



**Borough of Portland Council Meeting Minutes**  
**July 28, 2025**

On July 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 and Susan Ivancich were present. Bruce Cialfi arrived at 7:47 PM. Patrick McHugh was absent.

**Others Present** –Mark Bahnick, VanCleaf Engineering and Borough Secretary/Treasurer - Lori Sliker were present. Also, present-Tara Mezzanotte. Mayor Heather Fischer was absent.

Borough Solicitor Michael Gaul and the Sewer Solicitor Steve Boell 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. No amendments requested by Council.

**A motion was made by Councilmember Stephanie Steele to approve July 28, 2025, agenda as posted, seconded by Councilmember Lisa Prator. Vote 5-0-0; Motion Carried.**

**Action on the Meeting Minutes of June 23, 2025:** President Prator asked if there were any changes to the June 23, 2025, Council meeting minutes. No changes requested by Council.

**A motion was made by Councilmember Stephanie Steele to approve June 23, 2025, Council meeting minutes as presented, seconded by Councilmember Karen Pfeiffer. Vote 5-0-0; Motion Carried.**

**Public Comment:** none

**Route 180-Route 611 Updates:**

Tara Mezzanotte provided the Council with an update on the Explore Act Gateway Community provision. The Secretary of Interior passed 2 secretarial orders related to the Explore Act; the Gateway community section focuses on taking it seriously and within the next few months they will be requesting representation from each municipality.

Ms. Mezzanotte advised an email was sent out from PennDOT on behalf of the municipalities; there is great transparency and clear instructions. The multi-year clock has not started yet but it should start summer 2025. The National Environmental Policy Act must be addressed; cooperating agencies are reserved for national park services or army corp. Collectively as a group with her husband's expertise it can be looked over. If we want to participate; President Prator asked that Ms. Mezzanotte provide the information for review at the next meeting; she will provide it for the September meeting.

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**Borough Engineers Report: Mark Bahnick, VanCleeef Engineer**

Mr. Bahnick provided the council members with a packet of information for their review.

COVID Grant Project–Stormwater – discussed during executive session.

COVID Grant Project–Sewer –none

Lamtec – Mr. Bahnick provided a copy of the Conditional Plan Approval and Will Serve Letter for borough review; the sewer solicitor reviewed the letter; President's signature was needed.

**A motion was made by Councilmember Stephanie Steele to authorize the Council President to sign the conditional plan approval and will serve letter, seconded by Councilmember Karen Pfeiffer. Vote 5-0-0; Motion Carried.**

Planning Modules -DEP Review/DRBC Review: DEP needs to approve the planning modules and Lamtec engineers need to provide some information.

Intermunicipal Sewer Service Agreement - document (page 9) is for Ultra Poly 3 and Lamtec; the document is limited to the specified companies and addresses providing service outside the approved service area. The agreement will need to be sent to Upper Mount Bethel Township for solicitor review/comments. The borough will bill the township for sewer service who in turn will bill the companies; payments will be made by the township. Lamtec is asking for 8 EDU's and Ultra Poly is asking for 5 EDU's; Lamtec believes they will only need 3 or 4 EDU's but to be safe are asking for 8 EDU's. If Lamtec should go over there allotted 8 EDU's they will have to pay a surcharge on the tapping fees and sewer fees. Township must adopt and enforce the Borough's existing and future sewer regulations and ordinances (page 10-#5).

Ultra Poly – Mr. Bahnick advised that he completed the Ultra Poly inspection and can now give them direction on the oil-water separator installation. Craig LaBarre is arranging to inspect the wash line.

President Prator asked if there was any action to be taken on the intermunicipal sewer service agreement. Councilmember Karen Pfeiffer stated it should be provided to UMBT for review/comments.

**A motion was made by Councilmember Karen Pfeiffer to provide the draft intermunicipal sewer service agreement with Upper Mount Bethel Township for review by their managers, engineers and solicitor, seconded by Councilmember Stephanie Steele. Vote 5-0-0; Motion Carried.**

Mr. Bahnick briefly reviewed the Draft Ordinance which was provided for Council review (page 15-18).

Sewer inspection agreement –to be signed by intermunicipal sewer customers.

Mr. Bahnick will send a digital copy of the Ordinance to the Council and Mr. LaBarre.

Sewer Solicitor Boell joined the meeting by phone at 7:34 PM.

**A motion was made by Councilmember Lisa Prator to enter Executive Session at 7:34 P.M. with the Borough Engineer and the Sewer Solicitor for legal advice regarding possible litigation, seconded by Councilmember Karen Pfeiffer. Vote 5-0-0; Motion Carried.**

**Councilmember Bruce Cialfi joined the Executive Session at 7:47 P.M.**

**A motion was made by Councilmember Lisa Prator to return from Executive Session at 7:51 P.M., seconded by Councilmember Karen Pfeiffer. Vote 6-0-0; Motion Carried.**

President Prator asked if there was any action to be taken out of Executive Session.

**A motion was made by Councilmember Karen Pfeiffer to send the stormwater easement letters to the identified residents, seconded by Councilmember Lisa Prator. Vote 6-0-0; Motion Carried.**

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Sewer Solicitor Boell left the meeting at 7:50 P.M.

**Sewer Committee:**

Commercial & Industrial customer –Mr. Bahnick previously discussed  
Sewer liens – none  
EDMR – The EDMR report was provided in the packet for Councils review.  
Sewer Inspection Agreement – previously discussed.  
Amended Sewer Ordinance – previously discussed.

Councilmember Stephanie Steele advised that Craig LaBarre emailed her that samples will be going out tomorrow and he is awaiting special bottles for phosphorus testing; they are working on the membranes which should be completed by September. (Corrected to phosphorus on September 22, 2025, Council Meeting-Lori Sliker, Secretary.)

Riordan Quote – exhaust Fan \$3,400.00 - replacement of burnt-out exhaust fan.

**A motion was made by Councilmember Stephanie Steele to purchase a replacement exhaust fan through Riordan for \$3,400.00, seconded by Councilmember Karen Pfeiffer. Vote 6-0-0; Motion Carried.**

**Streets Committee:**

Manhole Quote - President Prator advised that he received an email stating the manhole estimates are over the thresholds and need to do the bidding process; these are for Market Street and Bruce Street. Neither of these are covered under liquid fuels so the Borough would be paying for it out of the budget. President Prator will reach out to check the prices; he believes that Marki took the price of the last one and doubled it.

Mark Bahnick left the meeting at 8:03 PM

Karen Pfeiffer left the meeting at 8:03 PM and returned at 8:04 PM.

Garbage can liner quote – Kirby products \$119 or KayPark-\$113.

**A motion was made by Councilmember Stephanie Steele to purchase the garbage can liner not to exceed the Kirby quote of \$119.00, seconded by Councilmember Bruce Cialfi. Vote 6-0-0; Motion Carried.**

Aqua Master weed killer – Seed World -\$74.95-shipping (\$19.83)

**A motion was made by Councilmember Karen Pfeiffer to purchase the Aqua Master weed killer from Seed World \$94.78, seconded by Councilmember Bruce Cialfi. Vote 6-0-0; Motion Carried.**

Bucket Truck -The Delaware River Bridge Commission will be offering bucket truck to the host municipalities for bidding. The truck can be used for flags, decorations and the traffic light. Councilmember Karen Pfeiffer asked if the COG has a bucket truck and could they buy it to share. President Prator will bring it up at the next COG meeting.

Councilmember Lisa Prator advised that in front of the Baptist Church there is a concrete section in need of repair.

**Building Committee:**

Ramp/lift updates – Councilmember Bruce Cialfi advised he has spoken to four vendors regarding the back stairwell. One will be here tomorrow at 2 PM to do a site survey, while Mr. Cialfi is here, he will take a video and send to the other vendors.

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

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**Community Development & Grant Committee:**

Municipal Building ADA Complaint Lift & Generator- Councilmembers will be reviewing the generator specifications/quotes.

**Portland Community Events Committee:** none

**Fire, Safety & Police Committee:**

President Prator stated there is a zoom meeting tomorrow with the solicitor to review the Parking Ordinance.

**Ordinance Update Committee:**

Burning Ordinance 190—President Prator advised he spoke to the fire chief and expressed that whatever the county has specified at the time, Portland should also follow. Councilmember Stephanie Steele advised that a letter should be sent to the Fire Company asking they review and provide input/comments.

**A motion was made by President Lance Prator to send the Fire Company a letter to review ordinance #190 and provide input/comments, seconded by Councilmember Bruce Cialfi. Vote 6-0-0; Motion Carried.**

**Personnel, Policy and Procedure Committee:** none

**Sanitation Committee:**

300 State Street Garbage complaint update – Councilmember Stephanie Steele advised that Keller Zoning stated the trash is cleaned up; any future issues we can advise Keller Zoning.

**COG:** none

**Plan Slate Belt:** President Prator stated comments from Solicitor Gaul were forwarded; however, nothing has been addressed yet.

**Slate Belt Rising:** none

**Liberty water Gap Trail Alliance:** President Prator advised there was a meeting last week.

**Old Business:** none

**New Business:**

Complaint – Park & Walk/bridge speed limit signs/pedestrian signs. President Prator advised that the traffic does zip down Rt 611; it is a state route so they cannot just do what they want. Councilmember Stephanie Steele stated she is awaiting a return call from PennDOT regarding the electronic speed signs. She also stated there is a tree branch hanging over part of the flasher which needs to be trimmed back.

Complaint – Hazen Avenue – water running down the street and into house; President Prator asked Maintenance to see what is going on.

Reed Smith escrow – authorize to close account.

**A motion was made by Councilmember Stephanie Steele to close the Reed Smith escrow account, seconded by Councilmember Lisa Prator. Vote 6-0-0; Motion Carried.**

106 Division Street—Councilmember Stephanie Steele advised that a letter was sent to the homeowners by Keller Zoning; an appeal letter was received today. Keller Zoning asked if the Borough has an established appeal board (COG or Council); the Property Maintenance Code could provide that information. They suggested a letter be sent to the homeowner to attend the next council meeting to discuss the appeal.

Ms. Bucci stated that she went on the Keep Pennsylvania Beautiful website, and it states in cases such as this: 1<sup>st</sup> level of enforcement would have been the Police, 2<sup>nd</sup> level would be Zoning, 3<sup>rd</sup> County Enforcement

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and 4<sup>th</sup> County Solid Waste Authority. A letter is to be sent (certified & regular mail) to the homeowner to attend the August 4, 2025, Council meeting to discuss their appeal letter with the council members.

Councilmember Bruce Cialfi left the meeting at 8:33 PM

Ms. Bucci advised that in front of her house on Division Street there is a low spot, and the water gathers and then disappears. Councilmember Stephanie Steele stated that Maintenance staff can cold patch/seal it.

Councilmember Karen Pfeiffer asked for any information to be included in the next newsletter be sent to her.

**Correspondence:** none

**Public Comment: Non-Agenda:** none

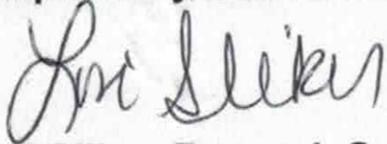
**Executive Session:** none

President Prator asked if there was any action to be taken out of Executive Session. None

**A motion was made by Councilmember Stephanie Steele to Adjourn the meeting at 8:46 P.M., seconded by Councilmember Karen Pfeiffer. Vote 5-0-0; Motion Carried**

**Reminder: Next meetings:                    Monday, August 4, 2025  
   Monday, August 25, 2025**

**Respectfully Submitted,**



**Lori Sliker, Borough Secretary**

