

**BOROUGH OF PORTLAND  
COUNCIL MEETING MAY 1, 2017**

The Portland Borough Council Meeting of May 1, 2017 was called to order at 7:00 PM by Stephanie Steele, President of Borough Council.

Council Members Present:

\*Stephanie Steele \* Bridget Kenna\* Steve Knott \* Heather Fischer \* Lisa Prator

- Brian Kardos and Yvonne Gumaer were absent for personal reasons.

Others Present:

1. Michael Gaul, Borough Solicitor
2. Carol Hummel, Borough Secretary
3. Mark Bahnick, Van Cleef Associates, Borough Engineer
4. Stephen Reider, Manager, Slate Belt Rising
5. Tony Lupo, Candidate for District Court Judge, Magisterial District 03-3-03
6. Members of the Public

Resolution 2017-7:

A motion was made by Lisa Prator, 2<sup>nd</sup> by Bridget Kenna adopting Resolution 2017-7, "Proclaiming May 19 - 20, 2017 as the American Cancer Society's Relay for Life of the Slate Belt at Bangor Memorial Park". Motion carried: 5-0-0

Resolution 2017-8:

A motion was made by Lisa Prator, 2<sup>nd</sup> by Heather Fischer adopting Resolution 2017-8, "Recognizing May 4, 2017 as National Day of Prayer in the Borough of Portland, Northampton County, PA." Motion carried: 5-0-0

Resolution 2017-9:

A motion was made by Lisa Prator, 2<sup>nd</sup> by Heather Fischer adopting Resolution 2017-9, "In Favor of Allowing Local Police Departments to Utilize Municipal Radar and Other Forms of Speed Tracking Equipment to Safeguard Their Citizens". Motion carried: 5-0-0

Resolution 2017-10:

A motion was made by Lisa Prator, 2<sup>nd</sup> by Bridget Kenna adopting Resolution 2017-10, "In Favor of Eliminating the Pay-Out Ceilings for Small Games of Chance by Local Charitable Service Clubs". Motion carried: 5-0-0

Resolution 2017-11:

A motion was made by Lisa Prator, 2<sup>nd</sup> by Heather Fischer adopting Resolution 2017-11, "Opposing the Elimination of the Community Development Block Grant Program (CDBG)". Motion carried: 5-0-0

Action on Minutes:

A motion was made by Bridget Kenna, 2<sup>nd</sup> by Lisa Prator approving the minutes of April 3, 2017 as presented. Motion carried: 4-0-1 (Heather Fischer abstained)



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Secretary/Treasurer's Report:

Carol Hummel

1. Bills Presented for Payment:

Borough Operations, Borough Add-On Bills & Borough Operations Already Paid:	20,444.68
Sewer Operations & Sewer Operations Already Paid:	17,630.16
Sanitation Operations & Sanitation Operations Already Paid:	4,834.82
Minus \$30 for (2) cases of copy paper that is on the bill list twice	- 30.00
May payroll	9,500.00
Sunoco Fleet Gas	450.00
<b>TOTAL</b>	<b>\$42,879.66</b>

*\* 52,829.66*

**TOTAL ALL BILLS ABOVE PRESENTED FOR PAYMENT:**

A motion was made by Lisa Prator, 2<sup>nd</sup> by Bridget Kenna approving the payment of the bills totaling ~~\$42,879.66~~. Motion carried: 5-0-0 *Correct total bills to: \*52,829.66  
6/5/2017 Council meeting CAH*

**NOTE:** The March 2017 electric service bill for the Portland Gymnasium has been paid from the General Checking Account in the amount of \$40.96.

Portland Hook & Ladder Co. #1:

A motion was made by Lisa Prator, 2<sup>nd</sup> by Bridget Kenna approving the 20167-budget allocation of \$7,000.00 to the Portland Hook & Ladder Co. #1 from the Local Service Tax Account. Motion carried: 5-0-0

Local Service Restroom Facility Grant:

Two (2) telephone quotes were presented by the secretary for the required audit of the PA-DCED Local Service Restroom Facility Grant.

- a) Kirk, Summa LLP, Dale Kirk – between \$1,000 and \$1,500
- b) Vandercrone & Behrens, Ed Behrens – between \$700 and \$900

A motion was made by Lisa Prator, 2<sup>nd</sup> by Heather Fischer approving the hire of Vandercrone & Behrens, Ed Behrens, CPA to perform the Local Service Restroom Facility Grant Audit. Motion carried: 5-0-0

Public Comment:

Stephen Reider: Director, Slate Belt Rising

Mr. Reider explained the funding available to Portland for the 2016-2017 Work Plan.

- \$3,000 for community branding; signage and banner design
- \$,2500 for street trees, planters and flowers
- \$2,000 for community events
- a plan is needed by June 8, 2017
- the monies will be spent in September 2017
- maps of the area are done; Ms. Steele will send out to all



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Ms. Steele asked what can the \$2,000 for community events be spent on? Mr. Reider replied.

- vendors
- advertising
- purchasing supplies for activities
- monies to allow the event to happen

The banners are titled for the Slate Belt as a region not as individual Boroughs. Mr. Reider will bring a banner to the Borough for display.

Tony Lupo: Candidate for District Court Judge, Magisterial District 03-3-03

Mr. Lupo introduced himself as a candidate for the District Court Judge, Magisterial District 03-3-03. Mr. Lupo stated that he was certified in December 2016 for the position of a Magisterial District Judge. Mr. Lupo is the owner of Custom Elite Builders, LLC.

Sewer Matters:

1. A motion was made by Lisa Prator, 2<sup>nd</sup> by Heather Fisher authorizing water service shut-off at 109 Division Street for non-payment of delinquent sewer service. Motion carried: 5-0-0
  - a) It is noted that no one is living at this property.

Borough Engineer's Report: Mark Bahnick

1. The WWTP operations are good for the month of April and in compliance.
2. The operating staff at the WWTP believes that a liner has come loose in one (1) of the treatment tanks. The tank manufacturer is investigating.
3. Per a meeting between President Steele and UCC Enforcement, Carl Faust of Blue Mt. Inspection Services, the Restroom Facility at the Park & Walk Lot has passed ADA evaluation and inspection.
4. No activity at the PA Bagel & Deli with the proposed Dunkin Donuts Development.
5. President Steele reported on two (2) businesses, Mike's Auto and O'Neill's with regard to the grease trap requirement. Mike's Auto will not allow the Borough to inspect the property to see if there is a grease trap and O'Neill's has no grease trap. Ms. Steele is working with Carl Faust, UCC Enforcement, on the code violations.

- Mark Bahnick left the meeting at 7:31 PM.

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

1. Zoning Officer Report from 02-28-2017 to 04-28-2017. Ms. Serfass was absent.
  - a) site visit to 304 Bruce Street; issued enforcement notice for exterior condition of property
  - b) 403 Zeman Street; sent enforcement notice for unregistered vehicle on property
  - c) posted the William Lane property at 529 Delaware Avenue regarding water shut-off for nonpayment of sewer services
  - d) met with President Steele to discuss property maintenance issues



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e) discussed in detail zoning variance with Wendy Klug of 404 PA. Avenue; zoning variance was granted in 2012 and the steps needed for Ms. Klug to make changes for the granted variance

f) President Steele stated that Ms. Serfass is following up with the complaint about chickens

Zoning Hearing Board (ZHB):

No hearings scheduled.

UCC Building Inspectors Report:

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

2. Discussed was a proposed hair salon at 409 Delaware Avenue. Ms. Steele became aware of the salon when she saw a sign posted in the storefront window. The owner of the property is Rakesh Patel, also owner of Portland Market. The proposed tenant, Ms. Lisa Gardner, was informed by Carl Faust, UCC Enforcement, for the need of a zoning and building permit.

3. Discussed was the sidewalk between 409 and 413 Delaware Avenue that was never replaced following the water connection project at 409 Delaware Avenue. A motion was made by Lisa Prator, 2<sup>nd</sup> by Heather Fischer that Mr. Patel be notified by letter from the Borough that the sidewalk, at 409 Delaware Avenue, is to be replaced within thirty (30) days of the date of the letter or the Borough will replace the sidewalk and use the remaining Portland Market Escrow Account funds of \$960.85; if the funds are exhausted and should the cost of the sidewalk exceed the balance Mr. Patel will be billed the difference. Motion carried: 5-0-0

Planning Commission:

None

Portland Borough Authority (PBA):

Chairman Prator Report:

1. The water hydrants will be flushed Tuesday through Friday.

2. Chairman Prator stated that he had no idea why the system had rusty water last week.

3. Approximately (15) water customers have used new PBA charge account machine

Legal:

1. Solicitor Gaul stated that the proposed Medical Marijuana Facilities Ordinance has been advertised, sent to the Lehigh Valley Planning Commission and the Portland Planning Commission for review and comments.

2. Mayor Prator stated that Upper Mount Bethel Township has been approached by a grower/distributor from New York.



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Subdivision and Land Development:

None

Community Development, COG & Grants:

1. The minutes of the April 26, 2017 COG meeting was included in the council packet.
2. Mayor Prator reported that the Slate Belt COG received the "Excellence in Intergovernmental Cooperation Award" from the Pennsylvania State Association of Township Supervisors (PSATS) and the Pennsylvania Association of Councils of Governments for their Regional Animal Control Officer Program.
3. The Bangor Area School District has ceased their membership in the Slate Belt COG.

Community Events/Recreation Board:

1. The Mount Bethel-Portland Memorial Post 216 American Legion requests council's presence at the thirty-second annual Memorial Day Service on Monday, May 29, 2017 at 11 AM at the Riverview Cemetery on Delaware Avenue. In case of rain the ceremony will be held at the Wm. Pensyl Social Hall on State Street.
2. A beautiful day was had by all at the second annual Portland Pet Parade and Contest, which was held on April 29<sup>th</sup>.
3. Councilwoman Prator commented that it is a shame that the COG doesn't have an animal shelter for the new Animal Control Program. Mr. Reider stated that the ACO, Christine Mammi, is working on securing a building in Washington Township, PA.
  - a) Mayor Prator stated that Steve Hurni has donated \$350 for the purchase of a universal chip scanner.
  - b) Mayor Prator stated that ACO Christine Mammi is doing a fantastic job!
4. The first outdoor movie of the season will be held on Saturday, May 27<sup>th</sup> at dusk at the Park & Walk Lot. In case of rain it will be held at the Refiner's Fire Ministry on Division Street.

Police Report:

The April 2017 Police Report was provided, in writing, by Chief Mulligan:

1. Traffic citations issued 24 for \$32,953.00; Non-Traffic citations issued 0; Criminal Arrests 3; Parking Tickets 0. Incidents 64: Parking/Traffic 42; EMS 3; Criminal Mischief 3; Civil 1; Animal 1; Warrants 0; Domestic 2; Disorderly Conduct 1; Agency Assist 2; Fire Company 0; Harassment 1; Narcotics 3; Foot Patrol 5.; Vehicle mileage: Crown Ford Victoria 0, Ford Utility 1,079.
2. Chief Mulligan reported (3) drug arrests and a lot of traffic enforcement



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Mayor's Report:

1. Thanked Solicitor Gaul for sponsoring the table for the annual Lehigh Valley Mayor's Reception.
  - a) The Mayor passed around to council pictures of proposed municipal regulation of cellular telephone towers and antennas that was given to him at the Lehigh Valley Mayor's Reception by another attendee.
  
2. Mayor Prator will be attending the following events.
  - a) May 12<sup>th</sup>, Tolino Vineyards will be hosting the University of Penn Pop-Up Exhibit
  - b) May 19<sup>th</sup>, Relay for Life Event at Bangor Memorial Park and present a resolution.
  - c) May 19<sup>th</sup>, wedding at the Portland Hook & Ladder Fire Co. #1
  - d) May 20<sup>th</sup>, PA-17 Mayors' Conference 2017 sponsored by Congressman Matt Cartwright at the Monroe Campus of Northampton Community College
  - e) Bangor Heritage Center "Letters to Homefront Magazine" book signing

Street Department:

1. Report from Councilman Knott:
  - a) There are (2) sinkholes on Delaware Avenue that need emergency repair.
  - b) The Borough streets were cleaned by Martins Power Sweeping, Inc. at a cost of \$540.00.
  - c) Back to the sinkholes:
    - i. Mr. Knott's opinion is that the sinkholes are coming from the sewer lines. Mr. Knott stated that Portland Contractors, Inc. quoted an estimate of \$2,400.00 for the emergency repair. A motion was made by Lisa Prator, 2<sup>nd</sup> by Heather Fischer authorizing Portland Contractor's, Inc. to make the emergency repairs at a cost not to exceed \$5,000.00. Motion carried: 5-0-0
  - d) Discussed was lettering or a magnetic sign for the newly acquired Borough's Dump Truck. No action was taken.
  - e) The new owner of 202 Division Street asked the Borough to remove the fenceposts on the wall that divides the Borough's property, 204 Division Street from 202 Division Street, because the owner considers it a safety issue. Instead of removing the posts a chain link fence was attached to the fenceposts by the Borough Street Department and the posts were painted. The owner of 202 Division Street is happy with the repair.

Sanitation:

1. The secretary reported to council that the five (5) year garbage contract with Waste Management expires on December 31, 2017. Solicitor Gaul reviewed the current contract and stated that there is no option for renewal. The secretary was directed to place the Sanitation Contract on the June 5, 2017 council agenda.
  
2. The Civil Complaint filed by the Borough against Gianni & Yudelky Schomberg of 425 Delaware Avenue, for delinquent 2016 garbage, will have its hearing on May 10, 2017 at 1 PM at District Court 03-3-03.

Building Committee:

None



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Budget, Finance, Insurance, & Cable TV Contract:

1. The secretary reported to council that the fifteen (15) year Service Electric Contract expires May 5, 2018.

Ordinance Update Committee:

1. Councilman Knott complained about satellite dishes on rooftops all over the Borough. Residents or tenants move and don't take them down. Solicitor Gaul stated the Borough could enact an ordinance on satellite dish removal.

a) A motion was made by Lisa Prator, 2<sup>nd</sup> by Steve Knott authorizing Solicitor Gaul to prepare a draft ordinance on satellite dish removal. Motion carried: 5-0-0

Personnel, Policy & Procedure Committee:

None

Slate Belt Rising:

1. President Steele stated to Stephen Reider, Director of Slate Belt Rising, that the Borough's message board in the downtown has been vandalized. Could that be an eligible purchase through funding by Slate Belt Rising? Mr. Reider stated that there is no specific budget for signage, so no it would not be eligible but if the signage was community events related then it could be eligible for funding.

a) A modular business digital sign was discussed but the cost would be approximately \$4,000. Ms. Steele commented on the location of a digital sign because the property where the current sign is located now is not owned by the Borough.

Correspondence:

None

Secretary's Announcements:

1. Ms. Hummel will be out of the office on the dates below.  
May 2, 2017    May 3, 2017    May 16, 2017

Old Business:

1. Police Assisted Addiction Recovery Initiative (PAARI):

a) Councilwoman Fisher asked about funding for the program and what could Portland Borough do to help. Mayor Prator replied that Bangor Borough and Bethlehem City have been chosen as the Pilot Programs for the PAARI. Mayor Prator stated that Portland should wait on information from Bangor Borough's meeting.

2. A Photo Club is taking a tour and pictures of Portland on Saturday, May 6<sup>th</sup>.



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New Business:

1. Plainfield Township, PA is hosting "The Vietnam Traveling Memorial Wall" on June 14 – 19, 2017 at the Plainfield Community Park, 6101 Kesslersville Road, Nazareth, PA.

2. Refiner's Fire Ministry would like to use the Portland Ball Field every Thursday night in June 2017 for a program called "Community Kids". A speaker, games and snacks will be provided. Each child participating will receive a "Certificate of Completion". The purpose of Community Kids is to teach positive values to our Community Kids.

a) President Steele replied to Refiner's Fire Ministry, via email, that the Portland Ball Field is under an agreement with Upper Mount Bethel Township (UMBT) Softball from April through June 2017 for use of the ball field. Ms. Steele is waiting for a soft ball schedule from the UMBT manager.

Executive Session:

A motion was made by Lisa Prator, 2<sup>nd</sup> by Bridget Kenna to convene to Executive Session at 8:48 PM. Motion carried: 5-0-0

Discussion: Legal advice from Solicitor Gaul.

A motion was made by Lisa Prator, 2<sup>nd</sup> by Bridget Kenna to reconvene from Executive Session at 9:21 PM. Motion carried: 5-0-0

Action Taken:

1. A motion was made by Lisa Prator, 2<sup>nd</sup> by Heather Fischer for the secretary to contact Super Heat, Inc. requiring Super Heat, Inc. to provide a new invoice with the correct invoicing requirements of the Snow-Ice Removal Contract. Motion carried: 5-0-0

2. A motion was made by Lisa Prator, 2<sup>nd</sup> by Bridget Kenna to remove from the bill list the Super Heat, Inc. invoice #1888-21632, in the amount of \$10,920.00, for snow removal services for the month of March 2017. Motion carried: 5-0-0

3. A motion was made by Lisa Prator, 2<sup>nd</sup> by Bridget Kenna approving the wage increases of the following employees effective May 1, 2017.

Secretary, Carol Hummel:

\$.15 per hour at 25 hours per week

Billing Clerk, Diann Eden:

\$.50 per hour to \$15.00 per hour

Police Chief: Robert Mulligan:

\$1.00 per hour to \$21.00 per hour

Police Officer: Stephen Kiefer:

\$1.00 per hour to \$18.25 per hour



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Police Officer: Ryan Sabatine:  
\$1.00 per hour to \$16.00 per hour

Police Officer Stacy Smith:  
\$1.00 per hour to \$17.00 per hour

Street Department Employee, Robert Shaw:  
\$.50 per hour to \$13.50 per hour

Motion carried: 5-0-0

Other Business:

1. Mayor Prator reported that Upper Mount Bethel Township (UMBT) has not signed the Intergovernmental Cooperation Agreement between the Boroughs of Delaware Water Gap and Portland, and the Township of UMBT that is establishing the Liberty-Water Gap Trail: PA Extension Alliance

2. Councilman Knott suggested that the street drain grates and swale be removed from Main Street and to let the water run down Main Street to Delaware Avenue.

Adjourn:

The next council meeting will be held on June 5, 2017 at 7:00 PM.

A motion to adjourn the meeting at 9:30 PM was made by Lisa Prator, 2<sup>nd</sup> by Bridget Kenna.  
Motion carried: 5-0-0

Respectfully Submitted by,

*Carol A. Hummel*

Carol A. Hummel, Secretary

