

BOROUGH OF PORTLAND COUNCIL MEETING AGENDA
NOVEMBER 7, 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 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
- October 3, 2022 Council Meeting

8. Secretary/Treasurer Report: Carol Hummel

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

a) Bills Presented for Approval:

Borough Operations & Borough Operations Already Paid:	26,277.43
Sewer Operations & Sewer Operations Already Paid:	15,246.80
Portland Contractors – WWTP monthly services	2,730.00
Garbage Operations & Garbage Operations Already Paid:	5,624.70
Real Estate Tax Acct. to Fire Tax Acct. – October (2) mills	1.20
General Checking Acct. to Fire Tax Acct. – Taxes in Trust delinquent 2020-2021	300.20
General Checking Acct. to Fire Tax Acct. – Taxes in Trust delinquent 2020-2021	226.80
New Demi Road Escrow: McTish, Kunkle & Assoc.	160.00
RPL East Escrow: Van Cleef Engineering Assoc.	750.00
Approximate November payroll & payroll taxes	7,500.00
Approximate November Sunoco Fleet Gas	300.00
	59,117.13

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9. Public Comment: Time Allotted – (5) minutes per person
- a) Daniel Wilkins: 511 Northampton Street
10. Sewer Matters and Borough Engineers Report: Mark Bahnick
- a) Sewer Shut-Offs:
- 406 Pennsylvania Avenue
- b) WWTP Operations:
- Discussing the approval of sewer application for new residential construction of Lot 4B, Jennings Street.
- c) Dunkin Donuts Update:
- d) November 28, 2022 meeting to discuss the 303 Demi Road HOP status.
11. Streets Department: Action/Discussion:
- a) Authorize President Steel to execute the 2022 leaf vacuum lease agreement for two days, November 28 and November 29, 2022, and approve the cost of \$ 150.00.
- b) The Streets Committee met on Thursday, October 20, 2022, at 4 PM. The report is in your packet.
12. Zoning Officer Report: Keller Zoning & Inspection Services, Tina Serfass
- None
13. UCC Officer Report: Keller Zoning & Inspection Services
- None
14. Zoning Hearing Board:
- None
15. Planning Commission:
- The Planning Commission has requested that Solicitor Gaul review the language in the RPL East, LLC Plan.

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- The Lehigh Valley Planning Commission (LVPC) is presenting their Draft "Plan Slate Belt" Comprehensive Plan at the next meeting of November 21, 2022.
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
- Discuss Portland Market.
18. Subdivision and Land Development (SALDO):
- Extension of RPL East, LLC Subdivision and Land Development Plans to December 30, 2022.
19. Community Development, COG & Grants:
- The Slate Belt COG met Wednesday, October 26th. The next meeting is November 16, 2022.
 - No camera training until November.
 - Kay Bucci: LSA Grant, Gym Update.
20. Community Events/Recreation Board:
- Committee report on Trick or Treat which was held on Saturday, October 29, 2022.
 - The annual Tree Lighting Ceremony will be held on Sunday, November 27, 2022, downtown Portland, beginning at 6:30 PM. Cookies, Hot Cocoa, Carols, & Santa.
 - The Annual Holiday Yard Decorating contest returns.
21. Police Report:
22. Mayor's Report: Heather Fischer

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23. Sanitation Committee:
- 2018 - 2022 Garbage Contract Renewal
24. Building Committee:
- Discuss hiring a plumber to repair/replace urinal in the municipal building bathroom.
25. Budget, Finance, Insurance & Cable TV Contract:
- The Committee is presenting the 2023 Proposed Budgets for discussion and possible approval.
 - The Secretary attended the TCC meeting on Thursday, October 13th. The 2023 meeting dates are March 9 and October 12, 2023.
26. Ordinance Update Committee:
- None
27. Council Policy & Procedure Committee:
- None
28. Air Liquide Safety Committee Meeting: Stephanie Steele
- Meeting TBA.
29. Slate Belt Rising Committee: Stephanie Steele
- There was no committee meeting in October.
 - Meets the second Thursday of the month.
30. Plan Slate Belt Steering Committee: Stephanie Steele
- The Committee met virtually on November 2nd at 7 PM.
31. Liberty-Water Gap Trail Alliance: Cindy Fish
- The quarterly meeting of the Alliance will be held on Wednesday, November 16th at the UMBT Municipal Building at 5:30 PM.

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32. Correspondence:

- None

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:

- The 9th Annual Lehigh Valley Outlook & Awards will be held on Tuesday, November 15, 8 AM – 10 AM, at Lehigh University Iacocca Conference Center Wood Dining Room.
- General Election Day is tomorrow, November 8, 2022. Polls are open 7 AM to 8 PM.

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 28, 2022, at 7:00 PM.