



Borough of Portland Council Meeting Minutes April 6, 2026

On April 6, 2026, at 7:01 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 7:01 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 – Borough Secretary/Treasurer-Lori Sliker was present. Also, present-Borough Solicitor-Michael Gaul, Borough Engineer-Michael Nolf, Fire Chief-James Potter, Tara Mezzanotte, Hubert McHugh, and Kenneth Golden. Mayor Lance Prator, Steve Boell and Samuel Morgan, Fitzpatrick, Lentz & Bubba (FLB) joined by Zoom.

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 is for personal use only, and does 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.

Under Streets #16 – for expediency authorization to incur expense for mark out at Dunkin Donuts light for one call.

A motion was made by Councilmember Lisa Prator to approve April 6, 2026, agenda with the amendment on line #16 for expediency, seconded by Councilmember Bruce Cialfi. Vote 5-0-0; Motion Carried.

Action on the Meeting Minutes of February 23, 2026: President Steele asked if there were any corrections or changes to the meeting minutes of February 23, 2026. No corrections were requested.

A motion was made by Councilmember Bruce Cialfi to approve February 23, 2026, Council meeting minutes as presented, seconded by Councilmember Karen Pfeiffer. Vote 5-0-0; Motion Carried.

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

A motion was made by Councilmember Karen Pfeiffer to approve March 2, 2026, Council meeting minutes as presented, seconded by Councilmember Bruce Cialfi. Vote 5-0-0; Motion Carried.

Secretary/Treasurer Report:

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

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Bills Presented for Payment:

Borough Operations	\$ 27,978.60
Sewer Operations	\$ 38,568.09
Garbage Operations	\$ 8,625.20
Estimate Payroll & Payroll Taxes, March 2026	\$ 6,300.00
Escrow–Dunkin (VanCleaf)	\$ 376.00
<u>TOTAL</u>	\$ 81,857.89

A motion was made by Councilmember Lisa Prator to approve the March 2026 Financial Report, as presented, seconded by Councilmember Bruce Cialfi. Vote 5-0-0; Motion Carried.

A motion was made by Councilmember Lisa Prator to pay the Borough bills, as presented, seconded by Councilmember Karen Pfeiffer. Vote 5-0-0; Motion Carried.

Golden Property Maintenance Code Appeal- Previously tabled until April 6, 2026, Council Meeting. President Steele read the email that was sent to Rick Golden by Keller Zoning; the email requested updates on the property clean up, installation of the building and if Mr. Golden wanted to proceed with the appeal hearing. Solicitor Gaul asked Mr. Kenny Golden if the building had been built; Mr. Golden advised the contractor has not been to the property yet. Solicitor Gaul asked if he has a written signed quote with a contractor; Mr. Golden stated he does not have a quote. Solicitor Gaul stated that one way Mr. Golden could establish his diligence was by providing the Borough with a written quote from a contractor, accepted by Mr. Golden, in whatever manner required by the contractor, which typically would require a deposit. If Mr. Golden did not provide an accepted quote, the Borough Council may find that he is not acting diligently. Mr. Golden should also advise the secretary when a company comes to take stuff off the property, so Keller Zoning can inspect prior to the next meeting, and he can decide if he wishes to pursue the appeal hearing.

Solicitor Gaul asked Mr. Golden if he understood the discussion and desired the appeal hearing to be postponed to the Council’s May 4th meeting. Mr. Golden acknowledged that he understood and desired the appeal to be postponed.

A motion was made by Councilmember Bruce Cialfi to postpone the Kenneth Golden Property Maintenance Code Appeal until May 4, 2026, Council Meeting, seconded by Councilmember Lisa Prator. Vote 5-0-0; Motion Carried.

Public Comment: none

Garden Site: President Steele stated that when Heather Fischer arrives, they can address the garden site.

Route I80-Route 611 Updates: Tara Mezzanotte

Ms. Mezzanotte advised that the Rt. 80 Stack Stone Wall has been nominated to the National Register of Historic Place structure as a top 10 threatened historic structure in NJ; the decisions will be announced in May. Rt. 611 project is currently in a holding pattern; Council was provided with an update regarding the section above Slateford on Rt. 611; the summer of 2024 the TIP included a comment to prioritize the resurfacing project up to Point of Gap. Ms. Mezzanotte reviewed the field notes of August 6, 2025, which included comments about the possible historic stone wall and concerns; this section has now disappeared from the project. President Steele advised that Ms. Mezzanotte should continue to address the condition of that area.

Lower Delaware National Wild and Scenic River: Tara Mezzanotte

Ms. Mezzanotte stated UMBT is having a special meeting on Wednesday night to decide what, if any, segment of the river they want to support. If UMBT does not support any tributaries, Portland should consider if they want to add all of Portland.

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Liberty Water Gap Trail Alliance: Cindy Fish

President Steele advised the next meeting is on April 15, 2026.

Borough Engineer's Report - Van Cleef Engineering

COVID Grant Project-Stormwater- Michael Nolf advised the project is out for bidding; it was advertised on April 1st and 8th and the bidding deadline is the 23rd; bids will be opened at the April 27th Council meeting.

COVID Grant Project–Sewer: Screeners-Eastern Environmental was sent an email requesting a construction schedule for the screens.

Lamtec Sewer Connection – DEP Sewage Planning Module Review-DEP reviewing; the land development plans have been conditionally approved.

Portland-UMBT Sewer Service Intermunicipal Agreement

Sewer Committee – Stephanie Steele

Commercial and Industrial customer required connection modifications– President Steele advised that on March 27 a white substance once again was found in the sewer plant-samples were taken and sent out they are waiting for the results. President Steele and Councilmember Bruce Cialfi met with Craig LaBarre last week and they reviewed the ordinance and want to move forward with sending letters for the sampling manhole. President Steele asked if Council would like FLB to draft letters to the two businesses that are known to use products that have been identified in prior tests. Mr. Sullivan suggested that specifications for the sampling manholes be included with the letters. Council consensus was to have FLB draft a letter to the two businesses, and the Council will draft letters to the other businesses; President Steele will provide the companies information. Mr. McHugh asked who is responsible to pay for the sampling manholes; President Steele advised that they will have to make that decision.

A motion was made by Councilmember Karen Pfeiffer to have FLB draft letters for the sampling manholes to the two businesses that are known to use these chemicals, seconded by Councilmember Lisa Prator. Vote 5-0-0; Motion Carried.

Fire Chief James Potter arrived at 7:50 PM.

Proposed Borough and Township Intermunicipal agreement on Sewer Service-DEP Sewage planning was submitted to DEP- awaiting approval.

WWTP Effluent line from River Rd to Delaware River discharge

Sewer Shut-offs: Acct#269-305 Crestmont Rd / Acct#314 -415 Delaware Ave / Acct#248-533 Delaware Ave.- accounts were paid - no shutoffs.

Emergency Permit for Effluent Line: current permit expires April 26th and an extension will be requested. The contractor has not provided a work schedule. There were concerns over Water Quality Permits submission and approval; post construction to memorialize is acceptable.

Mr. McHugh and Ron Angle Appraisals-Solicitor Boell advised they received Mr. McHugh's appraisal and are expecting Mr. Angle's and thanked them for their cooperation.

Steve Boell and Sam Morgan, FLB left zoom at 7:55 PM

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Streets Committee:

Street Sweeper-April 23 & 24, 2026 – President Steele advised she will post street sweeping on Facebook and the website. Councilmember Bruce Cialfi stated they are having regular street committee meetings.

President Steele stated that the Water Authority is replacing 2 curb boxes by Dunkin Donuts and a contractor is scheduled for Thursday; the traffic light needs to be marked out prior to the scheduled work. President Steele will call to see about getting the light marked out, however it is very short notice. Council discussed approving the cost for expediency not to exceed \$2,500.00 for the work. President Steele will also inquire about a service contract for the traffic light.

A motion was made Councilmember Karen Pfeiffer for expediency, to authorize the Council President to secure a company to mark out the traffic light not to exceed \$2,500.00, seconded by Councilmember Bruce Cialfi. Vote 5-0-0; Motion Carried.

President Steele advised that a contractor did a presentation for Cape Seal (sealing the road). They would first crack seal the road, stone and chip wait 2 weeks and then seal the road; it is \$7.00 per yard.

Zoning, Building and Property Management

Municipal Building Ramp/Lift Replacement update

Generator update

President Steele advised that Mark Bahnick & Michael Nolf met with Bruce Cialfi and herself to discuss the Ram/Lift replacement and the generator. VanCleaf will review the specifications for each but asked if Council preferred the Lift or the Ramp for out front. The consensus was that the lift would be best.

Slate Hills Enterprise (SHE)-Solicitor Gaul advised there is nothing pending and can be removed from agenda.

Fire, Safety & Police: Chief Pysher

March Police Report- The police report was in the packet for Council review.

Safewood Designs 4' Detention Bench \$1,335.00 plus \$550.00 S&H- LST Funds -No action taken. The Council had additional questions for Chief Pysher, who was unavailable to attend the meeting.

Michael Nolf–VanCleaf left at 8:10 PM

Portland Hook & Ladder requested the Borough approve a \$20,000.00 payment issue to KS State Bank from the Fire Tax Account for the fire truck payment due June 1st.

A motion was made by Councilmember Bruce Ciafli to pay \$20,000.00 to KS State Bank from the Fire Tax Account, seconded by Councilmember Lisa Prator. Vote 5-0-0; Motion Carried.

\$7,000.00 towards Fire Department Insurance payment – LST Funds

A motion was made by Councilmember Bruce Cialfi to pay \$7,000.00 from the LST Fund account to the Portland Hook & Ladder toward their insurance payment, seconded by Councilmember Lisa Prator. Vote 5-0-0; Motion Carried.

Legal:

Municibid–Solicitor Gaul advised that to place the truck and tractor on Municibid a newspaper advertisement has to published; he will work on a resolution and the advertisement with President Steele for the next meeting.

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BACIDA:

Schiavone/Washington Twp inquiry regarding term classification. Solicitor Gaul stated that Mr. Schiavone had questioned his term dates and clarification is needed to ensure the correct term is provided.

Subdivision and Land Development (SALDO):

RPL East, LLC Proposed Subdivision Plan -current deadline July 1, 2026.

RPL East, LLC Proposed Planned Industrial Park Plan-current deadline July 1, 2026.

Solicitor Gaul stated the extensions will be needed for the June 1st meeting.

Zoning, Building and Property Management:

Municipal Building Ramp Replacement – tabled

Slate Hills Enterprise (SHE) –tabled

Portland Borough Authority: none

Mayor's Report: none

COG: Councilmember Bruce Cialfi attended the last meeting and there is a Valor Box in the lobby for donations; President Steele will place a post on Face Book that donations are being collected. Last week Mayor Prator and Councilmember Bruce Cialfi took 28 donated bicycles to CAT (Coalition for Appropriate Transportation) for refurbishing through a grant.

Portland Community Development & Community Events Committee:

Easter Egg Hunt: March 28th at 11:00 AM-Councilmember Bruce Cialfi advised the kids enjoyed the egg hunt and the weather was nice; he received an anonymous donation of \$100.00.

Founders Day: October 17th.-Noon to 5 pm-Councilmember Lisa Prator updated the Council on the current list of participants and events for Founders Day; trying to get some of the schools interested in helping.

4th of July: Portland and Mount Bethel will be meeting regarding 4th of July; a flyer will be posted.

Grant Committee:

Post Foundation Grant Generator – Previously discussed.

Municipal Building ADA Complaint ramp/lift- previously discussed

Councilmember Lisa Prator had applied for a 1.5-million-dollar grant to either get a new municipal building or refurbish the old building from Ryan McKenzie's Office- she is waiting to hear back.

Sanitation Committee:

President Steele advised a draft letter was in the packet for approval that she and Councilmember Karen Pfeiffer worked on and would like to send out to the community; the letter will be given to Diann for mailing. Councilmember Lisa Prator requested the information be included in the next newsletter.

The Council approved by consensus the draft letter, and it being sent out.

Budget, Finance, Insurance & Cable TV Contract: none

To Discuss in executive session:

Personnel: President Steele advised that the Personnel Committee is recommending the following hourly increases: Lori Sliker, secretary-current \$20.00 per hour, increase to \$21.00 per hour.; Diann Eden, billing

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clerk-current \$17.00 per hour, increase to \$18.00 per hour and Fred Farleigh, maintenance-current \$15.00 per hour, increase to \$16.00 per hour.

President Steele advised that the Personnel Committee is recommending the hiring of Brian Labar as an additional street/maintenance worker at \$20/hour up to 15 hours per week on an as needed basis.

Policy/Procedure/Ordinance Committee: none

Plan Slate Belt:

Public meeting with Hailstone Economic-April 27th at 7:00 PM Social Hall. President Steele posted the meeting on the website and Facebook. At this meeting the bids for the Storm Drain Project will be opened; the location was advertised as the Borough Hall; after some discussions it was decided to have a person at the Borough Hall to redirect everyone to the Social Hall.

Slate Belt Rising:

President Steele advised that the Slate Belt litter cleanup will be April 18, 2026-10 AM-1 PM. There is a link on the borough website to sign up; Sanico will be providing a dumpster and participate in the cleanup. The stone project for the flower beds will be worked on soon.

Old Business:

Trailer for speed signs-new 4x4 speed sign trailer \$200.00-tabled until the next meeting
Park & Ride tree removal-no update
JD Tractor and Ford Pickup-Municibid – previously discussed.

New Business:

2025 Kirk Summa Audit- Solicitor Gaul advised that the 2025 draft audit was provided in the packet and a copy of the management letter was provided; the letter needs to have a notation made under #28 indicating *except that the Borough has pledged its sewer revenues as collateral for its Penn Vest Loans*, and the audit advertised.

A motion was made by Councilmember Lisa Prator to accept the 2025 draft audit, authorize the President to sign the management letter with the addition to #28 *except that the Borough has pledged its sewer revenues as collateral for its Penn Vest Loans* and advertise, seconded by Councilmember Bruce Cialfi. Vote 5-0-0; Motion Carried.

President Steele advised that prior to the meeting James Kelly Thornton presented her with a letter stating he would like to be considered for one of the vacant Council seats; this will be placed on the May meeting agenda.

Public Comment Non-Agenda : none

Executive Session:

A motion was made by Councilmember Bruce Cialfi to enter Executive Session at 8:53 P.M. to discuss personnel matters and legal matters with the Solicitor, seconded by Councilmember Karen Pfeiffer. Vote 5-0-0; Motion Carried.

A motion was made by Councilmember Karen Pfeiffer to return from Executive Session at 9:38 P.M., seconded by Councilmember Bruce Cialfi. Vote 5-0-0; Motion Carried.

Mayor Prator exited the zoom.

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President Steele asked if there was any action to be taken out of Executive Session.

A motion was made by Councilmember Karen Pfeiffer to increase Lori Sliker's pay rate to \$21.00 per hour, Diann Eden's rate to \$18.00 per hour and Fred Farleigh's rate to \$16.00 per hour, seconded by Councilmember Lisa Prator. Vote 5-0-0; Motion Carried.

A motion was made by Councilmember Lisa Prator to hire Brian Labar for streets/maintenance worker position up to 15 hours per week at \$17.00 per hour on an as needed basis, seconded by Councilmember Karen Pfeiffer. Vote 5-0-0; Motion Carried.

A motion was made by Councilmember Karen Pfeiffer to adjourn the meeting at 9:41 P.M., seconded by Councilmember Lisa Prator. Vote 5-0-0; Motion Carried.

**Reminder: Next meetings: Monday, April 27, 2026
 Monday, May 4, 2026**

Respectfully Submitted,

Lori Sliker, Borough Secretary