

**BOROUGH OF PORTLAND  
COUNCIL MEETING NOVEMBER 7, 2016**

The Portland Borough Council Meeting of November 7, 2016 was called to order at 7:00 PM by Stephanie Steele, President of Borough Council.

Council Members Present:

\*Stephanie Steele \* Bridget Kenna\* Steve Knott \* Lisa Prator\* Yvonne Gumaer\* Heather Fischer\* Brian Kardos

Others Present:

1. Michael Gaul, Borough Solicitor
2. Mayor Lance Prator
3. Mark Bahnick, Borough Engineer
4. Carol Hummel, Borough Secretary

Resolution 2016-17:

A Resolution Authorizing The Adoption Of The Feasibility Study For Extending The Liberty-Water Gap Trail Into Pennsylvania From Portland To Delaware Water Gap. A motion was made by Steve Knott, 2<sup>nd</sup> by Bridget Kenna adopting Resolution 2016-17, as presented. Motion carried: 7-0-0

Resolution 2016-18:

A Resolution Authorizing The Borough of Portland To Apply For a Local Shares Grant Through the Local Shares Account of Monroe County, On Behalf of the Portland Borough Authority, for the Purposes of Relocating the State Street Bridge Water Line  
a) The PBA asked that this resolution be re-done because they were notified by the LSA Grant agent that the previous resolution submitted does not match the budget numbers on the application.

A motion was made by Lisa Prator, 2<sup>nd</sup> by Yvonne Gumaer adopting Resolution 2016-18, as presented. Motion carried: 7-0-0

Resolution 2016-19:

A Resolution in Honor of Matthew Scott Schipps, A Member of Scout Troop #41, Prince of Peace Evangelical Lutheran Church, Johnsonville PA for his Eagle Scout Award. A motion was made by Heather Fischer, 2<sup>nd</sup> by Lisa Prator adopting Resolution 2016-19, as presented. Motion carried: 7-0-0

Resolution 2016-20:

A Resolution in Honor of Matthew James Bright, A Member of Scout Troop #41, Prince of Peace Evangelical Lutheran Church, Johnsonville PA for his Eagle Scout Award. A motion was made by Lisa Prator, 2<sup>nd</sup> by Bridget Kenna adopting Resolution 2016-20, as presented.

Action on Minutes:

1. A motion was made by Brian Kardos, 2<sup>nd</sup> by Bridget Kenna approving the minutes of October 3, 2016 as presented. Motion carried: 7-0-1 (Heather Fischer abstained)

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Secretary/Treasurer's Report: Carol Hummel

1. Bills Presented for Payment:

<u>Borough Operations, Borough Add-On Bills &amp; Borough Operations Already Paid:</u>	88,429.28
<u>Sewer Operations &amp; Sewer Operations Already Paid:</u>	20,544.96
<u>Sanitation Operations &amp; Sanitation Operations Already Paid:</u>	5,144.82
<u>Community Events Account</u>	286.09
<u>Air Liquide/Voltaix Escrow</u>	32.00
<b>TOTAL</b>	<b>\$ 114,437.15</b>
a) add the November payroll and payroll taxes:	8,850.00
b) add Sunoco Fleet Gas:	250.00

**TOTAL ALL BILLS ABOVE PRESENTED FOR PAYMENT: \$ 123,537.15**

a) Question from Councilwoman Lisa Prator: Ms. Prator asked why the total bills on the agenda is different that the total above presented for payment. The secretary explained that there were add-on bills received today that have been added to the bill list for approval to be paid.

A motion was made by Bridget Kenna, 2<sup>nd</sup> by Brian Kardos approving the payment of the bills, as presented, in the amount of \$123,537.15. Motion carried: 7-0-0

Snow/Ice (2) Year Contract; 2016-2018 Proposals:

The secretary stated that the Borough has received (1) one snow-ice removal proposal from Peacock Pond Farms, Bangor PA. Solicitor Gaul opened the sealed envelope and read the proposal "for up to 36 inches of snow per snow year, salting without plowing will count as one inch of snow" in the amount of \$40,000.00, Seasonal Bid for (3) three years. After (36) inches of snow the rate will increase to \$75.00 per machine in use. Portland Borough will supply the salt and anti-skid. Payments to be made in \$10,000.00 increments. Council agreed to discuss the proposal in Executive Session.

Public Comment: The (5) minute rule applies to all speakers.

1. Patricia Day: 613 Delaware Avenue

Ms. Day stated that she is interested in environmental issues and looking at how the Borough can go to "green living".

- Councilwoman Prator left the meeting at 7:13 PM.

Ms. Day said that she spoke with the EPA in Harrisburg, PA. With the help of the EPA the Borough would receive an on-line tool kit that would lead the Borough to be a participating member of "green communities". Met Ed, our local electric supplier, would replace business light bulbs with LED bulbs at no cost. Ms. Day stated that it would require the cooperation of all residents and commercial businesses.

- Councilwoman Prator re-entered the meeting at 7:17 PM.

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Ms. Day stated that she spoke with Mayor Prator before this council meeting.  
a) Councilwoman Heather Fischer spoke positively about the program.  
b) Ms. Day stated that there are (5) five steps to evaluate the Borough.

- Councilwoman Yvonne Gumaer left the meeting at 7:24 PM.

President Steele stated that Ms. Day should meet with the Community Development Committee. Ms. Day will contact the Borough secretary for the committee member's information.

- Councilwoman Yvonne Gumaer re-entered the meeting at 7:26 PM.

2. Timothy Hess:      406 Bruce Street

Mr. Hess asked council if they would consider installing a street light on an existing electric pole near his driveway. Mr. Hess stated that he lives on a dead-end street where drivers who are unfamiliar with the road wind up in his front lawn. Mr. Hess provided pictures showing how a driver ran down his mailbox. Mr. Hess also stated adding a few signs that informs drivers of the dead-end street would be helpful. Mr. Hess stated that he contacted the Met Ed electric company but was told that the request must come from the Borough.

- Ms. Pat Day left the meeting at 7:30 PM.

Councilman Steve Knott, street department chairman, replied that he would order the street signage. President Steele stated that council will contact Met Ed.

- Mr. Hess left the meeting at 7:49 PM.

Sewer Matters:

1. Hach Service Contract:      December 29, 2016 to December 29, 2017

The Borough can be billed quarterly at \$2,961.87. Total for year \$11,847.48. Quote is valid for (60) days from October 10, 2016. Reply acceptance noting the form of payment the Borough would like to use. The 2016 term was quarterly.

A motion was made by Bridget Kenna, 2<sup>nd</sup> by Yvonne Gumaer authorizing President Steele to execute the annual Hach Service Contract in the amount of \$11,847.48 and for the Borough to be billed quarterly. Motion carried: 7-0-0

Borough Engineer's Report:      Mark Bahnick, Van Cleef Engineering

- a) The sewer treatment plant operations have been compliant over the last (30) days.
- b) Work was done on safety and operations.
- c) The concrete steps and pad for the WWTP facility has been completed.
- d) The Restroom Facility at the Park & Walk Lot is in operation.
- e) Mayor Prator remarked that Upper Mount Bethel Township is working on their Act 537 Plan for the township. Mr. Prator stated that he is looking forward to added sewer customers for the WWTP.

- Mr. Bahnick left the meeting at 7:39 PM.

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

1. Ms. Serfass was absent but sent a monthly report.
  - a) Ms. Serfass sent a letter to the owners of 425 Delaware Avenue, Gianni and Yudelky Schomberg, regarding items that need to be immediately addressed to avoid violation and/or enforcement notices.
  - b) Upon a request from the DRJTBC the Portland/Columbia Pedestrian Bridge, that crosses the Delaware River, has been issued an address of **500 B Delaware Avenue.**
  - c) An anonymous complaint was mailed to the Borough about neighborhood blight and that the Property Maintenance Code needs to be enforced. The complaint was forwarded to Ms. Serfass.

2. Mike's Auto: 208 Northampton Street

- a) Parking on Borough Property on Main Street
  - i. RKR Hess submitted a quote of \$800.00 to re-pin the boundary line plus reimbursable expenses (mileage, copies, plots, pins, stakes, etc.).

Councilwoman Lisa Prator stated that since Mike's Auto is for sale it is important for council to have the property re-pinned. A motion was made by Lisa Prator, 2<sup>nd</sup> by Steve Knott for discussion.

- ii. to add \$500.00 to the \$800.00 quote to make the total \$1,300.00
- iii. put the pins in concrete so that they can't be removed.
- iv. Jim Potter, from the audience, recommended that Scott Policelli be contacted to give the Borough a quote. Mr. Potter stated that Mr. Policelli gave the fire company a good price for work at the social hall.
- v. Mr. Policelli will be contacted by the secretary.

The motion by Ms. Prator, 2<sup>nd</sup> by Mr. Knott is to add \$500.00 to the \$800.00 quote to make the total not to exceed \$1,300.00, to re-pin the boundary line and to set the pins in concrete. Motion carried: 7-0-0

Zoning Hearing Board (ZHB):

1. No hearings scheduled.
  2. The number required for the ZHB is three (3) members.
  3. There is one (1) vacant seat on the ZHB.
  4. At the October 3, 2016 council meeting Amber Sarivan of 106 Division Street was appointed to fill the vacant seat of Yvonne Gumaer, 2015 - 2017. Clarified for the minutes, Ms. Sarivan's term will end 12-31-2017.
- Cindy Fish entered the meeting at 7:49 PM.
5. It was recommended that Ms. Sarivan attend a ZHB seminar. Also, all the present ZHB members should attend. The secretary will notify all when one becomes available.

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UCC Building Inspectors Report:

None

Planning Commission:

None

Portland Borough Authority (PBA):

1. Report by Vice Chairman James Potter:

- a) the Authority is working to pay off their loan.
- b) the Authority may purchase a new dump truck and give the present truck to the Borough for \$1.00. There has been a lot of maintenance done on the truck.
- c) the dump truck will be discussed in Executive Session.
- d) Costel Sarivan attended his first PBA meeting in October since his appointment.

Legal:

The Barend's lawsuit will be discussed in Executive Session.

Subdivision and Land Development:

None

Community Development, COG & Grants:

Comments from Mayor Prator:

1. The Slate Belt COG met on October 26, 2016.
2. Mayor Prator attended the LVPC Awards Banquet. The COG received the 2016 Lehigh Valley Awards for Multi-Municipal Planning for the Slate Belt COG Animal Control Program. The COG is also working on a domestic cat ordinance. Currently there is no feral cat ordinance that is addressed by PA state law. The domestic dog ordinance is now in effect.
3. The approximate cost for the Regional Comprehensive Plan is a (2) year payment of approximately \$450.00 per year or \$903.00 for (2) years. The Regional Comprehensive Plan will promote grants in our area. Mayor Prator will attend the Regional Comprehensive Plan Update meeting on December 2, 2016 at the Sands Event Center in Bethlehem PA.
4. Mayor Prator attended the PA Humanity Council seminar with the Slate Belt COG and the LVPC.
  - Councilman Brian Kardos left the meeting at 8:06 PM.

Community Events/Recreation Board:

1. The Halloween "Trick or Treat" and After Party at Refiner's Fire Ministry was a huge success.

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2. The annual Tree Lighting Ceremony will be held Sunday, November 27<sup>th</sup> at 6:30 PM.
  - a) Cindy Fish stated that she needs more fliers to post for the Tree Lighting Ceremony.
- Councilman Brian Kardos re-entered the meeting at 8:08 PM.

Police Report:

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

1. Traffic citations issued 10, in the amount of \$13,470.50 for Weights & Measures violations; Non-Traffic citations issued 0; Criminal Arrests 2; Parking Tickets 0. Incidents 28: Parking/Traffic 14; Thefts 1; EMS 0; Warrants 0; Criminal Mischief 0; Civil 1; Weapons 0; Domestic 1; MVA 1; Disabled Motorist 0; Disorderly Conduct 1; Suspicious Activities 2; Found Property 1; Agency Assist 3; Fire Company 0; Harassment 2; Narcotics 1. Vehicle mileage: Crown Ford Victoria 0, Ford Utility 765

2. There were only (5) calls that were missed by the police department that the PA State Police handled. (1) domestic, (3) motor vehicle accidents and (1) disturbance.

3. Chief Mulligan would like to purchase (2) three-way winter jackets, one Medium and one X-Large. The cost approximately is \$270.00 each. They will stay at the police station for officers to share.

- a) Mayor Prator stated that there is money in the Police Budget for the purchase.

A motion was made by Lisa Prator, 2<sup>nd</sup> by Heather Fischer authorizing the police department to purchase a Bandit 14 Gun Safe at the cost of \$599.95 and (1) medium and (1) x-large three-way winter jackets at the cost of \$270.00 each.

- a) The motion was amended by Ms. Prator, 2<sup>nd</sup> by Ms. Fischer to include that the Bandit 14 Gun Safe will be purchased from Dunkleberger's Sports Outfitters and the police jackets from Patriot Workwear. Motion carried: 7-0-0

Mayor's Report:

None

Streets Department:

1. The secretary reported that a resident picked up (20) recycle (30) gallon paper bags for leaf collection pick-up.

2. Four residents (4) complained about the no vacuum leaf pick-up this year. Mayor Prator stated that he is working with Roseto Mayor Joseph Angelini for possible use of their leaf vacuum for the 2017 season with an agility agreement between the two Boroughs.

3. Maintenance employee Bob Shaw's winter work hours have been pushed back to (20) hours per week.

4. Councilman Knott will be ordering more de-icing salt.

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Sanitation:

1. Discussed was the setting up of Borough residents being able to pay their garbage account payments at Merchants Bank. A motion was made by Lisa Prator, 2<sup>nd</sup> by Yvonne Gumaer authorizing the secretary to write a letter of confirmation to Merchants Bank setting up the procedure. Motion carried: 7-0-0

Building Committee:

Councilwoman Heather Fischer reported on the Borough's LSA Gaming Grant of Monroe County application for repairs to the Borough's municipal building. Ms. Fischer stated that the grant was submitted with a call from the PA-DCED for more information. President Steele stated that the window replacement estimate totaled \$195K. Ms. Fischer stated that with the additional information all has been submitted.

Budget, Finance, Insurance, & Cable TV Contract:

1 Ms. Steele presented the proposed 2017 budget with no tax increase,

a) Ms. Steele stated that if the proposed 2017 budget is approved tonight for advertisement then the Tax Ordinance can be adopted at the December 5, 2016 council meeting. If not, then a second council meeting must be held in December.

b) The proposed 2017 garbage budget would give customers a 5% discount if paid by March 1, 2017. Ms. Steele stated that quarterly billing is working out well. Entering the finance charges has been a problem since QuickBooks is not designed for the Borough's garbage billing system. Finance charges may have to be entered in the system by hand.

c) The proposed 2017 sewer budget would give customers a 2% discount if paid by March 31, 2017.

A motion was made by Lisa Prator, 2<sup>nd</sup> by Steve Knott adopting the 2017 proposed general account, sewer account and garbage account budgets. Motion carried: 7-0-0

A motion was made by Lisa Prator, 2<sup>nd</sup> by Bridget Kenna authorizing Solicitor Gaul to prepare and advertise the 2017 tax ordinance at the current rate of 13 mills. Motion carried: 7-0-0

A motion was made by Lisa Prator, 2<sup>nd</sup> by Bridget Kenna setting the rates for garbage fees for 2017 and directing Solicitor Gaul to prepare the Garbage Fee Resolution. Motion carried: 7-0-0

A motion was made by Lisa Prator, 2<sup>nd</sup> by Bridget Kenna setting the rates for sewer fees for 2017 and directing Solicitor Gaul to prepare the Sewer Fee Resolution. Motion carried: 7-0-0

2 The secretary reported that the Borough's 2017 insurance renewal is a work in progress.

Ordinance Update Committee:

Councilwoman Prator presented a draft ordinance for the creation of a Shade Tree Commission.

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Ms. Prator stated the object of the commission is to preserve the good trees that are in the Borough. Council will review the draft ordinance for the December 5, 2016 council meeting.

Council, Policy & Procedure Committee:

Ms. Alexis Lamont began her duties as cleaning personnel for the municipal building.

Slate Belt Community Partnership (SBCP):

1. A motion was made by Lisa Prator, 2<sup>nd</sup> by Yvonne Gumaer to not pay the third and fourth quarter annual 2016 contribution to the SBCP because the SBCP has not worked to the expectation of Borough Council for the community and our residents. Motion carried: 7-0-0

2. No action was taken on the request from the Community Action Committee of the Lehigh Valley (CACLV) for a contribution, in the amount of \$256.08, to the Lehigh Valley's (9) homeless shelters. Motion carried: 7-0-0

a) The SBCP will be absorbed into the CACLV on January 1, 2017.

b) The CACLV is advertising for a Director with the starting salary at \$47K.

Correspondence:

1. The Bangor Slater Band Boosters is holding their 4<sup>th</sup> annual basket bingo and tricky tray fundraiser on November 13<sup>th</sup>. They are asking for a donation. No action was taken.

2. The non-profit Miracle League of Northampton County (MLNC) is also asking for a donation to their physical and intellectual disabilities baseball program. No action was taken.

3. A thank you card was received from Councilman Knott thanking council for the gift cards after his stay and recuperation from the hospital.

Secretary's Announcements:

- The secretary attended the Tax Collection Committee meeting in Bethlehem Township on October 13<sup>th</sup> at 9<sup>30</sup> AM.

Old Business:

None

New Business:

Councilwoman Fischer presented a draft of a new Borough Letterhead for the office stationary. After discussion by council the letterhead will be re-worked by Ms. Fisher and brought back to the December 5<sup>th</sup> council meeting for review.

Executive Session:

A motion was made by Heather Fischer, 2<sup>nd</sup> by Yvonne Gumaer to adjourn to executive session at 9:16 PM. Motion carried: 7-0-0



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Discussion: personnel, legal matters and legal correspondence discussed with Solicitor Gaul.

A motion was made by Steve Knott, 2<sup>nd</sup> by Brian Kardos to reconvene from executive session at 9:51 PM. Motion carried: 7-0-0

Action Taken from Executive Session:

1. A motion was made by Lisa Prator, 2<sup>nd</sup> by Brian Kardos rejecting the (2) Year Snow-Ice Bid Proposal of Peacock Pond Farms and directing the secretary to return the \$600.00 surety check to the bidder. Motion carried: 7-0-0

2. A motion was made by Lisa Prator, 2<sup>nd</sup> by Yvonne Gumaer to hire Austin Jones as a temporary, as needed employee to plow snow for the Borough with Borough equipment at the hourly rate of \$18.00 per hour. Motion carried: 7-0-0

Adjourn:

1. The next meeting of the Portland Borough Council will be held on Monday, December 5, 2016 at 7:00 PM.

2. A motion to adjourn the meeting at 9:55 PM was made by Lisa Prator, 2<sup>nd</sup> by Heather Fischer. Motion carried: 7-0-0

Respectfully Submitted by,

*Carol A. Hummel*

Carol A. Hummel, Secretary