

BOROUGH OF PORTLAND
COUNCIL MEETING SEPTEMBER 14, 2020

The Portland Borough Council Meeting of September 14, 2020 was called to order at 7:00 PM by Stephanie Steele, President of Borough Council.

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 for Call to Order:

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

- Council members Bridget Kenna and Erin Long were absent.

Others Present:

1. Michael Gaul, Solicitor
2. Lance Prator, Mayor
3. Carol Hummel, Borough Secretary
4. Timothy Hess, 406 Bruce Street
5. George Zalepa, 502 Delaware Avenue
6. Kyle O'Connell, Refiners Fire Ministry
7. Steven Becker, 111 Main Street
8. Sue Ivancich, 101 Division Street

Council Members Resignations:

A motion was made by William Godshalk, 2nd by Kay Bucci accepting the resignation of Bridget Kenna.

Roll call of votes,

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

Motion Carried 5-0-0

A motion was made by Kay Bucci, 2nd by William Godshalk accepting the resignation of Erin Long.

Roll call of votes,

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

Motion Carried 5-0-0

Action on Minutes:

A motion was made by Kay Bucci, 2nd William Godshalk approving the minutes of August 3, 2020, as presented.

BOROUGH OF PORTLAND
COUNCIL MEETING SEPTEMBER 14, 2020

Roll call of votes,

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

Motion Carried 5-0-0

Correction to the August 3, 2020 minutes from the Secretary: Bills presented to Portland Contractors, Inc. for July 2020 bills presented should have been \$5,196.08 instead of \$2,807.

A motion was made by Kay Bucci, 2nd by Robert Ivancich approving the amendment to the August 2020 financial report.

Roll call of votes,

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

ABSTAIN: W. Godshalk

Motion Carried 4-0-1

Application to Fill the Vacant seat on the Zoning Hearing Board (ZHB) from Steven Becker 111 Main Street. The seat expires January 1, 2021.

- President Steele stated to Mr. Becker that he may want to rescind his application since there are two (2) vacant Council seats. The Council seats expire January 1, 2022. Mr. Becker stated that he would stay with the ZHB.
- A motion was made by Robert Ivancich, 2nd by Kay Bucci appointing Steven Becker to the vacant seat of the ZHB.

Roll call of votes,

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

Motion Carried 5-0-0

Secretary/Treasurer's Report: Carol Hummel

1. Bills Presented for Payment:

- Approve the August 2020 Financial Report.
- Approve Payments of Bills Presented:

Borough Operations & Borough Operations Already Paid:	13,160.83
Sewer Operations & Sewer Operations Already Paid:	11,594.50
Garbage Operations & Garbage Operations Already Paid:	5,120.80
Ultra Poly Improvements Escrow: Van Cleef Engineering	186.00
CACLV: Portland Gateway Sign Match	897.50
General Account to Fire Tax Account: 2019 delinquent taxes from Northampton County	289.40
General Account to Fire Tax Account: 2019 delinquent taxes from Northampton County	70.00

BOROUGH OF PORTLAND
COUNCIL MEETING SEPTEMBER 14, 2020

Real Estate Tax Account to Fire Tax Account – August (2) mills	75.60
Real Estate Tax Account to Lehigh New England Dev. Corp – reimburse penalty amount	.60
September 2020 payroll & Taxes, approximate	7,500.00
September 2020 WEX Sunoco Fleet Gas, approximate	<u>300.00</u>

APPROVE **39,195.25**

A motion was made by Robert Ivancich, 2nd by William Godshalk approving the bills presented for payment in the amount of \$39,195.25.

Roll call of votes,

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

Motion Carried 5-0-0

- Bills Presented for payment to Portland Contractors Inc.:
 - i. WWTP monthly services: 2,590.00
 - ii. Maintenance issues: 1,477.00

APPROVE **4,067.00**

A motion was made by Kay Bucci, 2nd by Robert Ivancich approving the bills presented to Portland Contractors, Inc. in the amount of \$4,067.

Roll call of votes,

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

ABSTAIN: W. Godshalk

Motion Carried 4-0-1

Public Comment:

Timothy Hess, 406 Bruce Street: Vacating a Portion of Zeman Street

Mr. Hess would like to vacate a portion of Zeman Street to extend his yard for the future addition of a garage to his property. Mr. Hess stated that he has approached his neighbors and there are no objections to those that he spoke with. Solicitor Gaul explained the vacation process and stated if Council had no objections an agreement could be written with the property owners. Mr. Hess replied to Solicitor Gaul that he needed direction. Solicitor Gaul stated that he would speak with Mr. Hess outside of the Council meeting.

President Steele replied that Mr. Hess' property is located on a dead-end street which eventually runs into Upper Mount Bethel Township (UMBT). Mr. Hess stated that there is no sewer line on that portion of Zeman Street and his property's sewer is pumped to Ruth Street. Council members Bucci, Godshalk and Ivancich would like to review the Borough map. Solicitor Gaul stated that he will need a list of adjacent property owners who have an interest in the vacation. The vacation was tabled until the October 5, 2020 Council meeting.

BOROUGH OF PORTLAND
COUNCIL MEETING SEPTEMBER 14, 2020

Kyle O'Connell, 100-102 Division Street: Refiner's Fire Ministry

Mr. O'Connell would like permission from Borough Council to hold a charity softball game on the Portland Ball Field, on Sunday, September 20, 2020, starting at 1:30 PM. President Steele stated that the ministry has their own insurance. Solicitor Gaul replied that the Borough needs to be named as additional insured on the certificate.

A motion was made by Robert Ivancich, 2nd by William Godshalk granting Refiner's Fire Ministry permission use of the ball field on Sunday, September 20, 2020, to hold a charity softball game.

Roll call of votes,

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

Motion Carried 5-0-0

Sewer Shut Off Notices:

None

Sewer Matters and Borough Engineers Report: Mark Bahnick

- Mr. Bahnick was absent.
- President Steele reported that the clean-out of the reed bed at the WWTP saved a lot of money and the cost was under budget. Council was asked by the WWTP operator if the sewer budget could buy a software program; this would eliminate the need of a qualified person to monitor the water levels during a cleanout.

A motion was made by Robert Ivancich, 2nd by Kay Bucci authorizing the purchase of computer software and installation of same, with the cost not to exceed \$3,000.

Roll call of votes,

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

Motion Carried 5-0-0

Comments from Solicitor Gaul concerning the financials of the profit and loss reports:

Solicitor Gaul stated that the EIT income is 50% higher than 2019. Other gross profits are higher and stated that everything looks good. He asked that the Budget Committee review the numbers.

Zoning Officer Report: Keller Zoning & Inspection Services

- Ms. Bucci stated that there is some improvement to the grounds of Mike's Garage at 208 Northampton Street. Ms. Serfass spoke with the secretary and stated that she would make a trip to check on the property.

BOROUGH OF PORTLAND
COUNCIL MEETING SEPTEMBER 14, 2020

Zoning Hearing Board (ZHB):

- No hearings are scheduled at the present time.

UCC Building Code Inspectors Report: Keller Zoning & Inspection Services

- One UCC permit was issued for 109 First Street.

Planning Commission:

- The Weidman Minor Subdivision Plans review will be held on Monday, September 21, 2020 at 7 PM. Ms. Steele stated that it is a mixed-use property at 503-509 Delaware Avenue, with two separate store fronts and upstairs apartment rentals. Ms. Bucci replied that there are three apartments.

Portland Borough Authority (PBA): Lance Prator, Chairman

- None

Legal:

- None

Subdivision and Land Development:

- None

Community Development, Slate Belt COG & Grants

- The next meeting of the Slate Belt COG is scheduled for August 26, 2020.
- Mayor Prator reported that the storm jetty, tar buggy and the street sweeper have been ordered; next year the Borough will be able to use the street sweeper through the COG.
- Councilwoman Bucci suggested hiring a grant writer using funds from the Rainy Day Fund Account. Ms. Bucci spoke with Senator Scavello's office concerning grant availability and was informed that grant applications are not available until the spring of 2021. Ms. Bucci suggested a Request for Proposal (RFP), i.e., the demolition of the gymnasium and the restoration of the stone wall and removal of the lavatories at the ball field. Ms. Steele asked the process and should the Borough advertise. Solicitor Gaul stated that advertising is not needed unless Council would like to. Council could contact people on their own. Solicitor Gaul asked the amount of funding the Borough would need. Ms. Bucci replied the Borough would need a large amount. Ms. Steele replied that the CACLV has a grant writer on staff that the Borough could possibly pay for assistance. A grant writer would even investigate available grants. Ms. Steele stated Council could start with the CACLV by contacting Stephen Reider or ask if he would have any recommendations. Solicitor Gaul stated that he knows several grant writers from other municipalities; he will send the names and contact information to

BOROUGH OF PORTLAND
COUNCIL MEETING SEPTEMBER 14, 2020

Ms. Steele. Ms. Bucci replied that information should be obtained over the next months because grant applications are due in the spring.

Community Events/Recreation Board:

a) An ice cream social will be held on Saturday, September 26, 2020 beginning at 6:30 PM with a free outdoor movie at 7:45 at the Park & Walk Lot on Delaware Avenue. Families will be separated and encircled in a six-foot bubble to observe the social distancing requirements of COVID-19. Participants will be asked to bring their own chairs/blankets/snacks.

b) Ms. Steele announced that Trick or Treat will be held on Saturday, October 31, 2020 from 4 to 6 PM. A costume contest will be held at the Park & Walk Lot on Delaware Avenue. Ms. Steele stated that there are smart and safe ways to Trick or Treat. There will be no advertising to keep the event for locals only. The Park & Walk is a well-lit area, everyone will be outside, and the Borough will observe the 250 people or less rule and social distancing.

i. Ms. Gumaer was opposed and stated all events should be cancelled for the rest of 2020.

ii. Ms. Steele stated that she was not opposed. Those individuals who do not want to participate should keep their porch lights turned off.

iii. Ms. Bucci stated that Halloween individual snacks can be placed on participants porches outside for Halloweener's to pick up.

iv. Mayor Prator stated that UMBT may do drive through the township delivering/throwing candy to Halloweener's.

Police Report:

- The August 2020 police report was provided in writing by Chief Robert Mulligan.
- Chief Mulligan is not available this evening due to a family emergency,
- Chief Mulligan is still searching for a part-time police officer for week-end duty.
- Ms. Bucci asked the hours of the police officers. Ms. Steele replied (20) hours per week each officer. Ms. Bucci replied that the Borough is making payments on a police car that sits in the garage.
- Ms. Bucci stated that instead of paying the Zoning Officer \$60 to \$70 an hour to enforce, i.e., tall grass, unkempt properties, junk cars, etc., the police department can enforce the Nuisance Ordinance.

Mayors Report:

a) Mayor Prator did not attend the Mayor's Reception on September 9, 2020.

b) A Press Conference will be held on Wednesday, September 16, 2020 at the Upper Mount Bethel Community Park on Potomac Street at 6 PM, concerning the 5-year, \$64 million I-80 Rockfall mitigation project and how it will impact the quality of life for PA and NJ residents.

i. Elected individuals have requested a sit down with NJ-DOT to find solutions to improve safety, but NJ-DOT has not accepted those requests and has instead

BOROUGH OF PORTLAND
COUNCIL MEETING SEPTEMBER 14, 2020

formed a public advisory group to share information. Elected officials are barred from attending or participating in the public advisory group.

ii. Ms. Bucci asked if this was a "done deal". Mayor Prator stated "probably", but it may delay the project. Ms. Bucci replied that the project is counting on federal monies but once the rocks are disturbed, the rocks will not stop falling. Mayor Prator stated there is no planned detour when asked by Ms. Bucci.

Streets:

Leaf Vacuum Pick-Up by Slate Belt COG:

- a) Dates available for the Borough are November 9, 10, 23, & 24. The secretary spoke with John McCallum at Ultra-Poly for use of a dump truck and driver. Mr. McCallum will respond back to the secretary after investigating employee availability.
- b) There were no estimates for the cost of drain grate repairs.
- c) Ms. Bucci stated that when the backhoe was rented the bank across from Mike's Garage was not cleaned up. Ms. Bucci suggested that the Portland Hook & Ladder Co. #1 may be able to do a control burn to clean it off. Mr. Godshalk will make the contact.
- d) Mr. Godshalk asked about the MS4 requirements. Ms. Steele replied that the Borough is exempt because of population size but eventually will have to comply.
- e) Mr. Godshalk would like to get the drain grate repairs done before winter.
- f) The repairs to the PennDOT improvements by Dunkin Donuts are not completed. There are still improvements that need to be done by Dunkin, i.e., move the garbage dumpster, ADA sidewalks are not completed.

Sanitation Committee:

- The recycle dumpster has been contaminated again on August 12, 2020. The previous contamination charge was \$176.
- The maintenance man complained and took a photo of the garbage left on the ground after the garbage dumpster was emptied by Waste Management. The garbage was left for the Borough to clean up.
- Ms. Steele stated that there is no obligation on the part of the Borough to keep the recycle dumpster; it was put there originally for PUMP to deposit their cardboard. The Borough receives a recycle stipend for tonnage collected, also from other Portland business recycle dumpsters. The garbage dumpster is now locked because of residents filling up the dumpster leaving no room for Borough street receptacles garbage. Ms. Steele stated that the Borough has a robust garbage collection for a small Borough.

A motion was made by Kay Bucci, 2nd by William Godshalk to cancel/remove the recycle dumpster from Borough property at 206 Division Street.

BOROUGH OF PORTLAND
COUNCIL MEETING SEPTEMBER 14, 2020

Roll call of votes,

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

Motion Carried 5-0-0

Building Committee:

- None

Budget, Finance, Insurance, & Cable TV Contract:

a) The Budget Committee of Stephanie Steele, Kay Bucci and Robert Ivancich will meet to start working on the 2021 budget and review the 2021 insurance policy.

b) Creditech: The Borough was asked if Creditech would accept payment plans on delinquent accounts. Council replied if there would be a fee for either the Borough or the customer. Tabled until the October 5 Council meeting while the Borough seeks an answer from Creditech.

c) CD 401112887, in the amount of \$10,470.05, will mature on September 28, 2020, CD 401108331, in the amount of \$20,868.21, will mature on September 25, 2020.

d) The secretary reported that CD 401112887 is the original Christmas Tree Fund Account, to be used for Christmas lights, electric service, etc.

i. Ms. Steele stated that the large Christmas Tree on her property, lit for the Christmas season, is slowly dying.

ii. New Christmas pole lights were investigated a few years ago at the \$600 to \$1,000 price range. Councilwoman Bucci replied that the Borough could hire someone to refurbish or rewire the existing lights or buy new.

A motion was made by Kay Bucci, 2nd by Robert Ivancich to cash out CD 401112887, in the amount of \$10,470.05, to open a Money Market Account; to cash out CD 401108331, in the amount of \$20,868.21, and deposit the funds into the existing Rainy Day Fund Account.

i. Mayor Prator forwarded various websites of Christmas lights to Ms. Steele and Ms. Bucci.

Roll call of votes,

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

Motion Carried 5-0-0

Ordinance Update Committee:

- None

Council, Policy & Procedure Committee:

- None

BOROUGH OF PORTLAND
COUNCIL MEETING SEPTEMBER 14, 2020

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

a) Mayor Prator resigned from the Slate Belt Rising Committee. No one volunteered to fill the vacant position. Ms. Steele stated that the committee meets the second Thursday of the month at 6 PM at the Bangor Borough Municipal Building (the old Beehive). To be placed on the October 5 agenda.

b) Ms. Steele stated that the committee approved a donation to Portland Upper Mount Bethel Food Pantry (PUMP), in the amount of \$1,000, towards the purchase of a refrigerated truck for the pantry and a donation of \$750 to PUMP towards fuel costs from Tolino's Fuel Service.

c) The Slate Belt Road Rally & Scavenger Hunt will be held on Sunday, September 27, 2020 at the Wind Gap Fire Company from 9 AM to 12 noon. The rally begins and ends at the fire company. (25) teams from the Slate Belt have signed up to participate.

Air Liquide/Voltaix Safety Committee:

- The safety committee will meet on Wednesday, October 7, 2020.

Liberty-Water Gap Trail Alliance: Cindy Fish

- Mayor Prator reported that the Alliance will meet on Wednesday, September 16, 2020 at the Village Farmer and Bakery in Delaware Water Gap PA at 9 AM, at picnic tables outside by the creek.
- Cleanup along Route 611 from Portland to Delaware Water Gap has been scheduled for October 24, 2020, time not yet determined. Volunteers from Portland, UMBT and Delaware Water Gap will participate. Cindy Fish is organizing the supplies.

Correspondence:

- Meals on Wheels of the Greater Lehigh Valley is requesting a financial donation for fiscal year 2020-2021. No action was taken,
- NJ-DOT is in the process of forming a Public Advisory Group in support of the Route 80 Rockfall Mitigation Project. They are asking for two to three individuals to represent Portland. No action was taken.
- VIP Invitation – Sneak Peek Tour of the Slate Belt YMCA on September 16, 2020 at the Pen Argyl, PA location. Ms. Bucci asked if anyone from Portland uses the Y; Ms. Steele replied Pen Argyl residents are the most users.

Secretary's Announcements:

- The secretary will be out of the office on Friday, September 25, 2020.

BOROUGH OF PORTLAND
COUNCIL MEETING SEPTEMBER 14, 2020

Old New Business:

Portland Waterfront Park:

- a) Some of the fencing installed by the county is still there and some is missing. A tree is down from a storm.
- b) Ms. Steele asked PennDOT about the Borough adding No Parking Signs to Route 611 on both sides of the highway; an ordinance needs to be adopted. The signs must be placed 125 feet apart; Ms. Steele will research costs.
- b) Northampton County would like the Borough to initiate regulations, i.e., parking permit fees, etc. The signs must be posted with PennDOT regulations. Ms. Bucci replied that PennDOT has a book of regulations that the Borough can follow. This will be worked on through the winter months.
- c) George Zalepa, from the audience, stated what is the benefit of a county park to Portland, none was his reply. Ms. Bucci suggested a new resolution be adopted that benefits Portland.

New Business:

- a) PUMP has asked the Borough for a letter of support in their efforts to raise funds to acquire land and build a new, larger food pantry. A motion was made by Kay Bucci, 2nd by Robert Ivancich authorizing Council to send PUMP a letter of support.

Roll call of votes,

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

Motion Carried 5-0-0

- b) Ms. Steele and Ms. Bucci will present a resolution in honor of the Portland Hook & Ladder Co. No. 1 celebration of 125 years of service to Portland and the community, at the October 5, 2020 Council meeting.
- c) Ms. Leeann Prator presented to Council a letter of resignation from the Zoning Hearing Board (ZHB). Ms. Prator will be moving out of the area. A motion was made by Robert Ivancich, 2nd by William Godshalk accepting the resignation with regret.

Roll call of votes,

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

Motion Carried 5-0-0

Executive Session:

- None

BOROUGH OF PORTLAND
COUNCIL MEETING SEPTEMBER 14, 2020

Public Comment Non-Agenda:

- None

Adjourn:

The next Council Meeting will be held on Monday, October 5, 2020 at 7:00 PM.

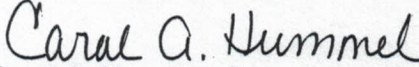
A motion was made by Kay Bucci, 2nd by Robert Ivancich to adjourn the meeting at 8:58 PM.

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, Secretary