

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:

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?

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

12. Action on Minutes:
 - o November 7, 2022 Regular Meeting

BOROUGH OF PORTLAND COUNCIL MEETING AGENDA
DECEMBER 5, 2022

o 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:

o Discussed grant application at monthly meeting.

17. Zoning Officer Report: Keller Zoning & Inspection Services

18. UCC Officer Report: Keller Zoning & Inspection Services

o None

19. Zoning Hearing Board:

o None

20. Planning Commission:

o None

21. Portland Borough Authority Report: Jim Potter, Vice Chairman

BOROUGH OF PORTLAND COUNCIL MEETING AGENDA
DECEMBER 5, 2022

- a) MOU between the Borough of Portland and the Portland Borough Authority concerning the backhoe/loader.
- 22. b) Request to Extend the Life of the Authority: Solicitor Gaul
Legal: Solicitor Gaul
- 23. Subdivision and Land Development (SALDO):
 - o 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:
 - o 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.
 - o Holiday Yard Decorating Contest. Public voting.
- 26. Police Report:
 - o November Police Report:
- 27. Mayor's Report:
- 28. Sanitation Committee:
 - o 2018-2022 Garbage Contract Renewal

BOROUGH OF PORTLAND COUNCIL MEETING AGENDA
DECEMBER 5, 2022

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
o The committee meetings TBA.
34. Slate Belt Rising Committee: Stephanie Steele
o 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
39. Old Business:
40. New Business:
41. Public Non-Agenda:

BOROUGH OF PORTLAND COUNCIL MEETING AGENDA
DECEMBER 5, 2022

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.