



Borough of Portland Council Meeting Minutes
January 27, 2025

On January 27, 2025, 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, Stephanie Steele, Lisa Prator, Susan Ivancich, Karen Pfeiffer and Bruce Cialfi were present. Patrick McHugh was absent.

Others Present –Sewer Solicitor Steven Boell and Sam Morgan from FLB (via phone), Tyler Evans, VanCleef, Chief Todd Pysher and Borough Secretary/Treasurer-Lori Sliker were present. Also, present-Craig LaBarre, Marie Stoutland, Terry Abramson, and Tara Mezzonette.

Mayor Heather Fischer, Borough Solicitor Michael Gaul and Borough Engineer Mark Bahnick were absent.

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 tonight's meeting. No one else is recording tonight's meeting.

Editor's note: Recording of the meeting by the Mayor, 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 Karen Pfeiffer to approve the agenda as posted, seconded by Councilmember Bruce Cialfi. Vote 6-0-0; Motion Carried.

Handicap Lift Presentation-AmeriGlide – President Prator advised the AmeriGlide representative needed to postpone the presentation and requested to reschedule. The Council discussed it and decided that the best date would be February 24, 2025.

Public Comment:

Terry Abramson – President Prator advised that Ms. Abramson received a bill for her apartment building and that she should not be billed because she is zoned for commercial use. Terry Abramson advised when she first bought the building, she was told it was a commercial building and that she would need to have her own garbage pickup. Ms. Abramson received a bill for this year and the last quarter of 2024. President Prator read the section of the ordinance that applies to her property.

Marie Stoutland was in attendance on behalf of her husband John. Ms. Stoutland advised that her building is also zoned commercial. President Prator advised that the Council has been reviewing this issue for several months; the issue being the number of apartments to be included in the resolution. President Prator advised that this issue will be readdressed at the next meeting when the Borough Solicitor is in attendance. Councilmember Lisa Prator advised that it is very difficult to determine a specific number of apartments; there are other factors that need to be considered.

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President Prator advised Terry Abramson that the ramp she had installed for her garbage pick up needs to be fixed; water is going down into the road and freezing. Ms. Abramson advised she would have it repaired; however, she was told to speak to Mark Bahnick prior to doing anything.

Sewer Solicitor Steve Boell and Sam Morgan joined the meeting by telephone.

Borough Engineers Report: Mark Bahnick, Tyler Evans-VanCleaf Engineer

COVID Grant Project – Stormwater - title searches are done and being reviewed.

COVID Grant Project – Sewer – Tyler Evans, VanCleaf provided the Council a packet of information for review. Mr. Evans reviewed the packet which consisted of project cost estimate spreadsheet, Riordan and Eastern Environmental Contractors quotes, DEP permit, financing authority instructions, nondiscrimination/sexual harassment form and an example of the certificate of liability insurance. Mr. Evans' advised that he contacted all the Co-Stars vendors and received quotes from all of them.

Co-Stars Quotes:

Eastern Environmental Installation quote is \$141,290.00.

Riordan Equipment (screen/equipment) quote \$199,900.00.

The remaining balance is \$78,810.00.

Federal Procurement Requirements: Sewer Solicitor Boell advised that Tyler and Mark have served the Borough very well and did an incredible job. Need to provide proof that there was a public bidding process or provide an opinion letter from his law firm. Solicitor Boell advised that because VanCleaf contacted every Co-Stars vendor he will provide an opinion letter stating that the Borough met the bidding process. In addition, the Borough needs to provide proof that VanCleaf Engineering is the appointed engineer; Tyler Evans advised that he has been working with Bangor Borough, and they provided meeting minutes indicating VanCleaf Engineering was appointed as the engineer and is confident that this will meet the requirement.

A motion was made by President Lance Prator to sign the Co-Stars quotes for the supply and installation of the influent screen system and request to authorize per VanCleaf Engineering and Sewer Solicitor Boell, FLB; seconded by Councilmember Stephanie Steele. Vote 6-0-0; Motion Carried.

Sewer Committee:

Commercial & Industrial customer – Lance Prator advised that VanCleaf Engineering has approved an additional 30 days for installation; VanCleaf approved the plans presented. Portland Auto has completed the installation. Tyler Evans will check with Mark Bahnick if the separator installations are outside.

Ultra Poly – settlement agreement which will release them from any additional past violation/fines. Ultra Poly agreed to pay \$1,300.00 as a settlement; there were more violations of the Borough than Ultra Poly.

A motion was made by Councilmember Stephanie Steele to sign the settlement agreement, seconded by Lisa Prator. Vote 6-0-0; Motion Carried.

Sewer Hookups – President Prator advised that there was a question for the G. Taylor property; Mr. LaBarre advised there was no sewer or water service within reasonable distance.

Lamtec Sewer Service Request–President Prator stated that we received a letter requesting a will serve letter for Lamtec; however, the Borough agreed to review it but the Borough has not agreed to provide sewer.

Portland – Upper Mount Bethel Township Professional Services Agreement- it is currently being reviewed by the solicitor.

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Craig LaBarre –advised that the reed beds need to cut while it is frozen–this will be put on the next agenda for approval. This past weekend the chemical lines froze up and had to be thawed out.

Streets Committee:

Co-Stars salt contract 2025-2026 has come out and how many tons do we need for next year. Past year we have had surplus because our winters have been mild. We ordered 50 tons of salt last year – it will be put on the next agenda.

Zoning, Building and Property Management:

Municipal Building Ramp Replacement – Lift- will be put on the 2nd meeting of February.

Bats in the Municipal Building: President Prator advised that the building has always had bats in the building; one was found on the first floor. Contact DEP to see what we can and cannot do with the bats.

Budget, Finance, Insurance & Cable TV Contract: None

Community Development & Grant Committee:

Councilmember Stephanie Steele advised that the LSA grants will be coming up soon. The police are looking to apply for a new police car and the borough is looking to apply for a new pickup truck. There are a couple of ways to apply, however, by doing 4 separate applications the Borough may benefit. The application fees are \$100.00 each for a total of \$400.00. President Prator advised he signed up for the grant workshop which will be held in February.

Portland Community Events Committee: None

Fire, Safety & Police Committee:

President Prator advised that the Fire Chief sent the 2024 report and Officer's List. The fire siren will not be changed at this time; there were two recent incidents when the pagers and cell phones did not send the alert but the fire siren alerted them to the call.

Ordinance Update Committee:

Review the ordinance regulating the vehicles, traffic and parking regulations – keep on the agenda.

Personnel, Policy and Procedure Committee: None

Sanitation Committee: previously discussed.

COG: President Prator has been reelected as the COG Chairperson, and he was also asked to speak at Pennsylvania COG in March.

Plan Slate Belt:

Next meeting February 6, 2025, at 7:00 PM-Pen Argyl. President Prator will be attending.

Route I80-Route 611 Updates: Tara Mezzanotte, Liaison

Ms. Mezzanotte provided an update on the I80 Rock Fall Mitigation project – the visual impact assessment update will be released; it is coming out with Cultural Resources Analysis which we were not previously provided. Warren County will be taking the lead on this project. Retaining Wall project – will also have the visual impact assessment update and Cultural Resources Analysis. In order to contribute an opinion, you must request to be a consulting party. Rt. 611 project – the retaining wall and slope – she will be sending an email finding out who wants to be a consulting party for the 611 project. NJDOT is putting in an application to the National Park Service for the Delaware Water Gap to be considered a traditional Lenape cultural landscape.

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Explorer Act-visitor use impact to national recreation areas, increased use of resources. Gateway community impact-pilot locations; would like someone to champion it. Ms. Mezzanotte will send it to Councilmember Stephanie Steele to see who she thinks could step up to represent this act. The Council provided some of their personal experiences with the one-way light at Rt. 611 and advised Ms. Mezzanotte that she could share them.

Old Business:

Power Outages – Met Ed at Upper Mount Bethel meeting tonight.

Borough phones – Councilmember Stephanie Steele will be working on a proposal to be sent to cell phone carriers.

New Business:

Alarm System – Councilmember Stephanie Steele advised that the Borough alarm has been going off indicating movement in the council chambers. Fox Brothers is coming on Thursday.

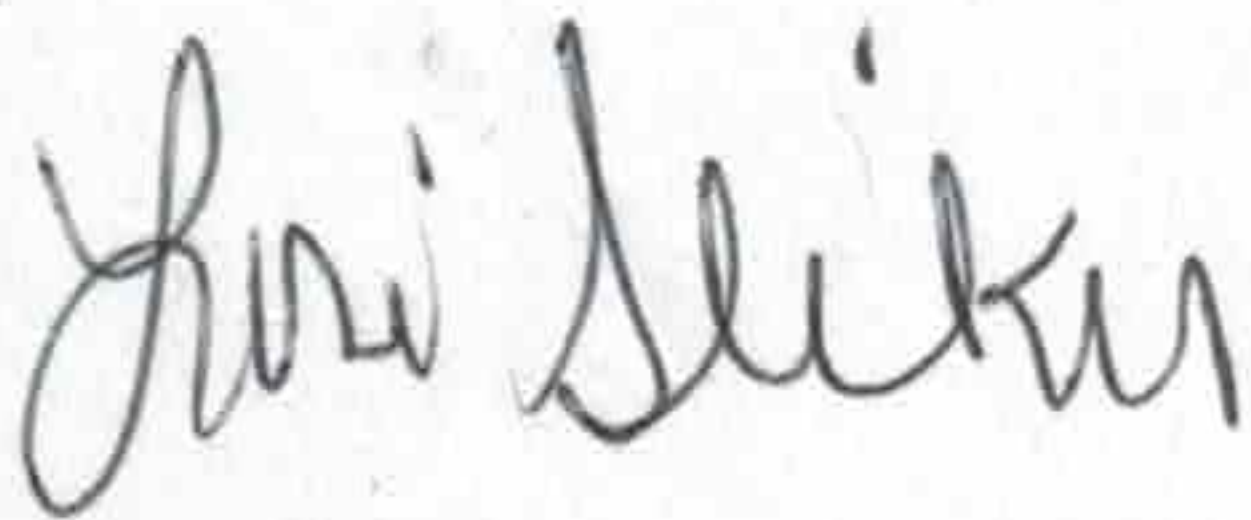
Public Comment: Non-Agenda: None

Executive Session: None

A motion was made by Councilmember Lisa Prator to Adjourn the meeting at 9:09 P.M., seconded by Councilmember Karen Pfeiffer. Vote 6-0-0; Motion Carried

Reminder: Next meetings: Monday, February 3, 2025
Monday, February ~~23~~ 24, 2025 **Corrected 2-24-2025 Council Meeting**
Lori Sliker, Secretary

Respectfully Submitted,



Lori Sliker, Borough Secretary

