

BOROUGH OF PORTLAND COUNCIL MEETING AGENDA
NOVEMBER 2, 2020

1. Open Meeting: Stephanie Steele, President

2. Council Members Present for Call to Order:

3. Others Present:

4. Resolution 2020-10:

- Before adopting, Holly Fake of 405 Zeman Street would like to speak.

A Resolution Supporting the NJ-DOT Fix the S-Curve Problem Statement Request.

5. Action on Minutes:

- October 5, 2020

6. Secretary/Treasurer Report: Carol Hummel

- Approve the October 2020 Financial Report, the bills presented for payment in the amounts of:

Payments of Bills Presented:

Borough Operations & Borough Operations Already Paid:	8,325.65
Sewer Operations & Sewer Operations Already Paid:	7,736.61
Garbage Operations & Garbage Operations Already Paid:	158.48
Ultra-Poly Improvements Escrow – Van Cleef Engineering	852.00
Weidman Minor Subdivision Escrow – postage	7.00
NORCO Grant 2020 (COVID-19) – sneeze guard from Staples for Borough Office	119.99
Dunkin Donuts Escrow – Van Cleef Engineering	284.00
Real Estate Tax Acct. to Fire Tax Acct.: October (2) mill tax	.00
Approximate November Sunoco Fleet Gas	250.00
Approximate November 2020 payroll & payroll taxes	7,000.00
TOTAL	24,733.73

APPROVE

NOTE: RE: the NORCO Grant also paid for the outside mailbox. This was before the grant was received. The grant reimbursed the General Account \$313.60.

NOTE: The Borough received \$4,411.10 annual amount; (5) year winter maintenance agreement.

NOTE: No Tax collections for the month of October.

Payments of Bills Presented:

• Portland Contractors, Inc.	WWTP monthly services:	2,590.00
Portland Contractors, Inc.	Other	124.00
	APPROVE	<u>2,714.00</u>

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7. Public Comment:
 - a) Timothy Hess: 406 Bruce Street
 - Vacating a portion of Zeman Street
8. Sewer Matters: Sewer Shut-Offs
 - Sewer Shut-Offs:
 - Approve the purchase of a diffuser valve at the cost of \$8,500.
9. Borough Engineer's Report: Mark Bahnick
10. Zoning Officer Report:
 - None
11. Zoning Hearing Board:
 - No meetings scheduled at this time.
12. UCC Officer Report:
 - None
13. Planning Commission:
 - Weidman Minor Subdivision:
Council act on the recommendation of the Portland Planning Commission.
14. Portland Borough (Water) Authority Report:
15. Legal:
 - Discussion: (5) person Council instead of (7).
16. Subdivision and Land Development:
 - None
17. Community Development, COG & Grants:
 - a) The Slate Belt COG met on Wednesday, October 28, 2020.
 - b) Street Maintenance Staff: Fred Farleigh attended an in-service day for the storm jetty and the crack sealer machines, on Wednesday, October 21, 2020 at 8:30 AM.
 - c) Proposal from URDC to Identify Grant Projects: Kay Bucci
18. Community Events/Recreation Board:
 - Report on Trick or Treat: Saturday, October 31, 2020, and Halloween Costume Party at the Train Station Lot.

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- The annual Tree Lighting Ceremony will be held Sunday, November 29, 2020 beginning at 6:30 PM.
19. Police Report:
- October 2020 Police Report.
 - \$950 was transferred from the Police Capital Account to the General Account to pay for graphics to the 2020 police car. The corrected balance in the Police Capital Account is \$2,448.24 after the September 2020 reconciliation.
20. Mayor's Report:
- a) Emergency Management: NIMS/FEMA Training for elected officials.
21. Streets Department:
- a) Leaf Vacuum Pick-Up: Slate Belt COG
- Authorize President Steele to execute the 2020 leaf vacuum lease agreement for two days, November 9 & 10 and approve the cost of \$150.
 - Ian Kelton has agreed to help Fred Farleigh with the leaf pick-up.
- b) Equipment:
- Quote: Chemung Supply – open steel grating \$5,094 per sheet
 - Quote: Central Jersey Equipment purchase – utility tractor \$27,423.52
backhoe \$9,055.69
 - Estimate for drain grates repairs.
22. Sanitation Committee:
- Write a formal letter of complaint to Waste Management:
To not use Division Street for garbage pick-up; use Jim Ginn Alley. The WM truck is damaging the street.
23. Building Committee:
24. Budget, Finance, Insurance & Cable TV Contract:
- Proposed 2021 Budget
25. Ordinance Update Committee:
26. Council Policy & Procedure Committee:
27. Slate Belt Rising Steering Committee:
28. Air Liquide Safety Committee:

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30. Correspondence:

- The Slate Belt Heritage Center, Bangor PA, is conducting their annual fund drive. They are asking for a donation.

31. Secretary Announcements:

- The Secretary will be out of the office Tuesday, November 3, 2020.

32. Old Business:

- Report: Christmas Decorations/Lights for downtown. The first invoice was received in the amount of \$1,13.63. How do you want to pay for this?
- Erin Long, former Councilman, has not returned his front door key or Council room key after being notified by the Borough secretary with a certified letter. Can I ask a police officer to stop at his residence to collect the keys?

33. New Business:

- The Portland Hook & Ladder Co. #1 is applying for an LSA Grant through the Borough.

34. Public Comment Non-Agenda:

35. Executive Session:

36. Adjournment:

- The next meeting of the Portland Borough Council will be held on Monday, December 7, 2020 at 7 PM.