



Borough of Portland Council Meeting Minutes August 24, 2026

On August 24, 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 – 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. Karen Pfeiffer joined by zoom at 7:00 PM.

A motion was made by Councilmember Bruce Cialfi to allow Karen Pfeiffer to participate via zoom, seconded by Councilmember Lisa Prator. Vote 6-0-0; Motion Carried.

Others Present –Borough Engineer-Michael Nolf, Solicitor Samuel Morgan-FLB and Borough Secretary/Treasurer - Lori Sliker were present. Also, present-David Brands, Hubert McHugh. Mayor Lance Prator was absent.

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. none

A motion was made by Councilmember Bruce Cialfi to approve the August 24, 2026, agenda, as presented, seconded by Councilmember Lisa Prator. Vote 6-0-0; Motion Carried.

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

A motion was made by Councilmember Karen Prfeiffer to approve July 27, 2026, Council meeting minutes as presented, seconded by Councilmember Lisa Prator. Vote 6-0-0; Motion Carried.

Public Comment: none

Borough Engineers Report: VanCleaf Engineer

Mr. Nolf provided Council with the following updates:

COVID Grant Project-Stormwater project update-the construction contract was submitted today; FLB will review it tomorrow; upon solicitor approval they will have a preconstruction meeting (Main Street – Market Street) on Wednesday. Joao & Bradley does a lot of stormwater projects and has a good reputation.

Main Street Storm Sewer Replacement Phase 2 (Remainder of Main St. Storm Replacement Project) Grant Funding Opportunities. Mr. Nolf advised that there are grant opportunities available for the remainder of Main Street Storm Sewer Replacement Project. Mr. Nolf reviewed several grant opportunities with Council. Northampton County LSA open timeframe opened July 1 – September 30th. This grant would be good to complete the rest of the project; the downfall for the Borough would be payment of the contractor upfront and get reimbursed by the grant.

State LSA – Sept 1st –Nov 30th - \$25,000.00 up to 1 million - the reimbursement works the same.
PA Small Water & Sewer – \$30,000.00 to \$500,000.00 application opens Feb – April 27.

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Community Block Grant may be good for other Borough projects—apply Feb 2027.

President Steele advised that the last State LSA Grant applied for was the police car; they applied for \$110,000.00; they received \$25,000.00. Solicitor Morgan asked what the timeframe is to use the grant funds; President Steele stated they have 3 years to use the funds. -Tabled for further discussion.

Hubert McHugh arrived at 7:11 PM.

COVID Grant Project—Sewer Process payment application #1-\$134,225.50 for Eastern Environmental Contractors and invoice #000375127-\$19,990.00 to Riordan Materials. Mr. Nolf advised that the grant funds have been received and the payment application and Riordan invoice should be reviewed for approval.

A motion was made by Councilmember Lisa Prator to pay Eastern Environmental payment application #1 for \$134,225.50, seconded by Councilmember Bruce Cialfi. Vote 6-0-0; Motion Carried.

A motion was made by Councilmember Lisa Prator to pay Riordan Materials invoice #000375127 \$19,990.00, seconded by Councilmember Bruce Cialfi. Vote 6-0-0; Motion Carried.

Lamtec Sewer Connection-Portland-UMBT Sewer Service intermunicipal Agreement-Solicitor Morgan advised there were some minor adjustments made to the agreement which he is working on; upon completion he will circulate the agreement for Council review.

- Resolution # ____: 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- any movement with PennDOT or Dunkin. Christine sent out an email; she will schedule a meeting here in Portland.
- Approval of a Contractor Traffic Signal Maintenance Agreement-Signal Service was reached out— President Steele advised that there have been emails regarding the language of the service agreement; she would like to have the agreement for the next meeting.
- Approval of Application for Traffic Signal Approval - none
- TE160 form – Dunkin Donuts – 3rd party agreement – Solicitor Gaul’s input is needed.

Committee #1: Stephanie Steele, Bruce Cialfi

Sewer Committee:

Commercial and Industrial customer required connection modifications -work in progress

- EDMR – Jan-July 2026-not available
- DABCO letter requesting extension – Mr. Brands addressed Council regarding the sampling manhole for his business. Mr. Brands asked for evidence connecting his property to the sewer issue; he also advised no one has been working in the building this past year and his business is not operating. The only wastewater from the business is from 2 toilets and 2 sinks; therefore, he is requesting that the mandate be withdrawn. President Steele advised that Council will discuss during Executive Session. Solicitor Morgan stated the Borough is working through specific types of properties to determine where the issues are.

Riordan Materials – additional set of Membranes-quotes 1st-\$102,009.70 and 2nd \$145,926.90. The quotes were provided for Council’s review; no action at this time.

EDMR-Jan-June 2026 report – was not available for download.

Executive Session: legal

A motion was made by Councilmember Lisa Prator to enter executive session at 7:38 PM for legal advice from the solicitor, seconded by Councilmember Kelly Thornton 6-0-0; Motion Carried.

A motion was made by Councilmember Kelly Thornton to return from executive session at 8:17 PM, seconded by Councilmember Lisa Prator Vote 6-0-0; Motion Carried.

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President Steele asked if there was any business from executive session:

A motion was made by Councilmember Lisa Prator to proceed with a Notice of Violation of Borough Sewer Ordinance with inspection at 106 State Street as required by section 4:07–Sewer Connection, seconded by Councilmember Bruce Cialfi. Vote 6-0-0; Motion Carried.

President Steele advised Mr. Brands that the Council members would like to review the information and discuss his request at the next meeting.

The balance of the Covid Grant funds would be used for the additional membranes; President Steele stated that upon reviewing the email from Mr. Evans there is some confusion of the numbers. Mr. Nolf will review the numbers and get back to President Steele. No action for tonight just for council to review.

Sewer – President Steele advised that the response letter went out to DEP. The sewer plant continues to have problems; Brian and Jimmy have worked in the back room, cleaned it out and installed a new tank.

Michael Nolf left at 7:32 PM.

Streets/Maintenance Committee: none

Building Committee: President Steele advised that broken windowpanes are being replaced on the building.

Fire, Safety & Police Committee:

Bench is installed – President Steele stated the bench has been installed.

Committee #2: Stephanie Steele, Karen Pfeiffer

Budget, Finance, Insurance & Cable TV Contract: President Steele advised they will working on next years budget and if anyone has any information to please email it.

Sanitation Committee: none

Grants:

Post Foundation Generator-Shafnisky Electric-General 26 KW LP generator quote \$14,850.00 and \$3,250.00 Service replacement 200 AMP. President Steele advised that an estimate for the generator was provided in the packet; Solicitor Gaul stated the quote was not in Costars format; President Steele will contact Shafnisky Electric and request the updated quote. Tabled until September 14, 2026, Council meeting.

- Possible motion to approve quote pending solicitor review-none
- Municipal Building ADA Compliant Lift-update-quote provided in packet-President Steele advised that they received a vertical platform lift and aluminum ramp quotes from 101 Mobility for Council to consider. The Vertical Lift Platform \$78,000.00; the Aluminum Ramp is \$58,000.00. 101 Mobility is a costars vendor; there is a meeting scheduled for next week with a Costars representative.

Personnel Committee- none

Michael Nolf and Solicitor Samuel Morgan left at 8:26

Policy/Procedures and Ordinance Committee:

- Resolution establishing a policy & procedure for the management of Borough non-police staff discussion.
- Parking Ordinance 2025-01 discussion/review – table to next meeting

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

Portland Community Events Committee:

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Founder's Day, 10/17/2026. 12:00 PM–5:00 PM was posted on Facebook. Councilmember Lisa Prator asked to block off the park and walk and the old bank property for the event. President Steele advised that the sawhorses and signs can be put up at the park and walk; however, the bank is private property they need to get permission from the owners.

- Halloween, 10/31/2026, 4:00 PM – 6:00 PM-advertise in the next newsletter (September/October).
- Tree Lighting, 11/29/2026, 6:30 PM–8:00 PM, rain date? President Steele asked Council if a rain date should be identified; consensus of Council was that a rain date was not necessary; it will be advertised in the next newsletter.

Community Development:

Properties in town-repairs or cleaning up debris-Councilmember Karen Pfeiffer advised she has received several complaints from residents regarding properties in Portland; she will confirm that the issues still exist prior to discussing with Council. The secretary has a spreadsheet showing all the Borough permits; however, she is not told if the permit is completed/closed. Council advised that the list should be sent to Tina at Keller Zoning and Inspections for review. Table until the September 14, 2026 council meeting.

End of Committee Reports

COG: Councilmember Bruce Cialfi advised he and the Mayor will be attending the next COG meeting. C.A.T. is holding another bike drive through the 30th; bikes can be dropped off at the Bangor Library.

Mayor's Report: none

Plan Slate Belt (regional comp plan): none

Review email from Hailstone and Zoning Districts excel sheet in packet
August meeting information was in the packet.

President Steele stated the Zoning District information was provided, and Council needs to review it.

Slate Belt Rising Steering Committee (SBR): Stephanie Steele

President Steele advised that Portland had one application submitted from Portland Auto. Councilmember Karen Pfeiffer asked if there is an ordinance for facades downtown to keep it looking a certain way; President Steele advised that Portland is not a historic district and the owners can paint it whatever they want. Councilmember Karen Pfeiffer will research this topic.

Liberty Water Gap Trail Alliance:

August 19, 2026, minutes were provided in the packet.

Old Business: none

New Business: none

Public Comment: Non-Agenda: none

Executive Session: none

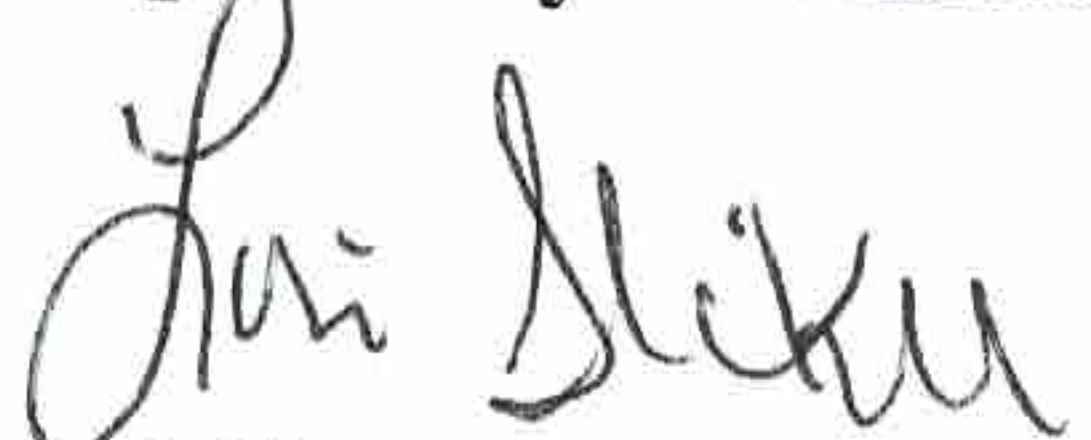
Motion to adjourn:

A motion was made by Councilmember Bruce Cialfi to Adjourn the meeting at 8:45 P.M., seconded by Councilmember Lisa Prator. Vote 6-0-0; Motion Carried

Reminder: Next meetings: Monday, September 14, 2026

Monday, September 28, 2026

Respectfully Submitted,


Lori Sliker, Borough Secretary