

BOROUGH OF PORTLAND COUNCIL
GENERAL MEETING AGENDA DECEMBER 4, 2017

1. Open Meeting: Stephanie Steele, President
2. Council Members Present:
3. Others Present:
4. Adopt the Real Estate Tax Ordinance 2017-3:

An Ordinance of the Borough of Portland, County of Northampton and Commonwealth of PA, Levying a Tax On All Real Estate Within the Borough for General Borough Purposes for the Fiscal Year 2018; Affixing the Tax Rate; And Providing for Other Miscellaneous Matters.
5. Resolution 2017-17:

Resolution Approving the Final Budget, Including General Fund, Sewer Fund and Sanitation Fund, For the Borough of Portland for the Year 2018.
6. Resolution 2017-18:

Resolution Regarding Fees and Charges Related to the Borough's Collection and Disposal of Garbage from Private Residences in the Calendar Year 2018.
7. Resolution 2017-19:
 - a) Resolution Approving Kirk, Summa & Co., LLP, Temporarily to the Office of Borough Auditor for Purposes of the 2017 Calendar Year Audit.
 - b) Authorize President Steele to execute the Letter of Engagement between Kirk, Summa & Co., LLP and the Borough of Portland in the amount of \$3,950.00 for the 2017 audit.
8. Resolution 2017-20:

Resolution Prohibiting the Location of a Category 4 Licensed Facility Within the Borough of Portland.
9. Notice of January 2, 2018 Reorganizational Meeting for the Borough of Portland:
 - a) Approval for the secretary to advertise in the Pocono Record
10. Notice of 2018 Regular Meeting Schedule for the Borough of Portland:
 - a) Approval for the secretary to advertise in the Pocono Record
11. 2018 Borough Real Estate Tax Bills:
 - a) Approval for the secretary to order the 2018 Borough Real Estate Tax Bills from Berkheimer Associates.

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12. Action on Minutes:

- November 6, 2017

13. Secretary/Treasurer Report: Carol Hummel

- Approve the November 2017 Financial Report, the bills presented for payment in the amounts of:

Payments of Bills Presented:

| | |
|--|---------------------|
| Borough Operations & Borough Operations Already Paid: | 7,823.47 |
| Borough Operations total is \$7,837.46 minus \$13.99 over payment from November | |
| Community Events: Christmas | 419.68 |
| Garbage Operations & Garbage Operations Already Paid: | 5,420.07 |
| Sewer Operations & Sewer Operations Already Paid | 9,078.06 |
| Ultra-Poly Land Development: #66001703-4 | 1,945.50 |
| Ultra-Poly Land Development: #66001703-5 | 1,610.00 |
| Liquid Fuels Account: 22.57 tons de-icing salt | 1,262.79 |
| TOTAL | \$ 27,559.57 |

a) And the approximate expenses for the December 2017 payroll and payroll taxes (\$15,000) and Sunoco Fleet Gas (\$500)

TOTAL ALL BILLS ABOVE PRESENTED FOR PAYMENT: \$ 43,059.57

b) Approve 2% garbage discount for full yearly payment made on or before March 1, 2018.

c) Approve 2% sewer discount for full yearly payment made on or before March 31, 2018.

d) Approval to close the Portland Market Sewer Lateral Escrow Account.

14. Letter of Interest for the Vacant Council Seat:

a) Leeann A. Prator, 703 Delaware Avenue

b) Michael Sullivan, 709 Hillcrest Drive

15. Public Comment:

John Bermingham, Jr., Chairman Upper Mount Bethel Township (UMBT)
Supervisors:

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- a) Report on 24/7 Ambulance Service for UMBT and Portland Borough.
 - b) Letter of Intent from the PA DCED, given to the Borough by Mr. Bermingham, to complete for technical assistance. Council must approve this request for assistance by motion prior to submission. No resolution is required.
 - c) Rick Fisher, UMBT Manager, asked the Borough Secretary for a copy of the Borough's Act 537 Plan. If approved, cost? Mr. Fisher stated that the UMBT engineer would like to review our Act 537 Plan.
16. Sewer Matters:
17. Borough Engineers Report:
18. Zoning Officer Report:
19. UCC Officer Report:
- One (1) permit issued to 109 First Street for the month of November.
20. Zoning Hearing Board:
- None
21. Planning Commission:
- None
22. Portland Borough Authority Report:
- a) Letter of Support for PA Small Water & Sewer Program Grant
23. Legal:
24. Subdivision and Land Development (SALDO):
- The Borough has received the SALDO fee of \$800 from Ultra-Poly Corp. for their building expansion and the \$5,000 for the escrow account.
25. Community Development, COG & Grants:
- a) COG minutes of November 21, 2017 in your packet.
 - b) The Slate Belt COG will hold a press conference Tuesday, December 12th at 10 AM at the COG Office.
 - Topic: Slate Belt Animal Advocacy Group Animal Shelter

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c) The PA-DCED is accepting applications for PA Small Water and Sewer Program through February 28, 2018. Eligible projects must have a total project cost between \$30,000 and \$500,000. Requires a 15% match which may come from any source.

26. Community Events/Recreation Board:

a) The Annual Tree Lighting Ceremony on Sunday, November 26th was a huge success.

b) Cookies, Cocoa & Holiday Karaoke Event will be held on Saturday, December 16th at Refiners Fire Ministry from 6:30 to 8:30 PM..

27. Police Report:

28. Mayor's Report:

29. Streets Department:

a) Leaf Pick-Up Report:

30. Sanitation Committee:

The 2018-2022 sanitation/garbage contract with Waste Management has been executed.

31. Building Committee:

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

The Borough is waiting for the renewal package for the 01-19-2018 to 01-19-2019 insurance package.

33. Ordinance Update Committee

34. Council Policy & Procedure Committee:

35. Slate Belt Rising Committee:

Stephen Reider, Slate Belt Rising Director, will be in residence at Portland Borough Hall every Wednesday from 10:30 AM to 4:00 PM.

36. Correspondence:

37. Secretary Announcements:

38. Old Business:

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39. New Business:

a) Merchants Bank has introduced credit cards to their portfolio of products.

- Business Platinum Classic – no fee
- Business Platinum Payback - \$29 fee each card
- Business Platinum Preferred - \$249 first card, \$49 each additional
- Reimbursement for lost or stolen cards, unauthorized purchases.

40. Executive Session:

41. Adjournment:

The next council meeting is Tuesday, January 2, 2018.