

**BOROUGH OF PORTLAND  
COUNCIL MEETING AUGUST 7, 2017**

The Portland Borough Council Meeting of August 7, 2017 was called to order at 7:00 PM by Bridget Kenna, Vice President of Borough Council.

Council Members Present:

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

Absent were Stephanie Steele, Brian Kardos and Yvonne Gumaer.

Others Present:

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

Secretary/Treasurer's Report: Carol Hummel

1. Bills Presented for Payment:

Borough Operations, Borough Add-On Bills & Borough Operations Already Paid:	8,292.50
Sewer Operations & Sewer Operations Already Paid:	8,155.38
Sanitation Operations & Sanitation Operations Already Paid:	5,074.12
Community Events:	50.93
<b>TOTAL</b>	<b>\$ 21,572.93</b>
a) add the August payroll and payroll taxes:	9,550.00
b) add Sunoco Fleet Gas:	550.00
<b>TOTAL ALL BILLS ABOVE PRESENTED FOR PAYMENT:</b>	<b><u>\$31,672.93</u></b>

A motion was made by Heather Fischer, 2<sup>nd</sup> by Lisa Prator approving the payment of the bills, as presented, totaling \$31,672.93. Motion carried: 4-0-0

Action on Minutes:

A motion was made by Heather Fischer, 2<sup>nd</sup> by Lisa Prator approving the minutes of July 10, 2017 with the following corrections. Page (5 & 6), delete the police report; Page (1), Question under minutes, to correct "writing the CIPP Grant" to "having any outside assistance". Motion carried: 4-0-0

Public Comment: The (5) minute rule applies.

Portland Hook & Ladder Co. #1: James Potter, Chief

Chief Potter stated that he would like to know how much the Borough can budget for 2018 to help with the cost of the new fire truck. Mr. Potter suggested a two (2) mill fire tax. Vice President Kenna replied that she will set up a meeting between the Budget Committee and the Portland Hook & Ladder Co. #1 Fire Engine Committee before the next Borough Council meeting.

- Councilwoman Yvonne Gumaer entered the meeting at 7:20 PM.

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A comment from Steve Becker, 111 Main Street, in the audience, stated that "we are taxed to death". Ms. Kenna replied that she resides in the Borough and pays taxes here and that any millage increase will be investigated. Ms. Kenna continued that there will be no hasty decisions made on a tax increase.

Jim Kenna, 507 Pennsylvania Avenue, asked the cost of one (1) mill. One (1) mill of tax is \$13K.

Sewer Matters and Borough Engineer's Report:

1. Mayor Prator stated that he met with the Upper Mount Bethel Economic Development Committee concerning their Act 537 Plan.

2. Quote from W. G. Malden:

- a) new influent compositior at a cost of \$6,217.00
- b) or repair the existing influent compositior at a cost of \$450.00.

A motion was made by Lisa Prator, 2<sup>nd</sup> by Heather Fischer approving the repair of the existing influent compositior up to the amount of \$500.00 and to include in the 2018 budget \$6,200.00 for the cost of a new influent compositior. Motion carried: 5-0-0

3. Ultra-Poly Expansion: Mark Bahnick

- a) Adding a 130,000-square foot building on lot adjacent to their existing building.
- b) The Planning Commission has asked Ultra-Poly to reduce the noise at their existing building and proposed expansion to comply with provisions of the Zoning Ordinance.
- c) Ultra-Poly has again been requested to consider using treated effluent from the WWTP instead of domestic water for their cooling towers.
- d) A portion of Ultra-Poly land acquired through the WWTP Project includes the detention pond that serves Ultra-Poly and was formerly used for their fire suppression system. The Planning Commission has asked that the new development plan include a lot line adjustment to transfer the detention pond back to Ultra-Poly.

4. No approval needed for Air Liquide to make payments to the Portland Sewer Account by electronic transfer instead of a paper check.

5. Correspondence was received form Greta Marie and Robert Scott, 204 State Street, requesting that their \$8.00 late fee be deleted from their April sewer invoice. The sewer billing clerk included correspondence in the council packet showing that the envelope containing the sewer payment was post marked after the first of the month. The Scott's stated in their letter that they have never been late with a payment in the past. A motion was made by Steve Knott, 2<sup>nd</sup> by Heather Fischer that the \$8.00 late feel be removed from the Scott's sewer account and that the sewer billing clerk will send a letter to the Scott's that this is a one-time courtesy and will not be honored a second time if a payment is late. Motion carried: 5-0-0

6. There are no reported sewer shut-offs.

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

1. Ms. Serfass was not in attendance, but submitted a written report, which is included with these minutes.

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a) Steve Becker, 111 Main Street, asked whether the placement and fifteen (15) foot set back of the garage, that was installed on the property of 110 Main Street, was in compliance with the Zoning Ordinance. The secretary stated that a zoning permit was issued by Ms. Serfass. No variance was needed. Ms. Hummel was directed to contact Ms. Serfass to inspect the garage placement, and whether the structure is appropriate in size. Ms. Serfass should send a written report of her inspection to both Borough Council and Mr. Becker.

2. There was no status report on the meeting between Ms. Serfass and Mr. Warren Kearney.

Zoning Hearing Board (ZHB):

1. No hearings scheduled.
2. No applications are pending.

UCC Building Inspectors Report:

One (1) permit was issued for 409 Delaware Avenue.

Planning Commission:

None

Portland Borough Authority (PBA):

Chairman Prator stated that the PBA will hold a Special Services Meeting on Wednesday, August 9, 2017.

Legal:

Ordinance and Inter-Municipal Girls' Softball Agreement:

Solicitor Gaul agreed that an ordinance should be adopted if the Borough desires to formalize the agreement. Solicitor Gaul stated that the Ordinance and Agreement need to be revised. Based on Council's prior comments on the subject, the consensus of Council was that Council will review the documents further and give their comments before taking any action.

Subdivision and Land Development:

None

Community Development, Slate Belt COG & Grants:

1. The July 26, 2017 Northampton County COG minutes are in the council packet.
2. The Slate Belt Advocacy Group, which has been set up by the COG, is working towards opening a shelter for dogs and cats.
3. The FEMA Non-Disaster Hazard Mitigation Grants application period opens August 14, 2017.

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*Strike per Council Meeting*  
*9-11-2017*  
*CAH*

4. The Slate Belt Community Partnership (SBCP) Dissolution was discussed. ~~As one of the financial partners in the SBCP~~ the Borough was reimbursed 0.71% or \$280.27.

Community Events/Recreation Board:

1. UMBT has revived their one (1) day bus sponsored trips. Lower Mount Bethel Township participated with UMBT and shared the costs. Portland Borough has been invited by UMBT to also participate. Mayor Prator stated that there will be no cost to Portland. Mayor Prator stated that he will discuss this at the next Community Events Committee Meeting.

Police Report:

The July 2016 Police Report was provided, in writing, by Chief Mulligan:

1. The report is attached to these minutes.

2. Police Officer candidate Sam Domenico was interviewed by the Personnel Committee and approved for hire. A motion was made by Yvonne Gumaer, 2<sup>nd</sup> by Heather Fischer approving the hire of Sam Domenico as a patrolman for up to twenty-four (24) hours per week at the rate of \$15.00 per hour. Motion carried: 5-0-0

a) Tabled was the additional hire of Police Officer candidate Mark Nicosia until after Sam Domenico is sworn in.

Mayor's Report:

1. Mayor Prator discussed with Council Act 172 of 2016. Act 172 of 2016 provides municipalities with the option to offer a real estate or earned income tax credit to active members of volunteer fire companies and non-profit emergency medical services through a volunteer service credit program. An ordinance would need to be adopted.

2. John Bermingham, Sr., of Mount Bethel, PA, recently met with Mayor Prater and would like to speak with council to discuss consulting services for economic development. A workshop meeting for August 28, 2017 was discussed but council elected not to schedule a workshop meeting and instead place Mr. Bermingham on the September 11, 2017 council meeting agenda. Ms. Hummel was directed to contact Mr. Bermingham stating that he will be allowed fifteen (15) minutes to speak under Public Comment.

Streets Department: Report from Councilman Knott

1. Mr. Knott asked that street sweeping be included in the 2018 budget.

2. A motion was made by Lisa Prator, 2<sup>nd</sup> by Yvonne Gumaer approving the hire of Steven Blume as a seasonal employee for up to fifteen (15) hours per week at the rate of \$11.00 per hour. Motion carried: 5-0-0

3. Snow-Ice Contract Bid Specifications, October 15, 2017 to May 15, 2018:

a) Mr. Knott stated that the Borough would be doing some of the snow removal this winter season of 2017-2018. The Borough could use the 1998 Dump Truck to plow the Borough parking lots and the Portland Hook & Ladder Fire Co. lot. A cinder spreader for

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the dump truck would have to be purchased. Mr. Knott stated that he would like to advertise in the Express-Times publication.

b) Councilwoman Prator stated that she did not want to advertise the bid specifications but write a contract specifically for Super Heat, Inc., the Borough's snow removal contractor for the 2016-2017 winter season. A motion was made by Lisa Prator, 2<sup>nd</sup> by Heather Fischer not to advertise the Snow-Ice Contract Bid Specifications but write a contract specifically for Super Heat, Inc. Motion carried: 4-1-0 (Steve Knott voted NO)

c) Regarding a cinder spreader for the dump truck, a motion was made by Lisa Prator, 2<sup>nd</sup> by Yvonne Gumaer for the dump truck to be taken to Lewis Auto Repair, Mount Bethel, PA for an inspection as to whether the truck would be capable of snow plowing.  
i. Jim Kenna, 507 Pennsylvania Avenue, in the audience, asked Mr. Knott if the Borough had a back-up contractor in place in case the Borough's truck would break down. Solicitor Gaul stated that this was a legitimate concern. No action was taken.

Motion then carried: 5-0-0

4. The Main Street storm drains removal estimates were tabled until the September 11<sup>th</sup> council meeting.

5. Mr. Knott and Mayor Prator attended the LTAP Salt and Snow Management Class sponsored by the Lehigh Valley Planning Commission (LVPC) and PennDOT on August 1, 2017.

6. PennDOT Proposal for SR 1039 River Road Turnback, 0.266 miles or 1,400 feet:  
a) Mayor Prator stated that the Borough would be responsible for all the costs associated with this portion of River Road. This includes the maintenance of the drain under the railroad overpass, the concrete box culvert and entire stretch of paved roadway. Mayor Prator stated that the Borough is not equipped to take over this portion of River Road. With the proposed expansion of Ultra-Poly at the PIP and the added truck traffic that will bring with it the Borough does not have the money or means to take over the road. No action was taken.

Sanitation:

No action was taken on the five (5) year sanitation and bid specifications contract for 2018-2022.

Building Committee:

None

Budget, Finance, Insurance, & Cable TV Contract:

A motion was made by Yvonne Gumaer, 2<sup>nd</sup> by Heather Fischer approving the rollover of CD #401113927 which matures on August 26, 2017 in the amount of \$21,962.58. Motion carried: 5-0-0

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Ordinance Update Committee:

None

Council, Policy & Procedure Committee:

None

Slate Belt Rising Committee:

1. The next meeting of the committee is Thursday, August 10, 2017 at the Bangor Borough Municipal Building.

2. The committee is planning a one-half (1/2) marathon.

Correspondence:

1. A thank you was received from UMBT for participating in their first annual Independence Day Parade.

2. A request from the Miracle League of Northampton County for the Borough to include a donation to their organization in the Borough's 2018 budget.

Secretary's Announcements:

None

Old Business:

1. The Free Community Movie Night, sponsored by the Community Events Committee, will be held August 12, 2017 at the Park & Walk Lot on Delaware Avenue.

2. The Community Events Committee meets Sunday, August 20, 2017.

3. The free Sunday Sundae Event will be held on August 27, 2017.

New Business:

1. Mayor Prator stated that he would speak with Chief Mulligan about the NIMS Compliance Reporting 2017.

2. Cindy Fish, Liberty-Water Gap Trail PA Extension Alliance, stated that the alliance has received \$25K from the National Park Service for pre-engineering of the proposed trail. Ms. Fish stated that she will be writing a press release regarding the Inter-Municipal Agreement between the Boroughs of Portland, Delaware Water Gap and the Township of Upper Mount Bethel.

Executive Session:

A motion was made by Lisa Prator, 2<sup>nd</sup> by Steve Knott to adjourn to executive session at 9:09 PM. Motion carried: 5-0-0

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Discussion: personnel and legal advice from Solicitor Gaul.

A motion was made by Lisa Prator, 2<sup>nd</sup> by Heather Fischer to reconvene from executive session at 9:34 PM. Motion carried: 5-0-0

- Councilwoman Gumaer left the meeting after reconvening from Executive Session.

Action Taken:

Solicitor Gaul, speaking for Borough Council, stated to the Secretary that the Council is directing Ms. Hummel to prioritize the preparation of the minutes over other work unless legally required. Council believes that it would lead to a more effective management of the Borough if the minutes were available soon after the Borough Council meeting, as opposed to receiving them just prior to the meeting. Council desired to see the meeting minutes finished and forwarded to council within a week following a Council meeting.

Adjourn:

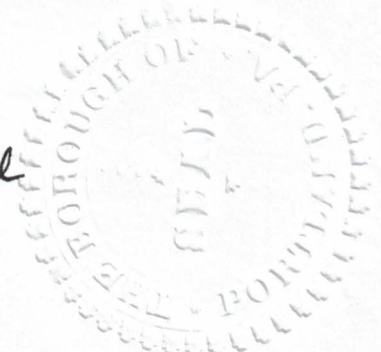
The next meeting of the Portland Borough Council will be held on September 11, 2017 at 7:00 PM.

A motion to adjourn the meeting at 9:08 PM was made by Lisa Prator, 2<sup>nd</sup> by Heather Fischer. Motion carried: 4-0-0

Respectfully Submitted by,

*Carol A. Hummel*

Carol A. Hummel, Secretary



Keller Zoning & Inspection Services

Zoning Report July 2017

Did driver thru Borough. Checked on several properties with enforcement notices.

Sent enforcement notices from complaints received regarding property maintenance issues.

Issued zoning permits for:

Sidewalks at 509 Delaware Ave.

Fence- 533 Delaware Ave



# Police Report for July 2017

Traffic Citations Issued: 4 for \$3,071.00

Non-Traffic Citations Issued: 0

Criminal Arrests: 6

Parking Tickets: 0

Incidents: 35

Parking/Traffic- 6	Warrants- 2	DUI-1
Theft Reports- 4	General Complaint- 0	Disorderly Conduct-1
Curfew Violation-0	Noise Complaint- 0	Suspicious activities-0
Ems-3	Underage Drinking-0	Furnishing Alcohol-0
Criminal Mischief- 0	Public Drunk- 0	Found Property- 0
Civil- 2	Domestic- 0	Agency Assist- 6
Prisoner Transports-0	MVA-0	Fire Company-1
Animal-1	Disable/Motorist- 1	Harassment-0
Burglary-1	Pursuit-0	Narcotics- 2
Trespassing-0	Mental Health-0	Alarm-0
Attempted Suicide-0	Assault-0	Missing person-0
Road hazard- 0	911 Hang-up- 0	Foot patrol/Building cks- 4

Vehicle Mileage:

Ford Utility: 1323

Ford Car: 0

Other:

Overall we had a good month with a few more criminal arrests. I corrected UCR reports that were returned with minor discrepancies. We had couple more drug arrests in town. I'm working on our new hires background, paperwork and qualifications. It should all be completed this week.

Thank you.

Respectfully Submitted, Chief Robert Mulligan