



## Borough of Portland Council Meeting Minutes March 23, 2026

On March 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, Ron Angle Jr., Hubert McHugh. Attended by Zoom at 7:00 PM: Mayor Lance Prator and Mark Bahnick, VanCleaf Engineering.

**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 March 23, 2026, agenda, as presented, seconded by Councilmember Karen Pfeiffer. Vote 5-0-0; Motion Carried.**

**Minutes:** none

### **Public Comment:**

Ronald Angle Jr stated that he is here on behalf of his father and that they are opposed to the requested easement access as they believe it will diminish the value of the properties and affect future use of the properties. Mr. Angle stated that there is an easement through one property, however they do not have an easement for the second property; there is an alley that the Borough owns and they would prefer the storm drain to be moved. President Steele will let Sewer Solicitor Boell know that both Mr. Angle and Mr. McHugh advised they have both retained attorneys.

### **Borough Engineers Report: Mark Bahnick, VanCleaf Engineer**

Mr. Bahnick provided Council with the following updates:

COVID Grant Project–Stormwater- Bid information and specifications were provided in the Council packet; the engineer would like to move forward with the project and advertise. President Steele advised that FLB-Sewer Solicitors has reviewed the documents and had no comments.

**A motion was made by Councilmember Karen Pfeiffer to approve the bid information, specifications and to advertise the stormwater project, seconded by Councilmember Bruce Cialfi. Vote 5-0-0; Motion Carried.**

Mr. McHugh asked how Council can do a bid when you don't know the outcome of the easements; Councilmember Karen Pfeiffer stated that because we don't want to lose the grant funds we will do as much of the project as we can and the balance of the project will be handled after the issues are resolved. Mr.

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Bahnick advised that their recommendation is to proceed with the storm sewer project and advertise for bids; in addition, they will work with the owners/attorneys regarding the easement issues. The contract options are set up for the storm sewer line in the current location at the time of construction and if the issue is not resolved the storm sewer line will remain where it is and they will continue with the project.

COVID Grant Project–Sewer Screens–Mr. LaBarre advised they are waiting for the preconstruction meeting with the contractor to be scheduled.

Lamtec Sewer Connection-DEP Sewage Planning Module Review-no update from DEP

Portland-UMBT Sewer Service Intermunicipal Agreement –no update

## **Committee #1: Stephanie Steele, Bruce Cialfi**

### **Sewer Committee:**

Commercial & Industrial customer-Mr. LaBarre would like to have a meeting with Engineering/FLB and sewer committee to get everyone updated and on the same page.

WWTP Effluent Line Repair – Mr. LaBarre advised they had a preconstruction meeting last week and they can start anytime. President Steele asked what the access point will be; Mr. LaBarre advised they will enter at the right of way.

Permit Extension-no update

Sewer manholes on upper end of State Street – Mr. LaBarre advised he is still waiting for a price quote.

Mr. LaBarre advised that an electrical evaluation was completed by Martin's Electric; he is waiting for a report which he will share once he receives it.

President Steele asked how the Sewer Plant is running; Mr. LaBarre stated that the plant does not like the cold weather and last month was very bad. Mr. Angle asked if they were able to identify how the chemicals were getting into sewer line; Mr. LaBarre stated the substance is an oil-based chemical.

### **Streets/Maintenance Committee:**

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

President Steele advised that meeting minutes were provided in the packet for Council's review.

### **Building Committee:** none

Craig LaBarre left at 7:22 PM

### **Fire, Safety & Police Committee:**

Supervisor Role Training-May 4-8<sup>th</sup> - \$834.00- President Steele stated that Chief Pysher is not looking to do this training at this time; he would prefer that the bench be considered.

Safewood Designs – 4' Detention Bench without back \$1,334.00 + \$550.00 S&H-President Steele advised that she spoke with Solicitor Gaul and he expressed some concerns which she will email to Chief Pysher.

## **Committee #2: Stephanie Steele, Karen Pfeiffer**

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

### **Sanitation Committee:**

President Steele advised they are working on a sanitation letter to be mailed to the businesses and homeowners.

President Steele advised that an example from Bangor Borough was provided in the packet for Council's review. The Ordinance–Residential rental unit and Landlord Registration is just an example for use when discussing the current Portland issues. Councilmember Lisa Prator explained that Portland is having issues

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with getting current resident information and they want to get current information to increase communication (example: snow emergencies, boil advisory, water main break etc.)

## Grants:

Generator Grant report due 5/30/2026

- Draft Invitation to Bid
- Draft Bid Specifications

Municipal Building ADA Complaint Lift

- CF CPFICDS Grant application process for ramp replacement-\$33,742.00
- Ramp quotes and spreadsheet for review and discussion.

President Steele advised that she went through the existing bids for both projects and spoke with Solicitor Gaul, who advised that these projects should be passed to the Engineering Company. Mr. Bahnick stated that if the scope of the project is not complicated the bid/advertising process can be ready for the next meeting. A meeting will be set up with Mr. Bahnick and the Borough to discuss, with possible approval, at the next meeting.

Mark Bahnick left the call at 7:43 PM.

**Personnel Committee-** President Steele advised that they have someone interested in mowing etc.

## Policy/Procedures and Ordinance Committee:

Bangor Borough Ordinance-Residential rental unit & Landlord Registration-previously discussed.

## Committee #3: Lisa Prator, Bruce Cialfi (Susan Ivancich-alternate)

### 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. Councilmember Lisa Prator advised that the information was posted in the Belt & Beyond incorrectly; the Secretary sent an email asking if the website can be corrected. Belt & Beyond apologized and will correct the website. President Steele will also post reminder on the website and Face Book.

Founders Day & Fire Company Celebration-October 17<sup>th</sup> 12:00 – 5:00 PM.- no update.

**Community Development:** none

End of Committee Reports

**COG:** Councilmember Bruce Cialfi advised he will be attending the next meeting.

## Mayor's Report:

Updated resident information: \$161.00 each (Borough/Authority share)- President Steele advised that Solicitor Gaul wants included on the form 1. Completion is voluntary and 2. The information will be kept confidential and not shared with anyone outside of the Borough and Water Authority.

## Plan Slate Belt (regional comp plan):

President Steele stated April 27<sup>th</sup> at the Social Hall 7:00 PM with Hailstone Economics for the community conversation about the Zoning. Review of the current zoning and possible changes could include clarifying language in ordinances/maps. The flyer will be posted: Post Office/Bulletin Board/Website and Face Book.

## Slate Belt Rising Steering Committee (SBR): Stephanie Steele

President Steele advised that Litter cleanup will be April 18<sup>th</sup>  
Downtown Flower Beds-the river rock project will begin soon.

**Liberty Water Gap Trail Alliance:** President Steele advised there is no meeting until April.

