting on Thursday, September 1st at the LVPC Office, Bethlehem, PA.

32. Executive Session:

33. Adjournment: