

BOROUGH OF PORTLAND  
COUNCIL MEETING    OCTOBER 7, 2019

The Portland Borough Council Meeting of October 7, 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\* Ralph Frasca\* Michael Sullivan\* Kay Bucci\* Yvonne Gumaer\*

Councilman William Godshalk was absent.

Others Present:

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

Resolution 2019-08: PennDOT (5) Year Winter Services Agreement

Tabled.

Resolution 2019-09:

A motion was made by Michael Sullivan, 2<sup>nd</sup> by Yvonne Gumaer "Adopting Resolution 2019-09, appointing Kay Bucci to Vacant Office on Borough Council". Motion carried: 5-0-1 (Kay Bucci abstained)

Resolution 2019-10:

A motion was made by Kay Bucci, 2<sup>nd</sup> by Ralph Frasca "Adopting Resolution 2010-10, Requesting a Study of the Impacts of the NJDOT I-80 Rockfall Mitigation Project to the Infrastructure, Economy and Commerce of the Poconos". Motion carried: 6-0-0

Resolution 2019-11:

The secretary stated that she was unsure if any harassment policy had ever been adopted. Ms. Hummel questioned it because of various other requests on Borough policies from the Borough's insurance carrier.

A motion was made by Yvonne Gumaer, 2<sup>nd</sup> by Michael Sullivan "Adopting Resolution 2010-11, The Borough of Portland Discrimination and Discriminatory Harassment Policy". Motion carried: 6-0-0

Action on Minutes:

A motion was made by Yvonne Gumaer, 2<sup>nd</sup> by Bridget Kenna approving the minutes of September 9, 2019 with the following correction. Page 8, under Slate Belt Rising. Ms. Bucci's comment about the Slate Belt Bash, strike "was not ethical and a conflict of interest"; corrected to, "gave the appearance of being unethical". Motion carried 6-0-0

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Secretary/Treasurer's Report: Carol Hummel

1. Bills Presented for Payment:

|   |                  |
|---|------------------|
| Borough Operations:                                       | 10,018.13        |
| Sewer Operations:   | 12,359.80        |
| Garbage Operations:                                       | 5,226.81         |
| Ultra-Poly Improvement Escrow - Van Cleef                 | 411.00           |
| Community Events Account                                  | 83.33            |
| Real Estate Taxes to Fire Tax Account (2 mills)           | NONE             |
| Police Capital Account                                    | 868.00           |
| Ultra-Poly Escrow – King, Spry                            | 135.00           |
| Liquid Fuels Account – Hallett Contractors                | 11,000.00        |
| Dunkin Donuts Streetscape Escrow                          | 483.25           |
| Portland Hook & Ladder Co. #1 Fire Relief 2019 Allocation | 2,952.75         |
| October Payroll & Taxes                                   | 6,000.00         |
| October Sunoco Fleet Gas                                  | 250.00           |
| <b>TOTAL</b>  | <b>49,788.07</b> |

A motion was made by Michael Sullivan, 2<sup>nd</sup> by Yvonne Gumaer approving the bills as presented in the amount of \$ 49,788.07. Motion carried 6-0-0

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

|                                   |                 |
|-----------------------------------|-----------------|
| WWTP Contractor monthly services: | 2,520.00        |
| Other maintenance:                | <u>176.00</u>   |
| <b>TOTAL</b>                      | <b>2,696.00</b> |

A motion was made by Bridget Kenna, 2<sup>nd</sup> by Yvonne Gumaer approving the bills as presented for payment to Portland Contractors, Inc. in the amount of \$ 2,696.00. Motion carried 5-0-1 (Michael Sullivan abstained).

Public Comment:

Jaims Chastain: Safety Specialist for Air Liquide Advanced Materials

Mr. Chastain stated to Council that the first baseball game will be played on Saturday, October 19, 2019. Game time is 1 to 3 PM on the Portland ball field playing the Air Liquide facility from Branchburg, NJ. Mr. Chastain asked about restrooms. Ms. Steele replied that there is a public restroom at the Park & Walk Lot on Delaware Avenue or Mayor Prator stated that there is a restroom in the municipal building; he would have the door unlocked. Parking is available on the public street or in the Borough municipal lot.

Mr. Chastain asked if Council had any monies available for the team to begin restoring the field. President Steele stated that there is none available at this time. Council will soon be working on the 2020 budget.

- i. Mr. Chastain is still pursuing a 501C3 entity to partner with. He will be contacting the Slate Belt YMCA

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- ii. Discussed by Solicitor Gaul was an insurance waiver by Air Liquide. Ms. Steele stated that the Borough has its own coverage; if there was someone playing on the field and no one knew they were here it they would be covered.
- iv. Mr. Chastain asked if the Borough had bases for the field. Mayor Prator replied that the UMBT Recreation Board has the bases. The secretary was directed to make the contact to the UMBT secretary.

Yudelky Schomberg 425 Delaware Avenue

1. Request for Sewer Service EDU Reduction:

Currently the property contains two (2) residential units and a restaurant and is allocated four (4) EDU's under the Borough's sewer system rules and regulations. The Schomberg's desire is to combine the two (2) residential units into a single (1) unit and reduce the future sewer user fees for the property by one (1) EDU. A site visit was done Keller Zoning & Inspection Services (UCC) on September 23, 2019. It was verified that there is one (1) living unit on the second floor.

A motion was made by Ralph Frasca, 2<sup>nd</sup> by Yvonne Gumaer authorizing the request for sewer service reduction by one (1) EDU for the second floor living unit, pending the signed consent agreement.

- i. Question: Ms. Bucci questioned the total EDU's. Solicitor Gaul and Ms. Steele both replied that the Schomberg's had previously a total (of 4) EDU's for the property; the two-unit apartment has been combined into one unit; the Schombergs have been billed for (2) EDU's for the second floor living unit. The property was purchased as a two-unit second floor apartment.

Motion carried: 6-0-0

*approved @ Council  
meeting 11/4/2019  
@ Hummel, Secretary*

(2) Payment Plan for Delinquent Accounts:

The secretary emailed local townships and municipalities and asked if anyone had used a payment plan and asked if they had a template that could be shared with Portland. Only one (1) replied, Middle Smithfield Township in Monroe County. Most other townships/municipalities use Creditech collection agency. There were seven (7) different plan proposals provided by Middle Smithfield Township. Councilman Frasca stated that he didn't know which one would be applicable for Mrs. Schomberg and asked if the plans have been shared with Mrs. Schomberg. Ms. Steele replied NO, the plans are for Council discussion tonight. Ms. Steele explained and read aloud the seven (7) plans; plan # 3 and plan # 7 would pertain. Councilman Frasca then stated that Mrs. Schomberg should be given the option of the two plans.

Ms. Steele stated that the packet of plans would be given to Mrs. Schomberg; Mrs. Schomberg would then make an appointment with Ms. Eden, the billing clerk, who would tell Mrs. Schomberg what plans are applicable to her debt.

A motion was made by Ralph Frasca to adopt the Middle Smithfield Township payment plans as our own.

Mayor Prator asked if the payment plans would be attached to the sewer ordinance. Solicitor Gaul stated NO, Council has the right to administer the plans.

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Councilman Sullivan asked who would determine which plan is used. Solicitor Gaul replied the property owner; Ms. Steele added whatever plan the person qualifies for. Ms. Bucci asked if all goes to the billing clerk. Solicitor Gaul replied NO, all are decided on an individual case; that any property owner can come to the Borough to take advantage of any plan. Sewer Payment Plan # 6 was discussed. Mayor Prator questioned people who could come in now and get an interest fee loan without paying any fees to the Borough; they could obtain a loan at a banking institution. Solicitor Gaul explained that Plan # 6 has to do with financing tapping fees and sewer cost development. Councilman Sullivan asked if the plans discussed tonight must be adopted as written. Solicitor Gaul replied NO, the plans are a guideline.

There was no second on the motion made by Ralph Frasca. Ms. Steele suggested that Council revisit this for the November 4<sup>th</sup> Council meeting.

Ms. Bucci asked for info on Creditech. Ms. Steele read the notes from the secretary's inquiry a year ago. Ms. Steele stated that she is in favor of using Creditech because of the Borough's limited resources; to let someone else do the work. Council must either pay Creditech or the secretary and/or the billing clerk. Ms. Steele inquired with UMBT and stated that they use Creditech at 22% commission. Ms. Steele is waiting on Creditech for solid information on the commission and other fees. Solicitor Gaul stated the benefits of using a collection agency. There are other municipalities that use Portnoff Law Associates.

Yvonne Brodt.                    600 Pennsylvania Avenue

Ms. Brodt addressed Council concerning the drain box in front of her residence. The drain box has sunken into the street and needs to be repaired. Councilman Sullivan replied that he and Councilman Godshalk recently discussed the drain box. Mr. Sullivan stated that Fred Farleigh, street department employee, had intended to fix the drain box but he is very busy being the sole employee. Mr. Sullivan stated that the drain box should be repaired before the next meeting in November. A motion was made by Kay Bucci, 2<sup>nd</sup> by Bridget Kenna to procure an estimate from Portland Contractors, Inc.

- i. The motion was amended by Ms. Bucci, 2<sup>nd</sup> by Ms. Kenna adding that the cost is not to exceed \$ 4,000. Motion carried: 5-0-1 (Michael Sullivan abstained)

705 Hillcrest Drive:                    Sewer Account No. 183

The spouse of the owner of record is requesting that the posting fee of \$ 36.85 be waived from the current sewer bill. She stated that she does not receive the mail of her husband, the mail is forwarded to Wisconsin. President Steele replied that the latest certified mail letter was returned to the Borough stamped "unable to forward, refused". The spouse stated that she has no access to her husband's mail.

Solicitor Gaul asked the spouse the status of the property. The spouse replied that the property is in foreclosure. Solicitor Gaul asked the secretary if bills are sent to tenants. The secretary replied NO, bills are mailed only to property owners. Solicitor Gaul asked the spouse, "if you are paying the shut-off notice fees how are you receiving that information". The spouse replied when the house is posted for water shut-off. The spouse stated that she receives her mail through the home delivery method and her husband's mail is forwarded. The spouse stated that she is not receiving any courtesy letters, they are forwarded to the husband. When asked by the Solicitor if she pays her bills with the posting fee, the spouse replied YES but has not paid the posting fee from the current bill. Solicitor Gaul stated that the spouse could receive courtesy

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letters if they are sent to the home. Solicitor Gaul stated, going forward a courtesy letter will be sent to the spouse. No action was taken. The posting fee will remain on the bill.

Richard Wilford-Hunt:

From the audience asked the dollar amount of the posting fee. The posting is the delinquent amount owed; approximate cost is \$ 36. Ms. Steele replied that the Portland Borough Authority shuts off the water and the cost is \$ 55 to shut-off; \$ 55 to turn back on. This is followed by a second posting (90) ninety days later.

Sewer Shut-Off Notices:

A motion was made by Yvonne Gumaer, 2<sup>nd</sup> by Kay Bucci authorizing President Steele to sign the water shut-off order of account no. 194 and account no. 241. Motion carried: 5-0-1 (Michael Sullivan abstained)

Sewer Matters and Borough Engineers Report:

- UMBT requesting 110,000 gpd for service to the Route 611 corridor.
- GenON property owner actively pursuing a plan to develop the property.
- Portland asking for UMBT to determine how much sewer capacity GenOn will need for the property.
- Portland will determine how much capacity is available to UMBT.
- Portland will determine how much capacity they are willing to allocate to UMBT.
  - i. cost to expand the WWTP.
  - II. cost of capacity to be allocated to UMBT in the existing plant.
  - iii. cost to expand the plant to meet overall needs of UMBT.
  - iv. cost to operate the plant that would be billable to UMBT.
- Solicitor Gaul stated that the Lehigh Valley Planning Commission (LVPC) reply from the draft UMBT Act 537 Plan was very informative.
- Ms. Bucci asked if UMBT has an escrow account set up for bills that are incurred by Portland Borough. Ms. Steele replied NO, bills that are sent to the Borough are paid by the Borough and then invoiced to UMBT for reimbursement.

Ultra-Poly:

- Ultra-Poly site development activities are moving along.
- Van Cleef Engineering is providing limited construction observation.
- The final plans check for pre-recording has been submitted; will review and confirm when all outstanding conditions have been met and the plans are suitable for recording.

Dunkin Donuts:

- A punch list has been provided to close out the required site improvements to comply with the approved plans and conditions. Dunkin is working on the punch list.

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Other Discussion:

- The Sandnes and Ultra-Poly sewer reservation fee invoices have been mailed out by the secretary.
- Ms. Steele stated that Ms. Bucci expressed interest in sitting on the Township Sewer Liaison Committee. A motion was made by Yvonne Gumaer 2<sup>nd</sup> by Michael Sullivan appointing Kay Bucci to the Township Sewer Liaison Committee. Motion carried: 5-0-1 (Kay Bucci abstained)
  - i. A follow up letter will be mailed to UMBT's Sewer Liaison Committee.

Question of Reservation Fees for the Portland Industrial Park (PIP) by Kay Bucci:

Ms. Bucci questioned the amount of the reservation for the PIP in the amount of 35,000 gallons? Solicitor Gaul explained that PIP elected only to have a one (1) EDU reservation for each of its lots and does not have a reservation for 35,000 gallons. Solicitor Gaul explained the history of PIP's reservation in detail to Ms. Bucci and Council.

- i. Solicitor Gaul questioned whether the Borough should require UMBT pay a reservation fee in connection with a letter of intent by the Borough to provide service, since it could be a number of years before service began, and in the meantime, the Borough could probably not allocate the same capacity to others. Mayor Prator replied it could be fifteen (15) years down the road.
  - ii. Mr. Bahnick noted that the LVPC letter is just a recommendation.
  - iii. Solicitor Gaul assumed the LVPC would be more supportive of the UMBT plan but there were more questions than support.
  - iv. Ms. Bucci stated that this should have been addressed ten (10) years ago.
  - v. The contaminated water problem that is running down Route 611 in the Middle Village area, mentioned in the LVPC letter, was also discussed.
- Mr. Bahnick left the meeting at 8:19 PM.

Richard Wilford-Hunt:

From the audience asked the policy of the sewer reservation fees. Solicitor Gaul stated that Mr. Wilford is not a resident or a property owner and should complete a Right-To-Know request to the secretary.

Zoning Officer Report:                    Keller Zoning & Inspection Services

- Ms. Serfass was absent. There was no report. An invoice was presented and approved on the bill list.
- The secretary was directed to request Ms. Serfass' attendance at the November 4<sup>th</sup> Council meeting to provide a zoning update.
- The secretary reported that the final UCC inspection was completed at 708 Delaware Avenue.
- Ms. Bucci asked the status of Mike's Auto.
  - i. Ms. Steele stated that complaints are filed, pictures are taken and forwarded. Ms. Serfass constantly states the standard answer is "they are not repairing, they are taking the building down"; Ms. Steele stated that the business is for sale, as is.

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ii. Ms. Bucci stated that the property is a nonconforming use and if someone buys the property wouldn't they have to repair it to the same size? Solicitor Gaul replied typically, but that there are zoning decisions that have already been placed on the property on what they are allowed to do; it would require a special exception; Ms. Bucci stated that the property is a hazard, especially for children going inside; Solicitor Gaul replied that the PMC would apply; Ms. Steele stated there are numerous complaints from residents.

iii. Ms. Bucci asked if the Borough would be responsible for liability; Solicitor Gaul replied NO, the Borough is not responsible for other people's property. Ms. Bucci stated that the Borough needs a new zoning officer.

iv. Mr. Sullivan asked if the zoning codes/UCC officer has the authority or ability to determine structural deficiency; Solicitor Gaul stated he would need to speak to Ms. Serfass concerning this.

v. Ms. Steele stated that there is no caution tape around the property, after a complaint from a Northampton Street resident; also, along the Northampton Street side there is no fencing or caution tape around the roof collapse. That should be addressed.

vi. Solicitor Gaul stated that Council ask Ms. Serfass for an update.

Tellus Underground Technology Escrow Account:

The secretary reported that Tellus Underground Technology has been issued their certificate of occupancy (CO). There being no further activity the secretary will be closing the account.

- i. A motion was made by Michael Sullivan, 2<sup>nd</sup> by Yvonne Gumaer authorizing the secretary to close the Tellus Underground Technology Escrow Account and return the balance of \$ 192. Motion carried: 6-0-0

Zoning Hearing Board (ZHB):

- No hearings are scheduled at the present time.

UCC Building Code Inspectors Report: Keller Zoning & Inspection Services

- None

Planning Commission:

- None

Portland Borough Authority (PBA): Lance Prator, Chairman

- None

Legal:

Service Electric Cable Contract Agreement:

1. Solicitor Gaul reported that the Service Electric Cable franchise agreement concerning the Federal Communications Commission (FCC) has changed. What has changed is the free cable television service to municipalities, i. e., police departments, etc. Solicitor Gaul asked about the

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revenue collection. Mayor Prator stated that the Borough does not collect the revenue. The secretary replied that the Borough receives quarterly franchise payments from the collection of cable television accounts by Service Electric.

Ms. Steele replied that written into the Borough's contract is that the Borough can receive one (1) free wi-fi connection. It was previously discussed that the Borough could connect downtown at the Park & Ride Lot, where the police department could use the wi-fi for police cameras, but this was never followed through.

Ms. Steele stated that the Borough is replacing Frontier Communications telephone and internet service with Service Electric. Chief Mulligan is considering installing a small TV into the police department office, through EMS services, to monitor the weather. This service is free.

Solicitor Gaul stated that the changes by the FCC would not affect the Borough.

2. Health Inspector:

Solicitor Gaul stated that he has spoken with the Assistant Codes and Health Inspector, Anita Einolf of East Stroudsburg Borough, about becoming the inspector for Portland Borough. Solicitor Gaul stated that Ms. Einolf can only do inspections on the weekends because of her obligations to her full-time job with East Stroudsburg. Solicitor Gaul will provide the secretary with Ms. Einolf's information for Ms. Hummel to speak with her.

Subdivision and Land Development:

- None

Community Development, COG & Grants:

- Mayor Prator reported that the Executive Director of the COG, Sharol Lilly, has written an LSA Monroe County Funding Grant, for the COG. The COG is not eligible to submit an application for the program. An eligible applicant must be a municipality in Northampton County. No action was taken. Clarification is needed as to who will administer the grant. Mayor Prator did not know the deadline for the grant submission. For discussion at the November 4<sup>th</sup> Council meeting.

- Leaf Vacuum Rental:

The secretary contacted the Slate Belt COG concerning available dates for the rental of the leaf vacuum. All dates are open. Ms. Hummel stated that the dates used for 2018 were November 26 and 27. The cost is \$ 75 per day or \$ 150 for two (2) days. Ultra-Poly has volunteered to provide the dump truck and the driver to tow the leaf vacuum at no cost to the Borough. Our maintenance man and a sub-contractor will provide the labor for the leaf vacuum.

A motion was made by Michael Sullivan, 2<sup>nd</sup> by Yvonne Gumaer to contract with the Slate Belt COG for the leaf vacuum rental for the dates of November 25 and 26, 2019 at \$ 75 per day. Motion carried: 6-0-0

- i. Ms. Steele will contact the Vice President of Ultra-Poly, John McCullam, to make the arrangements.



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Community Events/Recreation Board:

- Portland Community Day will be held on Saturday, October 12, 2019 with a rain date of October 13, 2019 from 11:00 to 4:00 PM. The secretary placed fliers at the post office.
- Halloween Trick or Treat will be observed on Saturday, October 26<sup>th</sup> from 4 to 6 PM. The after-costume party will be held at Refiners Fire Ministry at 6:15 PM. The secretary notified all the free publications and placed fliers at the post office.
- Plan Slate Belt:

Plan Slate Belt is administered by the Lehigh Valley Planning Commission (LVPC). Mayor Prator reported that the Steering Committee is looking for comments/feedback from the Working Draft of the Issues and Opportunities Report. Portland will be responsible for approximately \$ 903, based on the municipalities per capita. Comments can be forwarded to Susan Rockwell at the LVPC. If anyone would like a hard copy Ms. Steele has a copy for Council.

Mayor Prator stated that the statistics for the area are demographic, housing, land, economic, and transportation. Ms. Bucci asked, "what is Plan Slate Belt?". Ms. Steele replied a regional comprehensive plan for the Slate Belt for all ten (10) municipalities. Plan Slate Belt will be part of the Slate Belt Regional Comprehensive Plan. To adopt the plan the vote must be unanimous.

Police Report:

- The police report was provided in writing by Chief Mulligan.
- Chief Mulligan is working on financing numbers for a loan and purchase of a new police vehicle. The report and spreadsheet are attached to these minutes.
- Chief Mulligan is still looking for additional police officers.
- For the purchase of the present Ford Explorer, Chief Mulligan had most of the inside vehicle equipment funded through private donations. Mayor Prator stated that Chief Mulligan does that very well.
- The Police Capital Account was discussed. Ms. Bucci asked about the police budget. The secretary replied that the numbers are in the Year to Date (YTD) report of the General Account.

Mayor's Report:

- Met with the Lehigh Valley Economic Development (LVEDC) last week for development of the Portland area.
- The new owner of the former GenOn property attended the recent Portland Borough Authority monthly meeting. Expects to bring a manufacturing facility with good jobs to the area.

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- Attended the Nurture Nature Center on September 26th. The center is working with students from area high schools, Easton, Bangor, and Wilson to see the younger generations aspects of hazards and how to mitigate them. The main speaker was a gentleman that spoke about global warming.
- 
- Attended the Slate Belt Rising regional event.

Streets Department:                      William Godshalk

1. The estimated Liquid Fuels allocation for 2020 is \$ 18,590.89.
2. An email was received from Realty Solutions of PA inquiring when Crestmont Road would be paved. Discussion followed:
  - i. Crestmont Road is not an ordained street, it is a driveway. The road is not maintained by the Borough and will not be paved.
  - ii. The lower section is paved, who paved that portion? Probably by the sewer contractor after the installation of the sewer line.
  - iii. No action was taken since this is a private driveway.
  - iv. The secretary will respond with a letter that will be reviewed and edited by Solicitor Gaul.
  - v. The secretary asked about snow plowing. Councilman Sullivan replied that the Borough will need access to the sewer manhole therefore the driveway needs to be plowed up to the manhole.
3. Hallett Contractors was hired to pave various streets in the Borough. The work was completed; Mr. Hallett was paid from funds in the Liquid Fuels Account.
4. No bids were received for the 2019-2020 snow-ice removal contract.
  - i. Ms. Steele asked about advertising the bid specification again. Solicitor Gaul asked about a back-up plan, there is none so the (5) Year Winter Services Agreement and resolution with PennDOT cannot be adopted at this time.
  - ii. Woodpecker Firewood Services, LLC, Mr. Jake Taylor, who was in the audience stated he would make an offer; as in the previous year for the same terms, \$ 8,000 payment for insurance and the four (4) hour minimum, but at this time the up-front payment would not be credited against future service costs.
  - iii. Ms. Steele replied to Mr. Taylor that since no one has come forward with a bid, Ms. Steele feels that the Borough is being taken advantage of. We aren't paying the \$ 10,000 up front and the (4) hour minimum, per the previous year bid specifications. Ms. Steele stated that the amount of money the Borough pays Mr. Taylor for snow-ice removal services is ludicrous.
  - iv. Ms. Bucci asked which news publications were the ads placed? Solicitor Gaul replied the Pocono Record and the Express-Times.
  - v. Mr. Taylor replied that after paying for repairs to his equipment and payroll for his employees he only realized \$ 6,000 after all his expenses.
  - vi. Councilman Sullivan stated we are in the business' of providing services to our town and this is what the Borough is comfortable to offer.

Ms. Steele asked Mr. Taylor why did he not come forward before tonight? Mr. Taylor replied that no one had emailed him. Ms. Steele stated that Borough policy is to advertise in newspaper publications, we cannot email. Advertising is required.

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Councilman Frasca stated that the Borough should try to solicit more proposals by contacting business' that we may know, no more advertising. Solicitor Gaul stated that the bid specifications can be handed out by the Council members,

Hubert McHugh questioned handing out the bid specifications. Ms. Steele replied that Mr. Taylor now has the current bid spec. Solicitor Gaul replied that Council can inform people that the bid specs are available and can be picked up from the Borough secretary.

Hubert McHugh asked how will the contractor know what streets to snowplow? Ms. Steele replied the contractor is driven around and shown the streets.

Sanitation:

- None

Building Committee:

Service Electric Cable & Communications:

Proposals were received from Service Electric Cable & Communications concerning disconnecting from Frontier Communications as the Borough's provider for telephone, cable and internet service and contracting with Service Electric.

A motion was made by Michael Sullivan, 2<sup>nd</sup> by Yvonne Gumaer authorizing contracting with Service Electric for internet, one unlimited long-distance telephone line and one unlimited local line; twenty-five free features at \$ 123.45 monthly for the Borough office AND authorizing contracting with Service Electric for internet, one unlimited long-distance telephone line and one unlimited local line; twenty-five free features at \$ 123.45 monthly for the Police Department office. Motion carried: 6-0-0

Budget, Finance, Insurance, & Cable TV Contract:

- The budget committee, insurance committee will be scheduled to meet to work on the 2020 budget.

Ordinance Update Committee:

- None

Personnel, Policy & Procedure Committee:

- None

Slate Belt Rising Committee (SBRC):

Director Stephen Reider and Stephanie Steele

- Slate Belt Rising hosted its second annual regional event, the "Slate Belt Bash" on September 29, 2019 at Weona Park.
- The next committee meeting is scheduled for October 10, 2019.

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Air Liquide Safety Committee:

- President Steele attended the monthly Air Liquide Safety Committee meeting. Ms. Steele reported that Air Liquide has a pot of money that they distribute to schools and charities.

Liberty-Water Gap Trail Alliance:

- The monthly meeting of the Alliance will be held on Wednesday, October 16, 2019 at 5:30 PM at the Portland Borough municipal building.

Correspondence:

- A motion was made by Michael Sullivan, 2<sup>nd</sup> by Ralph Frasca accepting the resignation of Health Officer John Blick. Motion carried: 6-0-0
- From State Senator Mario Scavello and UMBT Chairman John Bermingham, Jr., correspondence concerning the NJ-DOT Rock Wall Project's public meeting on Friday, October 25, 2019 at the Mount Bethel Firehouse.

Secretary's Announcements:

- The secretary will be out of the office on Tuesday, November 5, 2019.
- The secretary will attend the Tax Collection Meeting (TCC) on Thursday, October 10, 2019 at 8:30 AM at the Bethlehem Township PA Municipal Building.

Old Business:

- None

New Business:

- President Steele will attend the Lehigh Valley Gala Dinner and Awards 2019 on Wednesday, October 16, 2019 at DeSales University beginning at 4 PM.
- Merchants Bank will be unable to attend the Borough's workshop meeting on October 28, 2019 for information concerning the Borough accepting credit card payments for sewer and garbage accounts.

Public Comment, Non-Agenda:

- Hubert McHugh stated that there is no EMS stationed at the Mount Bethel Fire House therefore the wait time for an ambulance in Portland is over one-half hour. Councilman Sullivan replied that UMBT tried to broker a deal with Suburban EMS, but the cost was prohibitive. Mr. Sullivan told Mr. McHugh that the issue is with Suburban EMS not the Borough.

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Executive Session:

A motion was made by Michael Sullivan, 2<sup>nd</sup> by Kay Bucci to convene to executive session at 9:36 PM. Motion carried: 6-0-0

Discussion: pending legal matters

A motion was made by Michael Sullivan, 2<sup>nd</sup> by Yvonne Gumaer to reconvene from executive session at 9:46 PM. Motion carried: 6-0-0

Action taken:

A motion was made by Yvonne Gumaer, 2<sup>nd</sup> by Kay Bucci authorizing Council to hire Anita Einolf as the Borough's health inspector, pending her acceptance. Motion carried: 6-0-0

Adjourn:

The next Council Meeting will be held on Monday, November 4, 2019 at 7:00 PM.

A motion was made by Yvonne Gumaer, 2<sup>nd</sup> by Michael Sullivan to adjourn the meeting at 9:48 PM. Motion carried 6-0-0.

Respectfully Submitted,

*Carol A. Hummel*

Carol A. Hummel, Secretary

