

BOROUGH OF PORTLAND COUNCIL MEETING AGENDA
SEPTEMBER 12, 2022

1. Open Meeting: Stephanie Steele, President

2. Council Members Present for Roll Call to Order:

3. Others Present:

4. Approval of the Agenda and Any Amendments:

5. Announcement of Recording.

The meeting is being digitally recorded by the Secretary for assistance in preparation of the minutes.

Is there anyone in the audience who plans to record the meeting.

6. **Adopt Ordinance 2022-1 or Resolution 2022-6:**

The Borough is required to adopt a resolution/ordinance to comply with Act 57 of 2022, to be effective October 11, 2022. The act amends the Local Tax Collection Law, further providing for effect of failure to receive tax notice when a property or mobile home transfer has taken place within the previous (12) months.

7. Action on Minutes:

- August 1, 2022 Council Meeting
- August 22, 2022 Council Meeting

8. Secretary/Treasurer Report: Carol Hummel

- Approve the August 2022 Financial Report, the bills presented for payment in the amounts of:

a) Bills Presented for Approval:

Borough Operations & Borough Operations Already Paid:	12,699.92
Sewer Operations & Sewer Operations Already Paid:	29,919.66
Portland Contractors – WWTP monthly services	2,730.00
Garbage Operations & Garbage Operations Already Paid:	4,916.82
Taxes in Trust Delinquent to Fire Tax Account:	93.00
Real Estate Tax Acct. to Fire Tax Acct.– August (2) mil	168.20
New Demi Road Escrow: Van Cleef Engineering Assoc.	750.00
New Demi Road Escrow: King, Spry, Herman, Freund & Faul:	33.00
RPL East Escrow: King, Spry, Herman, Freund & Faul	82.50

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RPL East Escrow: Van Cleef Engineering Assoc.	1,894.00
Dunkin Donuts Streetscape Escrow: McTish, Kunkle & Assoc.	120.00
Approximate September payroll & payroll taxes	9,000.00
Approximate September Sunoco Fleet Gas	500.00
TOTAL APPROVE	62,907.10

9. Public Comment: Time Allotted – (5) minutes per person
- a) Application to Vacant Seat on PBA Board: Robert Shoemaker, 116 State Street:
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10. Sewer Matters and Borough Engineers Report: Mark Bahnick
- a) Sewer Shut-Offs:
- None
- b) WWTP Operations:
- c) Dunkin Donuts Update:
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11. Streets Department:
- a) Action/Discussion:
- Committee recommends our streets department completing the storm box repair at Collins, Jennings, and Main Street intersection.
 - Approve the purchase of a concrete drain box raiser, \$250
 - Approval to hire a part time employee for the streets department on as needed basis when an extra operator is needed. Committee has recommendation, executive session.
 - Approve the purchase of 2, 4x6 metal plates to cover storm drain/work areas. Cost per plate \$460. Total \$920.
 - Approval to purchase a cart/wagon, \$200
 - Committee recommending the Council consider having a small machine repair shop work on tractor and small tools and our local Portland auto repair shop start working on the Borough maintenance truck when repairs and/or service needed.
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12. Zoning Officer Report: Keller Zoning & Inspection Services, Tina Serfass
- Invoice for payment approved on bill list. Report was in the August 1, 2022, packet.

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13. UCC Officer Report: Keller Zoning & Inspection Services
- None
14. Zoning Hearing Board:
- None
15. Planning Commission:
- None
16. Portland Borough Authority (PBA) Report: James Potter, Vice Chairman
- a) The MOU between the Borough and the Portland Borough Authority is being reviewed by the PBA Attorney Peter Layman.
- b) Backhoe: Fuel Tank; Carport; estimate from James Potter.
- c) The Authority reminds everyone that the PBA as well as the DEP have issued a voluntary water conservation notice.
17. Legal: Solicitor Gaul
- Nuisance Ordinance: Addition of Maintenance of trees and Shrubs
18. Subdivision and Land Development (SALDO):
- None
19. Community Development, COG & Grants:
- There was no Slate Belt COG meeting in August.
 - Kay Bucci: LSA Grant, Gym Update.
20. Community Events/Recreation Board:
- Trick or Treat, October 29, 4pm to 6pm, with costume party 6:30pm to 8pm, downtown
21. Police Report:

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22. Mayor's Report: Heather Fischer
23. Sanitation Committee:
- 2018 - 2022 Garbage Contract Renewal or option to extend the contract.
24. Building Committee:
- None
25. Budget, Finance, Insurance & Cable TV Contract:
- Committee is starting to work on the 2023 Budgets.
26. Ordinance Update Committee:
- None
27. Council Policy & Procedure Committee:
- None
28. Air Liquide Safety Committee Meeting: Stephanie Steele
- Meets the first Wednesday of the month, 5:30 PM.
 - No meeting in September.
29. Slate Belt Rising Committee: Stephanie Steele
- Meets the second Thursday of the month.
 - Pastie Festival will be held in Downtown Bangor, Saturday, September 17, 2022, from 11am to 7pm.
 - 2022 Annual Meeting, Wednesday, September 21, 2022, from 12:00 -1:30 PM at Wind Gap Fire Co. Social Hall. Everyone is invited to attend this FREE event.
30. Plan Slate Belt Steering Committee: Stephanie Steele
- Met Wednesday, September 7th at the Plainfield Township Fire Co. banquet facility at 7pm.
 - The draft plan is in review by the committee.

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31. Liberty-Water Gap Trail Alliance: Cindy Fish
32. Correspondence:
PUMP Food Pantry:
A letter of request for a one-time or recurring donation to the food pantry from the Board of Directors. The Post Foundation has generously offered a challenge grant opportunity to the pantry. They will match each dollar raised by PUMP up to \$ 30,000 until December 31, 2022.

Letter of Support:
Approve a letter of support to Pen Argyl Borough for their application to the Monroe County LSA Grant Program, to complete Phase 1 of their Regional Aquatic Recreational Facility.
33. Secretary Announcements:
 - A reminder to Council that the agenda closes at 5PM, the Wednesday before the Monday Council meeting.
34. Old Business:
 - UMBT Draft Act 537 Plan Update: Motion to provide a written letter of response.
35. New Business:
 - Discussion on reviewing the current Zoning Ordinance regarding parking in the business district and what options there may be in regulating tenant parking in the downtown area and what the Council envisions going forward.
 - Off Street Parking for Snow Events: Karen Pfeiffer
36. Public Non-Agenda:
37. Executive Session:
38. Action Taken:
39. Adjournment:
 - The next meeting of the Portland Borough Council will be held on Monday, October 3, 2022, at 7:00 PM.

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