



Borough of Portland Council Meeting Minutes October 28, 2024

On October 28, 2024, at 7:00 PM, the Borough Council of the Borough of Portland, Northampton County, Pennsylvania, met for a regular meeting at the Portland Borough Municipal Building, 206 Division Street, Portland, Pennsylvania.

Call to Order – President Lance Prator called the meeting to order at 7:00 P.M.

Pledge of Allegiance was recited.

Roll Call – Council Members: Lance Prator, President, Karen Pfeiffer, Lisa Prator, Susan Ivancich and Bruce Cialfi were present. Stephanie Steele and Patrick McHugh were absent.

Others Present –Borough Solicitor- Michael Gaul, Borough Engineer-Mark Bahnick and Borough Secretary/Treasurer-Lori Sliker were present. Mayor Heather Fischer was absent. Also, present-Attorney Pete Layman, David LaFiura-Ultra Poly and Adam Citruella-Ultra Poly Engineer, Wes Moore-Sanico, Ron Carlson-Waste Management, John Stoutland, James Potter (arrived at 8:22 PM) and Tara Mezzanotte (arrived at 8:04 PM).

Announcement of Recording – President Prator announced that the meeting was being digitally recorded for assistance in preparation of the minutes; and asked whether anyone else, besides the Borough Secretary is recording the meeting. No one else is recording the meeting.

Editor's note: Recording of the meeting by Mayor Heather Fischer, Borough Council members or members of the public are for personal use only, and do not constitute official Borough action, or an official record, unless expressly authorized by specific Borough Council action.

Approval of the Meeting Agenda and any Amendments:

President Prator asked if there were any amendments to the agenda.

A motion was made by Councilmember Bruce Cialfi to approve the agenda as posted, seconded by Councilmember Karen Pfeiffer. Vote 5-0-0; Motion Carried.

Public Comment:

Route I80-Route 611 Updates: Tara Mezzanotte, Liaison:

President Prator advised that Tara Mezzanotte will be providing an update upon her arrival.

Borough Engineers Report: Mark Bahnick, VanCleaf Engineer

Ultra Poly Building 3 Proposed Final Land Development Plan presentation – Attorney Pete Layman provided an update on Ultra Poly indicating they received the Upper Mount Bethel Township conditional approval and that they are seeking connection to the sewer service. The Ultra Poly engineer provided an overview of the plans; the main buildings are in Upper Mount Bethel Township and only approximately 2500 square feet of land is in Portland. There is an existing stormwater culvert which the connection will be made through; and Attorney Layman advised that the main discharge remains in Upper Mount Bethel Township. Mr. Bahnick reminded the Council of his previously submitted review comments and in addition he advised that the traffic for this facility was included in the Lot 50 plan which was submitted to Penn Dot and is still being reviewed. Attorney Layman provided Solicitor Gaul with a copy of the Upper Mount Bethel Townships conditional approval letter for review; he reviewed the documentation and addressed several topics for clarification. Mr. Bahnick advised that if the Lot 50 plan is not approved, then an alternate plan will have to be considered.

Borough of Portland Council Meeting Minutes

October 28, 2024

President Prator asked Mr. LaFiura if after this building is completed does he have any plans on constructing anymore buildings. Mr. LaFiura advised that there is a parcel on the other side of the railroad tracks that could be developed in 4-5 years. President Prator also thanked Ultra Poly for being such great neighbors to Portland the last 30 years. Solicitor Gaul will provide a proposed written resolution for Attorney Layman to review, and it will be placed on the November 4, 2024, Council meeting agenda.

COVID Grant Project – Stormwater - no update

COVID Grant Project – Sanitary Sewer – no update

Sewer Committee:

Commercial and Industrial customer required connection modifications – President Prator advised that letters were mailed out to the commercial and industrial customers advising they must install oil water separator and sample manhole or port; which must be completed within 90 days.

Portland Auto – no update

Kubota Sewer Membranes replacement – President Prator advised that the paperwork has been completed and submitted.

DEP Correspondence re: Borough of Portland, PA 0064297, Consent Assessment of Civil Penalty- executive session.

A motion was made by Councilmember Karen Pfeiffer to enter Executive Session at 7:33 P.M., to discuss legal matters with the Solicitor; seconded by Councilmember Bruce Cialfi. Vote 5-0-0; Motion Carried.

A motion was made by Councilmember Bruce Cialfi to return from Executive Session at 7:48 P.M., seconded by Councilmember Lisa Prator. Vote 5-0-0; Motion Carried.

President Prator asked if there is any action to be taken from Executive Session: No action.

Streets Committee:

Manhole placement-no update

Legal:

Upper Mount Bethel Township Professional Services Agreement – Solicitor Gaul advised that he sent a draft PSA out for review. Upper Mount Bethel Township representatives signed the draft PSA and a check for \$10,000.00 was attached from Lamtec. Solicitor Gaul advised that the check should be returned and a check from Upper Mount Bethel Township for \$10,000.00 should be provided to open the escrow; upon receipt of the check President Prator, can sign the agreement.

A motion was made by Councilmember Karen Pfeiffer to authorize the Council President to sign the Upper Mount Bethel Township Professional Services Agreement, contingent upon a check from Upper Mount Bethel Township being delivered; seconded by Councilmember Lisa Prator. Vote 5-0-0; Motion Carried.

Reed Smith Professional Services Agreement – Solicitor Gaul advised that Reed Smith asked this be tabled.

Building Committee:

Municipal Building Ramp Replacement- President Prator advised that Councilmember Bruce Cialfi obtained two quotes each for \$40,000.00. Discussions were held concerning the cost of a ramp and the style of the

**Borough of Portland Council Meeting Minutes
October 28, 2024**

plans. President Prator suggested buying the building materials and having our staff build the ramp. Councilmember Lisa Prator is concerned about the municipal building and the possible cost to continue to maintain it; she suggested possibly placing a modular building on the old gymnasium site. Solicitor Gaul stated the prior LSA grant would have to be reviewed to see how the property can be used; he also advised that other Borough's with limited space hold their meetings in alternate locations like Portland's Social Hall.

Tara Mezzanotte arrived at 8:04 P.M.

Budget, Finance, Insurance & Cable TV Contract:

2025 Borough Budget (Sewer, Garbage and Borough) update. President Prator advised that the 2025 Borough Budget committee has provided budget information for their review and consideration. It will be on the next Council agenda for possible action. Councilmember Lisa Prator provided a summary for the Council regarding the increase in engineering, legal, secretary wages, insurance and professional service fees. If there are any questions, please reach out to Councilmember Lisa Prator, Karen Pfeiffer or Stephanie Steele. Solicitor Gaul advised that unfortunately the Real Estate Taxes are not inflation adjusted; the only way to increase real estate tax revenue is by increasing the millage.

Portland Community Events Committee:

President Prator advised that Founder's Day was very successful; the Kayaks were out and displayed. In addition, he thought a map showing the placement of the Kayak's would be helpful so visitors can find them. Councilmember Karen Pfeiffer asked if a thank you letter should be sent to Slate Belt Rising and Edge of the Woods; President Prator asked Councilmember Karen Pfeiffer to develop a letter and bring it back for signatures at the next meeting.

Fire, Safety & Police Committee: Election's will be held at the Fire House on Route 611.

Ordinance Update Committee: No update

Personnel, Policy and Procedure Committee: President Prator asked about an Employee Handbook and if we could possibly have one for Portland. Solicitor Gaul advised that when you have a structured handbook it helps when having to address issues.

Sanitation Committee:

MSW (Garbage) Collection Contract Bid Results/Action on Bids/Possible award of Contract – The Borough received 4 bids through Penn Bid for the Garbage contract:

2025-2027 Penn Bid Garbage Contract Bids

	SANICO	WASTE MGT.	WHITETAILE	J.P. MASCARO
Year 2025 Cost	\$ 98,688.00	\$113,028.60	\$124,074.39	\$175,764.00
Year 2026 Cost	\$103,622.40	\$118,672.32	\$132,759.60	\$181,776.00
Year 2027 Cost	\$109,839.74	\$124,593.60	\$144,707.96	\$190,080.00
TOTAL	\$312,150.14	\$356,294.52	\$401,541.95	\$547,620.00

President Prator advised that a representative from Sanico and Waste Management were both in the audience and that Waste Management has submitted a letter objecting to Sanico's bid. Sanico had submitted a written response. He also advised that the Council has not taken any action on the bids received yet. Solicitor Gaul asked Waste Management and Sanico representatives to present their positions.

Ron Carlson, Waste Management presented his objections to Sanico's bid indicating the Grand Central land disposal site which is indicated on Sanico's bid is undergoing an expansion and they are not sure if the site

Borough of Portland Council Meeting Minutes

October 28, 2024

will be closed or have a reduced capacity. In addition, when a bidder has plans on using the landfill site, they request a disposal capacity authorization letter; Sanico did not request a letter for their sited disposal site.

Les Moore, Sanico advised that they met the standard according to the bid specifications; they listed the closest disposal site. If they could not dispose of the garbage through that site, they have 3 other sites that are willing to accept Portland's garbage. Chrin, East Penn Transfer Station and Bethlehem Land Fill who provided either a letter or email advising they would be able to accept the garbage. In addition, Warren County Land Fill could accept the garbage and there is nothing that states garbage cannot be taken and disposed of in New Jersey. Mr. Moore handed the letters/emails he obtained to Solicitor Gaul. Mr. Moore advised he can produce letters to the Council as needed.

A motion was made by Councilmember Lisa Prator to enter Executive Session at 8:34 PM, to discuss legal matters with the Solicitor, seconded by Councilmember Bruce Cialfi. Vote 5-0-0; Motion Carried.

A motion was made by Councilmember Karen Pfeiffer to return from Executive Session at 9:02 P.M., seconded by Councilmember Bruce Cialfi. Vote 4-0-0; Motion Carried.

Councilmember Susan Ivancich left the room at 9:02 PM and returned at 9:04 PM.

President Prator asked if there was any business to come out of executive session: Councilmember Karen Pfeiffer on behalf of the Council thanked Waste Management for its years of service to Portland.

A motion was made by Councilmember Karen Pfeiffer to award the MSW (Garbage) Collection Contract to Sanico as low bidder, contingent upon receipt of the required signed contract, bond, proof of insurance and any other documents required under the Bid Specifications, satisfactory to the Solicitor; seconded by Councilmember Bruce Cialfi. Vote 4-1-0 (Lisa Prator-opposed); Motion Carried.

Trash Collection for 427 Delaware Avenue Apartments – two proposed resolutions for consideration. Councilmember Karen Pfeiffer thought the number of apartments could be seven or more; Council discussed the number of apartments that would be considered commercial. Solicitor Gaul advised that they do not have to have a dumpster to have commercial pick up.

Proposed Resolution regarding Classification of Multi-Unit Apartment Buildings as Commercial Establishments for Purposes of Residential Garbage Fee Change will be discussed at the next meeting.

Old Business: None

New Business: President Prator advised that he has received a quote for a backup camera for the dump truck. This will be placed on the next agenda for consideration.

President Prator advised he received information for Bangor Mayor regarding a safe streets grant and will discuss more at the next meeting.

Golden Property -Division Street needs to be cleaned up again; the secretary will send an email to Tina at Keller Zoning.

Public Comment: Non-Agenda:

Tara Mezzanotte advised that DOT had a public information session regarding the retaining wall, no changes from the previous meeting. Northampton County passed a similar resolution as Portland's. Route 611 should be opening before election day.

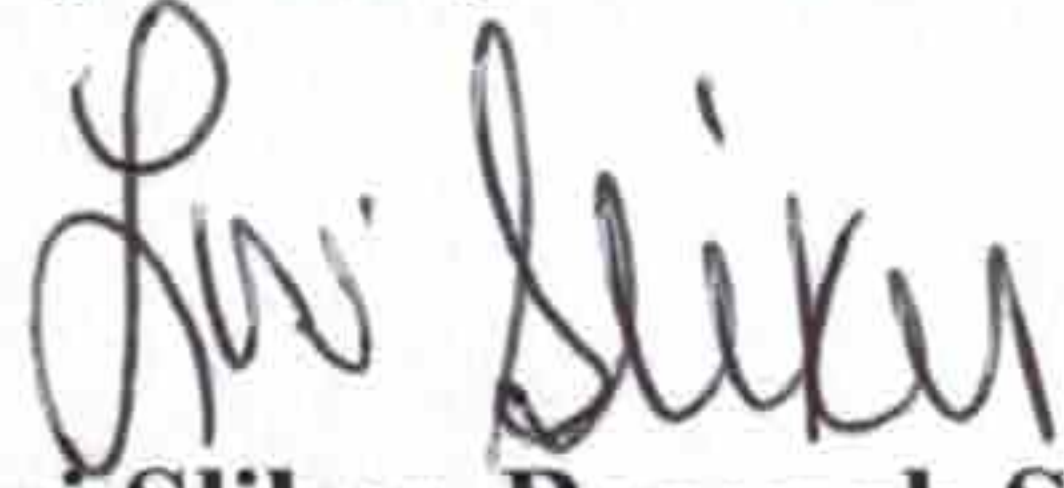
**Borough of Portland Council Meeting Minutes
October 28, 2024**

Chief Jimmy Potter asked that the Council issue a burn ban in Portland. Solicitor Gaul asked if there is a burn ordinance; Chief Potter advised that Ordinance #190 addresses burning; Secretary will send the Solicitor ordinance #190. President Prator stated an alert will be sent out advising there is "burn ban".

A motion was made by Councilmember Lisa Prator to adjourn the meeting at 9:28 P.M., seconded by Councilmember Bruce Cialfi. Vote 5-0-0; Motion Carried

**Reminder: Next meetings: Monday, November 4, 2024
 Monday, November 25, 2024**

Respectfully Submitted,



Lori Sliker, Borough Secretary

