



Borough of Portland Council Meeting Minutes August 3, 2026

On August 3, 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 Vice-President Bruce Cialfi called the meeting to order at 7:00 P.M.

Pledge of Allegiance was recited.

Roll Call – Council Members: Bruce Cialfi, Karen Pfeiffer, Susan Ivancich and J. Kelly Thornton were present in person, Lisa Prator arrived at 7:02 PM. Stephanie Steele, President-absent

Others Present – Borough Secretary/Treasurer-Lori Sliker and Mayor Lance Prator were present. Also, present-Borough Solicitor-Eric Filer-King Spry, Borough Engineer-Michael Nolf, Tara Mezzanotte, and Hubert McHugh. Fire Chief James Potter arrived at 7:12 PM; Police Chief-Todd Pysher arrived at 7:44 PM. Solicitor Michael Gaul-King Spry-Absent.

Announcement of Recording – Vice-President Cialfi 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:

Vice-President Cialfi asked if there were any amendments to the agenda. No amendments were requested.

A motion was made by Councilmember Karen Pfeiffer to approve the August 3, 2026, agenda, as presented, seconded by Councilmember Kelly Thornton. Vote 5-0-0; Motion Carried.

Action on the Meeting Minutes of July 6, 2026: Vice-President Cialfi asked if there were any corrections or changes to the meeting minutes of July 6, 2026. No corrections were requested.

A motion was made by Councilmember Karen Pfeiffer to approve July 6, 2026, Council meeting minutes as presented, seconded by Councilmember Lisa Prator. Vote 5-0-0; Motion Carried.

Secretary/Treasurer Report:

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

Bills Presented for Payment:

Borough Operations	\$ 19,624.42
Sewer Operations	\$ 25,158.94
Garbage Operations	\$ 9,025.20
Estimate Payroll & Payroll Taxes, August 2026	\$ 6,300.00
Escrow	\$ 754.70
<u>TOTAL</u>	\$ 60,863.26

A motion was made by Councilmember Lisa Prator to approve the July 2026 Financial Report, as presented, seconded by Councilmember Karen Pfeiffer. Vote 5-0-0; Motion Carried.

Borough of Portland Council Meeting Minutes

August 3, 2026

A motion was made by Councilmember Lisa Prator to pay the Borough bills, as presented, seconded by Councilmember Karen Pfeiffer. Vote: 5-0-0; Motion Carried.

Transfer \$60,000.00 from the Real Estate Fund to the General Fund to cover expenses.

A motion was made by Councilmember Lisa Prator to transfer \$60,000.00 from the Real Estate Fund to the General Fund to cover expenses, seconded by Councilmember Karen Pfeiffer. Vote 5-0-0; Motion Carried.

Golden Property Maintenance Code Appeal- Kenneth Golden appeal of Property Maintenance Code Notice of Violation for 108 Division Street property-tabled until September 14, 2026.

Public Comment: none

Route I80-Route 611 Updates: Tara Mezzanotte

Ms. Mezzanotte advised that the National Park Service decided to use 7 new units and 3 existing units for the Explore Act. Congressman Kean submitted a letter to the Department of Interior inquiring why they are not identifying three more new participating units for the Explore Act; they are expecting a reply within 30 days.

Due to changes that were made in 2024 for historic resources; the projects on Routes 80 & 611 could put the rock walls in as historic structures. The anticipated PennDOT meeting in July was not scheduled; she has a call in asking when it will be scheduled. The large document submitted identifying all the issues may be delaying the meeting.

Lower Delaware National Wild and Scenic River: Tara Mezzanotte

Ms. Mezzanotte advised that Upper Mount Bethel Township has not scheduled their meeting yet. Councilmember Lisa Prator asked Mr. Mezzanotte what position the LDNWSR is taking with the proposed data centers; Ms. Mezzanotte advised they only share data about the impact to the river, but they do not take a position. Ms. Mezzanotte provided Council with an overview of the agencies that may be involved with the data center discussions and that the Delaware River Basin Commission will have the most impact on this topic.

Liberty Water Gap Trail Alliance: Cindy Fish

Mayor Prator advised the next meeting to be held on August 19, 2026.

Borough Engineer's Report – Van Cleef Engineering

COVID Grant Project-Stormwater- Motion for Van Cleef to pursue COSTARS procurement to acquire a contractor for the revised project. Mr. Nolf advised that on Friday he forwarded Council the revised plans, list of construction items (Bid Tabulation) and revised specifications. On sheet #5 of the plans the line adjacent to property 12 from inlet 9 to inlet 8 does not have an easement on property 13 (inlet #8 no easement); in order to replace this portion, we are required to install an additional inlet just south of property #13. Sheet #6 – starting at Pennsylvania Avenue, down Market Street and continue down to outfall. Mr. Nolf estimated using the previous project bid that the revised project should be approximately \$320,675.00; this estimate is just construction fees and is more in line with the grant. By utilizing Costars, the process is much quicker; the work needs to be completed by September 30th. Councilmember Lisa Prator asked if VanCleaf can put the bid proposal out by August 6th with a return deadline of August 14th by 3:00 pm and Council can advertise a special meeting for August 14th at 5:00 PM. Mr. Nolf replied he can tabulate the bids in time for an August 14th special meeting at 5:00 PM. Mr. Nolf reviewed the Costars process with Council. Solicitor Filer advised that based on what has been said tonight there are no red flags and Council is just voting to authorize seeking bids through the Costars procedure. He also noted that the Covid-H2O funds must be spent by September 30, 2026.

Borough of Portland Council Meeting Minutes

August 3, 2026

A motion was made by Councilmember Lisa Prator to authorize VanCleef Engineering to put the 8/3/2026 revised stormwater project bid proposal (construction to be completed by Friday September 25th) out to Costars by August 6th with a return deadline of August 14th at 3:00 PM and advertise a Special Council meeting for August 14, 2026, at 5:00 PM, seconded by Councilmember Kelly Thornton. Vote 5-0-0; Motion Carried.

COVID Grant Project–Sewer update-screener project–Mr. Nolf advised that inspections will be completed Thursday and Friday; there was an issue with the water lines, but the contractor will be there tomorrow to fix it. The grant payment should be approved this week.

Lamtec Sewer Connection – DEP Sewage Planning Module Review-Mr. Nolf advised that Lamtec is still working on their permitting, and the township has not given final approval.

Portland-UMBT Sewer Service Intermunicipal Agreement-FLB sent the agreement to UMBT for review.

Dunkin/PennDOT/Traffic Signal Maintenance Agreement-place holder-Christine Troxell-CDR Engineering returned to work today. The Borough will need to submit the required documentation soon; Mr. Nolf will speak to Christine.

Michael Nolf left at 8:00 PM

Sewer Committee – Stephanie Steele

Commercial and Industrial customer required connection modifications– tabled

Proposed Borough and Township Intermunicipal agreement on Sewer Service-tabled

WWTP-plant operations-Vice-President Cialfi advised that the WWTP clean out project was delayed due to the weather.

Sewer Shut Off's- Vice-President Cialfi advised there are no sewer shut off's this month.

Streets Committee:

- 403 Bruce Street run off-Keller Zoning spoke to owner and he is putting river rock down.
- First Energy LED Street light agreement-email sent - tabled
- Groundworks quote Delaware Avenue - \$11,487.55-Delaware avenue potholes-Vice-President Cialfi advised that the Groundworks quote were in the packet; this can be paid through liquid fuels if they use PennDOT approved materials. The vendor can provide a video for Council to view. Chief Potter stated there are 3 spots that need repairing.

A motion was made by Councilmember Lisa Prator to approve the Ground Works quote for \$11,487.55 pending verification that all materials will be PennDOT approved, insurance and Borough paperwork, utilizing Liquid Fuels funds, seconded by Councilmember Karen Pfeiffer. Vote 5-0-0; Motion Carried.

Zoning, Building and Property Management - none

Fire, Safety & Police: Chief Pysher

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

- Unit 331 – MacMobile quote repairs - \$3,205.90 (old car) – needs steering racket replaced.
- Unit 332 – MacMobile quote repairs - \$678.03 (new car)–locks are not working properly; the warranty expired. Councilmember Lisa Prator asked which car is used more; Chief Pysher stated they both are used about the same. She also asked if there is enough in the police budget to cover these repairs; Mayor Prator advised there are sufficient funds.

Borough of Portland Council Meeting Minutes
August 3, 2026

A motion was made by Councilmember Lisa Prator to approve the MacMobile repair quotes, Unit 331-\$3,205.90 and Unit 332-\$678.03, seconded by Councilmember Karen Pfeiffer. Vote 5-0-0; Motion Carried.

Police Holiday Pay from \$75.00 to \$100.00-Some discussions were held regarding the holiday pay increase; tabled until August 24, 2026, Council meeting.

Councilmember Lisa Prator asked if the roads were lined so tickets could be issued; Chief Pysher was on vacation he will find out. Chief Potter stated that Delaware Avenue and State Street are complete; 611 is going to be repaved- holding off until completed.

Legal:

Resolution establishing a policy & procedure for the management of Borough Non-Police staff-tabled
Brodt Property Donation Inquiry-tabled

Subdivision and Land Development (SALDO):

RPL East, LLC Proposed Subdivision Plan -current deadline September 1, 2026. Received an offer of extension through 11/30/2026.

A motion was made by Councilmember Lisa Prator to accept the RPL East, LLC Proposed Subdivision Plan extension through 11/30/2026, seconded by Councilmember Karen Pfeiffer. Vote 5-0-0; Motion Carried.

RPL East, LLC Proposed Planned Industrial Park Plan-current deadline September 1, 2026. Received an offer of extension through 11/30/2026.

A motion was made by Councilmember Lisa Prator to accept the RPL East, LLC Proposed Planned Industrial Park Plan extension through 11/30/2026, seconded by Councilmember Karen Pfeiffer. Vote 5-0-0; Motion Carried.

Portland Borough Authority:

Gateway Antenna-Chief Potter advised that he spoke to their engineer, they have to obtain a weight for the antenna. The old CB antenna and Siren can be removed from the tower; to install the new antenna.

Intermunicipal Agreement between Borough & UMBT-Police to cover Authority property-Chief Potter advised that the Authorities Solicitor is talking with the Township and will advise Solicitor Gaul of outcome.

Mayor's Report: none

COG: Mayor Prator advised a bike drive will be held through August 30, 2026 @ Bangor Library.

Portland Community Development & Community Events Committee:

Founders Day\Halloween\Tree Lighting- continue to meet for Founders Day/Halloween – Saturday, October 31st – 4:00-6:00 pm and the Tree Lighting will be held Sunday, Nov 29th 6:30 PM.

Grant Committee:

- Generator Grant-Vice-President Cialfi advised they have a co-stars vendor coming to do a quote for the generator project.
- Municipal Building ADA Compliant Lift-Vice-President Cialfi stated they are doing biweekly phone meetings with the grant representative; they are expecting a quote from a Costars lift vendor.
- LSA Grant Police Car \$25,000.00 – authorization to sign LSA Grant Agreement

Borough of Portland Council Meeting Minutes

August 3, 2026

A motion was made by Councilmember Kelly Thornton to authorize the Council President to sign the LSA Grant Agreement for the police car upon Solicitor's review, seconded by Councilmember Lisa Prator. Vote 5-0-0; Motion Carried.

Sanitation Committee: none

Budget, Finance, Insurance & Cable TV Contract: Committee will be meeting to work on the 2027 budget.

Personnel: none

Policy/Procedure/Ordinance Committee: none

Plan Slate Belt: Next meeting Thursday, August 6, 2026, at 7:00 PM-Bangor Borough Hall.

Slate Belt Rising: Mayor Prator advised that Slate Belt Rising continues to recruit for a part-time director.

Old Business: none

New Business:

New Business:
Councilmember Thornton asked about the no parking signs in town; the new signs have made parking a bigger problem on Northampton Street; there is a concern that a fire truck could not get through. Chief Pysher will have the officers check out the parking situation; to be in compliance with the ordinance the signs placed. Solicitor Filer advised the parking ordinance can be amended if Council wishes.

Public Comment Non-Agenda : none

Executive Session: none

A motion was made by Councilmember Karen Pfeiffer to adjourn the meeting at 8:35 P.M., seconded by Councilmember Kelly Thornton. Vote 5-0-0; Motion Carried.

Reminder: Next meetings: **Monday, August 24, 2026**
Monday, September 14, 2026

Respectfully Submitted,

Lori Sliker, Borough Secretary