



Borough of Portland Council Meeting Minutes July 6, 2026

On July 6, 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, Susan Ivancich and J. Kelly Thornton were present in person, and Karen Pfeiffer was present by speaker phone because she was traveling outside of the Borough.

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, Kay Bucci, Tara Mezzanotte, Hubert McHugh, and Cindy Fish.

A motion was made by Councilmember Bruce Cialfi to allow Karen Pfeiffer to participate in the meeting by speaker phone, seconded by Councilmember Lisa Prator. Vote 5-0-1 (Karen Pfeiffer abstained); Motion Carried.

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 July 6, 2026, agenda, as presented, seconded by Councilmember Lisa Prator. Vote 6-0-0; Motion Carried.

Action on the Meeting Minutes of June 1, 2026: President Steele asked if there were any corrections or changes to the meeting minutes of June 1, 2026. No corrections were requested.

A motion was made by Councilmember Lisa Prator to approve June 1, 2026, Council meeting minutes as presented, seconded by Councilmember Karen Pfeiffer. Vote 6-0-0; Motion Carried.

Secretary/Treasurer Report:

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

Bills Presented for Payment:

Borough Operations	\$ 35,510.99
Sewer Operations	\$ 61,470.03
Garbage Operations	\$ 8,635.20
Estimate Payroll & Payroll Taxes, July 2026	\$ 6,300.00
Escrow	\$ 3,730.00
<u>TOTAL</u>	\$ 114,989.22

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A motion was made by Councilmember Lisa Prator to approve the June 2026 Financial Report, as presented, seconded by Councilmember Kelly Thornton. Vote 6-0-0; Motion Carried.

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

Solicitor Michael Gaul arrived at 7:06 PM.

Golden Property Maintenance Code Appeal-Mr. Golden was not in attendance. Solicitor Gaul advised this matter will be discussed in executive session. By consensus, the Council tabled the matter until after the Executive Session.

Public Comment:

Criag LaBarre-President Steele stated Mr. LaBarre will not be present as he believes the issue is resolved.
Kay Bucci- Ms. Bucci inquired about the property maintenance code appeal hearing for 108 Division Street and if the \$1,000.00 fee had been paid and if the Police had sent a notice to clean up the property. Solicitor Gaul stated that the fee has not been paid and no, Keller Zoning issued the notice under the property maintenance code. Ms. Bucci stated that the police should send a letter to the property owner under the Nuisance Ordinance giving the property owner 5 days to clean up; if they do not clean it up, then the borough could fine the property owner, and the Borough can clean it up. Ms. Bucci shared with Council some photos she had taken of several properties in the town that needed to be cleaned up and/or have lawn maintenance; the police should issue a letter, and if the property owner does not take care of the issue, then the zoning officer should send out notices for property maintenance violations. Ms. Bucci stated that the Borough's Zoning/Code Enforcement Officers should be regularly viewing properties in the Borough to ascertain whether a property is in violation of Borough Ordinances. Ms. Bucci advised that Kenny Golden needs help. Councilmember Lisa Prator asked if there is a guardian; Solicitor Gaul stated they can check with the court to see if a guardian has been appointed. Solicitor Gaul requested Ms. Bucci file a written complaint to the Borough.

Earl Siple – Mr. Siple is not present.

James Potter arrived at 7:08 PM.

Cindy Fish arrived at 7:20 PM.

Route I80-Route 611 Updates: Tara Mezzanotte

Ms. Mezzanotte reported that she noticed that the I80 schedule has changed to 2030; NJDOT was required to pull the funding for the retaining wall and move it to 2030. Rt. 611-PennDOT inviting local officials to develop the needs statement for the corridor project. Ms. Mezzanotte compiled all the Rt. 611-I80 concern letters, resolutions and documents and created one document; she will send out to everyone to view; a meeting should be held at the end of the month. Explore Act effort—our area was not picked for the pilot program; she felt that our area may have been too complex.

Lower Delaware National Wild and Scenic River: Tara Mezzanotte

Ms. Mezzanotte advised that Upper Mount Bethel had a meeting to help them understand the process; discussing the designation of Akins Island South and Jacoby Creek North.

Liberty Water Gap Trail Alliance: Cindy Fish

Cindy Fish stated the Friends of the Delaware Water Gap Recreation will be attending the July 15th meeting.

Borough Engineer's Report – Van Cleef Engineering

COVID Grant Project-Stormwater-Mr. Nolf advised a pre-construction meeting will be scheduled once all contract documents are executed.

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COVID Grant Project–Sewer: Sewer screener project has been completed, and the permit has been closed out with DEP. The pay application has been submitted for the remainder of the work minus the 5% retainage. Additionally, an invoice was included from the screen manufacturer, Riordan Materials for the remaining 10% due after startup/use of the screen. Grant payment application paperwork to pay the contractor and manufacturer will need to be signed to process. There will be approximately \$75,000.00 left from the grant to be spent by the end of September. The Borough previously stated they would be purchasing a secondary screen with the remaining funds.

Effluent line repair area has been completed and reseeded-President Steele stated an inspection of the area will be done.

Lamtec Sewer Connection – DEP Sewage Planning Module Review-minor comments submitted.

Portland-UMBT Sewer Service Intermunicipal Agreement

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

Sewer Committee – Stephanie Steele

Commercial and Industrial customer required connection modifications– none

Proposed Borough and Township Intermunicipal agreement on Sewer Service-none

President Steele advised the sewer plant continues to have the white substance in the sewer plant. The sampling manhole letters were sent out by FLB.

WWTP Effluent line repair-previously discussed.

Payment Application #1-Eastern Environmental Contractors-\$134,225.50-the payment application is requesting funds from the grant.

A motion was made by Councilmember Bruce Cialfi to approve the payment application #1-Eastern Environmental Contractors-\$134,225.50 for submission for grant reimbursement, seconded by Councilmember Karen Pfeiffer. Vote 6-0-0; Motion Carried.

Riordan Material-screen equipment - \$19,900.00 – table.

Penn Power Systems quote \$3,821.63–President Steele advised that during one of the recent storms one of the generators in the sewer plant failed to kick on and needs to be serviced.

A motion was made by Councilmember Lisa Prator to approve the Penn Power Systems quote for \$3,821.63, seconded by Councilmember Bruce Cialfi. Vote 6-0-0; Motion Carried.

Solicitor Gaul advised that if the Borough is looking to finance the cost of the storm drain project it will be more involved than the last loan; pre and post advertising will need to take place in addition to the bank loan paperwork. It will take approximately 60 days to process the loan if everything goes well; there will be procedural hurdles and he suggested the Borough go to Fidelity for information. President Steele, Councilmember Bruce Cialfi, Michael Nolf-VanCleeef Engineering and Solicitor Gaul will meet to discuss.

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

Streets Committee:

Councilmember Bruce Cialfi advised the meeting notes were distributed in the Council packet; they continue to meet with maintenance and sewer plant to coordinate work that needs to be completed. President Steele

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stated a resident reported that a truck broke and dislodged a sewer manhole cover on a street in the Borough; Craig LaBarre and Marki placed a steel plate with a patch over it at the location.

Zoning, Building and Property Management

Municipal Building Ramp/Lift Replacement update-none

Generator update-none

Fire, Safety & Police: Chief Pysher

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

Solicitor Gaul advised the Police Chief that earlier Ms. Bucci asked if the police were sending out notices under the Borough Nuisance Ordinance to residents whose properties need to be cleaned up; Chief Pysher stated that he was not aware of the police sending out any notices, and was not familiar with the notice provisions of the Nuisance Ordinance. Solicitor Gaul will follow up with Chief Pysher (Ordinance 2002-2).

Police Holiday Pay from \$75.00 to \$100.00-President Steele advised that an officer must work an 8-hour shift on specified holidays to receive the holiday pay. Councilmember Lisa Prator asked to table the agenda item until August 6, 2026, Council meeting.

Legal:

BACIDA Board membership limitations/Lower Mount Bethel Township request for appointment of Christopher Cook-Solicitor Gaul advised that the intermunicipal agreement states elected officials cannot be appointed to the BACIDA Board. As a result, the Borough Council is not able to appoint Mr. Cook to the BACIDA Board unless the participating municipalities change the restrictions or waive it in the case of Mr. Cook. While currently one or more elected officials may be on the BACIDA Board, Solicitor Gaul stated that he considered the matter already waived as to those individuals, and that he believed there was a difference between removing a currently sitting Board member and not appointing a nominated designated representative.

A motion was made by Councilmember Bruce Cialfi to approve a letter and request waivers from each BACIDA participating municipality regarding the appointment of Mr. Cook; seconded by Councilmember Lisa Prator. Vote 6-0-0; Motion Carried.

Resolution establishing a policy & procedure for the management of Borough Non-Police staff

Solicitor Gaul advised this policy & procedure can be discussed during executive session; describes that all employees are at will and that employees are not self-directed and they should not go to multiple people for direction. Council will discuss it at the July 27th meeting.

Brodt Property Donation inquiry-title owner is Troy Brodt and is asking about donating a piece of property to the Borough for use as a park. Solicitor Gaul stated he spoke with Terry Brodt regarding the property, and it is .8 acres with a house; they will be requesting tax certificates for the property. Council members expressed concerns about the cost of removing the house and maintaining a park. The Council members will discuss it at the July 27th council meeting; Solicitor Gaul will advise Mr. Brodt.

Resolution amending safe/disposition procedure for Truck-Solicitor Gaul advised this resolution takes the tractor off the list, and the truck can be listed to sell or it can be donated to another municipality or nonprofit organizations.

A motion was made by Councilmember Kelly Thornton to adopt Resolution #2026-09-Amending safe/disposition procedure for Truck, seconded by Councilmember Sue Ivancich. Vote 6-0-0; Motion Carried.

Subdivision and Land Development (SALDO):

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

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

Solicitor Gaul advised Mr. Nolf that extensions will be needed for the August meeting.

Michael Nolf – left at 8:20 PM.

Portland Borough Authority: Chief Potter advised the Authority is looking for an area to install an antenna on Borough property; needs 2” pipe and a power source for the radio which will read the water meters. Chief Potter will locate an appropriate spot and let the Council members know-it will remain on the agenda. Chief Potter stated the authority property in Upper Mount Bethel Township has an issue with trespassers; they have been using the quarry for ziplining. There were 32 cars there over the weekend and the state police removed them from the property, but they continue to return. Chief Potter is concerned with jurisdiction issues with PSP. Solicitor Gaul advised that Attorney Layman sent an intermunicipal agreement for the Borough to review; he has some questions that he will send to Attorney Layman. He also stated that the Borough and the Township would need to approve the arrangement through a resolution, which would need to contain certain elements required by the Intergovernmental Cooperation Act. Solicitor Gaul stated that the Municipal Authorities Act allows the Authority to hire police to patrol the area.

Council took no action on the matter and will await further reporting from Authority representatives as to whether the Authority still desires the proposed arrangement after discussion with the PSP.

Mayor's Report:

Mayor Prator advised that there were eighteen (18) 911 Trail Riders that came through Portland.

COG: Mayor Prator advised there is no meeting this month.

Portland Community Development & Community Events Committee:

Founders Day: October 17th-Noon to 5 pm-Councilmember Lisa Prator provided an update to Council. Reached out to Bangor softball coach to have kids volunteer to help little kids play games.

4th of July Parade-Councilmember Bruce Cialfi said the parade went well, lots of spectators. Great turnout!!

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

Grant Committee:

Post Foundation Grant Generator -no update

Municipal Building ADA Complaint ramp/lift-no update

Sanitation Committee: none

Budget, Finance, Insurance & Cable TV Contract: President Steele advised that Fidelity Bank did a large upgrade including merchant payments.

Personnel: none

Policy/Procedure/Ordinance Committee: none

Plan Slate Belt: President Steele stated the zoning worksheet was provided in the council packet; next meeting will be in August.

Slate Belt Rising: President Steele advised the river rock project is almost done. Council stated President Steele and the volunteers did a great job and the river rock look great.

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Old Business:

Park and Ride Tree Removal; Repair-tabled

Resident Information form -shared cost with Water Authority not to exceed \$200.00. Councilmember Lisa Prator stated the check box at the bottom should be removed.

A motion was made by Councilmember Lisa Prator to approve the Resident Information form shared cost with Water Authority not to exceed \$200.00, seconded by Councilmember Bruce Cialfi. Vote 6-0-0; Motion Carried.

New Business:

Kirk Summa interim audit not to exceed \$4,000.00—The audit is required due to the recent departure of the Borough Sewer Billing Clerk and Assistant Secretary/Treasurer-table until after executive session.

Public Comment Non-Agenda :

Hubert McHugh advised he received two letters about a back flow preventer; Mayor Prator stated the company is sending the letters out; however, they should be ignored. President Steele advised the Authority holds their meeting the 3rd Monday of the Month.

Ms. Bucci stated the Pokey needs some maintenance done, paint, a new door and the Borough hallway needs to be cleaned out.

Executive Session:

A motion was made by Councilmember Bruce Cialfi to enter Executive Session at 9:21 P.M. to discuss legal matters and personnel issues with the Solicitor, seconded by Councilmember Lisa Prator. Vote 6-0-0; Motion Carried.

A motion was made by Councilmember Bruce Cialfi to return from Executive Session at 10:00 P.M., seconded by Councilmember Lisa Prator. Vote 6-0-0; Motion Carried.

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

A motion was made by Councilmember Bruce Cialfi to approve the Kirk Summa Audit not to exceed \$4,000.00, seconded by Councilmember Lisa Prator. Vote 6-0-0; Motion Carried.

A motion was made by Councilmember Bruce Cialfi to add 2 hours per week for the secretary to process billing for sewer and sanitation, seconded by Councilmember Lisa Prator. Vote 6-0-0; Motion Carried.

A motion was made by Councilmember Lisa Prator to table the Golden Appeal Hearing until the 1st meeting in September (September 14th), seconded by Councilmember Bruce Cialfi. Vote 6-0-0; Motion Carried.

A motion was made by Councilmember Bruce Cialfi to adjourn the meeting at 10:04 P.M., seconded by Councilmember Lisa Prator. Vote 6-0-0; Motion Carried.

**Reminder: Next meetings: Monday, July 27, 2026
 Monday, August 3, 2026**

Respectfully Submitted,


Lori Sliker, Borough Secretary