

BOROUGH OF PORTLAND COUNCIL MEETING AGENDA

JULY 3, 2023

AMENDED

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:

Agenda Amended to add:

- Resignation of the Borough Secretary.
- Agenda Amended, the ONLY business to be conducted line items #8 Secretary/Treasurer Report; #19 Community Events; #31 Executive Session. All other business to be conducted at next Council meeting.
- Advertise to hire a Borough Secretary.

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. Two Applications for Vacant Council Seat:

a) Lisa Prator, 703 Delaware Avenue

b) James Steele, 510 Coffin Alley

7. Action on Minutes:

o June 5, 2023 Council Meeting

o June 26, 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:

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Borough Operations & Borough Operations Already Paid	20,055.77
Sewer Operations & Sewer Operations Already Paid:	16,866.68
Portland Contractors – WWTP monthly services	2,800.00
Garbage Operations & Garbage Operations Already Paid:	4,776.49
New Demi Road, LLC Escrow: King, Spry	36.00
New Demi Road, LLC Escrow: Van Cleef Engineering	636.00
Real Estate Tax to Fire Tax Account – May	603.20
Approximate June payroll & payroll taxes	6,300.00
Approximate June Sunoco Fleet Gas	<u>300.00</u>
	\$ 52,374.14

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

DJ Dayton: Eagle Scout Project

10. Sewer Matters and Borough Engineers Report: Mark Bahnick

a) Sewer Shut-Offs:

- o 705 Hillcrest Drive
- o 503 Pennsylvania Avenue

b) Engineer's Report:

11. Streets Department:

Tellus Underground Technology, Hester Street, Portland, PA:

Quote for metal drain box, Pennsylvania Avenue near Bob Cartwright's house. \$ 603.20

12. Zoning Officer Report: Keller Zoning & Inspection Services

13. UCC Officer Report: Keller Zoning & Inspection Services

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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: Wendy Klug
- a) Hotel Tax Grant Update, Northampton County: Signs
 - b) DCNR Grant Update: Master Plan for Recreation
18. Slate Belt COG:
- The Slate Belt COG met on June 28, 2023. The next meeting will be held on August 23, 2023, at 7 PM.
19. Community Events:
- Hotel Tax Grant: Founder's Day Event 2024:
- 25% match to come from the Community Events Account.
- Council approval for the committee to submit an application to Northampton County.
20. Police Report: Chief Mulligan
- Standard Operating Procedures (SOP) for Unscheduled Police Service.
21. Mayor's Report: Heather Fischer

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22. Sanitation Committee: Wendy Klug

Update on trash violations:

PORT2FLAVORS called the Borough office on Friday afternoon, June 30, 2023, regarding the correspondence of commercial garbage disposal. The owner wants to know where is she supposed to place a commercial dumpster.

23. Building Committee: Wendy Klug

Municipal Building Handicap Ramp:

O'Brien Architects, Inc. Proposal for Professional Services

24. Slate Belt Steering Committee, for Regional Comprehensive Plan.

The committee will meet July 6, 2023 at Pen Argyl Borough Hall at 7 PM.

25. Budget, Finance, Insurance & Cable TV Contract:

26. 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 June 21, 2023, at the Village Farmer Bakery, DWG, at 9 AM. The next meeting is July 19, 2023 at the UMBT Community Park at 5:30 PM.
- The request for a letter of support for the construction of the extension of the Liberty-Water Gap Trail in PA. from Portland to DWG has been sent to the Liberty-Water Gap Trail Alliance.

27. Secretary Announcements:

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

28. Old Business:

29. New Business:

30. Public Non-Agenda:

31. Executive Session:

32. Action Taken:

33. Adjournment:

- The Fourth Monday meeting of the Portland Borough Council will be held on Monday, July 24, 2023, at 7 PM.
- The Portland Borough Council's first August meeting will be held on Monday, August 7, 2023, at 7 PM.