

BOROUGH OF PORTLAND COUNCIL MEETING AGENDA  
JANUARY 3, 2023

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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. Council Appointments:

a) Portland Borough Authority (PBA):

Approve the appointment of Lance Prator to a five (5) year term beginning January 1, 2023, expiring December 31, 2028.

b) Recreation Board: Discussion

Approve the appointment of Stephanie Steele to a three (3) year term beginning January 1, 2023, expiring December 31, 2025.

c) Zoning Hearing Board:

Approve the appointment of Hubert McHugh to a three (3) year term beginning January 1, 2023, expiring December 31, 2025.

d) Planning Commission:

Approve the appointment of William Zeman to a four (4) year term beginning January 1, 2023, expiring December 31, 2026.

7. Action on Minutes:

- o December 5, 2022 Council Meeting
- o December 27, 2022 Special Council Meeting

8. Secretary/Treasurer Report: Carol Hummel

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

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a) Bills Presented for Approval:

Borough Operations & Borough Operations Already Paid:	29,640.27
Sewer Operations & Sewer Operations Already Paid:	12,056.41
Portland Contractors – WWTP monthly services	2,730.00
Garbage Operations & Garbage Operations Already Paid:	4,948.28
Community Events Account: Christmas supplies	248.60
Real Estate Tax Acct. to Fire Tax Acct. – December (2) mills	81.00
Real Estate Tax Acct. to Fire Tax Acct. – December (2) mills	134.80
Real Estate Tax Acct. to Fire Tax Acct. – December (2) mills	83.60
New Demi Road Escrow: McTish, Kunkle & Assoc.	1,120.00
New Demi Road Escrow: King, Spry:	51.00
Ultra-Poly Recycle Facility Escrow: King, Spry	34.00
Approximate January payroll & payroll taxes	7,000.00
Approximate January Sunoco Fleet Gas	500.00
	<u>58,627.96</u>

b) Permission for the Secretary to ask for additional monies for the New Demi Road Escrow Account, in the amount of \$5,000.

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

10. Sewer Matters and Borough Engineers Report: Mark Bahnick

a) Portland Market: 407 Delaware Avenue

Correspondence from owner, Rakesh Patel, requesting EDU reduction from (2) EDU to (1) EDU due to the market is closed and there are currently no employees.

b) Letter received via email, on December 5, 2022, from UMBT engineer, Justin Coyle, stating that the UMBT Supervisors have approved the sewer capacity study. No monies accompanied the letter.

c) WWTP Operations:

11. Streets Department: Action/Discussion:

The Streets Committee met on Thursday, December 19, 2022, at 4 PM. Committee report will be provided.

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

- o Lot 4B, Jennings Street needs a street address.
- o 2023 Fee Schedule: No changes: Does it need to be approved?

13. UCC Officer Report: Keller Zoning & Inspection Services

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- None
- 14. Zoning Hearing Board:
  - None
- 15. Planning Commission:
  - None
- 16. Portland Borough Authority (PBA) Report: James Potter, Vice Chairman
  - a) MOU between the Borough and the Portland Borough Authority:
  
  - b) Backhoe: Fuel Tank; Carport:
  
  - c) Extending the Life of the Authority: March 6, 2023
- 17. Legal: Solicitor Gaul
  - Nuisance Ordinance: Addition of Maintenance of trees and Shrubs
  
  - Slate Hills Enterprises Appeal: Discussion by Solicitor Gaul
- 18. Subdivision and Land Development (SALDO):
  - Extension of RPL East, LLC Subdivision and Land Development Plans to March 6, 2023.
- 19. Community Development, COG & Grants:
  - The Slate Belt COG met Wednesday, November 16<sup>th</sup>. The next meeting is January 25, 2023, at 7 PM.
  - Ques 550 Camera System training is scheduled for Friday, March 24, 2023.
  - Kay Bucci: LSA Grant, Gym Update.
- 20. Community Events/Recreation Board:
  - Report of the Annual Holiday Yard Decorating contest.
- 21. Police Report:

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22. Mayor's Report: Heather Fischer
23. Sanitation Committee:
- Contract expires December 31, 2024.
24. Building Committee:
25. Budget, Finance, Insurance & Cable TV Contract:
- The committee is reviewing the 2023 insurance coverage through agents Brown & Brown of the LV. Renewal January 19, 2023.
- Motion for the Council President to sign and secure General Liability and Volunteers Insurance Coverage.
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 Stee
- Meets the second Thursday of the month.
30. Plan Slate Belt Steering Committee: Stephanie Steele
- The Committee will meet virtually on Wednesday, January 4, 2023, at 7 PM.
31. Liberty-Water Gap Trail Alliance: Cindy Fish
- The Liberty-Water Gap Trail Alliance meets quarterly.
32. Correspondence:

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a) Request from the Slate Belt Veterans for financial assistance for the erection of a housing facility at 428 Market Street, Bangor, PA. Their mission is to develop a facility for Veterans with service-connected, combat related disabilities.

b) Correspondence from the Borough Health Inspector, that fees for inspections have not increased for the fiscal year 2023. Four (4) establishments were inspected on December 29, 2022, all passed.

- o Motion to approve the 2023 fee schedule:
  - \$75 per inspection
  - \$75 per hour court appearance

c) Bangor Public Library:

- o A thank you was received for the 2022 annual \$250 budget allocation.

d) Bangor HS & Career Fair Invitation:

- o February 8, 2023 – 7:30 AM to 11 AM.

e) LV Chamber of Commerce: Mayor's Reception to be held March 30, 2023

33. Secretary Announcements:

- o A reminder to Council that the agenda closes at 5 PM, the Wednesday before the Monday Council meeting.
- o Councilwoman Karen Pfeiffer and Wendy Klug need to complete their NIMS (National Incident Management System) FEMA Training certification.

The NIMS program outlines basic training requirements for local government elected officials. These requirements can be found in the Federal Emergency Management (FEMA) Training Matrix document posted on the Pennsylvania Emergency Management Agency's (PEMA) [website](#). PEMA's website also includes links to register for the required training and agency contact information for questions about NIMS training.

Visit PEMA's NIMS overview website [here](#).

In addition, your county emergency management agency is a good point of contact for information regarding NIMS and your municipal obligations under the program. For a list of county emergency management coordinators, [click here](#).

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34. Old Business:

35. New Business:

- Patrick McHugh: discuss goals and requirements.

36. Public Non-Agenda:

37. Executive Session:

38. Action Taken:

39. Adjournment:

- If needed, Fourth Monday Council Meeting will be held on January 23, 2023, at 7 PM.
  
- The next regular meeting of the Portland Borough Council will be held on Monday, February 6, 2023, at 7:00 PM.