

BOROUGH OF PORTLAND COUNCIL MEETING AGENDA
JULY 6, 2020

1. Open Meeting: Stephanie Steele, President
2. Council Members Present for Call to Order:
3. Others Present:
4. Action on Minutes:

June 1, 2020

5. Secretary/Treasurer Report: Carol Hummel

- June 2020 Financial Report:

Payments of Bills Presented:

Borough Operations & Borough Operations Already Paid:	12,995.60
13,422.73 minus 427.13 for website annual expenses listed twice =	12,995.60
Sewer Operations & Sewer Operations Already Paid:	8,390.40
Garbage Operations & Garbage Operations Already Paid:	5,171.18
Ultra-Poly Improvement Escrow: Van Cleef Engineering	372.00
Real Estate Tax Account to Fire Tax Account – 2 mills	72.20
Real Estate Tax Account to Fire Tax Account – 2 mills 2019 taxes	215.40
Fire Tax Account to Stotz & Fatzinger - forehead body thermometer	95.00
July 2020 payroll & taxes, approximate	7,300.00
July 2020 WEX Sunoco Fleet Gas, approximate	375.00

APPROVE 34,986.78

Payments of Bills Presented:

• Portland Contractors, Inc.	WWTP monthly services:	2,590.00
Portland Contractors, Inc.	Other	217.00

APPROVE 2,807.00

6. Resolution 2020-7: Solicitor Gaul
 - Sale of 2005 Crown Victoria Police Vehicle

7. Snow-Ice Removal Bids:

8. Public Comment:

a) Richard McGinnis: Columbia, NJ

- Use of the gymnasium for a group of men who are basketball coaches and would like to use the gym for everybody and surrounding areas.

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- Fred Duckloe: Complaint about 425 Delaware Avenue

9. Sewer Shut-Offs:

- The moratorium on the (90) day sewer shut-off expires July 6, 2020. A motion is needed by Council to resume sewer shut offs pending the July 20, 2020 Portland Borough Authority (Water Company) Board decision.

10. Sewer Matters & Borough Engineers Report: Mark Bahnick, P. E.

11. Zoning Officer Report:

- None

12. Zoning Hearing Board:

- None scheduled

13. UCC Building Inspectors Report:

- None

14. Planning Commission:

- None

15. Portland Borough Authority Report (PBA):

16. Legal: Michael Gaul

- Ultra-Poly bill for added EDU's:

17. Subdivision and Land Development:

18. Community Development, COG & Grants:

- The Slate Belt COG met on June 24, 2020.

19. Community Events/Recreation Board: Yvonne Gumaer

- President Steele donated the funds to pay for the (2) loads of mulch for the planting of the flowers in the downtown; cost was \$260.

20. Air Liquide/Voltaix Safety Committee: Stephanie Steele

21. Police Report: Chief Robert Mulligan

- June 2020 Police Report

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22. Mayor's Report:

- Mayor Prator registered and attended the Virtual meeting of the 2020 Lehigh Valley Assembly on June 30, 2020 at 7 PM.

23. Streets Department: William Godshalk

- a) Update on municipal (Borough) owned traffic signal inspection request from PennDOT.
- b) Fred Farleigh, maintenance, asked me to add this to the agenda. A new tailgate is needed for the Ford F-150 pick-up truck; he wants black; from Collis, \$750 to \$800.
- c) No estimate was received for the cost of drain grates.
- d) Received from Co-Stars the storage information for the balance on the 2019-2020 road salt. Co-Stars quoted (30) tons short of minimum with the cost at \$89.91. My previous figures were incorrect.
- e) Received from Koch33 Ford the paperwork for the snow removal Ford 350 truck (\$76,656.00) with accessories:
 - i. (6) year lease (7) payments
 - ii. rate factor of .1645463
 - iii. \$12,613.46 annual payment
- f) The interviews for the part-time maintenance job were done June 29, 2020 by Kay Bucci, William Godshalk, and Stephanie Steele. Ashley Potter was selected and contacted to fill the part-time position to start immediately; 10-15 hours per week at the rate of \$11.50 per hour. Motion to approve.

24. Building Committee:

25. Budget, Finance, Insurance Committee & Cable TV Contract:

Audit 2019: Kirk, Summa & Co., LLP

- a) Authorize President Steele to execute the Representation Letter of the 2019 Annual Audit and Financial Report.
- b) CD 401132166 matured July 5, 2020. Council has (10) days or July 15, 2020 to decide. The current balance is \$ 22,463.17.
 - i. I spoke with bank manager, Connie Greenamoyer.
 - ii. 12 months interest .45 less than 1%
 - iii. money market interest 1/10% with a \$1,000 minimum
 - iv. 3 months interest .25% (suggested, then see if new bank, Fidelity, offers a special)

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c) The Borough Office would like to eliminate cash payments and would like a policy that instead of cash customers pay with check, credit card or money order.

26. Ordinance Update Committee:

27. Personnel, Policy & Procedure Committee:

28. Slate Belt Rising Committee: Stephen Reider, Director

29. Liberty-Water Gap Trail Alliance: Cindy Fish

30. Correspondence:

- NJ DOT Route 80 Rockfall Summit:
 - i. Virtual Summit July 22, 2020 at 9:30 AM for public comment.

31. Secretary Announcements:

- None

32. Old Business:

33. New Business:

34. Executive Session:

35. Public Comment; Non-Agenda:

- The next Council meeting is August 3, 2020 at 7 PM.

36. Adjournment: