



**BOROUGH OF PORTLAND**  
**COUNCIL REGULAR & REORGANIZATIONAL MEETING AGENDA-Amended**  
206 Division Street, Portland, PA  
Date: January 5, 2026 - Time: 7:00 P.M.

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**PRE-MEETING:**

The Swearing in of Public Officials: Mayor Lance Prator

**MEETING:**

1. **Call to Order:** Mayor calls the meeting to order.
2. **Council Members Present for Roll Call to Order:**
3. **Others Present:**
4. **Council President Resignation:** Resignation of Lance Prator from Council
5. **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?
6. **Election of President and Vice President:**  
The Mayor presides over the election of the President and the Vice President of Council.
  - The Mayor calls for the nominations of Council President.  
Election of the Council President
  - The Mayor calls for the nominations of Council Vice President.  
Election of the Council Vice President

The Mayor turns the gavel over to the newly elected President of Council.
7. **Approval of the Meeting Agenda and any Amendments:**
8. **Council Appointments:**
  - Appointment of Secretary:
  - Appointment of Treasurer:
  - Appointment of Assistant Secretary:
  - Appointment of Assistant Treasurer:
  - Appointment of the Borough Solicitor:
  - Appointment of Alternate Solicitor:
  - Appointment of Borough Sewer Solicitor:
  - Appointment of Borough/Sewer Engineer:
  - Appointment of Alternate Borough/Sewer Engineer:
  - Appointment of Sewer Enforcement Officer

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- Appointment of Zoning Officer:
  - Appointment of Code Enforcement Officer:
  - Appointment of Building Code Official:
  - Appointment of Uniform Construction Code Official:
  - Appointment of Flood Plain Administrator:
  - Appointment of Vacancy Board Chair:
  - Appointment of Recreation Board Chair:
  - Appointment of Planning Commission:
  - Appointment of Zoning Hearing Board:
  - Appointment of Health Officer:
  - Appointment of Right-To-Know Officer:
  - Appointment of Assistant Right-To-Know Officer:
  - Appointment of Tax Collection Committee Delegate:
  - Appointment of Alternate Tax Collection Committee Delegate:
  - Appointment of Council of Governments Representative:
  - Appointment of Alternate Council of Governments Representative:
  - Appointment of Air Liquide Representative (1):
  - Appointment of Air Liquide Alternate Representative (1):
  - Appointment of Slate Belt Rising Representatives (2):
  - Appointment of Plan Slate Belt Steering Committee (2):
  - Appointment of Plan Slate Belt Alternate Representative (1):
  - Nominate Emergency Management Coordinator:
9. **Determination of the Bond Amount for the Borough Treasurer and Assistant Treasurer:**
- Treasurer-\$600,000.00/\$300,000.00 - Asst. Treasurer-\$750,000.00 (2025 amounts)
- 9A – Health Inspection Fees  
9B- UCC Fees Schedule
10. **Resolution 2026-\_\_\_** : Resolution Establishing New Permit Fees Under the Building Code
11. **Resolution 2026-\_\_\_** : Resolution Establishing Borough Health License/Inspection Fees
12. **Resolution 2026-\_\_\_** : Resolution Declaring the Office of Borough Tax Collector Vacant and Authorizing and Directing the Borough Secretary to collect the Borough Tax during the pendency of the vacancy in the Office of Tax Collector for the Borough.
13. **Board Appointments:**
- Portland Borough Authority: James Potter appt expires 12/31/2025 – reappoint 5-year term 1/1/2026 – 12/31/2030

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- Planning Commission: Vacant Seat-12/31/2025-4-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 Twp-expires 12/31/2025 – reappoint 5-year term 1/1/2026-12/31/2030
  - Zoning Hearing Board: Hubert McHugh appt expires 12/31/2025- reappoint 3-year term 1/1/2026-12/31/2028.
  - Recreation Board: Stephanie Steele appt expires 12/31/2025-reappoint 3-year term 1/1/2026-12/31/2028.
14. **Action on Minutes:**
- December 1, 2025
  - December 8, 2025-Special Meeting
15. **Secretary/Treasurer Report:** Lori Sliker, Treasurer  
Approve the December 2025 Financial Report, the bills presented for payment in the amounts of:  
**Bills Presented for Payment:**
- |                                                   |                     |
|---------------------------------------------------|---------------------|
| Borough Operations                                | \$ 27,928.85        |
| <del>Sewer</del> Garbage Operations               | \$ 8,224.00         |
| <del>Garbage</del> Sewer Operations               | \$ 22,135.73        |
| Estimate Payroll & Payroll Taxes, January 2026    | \$ 6,300.00         |
| Escrows: Dunkin (VanCleaf) – RPL East (King Spry) | \$ 1,468.00         |
| <b>TOTAL</b>                                      | <b>\$ 66,056.58</b> |
- **Transfer \$35,000.00 from Real Estate Fund to the General Fund to cover expenses.**
16. **Golden Property Maintenance Code Appeal:** Hearing on Kenneth Golden Appeal of Property Maintenance Code Notice of Violation for 108 Division Street property.
17. **Public Comment:** Time allotted – 5 minutes per person
- Pastor Phil Karasiewicz
18. **Route I80-Route 611 Updates:** Tara Mezzanotte, Liaison
19. **Lower Delaware National Wild and Scenic River:** Tara Mezzanotte-Management Council
20. **Liberty Water Gap Trail Alliance:** Cindy Fish, Resident Rep./Lance Prator, Borough Rep.
21. **Borough Engineer's Report:** Mark Bahnick, VanCleaf
- Stormwater Easement update
  - WWTP Effluent Line Emergency Repair Project Status Update Letter
22. **Sewer Committee:** Stephanie Steele, Chair
- Commercial and Industrial customer required connection modifications update
  - Proposed Borough and Township Intermunicipal Agreement on Sewer Service update
  - WWTP Effluent line from River Rd to Delaware River discharge update
  - Sewer Manholes on upper end of State Street update
  - Transfer \$20,000.00 from the General Real Estate Fund to the Sewer Fund.
23. **Streets Department:** Lance Prator, Chair

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- Garage ceiling in house estimates for material - \$2,113.00
24. **Legal:** Solicitor Gaul
25. **Subdivision and Land Development (SALDO):**
- RPL East, LLC Proposed Subdivision, Current Deadline 4/1/2026.
  - RPL East, LLC Planned Industrial Park, Current Deadline 4/1/2026.
26. **Zoning, Building and Property Maintenance**
- Municipal Building Ramp/Lift Replacement
  - Slate Hills Enterprise (SHE)
27. **Portland Borough Authority:** Lance Prator, Water Authority Chair
28. **Fire, Safety & Police:** Police Chief Pysher/Fire Chief Potter
- December Police Report
  - Police Officer pay increases – rate increase \$1.00 per hour and holiday pay increase from \$75.00 to \$100.00 effective Monday, January 12, 2026.
29. **Mayor’s Report:**
30. **Ordinance Committee:**
31. **Portland Community Events Committee:**
32. **COG:** Lance Prator
33. **Community Development & Grant Committee:**
- Post Foundation Grant Generator quote review
34. **Sanitation Committee:**
35. **Budget, Finance, Insurance & Cable TV Contract:**
- Insurance Renewal 01-19-2026 to 01-19-2027. Motion authorizing Council President to secure General Liability & Volunteers insurance policy and to execute the contracts and make payments upon receipt of invoices.
36. **Plan Slate Belt:**
- Professional Services Agreement
  - Agreement to Pay Municipal Contributions towards the cost of the Plan Slate Belt Multi-Municipal Comprehensive Plan Implementation Project.
  - PSB Steering Committee Minutes 11-6-2025
37. **Slate Belt Rising:**
38. **Personnel Committee:**
39. **Old Business:**
- Public Restroom signage
  - Trailer for speed signs
  - Park and Ride Tree Removal/Repairs

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40. **New Business:**

- Bangor Public Library annual contribution \$250.00
- Suburban Ambulance Service annual contribution \$550.00
- Vinyl Graphics for vehicles– Tint Wurx Signs & Graphics \$450.50 - quote

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

42. **Executive Session:**

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

44. **Adjournment:**