

BOROUGH OF PORTLAND COUNCIL MEETING AGENDA
JUNE 5, 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. Enact Tree Ordinance 2023-3:

An Ordinance of the Borough of Portland, Northampton County, Pennsylvania, Requiring the Maintenance and Removal of Certain Trees, Providing for Enforcement and Penalties, and Other Miscellaneous Items.

7. Action on Minutes:

- o May 1, 2023 Council Meeting
- o May 22, 2023 Council Meeting

8. Secretary/Treasurer Report: Carol Hummel

a) Approve the May 2023 Financial Report, the bills presented for payment in the amounts of:

Borough Operations & Borough Operations Already Paid	24,587.88
Sewer Operations & Sewer Operations Already Paid:	21,742.26
Portland Contractors – WWTP monthly services	2,800.00
Garbage Operations & Garbage Operations Already Paid:	5,107.96
Real Estate Tax to Fire Tax Account – May	442.82
Approximate June payroll & payroll taxes	5,000.00
Approximate June Sunoco Fleet Gas	<u>300.00</u>
	\$ 59,980.92

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b) Approved at the May Council meeting was the purchase of a new Computer System and Software for the WWTP, in the verbal of amount of \$ 14,000. The Borough received the written proposal on May 24, 2023, in the amount of \$ 15,527.27. There is a difference of \$ 1,527.37 which needs approval. Motion to approve.

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

Charles (Chuck) Cooper: 500 Delaware Avenue Port Mart

10. Sewer Matters and Borough Engineers Report: Mark Bahnick

a) 510 Northampton Street requests Council approval to pay delinquent sewer bill, in amount of \$300, on June 14, 2023.

b) Sewer Shut-Offs:

- o 510 Northampton Street
- o 406 Pennsylvania Avenue

c) Engineer's Report:

d) Update from Committee regarding sewer inspections process.

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

a) Increase the hours of current employees.

b) Discuss personnel/legal advice in executive session

12. Zoning Officer Report: Keller Zoning & Inspection Services

- o Certificate of Non-Conforming Use issued to 208 Northampton Street.

13. UCC Officer Report: Keller Zoning & Inspection Services

- o In your packet

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14. Portland Borough Authority (PBA) Lance Prator, Chairman
- MOU Agreement Update:
15. Legal: Solicitor Gaul
16. Subdivision and Land Development (SALDO):
- Extension of RPL East, LLC Proposed Subdivision and RPL East, LLC Planned Industrial Park to September 4, 2023.
17. Community Development, Grants: Kay Bucci
- Hotel Tax Grant, Northampton County:
 - DCNR Grant Update:
18. Slate Belt COG:
- The Slate Belt COG met on May 24, 2023. The next meeting will be held on June 28, 2023, at 7 PM.
19. Community Events:
- Community Yard Sales and Memorial Day Weekend was a success. Businesses participated with the sidewalk sales.
 - June 4, 2023, Community Picnic, 12 noon to 3 PM on ballfield.
 - June 25, 2023, Sundae Sunday, 6:30 – 8:30 PM, downtown.
 - October 21, 2023, Fall Event.
20. Police Report: Chief Mulligan
21. Mayor's Report: Heather Fischer

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22. Sanitation Committee: Wendy Klug
- Bigbelly Trash/Recycle Containers.
 - Park & Ride Lot:
 - Business Trash being placed for pick-up as residential: Ms. Eden composes the garbage letters and requires details for the letter.
 - 503-505 Delaware Avenue Trash: Ms. Eden composes the garbage letters and requires details for the letter.
23. Building Committee: Kay Bucci
- Municipal Building Handicap Ramp: Cost Comparison for handicap ramp.
24. Budget, Finance, Insurance & Cable TV Contract:
- a) Increase in wages for:
 - Fred Farleigh
 - Randi Snook
 - Diann Eden
25. Slate Belt Rising Committee: Stephanie Steele
- Meets the second Thursday of the month at 9:00 AM via Zoom communications.
26. Liberty-Water Gap Trail Alliance: Cindy Fish
- The Liberty-Water Gap Trail Alliance met May 17, 2023, at the UMBT Community Park Pavilion at 10 AM.
 - The Liberty-Water Gap Trail Alliance requests a letter of support for the construction of the extension of the Liberty-Water Gap Trail in PA. from Portland to DWG.
27. Secretary Announcements:
- A reminder to Council that the agenda closes Wednesday, 5 PM, before the Monday Council Meeting.

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28. Old Business:

- Plan Slate Belt (LVPC) for the Regional Comprehensive Plan.

29. New Business:

- Committees:

30. Public Non-Agenda:

31. Executive Session:

- Patrick McHugh: Personnel/Legal Advice.

32. Action Taken:

33. Adjournment:

- The Fourth Monday meeting of the Portland Borough Council will be held on Monday, June 26, 2023, at 7 PM.
- The Portland Borough Council's first July meeting will be held on Monday, July 3, 2023, at 7 PM.