



Borough of Portland Council Meeting Minutes June 23, 2025

On June 23, 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-Tara Mezzanotte.

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. None requested by Council.

A motion was made by Councilmember Karen Pfeiffer to approve the June 23, 2025, agenda as posted, seconded by Councilmember Bruce Cialfi. Vote 6-0-0; Motion Carried.

Action on the Meeting Minutes of April 28, 2025: President Prator asked if there were any changes to the April 28, 2025, Council meeting minutes. No changes were requested by Council.

A motion was made by Councilmember Stephanie Steele to approve April 28, 2025, Council meeting minutes as presented, seconded by Councilmember Bruce Cialfi. Vote 6-0-0; Motion Carried.

Councilmember Karen Pfeiffer asked if she should abstain from the vote as she has not had time to review the minutes; Councilmember Stephanie Steele advised that if she wanted to abstain, she can or if she is confident that the other councilmembers have reviewed it and approve the minutes she can vote.

Public Comment: none

Route 180-Route 611 Updates:

Tara Mezzanotte advised that the Explore Act Project confirmed the entire packet has been provided to Dept of Interior and she will be looking into the next steps. Fix the S=Curve project– long term transportation plan will be released on July 7th; we will see if fix the S-Curve project is in the long-range plan which will include a study. Legislators have sent letters supporting the Fix the S-Curve project. Ms. Mezzanotte advised she should have an update for the July meeting, to provide the findings for the Lower Delaware Wild and Scenic expansion project Portland's segments include Jacoby Creek and the Delaware River; Easton and Phillipsburg have signed on their segments of Bushkill Creek and Lopatcong Creek. Ms. Mezzanotte will present the results and a draft resolution for consideration at the August 25th Council meeting.

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Borough Engineers Report: Mark Bahnick, VanCleaf Engineer

COVID Grant Project–Stormwater - Mr. Bahnick provided Council with a map and documents for their review. Several property easements will be needed for the repairs to be completed; Mr. McHugh and Mr. Angle have both requested the movement of the pipes-structure from their property. Homeowners can refuse to allow the work to be completed, this will result in a notice of intent to condemn the easement piece of property being processed. Mr. Bahnick stated that he has discussed the process of condemning the property with the Sewer Solicitor and it appears to be ok because we are fixing or replacing the existing pipes and structures. Councilmember Lisa Prator stated there is an error on page 1 of the document the name should be Hubert McHugh not Patrick McHugh.

A motion was made by Councilmember Karen Pfeiffer to enter Executive Session at 7:21 PM to discuss possible litigation with Borough Engineer, seconded by Councilmember Bruce Ciafi. Vote 6-0-0; Motion Carried.

A motion was made by Councilmember Bruce Ciafi to return from Executive Session at 7:35 PM, seconded by Councilmember Lisa Prator. Vote 6-0-0; Motion Carried.

Action from Executive Session:

Councilmember Stephanie Steele stated that the Council will be following the yellow line on the distributed map by the Borough Engineer; and in doing so, the Engineer is authorized to contact FLB, Sewer Solicitor regarding possible future condemnation proceedings.

A motion was made by Councilmember Stephanie Steele to authorize the Borough Engineer to speak with FLB, Sewer Solicitor for possible future condemnation proceedings, seconded by Councilmember Karen Pfeiffer. Vote: 6-0-0; Motion Carried.

COVID Grant Project–Sewer – Mr. Bahnick provided Council with documentation for their review. (Lamtec and Ultra Poly).

Lamtec Planning Modules – Mr. Bahnick provided documentation for Lamtec. Lamtec is not in the service area, they want to expand their building and connect to Portland's sewer system. Mr. Bahnick met with Lamtec and he toured the building and they explained what they make and the process of making their product which he shared with Council. President Prator asked if it would be suitable/possible to have a wastewater tank they could hold the product, so it can be tested before releasing it into our sewer system. Mr. Bahnick reminded everyone that anything can be flushed down the toilet and end up in our sewer system.

Mr. Bahnick reviewed with Council the process that they follow in their current (Ultra Poly 1 and 2) facilities.

Mr. Bahnick provided a draft letter for Council's review; the letter is providing Lamtec with both a conditional plan of approval and a conditional will serve letter. Councilmember Karen Pfeiffer stated she wants an oil separator (approved by the Borough Engineer) installed on the outside of the building for frequent testing to be included in the draft letter to Lamtec. President Prator advised that if we had more effluent running through the system, we would have less problems. Mr. Bahnick will add the exterior separator to the draft letter and forward it to the sewer solicitor for review/comments then bring it back to the July 28th meeting for additional discussion.

President Prator thanked Mr. Bahnick for looking out for our wastewater treatment plant/system.

Planning Modules–DEP Review- elevated phosphorus levels are from a cleaning product. DEP is involved; Councilmember Stephanie Steele has not heard anything since DEP visited both industrial customers at the end of May. The DABCO oil separator has been installed however it has to be inspected.

Portland-Upper Mount Bethel Township Sewer Service Intermunicipal Agreement-Mr. Bahnick provided the Council with a document from the sewer solicitor's office for review. The document/intermunicipal agreement between the Borough and the Township to provide sewer service to Lamtec and Ultra Poly 3.

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Councilmember Stephanie Steele advised that Craig LaBarre, Sewer Treatment Plant, received the spacers last week so the membranes should be installed soon.

Chemical disposal ordinance (disposal records) – Council discussed how often they should receive the disposal records for review; they discussed twice a year (January and June). Councilmember Stephanie Steele stated that Portland should receive a full report in January and then in June whatever was added or changed. Mr. Bahnick will advise the sewer solicitor of the Council's decisions.

Sewer Committee:

Commercial & Industrial customer –previously discussed.

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

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

T. Abramson request to waive late fees-Councilmember Stephanie Steele reviewed the information with the council that Ms. Eden emailed. Ms. Abramson is requesting that the late fees for the lost check in the amount of \$92.40 be waived. Councilmember Karen Pfeiffer stated that if she can provide the stop payment documentation processed through her bank, Council will discuss it at the next meeting. Councilmember Lisa Prator asked if the ramp has been removed; President Prator advised that it has not been removed. President Prator stated we can wait to see if we receive the documentation from her bank. President Prator asked that the secretary advise the Billing Clerk that Council is requesting the stop payment bank information and they would review it again in July.

Sewer Inspection Agreement – previously discussed

Amended Sewer Ordinance – previously discussed.

Slate Belt-President Prator advised he would like Mr. Bahnick to make recommendations on the portion of the map that applies to Portland; this was also sent to the Borough Solicitor for review.

Mark Bahnick left the meeting at 8:25 PM

Streets Committee:

President Prator advised that the estimate for the 2 manhole covers from Marki & Sons were included in the packet for Crestmont and Bruce Street. President Prator stated he has not contacted PennDOT to start the crack sealing process yet.

Building Committee:

Councilmember Bruce Cialfi advised he is working on quotes/information for the ramp/lift for the municipal building.

Budget, Finance, Insurance & Cable TV Contract:

President Prator advised that it will be time to start reviewing the budget again soon.

Community Development & Grant Committee:

Municipal Building ADA compliant lift – Councilmember Bruce Cialfi stated he has spoken with another company for an estimate on the ramp. President Prator advised that the county sent out a grant opportunity through Kentucky Fried Wishes for \$10,000; can be used for cooling station/shelter. Councilmember Lisa Prator asked if we can think outside the box and if we have a straight ramp and realign the parking spots; would that be more cost effective. President Prator stated a straight ramp would need to be 75 feet long. Councilmember Stephanie Steele asked if the back door area is flat with no outside steps to walk up.

Council took recess at 8:35 PM to view the rear door area for ADA accessibility; returned at 8:37 PM.

If the Borough has a generator it can be used during emergencies.

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Post Foundation Generator Grant - Councilmember Stephanie Steele provided the solicitor the quotes for the generator for his review. Councilmember Bruce Cialfi and Stephanie Steele will meet to go over the quotes again; will check into costars, the bidding and prevailing wages.

Portland Community Events Committee: none

President Prator advised that Mayor Fischer has been working on Founders Day.

Fire, Safety & Police Committee:

President Prator advised that Solicitor Gaul emailed asking for a date/time to meet. Chief Pysner is on vacation now and the solicitor is going next week; the secretary will advise the meeting will be scheduled upon his return from vacation.

Ordinance Update Committee:

Noise ordinance – President Prator reviewed some of the noise ordinance with Council which included the prohibited acts and the exceptions section.

Personnel, Policy and Procedure Committee: none

Sanitation Committee:

Another complaint has been received for 300 State Street– President Prator stated a letter was sent out to the owner of 300 State Street advising they must have a dumpster; he will stop by and see if any one is there.

COG: President Prator advised that they are looking for someone to paint the storage container.

Plan Slate Belt: President Prator advised that next week's meeting has been cancelled.

Slate Belt Rising: Councilmember Stephanie Steele advised the river rock project grant has been approved.

Liberty water Gap Trail Alliance:

President Prator advised that they met last week; he had vests made up to make people aware of the trail.

Old Business:

Noise Ordinance- previously discussed.

New Business:

Real estate wave penalty request – the secretary advised a resident came to the office today and stated he misplaced his real estate taxes and when he received the reminder notice he realized he never paid them. He has paid during the discount period previously; is asking if Council would waive the penalty amount. This will remain on the agenda for the next meeting.

President Prator advised that the air conditioning unit stopped working in the Police Department, Stephanie Steele had a brand-new AC Unit that she was not using and because of the sever heat they wanted to get the unit installed as quick as possible; President Prator authorized the installation.

A motion was made by President Prator to reimburse Stephanie Steele \$424.00 for the AC unit, seconded by Councilmember Bruce Cialfi. Vote: 5-0-1 (Stephanie Steele abstained). Motion Carried.

Borough Code Services Email – President Prator requested this remain on agenda.

Illegal Street Parking/Signage complaint form-Councilmember Stephanie Steele advised she submitted a complaint regarding illegal street parking. On multiple occasions trucks/cars are illegally parked on Pennsylvania Avenue; she advised that there were two police and our maintenance staff on duty that day. In addition, the no parking sign on the road is covered by tree limbs and not visible. Remain on the agenda.

Correspondence:

Councilmember Karen Pfeiffer asked if there is anything for the next newsletter, please send it to her.

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President Prator advised that the Authority did not discuss the truck at the last meeting because there was no power, so it was a very short meeting.

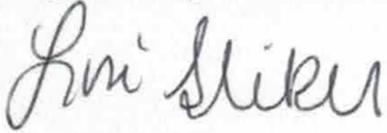
Public Comment: Non-Agenda: None

Executive Session: NONE

A motion was made by Councilmember Bruce Cialfi to Adjourn the meeting at 9:03 P.M., seconded by Councilmember Susan Ivancich. Vote 6-0-0; Motion Carried

Reminder: Next meetings: Monday, July 7, 2025
Monday, July 28, 2025

Respectfully Submitted,



Lori Sliker, Borough Secretary

