

BOROUGH OF PORTLAND COUNCIL MEETING AGENDA  
NOVEMBER 1, 2021

1. Open Meeting: Stephanie Steele, President condolences
2. Council Members Present for Call to Order:
3. Others Present:
4. Approval of the agenda and amendments:
5. Resolution 2021-3:
  - Policy for Conduct at Council and Public Meetings.
6. Letter of Intent for Vacant Council Seat: Heather Fischer, 504 Penna. Ave.
7. Letter of Intent for Vacant Council Seat: Kyle Overfield, 205 State Street
8. Action on Minutes:
  - October 4, 2021
9. Secretary/Treasurer Report: Carol Hummel
  - Approve the October 2021 Financial Report, the bills presented for payment in the amounts of:

Payments of Bills Presented:

Borough Operations & Borough Operations Already Paid:	34,989.32
Sewer Operations & Sewer Operations Already Paid:	4,765.61
Garbage Operations & Garbage Operations Already Paid:	4,909.84
Dunkin Donuts Escrow – Van Cleef Engineering	146.00
King, Spry, Herman, Freund & Faul – Slate Hills Escrow	165.00
Real Estate Tax Acct. to Fire Tax Acct.: October (2) mill tax	None
General Checking Acct. to Fire Tax Acct. – Taxes in Trust delinquent 2019	134.80
Approximate November Sunoco Fleet Gas	275.00
Approximate November payroll & payroll taxes	6,100.00
MINUS CREDIT ON TAX CHARGED FOR POSTER COMPLIANCE	- 3.60
<b>TOTAL APPROVE</b>	<b>51,481.97</b>

Payments of Bills Presented:

- Portland Contractors, Inc. WWTP monthly services: 2,660.00
- Portland Contractors, Inc. Other: 664.00
- APPROVE 3,324.00**

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10. Public Comment:

- None

11. Sewer Shut Offs:

- 407 Delaware Avenue
- 406 Pennsylvania Avenue

12. Borough Engineer's Report: Mark Bahnick, P.E.

a) WWTP:

b) Dunkin Donuts and 400 Delaware Avenue Garage:

c) Scoping Meeting Regarding Demi Road:

Ms. Steele suggests a Workshop Meeting for November 29, 2021. Invitation to Lou Pektor, RPL; UMBT Manager; Ultra-Poly Representative; Christine Troxell, Borough Traffic Engineer.

- Create an escrow account for reimbursement of Demi Road expenses.
- The Borough received Municipal Notification of Planned Land Development, Chapter 102 Permits Form, and Instructions.

13. Zoning Officer Report:

- None

14. UCC Officer Report:

- One (1) permit issued for 206 Division Street.

15. Zoning Hearing Board:

- Slate Hills Enterprises hearing continuance to January 5, 2022.

16. Planning Commission:

- None

17. Portland Borough (Water) Authority Report: Lance Prator

18. Legal:

a) Cable modem installation for the Park & Walk Lot:

- Approve the agreement between the Borough of Portland and James & Stephanie Steele, Knott Necessarily, LLC, 413 Delaware Avenue.

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19. Subdivision and Land Development:

- None

20. Community Development, COG & Grants:

a) The Slate Belt COG met on Wednesday, October 27, 2021.

b) The next meeting will be held November 17, 2021, due to the Thanksgiving holiday.

c) The secretary did not send a letter of support to the COG for the camera equipment grant application, per the Administrative Assistant Laura McLain. When I contacted Ms. McLain for information, she informed me that the COG had already been awarded the Grow Norco Round 2 Grant.

d) LSA Grant Update, Gymnasium Demolition: Kay Bucci

21. Air Liquide Safety Committee:

- CAP meets Wednesday, November 10, 2021.

22. Community Events/Recreation Board:

- Report on Trick or Treat: Sunday, October 31, 2021, and Halloween Costume Party at the Train Station Lot.
- The annual Tree Lighting Ceremony will be held Sunday, November 28, 2021, beginning at 6:30 PM.

23. Police Report:

- October 2021 Police Report.

24. Mayor's Report:

- Annual Lehigh Valley Gala & Awards: Virtual, December 9, 2021, 5:30 PM.
  - i. Tickets \$15.
- I apologize for not including the September, and October Mayor's reports in the respective meeting packets. They are included in your packet along with the November report.

25. Streets Department: William Godshalk

a) Ordinance for the Elimination of Tractor Trailers and Large Trucks on Various Streets in the Borough:

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b) Leaf Vacuum Pick-Up: Slate Belt COG

- Authorize President Steele to execute the 2021 leaf vacuum lease agreement for two days and approve the cost of \$150.
- Curbside Leaf Pick-Up is scheduled for November 4 & 5, beginning at 8 AM. Leaves to be curbside the evening before, the vacuum will not return the next day to streets already picked up.

c) Street Sweeping was done by Bangor Borough on Tuesday, October 19, 2021.

d) Linda Gross: 304 Crestmont Drive

- Complaint on the condition of Crestmont Drive; needs attention from the street department.
- Ordained streets and Liquid Fuels Street list in your packet.

e) Backhoe loader rental or purchase: Quotes

f) Report on deaf child/hearing impaired street signs: 505 Northampton Street

- The cost for two (2) signs is \$315.10, per quote from Reliable Signs.
- Mr. Siple is also requesting two (2) speed bumps.
- Discuss certification for hearing loss.

g) No report on installation of drain box in parking lot by new pole building:

h) Co-Stars 2021-2022 Salt Contract now available.

i) Discuss Fred Farleigh's pay rate for snow plowing.

j) Discuss on call/stand-by snow plowing experienced operator.

26. Sanitation Committee:

- None

27. Building Committee:

- Pole Building Construction: Kay Bucci
- Dacer Fire Protection serviced the fire extinguishers for all the Borough buildings.

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

a) Proposed 2022 Budget.

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- b) Covid-19 American Rescue Stimulus:
- c) The TCC met on Thursday, October 14, 2021, at the Bethlehem Township Municipal Bldg. Ms. Hummel attended. Discussed was the renewal of the Keystone Collects (3) year contract, with the option of extending for two. The contract expires December 31, 2022. The committee will negotiate for a lower commission rate.
29. Ordinance Update Committee:
30. Council Policy & Procedure Committee:
31. Slate Belt Rising Steering Committee:
- The next meeting is November 11, 2021.
32. Plan Slate Belt Steering Committee:
- Meets Wednesday, November 3, 2021, at the Plainfield Township Fire Hall.
33. Liberty-Water Gap Trail Alliance:
- The Liberty-Water Gap Trail committee met October 20, 2021, at the Village Farmer in Delaware Water Gap.
  - Committee meeting to be held in December.
34. Correspondence:
- The Slate Belt Heritage Center, Bangor PA, is conducting their annual fund drive. They are asking for a donation.
  - Bangor Slate Band Boosters are holding a Tricky Tray Event on November 21, 2021. They are asking for a monetary donation or a prize.
35. Secretary Announcements:
- The Secretary will be out of the office Tuesday, November 2, 2021.
36. Old Business:
37. New Business:
38. Public Comment Non-Agenda:
39. Executive Session:
40. Adjournment:

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- The next meeting of the Portland Borough Council will be held on Monday, December 6, 2021, at 7 PM.