

Call to Order:

The Committee of the whole meeting/special meeting of December 16th, 2011 was called to order by Ms. McCarthy at 6:00 p.m. Members present were: Mr. Kissell, Mr. Vandzura, Mr. Slanoc, Mr. Wozniak, and Mayor Fox. Also present were Robert Koban-Borough Manager and Michelle Claar-Secretary. Absent was Mrs. Chobany.

Visitors:

Mr. Jerome Yetsko was in attendance to observe.

Bills to be paid:

Ms. Claar presented a listing of bills to be paid in written format. Mr. Wozniak motioned, seconded by Mayor Fox to approve paying the bills in the amount of \$12,419.42. Ms. McCarthy polled and motion carried 6-0.

Unfinished Business:

Mr. Koban presented the 2012 compensation plan setting the wages for uniform and non-uniform employees. A pay level II was added to the compensation plan with six (6) additional pay grades increased by two percent (2%) increments. Mr. Slanoc motioned, seconded by Mr. Vandzura to approve Ordinance 6-2011 by setting the 2012 Compensation Plan for uniform and non-uniform employees with an additional pay level II and six pay grades at 2% increments. Ms. McCarthy polled and motion carried 6-0.

The 2012 tax millage was reviewed by Council and there is no real estate increase. Mr. Wozniak motioned, seconded by Mr. Slanoc to approve Ordinance 7-2011 setting the 2012 tax millage rate at 17 mills (16.5 mills for borough purposes and .5 mills for fire tax). Ms. McCarthy polled and motion carried 6-0.

The 2012 proposed budget was reviewed by Council and properly advertised for ten days in the Tribune Democrat. Mr. Slanoc motioned, seconded by Mr. Vandzura to approve Ordinance 8-2011 by adopting the 2012 Operating Budget for the General Fund, Solid Waste, and State Liquid Fuels Funds. The 2012 balanced budget for the general fund is \$857,654.00; Solid Waste \$0.00; and State Liquid Fuels for \$91,655.00. Ms. McCarthy polled and motion carried 6-0.

Mr. Koban provided a proposed amendment to the Portage Borough Police Pension Plan. Mayor Fox motioned, seconded by Mr. Slanoc to approve the advertising of an amendment to the Portage Borough Police Pension Plan concerning the calculation of a vested employee's window for years of service versus normal retirement age. Ms. McCarthy polled and motion carried 6-0.

Mr. Koban presented Council with a disbursement of pension benefits for Officer Judy King. Mayor Fox motioned, seconded by Mr. Wozniak to approve the disbursement of

retirement benefits; prepared and recommended by Mr. Steve Feaster with Feaster Pension Consulting, to Officer Judy King from the Portage Borough Police Pension Fund. Ms. McCarthy polled and motion carried 6-0.

New Business:

Council held interviews for the various board and commissions on Wednesday, December 14th that will be expiring on December 31, 2011. The appointments to the various boards and commissions are as follows:

- Mayor Fox motioned, seconded by Mr. Wozniak to re-appoint Mr. Steve Koval to the Portage Municipal Water Authority Board for a five year term commencing January 1, 2012 through December 31, 2016. Ms. McCarthy polled and motion carried 6-0.
- Mr. Slanoc motioned, seconded by Mr. Kissell to re-appoint Mr. Eugene Drinosky to the Portage Municipal Sewer Authority for a five year term commencing January 1, 2012 through December 31, 2016. Ms. McCarthy polled and motion carried 6-0.
- Mr. Wozniak motioned seconded by Mr. Kissell to re-appoint Mr. Richard Bernazzoli to the Portage Area Planning Commission for a five year term commencing January 1, 2012 through December 31, 2016. Ms. McCarthy polled and motion carried 6-0.
- Mayor Fox motioned seconded by Mr. Slanoc to re-appoint Mr. David Squillario to the Portage Area Joint Recreation Commission for a three year term commencing January 1, 2012 through December 31, 2014. Ms. McCarthy polled and motion carried 6-0.
- Mr. Slanoc motioned seconded by Mr. Kissell to appoint Mr. George Wozniak as the Portage Borough Emergency Management Director for a two year term commencing January 1, 2012 through December 31, 2013. Ms. McCarthy polled and motion carried 5-0-1 with Mr. Wozniak abstaining.

Additional Agenda Items:

Ms. Claar informed Council that Berkheimer Tax Agency submitted various authorizations and resolutions for collecting the Local Service Tax that require approval before year end. The following resolutions are as follows:

- Mr. Kissell motioned, seconded by Mr. Slanoc to approve Resolution 11-2011 by authorizing, empowering and directing the proper offices of the governing board to appoint Berkheimer as its tax hearing officer under and pursuant to the local tax payers' bill of rights for the express purpose of adjudicating appeals. Ms. McCarthy polled and motion carried 6-0.

- Mr. Slanoc motioned, seconded by Mr. Wozniak to approve Resolution 12-2011 by appointing a liaison; Mr. Koban, between Portage Borough and Berkheimer; the appointed collector of local services taxes for the purpose of sharing confidential tax information. Ms. McCarthy polled and motion carried 6-0.
- Mayor Fox motioned, seconded by Mr. Kissell to approve Resolution 13-2011 by authorizing Berkheimer Tax Agency to impose and retain costs of collection on delinquent taxes. Ms. McCarthy polled and motion carried 6-0.
- Mr. Kissell motioned, seconded by Mr. Slanoc to approve Resolution 14-2011 by executing an agreement with Berkheimer as the exclusive Tax Officer for the collection of the Local Services Taxes. Ms. McCarthy polled and motion carried 6-0.

Mayor Fox questioned if the earned income tax rate increase will be corrected on the forms submitted by Berkheimer to all employers within the Borough. The forms sent out by Berkheimer reflected only the 1%. Mr. Koban advised that a revised mailing will be issued by Berkheimer. Ms. Claar commented that the new rate will not be reflected on the PA DCED website until they update the municipal information on December 15th, 2011.

Good of the Borough:

Mr. Koban advised Council that he spoke with Chief Miller and was advised that two individuals were arrested earlier in the day for the rash of burglaries within the past month. There are five remaining burglaries that are still under investigation. Mr. Koban and Chief Miller will provide additional information at the January regular meeting of Council. Mr. Koban and Council commended the police department for all the efforts and time expended on the investigations.

Mr. Kissell questioned if the Christmas lights were on a schedule to be turned on and off. Mr. Koban advised that the decorations and lights are on the photo eye, not a timer.

Mr. Slanoc commented on the Christmas decorations throughout town and at the Arch. Council requested a special commendation to the Portage Woman's Club for all their decorating efforts during the holidays.

Ms. McCarthy and Council expressed their thanks and commended Mr. George Wozniak for serving on Council since 2004.

Council welcomed Mr. Yetsko for his upcoming term on borough council.

Mayor Fox motioned, seconded by Mr. Wozniak to adjourn, motion carried 6-0. The meeting adjourned at 6:24 p.m. Council wished everyone a Merry Christmas.