



**Borough of Portland Council Meeting Minutes**  
**February 23, 2026**

On February 23, 2026, 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 Stephanie Steele called the meeting to order at 7:00 P.M.

Pledge of Allegiance was recited.

**Roll Call** – Council Members: Stephanie Steele, President, Bruce Cialfi, Lisa Prator, Karen Pfeiffer and Susan Ivancich were present.

**Others Present** – Mayor Lance Prator and Borough Secretary/Treasurer - Lori Sliker were present. Also, present-Craig LaBarre. Attended by Zoom at 7:00 PM: Solicitors Steve Boell, Samuel Morgan (Fitzgerald Lentz and Bubba), Tyler Evans, VanCleaf Engineering. Solicitor Michael Gaul (joined at 7:05 PM).

**Announcement of Recording** – President Steele 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 Steele asked if there were any amendments to the agenda. No amendments were requested.

**A motion was made by Councilmember Bruce Cialfi to approve the February 23, 2026, agenda, as presented, seconded by Councilmember Lisa Prator. Vote 5-0-0; Motion Carried.**

**Minutes:** none

**Public Comment:** none

**Route 180-Route 611 Updates:** no report - will report next month.

**Borough Engineers Report: Tyler Evans, VanCleaf Engineer**

Mr. Evans provided Council with the following updates:

COVID Grant Project–Stormwater-the appraisals are ongoing. Mr. Evans would like to discuss scheduling the project at the next meeting; the plans and specifications were provided and will be distributed in the next Council packet. President Steele asked if the sewer solicitors had reviewed the plans and specifications; Solicitor Boell advised they had not seen them. Mr. Evans will provide the information to the sewer solicitor at Fitzpatrick Lentz and Bubba (FLB) for review. Councilmember Pfeiffer asked if the bid process will be able to continue even though there are two properties with access issues; Mr. Evans stated that even if the easement issues are not resolved the project can continue by building what we can; the Borough has a 10' easement on the Angle property. The bid is set up by linear foot so it can accommodate changes. Solicitor Boell provided a current update of the properties and stated that at the next meeting he will discuss the involuntary easement access process. President Steele stated that the plans and specifications were sent to the Liquid Fuels representative in case Council wants to utilize liquid fuels funds to help cover the cost; the approval would have to be obtained prior to the bid process. Councilmember Lisa Prator stated she did not want to wait for liquid fuels approval and risk the grant money and wants the process to continue; the consensus of Council was to not pursue the liquid fuels' approval.

# Borough of Portland Council Meeting Minutes

February 23, 2026

COVID Grant Project–Sewer Screens–Mr. Evans advised the screens will be installed the beginning of March; the work should take approximately 1 week. Mr. LaBarre asked Mr. Evans if a timeline was ever received from the company; Mr. Evans will remind the screen company to send a timeline. The project should only take a couple of weeks. The grant deadline is September 30<sup>th</sup>.

Lamtec Sewer Connection-DEP Sewage Planning Module Review-no update  
Portland-UMBT Sewer Service Intermunicipal Agreement –no update

## **Sewer Committee:**

Commercial & Industrial customer -no update

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

WWTP Effluent Line Repair

Permit Extension –Mr. Evans advised that a 60-day extension has been approved for the emergency permit; Councilmember Pfeiffer asked what the new expiration date will be, Mr. Evans advised that expiration date will be April 14, 2026. Consensus of Council is to keep the project moving forward and to approve the resolution tonight.

Resolution #2026-05: A Resolution of the Borough of Portland Awarding Emergency Procurement.

**A motion was made by Councilmember Lisa Prator to adopt Resolution #2026-05: A resolution of the Borough of Portland Awarding Emergency Procurement, seconded by Councilmember Bruce Cialfi. Vote 5-0-0; Motion Carried.**

Solicitor Steve Boell and Samuel Morgan left the zoom call at 7:16 P.M.

Resolution-#2026-06: Authorizing Small Borrowing for Capital Purposes Under Section 8109 of the LGUDA- Solicitor Gaul reviewed the resolution and the process for authorizing small borrowing for Capital Purposes under Section 8109. Council President and the Secretary signed and had the documents notarized for the bank today which were required prior to adopting the resolution.

**A motion was made by Councilmember Lisa Praor to adopt Resolution #2026-06: Authorizing Small Borrowing for Capital Purposes Under Section 8109 of the LGUDA, seconded by Councilmember Karen Pfeiffer. Vote 5-0-0; Motion Carried.**

Mr. LaBarre advised that in May 2024 a contract was signed to identify and correct issues within the sewer plant; which include pumps/power/controls and the computer systems needed updating. The issues still exist and the contract has not been completed. President Steele would like to review the contract from Innovative Controls and Councilmember Lisa Prator requested that the Sewer Solicitor also review the contract. The secretary will forward the contract to President Steele and Solicitor Boell. Mr. LaBarre would like to have someone else come out to figure out what the problems are; President Steele has an estimate from Martins which she will provide to the secretary to include in the next meeting packet.

Councilmember Karen Pfeiffer asked Mr. LaBarre how things were going at the plant, Mr. Labarre advised that the numbers continue to fluctuate, indicating chemicals are entering the sewer. An inspection was supposed to be scheduled for Ultra Poly but it did not get scheduled; Mr. LaBarre expressed some concern regarding a previously denied project that may be set up and operating. A request will be made to obtain the disposal records from the businesses.

Craig LaBarre and Tyler Evans left at 7:41 P.M.

Sewer manholes on upper end of State Street – tabled.

## **Streets Committee:**

Garage Ceiling in-house estimates \$2,113.00-tabled.

Snowplowing: Fred and Jimmy have been doing a great job. President Steele advised that a complaint was made to the State Police which Chief Pysher received the report. President Steele advised that the complainant stated Fred was rude to him when plowing and later claimed that Fred hit his truck with the plow.

# Borough of Portland Council Meeting Minutes

February 23, 2026

President Steele happened to be there when he claimed Fred hit his truck and she stated that Fred was not even close to his truck. If the resident continues to complain he needs to complete a formal complaint and submit it to the Borough; come to the meeting and speak to Council. A streets meeting is scheduled for Friday and they will be addressing residents throwing snow in the road after its plowed. Mayor Prator stated that according to Ordinance 219 there is a \$300.00 fine for throwing snow on the roadway.

Park & Ride email – President Steele advised the Borough received an email from a resident stating that the plow crew needs to clean the parking lot first so people can get to work. President Steele stated the ordinance needs to be reviewed to address plowing the lots during storms. Solicitor Gaul stated that the Borough provides alternate parking areas as a courtesy and there is no requirement to plow the lots. Councilmember Lisa Prator stated that the Park and Walk lot has no 24-hour parking and by allowing residents to park there during an emergency break the rules. President Steele stated the Chocolate Shop has previously stated they would be willing to pay for permitted parking spots in front of the store.

## **Building Committee:**

Councilmember Lisa Prator advised that she contacted a mobile building company for an estimate on a 2500 square foot office building. The cost for the building is approximately \$350,000.00 without hookups, the total with hookups will be approximately \$500,000.00.

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

## **Community Development & Grant Committee:**

Generator Grant report due 5/30/2026—President Steele stated that the generator grant report is due 5/30/2026 and that they are currently reconfirming the quotes that were previously received.

Municipal Building ADA Compliant Lift/Ramp: President Steele advised that the Borough received a grant for \$33,742.00 from CF CPFICDS thanks to former Mayor Fischer, Councilmember Bruce Cialfi and Congressman Ryan Mackenzie. Councilmember Bruce Cialfi stated that 2 of the 3 vendors reconfirmed the quotes. The quotes do not include permits which will cost \$2,000-\$4,500.00

## **Portland Community Events Committee:**

Easter celebration will be held on March 28<sup>th</sup> at 11:00 AM; candy donations can be dropped off at the building.

Founders Day & Fire Company Celebration-October 17<sup>th</sup> 12:00 – 5:00 PM. Councilmember Lisa Prator provided council with an update of the planned events for the combined event; the Hotel Tax Grant was approved.

**Fire, Safety & Police Committee:** none

**Ordinance Update Committee:** none

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

**Sanitation Committee:** President Steele stated the Borough received a complaint by a business owner regarding bags of trash being piled up in front of her store. President Steele reviewed the sanitation ordinance, and it states that “all garbage shall be in covered cans and placed ground level no earlier than 8:00 PM the evening prior to pick up. President Steele will work with the billing clerk to have a letter sent out to the property owners quoting that section of the ordinance.

**COG:** Mayor Prator advised the next meeting is Wednesday.

## **Plan Slate Belt**

President Steele stated they will be working on the regional comprehensive plan – Zoning; feedback from the municipalities will be needed. A consultant will be creating a flyer for the Borough to send out to the residents.

**Borough of Portland Council Meeting Minutes**

**February 23, 2026**

**Slate Belt Rising Steering Committee (SBR):** Stephanie Steele,  
President Steele advised that the grant received last year to purchase stone for the flower beds will be worked on in the spring. Litter clean up will be April 18<sup>th</sup>.

**Liberty Water Gap Trail Alliance:**

Mayor Prator stated that at the meeting last week; PennDot stated that no bicycles/pedestrians allowed on the lane closure of Rt. 611.

**Old Business:**

Public restroom signage—Mayor Prator advised that the signs have been picked up.  
Speed Limit sign trailer- Mayor Prator sent pictures to Council showing how the signs are welded and bolted down on the trailers.  
Park and Ride Tree Removal; Repair-tabled  
Reduction in the number of elected Council Members-Council discussed the possible reduction in elected council members and if there are any consequences of doing so. Solicitor Gaul explained to Council that there could be a problem if there is a situation of someone not showing up; Councilmember Lisa Prator stated that for now the number of seats should remain and if needed Council can reconsider at a later time; the other council members were in agreement.

Refiners Fire Ministry 20<sup>th</sup> Year Celebration – May 23, 2026, request to utilize the Ball Field.

**A motion was made by Councilmember Lisa Prator to permit Refiners Ministry the use of the Borough Ball Field on 5/23/2026 from 8:00 am to 8:00 pm with the understanding that they must provide a certificate of insurance for the day naming the Borough as additional insurance, seconded by Councilmember Karen Pfeiffer. Vote 5-0-0; Motion Carried.**

**New Business:**

Complaint – Garbage-previously discussed.

**Public Comment: Non-Agenda:**

Mr. Fish addressed the Council.

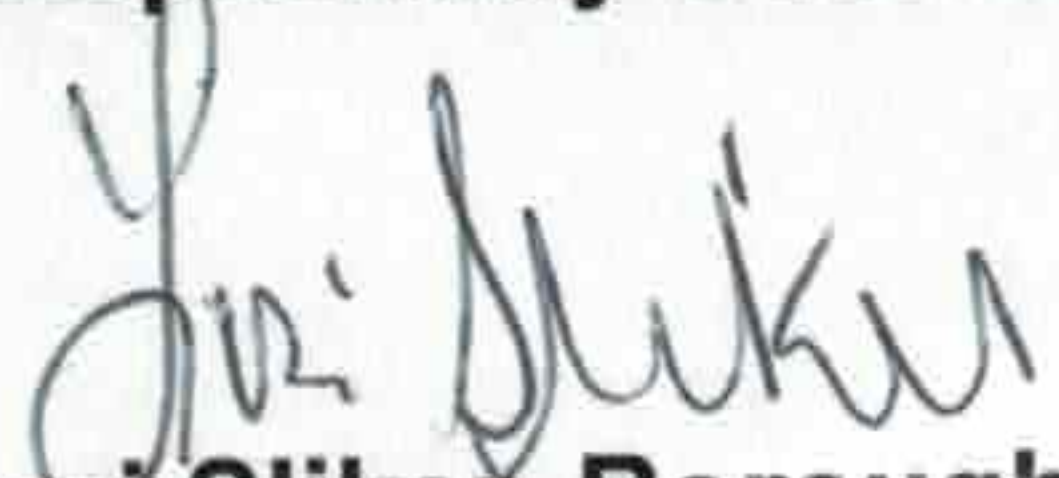
**Executive Session: NONE**

**Motion to adjourn:**

**A motion was made by Councilmember Bruce Cialfi to Adjourn the meeting at 9:15 P.M., seconded by Councilmember Lisa Prator. Vote 5-0-0; Motion Carried**

**Reminder: Next meetings:                   Monday, March 2, 2026**  
**Monday, March 23, 2026**

**Respectfully Submitted,**

  
**Lori Sliker, Borough Secretary**

