



**Borough of Portland Council Meeting Minutes  
August 4, 2025**

On August 4, 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, Lisa Prator, Bruce Cialfi, Susan Ivancich and Karen Pfeiffer were present. Stephanie Steele and Patrick McHugh were absent.

**Others Present** – Borough Engineer-Mark Bahnick, Mayor Heather Fischer and Borough Secretary/Treasurer-Lori Sliker were present. Also, present- Borough Solicitor-Michael Gaul (arrived at 7:09 PM), Fire Chief James Potter (arrived at 7:05 PM), Zoning Officer Tina Serfass and Kenneth Golden.

**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 was recording the meeting. Mayor Fischer and Fire Chief Potter indicated they will be 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. None were requested.

**A motion was made by Councilmember Karen Pfeiffer to approve the August 4, 2025, agenda as posted, seconded by Councilmember Bruce Cialfi. Vote 5-0-0; Motion Carried.**

**Action on the Meeting Minutes of July 7, 2025:** President Prator asked if there were any corrections or changes to the meeting minutes of July 7, 2025. No changes were requested.

**A motion was made by Councilmember Bruce Cialfi to approve July 7, 2025, Council meeting minutes as presented, seconded by Councilmember Karen Pfeiffer. Vote 5-0-0; Motion Carried.**

**Secretary/Treasurer Report:**

**The Secretary/Treasurer presented the July 2025 Financial Report for review/approval.**

Bills Presented for Payment:

Borough Operations	\$ 9,540.05
Sewer Operations	\$ 14,602.90
Garbage Operations	\$ 8,380.89
Estimate Payroll & Payroll Taxes, August 2025	\$ 6,300.00
Estimate WEX Sunoco Fuel, August 2025	\$ 550.00
Escrow –Lamtec/UMBT (FLB)	\$ 2,281.00
<b><u>TOTAL</u></b>	<b><u>\$ 41,654.84</u></b>

**A motion was made by Councilmember Lisa Prator to approve the July 2025 Financial Report, as presented, seconded by Councilmember Karen Pfeiffer. Vote 5-0-0; Motion Carried.**

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**A motion was made by Councilmember Lisa Prator to pay the Borough bills, seconded by Councilmember Karen Pfeiffer. Vote 5-0-0; Motion Carried.**

Appeal Letter: Kenneth Golden appeal of Property Maintenance Code Notice of Violation for 108 Division Street property- Solicitor Gaul advised that the appeals board is the Borough Council and advised that as long as the violation was issued by the Zoning Officer the Council can act as the appeals board; however, the Council must keep an open mind and be impartial when hearing the appeal. There is a fee for appealing which will be required. Ms. Serfass stated she was at the property on Thursday and nothing had changed. Mr. Golden advised that he had an exterminator come to the house and there were no rodents. Ms. Serfass replied that her letter didn't state she had found rodents at the property, but instead, the condition of the property created the possibility of rodent harborage. Solicitor Gaul advised that the appeal hearing fee is approximately \$1,000.00 because the Borough must advertise the hearing and hire a stenographer. Mr. Golden advised he needs some help with everything at home due to his brother's behavior. Ms. Serfass will reach out to the brother's guardian for some help with the situation; Mayor Fischer provided Mr. Golden with a couple of County phone numbers. Solicitor Gaul advised that the Borough does not have the resources to help; however, the County can provide resources. If an appeal has to be scheduled, all parties will be contacted. Councilmember Karen Pfeiffer asked if this agenda item could be tabled until the next meeting as he is willing to resolve the situation.

Solicitor Gaul asked Mr. Golden if he understood the appeal agenda item would be tabled to the Borough Councils September 8<sup>th</sup> meeting, unless it was scheduled for a hearing before that date, in which case Mr. Golden would be notified. Mr. Golden replied, yes, he understood.

**A motion was made by Councilmember Karen Pfeiffer to table the appeal agenda item until the September 8 meeting and if an appeal hearing needs to be held it will be scheduled, seconded by Councilmember Bruce Cialfi. Vote 5-0-0; Motion Carried.**

**Public Comment:** none

**Route I80-Route 611 Updates:** Tara Mezzanotte – President Prator advised Tara sent an update via email earlier.

**Borough Engineer's Report** - Mark Bahnick, Van Cleef

Mr. Bahnick advised that progress is being made with the sewer items. Diann had sent an email questioning the monthly sewer charge in the draft document; Mr. Bahnick advised they are going to remove the monthly charge so there is no confusion.

**Sewer Committee** – Stephanie Steele

Commercial and Industrial customer required connection modifications – no update

Sewer Inspection Agreement – no update

Amended Sewer Ordinance – no update

Email-Proposed Borough and township Intermunicipal agreement on Sewer Service.

Sewer Shut-Off's: Acct. 248-533 Delaware Avenue/Acct. 246-406 Pennsylvania Avenue – President Prator advised that all parties paid their sewer accounts and there are no shut off's.

Mark Bahnick left at 7:10 PM.

Councilmember Karen Pfeiffer left the room at 7:10 PM and returned at 7:15 pm

**Streets Committee:**

Asphalt ramp Delaware Avenue-President Prator advised that the ramp will be removed by the contractor free of charge.

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Garage ceiling in house estimated materials - \$2,113.00-pending

Councilmember Lisa Prator stated that there was an area in front of 101 Division Street that looks like it was previously cold patched and has a soft spot and the tire got stuck; it needs to be repaired.

**Legal:**

Ordinance regulating the vehicles, traffic and parking regulations - Solicitor Gaul advised a meeting was held this past week; he provided Council with a copy indicating the changes/revisions and would like to advertise the Ordinance for September's meeting. The Council and Mayor will review the changes and advise of any changes within a week. Solicitor Gaul will send out an electronic version for review; President Prator asked if \$25.00 fine too low and should it be higher. Council advised that \$50.00 should be considered; Solicitor Gaul will check to see what the vehicle code states.

**A motion was made by Councilmember Bruce Cialfi to authorize advertising of the ordinance for the September 8<sup>th</sup> meeting; once the Council reviews and submits comments to the Solicitor, seconded by Councilmember Karen Pfeiffer. Vote 5-0-0; Motion Carried.**

**Subdivision and Land Development (SALDO):**

RPL East, LLC Proposed Subdivision Plan -current deadline October 1, 2025.

RPL East, LLC Proposed Planned Industrial Park Plan-current deadline October 1, 2025.

Solicitor Gaul sent a letter to RPL requesting an update of these projects but has not received any information. President Prator asked the secretary to email Mr. Bahnick to reach out to RPL East about another extension in light of the upcoming deadline.

**Zoning, Building and Property Management:**

Municipal Building Ramp Replacement – Councilmember Bruce Cialfi advised he had an on-site meeting last week with a vendor regarding the rear stairwell. The estimates were \$7,000.00 for a chair lift; \$54,000-\$60,000.00 for a new aluminum ramp with an additional \$4,500.00 to remove the existing ramp. The contractor would be happy to come and address Council.

Slate Hills Enterprise (SHE) – none

**Portland Borough Authority** – Fire Chief Potter advised that the cost of the Authority pickup truck would be \$18,500 with the plow. Solicitor Gaul asked if they would need that money all at one time; Chief Potter advised they needed the money to put towards their new truck; the next meeting is in two weeks, and they can get the truck two weeks from the order date.

**Fire, Safety, Police:**

Police report – none-Mayor advised that if Chief Pyscher comes tonight they need an executive session.

**Mayor's Report:** Mayor Fischer advised that she is fundraising for the football boards/Founders Day.

**Ordinance Committee:** none

Ordinance 190 (Burning Ordinance) - President Prator advised the Council would like some comments from the Fire Company regarding the ordinance.

**Portland Community Events Committee:** none

**COG:** President Prator advised he will bring up the bucket truck to the COG at the next meeting.

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**Community Development & Grant Committee:**

LSA Grant – Borough Truck & Police Car – President Prator advised that Councilmember Stephanie Steele stated support letters for the LSA Grant will be needed. President Prator advised a support letter was request for the Borough of Pen Argyl for the Aquatic Recreational Facility.

**A motion was made by President Prator to sign the support letter for the Borough of Pen Argyl Aquatic Recreational Facility, seconded by Councilmember Karen Pfeiffer. Vote 5-0-0; Motion Carried.**

Kentucky Fried Grant- none

Post Foundation Grant Generator-President Prator advised that they will be working on the generator specifications.

**Sanitation Committee:**

President Prator advised that Sanico representative stated our Maintenance staff asked him why the trucks are coming up Division Street and hitting the road; he advised that he follows his trucks to make sure they are going the way they are supposed to, and they are not going up Division Street.

**Budget, Finance, Insurance & Cable TV Contract: none**

**Plan Slate Belt:** President Prator advised he forwarded to the Solicitor the comments he received.

**Slate Belt Rising:** President Prator advised that the two front teeth canoe was repaired and is back in place.

Cindy Fish arrived at 7:58 P.M.

**Personnel** – none

**Liberty Water Gap Trail Alliance:** Cindy Fish advised the next meeting will be August 20, Delaware Water Gap at 9:00 A.M.

**Old Business:** none

**New Business:**

Councilmember Karen Pfeiffer asked if the fire alarm could be moved to remedy some of the complaints; President Prator advised the alarm has been there for 65 years and if they move it downtown it would be even louder. Chief Potter provided Council with a brief history of the fire company property and fire alarm; the Chief advised that the fire company has no intentions of moving the siren nor are they going to stop using the siren.

President Prator asked that the fire company submit comments for the Burning Ordinance #190; Chief Potter will review it with the fire company's other officers and send comments.

RFP-Phones – President Prator advised that the RFP's will be sent out to cell phone companies.

Public Restroom Signage-complaint of people urinating on private property downtown. Councilmember Lisa Prator asked that further discussion be held regarding how many signs are needed and where to position them downtown. This will be placed on the next meeting agenda.

Borough Office will be closed August 8<sup>th</sup> – August 15<sup>th</sup>.

