

BOROUGH OF PORTLAND COUNCIL MEETING AGENDA
DECEMBER 6, 2021

1. Open Meeting: Stephanie Steele, President
2. Council Members Present for Roll Call to Order:
3. Others Present:
4. Approval of the Agenda and Amendments:
5. Resolution 2021-4:

Resolution Approving the Final Budget, Including General Fund, Sewer Fund, and Sanitation Fund, For the Borough of Portland for the Year 2022.
6. Resolution 2021-5:

A Resolution of the Borough of Portland, County of Northampton, and Commonwealth of PA, levying for the Fiscal Year 2022 Taxes on all Real Estate Within the Borough for General Borough Purposes and Fire Prevention and Protection; Affixing the Tax Rates; and Providing for Other Miscellaneous Matters.
7. Resolution 2021-6:

Resolution Regarding Fees and Charges Related to the Borough's Collection and Disposal of Garbage from Private Residences in the Calendar Year 2022.
8. Resolution 2021-7:
 - a) Resolution Approving Kirk, Summa & Co., LLP, temporarily to the Office of Borough Auditor for Purposes of the 2021 Calendar Year Audit.
 - b) Authorize President Steele to execute the Letter of Engagement between Kirk, Summa & Co., LLP, and the Borough of Portland in the amount of \$5,100 for the 2021 audit.
9. 2022 Borough Real Estate Tax Bills:
 - i. Approval for the secretary to order the 2022 Borough Real Estate tax bills from Berkheimer Associates.
10. Notice of 2022 Meetings Schedule: Approval to Advertise in the Pocono Record
 - i. FYI... Added to the schedule is a notice of COVID-19, one or more meetings may be held virtually.
 - ii. FYI... Memorial Day is the 5th Monday, May 30, 2022.
 - iii. July and September will meet the second Monday of the month.
11. Letter of Intent for Vacant Council Seat: Heather Fischer, 504 Penna. Avenue
12. Letter of Intent for Vacant Council Seat: Kyle Overfield, 205 State Street

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13. Action on Minutes:

- November 1, 2021 Regular Monthly Meeting
- November 22, 2021 Special/Workshop Meeting

14. Secretary/Treasurer Report: Carol Hummel

- Approve the November 2021 Financial Report
- Approve Payments of Bills Presented

Borough Operations & Borough Operations Already Paid:	25,977.41
Garbage Operations & Garbage Operations Already Paid:	4,774.82
Sewer Operations & Sewer Operations Already Paid:	15,131.36
Dunkin Donuts Escrow: Van Cleef Engineering	146.00
Dunkin Donuts Escrow: McTish, Kunkle, Dunkin Access	426.25
Slate Hills Enterprises Escrow: Ott Consulting	580.25
New Demi Road Escrow – McTish, Kunkle traffic engineer	426.25
General Acct. to Fire Tax Acct. – (2) mills from 2019 Taxes in Trust Delinquent	101.00
General Acct. to Fire Tax Acct. – (2) mills from 2019 Taxes in Trust Delinquent	151.40
General Acct. to Fire Tax Acct. – (2) mills from 2020 Taxes in Trust Delinquent	87.40
Real Estate Tax Account to Fire Tax Account – November (2) mills	87.40
December 2021 payroll and taxes, approximate	6,500.00
December 2021 Sunoco Fleet Gas, approximate	175.00
Annual budgeted allocation to the Bangor Public Library:	250.00
	54,814.54

BILLS PRESENTED FOR APPROVAL:

Bills Presented for Approval to Portland Contractors Inc.:
 i. monthly contract service 2,660.00

15. Public Comment:

- a) 505 Northampton Street: Earl Siple
- Hearing Impaired Signage

16. Sewer Matters and Borough Engineers Report:

a) WWTP:

Approval to accept the proposal of Innovative Control Solutions, in the amount of \$2,965.46, to add heat trace wire to existing MBR manifold.

b) 427 Delaware Avenue: Duckloe Brothers

- Request from Barbara Duckloe Townsend to delete sewer service billing.

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17. Zoning Officer Report: Keller Zoning & Inspection Services
 - Invoice and Report in Council packet.
 - Jacoby Creek Road – Kay Bucci
18. UCC Officer Report: Keller Zoning & Inspection Services
 - None
19. Zoning Hearing Board:
 - The Slate Hills Enterprises zoning hearing continuance is January 5, 2022.
20. Planning Commission:
 - None
21. Portland Borough Authority Report: Lance Prator, Chairman
22. Legal: Solicitor Gaul
 - 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.
23. Subdivision and Land Development (SALDO):
24. Community Development, COG & Grants:
 - a) The Slate Belt COG met, Wednesday, November 17, 2021. The next meeting will be held January 26, 2022.
 - b) URDC-LSA Grant Application Report: Kay Bucci
 - c) Propane gas service is disconnected to the gymnasium. Thank you, Senator Scavello's office.
25. Air Liquide Safety Committee Meeting: Stephanie Steele
 - The committee meets the second Wednesday, January 12, 2022.
26. Community Events/Recreation Board:
 - The Annual Tree Lighting Ceremony was held on Sunday, November 28, 2021, at 6:30 PM at the Train Station lot. The celebration included Christmas Caroling, Cookies, Cocoa & a visit from Santa.

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27. Police Report:
- November Police Report:
28. Mayor's Report:
29. Streets Department:
- a) Ordinance for the Elimination of Tractor Trailers and Large Trucks on Various Streets in the Borough:
 - b) Approval to purchase maintenance T-Shirts for employee Randi Snook.
 - c) 304 Crestmont Drive:
 - Complaint concerning the sewer installation beginning at the top of the Drive to the connection to the street; Crestmont Drive needs repairing.
 - d) Purchase of backhoe/loader:
 - e) Drain box installation in parking lot by new pole building:
 - f) Discuss winter maintenance staffing.
 - g) Installation cost estimate for speed signs.
30. Sanitation Committee:
31. Building Committee:
- Quote for outside Cedar Message Sign with Posts for municipal bldg. \$695 plus shipping
32. Budget, Finance, Insurance & Cable TV Contract:
- a) Approve the Philadelphia Indemnity Company application for Volunteers Blanket Accident Insurance, in the amount of \$300; authorizing President Steele to execute the contract.
 - b) The committee is working on the 2022 insurance policy. Renews January 19, 2022.
 - c) Covid-19 American rescue Stimulus:
33. Ordinance Update Committee
34. Council Policy & Procedure Committee:

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35. Slate Belt Rising Committee: Stephanie Steele

- SBR, with help from the Community Action Lehigh Valley, is committed to economic growth/improvements for the Boroughs of Portland, Wind Gap, Pen Argyl and Bangor. They are asking for a donation to support their efforts. Correspondence information is in the Council packet.
- The next committee meeting will be held January 13, 2022.

36. Plan Slate Belt Steering Committee:

- There was no meeting in December. The next meeting is January 5, 2022.

37. Liberty-Water Gap Trail Alliance: Cindy Fish

- There was no meeting for the months of November and December. The 2022 meetings will be held quarterly.

38. Correspondence:

From PA State Representative Joe Emerick:

- Warehouse Growth: Meet with the LVPC for presentation and answer questions. December 7, 2021, at 2:00 PM at the Hanover Township Community Center, Bethlehem, PA.

39. Secretary Announcements:

- None

40. Old Business:

41. New Business:

a) Emergency Management: NIMS certification for newly elected officials.

b) Approve the letter of support sent by the Borough for PCRB, workers' compensation rating bureau. Filing No. 325, proposes that for policies with effective dates of April 1, 2022, or later a new classification and separate classification – Code 998 – Volunteer Fire Company – Support Staff – be approved for all volunteer fire companies for exposures now covered pursuant to Act 108. Code 994, Volunteer Fire Company, will remain authorized for a volunteer fire company's first responders. The comment date was (30) days from date of the letter, which was due on or before November 29, 2021.

c) Request on behalf of the Plainfield Township Board of Supervisors by Thomas Petrucci, Township Manger, for a letter of Support for Senate Bill 252 and House Bill 955:

- Modernization of Local Government Advertising Requirements:

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Currently, local governments are required to advertise a variety of notices in a newspaper of general circulation. This requirement has become burdensome and expensive. SB 252 and HB 955 would provide municipalities with greater advertising flexibility by providing a menu of both print and more cost-effective electronic advertising options.

42. Public Non-Agenda:

43. Executive Session:

44. Adjournment:

- The Reorganization meeting of the Portland Borough Council will be held on Monday, January 3, 2022, at 7:00 PM.