

BOROUGH OF PORTLAND
COUNCIL MEETING JULY 2, 2018

The Portland Borough Council Meeting of July 2, 2018 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* Lisa Prator* Heather Fischer* Yvonne Gumaer* Brian Kardos

- Councilman Michael Sullivan was absent.

Others Present:

1. Michael Gaul, Borough Solicitor
2. Lance Prator, Mayor
3. Carol Hummel, Borough Secretary
4. Members of the Public

Resolution 2018-7:

A motion was made by Lisa Prator, 2nd by Heather Fischer adopting Resolution 2018-7, "Designating Acceptable Forms of Payment for Removal of a Property on the Borough Water Shutoff List Due to Sewer Account Delinquency". Motion carried: 6-0-0

Action on Minutes:

A motion was made by Bridget Kenna, 2nd by Lisa Prator approving the minutes of June 4, 2018, as presented. Motion carried: 4-0-2 (Heather Fischer and Yvonne Gumaer abstained)

Secretary/Treasurer's Report:

Carol Hummel

1. Bills Presented for Payment:

Total Bills presented for Payment:

Borough Operations	12,525.52
Sewer Operations	8,530.74
Garbage Operations	5,178.36
July Payroll & Taxes	10,000.00
July Sunoco Fleet Gas	650.00
Suburban EMS Annual Contribution	<u>550.00</u>
	37,434.62

Mayor Prator presented a bill in the amount of \$103.33 for supplies for the annual picnic of June 23rd. This will be paid from the Community Events Account.

TOTAL \$37,537.95

Councilwoman Prator questioned the add-on bill of Telco, Inc., in the amount of \$1,680.20, for the repair of the Route 611 & State Street signal light. This amount was deleted from the bill list. Ms. Prator will contact Telco, Inc. for an explanation.

DELETED \$1,680.20

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TOTAL BILLS presented for payment \$35,857.75.

A motion was made by Lisa Prator, 2nd by Bridget Kenna approving the bills presented for payment in the amount of \$35,857.75. Motion carried: 6-0-0

Portland Contractor's Inc. Bills Presented for the WWTP:

(7) invoices totaling \$4,525.25

A motion was made by Bridget Kenna, 2nd by Lisa Prator approving the bills presented from Portland Contractors, Inc., WWTP Operator, in the amount of \$4,525.25. Motion carried: 6-0-0

Slate Belt Rising Committee (SBRC):

NOTED: Included in the bill list are supplies, purchased from Mt. Bethel Hardware, for the installation of the pole banners. The secretary is keeping a separate accounting of these purchases. They will be reimbursed back to the General Account from the SBRC, not the grant funds.

Public Comment:

Sludge Free Slate Belt: Tom Carlo

Mr. Carlo, a member of the Sludge Free Slate Belt Community Group, addressed council concerning the negative impact the proposed Synagro Technologies Sludge Conversion Plant will have on the Slate Belt. Mr. Carlo presented hand-outs to all in attendance. The proposed plant will be located in the Waste Management's Grand Central Sanitary Landfill off of Route 512.

- Impacts of trucks traveling Routes 33 and 80 delivering sludge to the plant.
- Already using sewage sludge on farms in Upper Mount Bethel Township.
- Impact to public health and stating that people are getting sick.
- The proposed plant is in the planning stages.
- The sludge will be brought into the Plainfield Township sewage sludge processing facility and will be dried on the premises.
- Stated that there is a lawsuit against the sludge plant from UMBT (Upper Mount Bethel Township).
- Asked for a letter of support from the Portland Borough Council opposing the installation of the sludge plant.
- Councilwoman Fischer asked for documentation that people are getting sick. Mr. Carlo had none to present to council.
- Mr. Carlo stated that the Delaware River Keepers Network Organization is working with the Sludge Free Slate Belt Community Group.

Attending In the audience, UMBT Supervisor Anthony DeFranco rebutted that UMBT does not have a lawsuit against the sludge facility plant. A private group has initiated a lawsuit.

- Councilwoman Fischer stated that council should research the matter before deciding. The secretary was directed to place this on the August 6, 2018 council agenda.

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Slate Belt Rising Committee (SBRC):

Solicitor Gaul stated that he saw the banners placed across Route 512 and Route 611 in Mount Bethel on his way to tonight's meeting. Mr. Gaul suggested that the Borough may want to ask PennDOT for permission to install banners across Route 611, or the authority to regulate the placement of banners across Route 611. PennDOT permits are required.

Sewer Matters:

1. A motion was made by Lisa Prator, 2nd by Yvonne Gumaer approving the (3) year Generator Planned Maintenance Agreement for the WWTP and authorizing President Steele to execute the agreement. Motion carried: 6-0-0

i. The agreement period is 08-01-2018 to 07-31-2021.

ii. (3) yearly installments of \$1,870, \$1,890, \$1,910. Total package is \$5,670.

2. 501 Delaware Avenue: The third apartment back sewer billing has been paid in full.

3. There are no sewer shut-offs.

Borough Engineers Report:

Mark Bahnick

- Mr. Bahnick was absent but sent a written report.

1. Concerning sewer matters with UMBT, President Steele read the report for the benefit of Mr. Anthony DeFranco, UMBT Supervisor, who was sitting in the audience. Ms. Hummel gave Mr. DeFranco a copy of the engineer's report.

2. Councilwoman Prator questioned Solicitor Gaul concerning the Ultra-Poly Land Development Matters. Their plan review timeline expires August 6, 2018.

i. Solicitor Gaul stated that council can approve another extension.

3. Councilwoman Prator questioned the Tellus Underground Technologies Land Development Plan.

i. Solicitor Gaul stated that the building permit application has not been approved therefore there is nothing to report.

ii. Tellus Underground Technologies was instructed by the Borough Engineer to set up an escrow account with the Borough and to submit a waiver request to eliminate the requirement for a Land Development Plan. There has been no response.

4. Dunkin Donuts Land Development Plan:

i. President Steele stated that the footprint of the building will stay the same.

5. The engineer's written report is attached to these minutes.

Zoning Officer Report:

Bettina Serfass

- Ms. Serfass was absent.

1. Solicitor Gaul inquired about a follow-up to the Kearney property across from Mike's Garage on Northampton Street.

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- i. President Steele replied that occasionally there is a Mike's Auto vehicle parked on the property.
- ii. The Borough installed a fence on the Borough's property line.
- iii. Mr. Kearney gave Mike's Auto permission to park vehicles on his property but Mr. Kearney stated that when he sells his property the parking will cease.
- iv. Solicitor Gaul stated that he would contact Ms. Serfass for an update.

2. Sidewalks and Property Maintenance:

- Councilwoman Prator asked whether Ms. Serfass has checked town sidewalks for repair. The Borough Engineer and Ms. Serfass were to submit a report.
- Councilwoman Fischer asked the procedure for filing a complaint. Secretary Hummel replied that a complaint must be in writing with the persons name, address and telephone number attached.
- Councilwoman Gumaer questioned furniture stored on porches. "How can we send letters or cite someone for objects on their porch and allow others to have items on their porch and not send a letter or cite them?" Ms. Steele replied that Ms. Serfass has been checking properties and what is stored on the porch in question could be a usable item to the property owner. Ms. Serfass did not feel that it warranted a notice. Ms. Steele stated that Ms. Serfass cannot enter onto private property without permission. Ms. Gumaer then stated that the property is not being maintained. Solicitor Gaul replied that the Property Maintenance Code (PMC) applies to this complaint.
- Mayor Prator commented that 108 Division Street is "looking good" since the garbage has been cleaned up.

Zoning Hearing Board (ZHB):

No hearings are scheduled.

UCC Building Inspectors Report:

One (1) for the month of June (711 Hillcrest Drive).

Planning Commission:

None

Portland Borough Authority (PBA):

Lance Prator, Chairman

a) Hydrant flushing will begin later in the month.

b) Mr. Prator explained the cost sharing to replace the State Street Jacoby Creek Bridge. The Authority is hoping to secure three (3) more grants.

Legal:

None

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Subdivision and Land Development:

The Dunkin Donuts final plans were received on Friday, June 29, 2018.

Community Development, Slate Belt COG & Grants:

- The 2018 CIPP Competitive Grants applications deadline is Friday, July 13, 2018 at 4 PM. Up to a \$50K match for eligible activities
- Mayor Prator reported on the status of the Animal Control Officer (ACO). The ACO position covers ten (10) municipalities. The position has been advertised and the COG is looking to hire someone.
- The Lehigh Valley Planning Commission is still promising grant money for the completion of the Lehigh Valley Comprehensive Plan. The charge to municipalities will be the same as was originally stated.

Community Events/Recreation Board:

- The annual Borough picnic held on Saturday, June 23rd on the ball field, had a good turnout.
- The next free movie is planned for July 21st.
- Sundae Sunday will be held on July 22nd at the Park & Walk Lot on Delaware Avenue.

Air Liquide/Voltaix Safety Committee:

President Steele attended the June meeting at their new facility on Route 611, the former Wildon Products Formica plant. Ms. Steele reported on the computer science technology students who were funded through the Bangor Area School District.

Police Report:

The June 2018 Police Report was provided in writing by Chief Mulligan:

- The police report is attached to these minutes.

Mayor's Report:

- It was suggested that council hire an Information Technologist (IT) to finish the installation of the (2) new police computers. James Steele had begun the process but is unable to finish.
 - i. A motion was made by Lisa Prator, 2nd by Bridget Kenna authorizing Mayor Prator to hire the services of an Information Technologist to finish the installation of the new police computers at a cost not to exceed \$1,000. Motion carried: 6-0-0
 - ii. Solicitor Gaul stated that if an agreement is entered into President Steele must sign the agreement.
- Mayor Prator attended the Slate Belt Heritage Centers 2018 Preservation Awards on Thursday, June 21st in Bangor PA. Mayor Prator presented a resolution from Portland Borough Council to Walter Emery recognizing his preservation achievements.

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- The Lehigh Valley Planning Commission's Hazard Mitigation Plan will be reviewed by FEMA and PEMA. The plan will be adopted in October 2018.

Streets Department: Lisa Prator

1. The "nasty pothole" located on the hump of Jacoby Creek Road by Hummel's Dam has been repaired. Other pot holes have been repaired on Washington Street and Delaware Avenue.

2. Israel Colon: 218 State Street

Councilwoman Prator spoke with Mr. Colon concerning his request for a handicapped parking sign on State Street near his residence. Ms. Prator stated that she researched the ordinance books and found one ordinance for handicap parking, in front of the former Horn's Department Store on Delaware Avenue. There were no ordinances adopted for handicap parking. It was agreed by the council members present that the street department will paint the curbing at the Colon residence and install a handicapped sign.

3. Martins Street Sweeping:

The secretary reported that she spoke with the secretary of the Borough of Delaware Water Gap. Martins has not cleaned their streets either.

4. Park & Walk Restroom Facility:

Ms. Prator stated that she met Bob Shaw, street department maintenance, at the Park & Walk restroom facility on Saturday, June 24, 2018, regarding gross vandalism at the restroom. The restroom was cleaned by Ms. Prator with a garden hose and then aired out. Ms. Prator stated that while she was still there (2) bicyclists stopped to use the restroom and thanked her.

5. Ms. Prator reported that the committee is exploring other options for snow removal for the 2018-2019 winter season. Ms. Gumaer asked if the (4) hour minimum call out time can be clarified in the contract. To be discussed again at the August 6th council meeting.

Sanitation:

The Waste Management issues have been resolved by the secretary.

Building Committee:

1. The secretary met with Barry Lobb of Lobb's Roofing and Metal Works. Ms. Hummel is waiting for them to contact Bob Shaw to complete the work.

2. AmeriGas will be installing the 120-gallon propane tanks on Thursday, July 5th.

3. The secretary asked if council would purchase a new air conditioner for the Borough Office. Ms. Hummel stated that the air conditioner is more than (15) years old and is throwing warm air after it has run for a period of hours. Councilwoman Prator asked if the cost could be covered by the Northampton County Gaming Revenue Grant monies. Solicitor Gaul replied YES.

i. A motion was made by Lisa Prator approving the purchase of a new air conditioner for the Borough Office, not to exceed the cost of \$750.

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- Councilwoman Gumaer left the meeting at 8:26 PM.

The motion was seconded by Heather Fischer. Motion carried: 5-0-0.

Budget, Finance, Insurance Committee & Cable TV Contract: Stephanie Steele

1. A motion was made by Lisa Prator, 2nd by Bridget Kenna authorizing the renewal of CD #401108331, in the amount of \$20,330.73, which will mature on July 25, 2018. Motion carried: 5-0-0

- Ms. Gumaer re-entered the meeting at 8:30 PM.

2. Holiday Pay for Police Officers was revisited from the June 4, 2018 council meeting.

At the June 4th meeting, Borough Council approved a shift bonus for police officers who worked on (7) approved holidays, provided that the officer worked a minimum (8) hour shift on the day of the holiday. Councilwoman Prator stated that Mayor Prator needs to discuss with Chief Mulligan how to schedule the holiday working hours within the 24-hour day period.

- i. President Steele stated that she would schedule a Fire, Safety, Police Committee meeting.

Ordinance Update Committee:

The secretary reported that she is researching the ordinance books for the Portland Borough Authority concerning the ordination of Hester Street. Ms. Hummel stated that she hasn't had the time to give this her full attention. Councilwoman Prator volunteered to come to the Borough Office and search through the books.

Personnel, Policy & Procedure Committee:

None

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

1. Ms. Steele reported that Bob Shaw, maintenance man, and Phil Karasiewicz, Filos Tree Service, installed the banners on the poles in the downtown with Filo's bucket truck. Pastor Phil stated to Ms. Steele that he would install the banners whether he would be paid for his work or not. The payment to Pastor Phil will be discussed at the next SBR Committee meeting. There is an extra "pot of money" allocated for labor and materials.

2. The SBRC Steering Committee appointments will be made at the July meeting.

Liberty Water-Gap Trail Alliance:

- Ms. Cindy Fish reported that the quarterly meeting of the Alliance will meet on Wednesday, July 18th at 5:30 PM in the Portland Borough Council Chambers.
- Northampton and Monroe Counties will be doing another feasibility study. This will give a big push for the trail. The National Park Service is supplying the monies.
- The Borough of Delaware Water Gap never signed the Intergovernmental Cooperation Agreement between DWGap, Portland and UMBT. The agreement is an agenda item on tonight's DWGap council meeting.
- New brochures are being designed with a new logo.
- Moving forward with a lot of interest.

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Correspondence:

1. A motion was made by Lisa Prator, 2nd by Yvonne Gumaer authorizing President Steele to sign a letter of support for the Pen Argyl Borough's application to the Northampton County Community Investment Partnership Program (CIPP) for a \$40,000 planning grant to redevelop/revitalize their business district. Motion carried: 6-0-0

2. A motion was made by Yvonne Gumaer, 2nd by Bridget Kenna authorizing President Steele to sign a letter of support for the Community Action Committee of the Lehigh Valley's applications to Northampton County for the Community Investment Partnership Program (CIPP) for operating costs (\$30,000) through Slate Belt Rising (SBR). Motion carried: 6-0-0

3. The Lehigh Valley Center for Independent Living would like to meet and discuss with council how council can be involved with people with disabilities. No action taken.

4. The Minsi Trails Council, Boy Scouts of America, is asking for local sponsorship for two events. No action taken.

Resolution 2018-8:

A motion was made by Yvonne Gumaer, 2nd by Heather Fischer adopting Resolution 2018-8 recognizing Joseph Michael Tonnies, BSA Troop 300 of Stroudsburg, PA on his Eagle Scout Award, who created a sustainable community garden at the Faith United Methodist Church, Stroudsburg, PA that benefits the Christ Episcopal Church Food Pantry and soup kitchens in Stroudsburg, PA. Motion carried: 6-0-0

Secretary Announcements:

None

Old Business:

None

New Business:

None

Executive Session:

A motion was made by Lisa Prator, 2nd by Heather Fischer to convene to executive session at 9:03 PM. Motion carried: 6-0-0

Discussion: personnel

A motion was made by Yvonne Gumaer, 2nd by Lisa Prator to reconvene from executive session at 9:18 PM. Motion carried: 6-0-0

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Action Taken:

None

Public Comment: Non-Agenda:

None

Adjournment:

- The next council meeting will be held on August 6, 2018 at 7:00 PM.
- A motion was made by Lisa Prator, 2nd by Heather Fischer to adjourn the meeting at 9:19 PM.
Motion carried: 6-0-0

Respectfully Submitted by,

Carol A. Hummel
Carol A. Hummel, Secretary