

BOROUGH OF PORTLAND COUNCIL MEETING AGENDA  
OCTOBER 3, 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. 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:

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

BOROUGH OF PORTLAND COUNCIL MEETING AGENDA  
OCTOBER 3, 2022

---

**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:
- 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.

BOROUGH OF PORTLAND COUNCIL MEETING AGENDA  
OCTOBER 3, 2022

---

- e) Leaf Pick-Up Schedule:
- f) Snow Plowing:
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
18. Subdivision and Land Development (SALDO):
- Extension of RPL East LLC Subdivision and Land Development Plans to October 17, 2022.
19. Community Development, COG & Grants:
- The Slate Belt COG met Wednesday, September 28, 2022.
  - Kay Bucci: LSA Grant, Gym Update.

BOROUGH OF PORTLAND COUNCIL MEETING AGENDA  
OCTOBER 3, 2022

---

- 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 9<sup>th</sup> 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.

26. Ordinance Update Committee:

- None

27. Council Policy & Procedure Committee:

- None

28. Air Liquide Safety Committee Meeting: Stephanie Steele

- Meets October 12, 2022.

BOROUGH OF PORTLAND COUNCIL MEETING AGENDA  
OCTOBER 3, 2022

---

29. Slate Belt Rising Committee: Stephanie Steele
- Meets the second Thursday of the month.
  - Council Members to review Draft Plan.
30. Plan Slate Belt Steering Committee: Stephanie Steele
- Committee will meet in person October 5<sup>th</sup> at the Plainfield Township Fire Co. banquet facility at 7pm.
31. Liberty-Water Gap Trail Alliance: Cindy Fish
- The committee met on Wednesday, September 28<sup>th</sup> 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:
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.