

BOROUGH OF PORTLAND COUNCIL MEETING AGENDA
DECEMBER 5, 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 Amendments:

AGENDA AMENDED:
 - a) Police Department: Discuss purchase of computers, monitor's & Chairs.
 - b) Hubert McHugh: Street Vacation Agreement.
 - c) PennDOT, District 5-0 Letter on impact of proposed River Road Developments.

5. Announcement of Recording:
 - a) The meeting is being digitally recorded by the Secretary for assistance in preparation of the minutes.
 - b) Is there anyone in the audience who plans to record the meeting?

6. Resolution 2022-7: Small Water & Sewer Grant, Storm Sewer System (streets)

7. Resolution 2022-8: Small Water & Sewer Grant, WWTP Improvements.

8. Resolution 2022-9:
 - a) Resolution Approving Kirk, Summa & Co., LLP, temporarily to the Office of Borough Auditor for Purposes of the 2022 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 \$6,000 for the 2022 audit.

9. 2023 Borough Real Estate Tax Bills:
 - o Approval for the secretary to order the 2023 Borough Real Estate tax bills from Berkheimer Associates.

10. Notice of 2023 Meetings Schedule: Approval to Advertise in the Pocono Record

Do you want to change some of the meeting dates?

BOROUGH OF PORTLAND COUNCIL MEETING AGENDA
DECEMBER 5, 2022

11. Letter of Intent for Vacant Council Seat: Wendy Klug, 404 Penna. Avenue

12. Action on Minutes:

- November 7, 2022 Regular Meeting
- November 28, 2022 Regular Meeting

13. Secretary/Treasurer Report: Carol Hummel

a) Approve the November 2022 Financial Report and the Bills Presented for Payment.

Borough Operations & Borough Operations Already Paid:	16,988.80
Garbage Operations & Garbage Operations Already Paid:	4,840.06
Sewer Operations & Sewer Operations Already Paid:	14,808.64
Portland Contractors, Inc. – monthly service agreement	2,730.00
Liquid Fuels Account: AMS, LLC; crack sealing various streets	6,450.00
New Demi Road Escrow – McTish, Kunkle traffic engineer	3,320.00
New Demi Road Escrow – Van Cleef Engineering	150.00
RPL East, LLC Escrow - King, Spry	136.00
RPL East, LLC Escrow – Van Cleef Engineering	150.00
December 2022 payroll and taxes, approximate	7,200.00
December 2022 Sunoco Fleet Gas, approximate	300.00
Annual budgeted allocation to the Bangor Public Library:	<u>250.00</u>
	57,323.50

b) RPL East, LLC Escrow: Requesting additional escrow funds of \$ 5,000

14. Public Comment:

15. Sewer Matters and Borough Engineers Report:

16. Streets Department:

- Discussed grant application at monthly meeting.

17. Zoning Officer Report: Keller Zoning & Inspection Services

18. UCC Officer Report: Keller Zoning & Inspection Services

- None

19. Zoning Hearing Board:

- None

BOROUGH OF PORTLAND COUNCIL MEETING AGENDA
DECEMBER 5, 2022

20. Planning Commission:
- None
21. Portland Borough Authority Report: Jim Potter, Vice Chairman
- a) MOU between the Borough of Portland and the Portland Borough Authority concerning the backhoe/loader.
 - b) Request to Extend the Life of the Authority: Solicitor Gaul
22. Legal: Solicitor Gaul
23. Subdivision and Land Development (SALDO):
- Extension of RPL East, LLC Subdivision and Land Development Plans to December 30, 2022.
24. Community Development, COG & Grants:
- a) The Slate Belt COG met, Wednesday, November 16, 2022. The next meeting will be held January 25, 2023.
 - b) March 24, 2023: COG: One Day training for the Ques 550 Camera System.
 - c) Permission to store the COG Leaf Vacuum inside the gate of the WWTP.
 - c) LSA Grant Gymnasium Report: Kay Bucci
25. Community Events/Recreation Board:
- The Annual Tree Lighting Ceremony was held on Sunday, November 27, 2022, at 6:30 PM at the Train Station lot. The celebration included Christmas Caroling, Cookies, Cocoa & a visit from Santa.
 - Holiday Yard Decorating Contest. Public voting.
26. Police Report:
- November Police Report:

BOROUGH OF PORTLAND COUNCIL MEETING AGENDA
DECEMBER 5, 2022

27. Mayor's Report:
28. Sanitation Committee:
- 2018-2022 Garbage Contract Renewal
29. Building Committee:
30. Budget, Finance, Insurance & Cable TV Contract:
- a) The committee is working on the 2023 insurance policy which renews January 19, 2023.
31. Ordinance Update Committee
32. Council Policy & Procedure Committee:
33. Air Liquide Safety Committee Meeting: Stephanie Steele
- The committee meetings TBA.
34. Slate Belt Rising Committee: Stephanie Steele
- The next committee meeting will be held January 12, 2023.
35. Plan Slate Belt Steering Committee:
- The next meeting will be held virtually at 7 PM on December 7, 2022,
36. Liberty-Water Gap Trail Alliance: Cindy Fish
- The Alliance will meet Wednesday, December 14, 2022, at the UMBT Building at 9 AM.
37. Correspondence:
38. Secretary Announcements:
- None

BOROUGH OF PORTLAND COUNCIL MEETING AGENDA
DECEMBER 5, 2022

39. Old Business:

40. New Business:

41. Public Non-Agenda:

42. Executive Session:

43. Action Taken:

44. Adjournment:

- The next meeting of the Portland Borough Council will be held on Tuesday, December 27, 2022, at 7:00 PM.

BOROUGH OF PORTLAND COUNCIL MEETING AGENDA
DECEMBER 5, 2022
