



**Borough of Portland Council Meeting Minutes**  
**May 4, 2026**

On May 4, 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, Bruce Cialfi, Lisa Prator, and Susan Ivancich were present for Roll Call. Councilmember Karen Pfeiffer arrived after the Roll Call, as noted further below in the minutes. Councilmember Pfeiffer arrived at 7:10 P.M.

**Others Present** – Borough Secretary/Treasurer-Lori Sliker and Mayor Lance Prator was present. Also, present-Borough Engineer-Michael Nolf, Police Chief-Todd Pysher, Tara Mezzanotte, Hubert McHugh, Christine Troxell (CDR Maguire), John Kelly Thornton and Kenneth Golden. Borough Solicitor-Michael Gaul arrived after the Roll Call, as noted further below in the minutes. Solicitor Gaul arrived at 7:06 P.M.

**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 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.

***New Business #33 – President Steele requested Met Ed LED lights be added for discussion for expediency.***

**A motion was made by Councilmember Bruce Cialfi to approve May 4, 2026, agenda with the addition to line item #33 for expediency, seconded by Councilmember Lisa Prator. Vote 4-0-0; Motion Carried.**

Resolution #2026-05 Appointing James Kelly Thornton to Vacant Office on Borough Council.

President Steele asked if Council had any questions for Mr. Thornton; there were none. Mr. Thornton's seat will be the balance of Lance Prator's seat which will be for 2 years (from May 4, 2026 until the First Monday in January 2028).

**A motion was made by Councilmember Lisa Prator to adopt Resolution #2026-05 Appointing James Kelly Thornton to Vacant Office on Borough Council, seconded by Councilmember Bruce Cialfi. Vote 4-0-0; Motion Carried.**

Mr. James Kelly Thornton made the required oath before Mayor Prator to serve as a Council member. Mr. Thornton then took his seat at the Council table. Mr. Thornton prefers to be called "Kelly".

Borough Solicitor Michael Gaul arrived at 7:06 P.M.

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Councilmember Karen Pfeiffer arrived at 7:10 P.M.

**Action on the Meeting Minutes of April 6, 2026:** President Steele asked if there were any corrections or changes to the meeting minutes of April 6, 2026. No corrections were requested.

**A motion was made by Councilmember Bruce Cialfi to approve the April 6, 2026, Council meeting minutes as presented, seconded by Councilmember Lisa Prator. Vote 6-0-0; Motion Carried.**

**Secretary/Treasurer Report:**

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

Bills Presented for Payment:

Borough Operations	\$ 48,139.00
Sewer Operations	\$ 14,663.61
Garbage Operations	\$ 8,635.20
Estimate Payroll & Payroll Taxes, May 2026	\$ 6,300.00
Escrow-Dunkin (CDR Maguire/VanCleeef)	\$ 1,951.00
<b><u>TOTAL</u></b>	<b>\$ 79,688.81</b>

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

Solicitor Gaul stated that the King Spry bill listed on the effluent line list should be paid through the General Sewer Account; in addition, he explained that his charges were more than anticipated because the bank's counsel was expected to shoulder more of the closing paperwork, but that did not happen, and as a consequence, Attorney Gaul needed to step in.

**A motion was made by Councilmember Lisa Prator to approve the April 2026 Financial Report, as presented, seconded by Councilmember Bruce Cialfi. Vote 6-0-0; Motion Carried.**

**A motion was made by Councilmember Lisa Prator to pay the Borough bills, as presented with the noted change, seconded by Councilmember Bruce Cialfi. Vote 6-0-0; Motion Carried.**

**A motion was made by Councilmember Lisa Prator to transfer \$75,000.00 from the Real Estate Account to the General Account to cover expenses, seconded by Councilmember Kelly Thornton. Vote 6-0-0; Motion Carried.**

Golden Property Maintenance Code Appeal-

Kenny Golden delivered to the Borough Council, by handing an envelope to the Solicitor, a copy of a signed work proposal for a contractor to build a shed on the Golden property. He also advised that the porch and some other areas on the property have been cleaned up. Solicitor Gaul stated that he would recommend a postponement to the June 1<sup>st</sup> meeting. The Borough Code Enforcement Officer would need to review the status of the property. Solicitor Gaul asked Mr. Golden if he wanted a postponement; Mr. Golden replied that he did want a postponement. Solicitor Gaul reminded Mr. Golden that there is a \$1,000.00 appeal fee that he has not paid, and the Borough Council is not waiving the requirement that the fee be paid, by simply agreeing to postpone the hearing. Mr. Golden replied that he was unaware that he needed to pay a fee when he filed the appeal.

**A motion was made by Councilmember Bruce Cialfi to postpone the Golden Property Maintenance Code Appeal until the June 1<sup>st</sup> Council Meeting, seconded by Councilmember Lisa Prator. Vote 6-0-0; Motion Carried.**

**Public Comment:** none

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**Route I80-Route 611 Updates:** Tara Mezzanotte

Ms. Mezzanotte advised she contacted Penn DOT as to why the section on Rt. 611 north of Slateford was removed from the resurfacing project; they indicated they believed it was the National Park Service. The National Park Service did not discuss this with PennDOT; this may be revisited in a future repaving project. There are concerns for the stack stone wall which is collapsing; Penn DOT advised it is not on their right of way. She continues to address the Rt. 611 light issues; however, it may come to a point that Representative Flood should be contacted.

**Lower Delaware National Wild and Scenic River:** Tara Mezzanotte

Ms. Mezzanotte reported that an Upper Mount Bethel Township Supervisor made a motion regarding the LWDNWSR at the Board of Supervisors' most recent meeting, but the motion died for a lack of a second. Ms. Mezzanotte asked UMBT that, even if they do not support their segments of the LDNWSR, would they support the Borough of Portland to the Delaware Water Gap section of the project? There will be a section 7 review and if they support Portland, they will have a seat at the table. She is working on including the Driftstone Campground and 2 miles upstream; the Ackerman's were a part of the original study.

**Liberty Water Gap Trail Alliance:** Cindy Fish

Mayor Prator advised there is nothing happening with the trail because of the 1-way lane on Rt. 611. Bikers cannot ride through the 1-way light, they must load their bikes in a vehicle and drive through and then they can resume their bike ride.

**Borough Engineer's Report** – Michael Nolf-Van Cleef Engineering

COVID Grant Project-Stormwater – Mr. Nolf–reviewed the information from the opening bid and advised that the lowest bidder was disqualified because the mobilization price was too high. The second highest bidder (James T. O'Hara) has provided all the necessary documentation; VanCleaf has received favorable reports for James T. O'Hara and they recommend the Borough consider accepting the bid. The contract allows for the Borough to remove and/or put project areas on hold. If the Borough put the 2 properties in question on hold it would reduce the cost by \$130,000.00. President Steele advised that FLB and VanCleaf are working on an analysis for Council; they have 30 days to accept/decline the bid. The Borough may need to look at financing; Council may need to have another meeting the 3<sup>rd</sup> week of May to consider the options.

**A motion was made by Councilmember Lisa Prator to table the stormwater project award for further discussion until the next meeting; seconded by Councilmember Karen Pfeiffer. Vote 6-0-0; Motion Carried.**

Possible award of Construction Contract-none

COVID Grant Project–Sewer: Mr. Nolf advised the screen project will be started next week.

Lamtec Sewer Connection – DEP Sewage Planning Module Review- none

Portland-UMBT Sewer Service Intermunicipal Agreement

Proposed Resolution #2026-\_\_ ; Authorizing the Execution and Submission of a Traffic Signal Maintenance Agreement and future modifications to the Agreement, and future Applications for Traffic Signal Approval to the Department of Transportation.

Ms. Christine Troxell (CDR Maguire) was present to answer any questions regarding the Dunkin Donuts HOP. Solicitor Gaul asked who is responsible for traffic signal modifications and any cost associated with the modifications; Ms. Troxell stated Lehigh Engineering prepared and revised the HOP application; the Borough would be advised if there is any cost to incur at which time they can withdraw their prior approval. Solicitor Gaul asked if there is a signal permit in the HOP and doesn't the Borough have to approve the plan. Ms. Troxell stated there is a plan in Penn DOT and once it is approved it will be forwarded to the Borough for

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consideration/approval. The Borough has been trying to find someone to enter into a Traffic Signal Maintenance Agreement with; however, they have not had any luck. Ms. Troxell will provide some additional names for consideration. This will be tabled until the next meeting.

Approval of a Contractor Traffic Signal Maintenance Agreement-Tabled

Approval of Application for Traffic Signal Approval – Solicitor Gaul asked Ms. Troxell if a 3<sup>rd</sup> Party Agreement should be sought with Dunkin Donuts to make changes in the traffic signal area; yes.

**A motion was made by Councilmember Bruce Cialfi to table “ALL” the traffic signal HOP topics until the next meeting, seconded by Councilmember Lisa Prator. Vote 6-0-0; Motion Carried.**

Christine Troxell left at 8:04 P.M.

**Sewer Committee** – Stephanie Steele

Commercial and Industrial customer required connection modifications– none

Proposed Borough and Township Intermunicipal agreement on Sewer Service-none

WWTP Effluent line from River Rd to Delaware River discharge -Mr. Nolf advised construction began today.

WWTP update on plant operations-President Steele advised they are still waiting for the lab results from the March 27<sup>th</sup> samples. Fitzpatrick, Lentz and Bubba are drafting a letter and Craig LaBarre is working on specifications.

Sewer Shut-offs: Acct#269-305 Crestmont Rd / Acct#32-300 State St. / Acct#99-104 Ruth St. / Acct#2-300 Delaware Ave / Acct#246-406 Pennsylvania Ave. / Acct.#248-533 Delaware Ave.

President Steele reported that only Acct #269-305 Crestmont Rd and Acct #321-300 State Street remained on the shut off list for non-payment of sewer service charges.

**A motion was made by Councilmember Lisa Prator to shut off water services for Acct #269-305 Crestmont Rd and Acct #321-300 State Street, seconded by Councilmember Bruce Cialfi. Vote 6-0-0; Motion Carried.**

Emergency Permit for Effluent Line: none

Michael Nolf left at 8:10 P.M.

**Streets Committee:**

April 20, 2026, Maintenance Meeting notes were in the packet for Council review.

Work Order Sample was provided in the packet for Council review/comments.-Councilmember Bruce Ciafli reported the Borough is using work orders to track projects. Councilmember Lisa Prator inquired if this system is working; are staff staying within their allotted hours or are they going over. President Steele advised they will be meeting with the Maintenance staff to go over projects and hours.

Troy Bartron quote-Borough Parking Lot-\$5,550.00-President Steele requested more quotes be obtained for this work; Councilmember Lisa Prator asked if this project should wait until the generator and handicap ramp work is completed. The consensus of Council was to wait until the generator and handicap ramp work is completed and then pursue additional quotes.

AMS quote-Crack Sealing \$9,210.00-President Steele advised that Main Street, Delaware Avenue and Bruce Street are covered under liquid fuels and can be paid for through Liquid Fuels Fund.

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**A motion was made by Councilmember Lisa Prator to approve the AMS crack sealing quote not to exceed \$9,210.00 subject to the Borough Standards and Conditions, seconded by Councilmember Karen Pfeiffer. Vote 6-0-0; Motion Carried.**

Zero turn mower seat replacement-not to exceed \$650.00—Councilmember Bruce Cialfi advised the seat is broken and was previously welded; they are spot welding it again; however, a new seat is needed. H&K price to replace the seat is \$1,100.00 a generic seat replacement is \$450-\$600. Pen Argyl sent out a quote from Hill Top for new zero turn mowers-\$11,000.00; Council discussed looking for a mower on Municibid or Bridge Commission.

**A motion was made by Councilmember Lisa Prator to approve up to \$650.00 for a new mower seat, seconded by Councilmember Kelly Thornton. Vote 6-0-0; Motion Carried.**

**Zoning, Building and Property Management**

Municipal Building Ramp/Lift Replacement update-none

Generator update-none

**Fire, Safety & Police: Chief Pysher**

April Police Report- The police report was in the packet for Council review. Councilmember Lisa Prator stated she has witnessed numerous cars running the stop signs at Ruth Street and Delaware Avenue; especially on Sunday mornings. There was an accident downtown that took down signs and the pedestrian crosswalk blinking sign; the secretary will notify Brown & Brown. Chief Pysher has requested the report so a claim can be opened.

Safewood Designs 4' Detention Bench \$1,335.00 plus \$550.00 S&H-LST Funds-Chief Pysher advised he found one other company that handles prison equipment. President Steele stated that council had some safety concerns. Solicitor Gaul asked if the bench is certified as safe/not dangerous; Chief Pysher advised he is not aware of such. Chief Pysher advised there will be a policy in place on how and when to use the bench. Councilmember Lisa Prator expressed her concerns with handcuffing a female prisoner and would another female be called in, in addition she has concerns of accusations against the officers when they are alone with a prisoner. Chief Pysher stated there is a camera in the office and the police officers can activate their body cameras, in addition if a prisoner is unruly another officer can be requested. Chief Pysher advised Council there will be a written policy in place prior to the bench being installed and used. President Steele advised that an additional camera can be placed in the office at a different angle.

**A motion was made by Councilmember Bruce Ciafli to authorize the purchase of the Safewood Designs 4' Detention Bench \$1,335.00 plus \$550.00 (S&H) utilizing the LST funds; seconded by Councilmember Lisa Prator. Vote 6-0-0; Motion Carried.**

Orion Flares 2 cases quote \$141.88 \_ \$119.00 – S&H \$260.88

**A motion was made by Councilmember Lisa Prator to authorize the purchase of Orion Flares 2 cases \$141.88 + \$119.00 (S&H) total of \$260.88 utilizing LST Funds if allowed; otherwise utilize police funds; seconded by Councilmember Kelly Thornton. Vote 6-0-0; Motion Carried.**

**Legal:**

Resolution #2026-06, Resolution Authorizing Sale of Surplus Borough Property Through Public Electronic Auction. Solicitor Gaul advised that the resolution was prepared in accordance with the Borough Code.

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**A motion was made by Councilmember Karen Pfeiffer to adopt resolution #2026-06; Authorizing Sale of Surplus Borough Property Through Public Electronic Auction, seconded by Councilmember Bruce Cialfi. Vote 6-0-0; Motion Carried.**

**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.

**Portland Borough Authority:**

Mayor Prator advised that the Authority put in a new road to access the Quarry; the old access was washed out. They will provide the Police with a set of keys so they can check for trespassers. They will need an agreement with Upper Mount Bethel Township as the access is in their township. Back Flow Preventer letters were sent out by the contracting company without notifying the Authority; residents do not have to do anything.

**Mayor's Report:**

Mayor's Report was provided to Council in the packet for review. Approximately 50 bicycles were taken to CAT for refurbishing. Mayor Prator stated a resolution should be done for Mayor Fischer's service. A Girl Scout proclamation for "Victoria Parks" will be presented on May 17<sup>th</sup>.

**COG:** none

**Portland Community Development & Community Events Committee:**

Founders Day: October 17<sup>th</sup>.-Noon to 5 pm-Councilmember Lisa Prator updated Council on the event.

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

Thursday, 7<sup>th</sup> National Day of Prayer – 12-12:30 and 6:30-7:00

May 23, 20<sup>th</sup> year celebration for the Refiners Church.

Electronics Recycling: 23<sup>rd</sup> recycling event-Mayor Prator stated he will take any electronics up to UMBT; donations accepted.

Memorial Day 5/25 will be in UMBT this year; they are recruiting for someone to give a speech. Meet at the Fire House at 10:15am and leave the parking lot for the parade at 10:30-10:45 the service will be at 11:00 am.

**Grant Committee:**

Post Foundation Grant Generator – tabled

Municipal Building ADA Complaint ramp/lift- tabled

**Sanitation Committee:**

President Steele stated the inquiries regarding the garbage letters has calmed down.

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

**Personnel:** none

**Policy/Procedure/Ordinance Committee:** none

**Plan Slate Belt:**

Next meeting will be held in June.

**Slate Belt Rising:**

President Steele advised that Project Proposals 2026-2027 are due on May 15<sup>th</sup> and she is canvassing for some ideas; she presented several options for consideration. Portland banners for the 150<sup>th</sup> anniversary; self-

