Borough of Portland Council Meeting Minutes
October 5, 2026

On October 5, 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 7:01 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 in person. Bruce Cialfi joined by speakerphone due to family business.

A motion was made by Councilmember Karen Pfeiffer to allow Bruce Cialfi to join the meeting by speakerphone, seconded by Councilmember Lisa Prator. Vote 6-0-0; Motion carried.

Others Present – Borough Secretary/Treasurer-Lori Sliker and Mayor Lance Prator were present. Also, present-Borough Solicitor-Michael Gaul-King Spry, Borough Engineer-Michael Nolf, Police Chief-Todd Pysher, Fire Chief James Potter, Craig LaBarre, Hubert McHugh and Tara Mezzanotte. Steve Boell, FLB joined by speaker phone for Executive Session.

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 Lisa Prator to approve the October 5, 2026, agenda, as presented, seconded by Councilmember Karen Pfeiffer. Vote 6-0-0; Motion Carried.

Action on the Meeting Minutes of September 14, 2026: President Steele asked if there were any corrections or changes to the meeting minutes of September 14, 2026. No corrections were requested.

A motion was made by Councilmember Lisa Prator to approve September 14, 2026, Council meeting minutes as presented, seconded by Councilmember Karen Pfeiffer. Vote 6-0-0; Motion Carried.

Secretary/Treasurer Report:
The Secretary presented the September 2026 Financial Report for review/approval.

Bills Presented for Payment:	
Borough Operations	$ 28,114.68
Sewer Operations	$ 20,312.94
Garbage Operations	$ 8,625.20
Estimate Payroll & Payroll Taxes, August 2026	$ 6,300.00
Escrow	$ 320.50
TOTAL	**$ 63,683.32**

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

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

Transfer $50,000.00 from the Real Estate Fund to the Sewer Fund to cover expenses-Loan.

A motion was made by Councilmember Lisa Prator to transfer $50,000.00 from the Real Estate Fund to the Sewer Fund to cover expenses as a loan, seconded by Councilmember Bruce Cialfi. Vote 6-0-0; Motion Carried.

Public Comment: none

Route I80-Route 611 Updates: Tara Mezzanotte
Ms. Mezzanotte advised there have not been any updates from PennDOT; Council agreed an update should be requested. Paving the rest of Rt. 611 was discussed. The Advisory Council on Historic Places-ACHP falls under the Whitehouse which is responsible for the national historic preservation act. Federal law section 106 is being rewritten to remove local community input and PA State preservation input; these law changes will make federal projects happen quicker. Ms. Mezzanotte will be providing a draft resolution for Council consideration to request that current projects are grandfather in allowing for community and state involvement.

Lower Delaware National Wild and Scenic River: Tara Mezzanotte
Upper Mount Bethel Township has put Wild and Scenic on the October 8th -special meeting agenda; after the meeting she will email Council an update.

Liberty Water Gap Trail Alliance: Cindy Fish
Mayor Prator advised the next meeting to be held on Wednesday, October 21, 2026, @9 AM in Portland.

Borough Engineer's Report – Van Cleef Engineering
COVID Grant Project-Stormwater Update: Mr. Nolf advised that the contractor was provided with a punch list of things to correct. While working the contractor hit a water lateral 2 ½ feet down causing loss of water to a home; the Water Authority was contacted and made the repair. Mr. Nolf advised that generally the lines are 4' down, the line placement and markings were discussed. Craig LaBarre advised that the water line is very old and the Authority is concerned about the line freezing now that the water line is so close to the storm drain and he recommends the line be placed deeper. There are only a couple of inches between the water line and the storm drain; the Authority is discussing the situation. Councilmember Lisa Prator asked who is responsible for the water line repair the contractor or the Borough? The Water Authority repaired the break, and they will receive the bill at which time this discussion can continue. Was the pipe marked out correctly prior to digging? Craig LaBarre advised that the area was marked out several times and it was within the allowable limits. Solicitor Gaul stated the information should be given to Sewer Solicitor Boell for review.

Mr. Nolf is preparing the grant payment application and needs the payroll records from the contractor and legal bills from the Borough.

COVID Grant Project–Sewer screen project-Mr. Nolf advised that the grant reimbursement application was submitted for approval. Craig LaBarre advised that the membranes should arrive within the next two weeks.
WWTP Mechanical Fine Screen Replacement Project-Tabled
Lamtec Sewer Connection – DEP Sewage Planning Module Review-Tabled
Portland-UMBT Sewer Service Intermunicipal Agreement-FLB sent the agreement to UMBT for 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.-Tabled
Traffic Signal Maintenance Agreement (TSMA)-(Between Borough/PennDOT)-Tabled
TE160 Form – Dunkin Donuts-Tabled
Dunkin Indemnity Agreement – Solicitor Gaul advised that Dunkin is seeking to have the HOP revised based on some modifications to the traffic signal; the indemnity agreement could be approved with minor changes being made with the President, Solicitor and Engineer.

A motion was made by Councilmember Lisa Prator to approve the Dunkin Indemnity Agreement as presented, with such incidental modifications as the Council President deems necessary or convenient, in consultation with the Solicitor and Engineer, subject to the condition that the Borough Engineer approve a reasonable cost estimate and escrow amount, seconded by Councilmember Karen Pfeiffer. Vote 6-0-0; Motion carried.

Chief Potter asked if Dunkin has an HOP– Solicitor Gaul stated that Dunkin has a HOP which has not been closed out; they want to revise the HOP and take advantage of the work being done. Dunkin has an extension through 2027; they do not have the approved ADA information.

Sewer Committee – Stephanie Steele
Commercial and Industrial customer required connection modifications– tabled
Proposed Borough and Township Intermunicipal agreement on Sewer Service-FLB working on it.
WWTP-update on plant operations-no changes to the plant.
Discuss Responses RE: N.O.V. & Sampling Manhole notices-executive session discussion-tabled. Mr. McHugh asked if there were specifications for the sampling manholes; President Steele stated that specifications were provided in the letter.

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

Executive Session-legal matters- tabled until Sewer Solicitor can join meeting.

Streets Committee:
Repair of Delaware Avenue/authorization to contract/approval of cost-Motion not to exceed $13,200.00 after solicitor review utilizing $13,200.00.
President Steele advised that she met with Mr. Nolf and are waiting for a quote from Utility Services Group (USG) who is Costars approved. Solicitor Gaul advised that he reviewed the Groundworks contract and some of the language is concerning; he advised Council President to have the engineer involved to make sure the product will work on the problem.

A motion was made by Councilmember Karen Pfeiffer to authorize the Council President to select a contractor either Groundworks or USG for the repair on Delaware Avenue and approve the cost of the work not to exceed $13,200.00 after solicitor review, insurance and Borough paperwork, utilizing Liquid Fuels funds, seconded by Councilmember Lisa Prator. Vote 6-0-0; Motion Carried.

Leaf Vac Nov 3-6 or Nov 10-13 available -$75.00 per day.

A motion was made by Councilmember Karen Pfeiffer to approve the leaf vac rental on November 10-13, 2026 @ $75.00 per day, seconded by Councilmember Lisa Prator. Vote 6-0-0; Motion Carried.

Solicitor Gaul requested Mr. Nolf to obtain extensions for RPL East extensions for the November 2nd meeting.

Michael Nolf left at 8:01 PM

The consensus of Borough Council was that, in the future, the customary subdivision agenda item should now be located after sewer, with the executive session to follow, and then streets.

Zoning, Building and Property Management - none

Tara Mezzanotte arrived at 8:03 PM. Left at 8:15 pm

Fire, Safety & Police: Chief Pysher

September Police Report-Chief Pysher provided the police report to Council and reviewed it. Councilmember Kelly Thornton asked the Chief if a resident could place a trail camera pointing toward the road to catch littering; Solicitor Gaul cautioned that, as a general matter, individuals should be careful not to include an audio recording function on an unmanned camera to avoid running afoul of the Pennsylvania Wiretap laws.

Legal:

Resolution establishing a policy & procedure for the management of Borough Non-Police staff—Solicitor Gaul asked if Council wanted to move forward with the resolution.

BACIDA waiver-Upper Mount Bethel Township response was provided in the packet indicating they did not want to waive the appointment; Mr. Cook will not be appointed.

Draft Resolution #___ Consenting to limited one-time waiver of section 5 of the first amended and restate intermunicipal agreement of Christopher Cook as Lower Mount Bethel Township's designated representative to the Board of the Bangor Area Commercial and Industrial Development Authority.

A motion was made by Councilmember Lisa Prator to authorize the Borough Secretary to send letters to the municipalities indicating that Mr. Cook will not be appointed and for LMBT to provide another name, seconded by Councilmember Karen Pfeiffer. Vote 6-0-0; Motion Carried.

Subdivision and Land Development (SALDO):

RPL East, LLC Proposed Subdivision Plan -current deadline November 30, 2026-a new extension should be received in time for the November 2nd meeting, or the Borough will need to set in motion final review and decision on the proposed Plan. Previously discussed.

RPL East, LLC Proposed Planned Industrial Park Plan- current deadline November 30, 2026- a new extension should be received in time for the November 2nd meeting, or the Borough will need to set in motion final review and decision on the proposed Plan. Previously discussed. new extension for November 2nd meeting. Previously discussed.

Portland Borough Authority:

Gateway Antenna-Chief Potter advised the Authority requests to replace the existing antenna with a new one; in addition, they can remove the existing old alarm. They will be using a lift to remove and install the equipment; Solicitor Gaul will make an agreement for the next meeting.

Intermunicipal Agreement between Borough & UMBT-Police to cover Authority property-Chief Potter advised that they are checking into a pre-existing agreement from 1989 between the Authority and Police; he advised this item can be removed from the agenda.

Mayor's Report: Mayor Prator provided Council with an update on training he attended (811 dig and 2 classes for roads and traffic), in addition, he is doing beards for breasts (breast cancer research), active transportation plan on Thursday, Lehigh Valley PC Gala on 12/2 and Plan Slate Belt Community partnership.

Portland Community Development & Community Events Committee:
Founders Day\Halloween\Tree Lighting-Councilmember Lisa Prator advised that plans are moving along for Port Fest. To advertise the event Mayor Prator was on SBG and Poco 103 stations, face book posts, newspaper ads in, signs have been placed all over including adjacent towns and over 30 vendors attending.
Halloween-4-6 decorating contest-a poster will be put up in the Post Office.
Tree Lighting- no update

Resolution authorizing exception to open container prohibition-Solicitor Gaul advised that a resolution needs to be adopted to allow the exception during Port Fest; which include restrictions on glass container use. Solicitor Gaul presented proposed written Resolution #09.

A motion was made by Councilmember Lisa Prator to adopt proposed Resolution #09 authorizing exception to open container prohibition as revised-to include all public places, seconded by Karen Pfeiffer, Vote 6-0-0; Motion Carried.

Possible closure of Park and Walk or other public areas for Founders Day – Solicitor Gaul advised that the Park & Walk has an ordinance that would allow the closing off the Park & Walk lot from 8:00 AM – 8:00 PM for the event. Post no parking signs Tuesday, October 13th, indicating no parking for the Port Fest event.

A motion was made by Councilmember Bruce Cialfi to close the park and walk parking lot for the Port Fest Event on 10/17/2026 from 8:00 AM-8:00 PM, seconded by Councilmember Kelly Thornton. Vote 6-0-0; Motion Carried.

No streets will be closed off, but there will be no parking from 403-513 Delaware Avenue-store front areas.

Solicitor Gaul advised that to alter parking for a public event the Mayor can issue a declaration.

A police car will be parked on Rt. 611 with the lights on warning of an event ahead.

A motion was made by Councilmember Kelly Thornton, to prohibit parking on the west side of Delaware Avenue – from State Street to 513 Delaware Avenue on October 17th, 2026, 8am–8pm, seconded by Councilmember Lisa Prator. Vote 6-0-0; Motion Carried.

Chief James Potter left at 9:02

Grant Committee:

- Generator Grant-President Steele advised she is working on the purchase order form.
- Municipal Building ADA Compliant Lift/Ramp -101 Mobility Ramp Quote $52,974.50-President Steele stated she emailed Post Foundation about switching the remainder of the money from the generator grant to the ramp. In addition, she applied for an additional post foundation grant.

Plan Slate Belt: President Steele advised meeting was last Thursday; information was provided in the packet.

Slate Belt Rising: none

Old Business: none

New Business: none

Public Comment Non-Agenda : none

Michel Gaul left at 9:05 PM

Executive Session:

Executive Session-legal matters

A motion was made by Councilmember Karen Pfeiffer to enter Executive Session at 9:05 P.M. to discuss legal matters with the Sewer Solicitor, seconded by Councilmember Lisa Prator. Vote 6-0-0; Motion Carried.

A motion was made by Councilmember Lisa Prator to return from Executive Session at 9:21 P.M., seconded by Councilmember Kelly Thornton. Vote 6-0-0; Motion Carried.

President Steele asked if there was any action to be taken out of Executive Session: no action

A motion was made by Councilmember Lisa Prator to adjourn the meeting at 9:22 P.M., seconded by Councilmember Karen Pfeiffer. Vote 6-0-0; Motion Carried.

Reminder: Next meetings: **Monday, October 26, 2026**
Monday, November 2, 2026

Respectfully Submitted,

Lori Sliker

Lori Sliker, Borough Secretary