

BOROUGH OF PORTLAND COUNCIL MEETING AGENDA
APRIL 3, 2023

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. Action on Minutes:

- o March 6, 2023 Council Meeting
- o March 27, 2023 Council Meeting

7. Secretary/Treasurer Report: Carol Hummel

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

Borough Operations & Borough Operations Already Paid	21,156.44
Sewer Operations & Sewer Operations Already Paid:	33,353.67
Portland Contractors – WWTP monthly services	2,800.00
Garbage Operations & Garbage Operations Already Paid:	5,034.13
Real Estate Tax Refund - overpayment	27.18
Ultra-Poly Recycle Escrow: Van Cleef Engineering	1,272.00
Dunkin Donuts Streetscape Escrow: Van Cleef Engineering	318.00
RPL East, LLC Escrow: Van Cleef Engineering	318.00
New Demi Road, LLC Escrow: CDR Maguire (former McTish)	240.00
New Demi Road, LLC Escrow: Van Cleef Engineering	477.00
Approximate April payroll & payroll taxes	8,000.00
Approximate April Sunoco Fleet Gas	200.00
	<u>73,196.42</u>

- o Approval to advertise the annual audit and concise financial statement for the calendar year ending 2022.
- o Authorize President Steele to execute the Audit Representation Letter to Kirk, Summa, Co., LLP for the calendar year ending 2022.

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

9. Sewer Matters and Borough Engineers Report: Mark Bahnick
 - a) Sewer Shut-Offs:
 - None
 - b) Engineer's Report:
 - c) Update from Committee regarding sewer inspections process.

10. Streets Department: Action/Discussion: See reports.
 - a) Street Department Report in your packet.
 - Purchase an air compressor: approximate \$300.00.
 - Replacing streetlights:
 - Purchasing street signs:
 - Burn Brush:
 - b) Crack Sealing Proposal for Various Streets:
 - Asphalt Maintenance Solutions: 2,500 LBS. \$7,050.00
 - c) Asphalt Maintenance Solutions: Rental Road Sealer Truck w/operator \$375 per hour. One way travel time will be charged each day.
 - Fred says he will call for another estimate from Pocono Spray Patch. AMS is too expensive.
 - Street Sweeping: April 20, 21, 26, 27
 - Approve \$1,000 spending up to \$5,000 year for street committee.
 - Replace leaf blower.

11. Zoning Officer Report: Keller Zoning & Inspection Services, Tina Serfass
 - None

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12. UCC Officer Report: Keller Zoning & Inspection Services
- None
13. Zoning Hearing Board:
- None
14. Planning Commission:
- None
15. Portland Borough Authority (PBA) Report: Lance Prator, Chairman
16. Legal: Solicitor Gaul
- BAC-IDA Appointments
17. Subdivision and Land Development (SALDO):
- Extension of RPL East, LLC Proposed Subdivision and RPL East, LLC Planned Industrial Park to June 4, 2023.
18. Community Development, COG & Grants:
- The Slate Belt COG met on March 22, 2023. The next meeting will be held on April 26, 2023.
 - DCNR Grant Update: Kay Bucci
19. Community Events/Recreation Board:
- a) Next meeting May 7, 2023.
 - b) Easter Egg Hunt, Saturday 12 Noon, April 8, 2023, at the Ball Field, Ages 0-13 for all.
 - Older children for ages 13 to 20 is Friday night at 7 PM.
 - Young children rain date Saturday, April 15.
20. Police Reports: Chief Mulligan
- February and March

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21. Mayor's Report: Heather Fischer
22. Sanitation Committee: Wendy Klug
23. Building Committee: Kay Bucci
- Portland Hook & Ladder Fire Co. denied the request for use of the Social Hall for Primary Election Day voting. Refiner's Fire Ministry and the Portland Baptist Church are available per insurance and liability guarantees covered by Northampton County.
 - Repointing of Municipal Building Façade:
 - Municipal Building Handicap Ramp:
24. Budget, Finance, Insurance & Cable TV Contract:
- Discuss Rainy Day Fund.
25. Ordinance Update Committee:
- None
26. Council Policy & Procedure Committee:
- None
27. Air Liquide Safety Committee Meeting: Stephanie Steele
- Committee meets second Wednesday.
28. Slate Belt Rising Committee: Stephanie Steele
- Meets the second Thursday of the month at 9:00 AM. Another representative from Portland needs to be appointed.
29. Plan Slate Belt Steering Committee: Stephanie Steele
- Meets the first Thursday of the month at 7 PM. The April 6, 2023, meeting will be held at the at the Wm. Pensyl Social Hall, Portland, PA. The May meeting will be held Wm. Pensyl Social Hall, Portland, PA

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30. Liberty-Water Gap Trail Alliance: Cindy Fish
- The Liberty-Water Gap Trail Alliance meets quarterly.
31. Correspondence:
- Approve a request from the North Bangor Fire Company for a letter of support for their emergency shelter expansion through the Community Project Funding Program.
32. Secretary Announcements:
- A reminder to Council that the agenda closes Wednesday, 5 PM, before the Monday Council Meeting.
33. Old Business:
- Riley's Outdoor: Proposal to install and renew Christmas decorations.
 - MEET & GREET with PA State Representative Ann Flood. Schedule in your packet. Pick a Date.
34. New Business:
35. Public Non-Agenda:
36. Executive Session:
37. Action Taken:
38. Adjournment:
- The Fourth Monday meeting of the Portland Borough Council will be held on Monday, April 24, 2023, at 7 PM.
 - The Portland Borough Council's first May meeting will be held on Monday, May 1, 2023, at 7 PM.