

BOROUGH OF PORTLAND
SPECIAL COUNCIL MEETING NOVEMBER 23, 2020

A Special Meeting of the Portland Borough Council was called to order by President Stephanie Steele and was held on November 23, 2020 at 7:00 PM at the William Pensyl Social Hall 111 State Street, Portland PA. The meeting was held in-person and via video and audio advanced communication technology ("ACT"), using ZOOM internet communication, due to the COVID-19 Pandemic emergency. Each Council member and other attendees of the meeting were able to hear each other attendee and be heard by each other attendee. The public could also participate in the meeting via ACT, using the ZOOM internet application.

Council Members Present In-Person for Call to Order:

Stephanie Steele* Kay Bucci* Robert Ivancich* William Godshalk*

Council members present via ZOOM Communications: Yvonne Gumaer

Others Present in Person:

1. Carol Hummel, Secretary

Others Present Via ZOOM:

1. Michael Gaul, Solicitor
2. Lance Prator, Mayor

No one was present in the audience.

Resolutions 2020-11 for LSA Grant Application: Lehigh and Northampton Counties

At the November 2, 2020 Council meeting, the membership present approved the proposed cost of \$2,500 from URDC Development Corp. to identify projects and priorities for grant applications within the Borough. Ms. Bucci is the contact person from the Borough Council to the URDC.

Council members Bucci, Ivancich and URDC Professional I, Leonard Policelli, met in Council Chambers after the November 2, 2020 Council meeting. Ms. Bucci and Mr. Ivancich spoke with Council member Godshalk and Mayor Prator prior to the meeting with Mr. Policelli. Mayor Prator stated that after dealing with the mold in the Borough gymnasium, demolition of the gymnasium is at the top of the list. The deadline for submittal of the LSA grant application is November 30, 2020, thus the reason for this special meeting.

Ms. Bucci stated that Mr. Policelli has begun work on the application even though the scope of the work was different. Ms. Bucci spoke with President Steele and they agreed that the \$2,500 would cover the up-front costs.

The total for the scope of the work is \$124,000. Demolition of the gymnasium and a new refillable water station, replacing an existing outdated sink and water fountain. Councilman Godshalk asked for an explanation of the water fountain. Ms. Bucci and Ms. Steele explained that it is a modern refillable water station, with an approximate cost of \$2,500 to \$3,000, for the vestibule entrance in the municipal building. Ms. Steele stated that she wanted to purchase one through the COVID-19 Grant but did not have the time, so Ms. Bucci added the water fountain to this grant application.

BOROUGH OF PORTLAND
SPECIAL COUNCIL MEETING NOVEMBER 23, 2020

Ms. Bucci stated that there may be asbestos removal involved in the gymnasium. There are two LSA applications available, one for Lehigh-Northampton County, PA and one for Monroe County, PA. There is a \$100 application fee with each application. The Borough can pay with check or credit card. Mr. Policelli would like to begin tomorrow preparing the applications. Ms. Steele replied that she is agreeable to two applications; you need to spend money to receive money.

Solicitor Gaul stated that a second Resolution 2020-12 be adopted for Monroe County.

A motion was made by Kay Bucci, 2nd by William Godshalk adopting Resolution 2020-11, "A Resolution Authorizing the Borough to Apply for a Local Shares Grant through the Local Shares Account of Lehigh and Northampton Counties, Designating Borough Officials Authorized to Execute all Documents and Agreements in Connection with the Requested Grant and Assist in Obtaining the Requested Grant, and Providing for Miscellaneous Matters"; and approving the payment of the \$100 application fee.

Roll Call of Votes:

YES: W. Godshalk, R. Ivancich, K. Bucci, Y. Gumaer, S. Steele

Motion Carried 5-0-0

Resolutions 2020-12 for LSA Grant Application: Monroe County

A motion was made by William Godshalk, 2nd by Robert Ivancich adopting Resolution 2020-12, "A Resolution Authorizing the Borough to Apply for a Local Shares Grant through the Local Shares Account of Monroe County, Designating Borough Officials Authorized to Execute all Documents and Agreements in Connection with the Requested Grant and Assist in Obtaining the Requested Grant, and Providing for Miscellaneous Matters"; and approving the payment of the \$100 application fee.

Roll Call of Votes:

YES: W. Godshalk, R. Ivancich, K. Bucci, Y. Gumaer, S. Steele

Motion Carried 5-0-0

Other Discussion:

Ms. Bucci asked Solicitor Gaul that since Mr. Policelli has begun working on the LSA grant applications does the Borough need a further agreement. Ms. Bucci stated that a fee schedule was sent to the Borough of \$105 per hour Principal and \$85 per hour Professional III. Ms. Steele asked if can Council use the original approved amount of \$2,500 for Mr. Policelli's current work on the submitted applications or do we have to accept their fee schedule? Solicitor Gaul asked if the \$2,500 was a not to exceed amount or a flat fee. Ms. Bucci replied a flat fee. Solicitor Gaul stated that he does not have a problem approving their rates. The work by Mr. Policelli, at the present time, can be taken out of the flat fee. Ms. Bucci replied that this was not bargained for; the original proposal was to prioritize and identify potential grant projects. Solicitor Gaul stated that he has no problem approving the rates, but the fee schedule is not applicable because we're operating on an existing agreement.

BOROUGH OF PORTLAND
SPECIAL COUNCIL MEETING NOVEMBER 23, 2020

Ms. Steele stated that these grant applications came up rather quickly. Solicitor Gaul replied that the \$2,500 is like a budget; if URDC works outside of the scope of that budget make sure you know what the budget is for the extra work they are providing. The fee schedule will be approved at the Council meeting of December 7, 2020.

Sewer Matters:

There are no sewer shut-off notices to proceed with at this time.

Streets – Snow Removal: William Godshalk

A quote was received from Plasterer Equipment Company for a JD 332G Skid Steer with Bucket in the amount of \$5,412 and JD 310L Backhoe in the amount of \$5,130; both are rentals for a period of three (3) months. Delivery cost is extra. Mr. Godshalk stated that these are good quotes but recommended that the backhoe be the only equipment rented.

Ms. Steele replied that Ian Kelton would be available to help the Borough in an emergency. Mr. Avery Lohman provided a quote for services at the November 2, 2020 Council meeting. Mr. Godshalk stated that Mr. Lohman would be available to help the Borough but would need to be classified a Borough employee and insured on the Borough's insurance policy as last year's winter season.

No action was taken on Mr. Kelton or Mr. Lohman.

Mr. Godshalk suggested that the backhoe be rented for the months of December 2020, January 2021 and February 2021 and see how the weather progresses for March 2021.

Ms. Bucci asked the status of the Ford F-350 snowplow truck on order from Koch Ford33. Mr. Godshalk replied that upfitting the body is holding up delivery.

A motion was made by William Godshalk, 2nd by Kay Bucci authorizing the equipment rental of the JD 310L Backhoe in the amount of \$5,130, for the three months of December 2020, January 2021 and February 2021.

Roll Call of Votes:

YES: W. Godshalk, R. Ivancich, K. Bucci, Y. Gumaer, S. Steele

Motion Carried 5-0-0

ZOOM Communications and/or Public Comment:

- Heather Fisher, from the Community Events Committee, appeared in the ZOOM audience reporting on the Santa Committee.
- President Steele announced that the Tree Lighting Ceremony will be held on Sunday, November 29, 2020 beginning at 6:30 PM. The rain date is Monday, November 30, 2020 at 6:30 PM.
- The secretary will forward the URDC rate fee schedule to Solicitor Gaul.

BOROUGH OF PORTLAND
SPECIAL COUNCIL MEETING NOVEMBER 23, 2020

- Mayor Prator thanked the Grant Committee for all their hard work.

A motion was made by Kay Bucci, 2nd by Robert Ivancich to adjourn the meeting at 7:30 PM.

Roll Call of Votes:

YES: W. Godshalk, R. Ivancich, K. Bucci, Y. Gumaer, S. Steele

Motion Carried 5-0-0

Respectfully Submitted,

Carol A. Hummel

Carol A. Hummel, Secretary