



**BOROUGH OF PORTLAND
COUNCIL MEETING AGENDA**
206 Division Street, Portland, PA
Date: December 4, 2023 - Time: 7:00 P.M.

1. Call to Order: Council President
2. Council Members Present for Roll Call to Order:
3. Others Present:
4. 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.
5. Approval of the Meeting Agenda and any Amendments:
6. Public Comment:
7. Resolution 2023 - 05: Resolution approving the Final Budget, Including General Fund, Sewer Fund and Sanitation Fund for the Borough of Portland for the Year 2024.
8. Ordinance 2023-01: An Ordinance of the Borough of Portland, County of Northampton, and Commonwealth of Pennsylvania, levying for the Fiscal Year 2024 Taxes on All Real Estate Within the Borough for General Borough Purposes and Fire Prevention and Protection, Affixing the Tax Rate and Providing for Other Miscellaneous Matters.
9. Resolution 2023 - 06: Resolution regarding Fees and Charges related to the Borough's Sewer Fees in Calendar Year 2024.
10. Resolution 2023 - 07: Resolution Regarding Fees and Charges related to the Borough's Collection and Disposal of Garbage from Private Residences in Calendar Year 2024.
11. Resolution 2023 - 08:
 - (a). Resolution Appointing Kirk, Summa & Co., LLP temporarily to the Office of Borough Auditor for the Purposes of the 2023 Calendar Year Borough Audit.
 - (b). Authorize President Stephanie Steele to execute the Letter of Engagement between Kirk, Summa & Co., LLP, and the Borough of Portland in the amount of \$7,000.00 for the 2023 Audit.
12. 2024 Borough Real Estate Tax Bills: Approval for the secretary to order the 2024 Borough Real Estate tax bills from Berkheimer Associates.
13. Notice of 2024 Meetings Schedule: Any meeting date changes? - Approval to advertise in the Pocono Record
14. Action on Minutes:

November 6, 2023

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15. Secretary/Treasurer Report: Lori Sliker, Treasurer

Approve the **November 2023** Financial Report, the bill presented for payment in the amounts of:

Bills Presented for Payment:

Borough Operations	\$ 7,175.57
Sewer Operations	\$ 15,737.27
Garbage Operations	\$ 4,674.82
Estimate Payroll & Payroll Taxes, December 2023	\$ 6,300.00
Estimate WEX Sunoco Fuel, December 2023	\$ 550.00
New Demi Rd. Escrow – McGuire Eng.	\$ 1,656.25
Ultra Poly Bldg 3 escrow – King, Spry	\$ 306.00
<u>TOTAL</u>	<u>\$ 36,399.91</u>

16. Public Comment: Time allotted – 5 minutes per person

- i. Lower Delaware National Wild & Scenic River – Tara Mezzanotte
- ii. UMBT Municipal Authority – Sale of Sewer Capacity to serve River Pointe Logistics, East.
- iii. Traffic Impact Study- Email 11-17-2023

17. Borough Engineer's Report: Mark Bahnick, Van Cleef

Ultra Poly Building 3-consideration of preliminary approval

18. Sewer Committee: Stephanie Steele, Chair

- i. Sewer Capacity Study-update
- ii. Update on WWTP operation
- iii. Monthly DMR report in packet.
- iv. Wastewater Treatment Plant Agreement Renewal

19. Streets Committee: Patrick McHugh, Chair

- i. Street Discussions: Market Street, Zeeman Street, Weidman Street, Crestmont Street, Main Street Repair.
- ii. Leaf Pick Up
- iii. Street Sweeping
- iv. Concrete Saw
- v. Hammer Drill (large one)
- vi. Rebuild drain box by the Fire House
- vii. Purchase Hot Patch for Northampton & Weidman holes.

20. Building Committee: Patrick McHugh, Chair

Ray O'Brian, Architect suggestions

21. Legal: Solicitor Gaul

- i. Commonwealth Ct decision – Amending Agenda
- ii. Jason Boulette VM message-re: Council election
- iii. Borough Joinder Deed Procedures Resolution
- iv. Fleischer Joinder Deed Resolution - Jerry Fleischer -400 Jacoby Creek, Portland & 996 Boulder Dr., UMBT

22. Zoning Officer Report/BCO Official: Keller Zoning & Inspection Svs.-Tina Serfass
Keller Zoning & Inspection Services Fee Schedule 2024

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23. Subdivision and Land Development (SALDO):
 - i. RPL East, LLC Proposed Subdivision, 12/4/2023 expiration. Received an offer of extension through 1/8/24.
 - ii. RPL East, LLC Planned Industrial Park, 12/4/2023 expiration. Received an offer of extension through 1/8/24.
Borough Council to review and vote on extensions.
24. Planning Commission: Dan Wilkins, Chair
Minutes November 20, 2023 meeting
Ultra Poly Bldg 3 Review letter - VanCleaf
25. Portland Borough Authority: Lance Prator, Water Authority Chair
26. Police Report: Chief Mulligan or Mayor Fischer
Report from Chief Mulligan
27. Mayor's Report: Mayor Fischer
 - i. Discussion on adopting a resolution declaring & recognizing Indigenous People's Day on the Second Monday of October.
 - ii. Discussion on a Proclamation declaring November Native American Heritage Month.
28. Portland Community Events Committee: Stephanie, Heather
Tree Lighting Ceremony- Representative Flood lit the tree
Holiday Yard Decorating Contest
29. COG: Lance, COG Chairman
30. Sanitation Committee:
31. Ordinance Committee: Karen Pfeiffer, Chair
32. Budget, Finance, Insurance & Cable TV Contract: Stephanie Steele, Chair
33. Plan Slate Belt: Lance, Stephanie, Heather
34. Liberty-Water Gap Traill Alliance: Cindy Fish – no scheduled meeting until Feb. 2024
35. Correspondence:
 - i. Slate Belt Heritage Center Fund Drive
 - ii. Fireman's Relief Association
36. Old Business:
 - i. BACIDA appointment approvals
 - ii. Tax Collectors Committee Meeting – Representative
37. New Business:
38. Secretary Announcements:
39. Public Comment, Non-Agenda:

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40. Executive Session:
Patrick McHugh – Personnel Discussion

41. Adjournment:

Next Borough Council meeting(s):

December 27, 2023

January 2, 2024 – Reorganization & Regular Meeting