



Borough of Portland Council Meeting Minutes
April 28, 2025

On April 28, 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, Karen Pfeiffer, Susan Ivancich and Bruce Cialfi were present. Patrick McHugh was absent.

Others Present –Mark Bahnick, VanCleaf Engineering, and Borough Secretary/Treasurer - Lori Sliker were present. Also, present-Craig LaBarre

Borough Solicitor Michael Gaul, Sewer Solicitor Steve Boell and Mayor Heather Fischer 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 the 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. No amendments requested by Council.

A motion was made by Councilmember Stephanie Steele to approve the agenda as posted with the approved movement, seconded by Councilmember Bruce Cialfi. Vote 6-0-0; Motion Carried.

Action on the Meeting Minutes of March 24, 2025: President Prator asked if there were any changes to the March 24, 2025, Council meeting minutes. No changes requested by Council.

A motion was made by Councilmember Stephanie Steele to approve March 24, 2025, Council meeting minutes as presented, seconded by Councilmember Karen Pfeiffer. Vote 6-0-0; Motion Carried.

Public Comment: none

Borough Engineers Report: Mark Bahnick, VanCleaf Engineer

COVID Grant Project–Stormwater - Mr. Bahnick provided Council with a map and information to review regarding the stormwater grant project. Mr. Bahnick reviewed the map, and the properties with issues that needed to be addressed; properties #11, 9 & 8 all pose a problem. He stated that several months ago a meeting was held with Mr. Hubert McHugh & Mr. Ronald Angle at which time they both said they wanted to have the stormwater lines moved off their property; however, by doing so it will cost an additional \$50,000.00. Mr. Bahnick advised that the Borough has the right to repair or install a new pipe in the existing stormwater drains. Across property #9 & 11 there is a 10' easement across the property when installing the pipe would want 30' wide easement and property #8 there is no current easement. An easement would be needed for Park Alley which currently has a 12' easement. The Borough has several options: Condemn the easement needed; may have rights to the pipe because it has been there for years; relocate the existing pipe, choose to not replace that section of the storm sewer or slip line that section of the pipe. Existing easements are 10' – 12' wide but when doing the work, they would want 30' wide area; if an easement is needed the Borough has the option of condemnation. If delays occur the project can continue around that portion and then once

Borough of Portland Council Meeting Minutes

April 28, 2025

everything is settled, they can go back to address that section. The sewer solicitor would have to address the properties with issues; An additional temporary easement will be needed for Coffin Alley. Mr. Bahnick advised that Northampton Street is not the main line so if they don't work on those, it will not hurt anything. Mr. Bahnick will reach out to the solicitor and advise him of the problem areas/properties that need to be addressed.

COVID Grant Project–Sewer – Mr. Bahnick advised the sewer screens are ordered and are expected to be delivered between November and December 2025.

Lamtec Planning Modules – Mr. Bahnick advised that they resubmitted the planning modules for review today.

Planning Modules – DEP Review- none

Portland-UMBT Sewer Service Intermunicipal Agreement- Mr. Bahnick reviewed Solicitor Boell's comments and questions with the Council. Mr. Bahnick went over the solicitor's questions: 1. Would the township and borough agree to add more properties. 2. Is there a flow that would be established. Yes, each one would have a specific flow. Councilmember Stephanie Steele asked how the flow be handled; if they used more than their account they would be charged the extra. 3. Adhere to the council ordinance; this would be a township ordinance. 4. What about the rates; same as in the Borough – per EDU. President Prator asked if the township would charge extra on top of what we charge. Mr. Bahnick advised that that happens. Can we have an SSA (special service area) and add on administrative cost to the tapping fee. Mr. Bahnick will have Solicitor Boell write up a preliminary intermunicipal agreement for their consideration.

Chapter 94 Report – done yearly as required. We are still at 30,000 gpd usage and 105,000 gpd capacity.

Sewer Committee:

Commercial & Industrial customer –Mr. Bahnick provided an update on the oil separator installations; Portland Auto, John Valance and Tires r' us are all installed. Bridge Commission has approval and will be installing it. Ultra Poly and Mr. Bahnick are scheduled to have a meeting this week. DABCO advised Mr. Bahnick that they know what they have to do and do not come back to their business. Council discussed DABCO response and decided to have Solicitor Boell write a letter.

A motion was made by Councilmember Lisa Prator to have Solicitor Boell write a letter to DABCO to provide the Borough with proof of the oil separator installation within 30 days or water will be shut-off for non-compliance, seconded by Councilmember Bruce Cialfi. Vote 6-0-0; Motion Carried.

Mr. Criag LaBarre advised that he has not received any reports/certifications showing their disposal records. Councilmember Stephanie Steele advised that the repercussions would need to be in the ordinance and agreement; Mr. Bahnick will follow up with Solicitor Boell.

Sewer liens – Councilmember Stephanie Steele will check with Diann regarding this.

EDMR – The EDMR report was provided in the packet for Councils review.

Sewer Inspection Agreement – The agreement was in the packet for Council to review.

Amended Sewer Ordinance – President Prator asked about the inspection record submission for review; every 6 months. The ordinance will include 24 hours' notice be given prior to accessing the building. The ordinance will need to be advertised; please review and it will be discussed at the next meeting.

NJDES Permit #PA 0064297 – Mr. LaBarre advised that all the industrial users need to be submitted to DEP.

Allstate Septic System – annox tank quote \$6250. Mr. LaBarre would like to wait until the screens come in but it is really bad right now and needs to be cleaned.

Borough of Portland Council Meeting Minutes

April 28, 2025

A motion was made by Councilmember Stephanie Steele to approve the Allstate Septic System to clean the annox tank for \$6,250.00; seconded by Councilmember Karen Pfeiffer. Vote 6-0-0; Motion Carried.

Mr. LaBarre advised that he needs to purchase new gaskets for the Membranes; upon receipt he will be able to install the new membranes. Councilmember Stephanie Steele advised that a cardboard dumpster will be provided for use while unpacking the membranes.

Mark Bahnick & Craig LaBarre left the meeting at 8:13 PM

Streets Committee: President Prator advised that he received several quotes/estimates from Mr. Farleigh which will be placed on the next agenda for consideration. Crack Seal, Salt bin cover and Garage ceiling. Councilmember Lisa Prator asked if it would be more cost-effective to look at a metal pole barn could be considered instead of wood. Councilmember Stephanie Steele advised they should review the budget prior to considering these jobs.

Zoning, Building and Property Management:

Generator – Hunter & Sons quote was received for a generator and Councilmember Stephanie Steele advised she submitted the Post Foundation grant application.

Budget, Finance, Insurance & Cable TV Contract: None

Community Development & Grant Committee: Municipal Building ADA compliant lift - Councilmember Bruce Cialfi advised he again contacted the elevator company.

Portland Community Events Committee: Easter egg hunt - President Prator advised that the Easter Egg Hunt was very nice and well attended. The Council is considering the next event; they discussed doing a yard sale in the Fall. Councilmember Lisa Prator asked if COG could create a Slate Belt Yard Sale Website that would provide all the addresses participating.

Fire, Safety & Police Committee:

Chief Potter advised that the Fire Truck payment is due June 1st and is requesting the borough consider their annual contribution of \$20,000.00.

A motion was made to Councilmember Stephanie Steele to contribute \$20,000.00 toward the Fire Truck payment; seconded by Councilmember Bruce Cialfi. Vote 6-0-0; Motion Carried.

Ordinance Update Committee:

Ordinance regulating the vehicles, traffic and parking regulations. - none
Councilmember Stephanie Steele advised that Lehigh Valley has a "stop intersections" free course available.

Personnel, Policy and Procedure Committee:

Seasonal employment – Councilmember Stephanie Steele advised that a resident approached her to apply for seasonal employment. Ms. Randi Snook has requested to return to work for the summer/fall. Councilmember Stephanie Steele advised that everyone was very happy with the great job she did last year and she would like to bring her back. The secretary will provide the hours Ms. Snook worked last year and her hourly wage. This will be placed on the next agenda for discussion and approval. Councilmember Stephanie Steele advised that the new applications will reviewed by the Personnel Committee.

Sanitation Committee: President Prator advised that the Slate Belt Clean Up day went well. Sanico provided a large dumpster for the day along with vests and gloves. President Prator called and spoke to Ultra Poly about cleaning up the property. Councilmember Stephanie Steele advised that the park and ride has thousands of cigarette butts in the parking lot.

COG: President Prator advised they received the container; it is a functional storage area. The street sweeper had a dent in the back of the machine which needs to be fixed; they are unsure who hit something.

