Borough of Portland Council Meeting Minutes
September 28, 2026

On September 28, 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, Susan Ivancich, and J. Kelly Thornton were present. Karen Pfeiffer was absent and Lisa Prator arrived at 7:05 PM.

Others Present –Borough Engineer-Michael Nolf, and Borough Secretary/Treasurer - Lori Sliker were present. Also, present- Craig LaBarre. Solicitor-Michael Gaul, Solicitor Steve Boell & Samuel Morgan-FLB were absent. Mayor Lance Prator joined by speaker phone.

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 September 28, 2026, agenda, as presented, seconded by Councilmember Kelly Thornton. Vote 4-0-0; Motion Carried.

Action on the Meeting Minutes of August 24, 2026: President Steele asked if there were any corrections or changes to the meeting minutes of August 24, 2026. No corrections were requested.

A motion was made by Councilmember Kelly Thornton to approve August 24, 2026, Council meeting minutes as presented, seconded by Councilmember Susan Ivancich. Vote 4-0-0; Motion Carried.

Councilmember Lisa Prator arrived at 7:05 PM.

Public Comment: none

Borough Engineers Report: VanCleef Engineer
COVID Grant Project-Stormwater project update- Mr. Nolf advised that the storm drain project has been completed and a punch list has been provided to the contractor; upon completion of the punch list the final payment can be processed.

Change Order #1-$12,390.00 Quantity adjustment of Concrete, Pipe and Asphalt installed-Mr. Nollf advised that on Main Street additional pipe was needed to realign the water line which was too close to the inlet; there was no need to put in any curbing or sidewalks so that saved some money. A change order was submitted for $12,390.00 to cover the cost. President Steele stated an email was sent out saying the change order would be around $6,000.00 she asked why the price double; Mr. Nolf stated the original email did not account for the asphalt. Mr. Nolf advised the change order will be submitted through the grant.

A motion was made by Councilmember Bruce Cialfi to approve the change order $12,390.00, seconded by Councilmember Lisa Prator. Vote 4-0-1; (Kelly Thornton abstained) Motion Carried.

Main St. Storm Sewer Replacement Payment Application #2-$316,359.00-Approval to sign Grant Payment Request Form and submit payment request for grant reimbursement; everything is included except the retainage.

A motion was made by Councilmember Lisa Prator to approve Payment Application #2-$316,359.00 for Council President to sign request for grant reimbursement, seconded by Councilmember Bruce Cialfi. Vote 4-0-1 (Kelly Thornton abstained); Motion Carried.

Main St. Storm Sewer Replacement Payment Application #3-$39,501.00. Approval to sign Grant Payment Request Form and submit payment request for grant reimbursement. Retainage until the punch list is completed; just to have President Steele sign the payment application and submit to the grant agency.

A motion was made by Councilmember Lisa Prator to approve Payment Application #3-$39,501.00 for Council President to sign request for grant reimbursement, seconded by Councilmember Bruce Cialfi. Vote 4-0-1; (Kelly Thornton abstained) Motion Carried.

COVID Grant Project – Sewer update-the Borough's portion for the second set of membranes was previously approved not to exceed $30,000.00; the actual cost will be a little under $12,000.00. Mr. LaBarre advised that the membranes should be arriving in about 2 weeks.

Mr. Nolf advised that the work for the sewer and storm drain must be completed by September 30th. The grant paperwork should be completed and submitted by end of October.

Lamtec Sewer Connection -tabled
Portland-UMBT Sewer Service intermunicipal Agreement-tabled
Dunkin Donuts Indemnity Agreement re: Traffic Signal Modifications-tabled
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

Committee #1: Stephanie Steele, Bruce Cialfi

Sewer Committee:
Plant update: Mr. LaBarre stated they still have phosphorus coming into the plant; they did identify that one particular pipe from Ultra Poly has tested for high levels of quaternary ammonia product. Mr. LaBarre spoke to the President of Ultra Poly and he didn't know anything about it.

Commercial and Industrial customer required connection modifications
EDMR – July and August 2026 – President Steele stated there are two reports in the packet for review.
Sampling Manhole notices to install-President Steele stated that letters need to be sent out to PIP Industrial-commercial properties to install the sampling manholes - Ultra Poly 1 & 2 and Air Liquide.

A motion was made by Councilmember Kelly Thornton to approve Fitzpatrick, Lentz and Bubba to send letters to the PIP Industrial-commercial properties requiring installation of sampling manholes, seconded by Councilmember Lisa Prator. Vote 5-0-0; Motion Carried.

Councilmember Kelly Thornton asked what the ramifications would be if they do not stop dumping in the sewer system; President Steele stated prior violations required payment of fines.

Craig LaBarre left at 7:28 PM.

Executive Session: None

Streets/Maintenance Committee:
Groundworks Quote for Delaware Avenue-$12,721.17-President Steele stated Solicitor Gaul advised that VanCleef Engineering should be asked to go look at the area. Councilmember Lisa Prator stated there is now an additional spot by the Baptist Church on the opposite side of the road; Mr. Nolf will inspect the areas. Tabled until the next meeting.

Leaf Vac rental–Discussions were held to rent the leaf vac; Council decided to see if the leaf vac is available on November 3-6 or 10-13th; the secretary will check with COG and advise at the next meeting.

Mr. Nolf advised Council that while working the storm drain the construction crew the water lateral was nicked the Authority was contacted and made the repair. An alleged violation report (AVR) violation report must be submitted to Pennsylvania Utility Commission by all parties involved within 30 days; Mr. Nolf advised as the Borough's Engineer he can file on behalf of the Borough. The repair was completed and the contractor black topped the area; believing the repair was a permanent repair. After that the Authority stated it was a temporary fix, and they would be digging the area back up. Councilmember Lisa Prator asked who is responsible for the cost of the repair; is JOAO Bradley responsible? Mr. Nolf advised that JOAO Bradley being a fully qualified utility contractor offered to do the repair; however, the Authority opted to bring in their own contractor. The Council would like more information and asked that James Potter attend the next meeting.

Michael Nolf left at 7:55 PM.

Building Committee: none

Fire, Safety & Police Committee:
Police Holiday Pay from $75.00 to $100.00-Councilmember Lisa Prator asked Council to consider what the needs of the Borough were for police coverage on holidays. Would coverage during specific events and holidays such as the 4th of July, Founders Day, Memorial Day weekend and Halloween be best. The President and Vice-President will request a meeting with the Chief of Police and Mayor to discuss further.

Committee #2: Stephanie Steele, Karen Pfeiffer

Budget, Finance, Insurance & Cable TV Contract: President Steele advised 1st meeting is scheduled for Wednesday.

Sanitation Committee: none

Grants:
Post Foundation Generator-President Steele advised that Solicitor Gaul has contacted the contractor and received an updated quote; need to do a purchase order.

Municipal Building ADA Compliant Lift-President Steele stated she is reaching out to the Post Foundation regarding the remaining funds in the grant; she may also file a new application for the remaining balance of the project.

Personnel Committee- none

Policy/Procedures and Ordinance Committee:
Resolution establishing a policy & procedure for the management of Borough non-police-tabled

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

Portland Community Events Committee:
Founder's Day, 10/17/2026. 12;00 PM–5:00 PM-President Steele had a conversation with Solicitor Gaul regarding the resolution for alcohol consumption in designated areas for Founders Day. Councilmember Lisa Prator advised that it will be a simple sip and stroll event; the alcohol would be purchased from Fuhrer's and be given in an open container to stroll with in the downtown area; Borough is not looking to get their own permit. Table until next meeting.
Halloween, 10/31/2026, 4:00 PM – 6:00 PM
Tree Lighting, 11/29/2026, 6:30 PM–8:00 PM

Community Development:
Properties in town-repairs or cleaning up debris-Keller Zoning was going to send out some letters; President Steele stated she provided some assistance resources for Tinia to include in the letters to the owners.

End of Committee Reports

Councilmember Lisa Prator asked that some of these be reported at the first Monday meeting.

COG: no report-next meeting

Mayor's Report: no report - next meeting

Plan Slate Belt (regional comp plan): no report - next meeting

Slate Belt Rising Steering Committee (SBR):
President Steele stated the 4 Borough's each received $3,000.00 but had to use the money quickly; she purchased planter baskets for the lamp posts and an electric message board for the Borough.

Liberty Water Gap Trail Alliance: no report-next meeting

Old Business: none

New Business: none

Public Comment: Non-Agenda: none

Executive Session: none

Motion to adjourn:

A motion was made by Councilmember Lisa Prator to Adjourn the meeting at 8:18 P.M., seconded by Councilmember Kelly Thornton. Vote 5-0-0; Motion Carried

Reminder: Next meetings: October 5, 2026
October 26, 2026

Respectfully Submitted,

Lori Sliker

Lori Sliker, Borough Secretary