

BOROUGH OF PORTLAND
COUNCIL MEETING MARCH 4, 2019

The Portland Borough Council Meeting of March 4, 2019 was called to order at 7:00 PM by Stephanie Steele, President of Borough Council.

Council Members Present for Call to Order:

Stephanie Steele Bridget Kenna* Yvonne Gumaer* Brian Kardos* William Godshalk*.

Council members absent were Ralph Frasca and Michael Sullivan.

Others Present:

1. Keely Collins, Borough Solicitor, in the absence of Michael Gaul.
2. Lance Prator, Mayor
3. Mark Bahnick, Borough Engineer
4. Carol Hummel, Borough Secretary
5. Members of the Public

Action on Minutes:

A motion was made by Bridget Kenna, 2nd by Bill Godshalk approving the minutes of February 4, 2019, as presented. Motion carried 5-0-0

Secretary/Treasurer's Report:

Carol Hummel

1. Bills Presented for Payment:

Borough Operations:	29,245.14
Sewer Operations:	21,233.45
Sanitation Operations:	4,861.36
Tellus Underground Escrow	408.00
Ultra-Poly Escrow	10,262.50
Northampton County Gaming Revenue Grant	2,775.00
March Payroll & Taxes	9,000.00
March Sunoco Fleet Gas	500.00
TOTAL	78,285.45

A motion was made by Yvonne Gumaer, 2nd by Bridget Kenna approving the bills as presented in the amount of \$ 78,285.45. Motion carried 3-1-1 (William Godshalk abstained; Stephanie Steele opposed).

2. WWTP Bills Presented for Payment to Portland Contractors, Inc.:

WWTP Contractor monthly services:	2,520.00
WWTP Operations:	1,040.50
WWTP Snow Removal:	90.00
WWTP Chemical Clean:	<u>420.00</u>
	4,070.50

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Mayor Prator questioned the snow removal. It was explained that Mr. LaBarre plows the snow at the WWTP.

A motion was made by Yvonne Gumaer, 2nd by Bridget Kenna approving the bills presented for payment to Portland Contractors, Inc. in the amount of \$ 4,070.50. Motion carried 4-0- 1 (William Godshalk abstained).

3. No action was taken on the closing of the inactive Borough checking/savings accounts.

Resolution 2019-3:

A motion was made by Bridget Kenna, 2nd by Yvonne Gumaer adopting Resolution 2019-3 "A resolution designating the month of April 2019 as Pennsylvania 811 Safe Digging Month. Motion carried: 5-0-0

Public Comment:

- None

EMC Commercial Insurance Renewal 01-19-2019 to 01-19-2020:

Heart & Lung Policy:

A Heart & Lung policy pays the additional portion of income replacement that workers' comp does not pay for injured police officers. Workers' comp benefits pay only 2/3 of salary but with coverage from Heart & Lung the policy provides full income replacement for the additional 1/3 of salary. The annual premium is \$ 1,500.

- ii. Discussion: Ms. Gumaer asked if the police officers could have the option to pay on their own. Mayor Prator suggested that the Budget Committee could revisit the policy for the 2020 budget. No action was taken.

Borough Engineers Report/Sewer Report: Mark Bahnick

- a) The engineer's report is attached to these minutes.
- b) Plant operations were in compliance with the PA-DEP during the month of February.
- b) Work continues on the Act 537 Plan of the UMBT service area.
- c) DRBC documentation has been submitted for the Ultra-Poly Land Development Expansion.
- d) Cost estimates have been received to establish security for site improvements. A financial security agreement needs to be adopted.

- Mr. Bahnick left the meeting at 7:15 PM.

Zoning Officer Report:

- None.

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UCC Building Code Inspectors Report:

Tina Serfass

- None

Zoning Hearing Board (ZHB):

- No hearings are scheduled at the present time.

Planning Commission:

- None

Portland Borough Authority (PBA):

Lance Prator, Chairman

- The PBA employee, Fred Farleigh, has taken (2) safe driving courses.
- The water is running fresh.

Legal:

- None

Subdivision and Land Development:

- None

Community Development, Slate Belt COG & Grants

1. The balance in the Northampton County Gaming Revenue & Economic Development Authority Grant is \$ 21,690. The monies must be spent by May 30, 2019.
2. Christine Cahill, Prestige Animal Control Services, will be in contact with Council concerning the animal control contract.
3. Mayor Prator and President Steele are attending a grant seminar hosted by PA State Senator Mario Scavello at the Monroe County Public Safety Center, on March 12 and March 13 respectively.
4. Former Bangor Mayor, John Brown, is being interviewed for the position of Executive Director of the Slate Belt COG.
5. Mayor Prator attended the Northampton County CDBG Program.
6. The Slate Belt Regional Comprehensive Plan will be done in two stages and will take about two years to complete. Ten municipalities are involved. Three representatives are asked to attend from each municipality. One elected official, one business owner and one resident.
7. Mayor Prator presented the Slate Belt COG municipal directory.

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Community Events/Recreation Board:

1. No response was received from the UMBT manager concerning the user agreement for the Portland ball field for girl's soft ball.
2. The annual Easter Egg Hunt, sponsored by the Community Events Committee, will be held on Saturday, April 13, 2019 beginning at 1 PM. Prizes are for all age groups. Anyone from any municipality is welcome to attend.
3. Mayor Prator stated that Pat Howarth is no longer a coach for girls' soft ball. Robert Shaw, Borough maintenance man, mows grass only. The soft ball program is responsible for the rest of the field. The field is used mainly for practice.
4. Black Balloon Day will be held on Wednesday, March 6, 2019.

Police Report:

1. The police report was provided in writing by Chief Mulligan.
2. Chief Mulligan reported that there are numerous problems with the Crown Victoria police car. Chief Mulligan presented a proposal for use of the Northampton County Gaming Grant monies for a new 2019 Dodge Charger. The Crown Victoria still needs approximately \$ 1,000 in added repairs. No action taken.
3. The police officers that resigned have accepted full time employment with other departments. Chief Mulligan stated that he has several experienced senior officers that he would like to interview and then have the Personnel Committee meet with them for possible hire.
 - A motion was made by Yvonne Gumaer, 2nd by William Godshalk accepting the resignation of police officer Sam Domenico. Motion carried: 5-0-0
4. Discussed was the hourly starting rate for part-time officers. Mayor Prator reported that the State of Pennsylvania is again discussing charging municipalities for State Police services. Mayor Prator stated that he prefers our own police coverage over that of the State Police.
 - Mayor Prator stated that to employ one full-time police officer the cost with benefits is \$ 120K to \$130K per year.
 - Hubert McHugh, from the audience, asked the status of regional police coverage with UMBT. Mayor Prator answered that that is probably not going to happen.
 - Chief Mulligan will set up interviews for three officers with a possible hire for the April 1, 2019 Council meeting. Two senior officers, Gregory Dean and Todd Pysner, and one officer recently graduated from the police academy.

A motion was made by Yvonne Gumaer, 2nd by William Godshalk to hire officers Dean and Pysner conditioned of Personnel Committee approval following interviews, at a maximum pay of up to \$ 20.00 per hour, for up to 24 hours of work per week. Motion carried: 5-0-0

5. The updated EOP Plan will be ready for approval at the April 1, 2019 Council meeting by the committee of President Steele and Chief Jim Potter.

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Mayor's Report:

1. A Memorial Day Fest will be held on May 25, 2109 sponsored by Northampton County. The event is free. Mayor Prator will be attending with the Rails to Trails Committee from 10 AM to 6 PM.
2. Northampton County sponsored a "Throw Your Hat in the Ring" event concerning nominating petitions and fact sheets.
3. Mayor Prator announced that he took a safe driving seminar today and stated that the Borough's insurance carrier would like the Borough to institute a safety driving policy.

Streets Department:

1. William Godshalk reported that he would contact Martin Street Sweeping to make arrangements for street cleaning.
2. Maintenance man Bob Shaw, stated in writing, that he requests to work only (20) hours per week. Council will advertise in the Borough Newsletter and on Facebook for someone part-time for the months of April through November.
3. Received to the Borough was the 2019 Liquid Fuels Allocation in the amount of \$ 19,491.15.
4. Snow/plow/cinder of the Borough streets was discussed. Jim Kenna, in the audience, stated that the streets near his house were not plowed. The four (4) hour minimum call-out was discussed. Mr. Godshalk stated that that will change with the new contract for the 2019-2020 season.

Sanitation:

- None

Building Committee:

1. The secretary made an appointment with Select Security to replace the alarm keypad and investigate the security cameras that are not working properly. When the serviceman arrived for the appointment on February 15, 2019, he stated that he did not have a new keypad with him and therefore could not replace it. The same reply from the serviceman with the security cameras and that the cameras were old and should be replaced, that he would make arrangements for a salesman to come to the Borough. The Borough received a bill for the serve call in the amount of \$ 164.00 which Council stated they would not pay.

The appointment for the salesman was made for February 22, 2019. The salesman met with President Steele and presented a quote in the amount of \$ 4,909.11 for new digital video cameras and DVR system, inside and outside the building, with one added to the Council room and one added to the secretary's office, a new alarm keypad.

2. Jeff Manzi, 21st Century Security, provided an estimate for the replacement of digital video cameras and system, inside and outside the building, in the amount of \$ 1,980.00.

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- Ms. Steele stated she wants to review both quotes because she has a lot of questions. She will contact the companies for answers.
- Mayor Prator stated that he had another vendor that would give a quote, Mr. Donald Cawley, a resident homeowner of the Borough.
- No action was taken.

3. Discussed was Jelly Bean mulch replacement for the municipal building playground.

Budget, Finance, Insurance, & Cable TV Contract:

- Clarification was sought from Solicitor Keely Collins for the collection of the two (2) mill fire tax. Ms. Collins stated that she would discuss this with Solicitor Gaul.

Ordinance Update Committee:

- None

Council Policy & Procedure Committee:

- None

Slate Belt Rising Committee (SBRC): Stephen Reider, Director/Stephanie Steele

- The monthly committee meeting of the SBRC will meet Thursday, March 14th at 6 PM at Bangor Borough.
- Mr. Reider will be leaving the Portland office and taking up residence in Pen Argyl Borough on March 13th.

Air Liquide/Voltaix Safety Committee:

- Mr. Kardos reported that he attended the monthly meeting of Air Liquide/Voltaix. There was not a large attendance. Residents were attending the UMBT Supervisors Act 537 meeting.

Liberty-Water Gap Trail Alliance: Cindy Fish

- The Liberty-Water Gap Trail Alliance will be applying for a mini grant which opens on March 6, 2019.
- The monthly meeting of the Alliance will be held on Wednesday, March 20, 2019 at the Delaware Water Gap (DWG) municipal building at 9 AM.

Correspondence:

- None

Secretary's Announcements:

- The secretary will be out of the office in the AM hours on March 5, 2019.
- A reminder to Council members that their ethics forms for 2018 are due to the secretary.

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Old Business:

- None

New Business:

- Mayor Prator reported that he will be attending the annual LV-EDC meeting at Steel Stacks on March 18, 2019.

Executive Session:

A motion was made by Yvonne Gumaer, 2nd by Bridget Kenna to convene to executive session at 8:26 PM. Executive session was held to discuss personnel matters. Motion carried 5-0-0.

A motion to reconvene from executive session at 8:32 PM was made by Yvonne Gumaer, 2nd by Brian Kardos. Motion carried 5-0-0.

No action taken.

Public Comment, Non-Agenda:

- None

Adjourn:

The next Council Meeting will be held on Monday, April 1, 2019 at 7:00 PM.

A motion was made by William Godshalk, 2nd by Yvonne Gumaer to adjourn the meeting at 8:33 PM. Motion carried 5-0-0.

Respectfully Submitted,

Carol A. Hummel

Carol A. Hummel, Secretary