

Call to Order:

The regular scheduled meeting of Monday, December 5th, 2011 was called to order by Ms. McCarthy at 6:30 p.m. Members present were: Mr. Kissell, Mr. Vandzura, Mr. Slanoc, Mrs. Chobany, Mr. Wozniak, and Mayor Fox. Also present were Robert Koban-Borough Manager; Mr. Wisor-Engineer, Mr. Emerick-Solicitor, Chief Miller-Public Safety, Mr. Squillario-Public Works. Absent was Michelle Claar-Secretary.

VISITORS:

Present were Kathy Mellott with the Tribune and Ashley Flynn with Mainline Newspapers. Jerome Yetsko and Zack Gieger were also in attendance.

Reports:

Managers Report:

Mr. Koban furnished a written report prior to the meeting. Mr. Koban elaborated on several issues in his report.

Mr. Koban commented on the resident meeting concerning the 10 year plan, trail plan, and recreation plan that was held on various dates for Portage and Cassandra Borough and Portage Township.

Mr. Koban updated Council on a resolution for the 619 Main Street property with constructing an 8' wall in front of the building. Mr. Kissell questioned why the Borough would be responsible instead of the property owner.

Solicitor's Report:

Mr. Emerick furnished a written report prior to the meeting. Mr. Emerick provided an update on the 619 Main Street (Bookhamer) property and the 1021 Caldwell Avenue (Plummer) property. Mr. Emerick advised that he will not be able to attend the January and September regular meeting due to scheduling conflicts with other municipalities.

Engineers Report:

Mr. Wisor furnished a written report to Council. Mr. Wisor had nothing additional to report.

Police Report:

Chief Miller furnished a written report prior to the meeting. Ms. McCarthy commended the police department for following up on the mechanical amusement tax license. Two

establishments added additional devices during the year. Chief Miller informed Council that he issued a ten (10) day notice to make the necessary repairs to the property located at 816 Gillespie Avenue. Chief Miller advised he spoke with Nicholas Sekerak concerning the structure and informed Chief Miller that the contractor backed out of project. If after the ten day notice expires and the necessary repairs are not made, the next step would be to proceed with the Borough Engineer performing an inspection per the Borough Ordinance.

Mrs. Chobany informed Chief Miller of another structure located at 907 Jefferson Avenue. Chief Miller will investigate and report back at the next meeting.

Public Works Report:

Mr. Squillario furnished a written report prior to the meeting. Mr. Squillario had nothing additional to add.

Treasurer's Report:

Ms. Claar furnished a written report prior to the meeting. Mr. Slanoc motioned, seconded by Mrs. Chobany to approve the Treasurer's report in the amount of \$50,437.09. Ms. McCarthy polled and motion carried 7-0.

Correspondence:

None

Minutes of the Previous Meeting:

The minutes from the November 7th regular meeting and the November 21st committee meeting were distributed prior to the meeting. Mrs. Chobany motioned, seconded by Mr. Wozniak to approve the November 7th regular meeting and the November 21st committee meeting, motion carried 7-0.

Paying of Bills:

The bills were distributed prior to the meeting. Mayor Fox motioned, seconded by Mrs. Chobany to approve paying the bills, including the additional bills in the amount of \$19,668.55. Ms. McCarthy polled and motion carried 7-0.

Reports

Reports were received from the various boards and commissions. Mayor Fox motioned, seconded by Mr. Wozniak to approve the monthly reports from the Municipal Water

Authority and the Sewer Authority for October, PAJRC for September, Planning Commission for Sept & October, Portage Library for Sept-November, motion carried 7-0.

Unfinished Business:

There was no update on the Main Street Streetscape project.

Mr. Koban provided Council with time line updates on the Ten year Comprehensive Plan, Open Space and Recreation, and Trail feasibility projects.

There was no update on the progress of the steps and handrail by the PVFC.

The 619 Main Street Property was discussed earlier in the meeting under the Solicitor.

The 1021 Caldwell Avenue Property was discussed earlier in the meeting under the Solicitor.

The 2012 regular and committee meeting dates were discussed. The only change was to incorporate the special meeting to include a budget meeting and committee meeting. Mayor Fox motioned, seconded by Mrs. Chobany to advertise the 2012 regular and committee meeting dates and to hold the budget adoption and committee meeting on Friday, December 21st, 2012. Ms. McCarthy polled and motion carried 7-0. Ms. Claar will update the 2012 calendar to reflect the changes.

New Business

Mr. Koban presented the 2012 proposed budget for Council to review. Included in the proposed budget were tax millage rates to remain the same at 17 mills. (16.5 mills general purpose and .5 mills for fire protection). The 2012 compensation plan was amended by adding a Level II to the pay scale with six additional grades at 2% increments. Mrs. Chobany motioned, seconded by Mr. Slanoc to approve the advertising of the 2012 proposed budget for public inspection for ten days. Ms. McCarthy polled and motion carried 7-0. The advertisement will be placed with the Tribune Democrat with budget adoption at the Friday, December 16th special meeting at 6:00 p.m.

Pension information was received by Rhoades Consulting concerning the Police Pension Protection Act of 2006 and the HEART Act. At the recommendation of Mr. Steve Feaster, Council is to consider the amendment to the Police Pension Ordinance. Mr. Slanoc motioned, seconded by Mr. Wozniak to approve the advertising of an amendment to the police Pension fund to comply with terms of the Pension Protection Act of 2006 and the HEART Act. Ms. McCarthy polled and motion carried 7-0.

Good of the Borough:

Mayor Fox questioned the letter from Berkheimer concerning the earned income tax rate for the Borough reflecting 1%. Mr. Koban advised that Berkheimer will be re-sending letters advising of the rate change before year end.

The Annual Christmas Parade will be held on Saturday, December 10th starting at 2:00 p.m. on Caldwell Avenue. Mayor Fox questioned if the Rotary was notified for Council rides. Council will not require any rides.

The WinterFest will be held from December 9th through the 11th.

A reminder of "free parking" during December.

Letters of interest were received and interviews confirmed for the various boards and commissions on Wednesday, December 14th at 6:00 p.m.

Ms. McCarthy roll called for the Christmas Dinner with all attending.

Adjournment:

Mayor Fox motioned, seconded by Mr. Wozniak to go into executive session for personnel issues, motion carried 7-0. No further action will be taken after the session.

Mr. Kissell motion, seconded by Mr. Wozniak to go out of executive session and into the regular meeting, motion carried 7-0.

Mr. Wozniak motioned, seconded by Mrs. Chobany to adjourn, motion carried 7-0. The meeting adjourned at 7:22 p.m.