

BOROUGH OF PORTLAND COUNCIL MEETING AGENDA
OCTOBER 3, 2022
AMENDED

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:

AMENDED TO ADD:

Line Item # 11, Streets Department:

Crack Sealing Project, Asphalt Maintenance Solutions in amount of \$ 6,450.00.

Line Item # 18, Subdivision & Land Development:

RPL East, LLC, Proposed Subdivision, Plan Name: Extension of time to 12-30-2022.

RPL East, LLC, Planned Industrial Park: Extension of time to 12-30-2022.

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. 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:

- September 12, 2022 Council Meeting
- MINUTES WILL BE AVAILABLE FOR THE NOVEMBER 7, 2022, COUNCIL MEETING.

8. Secretary/Treasurer Report: Carol Hummel

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

BOROUGH OF PORTLAND COUNCIL MEETING AGENDA
OCTOBER 3, 2022
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a) Bills Presented for Approval:

Borough Operations & Borough Operations Already Paid:	12,822.02
Sewer Operations & Sewer Operations Already Paid:	11,842.03
Portland Contractors – WWTP monthly services	2,730.00
Garbage Operations & Garbage Operations Already Paid:	5,582.05
Portland Hook & Ladder Co. #1 - Volunteer Fire Relief 2022 Allocation	3,084.07
New Demi Road Escrow: Van Cleef Engineering Assoc.	300.00
RPL East Escrow: Borough of Portland – postage	4.32
RPL East Escrow: Van Cleef Engineering Assoc.	150.00
Approximate October payroll & payroll taxes	5,000.00
Approximate October Sunoco Fleet Gas	300.00
TOTAL APPROVE	41,814.49

9. Public Comment: Time Allotted – (5) minutes per person

a) Application to Vacant Seat on PBA Board: Robert Shoemaker, 116 State Street

b) McMahon Associates: 303 Demi Road, Jamie Kouch, Engineer

10. Sewer Matters and Borough Engineers Report: Mark Bahnick

a) Sewer Shut-Offs:

- 510 Northampton Street:
 - i. Signed agreement in packet to extend delinquent payment to October 12, 2022.
- 705 Hillcrest Drive
- 406 Pennsylvania Avenue

b) WWTP Operations:

c) Sewer Capacity Study Proposal Contract:

- i. Approval for President Steele to sign contract.

c) Dunkin Donuts Update:

11. Streets Department: Action/Discussion:

BOROUGH OF PORTLAND COUNCIL MEETING AGENDA
OCTOBER 3, 2022
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a) Estimate from Borough Engineer to map out the current storm water system/drains in the amount of \$7,120.00

b) Recommend the approval of the Reliable Sign & Striping Invoice 125, for street signage in the amount of \$502.00.

c) Approval to accept proposal from Hendershot Door Systems, Inc. for (3) Genie door openers for the new garage building in the municipal parking lot, in the amount of \$1,980.00.

d) Notice of estimated Liquid Fuels 2023 allocation in the amount of \$17,247.86.

e) Leaf Pick-Up Schedule:

f) Snow Plowing:

g) Crack Sealing Project, Asphalt Maintenance Solutions in amount of \$ 6,450.00.

12. Zoning Officer Report: Keller Zoning & Inspection Services, Tina Serfass

- Issued (1) Non-Conforming Use for 208 Northampton Street.

13. UCC Officer Report: Keller Zoning & Inspection Services

- None

14. Zoning Hearing Board:

- Discuss Slate Hills Escrow:

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.

17. Legal: Solicitor Gaul

Nuisance Ordinance: Addition of Maintenance of trees and Shrubs

BOROUGH OF PORTLAND COUNCIL MEETING AGENDA
OCTOBER 3, 2022
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18. Subdivision and Land Development (SALDO):
- a) RPL East, LLC, Proposed Subdivision, Plan Name: Extension of time to 12-30-2022.
 - b) RPL East, LLC, Planned Industrial Park: Extension of time to 12-30-2022.
19. Community Development, COG & Grants:
- The Slate Belt COG met Wednesday, September 28, 2022.
 - Kay Bucci: LSA Grant, Gym Update.
 - Kay Bucci: Grant Writer, Joanne Conley, Update.
 - i. Letter of Agreement to prepare and submit a PA DCNR Park Rehabilitation and Development Grant, Fall Supplemental Grant Round 28.6 for playground improvements. Professional fee for preparing the grant is # 3,450.00.
20. Community Events/Recreation Board:
- Trick or Treat, October 29, 4 pm to 6pm, with costume party 6:30pm to 8pm, downtown.
 - Committee Meeting October 9th at 7:00 PM.
21. Police Report:
22. Mayor's Report: Heather Fischer
23. Sanitation Committee:
- 2018 - 2022 Garbage Contract Renewal:
 - Public Trash Can at Delaware Avenue and Main Street.
24. Building Committee:
- Discuss hiring a plumber to replace toilet in the municipal building bathroom.
25. Budget, Finance, Insurance & Cable TV Contract:
- Committee is starting to work on the 2023 Budgets.

BOROUGH OF PORTLAND COUNCIL MEETING AGENDA
OCTOBER 3, 2022
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26. Ordinance Update Committee:
- None
27. Council Policy & Procedure Committee:
- None
28. Air Liquide Safety Committee Meeting: Stephanie Steele
- Meets October 12, 2022.
29. Slate Belt Rising Committee: Stephanie Steele
- Meets the second Thursday of the month.
30. Plan Slate Belt Steering Committee: Stephanie Steele
- Committee will meet in person October 5th at the Plainfield Township Fire Co. banquet facility at 7pm.
 - Council Members to review Draft Plan.
31. Liberty-Water Gap Trail Alliance: Cindy Fish
- The committee met on Wednesday, September 28th at the Village Bakery in DW Gap.
32. Correspondence:
- Senator Mario Scavello Retirement Party: Saturday, November 5, 2022, 6-9 PM at the Lookout Fire Company #1, Pen Argyl, PA.
 - Slate Belt Heritage Center Annual Fund Drive: Asking for a donation.
 - Quarry Heritage Park & Trail Network, Inc.: Asking for a donation.
33. Secretary Announcements:
- A reminder to Council that the agenda closes at 5 PM, the Wednesday before the Monday Council meeting.
34. Old Business:
35. New Business:
36. Public Non-Agenda:

BOROUGH OF PORTLAND COUNCIL MEETING AGENDA
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37. Executive Session:

38. Action Taken:

39. Adjournment:

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