



BOROUGH OF PORTLAND
COUNCIL MEETING AGENDA
206 Division Street, Portland, PA

Date: December 1, 2025

Time: 7:00 P.M.

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1. **Call to Order:** Council President
 2. **Council Members Present for Roll Call to Order:**
 3. **Others Present:**
 4. **Announcement of Recording:**
The meeting is being digitally recorded by the Secretary for assistance in preparation of the minutes. Is there anyone in the audience who plans to record the meeting?
 5. **Approval of the Meeting Agenda and any Amendments:**
 6. **Action on Minutes:**
 - October 27, 2025
 - November 3, 2025
 7. **Resolution-2025-__:** Resolution approving the Final Budget, Including General Fund, Sewer Fund and Sanitation Fund for the Borough of Portland for the Year 2026.
 8. **Resolution-2025-__:** A Resolution of the Borough of Portland, County of Northampton, and Commonwealth of Pennsylvania, levying for the Fiscal Year 2026 Taxes on All Real Estate within the Borough for General Borough Purposes and Fire Prevention and Protection, Affixing the Tax Rate and Providing for Other Miscellaneous Matters.
 9. **Resolution-2025-__:** Resolution regarding Fees and Charges related to the Borough's Collection and Disposal of Garbage from Private Residences in Calendar Year 2026
 10. **Resolution-2025-__:** Resolution Approving An Increase in the Sewer Rental/User Fee to \$93 Per EDU, Or Part Thereof, and Providing for Other Miscellaneous Matters.
 11. **Resolution 2025-__:** Resolution appointing Kirk, Summa & Co., LLP as the Borough of Portland's Independent Auditor for Purposes of Auditing the Borough's Accounts for the 2025 Fiscal Year, (and Authorizing Council President to Execute the Letter of Engagement between Kirk, Summa & Co., LLP, and the Borough of Portland in the amount of \$10,000.00 for the 2025 Audit).
 12. 2026 Borough Real Estate Tax Bills: Approval for the secretary to order the 2026 Borough Real Estate tax bills from Berkheimer Associates.
 13. Notice of 2026 Meetings Schedule: Any meeting date revisions-Approval to advertise.
 - Council discussed changing meeting time to 6:00 PM-update

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14. **Secretary/Treasurer Report:** Lori Sliker, Treasurer
Approve the **November 2025** Financial Report, bills presented for payment in the amounts of:
Bills Presented for Payment:
- | | |
|---|----------------------------|
| Borough Operations | \$ 11,061.63 |
| Sewer Operations | \$ 41,569.18 |
| Garbage Operations | \$ 8,224.00 |
| Estimate Payroll & Payroll Taxes, December 2025 | \$ 6,300.00 |
| Escrow –Dunkin (VanCleaf), UMBTI-Lamtec (FLB, VanCleaf) | \$ 2,622.50 |
| <u>TOTAL</u> | <u>\$ 69,777.31</u> |
15. **Golden Property Maintenance Code Appeal:** Kenneth Golden appeal of Property Maintenance Code Notice of Violation for 108 Division Street property
16. **Public Comment:** Time allotted – 5 minutes per person
- Swearing in Christopher Molchan as parttime police officer.
17. **Route I80-Route 611 Updates:** Tara Mezzanotte, Liaison
18. **Lower Delaware National Wild and Scenic River:** Tara Mezzanotte, from Management Council
19. **Borough Engineer’s Report:** Mark Bahnick, Van Cleaf
- Stormwater Easement update – executive session
20. **Sewer Committee:** Stephanie Steele, Chair
- Commercial and Industrial customer required connection modifications
 - Proposed Borough and Township Intermunicipal Agreement on Sewer Service
 - WWTP Effluent line from River Rd to Delaware River discharge Update
 - Resolution-2025-____: A Resolution of the Borough of Portland Ratifying Emergency Procurement.
 - Sewer manholes on upper end of State St-evaluate for damage & repair replace asphalt back around covers.
 - Transfer \$20,000.00 from the General Real Estate Fund to the Sewer Fund.
 - Sewer Shut-off’s: None
21. **Streets Committee:** Lance Prator, Chair
- Garage ceiling in house estimates for materials - \$2113.00
 - Tool tray – bucket mounted- Amazon \$149.00 + shipping.
 - Lift agreement (salt bin)
22. **Board Appointments:** review and discussion to advertise vacant seats
- Portland Borough Authority: James Potter appt expires 12/31/2025 – reappoint 5-year term 1/1/2026 – 12/31/2030
 - Planning Commission: Vacant Seat appt expires 12/31/2025 – reappoint 4-year term 1/1/2026-12/31/2029
 - BACIDA:
 - Harry “Jack” Bellis appt. expires 12/31/2025 – reappoint 5-year term 1/1/2026-12/31/2030
 - Mark Schiavon-Washington Township appt expires 12/31/2025 – reappoint 5-year term 1/1/2026-12/31/2030 -awaiting response.

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- Zoning Hearing Board: Hubert McHugh appt expires 12/31/2025- reappoint 3-year term 1/1/2026-12/31/2028.- awaiting response.
- Recreation Board: Stephanie Steele appt expires 12/31/2025

23. **Legal:** Solicitor Gaul

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

- RPL East, LLC Proposed Subdivision Plan-current deadline 1/1/2026. Received an offer of extension through April 1, 2026. Borough Council to review and vote on extensions.
- RPL East, LLC Proposed Planned Industrial Park Plan -current deadline 1/1/2026. Received an offer of extension through April 1, 2026. Borough Council to review and vote on extensions.

25. **Zoning, Building and Property Maintenance**

- Municipal Building Ramp/Lift Replacement
- Slates Hills Enterprise (SHE)

26. **Portland Borough Authority:** Lance Prator, Water Authority Chair

27. **Fire, Safety & Police:** Chief Pysher

- November Police Report
- Chief Potter- Financial, Code Red Issues, EMA Plan for submission

28. **Mayor's Report:** Mayor Fischer

- Smores Table – Wind Gap would like to borrow the table discuss liabilities
- Garden Agreement – agreement to allow Mayor Fischer to continue oversight of the project.

29. **Ordinance Committee:**

30. **Portland Community Events Committee:**

- Annual Tree Lighting 11/30/2025 @ 6:30 PM - Update

31. **COG:** Lance Prator, Chairman

32. **Community Development & Grant Committee:**

- Post Foundation Grant Generator – Wind Gap Electric (Propane-\$23,759.00/Diesel-\$34,300.00).

33. **Sanitation Committee:**

34. **Budget, Finance, Insurance & Cable TV Contract:** Stephanie Steele, Chair

35. **Plan Slate Belt:** Lance Prator, Stephanie Steele, Heather Fischer

- Plan Slate Belt met with a firm that responded to RFP to Multi-Municipal Zoning.

36. **Slate Belt Rising:** Stephanie Steele

37. **Personnel Committee:** Stephanie Steele, Chair

38. **Liberty Water Gap Trail Alliance:** Cindy Fish, Resident Rep. & Lance Prator, Borough Rep

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39. **Old Business:**

- Public Restroom signage
- Trailer for speed signs
- Park and Ride Tree Removal; Repair

40. **New Business:**

- Municibid (Truck and Tractor) – minimum start bids.
- EZ Pass for vehicles
- Resolution 2025-__: Emergency Operations Plan – resolution approving and adopting by the Borough of Portland Council, Northampton County, Pennsylvania, on the date hereinafter set forth.

41. **Public Comment, Non-Agenda:**

42. **Executive Session:**

43. **Additional Discussion and/or Official Action on Borough Council Business after Executive Session.**

44. **Adjournment:**

Next Borough Council meeting(s):

December 22, 2025

January 2026, Reorganizational and Regular meeting (TBD)