



Borough of Portland Council Meeting Minutes July 27, 2026

On July 27, 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, Lisa Prator, Karen Pfeiffer, Susan Ivancich and J. Kelly Thornton were present. Bruce Cialfi-speaker phone.

A motion was made by Councilmember Kelly Thornton to allow Bruce Cialfi to participate via speak phone, seconded by Councilmember Lisa Prator. Vote 5-0-1 (Bruce abstained); Motion Carried.

Others Present –Mayor Lance Prator, Borough Engineer-Michael Nolf and Borough Secretary/Treasurer - Lori Sliker were present. Also, present-Hubert McHugh and Terry Brodt.

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.

President Steele advised an amendment is needed to the agenda stating an Executive session was held on Friday, July 24, 2026 at 10:00 AM to seek legal advice from the Solicitor.

A motion was made by Councilmember Bruce Cialfi to approve the July 27, 2026, agenda with the amendment, as presented, seconded by Councilmember Lisa Prator. Vote 6-0-0; Motion Carried.

Action on the Meeting Minutes of June 17, 2026: President Steele asked if there were any corrections or changes to the meeting minutes of June 17, 2026. No corrections were requested.

A motion was made by Councilmember Karen Prfeiffer to approve June 17, 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

COVID Grant Project–Stormwater-Mr. Nolf stated the contract has not been signed by the Borough yet. President Steele advised they could rescind the bid; rebid out for the problem areas or approve the existing contract. The current bid is \$730,960.00 which could be rescinded; and a rebid could be sent out without the problem areas; depending on what Council decides it will be a very tight timeline. President Steele asked if there was a benefit to sending a rebid out to costars contractors; Mr. Nolf advised that yes, it would be quicker and Costars does not require the full bidding process. Councilmember Karen Pfeiffer stated that the grant money is not enough to cover the entire cost of the original contract; could the project be redesigned to cover the problem areas and stay within the timeframe of the grant. Council discussed moving forward with

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Costars and addressing the problem areas with installation of new storm drain boxes. Councilmember Lisa Prator asked how could we get the project up and moving quickly; Mr. Nolf advised that by utilizing Costars and reworking the project. Councilmember Kelly Thornton asked how many boxes would be needed; Mr. Nolf advised each box is approximately \$15,000.00. President Steele asked Mr. Nolf if he could come back next week with a revised project; Mr. Nolf will bring back a revised plan next week.

Councilmember Lisa Prator made a motion to rescind the current bid, seconded by Councilmember Kelly Thornton. Vote 6-0-0; Motion Carried

Councilmember Lisa Prator made a motion to have VanCleeef Engineering rework the project plan to include up to 8 boxes to cover Market Street to the outfall and at the bottom of Main Street, seconded by Councilmember Kelly Thornton. Vote 6-0-0; Motion Carried.

Mr. Nolf will send the contractor a letter rescinding the current bid; they could rebid the updated project. Council asked that an update of grant funds spent for this project be sent out for review.

COVID Grant Project–Sewer Screens-Mr. Nolf advised the construction is finished; an inspection is still needed on the construction. There will be approximately \$75,000.00 of grant funds left over that could be used towards an additional set of membranes; Mr. LaBarre will reach out to Riordan to discuss.

Lamtec Sewer Connection-DEP Sewage Planning Module Review-
Portland-UMBT Sewer Service Intermunicipal Agreement –

Committee #1: Stephanie Steele, Bruce Cialfi

Sewer Committee:

Commercial & Industrial customer required connection modifications-none

WWTP Effluent Line Repair update-President Steele advised that everything seems to be running smoothly; payment application #2-Joao & Bradley-\$6,837.42 was in the packet for approval.

A motion was made by Councilmember Karen Pfeiffer to approve payment application #2-Joao & Bradley for \$6,837.42, seconded by Councilmember Lisa Prator. Vote 6-0-0; Motion Carried.

EDMR-Jan-June 2026 report was provided in packet for Council review. Councilmember Karen Pfeiffer asked what happened when DEP looked into the situation; President Steele advised they knocked on some doors and checked some things however at this time we have to work through the Ordinance process.

DABCO response letter – sent a response letter asking for an extension; Council requested FLB to respond to the extension request and have them attend the August 24th Council meeting.

A motion was made by Councilmember Karen Pfeiffer to authorize Fitzpatrick, Lentz and Bubba to respond to American Precision Machinery letter advising it is in the ordinance, seconded by Councilmember Lisa Prator. Vote 6-0-0; Motion Carried.

President Steele requested a hot water pressure washer rental be approved for use at the Wastewater Treatment Plant for 2 days/\$500.00; they may not need to rent one as the fire company has one but they are not sure if it works, so she is asking for approval in case the fire company's does not work.

A motion was made by Councilmember Karen Pfeiffer to approve the 2-day rental for \$500.00 if needed, seconded by Councilmember Lisa Prator. Vote 6-0-0; Motion Carried.

Michael Nolf left at 7:32 PM.

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Streets/Maintenance Committee:

Post & Signs-\$1,706.00 pay through liquid fuels – President Steele advised that to complete the 2 hours parking signs (post & signs) will be \$1,706.00. Councilmember Lisa Prator & Karen Pfeiffer would like to take no action at this time. Councilmember Kelly Thornton asked about the no parking signs on Northampton Street; it will be discussed at the August 3rd meeting when the Police Chief and Solicitor are present.

Building Committee:

Bell tower– President Steele advised that a couple of weeks ago someone thought the bell was falling out of the tower, so a quote was requested to remove the bell from the tower; an estimate was in the packet. Since then, President Steele and Pastor Phil went up in the tower and the bell is secure; some of the wood is weathered but it is sitting in the carriage. This is not an emergency; no action at this time. Councilmember Lisa Prator advised they should auction off the bell.

Fire, Safety & Police Committee:

3 sets of painted lines were completed on State Street & Delaware Avenue

Committee #2: Stephanie Steele, Karen Pfeiffer

Budget, Finance, Insurance & Cable TV Contract: The committee will begin their budget meetings for 2027.

Sanitation Committee: none

Grants:

Post Foundation Generator Grant-none

Municipal Building ADA Complaint Lift-President Steele advised they are working on the application for the vertical lift; trying to get vertical lift quotes.

A motion was made by Councilmember Karen Pfeiffer to approve the Council President to execute the grant application, seconded by Councilmember Kelly Thornton. Vote 6-0-0; Motion Carried.

Personnel Committee- none

Policy/Procedures and Ordinance Committee:

Resolution establishing a policy and procedure for the management of Borough non-police staff discussion. Councilmember Lisa Prator requested this item be tabled until August 24th meeting.

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

Portland Community Events Committee:

Founders Day & Fire Company Celebration-October 17th 12:00 – 5:00 PM.- no update.

Halloween/Tree Lighting-no update

Community Development:

Brodt Property Donation discussion-Terry Brodt explained that he is helping his cousin with his affairs. Mr. Brodt provided Council with an update on Troy's situation and the long-standing history of the Brodt family in Portland. He explained he did not want a donation to be a burden on the town; if they sell both properties and a donation is made in the Brodt family name would Council consider dedicating the ball field in honor of the Brodt family "Brodt Memorial Ballfield". The donation could be used to improve the condition of the ball field and a plaque.

End of Committee Reports

COG: Mayor Prator advised there is no meeting this month and 4 light stands with generators are on order.

Mayor's Report: none

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Plan Slate Belt (regional comp plan): none

Slate Belt Rising Steering Committee (SBR): none

Liberty Water Gap Trail Alliance: Mayor Prator advised the July meeting was held at Portland; the national memorial trail signs are up.

Old Business:

Park and Ride Tree Removal; Repair-tabled

New Business:

President Steele bond renewal Selective Insurance (8/4/2026-8/4/2027)-\$550.00

A motion was made by Councilmember Karen Pfeiffer to approval the bond renewal through Selective Insurance and pay the invoice of \$550.00, seconded by Councilmember Lisa Prator. Vote 6-0-0; Motion Carried.

Public Comment: Non-Agenda: none

Executive Session: none

Motion to adjourn:

A motion was made by Councilmember Lisa Prator to Adjourn the meeting at 8:23 P.M., seconded by Councilmember Kelly Thornton. Vote 6-0-0; Motion Carried

Reminder: Next meetings:
Monday, August 3, 2026
Monday, August 24, 2026

Respectfully Submitted,



Lori Sliker, Borough Secretary

