

BOROUGH OF PORTLAND COUNCIL MEETING AGENDA  
FEBRUARY 6, 2023

**AMENDED**

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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:

**AMENDED TO ADD:**

a) Add to the bills presented for payment: Dell Marketing, L. P., in the amount of \$1,661.40, for (2) new computers for the Police Department.

b) Quote for the purchase of Laboratory Equipment for the WWTP, in the amount of \$1,207.65.

c) Extension of Time for the Plans of RPL, LLC East, Proposed Subdivision and RPL East, LLC. Planned Industrial Park.

d) Application for the current Vacant Council Seat.

e) Discussion concerning rental unit depositing household garbage in Borough Garbage Receptacles.

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. Ordinance 2023-1:

Ordinance Adopting Proposed Extension of the Term of Existence of the Portland Borough Authority.

7. Action on Minutes:

- o January 3, 2023 Council Meeting
- o January 23, 2023 Special Council Meeting

8. Secretary/Treasurer Report: Carol Hummel

- o Approve the January 2023 Financial Report, the bills presented for payment in the amounts of:

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o a) Bills Presented for Approval:

Borough Operations & Borough Operations Already Paid	56,934.36
Sewer Operations & Sewer Operations Already Paid:	16,978.60
Portland Contractors – WWTP monthly services	2,800.00
Garbage Operations & Garbage Operations Already Paid:	4,949.46
Real Estate Tax Acct. to Fire Tax Acct. – reassessment of 2022 taxes (2) mills	48.58
RPL East, LLC Escrow: King, Spry: December 2022 invoice # 173654	493.00
RPL East, LLC Escrow: King, Spry: November 2022 invoice # 172814	561.00
RPL East, LLC Escrow: Van Cleef Engineering December 2022 invoice # 66002203-6	150.00
RPL East, LLC Escrow: Van Cleef Engineering October 2022 invoice # 66002203-5	2,129.50
New Demi Road, LLC Escrow: McTish, Kunkle Assoc. December 2022 services	1,886.25
New Demi Road, LLC Escrow: King, Spry: November 2022 December 2022 services	34.00
New Demi Road, LLC Escrow: Van Cleef Engineering: November 2022 invoice # 66002105-7	1,050.00
New Demi Road, LLC Escrow: Van Cleef Engineering: November 2022 invoice # 66002105-8	600.00
Approximate February payroll & payroll taxes	7,000.00
Approximate February Sunoco Fleet Gas	400.00
	\$ 96,014.75
Amended to add: Borough Operations for (2) new police computers	<u>1,661.40</u>
<b>Total</b>	<b>\$96,676.15</b>

b) The balance in the RPL East Escrow Account is \$2,186.18 tomorrow.

c) The balance in the New Demi Road Escrow Account is \$2,109.75 tomorrow.

d) The Borough received \$5,682.77 for the (5) year winter maintenance agreement between the Commonwealth of PA and the Borough.

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

o None

10. Sewer Matters and Borough Engineers Report: Mark Bahnick

11. Streets Department: Action/Discussion: See report.

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

o None

13. UCC Officer Report: Keller Zoning & Inspection Services

o None

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14. Zoning Hearing Board:
- None
15. Planning Commission:
- None
16. Portland Borough Authority (PBA) Report: James Potter, Vice Chairman
17. Legal: 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's January meeting was cancelled due to inclement weather.
  - The next meeting will be held on February 22, 2023.
  - Ques 550 Camera System training is scheduled for Friday, March 24, 2023.
  - Kay Bucci: LSA Grant, Gym Update; DCNR Recreation Grant.
  - Northampton County Zoom Grant Workshop:  
Thursday, February 23, 2023, 10 -11:30AM. Flyer in your packet.
20. Community Events/Recreation Board:
- Next meeting TBD, no events scheduled at this time.
21. Police Report:
22. Mayor's Report: Heather Fischer
23. Sanitation Committee:
- 2022 Delinquent Garbage Accounts will be sent to Creditech for collection:  
\$1,561.36

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24. Building Committee: Kay Bucci
- The committee met on Friday, January 27, 2023, at 3 PM.
  - Repointing of Municipal Building Façade:
  - Municipal Building Handicap Ramp:
25. Budget, Finance, Insurance & Cable TV Contract:
- None
26. Ordinance Update Committee:
- None
27. Council Policy & Procedure Committee:
- None
28. Air Liquide Safety Committee Meeting: Stephanie Steele
- Committee meets March 8, 2023.
29. Slate Belt Rising Committee: Stephanie Steele
- Meets the second Thursday of the month.
  - Need to appoint another representative from Portland.
30. Plan Slate Belt Steering Committee: Stephanie Steele
- Meets the first Thursday of the month at 7 PM. The February and March meetings will be held at the Jerry Brunetti Environmental Center, Bangor, PA. The April and May meetings will be held at the Wm. Pensyl Social Hall, Portland, PA.
  - Council Meeting February 27, 2023. President Steele has asked the LVPC to attend and review the DRAFT Regional Comprehensive Plan with Council.
31. Liberty-Water Gap Trail Alliance: Cindy Fish
- The Liberty-Water Gap Trail Alliance meets quarterly.

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32. Correspondence:

a) A letter of support from PA State Representative Ann Flood for the Borough's Grant Application for the Covid-19, small sewer and water grant.

b) A letter of support from PA State Senator Lisa Boscola for the Borough's Grant Application for the Covid-19, small sewer and water grant

c) Meyner Center/Lafayette College Student Internship Opportunities:

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

e) Slate Belt Chamber: PA Free Enterprise Week (PEW). Students looking for sponsorship, \$695. Info in packet.

33. Secretary Announcements:

A reminder to Council that the agenda closes Wednesday, 5 PM, before the Monday Council Meeting.

34. Old Business:

a) PSAB Plus Training Subscription Program:

Training Program is still valid for the Borough since we are a paid member in good standing. The cost is \$450.

35. New Business:

a) Committee Assignments: President Steele

b) Approve the purchase of a new laser printer for the Borough office, replacing a (12) year old machine. See newest model pricing in packet, Brother HLL8360CDWT, \$549.99 plus S/H.

36. Public Non-Agenda:

37. Executive Session:

38. Action Taken:

39. Adjournment:

o Fourth Monday Council Meeting will be held on February 27, at 7 PM.

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- The next regular meeting of the Portland Borough Council will be held on Monday, March 6, 2023, at 7 PM.