

BOROUGH OF PORTLAND COUNCIL MEETING AGENDA
JUNE 7, 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. Adopting Ordinance 2021-1:

An Ordinance of the Borough of Portland, Northampton County, PA, amending Borough Ordinance # 192; Providing for No Parking on a section of North Delaware Drive (State Route 611) and other miscellaneous items.

5. Action on Minutes:

- May 3, 2021

6. Secretary/Treasurer Report: Carol Hummel

- Approve the May 2021 Financial Report.

a) Approve Payments of Bills Presented for Borough.

Borough Operations & Operations Already Paid:	47,735.20
Garbage Operations & Operations Already Paid:	4,992.56
Sewer Operations & Operations Already Paid:	18,974.88
Ultra-Poly Improvements Escrow: King, Spry	250.50
Dunkin Donuts Streetscape Escrow: Van Cleef	292.00
Real Estate Account to Fire Tax Account: May (2) mill tax	543.20
Fire Tax Account – custom print checks	94.00
Real Estate Account to 200 Hester LLC, property reassess	230.96
General Account to the Fire Tax Account: Taxes in Trust Delinquent 2020	107.41
Fire Tax Account to Real Estate Account owed from 200 Hester LLC, property reassess	23.10
June 2021 payroll and taxes, approximate:	6,500.00
June 2021 Sunoco Fleet Gas, approximate:	325.00
From May Bill list Office 365 for police department	<u>Minus 159.00</u>
APPROVE	79,909.81

b) Bills Presented for approval to Portland Contractors Inc.:

WWTP monthly services:	2,660.00
Other:	<u>698.00</u>
APPROVE	3,358.00

7. Two escrow accounts have been closed.

- Olav Sandnes Subdivision – donated 830.25 to the Pokey Account.
- Lamtec Sanitary Sewer - returned balance to owner for lack of activity since 2019.

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8. Public Comment:

- None

9. Sewer Matters and Borough Engineers Report:

a) Sewer Shut Off List:

- 407 Delaware Avenue
- 705 Hillcrest Drive

b) Does Council wish to purchase HVAC Maintenance Agreement at WWTP for cost of \$199 per annum from Super Heat, Inc.?

c) Engineer's Report:

10. Zoning Officer Report: Keller Zoning & Inspection Services

- None

11. UCC Officer Report: Keller Zoning & Inspection Services

- One (1) UCC permit issued to 425 Delaware Avenue.

12. Zoning Hearing Board:

- No hearings scheduled at this time.

13. Planning Commission:

- None

14. Portland Borough Authority Report (PBA):

15. Legal:

- 303 Demi Road Logistics Plans Review. (sent to all via email June 2nd)

16. Subdivision and Land Development (SALDO):

- None

17. Community Development, COG & Grants:

a) The COG met in person on Wednesday, May 26, 2021 at 7 PM.

b) The next meeting is Wednesday, June 23, 2021 at 7 PM.

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c) Plan Slate Belt Steering Committee met on June 2, 2021 at the Weona Park Community Center, Pen Argyl Park at 7 PM.

d) LSA Grant Submission: Kay Bucci:

18. Community Events/Recreation Board: Committee Report: Stephanie Steele

a) Borough Picnic, June 13, 2021 from 12 Noon to 3 PM at the Portland Ball Field.

b) Is anybody interested in this.

American Lung Association in PA: Young Lungs at Play

i. The Borough was contacted by the association concerning making Portland parks, playgrounds, athletic fields, trails, etc., smoke/e-cigarette free. The program is called "Young Lungs at Play" and over 500 Pennsylvania communities have instituted the outdoor tobacco/e-cigarette policy. An ordinance or Resolution is required. After a tobacco free policy has been implemented the Borough will receive free signage. (a sample resolution and ordinance has been provided)

19. Police Report: Mayor Prator

a) Borked PC: Police Department IT Problems

b) Police Violation Notice: Prepared by Elizabeth, Kelly, Esquire

20. Mayor's Report:

21. Streets Department: William Godshalk

a) Hilltop Sales & Service:

i. Service invoice for 2520 John Deere tractor in the amount of \$1,017.69 was entered on the bill list. (In Council packet)

b) Part-time seasonal position for summer/fall work. Approve the re-hire of Robbie Shoemaker for grass cutting and maintenance work.

22. Sanitation Committee:

a) 415 Delaware Avenue: Motorcycle Club

i. Letter prepared by Elizabeth Kelly, Esquire, addressing the refusal of the motorcycle club to obtain a garbage container for their commercial property.

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- b) Electronic Recycling:
i. Recycle event, partnering with Bangor Borough on Saturday, July 24, 2021. Update from President Steele.

23. Building Committee:

- a) Pole Building for Borough Equipment: Kay Bucci
i. Approve contract for one (1) Pioneer Pole Building in the amount of \$78,704.

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

- a) WiFi Drop: Service Electric Cable TV
i. Letter prepared by Elizabeth Kelly, Esquire.

25. Ordinance Update Committee

- a) Discuss adopting an ordinance for street storage and dumpster permits. Templates in the Council packet from Nazareth Borough and Bangor Borough.

- b) Discuss adopting permit schedule along with rules and regulations for public property, i.e., ball field, parking lots, playgrounds, etc.

26. Council Policy & Procedure Committee:

- None

27. Slate Belt Rising Committee: Stephen Reider/Stephanie Steele

- The committee returns to in person meetings this month.
- The committee continues to work toward traffic calming for the downtown.

28. Air Liquide/Voltaix Safety Committee: Stephanie Steele

- Meets the second Wednesday of every month.

29. Liberty-Water Gap Trail Alliance: Cindy Fish

- The committee met on May 19, 2021 at 9 AM at the UMBT Community Park Pavilion.

30. Correspondence:

- None

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31. Secretary Announcements:

- None

32. Old Business:

33. New Business:

34. Executive Session:

35. Adjournment:

a) The next council meeting is Monday, July 12, 2021 at 7:00 PM.

b) Motion to advertise the meeting ad for July 12th in the Pocono Record. Carol thought the holiday was observed on Sunday, July 4th and did not include it in the annual meeting advertising.

c) Motion to adjourn.