



Borough of Portland Council Special Meeting Minutes June 17, 2026

On June 17, 2026, at 6:00 PM, the Borough Council of the Borough of Portland, Northampton County, Pennsylvania, met for a special meeting at the Portland Borough, 206 Division Street, Portland, Pennsylvania.

Call to Order – President Stephanie Steele called the meeting to order at 6:00 P.M.

Pledge of Allegiance was recited.

Roll Call – Council Members: Stephanie Steele, President, Bruce Cialfi, Susan Ivancich and J. Kelly Thornton were present. Karen Pfeiffer was absent.

Others Present – Borough Secretary/Treasurer-Lori Sliker, Sewer Solicitor Steve Boell (FLB) and Borough Engineer-Michael Nolf. Mayor Lance Prator and Solicitor Samuel Morgan-Fitzpatrick, Lentz & Bubba (FLB), joined by zoom at 6:00 PM-Lisa Prator joined zoom at 6:15 pm, and Kay Bucci.

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 June 17, 2026, agenda, as presented, seconded by Councilmember Kelly Thornton. Vote 4-0-0; Motion Carried.

Action on the Meeting Minutes of April 27, 2026: President Steele asked if there were any corrections or changes to the meeting minutes of April 27, 2026. No corrections were requested.

A motion was made by Councilmember Bruce Ciafli to approve April 27, 2026, Council meeting minutes as presented, seconded by Councilmember Kelly Thornton. Vote 4-0-0; Motion Carried.

Public Comment: none

Council will conduct an Executive Session after the Borough Engineers and Sewer Report.

Borough Engineers Report: Michael Nolf, VanCleaf Engineer

Mr. Nolf provided Council with the following updates:

COVID Grant Project–Stormwater-will be discussed during Executive Session.

COVID Grant Project–Sewer Screens will be installed on Monday, June 22nd.

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

Portland-UMBT Sewer Service Intermunicipal Agreement-Solicitor Boell advised that UMBT were previously provided a draft agreement for their review.

Borough of Portland Council Special Meeting Minutes

June 17, 2026

Committee #1: Stephanie Steele, Bruce Cialfi

Sewer Committee:

Commercial & Industrial customer-no update

WWTP Effluent Line Repair – Mr. Nolf advised that the contractor was provided with a list to finish up the project. The contractor will be here on Friday; Borough and Engineer representatives will be on site during completion.

Sewer Manholes on upper end of State Steet- no update

DEP Violation notice–President Steele advised a violation notice was provided in the packet for Council review; Michael Sullivan provided DEP with the required documentation. Once the Borough receives more information it will be forwarded to the Council members for review.

Executive Session:

A motion was made by Councilmember Bruce Cialfi to enter Executive Session at 6:12 P.M. to discuss legal matters with the Sewer Solicitor and Borough Engineer, seconded by Councilmember Kelly Thornton. Vote: 4-0-0; Motion Carried.

A motion was made by Councilmember Bruce Cialfi to return from Executive Session at 6:59 P.M., seconded by Councilmember Lisa Prator. Vote: 5-0-0; Motion Carried.

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

President Steele advised that Councilmember Lisa Prator joined by zoom at 6:15 pm during executive session.

A motion was made by Councilmember Bruce Cialfi to approve Councilmember Lisa Prator to join by zoom at 6:15 pm, seconded by Councilmember Kelly Thornton. Vote 4-0-0; Motion Carried.

Solicitor Boell stated that the executive session was to discuss Storm Sewer Negotiations and potential litigation.

A motion was made by Councilmember Kelly Thornton to approve James T. O'Hara contract for the storm sewer drain project \$730,960.00, seconded by Councilmember Bruce Cialfi. Vote 5-0-0; Motion Carried.

Ms. Bucci joined the meeting at 7:00pm.

Ms. Bucci asked if grants were received to cover the cost of the storm sewer project. Mr. Nolf reviewed the bids and the project; President Steele advised that the Borough received a grant for \$427,000.00 but they will have to look for financing to cover the remaining costs.

Mr. Nolf advised that he will get the notice of award and contract documents out for signatures tomorrow and once the documents are signed, they will meet and go over the project.

Streets/Maintenance Committee:

Councilmember Bruce Cialfi advised that a considerable number of projects have been completed and they continue to work on the remaining work orders. Councilmember Bruce Cialfi advised Council that there was a problem with the salt shed; the siding was ordered but when it was delivered it was the wrong color. If they order the red patriot color now it will take several weeks as it is a special-order item. President Steele stated the company still has the white siding and it can be used if Council agrees; the consensus of Council was to use the white siding.

Borough of Portland Council Special Meeting Minutes
June 17, 2026

Building Committee: none

Fire, Safety & Police Committee:

Councilmember Bruce Cialfi advised that Chief Pysher is expecting to receive the bench in the next 10 days.

Committee #2: Stephanie Steele, Karen Pfeiffer

Budget, Finance, Insurance & Cable TV Contract: none

Sanitation Committee: none

Grants:

Generator Grant -no update

Municipal Building ADA Complaint Lift-no update

Personnel Committee:

Raise the Police Holiday Pay from \$75.00 to \$100.00-tabled until the July 6th meeting. Tabled.

Billing Clerk position – will be discussed during Executive Session.

Policy/Procedures and Ordinance Committee: none

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

Portland Community Events Committee:

Founders Day-October 17th - Councilmember Lisa Prator advised plans are ongoing.

4th of July parade event–Councilmember Bruce Cialfi advised that at the last count there are 40-50 vehicles/floats that are going to participate in the parade.

Community Development: none

End of Committee Reports

COG: Mayor Prator advised they are working on the grant for the two light stands.

Mayor's Report:

Mayor Prator stated he spoke to Terry Brodt this week and Mr. Brodt asked if the Borough would be interested in a donated piece of property to put a park on. Council expressed some concerns as to how they would get the funds to knock down the house, install a park and maintain it; be discussed again at the next meeting.

Plan Slate Belt (regional comp plan): President Steele stated there was a meeting last week. They were happy with the attendance from the zoning meetings; working on coming up with a list of common names so they can condense some of the term to eliminate some of the grayness in the plan.

Slate Belt Rising Steering Committee (SBR): President Steele advised she is working on weeding downtown and putting in river rock; she will be buying some greenery to plant also. SBR may have an additional \$15,000.00 from a project that was not started; if another project is not identified then the funds will be split up between the municipalities.

Liberty Water Gap Trail Alliance: Mayor Prator advised the trail riders left this morning; will be riding through and stopping in Portland; he will forward the information to the secretary.

Borough of Portland Council Special Meeting Minutes

June 17, 2026

Old Business:

Park and Ride Tree Removal; Repair- tabled

Updated Resident information-shared cost with PBA not to exceed \$200.00-Tabled until next meeting.

New Business:

6/2026 Kirk Summa Audit-authorization to sign and pay Kirk Summa \$3,000.00-\$4,000.00 for audit-Discuss in Executive Session.

Public Comment: Non-Agenda: Ms. Bucci expressed some concerns with 106 Division Street; the property is getting worse and it now has two broken windows. President Steele advised that the zoning officer has been in contact with the property representative (Rick) in trying to get the matter taken care of; however, Rick is no longer responding to her inquiries. President Steele stated they will discuss this matter at the next meeting with the solicitor; Mayor Prator will contact keep PA beautiful for some possible assistance with the situation.

Michael Nolf left at 7:37 pm.

Executive Session:

A motion was made by Councilmember Bruce Cialfi to enter executive session at 7:37 pm to discuss personnel matters with the solicitor, seconded by Councilmember Kelly Thornton. Vote: 5-0-0; Motion Carried.

A motion was made by Councilmember Lisa Prator to Return from Executive Session at 7:47 pm, seconded by Councilmember Bruce Cialfi. Vote: 5-0-0; Motion Carried.

Kirk Summa audit -tabled

President Steele asked Council if they want to have a meeting on the 22nd; the Council members will advise the secretary by Friday if they feel a meeting is necessary otherwise the council meeting will be cancelled.

Motion to adjourn:

A motion was made by Councilmember Bruce Cialfi to Adjourn the meeting at 7:47 P.M., seconded by Councilmember Kelly Thornton. Vote:5-0-0; Motion Carried

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

Respectfully Submitted,

Kiri Luker

Lori Sliker, Borough Secretary