



**Borough of Portland Council Meeting Notes
March 2, 2026**

On March 2, 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 – Council 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, Susan Ivancich, Karen Pfeiffer and Lisa Prator were present. Bruce Cialfi was absent.

Others Present – Borough Secretary/Treasurer-Lori Sliker was present. Also, present- Borough Solicitor-Michael Gaul, Borough Engineer-Tyler Evans, Chief of Police Todd Pysher-arrived at 7:25 PM, Tara Mezzanotte, and Mayor Lance Prator and Attorney Samuel Morgan of Fitzpatrick, Lentz & Bubba, Sewer Solicitor - joined by Zoom at 7:00 P.M. and Hubert McHugh.

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 was recording the meeting. None of the attendees stated they were 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. None were requested.

A motion was made by Councilmember Lisa Prator to approve March 2, 2026, agenda as posted, seconded by Councilmember Karen Pfeiffer. Vote 4-0-0; Motion Carried.

Action on the Meeting Minutes of February 2, 2026: President Steele asked if there were any corrections or changes to the meeting minutes of February 2, 2026. No corrections were requested.

A motion was made by Councilmember Lisa Prator to approve February 2, 2026, Council meeting minutes as presented, seconded by Councilmember Karen Pfeiffer. Vote 4-0-0; Motion Carried.

Secretary/Treasurer Report:

The Secretary presented the February 2026 Financial Report for review/approval.

Bills Presented for Payment:

Borough Operations	\$ 51,293.80
Sewer Operations	\$ 156,440.13
Garbage Operations	\$ 9,378.77
Estimate Payroll & Payroll Taxes, March 2026	\$ 6,300.00
Escrow–Sewer-(UMBT-Lamtec- VanCleaf)	\$ 256.50
<u>TOTAL</u>	\$ 223,669.20

Transfer \$75,000.00 from the Real Estate Fund to the General Fund to cover expenses.

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Councilmember Lisa Prator asked about the sewer operations amount. President Steele stated that sewer grant funds have been received and then expenses paid for the work that was completed.

A motion was made by Councilmember Lisa Prator to approve the February 2026 Financial Report, as revised, seconded by Councilmember Karen Pfeiffer. Vote 4-0-0; Motion Carried.

A motion was made by Councilmember Lisa Prator to pay the Borough bills, as presented, seconded by Councilmember Karen Pfeiffer. Vote 4-0-0; Motion Carried.

A motion was made by Councilmember Lisa Prator to transfer \$75,000.00 from the Real Estate Fund to the General Fund to cover expenses, seconded by Councilmember Karen Pfeiffer. Vote 4-0-0; Motion Carried.

Golden Property Maintenance Code Appeal- Previously tabled to the April 6, 2026, Council Meeting.

Public Comment: none

Route I80-Route 611 Updates: Tara Mezzanotte

Ms. Mezzanotte advised that PennDOT went out and checked the Rt. 611 one-way light, which they advised is working correctly. PennDOT continues to address and respond to the reported issues at the light; tickets can not be done with this configuration. Regional Emergency Response-there is not a coordinated response; Ms. Mezzanotte read an email to the Council and will keep them updated. Ms. Mezzanotte asked if Council saw any problems with her putting this information out to the public. President Steele stated the public has the same concerns as we do and getting that information out to the public would be beneficial. Councilmember Karen Pfeiffer asked if when route 80 is shut down can they manually change the number of cars to go through the one-way light; this should be brought up to the Emergency Task Force when they meet. Is there a phone number to call instead of reporting problems to 911.

Councilmember Karen Pfeiffer left the room at 7:21 P.M. and returned at 7:23 PM

Lower Delaware National Wild and Scenic River: Tara Mezzanotte

Ms. Mezzanotte stated UMBT meeting will be on the 9th, and they will be deciding if they are going to do a resolution. Ms. Mezzanotte asked Council about the grant request they submitted to LDNWSR for the sewer effluent line project; specifically, if they knew why it was denied. If it is considered a capital project that could have eliminated it from consideration.

Liberty Water Gap Trail Alliance: Cindy Fish- Councilmember Lisa Prator advised that there was a meeting; Mayor Prator stated that at the meeting it was stated that foot traffic is not allowed on the one-way part of the Liberty Water Gap Trail.

Borough Engineer's Report - Tyler Evans, Van Cleef

COVID Grant Project-Stormwater-Mr. Evans reported the appraisal is ongoing; Solicitor Morgan (FLB) stated there are emails coordinating the easement appraiser and the property owners' attorneys and asked if FLB or Tyler should coordinate. Solicitor Morgan will email Tyler Evans with the information so he can coordinate the meetings. Solicitor Morgan asked if FLB should draft another letter to Mr. Angle; Council authorized that another letter sent to Mr. Angle.

A motion was made councilmember Karen Pfeiffer to have Fitzpatrick Lentz & Bubba send another letter to Mr. Ronald Angle for easement access, seconded by Councilmember Lisa Prator. Vote 4-0-0; Motion Carried.

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President Steele asked Solicitor Morgan if FLB has had time to go through the bid documents; he is currently going through the document, and it will be completed prior to next meeting. Tyler Evans reported that in order to get the project completed before the grant closing date, approval of the bid documents and advertising will have to be done at the next meeting. Mr. Evans stated advertising in the Pocono Times is \$524.00 and Keys is \$495.00; President Steele advised the Borough usually advertises through the Pocono Record which Mr. Evans will check the cost.

COVID Grant Project–Sewer: Mr. Evans reported that the project will be scheduled in the next week or two, they are waiting for some warmer weather.

Lamtec Sewer Connection – DEP Sewage Planning Module Review-with DEP; being reviewed.
Portland-UMBT Sewer Service Intermunicipal Agreement

Sewer Committee – Stephanie Steele

Commercial and Industrial customer required connection modifications – President Steele stated that in the next few weeks they will send out the letters for the disposal records.

Proposed Borough and Township Intermunicipal agreement on Sewer Service-DEP review
EDMR-February 2026 was provided in the packet for Council review.

WWTP Effluent line from River Rd to Delaware River discharge- President Steele reported they are working on closing the loan.

Sewer manholes on upper end of State St-tabled

Waste Water Treatment Plant - Martin's quote \$2,290.00 was discussed at the last meeting.

A motion made by Councilmember Lisa Prator to approve Martin's quote for \$2,290.00, subject to the Borough standard terms and conditions; seconded by Councilmember Karen Pfeiffer. Vote 4-0-0; Motion Carried.

President Steele advised that the WWTP is having some electrical issues, it appears to be getting half the voltage it should be getting.

Effluent Line Survey-President Steele advised that Mr. Pektor requested a copy of the Borough survey that was recently completed for the effluent line repair project. VanCleaf requires that Mr. Pektor sign a form.

A motion was made by Councilmember Karen Pfeiffer to authorize VanCleaf Engineering to provide a copy of the survey for the effluent line to Mr. Pektor, seconded by Councilmember Lisa Prator. Vote 4-0-0; Motion Carried.

President Steele advised FLB that Mr. LaBarre is having a problem with getting a project completed; the information will be emailed to FLB for review.

FLB left the meeting at 7:43 PM.

Streets Committee:

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

ADA warning ramp pad color-PennDOT is asking the Borough to pick an ADA warning ramp color pad for the upcoming resurfacing project. President Steele stated she likes the blue and asked Council what they would prefer. The consensus of Council was to use BLUE; an email will be sent to PennDOT.

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A motion was made by Councilmember Karen Pfeiffer to use the blue handicap warning ramp, seconded by Councilmember Lisa Prator. Vote 4-0-0; Motion Carried.

Tyler Evans left at 7:50 PM.

Zoning, Building and Property Management

Municipal Building Ramp/Lift Replacement – no update

Generator update-no update

Slate Hills Enterprise (SHE)-no update

Fire, Safety & Police: Chief Pysher

February Police Report- Chief Pysher reviewed his February Police Report with Council; Lori will forward the report to Council.

Police Officer pay increases-email was received from Mayor Prator to increase the officer pay .50 cents per hour and the Chief's pay by \$1.00 per hour. Some discussions took place to wait for new officers to be on the road for 90 days. Current pay rates are \$25.00 (Chief) and \$24.00 (Officers).

A motion was made by Councilmember Karen Pfeiffer to increase the officer's pay by .50 cents per hour (\$24.50) for all officers who have worked for 90 days or more and increase the Chief's pay by \$1.00 per hour (\$26.00), seconded by Councilmember Lisa Prator. Vote 4-0-0; Motion Carried.

Supervisor Role Training-May 4-8th-\$834.00. This is the first of five classes. Councilmember Lisa Prator asked the Chief if his other employer is contributing toward this training; Chief Pysher advised that his other employer will give him a "paid day" off for the training. Chief Pysher is NOT asking the Borough to pay for him to attend the training. Chief Pysher advised that there are 5 classes which could potentially take years to get a close enough location to attend. Councilmember Lisa Prator asked if the Chief would be willing to sign an agreement that if he left in a year the Chief would reimburse the Borough. Tabled - March 23, 2026, meeting.

Safewood Designs-4' detention bench without back \$1335.00 + \$550.00 S&H-Currently the Police do not have anywhere to detain someone while they process the paperwork. The bench will be bolted into the floor through the basement. Councilmember Lisa Prator asked the Chief, since he has been here how many times he could have used the bench; Chief Pysher stated he recalls 2 occasions. Tabled - March 23, 2026, meeting.

Legal:

Solicitor Gaul advised he wants to have an Executive session at 9:00 PM.

Solicitor Gaul reviewed the Fidelity Bank loan closing process with Council; the cost of issuance, origination fee and Solicitor fees will be paid the day of the loan closing. The President of Council will be approving the fee amounts and payment in accordance with the Borrowing Resolution. The costs of issuance need to be determined in order to finalize the closing documentation.

Subdivision and Land Development (SALDO):

RPL East, LLC Proposed Subdivision Plan -current deadline April 1, 2026. Received from the applicant an offer of extension through July 1, 2026, for Council to review and render a decision on the Plan.

A motion was made by Councilmember Lisa Prator to accept the offer of extension for Council to review and render a decision on the Plan through July 1, 2026, on the RPL East, LLC Proposed Subdivision Plan, seconded by Councilmember Karen Pfeiffer. Vote 4-0-0; Motion Carried.

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RPL East, LLC Proposed Planned Industrial Park Plan-current deadline April 1, 2026. Received from the applicant an offer of extension through July 1, 2026, for Council to review and render a decision on the Plan.

A motion was made by Councilmember Lisa Prator to accept the offer of extension for Council to review and render a decision on the Plan through July 1, 2026, on the RPL East, LLC Proposed Planned Industrial Park Plan, seconded by Councilmember Karen Pfeiffer. Vote 4-0-0; Motion Carried.

Zoning, Building and Property Management:

Municipal Building Ramp Replacement – tabled
Slate Hills Enterprise (SHE) –tabled

Portland Borough Authority: nothing to report

Mayor's Report: nothing to report

COG: nothing to report

Portland Community Development & Community Events Committee:

Easter Egg Hunt – March 28th at 11:00 AM – Portland Ballfield will post flyers (borough, Bank and Post Office)

Founders Day- October 17th. Noon to 5 pm. Councilmember Lisa Prator advised she wants to confirm with the entertainment they will participate in rain or shine. President Steele advised that a “save the date” flyer can be posted on face book.

Grant Committee:

Post Foundation Grant Generator – President Steele-no update

Municipal Building ADA Complaint ramp/lift-Councilmember Lisa Prator advised that she wants to submit for a possible grant through Congressman Ryan Mackenzie’s office which is due March 9th, for a new municipal building; she will request \$500,000.00. Some discussions were held about using the ball field; Solicitor Gaul stated that the Deed would have to be reviewed. Some discussions were held about fixing up the existing municipal building versus a new building. The secretary will send out the deed and the O’Brien email to the Council.

President Steele advised she wants to apply through the Statewide LSA Grant for new sidewalks.

Sanitation Committee:

President Steele will be working on a letter to address the garbage downtown.

Budget, Finance, Insurance & Cable TV Contract:

Personnel: President Steele advised that she will meet with Brian, who applied for the part-time grounds position.

Plan Slate Belt:

Public meeting with Hailstone Economic-April 27th at 7:00 PM – location TBD- President Steele sent an email to the fire company requesting use of the Social Hall. Hailstone will oversee the municipalities for public engagement. President Steele will clarify if we need to advertise or will Hailstone do that; they will provide flyers. Next meeting is the 5th.

Slate Belt Rising:

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President Steele advised that the Slate Belt litter cleanup will be April 18, 2026-10 AM-1 PM.
President Steele advised that once the weather breaks, she will be working with Fred to put stone in the downtown flower beds.

Old Business:

Trailer for speed signs-tabled
Park & Ride tree removal-tabled

New Business:

None

Public Comment Non-Agenda :

None

Executive Session:

A motion was made by Councilmember Lisa Prator to enter Executive Session at 8:39 P.M. to discuss legal matters with the Solicitor, seconded by Councilmember Karen Pfeiffer. Vote 4-0-0; Motion Carried.

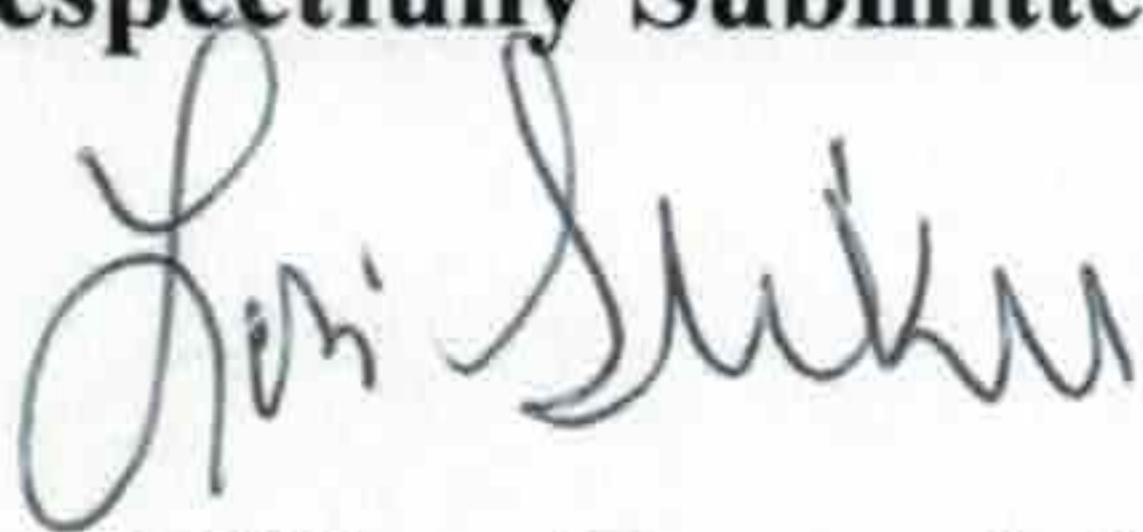
A motion was made by Councilmember Lisa Prator to return from Executive Session at 9:06 P.M., seconded by Councilmember Karen Pfeiffer. Vote 4-0-0; Motion Carried.

President Steele asked if there was any action to be taken out of Executive Session – no action.

A motion was made by Councilmember Lisa Prator to adjourn the meeting at 9:07 P.M., seconded by Councilmember Karen Pfeiffer. Vote 4-0-0; Motion Carried.

Reminder: Next meetings: Monday, March 23, 2026
Monday, April 6, 2026

Respectfully Submitted,



Lori Sliker, Borough Secretary

