

Call to Order:

The regular scheduled meeting of November 2nd, 2009 was called to order by Ms. McCarthy.

Members present were: Mr. Kissell, Mr. Vandzura, Mr. Slanoc, Mrs. Chobany, Mr. Wozniak, and Mayor Fox. Also present were Robert Koban-Borough Manager; Mr. Emerick-Borough Solicitor; Mr. Wisor-Engineer; Don Squillario-Public Works; Chief Miller-Public Safety; and Michelle Claar-Secretary; and Jr. Council Mr. Leydig. Absent was Jr. Council person Ms. Cadwallader.

Mr. Wozniak motioned, seconded by Mrs. Chobany to go into executive session for reason of negotiations, motion carried 7-0. Mr. Wozniak motioned, seconded by Mayor Fox to go out of executive session, motion carried 7-0. Mr. Kissell motioned, seconded by Mayor Fox to go into the regular meeting, motion carried 7-0.

Reports:

Managers Report:

Mr. Koban furnished a written report prior to the meeting. Mr. Koban informed Council that he wanted to publicly commend the Public Works Department for the work performed on the Lee Street Bridge project with replacing the concrete and repairing the parapet walls. The work performed in-house reflected a cost savings to the borough and its residents. Mr. Koban also presented pictures of the Lee Street Bridge for Council to review. Ms. McCarthy questioned if the issues presented by Mr. Kinsey from the October meeting were resolved. Mr. Koban advised that he will follow-up with Mr. Kinsey on the streetlight and alley repair requests. Ms. McCarthy questioned the increases in hospitalization coverage mentioned in Mr. Koban's report. Mr. Koban advised that a budget meeting will be held tomorrow night to review the proposed increases and determine the most cost effective plan. Mr. Wozniak questioned if the injury sustained by a firefighter in October was wearing protection eye gear, to which he was. Ms. McCarthy questioned if the Community Planner position will be refilled due to the resignation of Rick Thompson. Mr. Koban explained to Council that the position will be offered at a part time position in January, 2010. The funds expended between Portage Borough and Township will be refunded, less any stipend or expenses already paid out. Mr. Koban advised that he will review the applications on file and the position will have to be re-advertised. Mr. Koban also commented that the Emergency Operations Plan with the Borough and Township was 95% completed before Mr. Thompsons' resignation.

Solicitor's Report:

Mr. Emerick furnished a written report prior to the meeting. Mr. Emerick questioned the status of the lease agreement between the Borough and Mr. Joseph. Mr. Koban advised that the agreement will be sent to Mr. Joseph for approval and tabled until the December 7th regular meeting. Mr. Emerick consulted with legal counsel for Portage Township and

Cassandra Borough regarding the consulting agreement changes for the grant writer position. The agreement was included in Council packets prior to the meeting but Mr. Emerick presented the final copy at the meeting. A change was made on the agreement between all of legal counsel. The issue will be voted on later in the meeting. Mr. Emerick questioned if Council made any decisions on the Crichton McCormick park rules for firearms. Council agreed at the Committee of the Whole meeting in October to remove the issue from the agenda.

Engineers Report:

Mr. Wisor furnished a written report prior to the meeting. Mr. Wisor had nothing additional to report. Mr. Wisor commented that there is no update on the Energy Grant that was submitted for the Borough Administration Office. Mr. Wozniak questioned if the Stop N Go property on Mr. Wisor's monthly report can be removed. Council agreed that the issue can be removed from the Engineer's agenda. Mayor Fox commented on the entrance lay out for the new Sheetz store concerning the traffic pattern and sweeping turns off of Main Street. A discussion was held on the design and the plans need to be located. Mr. Wisor will review the plans and present at the December 7th regular meeting.

Police Report:

Chief Miller furnished a written report prior to the meeting. Chief Miller had nothing additional to report. Mr. Wozniak questioned the fire at the Park and commented on the new security system that was installed. Chief Miller explained that the pictures had poor quality but enough to identify the vehicle. Ms. McCarthy commended Chief Miller for the grants he has been receiving for the department.

Public Works Report:

Mr. Squillario furnished a written report prior to the meeting. Mr. Squillario informed Council that a new resident located in the 800 block of Orchard Street requested a handicap parking zone be removed. Mr. Koban advised that a list of amendments to ordinances will be compiled and seek approval to advertise at the same time.

Treasurer's Report:

Ms. Claar furnished a written report prior to the meeting. Ms. McCarthy commented that the total line did not reflect an amount. Ms. Claar advised that the total for the Treasurer's report was \$29,603.79. Mrs. Chobany motioned, seconded by Mr. Wozniak to approve the Treasurer's report, motion carried 7-0.

Correspondence:

The Portage WinterFest Committee sent notice regarding the festivities that are scheduled for December 11th through the 13th, 2009. A \$500.00 donation was requested and previously budgeted for 2009. The donation was on the list of bills to be paid. A request for the closing of Main Street on Friday, December 11th, and Saturday, December

12th is tentatively scheduled but not confirmed. Mr. Wozniak motioned, seconded by Mr. Kissell to approve the closing of Main Street on Friday December 11th from 6:00 pm until 8:00 pm and from Saturday, December 12th 4:45 until 6:00 pm for the Christmas parade, pending the confirmation from the committee, motion carried 7-0.

PSAB sent notice of a newly elected municipal officials training sessions scheduled for 2010. The training sessions are available on the PSAB website if any council member is interested.

The Rotary Club sent notice they will be sponsoring the annual WinterFest Christmas Parade on Saturday December 12th, 2009 at 5:00 p.m. with line-up at 4:00 on Caldwell Avenue.

Mr. Vic Miller sent a notice that he will not be collecting funds for the Halloween Parade in the future.

Minutes of the Previous Meeting:

The minutes of the October 5th regular meeting were distributed prior to the meeting. Mrs. Chobany motioned, seconded by Mr. Wozniak to approve the October 5th regular meeting minutes, motion carried 7-0.

Paying of Bills:

The bills were distributed prior to the meeting. Additional bills were also presented for payment. Mr. Wozniak motioned, seconded by Mrs. Chobany to approve paying the bills plus the additional bills, motion carried 7-0. The bills listed totaled \$27,917.23.

Other Reports

Monthly reports were received from the Water & Sewer Authority and the Joint Recreation Commission. Mrs. Chobany motioned, seconded by Mr. Wozniak to approve the monthly reports from the Water & Sewer Authority and the Joint Recreation Commission, motion carried 7-0. Ms. McCarthy commented on the 501 C-3 status of the Portage Historical Society.

Unfinished Business:

There was no update on the Main Street Streetscape project.

Mr. Koban advised that the picture for the Welcome to Portage sign was forwarded to the Portage Area School. Mr. Koban also obtained the dimensions for the signs and the school is ready to proceed. Mr. Koban will be in contact with the school.

The committee for the international property maintenance codes is moving forward. Mayor Fox will be comparing other municipal ordinances and present a proposed ordinance for council to review at the next meeting.

The non-profit 501C-3 status will be discussed at a future meeting. The issue will remain on the agenda since the new grant writer position will have a bearing on the status.

Mr. Emerick and Council reviewed the Intergovernmental Cooperation Ordinance for the grant writer position. Mrs. Chobany motioned, seconded by Mr. Wozniak to approve the

advertising of the proposed Intergovernmental Cooperation Ordinance for the creation of a grant writer position between Portage and Cassandra Borough and Portage Township. Ms. McCarthy polled and motion carried 7-0.

Mr. Emerick recommended Council approval for the Intergovernmental Cooperation Agreement between the municipalities and the grant writer. Mayor Fox motioned, seconded by Mrs. Chobany to approve the Intergovernmental Cooperation Agreement for the grant writer position. Ms. McCarthy polled and motion carried 7-0.

Mr. Emerick provided the consulting agreement earlier in the meeting with the changes to mirror the Intergovernmental Cooperation agreement. Mr. Vandzura motioned, seconded by Mr. Slanoc to approve the Consulting Agreement with Mr. Jerry Brant for grant writer position between Portage and Cassandra Borough and Portage Township. Ms. McCarthy polled and motion carried 7-0.

New Business:

Ms. Claar presented a list to Council of the upcoming expiring terms for the various boards and municipal officials that will need to be advertised for letters of interest for 2009. Mrs. Chobany motioned, seconded by Mr. Wozniak to approve the advertising of various boards and commissions; solicitor, engineer, emergency management director, and bank depository, motion carried 7-0.

Council discussed the 3 year garbage contract. Mr. Kissell motioned, seconded by Mrs. Chobany to approve Resolution 6-2009 awarding and entering into a three year contract with Pro Disposal for Waste Hauling and Annual Spring Clean-up for the three year period commencing January 1, 2010 through December 31, 2012. Ms. McCarthy polled and motion carried 7-0.

Good of the Borough:

Ms. McCarthy reminded everyone to vote tomorrow. Mayor Fox informed Council that the Portage Area High School will be holding a veteran ceremony on November 10th, 2009 at 10:00 a.m.

Mayor Fox advised that the WinterFest will be holding a Cookie Bake-Off on Saturday, December 12th at the Royal Ballroom. Registration forms are available at the Borough Administration Office and the website. The event is being sponsored by Ray Oil and Gas.

Mr. Squillario informed Council that the business district signs were delivered and will be installed within the week.

Adjournment:

Mr. Kissell motioned, seconded by Mrs. Chobany to adjourn, motion carried 7-0. The meeting adjourned at 7:20 p.m.