

BOROUGH OF PORTLAND COUNCIL MEETING AGENDA
APRIL 5, 2021

PORTLAND BOROUGH COUNCIL CHAMBERS & ZOOM COMMUNICATIONS

1. Open Meeting: Stephanie Steele, President

2. Council Members Present for Roll Call to Order:

3. Others Present:

4. Action on Minutes:

- March 1, 2021

5. Secretary/Treasurer Report: Carol Hummel

Approve the March 2021 Financial Report

- Approve Payments of Bills Presented

Borough Operations & Borough Operations Already Paid:	30,658.17
Sewer Operations & Sewer Operations Already Paid:	14,863.00
Garbage Operations & Garbage Operations Already Paid:	9,538.61
Ultra Poly Improvements Escrow: King, Spry	4,471.50
Ultra-Poly Improvements Escrow: Van Cleef Engineering	4,708.50
General Checking Account to Fire Tax Account: Taxes in Trust	67.00
Real Estate Tax Account to Fire Tax Account: 2020 Audit	134.40
Real Estate Tax Account to Fire Tax Account: March 2021	20,245.00
April 2021 payroll and taxes, approximate	10,500.00
April 2021 Sunoco Fleet Gas, approximate	300.00
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	95,486.18

Bills Presented for Approval to Portland Contractors Inc.:

i. sewer monthly operations	2,660.00
ii. other Maintenance	<u>1,024.00</u>
	3,684.00

6. Public Comment:

1. 710 Hillcrest Drive: Jesse Geiger

- Delinquent sewer & water shut off.

2. 413 Delaware Avenue: James Steele

- Mr. Steele requesting that 1/2 EDU be added to the property and to pay 1/2 of the current tapping fee, in the amount of \$750.

7. Sewer Matters and Borough Engineers Report: Mark Bahnick

1. Sewer Shut Offs:

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710 Hillcrest Drive
510 Northampton Street
303 Crestmont Road
407 Delaware Avenue

2. Super Heat:

Quote for the installation of air conditioning and heat at the WWTP, in the amount of \$5,019.50.

3. Dunkin Donuts: PENNDOT HOP

8. Zoning Officer Report: Keller Zoning & Inspection Services

- None

9. UCC Officer Report: Keller Zoning & Inspection Services

- One (1) UCC permit for signage at Ultra-Poly Building Two.

10. Zoning Hearing Board:

- No hearings scheduled at this time.

11. Planning Commission:

- None

12. Portland Borough Authority Report: Lance Prator, Chairman

- Accept the resignation of Thomas Fish from the PBA Board. *TERM EXPIRES 1/1/2025*
- Appoint Holly O'Brien to fill out the term of the vacancy.

13. Legal: Michael Gaul

14. Subdivision and Land Development (SALDO):

- None

15. Community Development, COG & Grants:

1. Use of the COG street sweeper is scheduled for April 29 & 30.

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Authorize President Steele to execute the Inter-Municipal Lease Agreement with the Slate Belt COG; authorize the payment of \$100 per day for the rental, or \$200 total.

2. Rileighs Outdoor: Holiday Banners

3. LSA Grant Report: Kay Bucci

16. Community Events/Recreation Board:

- Report of Easter Egg Hunt Event, April 3, 2021

17. Police Report:

1. The police report is provided in writing by Chief Mulligan.

2. In the February 2021 Borough News publication, is a question and answer concerning police appointing their own Right-To-Know officer. Copies in your packet. Discussion.

18. Mayor's Report: Lance Prator

19. Streets Department:

1. Brian Fake: 405 Zeman Street

a) Mr. Fake asks the Borough to clean up and or replace the stone that the snowplow removed at the end of Zeman Street.

2. Councilman Godshalk:

a) Catch Basin

b) Borough Garage Building

c) Work closer with the PBA with shared equipment.

d) No Parking Ordinance: Route 611

3. Councilwoman Bucci:

a) Hallett Contractors has contacted Ms. Bucci and would like to sell Mike's Garage to the Borough. Discussion.

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20. Sanitation Committee:

- Ms. Hummel has received no more complaints from residents that their garbage has not been picked up. Ms. Hummel has kept a log of the emails, phone calls, and saved to the miscellaneous reports file.
- The last loan (2017) to the Garbage Tax Account, in the amount of \$5,000, has been paid in full to the Real Estate Tax Account on March 2, 2021.

21. Building Committee:

- Permission to send a police officer to retrieve the building keys, sewer keys, Park & Walk keys, from Robbie Shoemaker, who mowed grass last summer.

22. Budget, Finance, Insurance & Cable TV Contract:

1. The secretary has still not received a reply from the Sandnes Subdivision Escrow Account concerning the plans for Lot 6A and the return of their escrow monies. (the secretary suggests that Solicitor Gaul send a letter)

a) Ultra-Poly has paid the sewer reservation fee for the above Lot 6A.

2. The 2020 audit is complete and sent to the DCED.

a) Authorize President Steele to execute the Representation Letter from Kirk, Summa, LLP for the 2020 audit.

b) Permission for the secretary to advertise the condensed version of the 2020 audit in the Pocono Record publication.

3. The Borough will be receiving Federal funds from the COVID-19 Stimulus Funding in the amount of \$50.72K. There will be (2) payments, (12) months apart.

4. Discuss Service Electric TV cable modem for downtown connection.

23. Ordinance Update Committee:

24. Council Policy & Procedure Committee:

25. Air Liquide Safety Committee Meeting: Stephanie Steele

- Meets every other second Wednesday of every month.

26. Slate Belt Rising Committee: Stephanie Steele

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- Meets the second Thursday of every month.

27. Liberty-Water Gap Trail Alliance: Cindy Fish

- The Liberty Water Gap Trail Alliance Quarterly Meeting was held on March 17, 2021 via Zoom.

28. Correspondence:

- None

29. Secretary Announcements:

- None

30. Old Business:

- There are still two vacant Council seats and one vacant ZHB seat.

31. New Business:

- The 2020 report of the Portland Hook & Ladder Co. #1 is included in your packet.

32. Executive Session:

33. Public Non-Agenda:

34. Adjournment:

- The next Council Meeting is May 3, 2021 at 7:00 PM.