

BOROUGH OF PORTLAND COUNCIL MEETING AGENDA  
DECEMBER 7, 2020

---

1. Open Meeting: Stephanie Steele, President
2. Council Members Present for Roll Call to Order:
3. Others Present:
4. Resolution 2020-13:

Resolution Approving the Final Budget, Including General Fund, Sewer Fund and Sanitation Fund, For the Borough of Portland for the Year 2021.
5. Resolution 2020-14:

A Resolution of the Borough of Portland, County of Northampton and Commonwealth of PA, Levying for the Fiscal Year 2021 Taxes on all Real Estate Within the Borough for General Borough Purposes and Fire Prevention and Protection; Affixing the Tax Rates; and Providing for Other Miscellaneous Matters.
6. Resolution 2020-15:

Resolution Regarding Fees and Charges Related to the Borough's Collection and Disposal of Garbage from Private Residences in the Calendar Year 2021.
7. Resolution 2020-16:
  - a) Resolution Approving Kirk, Summa & Co., LLP, Temporarily to the Office of Borough Auditor for Purposes of the 2020 Calendar Year Audit.
  - b) Authorize President Steele to execute the Letter of Engagement between Kirk, Summa & Co., LLP, and the Borough of Portland in the amount of \$4,600 for the 2020 audit.
8. 2021 Borough Real Estate Tax Bills:
  - i. Approval for the secretary to order the 2021 Borough Real Estate Tax Bills from Berkheimer Associates.
9. Notice of 2021 Meetings Schedule: Approval to Advertise in the Pocono Record
  - a) Discussion:
    - i. Added to the schedule is a notice of COVID-19, one or more meetings may be held virtually.
    - ii. July 4, 2021 is a Sunday. Does Council want to meet on Monday, July 5 or Monday, July 12.
10. Action on Minutes:
  - November 2, 2020 Monthly Meeting
  - November 23, 2020 Special Meeting

BOROUGH OF PORTLAND COUNCIL MEETING AGENDA  
DECEMBER 7, 2020

---

11. Secretary/Treasurer Report: Carol Hummel

- Approve the November 2020 Financial Report
- Approve Payments of Bills Presented

Borough Operations & Borough Operations Already Paid:	24,252.64
Garbage Operations & Garbage Operations Already Paid:	14,825.30
Sewer Operations & Sewer Operations Already Paid:	16,116.00
Ultra-Poly Improvements Escrow: Van Cleef Engineering	1,304.45
Dunkin Donuts Escrow: Van Cleef Engineering	284.00
Real Estate Tax Acct. to Fire Tax Acct.: November (2) mills	71.80
Weidman Minor Subdivision Escrow: Van Cleef Engineering	3,246.05
NORCO Grant Acct. (COVID-19)	1,689.21
December 2020 payroll and taxes, approximate	7,000.00
December 2020 Sunoco Fleet Gas, approximate	300.00
Annual budgeted allocation to the Bangor Public Library:	250.00
	<b>69,339.45</b>

**BILLS PRESENTED FOR APPROVAL:**

**Bills Presented for Approval to Portland Contractors Inc.:**

- i. monthly contract service 2,590.00

a) Approval to ask the Weidman Minor Subdivision Escrow Account for additional funds of \$3,240.05

12. Public Comment:

- Patrick McHugh: 405 Pennsylvania Avenue
  - i. Requests to waive fee for shed installation
- James Steele: Portland Hook & Ladder Co. No 1
  - i. LSA Grant submission

13. Sewer Matters and Borough Engineers Report:

- Ultra-Poly Corp: David LaFiura
  - i. Sewer Standby Fees

14. Zoning Officer Report: Keller Zoning & Inspection Services

- None

15. UCC Officer Report: Keller Zoning & Inspection Services

- None

16. Zoning Hearing Board:

BOROUGH OF PORTLAND COUNCIL MEETING AGENDA  
DECEMBER 7, 2020

---

- No hearings scheduled at this time.
17. Planning Commission:
- None
18. Portland Borough Authority Report: Lance Prator, Chairman
19. Legal: Solicitor Gaul
20. Subdivision and Land Development (SALDO):
- Weidman Minor Subdivision:
- a) Approval to accept the Weidman Minor Subdivision Plan Extension.
  - b) Approval to table the Plan.
21. Community Development, COG & Grants:
- a) The Slate Belt COG met, Wednesday, November 18, 2020.
  - b) Kay Bucci: URDC LSA Grants Application Report
    - i. Ms. Bucci sent a letter to PA State Senator, Mario Scavello, asking for his support for the Borough's LSA Grants application.
  - c) Approve the fee schedule of URDC.
    - i. The URDC 2020 fee schedule will be honored in 2021 for Portland Borough.
  - d) Ms. Bucci attended the Virtual Town Hall Meeting of the Lower Delaware Wild & Scenic Management Council on Monday, November 30 at 7:00 PM.
22. Community Events/Recreation Board:
- a) The Annual Tree Lighting Ceremony was held on Sunday, November 29, 2020 at 6:30 PM.
  - b) There will be no Cookies, Cocoa & Holiday Karaoke Event due to the COVID-19 pandemic. On Sunday, December 20, all will meet at Refiners Fire Ministry to go Christmas Caroling from 6:00 to 8:00 PM; coffee and cocoa to go will be available.
23. Police Report:
24. Mayor's Report:
25. Streets Department:
- a) Estimate for new open steel grate decking:

BOROUGH OF PORTLAND COUNCIL MEETING AGENDA  
DECEMBER 7, 2020

---

- i. Chemung Supply Corp. - \$5,094 per sheet
  - b) Load of anti-skid:
  - c) Load of salt:
  - d) Add concrete blocks to salt storage area to add storage capacity.
    - i. Pocono Transcrete, Inc. quote: (6) bunker blocks at \$55 each picked up; total \$330.
  - e) The maintenance man would like to use the COG tar buggy.
    - i. Does the Borough need an agreement.
    - ii. Does the Borough purchase the tar blocks from the COG or purchase themselves.
  - f) The maintenance man could use help with a bucket truck. Permission to contact East Bangor Borough to pay for use of their truck and pay an East Bangor employee for a few hours of his time.
  - g) If Council would agree, the backhoe is being rented by the Borough; the maintenance man would like permission to demolition of the old concrete block bathroom on the ball field. The Borough would require the rental of a large bulk dumpster.
26. Sanitation Committee:
- Letter to Waste Management concerning Division Street
27. Building Committee:
28. Budget, Finance, Insurance & Cable TV Contract:
- The committee is working on the 2021 insurance policy: January 19, 2021 to January 19, 2022.
  - Payroll: Ian Kelton
    - i. Mr. Kelton was approved as a day laborer for the leaf vacuum pick up. Mr. Kelton's hourly pay is currently \$11.00 per hour. The prior maintenance laborer was paid \$11.50 per hour. Discussion that Mr. Kelton's hourly rate be increased to \$11.50 per hour.
29. Ordinance Update Committee
30. Council Policy & Procedure Committee:
31. Air Liquide Safety Committee Meeting: Stephanie Steele
32. Slate Belt Rising Committee: Stephanie Steele

BOROUGH OF PORTLAND COUNCIL MEETING AGENDA  
DECEMBER 7, 2020

---

33. Liberty-Water Gap Trail Alliance: Cindy Fish
- The Liberty Water Gap Trail Alliance met on November 18, 2020 via ZOOM internet communications
34. Correspondence:
- None
35. Secretary Announcements:
- None
36. Old Business:
37. New Business:
38. Executive Session:
39. Public Non-Agenda:
40. Adjournment:
- The next meeting of the Portland Borough Council will be held on Monday, January 4, 2021 at 7:00 PM.