

BOROUGH OF PORTLAND
COUNCIL MEETING DECEMBER 7, 2015

The Borough Council Meeting of December 7, 2015 was called to order at 7:00 PM by Stephanie Steele, President of Borough Council.

Council Members Present:

*Stephanie Steele * Susan McKean* Steve Knott *Bridget Kenna *Lisa Prator *Heather Fischer
*Brian Kardos.

Others Present:

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

Street Vacation Agreement regarding Portions of East Market Street and North Coffin Alley in the Borough.

Solicitor Gaul stated that in accordance with the Borough Council's actions at the November meeting, he had prepared a Street Vacation Agreement proposed ordinance. The Ordinance was advertised for consideration at this meeting. Mr. Gaul stated that there are two (2) issues to resolve.

- a) the easement on Market Street
- b) the potential loss of Liquid Fuels monies

Mr. Gaul also noted that the prepared Street Vacation Agreement has not been signed by the abutting property owners. Ms. Steele presented the current Liquid Fuels map that documents that Coffin Alley is not on the Liquid Fuels map. Solicitor Gaul stated that the Liquid Fuels can be stricken from the agreement. Ms. McKean asked whether there were any utilities on Market Street. Ms. Steele replied that a water line and a drain run through Coffin Alley. There is also an easement on Coffin Alley. Ms. Steele stated that she did not realize that the agreement needed to be signed by the abutting property owners. Ms. Steele stated that she and her husband, Jim, spoke with the property owners prior to the filing of the petition and explained that they wanted to erect a garage, that there would be no cost to the property owners because the Steele's are paying all the costs associated with the vacation of Coffin Alley and Market Street. The Steele's have an issue with an easement on Market Street. Solicitor Gaul asked if anyone feels the need for an easement fee for Market Street. The consensus of Council was that the reservation of an easement for Market Street was not necessary.

Solicitor Gaul stated that the Railroad Property is accessible through Coffin Alley not through Market Street. Vice President McKean asked if anyone objected to the Steele's being the only signers on the agreement as long as the indemnity clause is applicable to them. No one on council objected. Solicitor Gaul then reviewed the agreement with the council members.

Solicitor Gaul was directed by council to make the changes to the agreement. Councilwoman Kenna stated that as soon as Solicitor Gaul revises the agreement council will move forward to approve it. Council will come back to the agreement later in the meeting.

BOROUGH OF PORTLAND
COUNCIL MEETING DECEMBER 7, 2015

Resolution 2015-10:

A motion was made by Lisa Prator, 2nd by Susan McKean adopting Resolution 2015-10 "A Resolution Approving the Final Budget, including General Fund, Sewer Fund and Sanitation Fund, For The Borough of Portland for The year 2016". Motion carried: 7-0-0

Ordinance 2015-6:

A motion was made by Susan McKean, 2nd by Lisa Prator adopting Ordinance 2015-6 "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 2016; Affixing The Tax Rate; And Providing For Other Miscellaneous Matters". Motion carried: 7-0-0

Resolution 2015-11:

A motion was made by Bridget Kenna, 2nd by Brian Kardos adopting Resolution 2015-11 "A Resolution Increasing The Sewer Rental/User Fee To \$80.00 Per EDU, Or Part Thereof, And Providing For Other Miscellaneous Matters".

- a) Question by Councilman Kardos asking the current EDU rate. Ms. Steele stated that the current rate is \$75.00 per EDU. Solicitor Gaul replied that the EDU rate will be raised to \$80.00 per EDU and a 2 % discount will be applied if paid by March 31, 2016.

The motion then carried: 6-1-0 (Councilman Kardos voted NO)

Resolution 2015-12:

A motion was made by Bridget Kenna, 2nd by Lisa Prator adopting Resolution 2015-12 "A Resolution Regarding Fees And Changes Related To The Borough's Collection And Disposal Of Garbage From Private Residences In The Calendar Year 2016".

- a) Question from Ms. Kay Bucci, in the audience, the increased amount of the 2016 garbage. The reply was it is being increased by \$40.00 to \$240.00 per year.

The motion then carried: 7-0-0

Resolution 2015-13:

A motion was made by Lisa Prator, 2nd by Susan McKean adopting Resolution 2015-3 "A Resolution Appointing Kirk, Summa & Co., LLP, Temporarily To The Office Of Borough Auditor For Purposes Of The 2015 Calendar Year Borough Audit".

- a) Question from Ms. Kay Bucci, in the audience, the cost of the audit. The reply was \$3,800.00.

The motion then carried: 7-0-0

Resolution 2015-14:

A motion was made by Heather Fischer, 2nd by Susan McKean adopting Resolution 2014-14 "A Resolution Of The Borough Of Portland Authorizing And Supporting The Filing Of A Proposal For Keystone Main Street – Multi-Municipal Designation With The Department Of Community And Economic Development (DCED), Commonwealth Of PA". Motion carried: 7-0-0

BOROUGH OF PORTLAND
COUNCIL MEETING DECEMBER 7, 2015

Resolution 2015-15:

A motion was made by Lisa Prator, 2nd by Steve Knott adopting Resolution 2015-15 "A Resolution Recognizing The Services Of Susan McKean To The Borough As Borough Council Member, And Declaring The Borough Council's Appreciation For Susan McKean's Services To The Borough". Motion carried: 6-0-1 (Councilwoman McKean abstained)

Action on Minutes:

A motion to approve the minutes of November 2, 2015, as presented, was made by Steve Knott, 2nd by Bridget Kenna. Motion carried: 7-0-0

Secretary/Treasurer's Report: Carol Hummel

1. Bills Presented for Payment:

Borough Operations, Borough Add-On Bills & Borough Operations Already Paid:	12,921.75
Community Events Account	1,775.81
Sewer Operations & Sewer Operations Already Paid:	14,041.61
Sanitation Operations & Sanitation Operations Already Paid:	4,772.82
TOTAL	\$ 33,511.99

- a) add the payroll and payroll taxes: 6,000.00
- b) add Sunoco Fleet Gas: 350.00

TOTAL ALL BILLS ABOVE PRESENTED FOR PAYMENT: \$39,861.99

A motion was made by Steve Knott, 2nd by Bridget Kenna approving the November 2015 financial report and the bills presented for payment in the amount of \$39,861.99. Motion carried: 7-0-0

- a) Included in the bill list was the 2015 budget allocation of \$250.00 to the Bangor Public Library.

a) A motion was made by Susan McKean, 2nd by Steve Knott approving the payments, that were already paid, of the Portland Gymnasium electric bills for the months of,

August 2015	\$ 62.83
September 2015	\$ 78.13
October 2015	\$ 72.16

From the General Checking Account instead of the Recreation Fund Account. Motion carried: 7-0-0

b) A motion was made by Susan McKean, 2nd by Heather Fischer approving the loan of \$7,993.02 from the Real Estate Tax Account to the Sewer Checking Account on 01-26-2015 to pay the PENNVEST loans. (this was repaid back in full on 04-15-2015 and 05-08-2015) Motion carried: 7-0-0

BOROUGH OF PORTLAND
COUNCIL MEETING DECEMBER 7, 2015

c) A motion was made by Susan McKean, 2nd by Lisa Prator approving the loan of \$ 2,000.00 from the Real Estate Tax Account to the Garbage Account on 07-28-2015. Motion carried: 7-0-0

d) A motion was made by Lisa Prator, 2nd by Bridget Kenna approving the loan of \$ 5,000.00 from the Real Estate Tax Account to the Garbage Account on 09-01-2015. Motion carried: 7-0-0

e) A motion was made by Lisa Prator, 2nd by Heather Fischer approving the loan of \$ 5,000.00 from the Real Estate Account to the Garbage Account on 10-20-2015. Motion carried: 7-0-0

f) A motion was made by Susan McKean, 2nd by Steve Knott approving the loan of \$ 20,000.00 from the Real Estate Tax Account to the Sewer Checking Account on 08-17-2015. Motion carried: 7-0-0

g) A motion was made by Susan McKean, 2nd by Steve Knott approving the advertising of the "Notice of 2016 Regular Meeting Schedules" for the Borough of Portland.

a) Question: Ms. Steele asked about July 4th.

b) Ms. Kay Bucci, from the audience, asked the dates of meetings, due to the holidays of July 4th and September 5th. The secretary replied the second Mondays of July and September, respectively.

The motion then carried: 7-0-0

h) A motion was made by Susan McKean, 2nd by Bridget Kenna authorizing the secretary to order the 2016 Real Estate Tax bills from Berkheimer Associates. Motion carried: 7-0-0

Sewer Matters:

a) Hach Service Contract:

The contract is in need of renewal from December 30, 2015 to December 30, 2016. The Borough will be billed quarterly at \$2,820.83 or \$11,283.30 for the year. President Steele stated that \$12,000.00 was budgeted for 2016. A motion was made by Susan McKean, 2nd by Lisa Prator approving the one (1) year Hach Service Contract in the amount of \$11,283.30 and authorizing President Steele to execute the contract.

a) Question: from Ms. Kay Bucci, in the audience, what is the contract for. The reply was service of the WWTP equipment.

The motion then carried: 7-0-0

b) WWTP Operator's Contract:

The WWTP Operator's Contract's renewal is from January 1, 2016 through December 31, 2019. The Borough will be billed on a monthly basis at,

(i) 01-01-2016 to 12-31-2016 - \$2,300.00 per month

(ii) 01-01-2017 to 12-31-2017 - \$2,370.00 per month

(iii) 01-01-2018 to 12-31-2018 - \$2,440.00 per month

(iv) 01-01-2019 to 12-31-2019 - \$2,520.00 per month

A motion was made by Bridget Kenna, 2nd by Steve Knott approving the four (4) year contract with Portland Contractors, Inc. and authorizing President Steele to execute the contract. Motion carried: 7-0-0

BOROUGH OF PORTLAND
COUNCIL MEETING DECEMBER 7, 2015

c) 2016 Sewer Billing:

A motion was made by Bridget Kenna, 2nd by Lisa Prator approving the mailing of the 2016 sewer bills on January 1, 2016 and if paid in full by March 31, 2016 the customer will receive a 2% discount. Motion carried: 7-0-0

d) Sewage Enforcement Officer (SEO):

The new zoning officer, Larry Freshcorn, is not an SEO. The sewer committee met, with the Borough Engineer in attendance, and does not believe that they need an SEO. Solicitor Gaul stated that with a public sewer system perc testing was no longer necessary. There are only two (2) on-lot systems that are not connected to the public sewer system. The Keller (formerly Smith) property at 400 Jacoby Creek Road and the Twomey property at 506 Coffin Alley.

i) Ms. Kay Bucci, from the audience, commented that a lot of homeowners did not fill in their on-lot septic when they connected to the public sewer. Solicitor Gaul replied that he expected that a property owner's failure to fill in the old septic could be enforced through the Borough's Sewer System Ordinance or the Property Maintenance Code (PMC).

Scott Beiber, an SEO, from Emmaus PA was referred to the Borough by Mr. Carl Faust, the UCC Inspector. Mr. Beiber provided verbal quotes to the secretary. President Steele stated her concern was Mr. Bieber's fees, which are high. The secretary was asked to contact Mr. Beiber to see if the quotes include travel time. It was also suggested to contact Portland Contractors for anyone Mr. LaBarre may know. This discussion was tabled until the January 4, 2016 Reorganization Meeting.

e) The sewer connection at 409 Delaware Avenue has passed inspection on December 3, 2015.

f) Per the suggestion of the WWTP Operator, Mr. Craig LaBarre, the secretary has notified the Brown & Brown Insurance Co. to file a claim with regard to the loss of power at the WWTP from Wednesday evening December 2, 2015 to Thursday morning December 3, 2015. The power was out due to an automobile accident on Route 611 in Middle Village when an electric pole was sheared off. The secretary stated that the Borough has requested a police report from the PA State Police. The Borough Engineer, Mark Bahnick, stated that the control system was deactivated when the power was turned back on. Mr. LaBarre estimated the cost of repair to the WWTP system at approximately \$4,000.00.

Citizen's Agenda:

Ms. Kay Bucci: 104 Division Street

- Solicitor Gaul and James Steele left the meeting at 7:51 PM.

a) Ms. Bucci addressed council concerning the PUMP Food Pantry with regard to PUMP wanting to construct a building at 105 Division Street, at the site of the old carnival stand.

- Solicitor Gaul returned to the meeting at 7:52 PM.

Ms. Bucci has researched that the Borough gave permission for PUMP, previously represented by Sherman LaBarre, to build on this lot and to give PUMP a (99) year lease. Ms. Bucci stated that Solicitor Gaul was not present when the permission occurred, according to the Borough

BOROUGH OF PORTLAND
COUNCIL MEETING DECEMBER 7, 2015

that Solicitor Gaul was not present when the permission occurred, according to the Borough minutes. Ms. Bucci asked if anyone from the Portland Planning Commission has come forward presenting plans. Ms. Bucci replied that no one has come forward. Ms. Bucci read the pertaining portions of the council minutes of August 5, 2013 and September 14, 2015. Ms. Bucci stated that Mr. LaBarre thinks that this is a legal document. Solicitor Gaul stated that he does not consider this motion a legal document but Ms. Bucci stated that Mr. LaBarre thinks it is a legal document. Ms. Bucci also complained about the traffic and parking on Division Street at the PUMP food pantry.

b) Ms. Bucci then asked if nuisance letters are being sent to the Golden residence at 108 Division Street. Ms. Bucci stated that the garbage on 108 Division Street is worse than it has ever been. President Steele stated that District Court Judge Sherwood Grigg gave Mr. Golden leniency. No fine was paid and the citation was dropped because the then zoning officer, Mr. Rick Fisher, had resigned from the Borough and moved out of state. Solicitor Gaul stated he drove past the property and agreed it is deplorable. Solicitor Gaul stated that the Borough has to start again by hiring a Zoning Officer and a Borough Code Official (BCO) and the process has to begin over again with a notice of violation and a citation issued.

Back to PUMP: Solicitor Gaul suggested that a motion should be made for a cease and desist order and stated that it is apparently a misunderstanding because Mr. LaBarre was not authorized to do any work at the Borough property.

A motion was made by Susan McKean, 2nd by Heather Fischer authorizing Solicitor Gaul to send a cease and desist letter, with regard to the Borough Lot at 105 Division Street, to Sherman LaBarre, Margie Bush and PUMP, and inviting them to attend and speak with council at the January 4, 2016 council meeting. Motion carried: 7-0-0

- James Steele re-entered the meeting at 7:59 PM.

Back to the Street Vacation Agreement:

1. Solicitor Gaul stated that he has revised the street vacation agreement. Mr. Jim Steele agreed with the changes and has signed the agreement. The changes made were:

- a) agreement changed from between all the property owners to just the Steele's
- b) the Steele's would only be required to rededicate to the portion that they own
- c) the reference to Liquid Fuels reimbursement was deleted
- d) the Borough will reserve an easement in the North Coffin Alley portion and not Market Street

A motion was made by Steve Knott, 2nd by Bridget Kenna authorizing Vice President Susan McKean to execute the revised Street Vacation Agreement with the plan attached. Motion carried: 6-0-1 (Stephanie Steele abstained)

Street Vacation Ordinance:

Solicitor Gaul stated that the proposed Street Vacation Ordinance #2015-5, relating to Coffin Alley and Market Street, was advertised twice, the properties were posted, Louis & Denise Rivera did not pick-up/sign for their certified mail.

BOROUGH OF PORTLAND
COUNCIL MEETING DECEMBER 7, 2015

Solicitor Gaul indicated that the Borough Council should first amend the proposed Ordinance to remove the reference to reservation of an easement in Market Street for utilities, and also to clarify that only James and Stephanie Steele would be executing the Street Vacation Agreement.

A motion was made by Steve Knott, 2nd by Bridget Kenna to amend the ordinance as stated by Solicitor Gaul. Motion carried: 6-0-1 (Stephanie Steele abstained)

A motion was made by Steve Knott, 2nd by Bridget Kenna to enact Ordinance #2015-5, An Ordinance Of The Borough Of Portland, County Of Northampton And Commonwealth Of Pennsylvania, Vacating Portions Of Coffin Alley And Market Street In The Borough; And Providing For Other Miscellaneous Matters, As Amended. Motion carried: 6-0-1 (Stephanie Steele abstained)

Back to Citizen's Agenda:

Amit Trivedi: 613 Delaware Avenue

1. Mr. Trivedi was in attendance because of the letter sent to him from Councilman Knott with regard to a tree that is hanging over the sidewalk at 613 Delaware Avenue. The has become a safety issue with branches overhanging the sidewalk. Mr. Trivedi stated to council that he will rectify the problem and asked council to recommend a tree service. Councilman Knott advised Mr. Trivedi to contact Filo's Tree Service, a local business operated by Philip Karasiewicz. Mr. Karasiewicz is also an arborist. Mr. Trivedi will contact the Borough Office for the telephone number.

2. On another matter, Mr. Trivedi asked council if something could be done about dog barking coming from a neighborhood residence. Solicitor Gaul advised Mr. Trivedi that the Borough recently enacted a Noise Ordinance, and that he should call the police department if there is a violation he wants enforced. If the dog/dogs that are barking are disturbing the peace Mr. Trivedi and the police should stand outside with a watch and calculate the minutes that the dog/dogs is barking. Ms. Steele suggested that the police can knock on the dog owner's door and speak with the neighbor about the problem as well. Solicitor Gaul reminded Mr. Trivedi that he may have to testify in Court in order for the Borough Police to enforce the violation. Ms. Steele advised Mr. Trivedi to telephone the non-emergency 911 call line so there is a record of the complaint.

Joshua Young Son: Property Owner of 425 Delaware Avenue

Mr. Son entered the meeting at 8:23 PM. Solicitor Gaul commented that Mr. Son has made progress by submitting plans for the repair of his building at 425 Delaware Avenue. Mr. Son addressed council by stating that he is unable to move forward with the repairs due to financial difficulty. Mr. Son asked council if he could have a grace period or a payment plan with regard to the sewer connection. Solicitor Gaul explained the tapping fee procedure and asked Mr. Son when he could pay the tapping fee. Mr. Son did not answer that question but replied that he would like to have a Certificate of Occupancy (CO) for the summer of 2016. Solicitor Gaul stated that Mr. Son has to coordinate with the Borough and a sewer contractor. President Steele commented that she was disappointed with Mr. Son because he did not do his "due diligence" and that there has been no progress made and now Mr. Son is asking for a grace period until the summer of 2016.

BOROUGH OF PORTLAND
COUNCIL MEETING DECEMBER 7, 2015

Councilwoman Prator addressed Mr. Son that he had purchased the property eleven (11) months ago and in that time did Mr. Fisher explain to you all the repairs that needed to be done. Ms. Prator stated that all the members of council were required to connect to the public sewer system whether they had the money or not because it is required by law. Ms. Prator stated to Mr. Son that when he purchased the property, for \$10,000.00, he had to know there would be other costs. Mr. Son replied that he would like a grace period to pay the tapping fee of \$6,000.00.

President Steele addressed council and asked if they would entertain Mr. Son's grace period request. Council was polled individually and the answer was NO. A motion was made by Lisa Prator, 2nd by Heather Fischer to deny Mr. Son's request for a grace period to pay his tapping fees. Motion carried: 7-0-0

- Mr. Son left the meeting at 8:40 PM.

Borough Engineer's Report: Mark Bahnick

1. The Park & Walk Restroom Facility LSA Grant:

- a) The Park & Walk Restroom Facility grant is moving forward.
- b) Solicitor Gaul stated that he spoke with John Vallance, JOV, LLC., and Mr. Vallance had no objection to the responsibilities outlined in Mr. Gaul's prior correspondence to the Portland Borough Authority and Mr. Vallance on the project.
- c) Mr. Gaul also indicated that he had received a proposed water extension agreement from the Portland Borough Authority. The agreement has to be revised to eliminate the requirements of financial security, and certain obligations by JOV, LLC. Council was in agreement.
- d) Mr. Bahnick replied that the project cannot move forward until the agreement is signed by Mr. Vallance and Asked Solicitor Gaul if it could be completed by the January 4, 2016 council meeting.

- James Steele left the meeting at 8:42 PM.

A motion was made by Steve Knott, 2nd by Lisa Prator approving the Local Share Account (LSA) commitment letter and contract, in the amount of \$110,000.00 for the Restroom Facility located at the Park & Walk Lot 417 Delaware Avenue, and authorizing President Steele and Vice President McKean to execute the contract. Motion carried: 7-0-0

2. Mr. Bahnick presented council with a proposed Subdivision and Development Application Fee schedule.

3 No action was taken on the Water Extension Agreement for the Portland Borough Authority.

- Mr. Bahnick left the meeting at 8:45 PM.

Zoning Officer Report:

1. Mr. Freshcorn was absent but provided a November 2015 report. One (1) fence permit was issued.

BOROUGH OF PORTLAND
COUNCIL MEETING DECEMBER 7, 2015

2. The Borough still does not have a Borough Building Code Official (BCO). The Borough's UCC Inspector is able to serve as the BCO and stated to the secretary that if he was offered the vacant position he would accept. A motion was made by Bridget Kenna, 2nd by Lisa Prator appointing Carl Faust, dba Blue Mt. Inspections, to the position of BCO for the Borough of Portland. Motion carried: 7-0-0

3. It was brought to the attention of Borough Council that Duckloe Brothers has erected a new sign. Mr. Freshcorn has informed Mr. Duckloe, via US Mail delivery, that a permit is needed. Mr. Freshcorn is waiting on a reply.

UCC Report:

One (1) permit were issued for the month of November.

Zoning Hearing Board:

None

Recreation Board/Community Events:

1. The annual tree lighting ceremony that was held on Sunday November 29th at 7:00 PM was well attended.
2. The next committee meeting is Sunday December 13th at 7:30 PM.

Planning Commission:

None

Portland Borough Authority:

None

Legal:

None

BAC-IDA:

None

Subdivision and Land Development:

None

Community Development & GOG:

Mayor Prator

1. The Scenic, Wild Delaware River Geotourism Program is being sponsored by National Geographic. Local public meetings are being held December 7th through December 14th. Portland is hosting a meeting on December 9th at the Wm. Pensyl Social Hall on State Street. Mayor Prator stated this is another way to get Portland PA recognized.

BOROUGH OF PORTLAND
COUNCIL MEETING DECEMBER 7, 2015

2. The Council of Governments (COG) is still moving forward with a regional animal control officer. The COG is also looking for a new Executive Director.

3. For 2016 the COG is researching better pricing for purchases. They are investigating the sharing of equipment within the COG membership. Mayor Prator stated that Washington Township PA is joining as a new member for 2016.

Police Report:

The November 2015 Police Report was presented by Mayor Prator.

1. Traffic citations issued 8; Non-Traffic citations issued 0; Criminal Arrests 1; Incidents 12; Parking/Traffic 7; EMS 1; Noise Complaint 1; Disabled Motorist 1; DUI 1; Suspicious Activities 1. Vehicle mileage: Crown Ford Victoria 0; Ford Utility 678

2. Chief Mulligan has obtained a donation of \$1,399.00 from LAMTEC Corp. for a new AED.

3. Officer Kiefer should be cleared by his doctor to return to work on December 16th. 2015.

4. Chief Mulligan would like to hire another part-time police officer and has interviewed Ryan Sabatine. The Personnel Committee has met Mr. Sabatine. President Steele stated that Mr. Sabatine is a new cadet and placed at the top of his class. A motion was made by Steve Knott, 2nd by Brian Kardos approving the hire of Ryan Sabatine as a part-time police officer for up to twenty (20) hours per week at the hourly rate of \$15.00 per hour, conditioned upon Mr. Sabatine passing the MPOETC testing. Motion carried: 7-0-0

5. The committee is still looking for additional storage options for the police department.

Mayor's Report:

None

Streets Department:

1. The tree issue at 613 Delaware was resolved earlier in the meeting.

2. The curb side leaf vacuum pick-up was a success but Mr. Knott wishes that more residents had participated. It was a lot of work to retrace the pick-up for the second day.

3. A proposal was received from Portland Contractors, Inc. to replace the catch basin on First Street in the amount of \$4,750.00. This proposal includes all materials and labor. A motion was made by Bridget Kenna, 2nd by Lisa Prator accepting the proposal of Portland Contractors, Inc. to replace the catch basin on First Street in the amount of \$4,750.00, inclusive of all materials and labor. Motion carried: 7-0-0

a) Solicitor Gaul stated that an insurance certificate, with the Borough named as additional insured, should be secured from the Portland Contractors, Inc. insurance company.

4. The secretary reported that C & G Towing of Bangor PA visited the Borough Office inquiring about the possibility of becoming the Borough's primary vehicle towing company. No action was taken but the request will be investigated.

BOROUGH OF PORTLAND
COUNCIL MEETING DECEMBER 7, 2015

5. Mayor Prator stated that he would be contacting the Zoning Officer, Larry Freshcorn, with regard to Mike's Auto located at 208 Northampton Street, concerning the possible towing business that he is operating out of the Mike's Auto business. The secretary was directed to write a letter to Mike's Auto requesting that they attend the next council meeting of January 4, 2016 to discuss this issue.

Sanitation:

A motion was made by Lisa Prator, 2nd by Susan McKean approving the mailing of the 2016 garbage bills on January 1, 2016 and property owners receiving a 5% discount if paid by March 1, 2016. Motion carried: 7-0-0

Insurance Committee:

Councilwoman McKean reported that the renewal of the 2016 insurance coverage is moving along.

Building Committee:

None

Budget/Finance:

None

Ordinance Update Committee:

Councilwoman Fischer reported that one (1) ordinance book has been scanned.

None

Council Policy & Procedure Committee:

None

Slate Belt Community Partnership (SBCP):

The October 2015 SBCP summary and financial report was provided by Sharon Davis, Manager, SBCP. The summary is attached to these minutes. The next meeting is scheduled for December 10, 2015 at 6:30 PM.

Correspondence:

None

Secretary's Announcements:

1. The secretary reported that she was bothered again by another electric supplier trying to have the Borough switch from Met Ed, the current electric supplier. Ms. Hummel asked that she be given permission to tell them NO when she is contacted instead of having to present the

BOROUGH OF PORTLAND
COUNCIL MEETING DECEMBER 7, 2015

information at council meetings. Council stated that Ms. Hummel should tell the sales representatives that the Borough is not interested.

Old Business:

1. Resolution 2015-16:

A motion was made by Susan McKean, 2nd by Steve Knott adopting Resolution 2015-16 "A Resolution Of The Council Of The Borough Of Portland, Pennsylvania, Ordering David Keller To Connect The 400 Jacoby Creek Road Property To The Borough Sewer System, And Directing The Borough Secretary To Provide Notice Of The Order To Connect". Motion carried: 7-0-0

2. The secretary asked Solicitor Gaul about whether he had located the paperwork for the easement ROW for the Reliant Energy property on River Road. The secretary stated that she has been unable to find the paperwork. Solicitor Gaul stated that he has a copy of the paperwork.

New Business:

None

Citizen's Non-Agenda:

James Kenna: 507 Pennsylvania Avenue

Mr. Kenna rebutted the comment from Ms. Kay Bucci that the cars parked at the PUMP food pantry cannot navigate the street. As a volunteer member of the Portland Hook & Ladder Co. #1, and based on personal investigation, Mr. Kenna stated that there is no problem getting down Division Street with the fire truck and that there is no blockage of the fire hydrant.

Executive Session:

A motion was made by Steve Knott, 2nd by Heather Fischer adjourning to Executive Session at 9:21 PM. Motion carried: 7-0-0

A motion was made by Bridget Kenna, 2nd by Heather Fischer to reconvene from Executive Session at 9:50 PM. Motion carried: 7-0-0

Discussion: Possible litigation and personnel.

Mayor Prator then thanked Susan McKean for her service to the Borough and as an elected Councilwoman.

Mayor Prator stated that the newly elected council persons,

Stephanie Steele, Bridget Kenna, Heather Fischer and Brian Kardos,

should meet with him at 6:45 PM before the Reorganization Meeting of January 4, 2016 to be sworn in.

BOROUGH OF PORTLAND
COUNCIL MEETING DECEMBER 7, 2015

Adjourn:

The next council meeting is January 4, 2016 at 7:00 PM. A motion was made by Susan McKean, 2nd by Steve Knott to adjourn the meeting at 9:52 PM. Motion carried: 7-0-0

Respectfully Submitted by,

Carol A. Hummel

Carol A. Hummel, Secretary

