



**Borough of Portland Council Meeting Minutes  
June 1, 2026**

On June 1, 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 J. Kelly Thornton were present. Council members Karen Pfeiffer and Susan Ivancich were absent.

**Others Present** – Borough Secretary/Treasurer-Lori Sliker and Mayor Lance Prator were present. Also, present-Borough Solicitor-Michael Gaul, Borough Engineer-Michael Nolf, Police Chief-Todd Pysher, Tara Mezzanotte, Hubert McHugh, Kenneth Golden and Cindy Fish. Sewer Solicitor Steve Boell from Fitzpatrick, Lentz and Bubba joined by speaker phone.

**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. No amendments were requested.

**A motion was made by Councilmember Bruce Cialfi to approve the June 1, 2026, agenda, as presented, seconded by Councilmember Kelly Thornton. Vote 4-0-0; Motion Carried.**

**Action on the Meeting Minutes of May 4, 2026:** President Steele asked if there were any corrections or changes to the meeting minutes of May 4, 2026. No corrections were requested.

**A motion was made by Councilmember Lisa Prator to approve May 4, 2026, Council meeting minutes as presented, seconded by Councilmember Bruce Cialfi. Vote 4-0-0; Motion Carried.**

**Secretary/Treasurer Report:**

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

Bills Presented for Payment:

|                                             |                     |
|---------------------------------------------|---------------------|
| Borough Operations                          | \$ 22,974.50        |
| Sewer Operations                            | \$ 16,922.62        |
| Garbage Operations                          | \$ 8,635.20         |
| Estimate Payroll & Payroll Taxes, June 2026 | \$ 6,300.00         |
| Escrow                                      | \$ 0.00             |
| <b><u>TOTAL</u></b>                         | <b>\$ 54,832.32</b> |

**A motion was made by Councilmember Bruce Cialfi to approve the May 2026 Financial Report, as presented, seconded by Councilmember Lisa Prator. Vote 4-0-0; Motion Carried.**



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

Golden Property Maintenance Code Appeal- Solicitor Gaul advised the appeal should be moved after Agenda item#15-Executive Session. Mr. Golden was advised that his appeal will be discussed after #15-Executive Session; Mr. Golden agreed to wait until after the executive session.

**Public Comment:** none

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

Ms. Mezzanotte reported that PennDOT is meeting tomorrow with their traffic experts and consultants for the Rt. 611 project, at which time they will be discussing the one-way light situation; they have agreed to allow Ms. Mezzanotte to attend the meeting. The one-way light is now part of the slope hazard mitigation/retaining wall projects. In July a local officials meeting will take place to address the development of a purpose and needs statement. Ms. Mezzanotte would like to take all the local resolutions and combine them into one; she asked Council if they would approve that. The consensus of Council was to support that document; Ms. Mezzanotte will send the document for their review once it is completed.

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

Ms. Mezzanotte advised they are still working on designating north of Jacoby Creek.

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

Cindy Fish advised that the meeting minutes were emailed. Upper Mount Bethel Township (Nick) is trying to meet with PennDOT regarding the repaving project to get a bike lane in the 2 ½ mile section of Rt. 611. The Trail Riders will be coming through town on June 29<sup>th</sup>. The next Liberty Water Gap Trail Alliance meeting is June 17<sup>th</sup>.

**Borough Engineer's Report** – Van Cleef Engineering

COVID Grant Project-Stormwater – Discussed during executive session.

Possible award of Construction Contract-none

COVID Grant Project-Sewer: Sewer screen project started and should be done next week. President Steele advised that Mr. LaBarre is very pleased with the contractor.

Lamtec Sewer Connection – DEP Sewage Planning Module Review- none

Portland-UMBT Sewer Service Intermunicipal Agreement-President Steele asked Attorney Boell if a formal motion was needed to authorize Fitzpatrick, Lentz and Bubba and VanCleaf to work on the UMBT Sewer Service Intermunicipal agreement; he advised that yes, a formal motion should be made.

**A motion was made by Councilmember Lisa Prator for Fitzpatrick, Lentz and Bubba along with VanCleaf Engineering to work on UMBT Sewer Service Intermunicipal Agreement, seconded by Councilmember Bruce Cialfi. Vote 4-0-0; Motion Carried.**

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-tabled.

Approval of a Contractor Traffic Signal Maintenance Agreement-tabled

Approval of Application for Traffic Signal Approval – tabled

TE 160 form – Dunkin Donuts-tabled

All items are tabled. The consensus of Council was that discussion of the items should be delayed until Christine Troxell, CDR Maguire or Mark Bahnick is present.



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## 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 repair change order request \$7,663.30–President Steele asked what the change order was for; Mr. Nolf advised that there were 2 parts where the pipes in the ground were different once they opened the ground up and a footing for the slope conditions that needed to be larger. They made an adjustment in the field.

President Steele confirmed with Mr. Nolf that VanCleaf will be writing off \$6,313.30 of its engineering bills for the Project, and that, as a result, the net financial impact of the CO to the Borough will be \$1,350.00.

President Steele advised upon inspection of the area the lower section is very uneven, rough and rocky which will make it difficult to mow; she asked Mr. Nolf if that was how that section was supposed to look like. Mr. Nolf stated he would have to review the plans; they will hold 5% of the payment until everything is approved.

Mr. Nolf reported that the contractor had submitted a payment application #1, in the amount of \$129,910.88, which included the proposed CO, but deducted retainage. Mr. Nolf went over the payment application with the Borough Council, and said that VanCleaf found the application in proper order and recommended payment.

Solicitor Gaul stated the agenda must be amended to include the payment application and change order for expediency.

Mr. Nolf stated that a project site walk-through will be done next week.

**A motion was made by Councilmember Bruce Cialfi to amend the agenda, for expediency, to include the payment application, seconded by Councilmember Lisa Prator. Vote 4-0-0; Motion Carried.**

**A motion was made by Councilmember Lisa Prator to approve the change order, in the amount of \$7,663.30, seconded by Councilmember Kelly Thornton. Vote 4-0-0; Motion Carried.**

**A motion was made by Councilmember Bruce Cialfi to approve the payment application #1–\$129,910.88, seconded by Councilmember Lisa Prator. Vote 4-0-0; Motion Carried.**

Solicitor Gaul stated the agenda should be amended, for expediency, to include authorization to draw down the Fidelity Bank loan funds to pay for the project.

**A motion was made by Councilmember Lisa Prator to amend the agenda, for expediency, to include authorization to draw down the Fidelity Bank loan proceeds to pay for the Project, seconded by Councilmember Bruce Cialfi. Vote 4-0-0; Motion Carried.**

**A motion was made by Councilmember Bruce Cialfi to draw down the remaining funds from the Fidelity Bank loan and pay the bill, and if additional funds are needed, they will come from the General Fund, seconded by Councilmember Lisa Prator. Vote 4-0-0; Motion Carried.**

WWTP update – President Steele advised that the phosphorus is high again; additional testing is being done to determine which family the chemical belongs to.

President Steele advised there are no sewer shut-off's this month.

JD Tractor – President Steele advised that the advertisement to sell the tractor was stopped because they may



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need it to maintain the effluent line repair area.

**A motion was made by Councilmember Lisa Prator to keep the John Deere Tractor, seconded by Councilmember Kelly Thornton. Vote 4-0-0; Motion Carried.**

Waste Water Treatment Plant-100 Gallon Storage Tank

President Steele advised that there is currently a 500 Gallon tank in the building, which will be cut up and removed; the new 100-gallon tank will take its place. The tank is \$815.00 plus shipping.

**A motion was made by Councilmember Lisa Prator to purchase a 100-gallon Storage Tank and cleaning not to exceed \$1,000.00, seconded by Councilmember Kelly Thornton. Vote 4-0-0; Motion Carried.**

**Executive Session:** Discussion of legal matters with the Borough Solicitors and Personnel.

**A motion was made by Councilmember Bruce Cialfi to enter Executive Session at 7:45 P.M. to discuss legal matters and personnel issues with the Solicitors, seconded by Councilmember Lisa Prator. Vote 4-0-0; Motion Carried.**

**A motion was made by Councilmember Lisa Prator to return from Executive Session at 9:07 P.M., seconded by Councilmember Kelly Thornton. Vote 4-0-0; Motion Carried.**

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

**A motion was made by Councilmember Lisa Prator to hold a Borough Council Special Meeting with Fitzpatrick, Lentz and Bubba on June 17, 2026, at 6:00 pm, to be advertised in the Pocono Record, seconded by Kelly Thornton. Vote 4-0-0; Motion Carried.**

Borough Secretary/Treasurer reported that, while the Council was in Executive Session, Mr. Golden had decided to go home because he was not feeling well.

**A motion was made by Councilmember Lisa Prator to table the Golden appeal hearing until July 6, 2026, Council Meeting, seconded by Councilmember Bruce Cialfi. Vote 4-0-0; Motion Carried.**

Michael Nolf left during executive session.

Solicitor Gaul left at 9:09 PM.

**Streets Committee:**

May 13, 2026, Maintenance Meeting notes & Work Hours Notification Process

Work Order Spreadsheet: Councilmember Bruce Cialfi advised that the work orders and spreadsheets are being used to gather accurate data so the information can be used for more accurate budgeting. Fred, Brian and Jimmy are working hard to complete the salt shed and other projects.

Weed Wacker – President Steele requested this be tabled.

An inventory of equipment/tools must be completed; Councilmember Lisa Prator advised she would help with a spreadsheet if needed.

Truck: President Steele advised that in the PSAB Bulletin there was an article indicating that if the Borough wanted to sell an item at an on-line auction and the value is under \$2000.00 there is no requirement that the



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item be advertised. President Steele will check with Solicitor Gaul to see if the truck is put on the online auction for \$1,000.00 but the bid comes in over \$2,000.00 does that situation require an advertisement. Councilmember Lisa Prator asked if the truck can be donated?

**Zoning, Building and Property Management**

Municipal Building Ramp/Lift Replacement update-none

Generator update-none

President Steele and Councilmember Cialfi are working on gathering Spec sheet for the vertical platform lift; they are looking at Co-stars.

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

May Police Report- The police report was in the packet for Council review; there were 2 additional incidents. President Steele asked Chief Pysher if there could be any evening or night coverage; Chief Pysher will check with the officers. Councilmember Thornton stated several quads are racing down Northampton at 4:00 am.

**Legal:** none

**Subdivision and Land Development (SALDO):**

RPL East, LLC Proposed Subdivision Plan -current deadline July 1, 2026. Received an offer of extension through September 1, 2026.

**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 September 1, 2026, on the RPL East, LLC Proposed Subdivision Plan, seconded by Councilmember Bruce Cialfi. Vote 3-0-1; (K. Thornton abstained) Motion Carried.**

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

**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 September 1, 2026, on the RPL East, LLC Proposed Planned Industrial Park Plan, seconded by Councilmember Bruce Cialfi. Vote 3-0-1; (K. Thornton abstained) Motion Carried.**

**Portland Borough Authority:** Mayor Prator stated they received a grant for an antenna \$25,000.00.

**Mayor's Report:**

Mayor Prator updated the Council on the events he participated in; he advised that there will be a zoom meeting for EMS, Refiners Church celebration, still collecting bikes and Valor donations, if UMBT has electronic recycling again he would like to partner with them. Once the building has the vertical lift installed, voting should take place at the Borough Hall. A tab will be put on the Portland Facebook page for the Mayor.

**COG:** Mayor Prator advised that Councilmember Bruce Cialfi has been attending the COG meetings.

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

Founders Day: October 17<sup>th</sup>.-Noon to 5 pm-Councilmember Lisa Prator provided an update to Council.

4<sup>th</sup> of July Parade-Councilmember Bruce Cialfi advised a flyer will be put out for the 4<sup>th</sup> of July.

2027 Norco Hotel Tax Grant-applications accepted through July 10<sup>th</sup>-Councilmember Lisa Prator will submit for the 2027 Norco Hotel Tax Grant for the 2027 Founders Day.

Mayor Prator would like to see a monthly concert at the ball field.



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**Grant Committee:**

Post Foundation Grant Generator -no update

Municipal Building ADA Complaint ramp/lift-no update

LSA grant-Police Car-President Steele advised that the police received a grant for \$25,000.00. Chief Pysher will research additional grants.

**Sanitation Committee:** none

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

**Personnel:** none

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

**Plan Slate Belt:** President Steele advised the next meeting is Thursday, June 4, 2026.

**Slate Belt Rising:** President Steele advised they are looking for a manager 20 hours per week. The river rock project must be completed by June 30, 2026.

**Old Business:**

Park and Ride Tree Removal; Repair-tabled President Steele stated the Park & Ride has been cleaned up and looks great.

**New Business:**

J.K. Thornton email discussion-Councilmember Thornton was inquiring about the zoning restrictions on land use; the Council advised that the zoning ordinance is online and he can familiarize himself with the information. In addition, he would like to establish a Portland drop to get Organic food; he applied to be a drop coordinator. Council advised him to contact the Fire Company because they have an area that can accommodate a tractor trailer delivery.

Lower Mount Bethel Township BACIDA Representative resignation-R. Grucela

**A motion was made by Councilmember Lisa Prator to accept the resignation of Richard Grucela from the Lower Mount Bethel Township BACIDA, seconded by Councilmember Bruce Cialfi. Vote 4-0-0; Motion Carried.**

Lower Mount Bethel Township BACIDA Representative new appointment-Christopher Cook.-Tabled.

Borough Office All-In-One Printer-President Steele advised that the office printer has been acting up for some time and a replacement is needed, the printer would not exceed \$700.00 plus S&H if applicable.

**A motion was made by Councilmember Bruce Cialfi to approve the purchase of the Borough Office All-In-One Printer not to exceed \$700.00 plus S&H, seconded by Councilmember Lisa Prator. Vote 4-0-0; Motion Carried.**

**Public Comment Non-Agenda :**

Cindy Fish asked if the Park & Ride lot has ever been considered as a trail head. If it were pinned on Google Maps it could help with traffic downtown. President Steele stated it is not.



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**Executive Session:** none

**A motion was made by Councilmember Lisa Prator to adjourn the meeting at 10:05 P.M., seconded by Councilmember Kelly Thornton. Vote 4-0-0; Motion Carried.**

**Reminder: Next meetings:**  
**Wednesday, June 17, 2026**  
**Monday, June 22, 2026**  
**Monday, July 6, 2026**

**Respectfully Submitted,**



**Lori Sliker, Borough Secretary**

