



**Borough of Portland Council Meeting Minutes
September 25, 2023**

Call to Order – President Stephanie Steele call the meeting to order at 7:00 P.M.

Pledge of Allegiance was recited.

Roll Call – Council Members: Stephanie Steele, President, Patrick McHugh, Vice-President, Kyle Overfield, Lance Prator, and Karen Pfeiffer were present. Lisa Prator arrived at 7:04 P.M. as indicated below.

Others Present - Borough Solicitor-Michael Gaul (via speaker phone), Secretary Lori Sliker, Property Owner-Russell Horn, Property Owner-Ron Angle

Announcement of Recording - This meeting is being digitally recorded for assistance in preparation of the minutes. President Steele asked if anyone, besides the recording secretary, would be recording tonight's meeting. No attendees are recording the meeting.

Approval of the Meeting Agenda and any Amendments:

A motion was made by Councilman Lance Prator to approve the agenda as posted, seconded by Councilman Patrick McHugh. Vote 5-0-0; Motion Carried

Councilwoman Lisa Prator joined the meeting at 7:04 P.M.

Council Member Resignation - President Steele advised that Councilwoman Wendy Klug submitted her resignation on September 17, 2023. Ms. Klug keys need to be returned to the Borough. Solicitor Gaul reminded the Council of the appointment timeframes and in addition that both Kay Bucci and Wendy Klug will be required to complete the Ethics form in 2024 for 2023. President Steele will advertise the vacant seat in the October newsletter, social media and posters will be placed.

A motion was made by Councilman Patrick McHugh to accept Ms. Klug's resignation with regret and to advertise the vacant seat as soon as possible; seconded by Councilman Lance Prator. Vote 6-0-0; Motion Carried.

Councilman Lance Prator left the meeting at 7:10 P.M. and returned at 7:14 P.M.

Sewer Committee - Stephanie Steele, Chair

President Steele advised that the Town Hall for tonight was postponed and will be rescheduled. President Steele felt the Town Hall agenda presentation needed to be more organized including discussion points.

In addition, President Steele advised that the Borough has received the check from the Township for the sewer study. Solicitor Gaul suggested that the check be held until the next meeting because the Council still needs to take action on the Borough Engineer's proposal to conduct the capacity study, as outlined at the last Borough Council meeting. The Council should first discuss its current position on that topic, before depositing the Township's check, as a substantial passage of time has elapsed since the Engineer issued his proposal letter.

Legal: Solicitor Michael Gaul – None at this time

Ordinance Committee – Karen Pfeiffer, Chair

Councilwoman Karen Pfeiffer advised that the parking signs continue to be a problem and that Mayor Fischer offered to make vinyl decals reflecting the correct times. President Steele discussed the purchasing of previously approved no parking signs and at this time no new signs will be purchased.

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Streets Committee: Patrick McHugh, Chair

Councilman McHugh provided an update:

- The Main Street project will continue, weather permitting; need to install leveling plates; additional cement is needed for this project.
- Delaware Avenue – this project should start on Tuesday or Wednesday it requires more repairs than thought to get it ready for plowing; cement is needed.

The purchase of road salt was discussed at the last meeting and Councilman Lance Prator advised that we do have to use ordinance to purchase salt. This will be placed on the October 2, 2023, agenda.

Old Business: None at this time.

New Business: President Steele indicated that she has received the Resolution #2023-04 from Portland Hook and Ladder to apply for the LSA Grant for Protective Personal Equipment (PPE) through the Borough. Solicitor Gaul advised that Lori Sliker has to be removed off the paperwork as Treasurer.

A motion was made to adopt the Resolution #2023-04 authorizing the Borough to apply for the LSA Grant on behalf of Portland Hook and Ladder by Councilman Lance Prator and seconded by Councilwoman Lisa Prator. Vote 6-0-0; Motion Carried.

Announcements:

President Steele updated/advised that:

- i. Plan Slate Belt - review the latest draft and comments sent to them either by email or on the website is a comment section. Councilwoman Karen Pfeiffer indicated she sent 2 emails however she has not heard back from them.
- ii. Founders Day is scheduled for October 21, 2023, 1 P.M. -6 P.M. – Volunteers and donations are needed.
- iii. Shade Tree Commission – anyone interested in volunteering can contact Councilman Patrick McHugh.

Public Comment – Portland Borough Property Owner-Ron Angle inquired about why the Town Hall was postponed; if there was a rescheduled date; how were residents advised of the postponement; and what was going to be discussed. President Steele apologized for any confusion and stated the postponement was because additional time was needed to get organized, and the sewer committee meets this week so a new Town Hall date will be announced. The Town Hall was being held to educate town residents on the sewer situation. President Steele also advised that the agenda was posted on the door before 5 P.M. on the Friday prior to the meeting as mandated by the Sunshine Act and the social media sites were updated with the change. The Council members updated the residents with the Townships request to join the sewer plant and that the check was received last week to conduct the sewer study. Property owner-Ron Angle asked how much money is in the sewer account at this time and how many delinquent accounts are there. President Steele advised that there is approximately \$136,193.00 in the account and there are only 2 delinquent accounts. Councilman Lance Prator discussed that the treatment plant repairs, and maintenance is costly; therefore, the sewer account funds are dwindling. Property Owner-Russell Horn inquired if the Borough would consider accepting others onto the sewer system. President Steele advised that the Sewer Committee has looked into increasing the sewer usage; however, the problem has been that the river is on one side and the township does not have a No. 537 plan completed. Councilman Patrick McHugh suggested a committee be formed between Mount Bethel Township and Portland. This will be placed on the agenda for October 2, 2023.

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Executive Session:

Councilman Lance Prator made a motion to break at 7:41 P.M. for Executive Session which was seconded by Councilwoman Karen Pfeiffer to discuss Personnel and Legal issues. Vote 6-0-0; Motion Carried

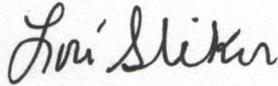
Councilman Patrick McHugh made a motion to return from Executive Session and resume the Council meeting at 7:57 P.M; seconded by Councilman Lance Prator. No action to be taken. Vote 6-0-0; Motion Carried.

Adjournment:

A motion was made by Councilman Patrick McHugh and seconded by Councilwoman Karen Pfeiffer to adjourn the meeting at 7:59 PM. Vote 6-0-0; Motion carried.

Reminder: Next meeting is Monday, October 2, 2023.

Respectfully Submitted,



Lori Sliker, Borough Secretary

