



**BOROUGH OF PORTLAND**  
**COUNCIL REGULAR & REORGANIZATIONAL MEETING AGENDA**  
206 Division Street, Portland, PA  
Date: January 2, 2024 - Time: 7:00 P.M.

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1. Call to Order: Mayor calls the meeting to order.  
The Swearing in of Public Officials: Mayor Fischer
  - Stephanie Steele
  - Karen Pfeiffer
  - Wendy Klug
  
2. 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.
  
3. Election of President and Vice President:  
The Mayor presides over the election of the President and the Vice President of Council.
  - The Mayor calls for the nominations of Council President.  
Election of the Council President
  
  - The Mayor calls for the nominations of Council Vice President.  
Election of the Council Vice PresidentThe Mayor turns the gavel over to the newly appointed President of Council.
  
4. Approval of the Meeting Agenda and any Amendments:
  
5. Council Appointments:
  - Appointment of Secretary:
  - Appointment of Treasurer:
  - Appointment of Assistant Secretary:
  - Appointment of Assistant Treasurer:
  - Appointment of the Solicitor:
  - Appointment of Alternate Solicitor:
  - Appointment of Borough/Sewer Engineer:
  - Appointment of Alternate Borough/Sewer Engineer:
  - Appointment of Sewage Enforcement Officer:
  - Appointment of Zoning Officer:

- Appointment of Code Enforcement Officer:
- Appointment of Building Code Official:
- Appointment of Uniform Construction Code Official:
- Appointment of Flood Plain Administrator:
- Appointment of Vacancy Board Chair:
- Appointment of Recreation Board Chair:  
Lance Prator expired 12/31/2023  
(3 year term) 1/1/2024 – 12/31/2026
- Appointment of Planning Commission:
  - i. Appointment of a Commissioner-Jack Bellis expired 12/31/2023  
(4) year term 1/1/2024 – 12/31/2027
- Appointment of Zoning Hearing Board Solicitor:  
Steve Becker term expired 12/31/2023  
(3) year term 1/1/2024 – 12/31/2026
- Appointment of Health Officer: (no fee increase for 2024)
- Appointment of Right-To-Know Officer:
- Appointment of Assistant Right-To-Know Officer:
- Appointment of Tax Collection Committee Delegate:
- Appointment of Alternate Tax Collection Committee Delegate:
- Appointment of Council of Governments Representative:
- Appointment of Alternate Council of Governments Representative:
- Appointment of Air Liquide Representative (1):
- Appointment of Air Liquide Alternate Representative (1):
- Appointment of Slate Belt Rising Representatives (2):
- Appointment to Plan Slate Belt Steering Committee (2):
- Appointment of Plan Slate Belt Alternate Representative (1):
- Nominate Emergency Management Coordinator:

6. Determination of the Bond Amount for the Borough Treasurer and Assistant Treasurer:

7.     Resolution 2024-     : Resolution Establishing New Permit Fees Under the Building Code
  
8.     Resolution 2024-     : Lower Delaware National Wild & Scenic River Resolution
  - Appoint representative, should also have alternate rep.
  
9.     Portland Borough Authority Appointment: VACANT SEAT
  - Appointment of Board Member: (5) year term 01/01/2022 – 12/31/2026
  
10.    Action on Minutes:
  - December 4, 2023
  - December 27, 2023
  
11.    Secretary/Treasurer Report: Lori Sliker, Treasurer  
 Approve the December 2023 Financial Report, the bills presented for payment in the amounts of:  
Bills Presented for Payment:

Borough Operations	\$ 23,308.97
Sewer Operations	\$ 15,568.57
Garbage Operations	\$ 799.14
Estimate Payroll & Payroll Taxes, January 2023	\$ 6,300.00
Estimate WEX Sunoco Fuel, January 2023	\$ 550.00
New Demi Rd. Escrow – KingSpry, VanCleaf	\$ 426.00
RPL EAST Escrow – VanCleaf	\$ 1,113.00
Community Events Escrow- Home Depot	\$ 354.81
<b><u>TOTAL</u></b>	<b><u>\$ 48,420.49</u></b>

Approve funds transfer of \$60,000.00 from the Real Estate Tax Fund to the General Account Fund.
  
12.    Public Comment: Time allotted – 5 minutes per person  
 Pastor Phil Karasiewicz
  
13.    Borough Engineer's Report: Mark Bahnick, VanCleaf
  - I. Ultra Poly Building 3 Preliminary Land Development Plan – consideration of, and decision on, application.
  - II. Grant Application Awards
  
14.    Sewer Committee: Stephanie Steele, Chair
  - i. Sewer Capacity Study-update
  - ii. Plant update
  - iii. DMR report
  
15.    Streets Department: Patrick McHugh, Chair  
 Street discussions and possible action/vote:
  - i. Market Street, Weidman Street and Zeeman Street – winter conditions leave this street icy at times.
  - ii. Crestmont Street – Solicitor requires research to determine the Borough responsibility, Engineer to present possible solution to protect sewer infrastructure.
  - iii. Main Street Repair - update.
  - iv. Concrete Saw – request approval to purchase, approximate cost: \$992.00
  - v. Hammer Drill (large one)- request approval to purchase, approximate cost: \$429.00 & bits \$150.00.

- vi. Contract – Pastor Phil – Pruning trees
  - vii. Store Front – tree dying in front of Bank – replacements
  - viii. Approval to clear parking leading up to the ball field.
  - ix. Approval to remove brush and small trees- quotes for larger tree removal.
  - x. Hallet Contractor Quote- Metal grates on 1<sup>st</sup> Street- \$4,375.00.
16. Building Committee:  
Ray O'Brien – Architect, update
17. Budget, Finance, Insurance & Cable TV Contract: Stephanie Steele, Chair
- Insurance Renewal 01-19-2024 to 01-19-2025, motion to authorize renewal, application, and payment.
18. Zoning Officer Report/BCO Official: Tina Serfass-Keller Zoning & Inspection Svs.
- I. Keller Zoning & Inspection Services Fee Schedule 2024
19. UCC Officer Report:
20. Zoning Hearing Board (ZHB):
21. Planning Commission: Dan Wilkins, Chair
22. Portland Borough Authority Report: Lance Prator, Chair
23. Legal: Solicitor Gaul
- I. Fleischer – Jerry Fleischer – 400 Jacoby Creek, Portland and 996 Boulder Drive, UMBT – Resolution Joinder Deed, status update
  - II. Proposed Resolution Declaring and Recognizing Indigenous People's Day
  - III. Lower Delaware National Wild & Scenic River Resolution
24. Subdivision and Land Development (SALDO):
- I. RPL East, LLC Proposed Subdivision, 1/8/2024 expiration, Received an offer of extension through 3/4//2024. Borough Council to review and vote on extensions.
  - II. RPL East, LLC Planned Industrial Park, 1/8/2024 expiration. Received an offer of extension through 1/8/24. Received an offer of extension through 3/4/2024. Council to review and vote on extensions.
25. Community Development, GOG & Grants:
26. Air Liquide Safety Committee:
27. Community Events/Recreation Board:
28. Police Report: Chief Mulligan or Mayor Fischer
29. Mayor's Report: Mayor Fischer
30. Sanitation Committee:
- I. Recycling Grant Outreach

31. Budget, Finance, Insurance & Cable TV Contract:  
Insurance Renewal 01-19-2024 to 01-19-2025. Motion authorizing Council President to secure General Liability & Volunteers insurance policy and to execute the contracts and make payments upon receipt of invoices.
32. Personnel Committee:
33. Slate Belt Rising Committee:
34. Plan Slate Belt Steering Committee:
35. Liberty Water Gap Trail Alliance: Cindy Fish - No scheduled meeting until February 2024
36. Correspondence: Complaint received 12/26/2023 – see packet
37. Secretary Announcements:
38. Old Business:
  - Election Certificates, those who have not yet please get a copy of your election certificate to the Borough Secretary.
  - BAC IDA
39. New Business:
  - i. Discuss- who will collect the Local school tax (Berkheimer?) – T. DeFranco resigned.
  - ii. Council members will be issued Email addresses for all Borough specific business.
40. Secretary Announcements:
41. Public Comment, Non-Agenda:
42. Executive Session:
43. Additional Discussion and/or Official Action on Borough Council Business after Executive Session.
44. Adjournment:

Next Borough Council meeting(s):

January 22, 2024

February 5, 2024