

**Call to Order:**

The regular scheduled meeting of Monday, February 4<sup>th</sup>, 2013 was called to order by Ms. McCarthy at 6:30 p.m. Members present were: Mr. Kissell, Mr. Vandzura, Mr. Slanoc (arriving late), Mrs. Chobany, and Mayor Fox. Also present were Robert Koban-Borough Manager; Mr. Wisor-Engineer, Mr. Emerick-Solicitor, Chief Miller-Public Safety, and Michelle Claar-Borough Secretary, Junior Councilors; Emily Chobany and Joseph Randazzo. Absent were Mr. Yetsko and Public Works Director-Mr. Squillario.

**RECOGNITION OF VISITORS**

**ON MOTION OF MRS. CHOBANY, SECONDED BY MAYOR FOX, THE COUNCIL MOVED TO GO OUT OF ORDER TO RECOGNIZE ANY AND ALL VISITORS, MOTION CARRIED 5-0.**

**VISITORS:**

Present were Sarah Wolford with the Dispatch; Samson Gruss, Steve Koval and Ron Cadwallader with the Portage Municipal Authority; Matt McCoy and Tyler Butterbaugh with the PVFC, Jean Kinley with the Joint Recreation Commission, Dennis Justin with the Tribune Democrat, and Zack Geiger with the Altoona Mirror.

Mr. Cadwallader and Mr. Koval were in attendance to discuss the water issues relating to the fire hydrant being proposed for the Portage Volunteer Fire Dept through Highland Sewer and Water on Main Street by the old freight station. Mr. Cadwallader commented on the Portage Water Authority not running out of water during the Greathouse Fire on Main Street but did agree that a fire hydrant installed by the old freight station would be an additional resource. Mr. Koval commented that the Portage Water Authority hasn't charged the Borough for any water usage, hydrant fees, or labor on any maintenance issues. Highland Sewer & Water presented a cost estimate of \$4,786.63 for materials only to install a fire hydrant. A monthly fee for the hydrant was estimated at \$8.00 per month. Highland Sewer and Water will provide labor and equipment at no charge to the Borough. Mr. Koban commented that he spoke with Highland Representative; Ed Englehart concerning the \$8.00 monthly charge. Highland utilizes the same standard agreement for hydrant fees for other municipalities. Mr. Koban also advised that the hydrant can only be used for fire protection services and there will be no charge for water. Mr. Koval cautioned that if there is problem with the waterlines or the hydrant; Highland will have to maintain both issues, not the Portage Water Authority. A discussion took place among Council members, the Water Authority, and the Portage Fire Dept. The issue will be discussed further at the February committee meeting and the Portage Township Supervisors should also be made aware of the issue.

Matt McCoy and Tyler Butterbaugh were present to provide an update on the meeting that took place on January 31<sup>st</sup> with Mr. Koban concerning the workers compensation guidelines and recommendation from the insurance carrier. Mr. McCoy advised that with new officers and board member for the new year; changes will be forthcoming. Mr. McCoy also commented that he will be discussing the safety issues at the next fire company meeting and will report back to Council.

## **Reports:**

### **Managers Report:**

Mr. Koban furnished a written report prior to the meeting. Mr. Koban had nothing additional to add to his report. Most of the items are under old and new business.

### **Solicitor's Report:**

Mr. Emerick furnished a written report prior to the meeting. Mr. Emerick informed Council that he had to re-schedule the court hearing for Mr. Sekerak until March 18<sup>th</sup>, 2013 due to being out of town. Mr. Emerick advised that if any members of council would like to attend the hearing, they are more than welcome to attend.

Mr. Emerick informed Council that Mr. Moschgats and Mr. Bookhamers attorneys are still proceeding with transfer of property and any legal fees. Mr. Moschgat was provided with several contacts for Asbestos contractors for studies and removal. The major issue was obtaining access to the building with it being unsafe and dilapidated. Mr. Koban also commented that the hole in roof is getting larger.

The Kowalczyk litigation is still pending; no update.

### **Engineers Report:**

Mr. Wisor furnished a written report to Council. Mr. Wisor commented on the Administration Building roof and provided options for the borough to review. Mr. Koban elaborated on the history of the roof and the company that did the previous repairs that had filed for bankruptcy.

Mr. Wisor also had prepared a technical and price proposal for the Mountain Avenue Sidewalk project. Mr. Koban elaborated on the issues pertaining to the Engineering portion of the federal grant funding for the project. The federal guidelines call for a certified and qualified inspection engineering firm, even though Stiffler-McGraw is appointed as the Borough Engineer. The Borough only advertises in the Dispatch for the Borough Engineer position.

**Police Report:**

Chief Miller furnished a written report prior to the meeting. Chief Miller had nothing additional to add.

**Public Works Report:**

Mr. Squillario was absent but furnished a written report prior to the meeting. Ms. McCarthy commented on the condition of the alley behind Grant Street and requested some type of grading.

**Treasurer's Report:**

Ms. Claar furnished a written report prior to the meeting.

ON MOTION OF MRS. CHOBANY, SECONDED BY MR. KISSELL, THE COUNCIL UNANIMOUSLY APPROVED THE TREASURER'S REPORT IN THE AMOUNT OF \$50,695.47. COUNCIL MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. KISSELL, MR. VANDZURA, MR. SLANOC, MRS. CHOBANY, MAYOR FOX, AND MS. McCARTHY. MOTION CARRIED 6-0.

**Correspondence:**

PSAB sent notice of the 102<sup>nd</sup> Annual Conference to be held from Sunday, May 5<sup>th</sup> through Wednesday, May 8<sup>th</sup>, 2013 at the Hershey Lodge. Reservations are required by April 22<sup>nd</sup>, 2013. The details are on file with the Secretary.

**Minutes of the Previous Meeting:**

The minutes from the January 7<sup>th</sup> regular meeting and the January committee meeting were distributed prior to the meeting.

ON MOTION OF MR. KISSELL, SECONDED BY MR. SLANOC, THE COUNCIL UNANIMOUSLY APPROVED THE MINUTES FROM THE JANUARY 7<sup>TH</sup> REGULAR AND JANUARY 21<sup>ST</sup> COMMITTEE MEETING. COUNCIL MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. KISSELL, MR. VANDZURA, MR. SLANOC, MRS. CHOBANY, MAYOR FOX, AND MS. McCARTHY. MOTION CARRIED 6-0.

**Paying of Bills:**

The list of bills and additional bills were distributed prior to the meeting

ON MOTION OF MR. SLANOC, SECONDED BY MRS. CHOBANY, THE COUNCIL UNANIMOUSLY APPROVED THE PAYING OF ALL BILLS IN THE AMOUNT OF \$28,039.68. COUNCIL MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. KISSELL, MR. VANDZURA, MR. SLANOC, MRS. CHOBANY, MAYOR FOX, AND MS. McCARTHY. MOTION CARRIED 6-0.

## Reports

Reports were received from the Portage Water Authority for December; Sewer Authority for December; Portage Joint Recreation for November.

ON MOTION OF MRS. CHOBANY, SECONDED BY MR. KISSELL, THE COUNCIL UNANIMOUSLY APPROVED THE REPORTS FROM THE VARIOUS BOARDS AND COMMISSIONS. COUNCIL MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. KISSELL, MR. VANDZURA, MR. SLANOC, MRS. CHOBANY, MAYOR FOX, AND MS. McCARTHY. MOTION CARRIED 6-0.

## Unfinished Business:

The Mountain Avenue Sidewalk project was discussed earlier under the Engineers report.

Mr. Koban advised Council that Amfire has committed the necessary funds for the Dulancey and Main Street Intersection improvements. PennDot has already committed funding for certain projects for 2013. A meeting has been scheduled for February 5<sup>th</sup> at the Crimson Room at 7:00 p.m. Mr. Koban also commented that there is community support for this project. The Borough did commit funds in the amount of \$25,000.00 for the project.

There was no update on the open space and recreation plan.

There was no update on the trail feasibility plan.

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

Mr. Koban advised that for sale signs were posted at 1021 Caldwell Avenue property. A few individuals have inquired on the property and are listed with the Secretary. Mr. Koban commented that the property could be advertised in the Spring and notify those who have inquired on the property.

The Sekerak property located at 816 Gillespie Avenue was discussed under the Solicitor's report.

There was no update on the Comcast Cable agreement. Mr. Koban advised Council that he has received the Township agreement but has not had an opportunity to review it.

There was no update on the Lee Street Arch. Ms. McCarthy commented that large icicles are forming underneath the Lee Street Arch.

Mr. Koban informed Council that he has not finalized the sewer testing ordinance.

The third party billing request from the PVFD will remain on the agenda until we receive notification to remove it.

The Portage Sewer Authority request for the loan guarantee on the sanitary sewer extension and separation project was discussed. Mr. Koban provided e-mails to Council with updated price proposals on the amount of pipe for the entire 18,000 linear feet for the Borough only. Mr. Koban also advised Council that even with Council approval of the loan guarantee, it does not mean that the Sewer Authority will be granted the loan. A lengthy discussion took place of the Townships portion of the loan guarantee and the project.

**ON MOTION OF MR. SLANOC, SECONDED BY MR. VANDZURA, THE COUNCIL UNANIMOUSLY APPROVED THE LOAN GUARANTEE REQUEST TO THE PORTAGE AREA SEWER AUTHORITY TO APPLY FOR FUNDING THE SANITARY SEWER EXTENSION PROJECT CONTINGENT UPON REPLACING THE TOTAL AMOUNT OF 18,000 FEET TO COMPLETE THE REHABILITATION OF WARD 3. COUNCIL MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. KISSELL, MR. VANDZURA, MR. SLANOC, MRS. CHOBANY, MAYOR FOX, AND MS. McCARTHY. MOTION CARRIED 6-0.**

Mr. Koban updated Council on the request from the Portage Volunteer Fire Department for a hydrant to be located at 519 Main Street. Mr. Koban explained that he would like to have the area staked out as to where the hydrant would be placed. Another discussion took place on the water shut off inside building and the right of way. Mr. Koban will provide additional information at the next committee meeting.

Mr. Koban advised Council that the Caldwell Avenue retaining wall project is on the public works department calendar for in the spring. Mr. Koban commented that he would like to contact DEP to determine the actual flood plain control area.

The borough building roof was discussed earlier in the Engineers report.

Ms. Claar provided three additional letters of interest for the Water Authority Board. A meet and greet will be scheduled for Wednesday, February 13<sup>th</sup> at 6:30 p.m. Mr. Koban will be absent from the meeting. A discussion was held on representation of board members, ending terms, and conflict of interests if an employee was appointed.

### **New Business:**

### **VOTING ITEMS:**

- A. Stiffler-McGraw & Associates presented the engineering services agreement for the Mountain Avenue Sidewalk Project for Council to review and approve.

MR. KISSELL MOTIONED, SECONDED BY MR. SLANOC, COUNCIL UNANIMIMOUSLY APPROVED THE ENGINEERING SERVICES AGREEMENT WITH STIFFLER-McGRAW & ASSOCIATES FOR THE MOUNTAIN AVENUE PEDESTRIAN CORRIDOR ENHANCEMENT PROJECT IN A "NOT TO EXCEED AMOUNT OF \$30,000.00. MS. McCARTHY POLLED EACH MEMBER WITH VOTING AFFIRMATIVELY WERE MR. KISSELL, MR. VANDZURA, MR. SLANOC, MRS. CHOBANY, MAYOR FOX, AND MS. McCARTHY. MOTION CARRIED 6-0.

- B. The Portage Woman's Club submitted a request for Mr. Vic Miller to collect donations for the annual Easter Egg Hunt.

MR. SLANOC MOTIONED, SECONDED BY MR. KISSELL, COUNCIL UNANIMIMOUSLY APPROVED THE PORTAGE WOMAN'S CLUB REQUEST FOR MR. VIC MILLER TO COLLECT DONATIONS FOR THE ANNUAL EASTER EGG HUNT ON SATURDAY, MARCH 30<sup>TH</sup>, 2013 AT CRICHTON-McCORMICK PARK. MS. McCARTHY POLLED EACH MEMBER WITH VOTING AFFIRMATIVELY WERE MR. KISSELL, MR. VANDZURA, MR. SLANOC, MRS. CHOBANY, MAYOR FOX, AND MS. McCARTHY. MOTION CARRIED 6-0.

- C. The PA Emergency Management Agency submitted a promulgation statement for an updated emergency operations plan for 2013.

MR. KISSELL MOTIONED, SECONDED BY MR. SLANOC, COUNCIL UNANIMIMOUSLY APPROVED RESOLUTION 1-2013 APPROVING THE EMERGENCY OPERATIONS PLAN PROMULGATION STATEMENT FOR 2013. VOTING AFFIRMATIVELY WERE MR. KISSELL, MR. VANDZURA, MR. SLANOC, MRS. CHOBANY, MAYOR FOX, AND MS. McCARTHY. MOTION CARRIED 6-0.

- D. The Portage Volunteer Fire Department submitted the list of activities for 2013 for council review and approval.

MRS. CHOBANY MOTIONED, SECONDED BY MR. SLANOC, COUNCIL UNANIMIMOUSLY APPROVED THE 2013 LIST OF ACTIVITIES PRESENTED BY THE PORTAGE VOLUNTEER FIRE DEPARTMENT. VOTING AFFIRMATIVELY WERE MR. KISSELL, MR. VANDZURA, MR. SLANOC, MRS. CHOBANY, MAYOR FOX, AND MS. McCARTHY. MOTION CARRIED 6-0.

- E. The Portage Area Sewer Authority submitted a loan guarantee request for Council to consider at the January meeting. Council requested a revised proposal based on the entire project for the Borough in Ward 3 at the 18,000 linear feet of sanitary pipe. Mr. Koban had e-mailed Council with the revised cost estimates for the project. A discussion took place between the 13,000 linear feet versus the 18,000 and Mr. Kissell commented that Portage Township should also be contacted.

MR. SLANOC MOTIONED, SECONDED BY MR. VANDZURA, TO APPROVE THE PORTAGE AREA SEWER AUTHORITY REQUEST FOR A LOAN GUARANTEE BASED ON 18,000 LINER FEET FOR THE PROPOSED SEWER EXTENSION & STORMWATER SEPARATION PROJECT. VOTING AFFIRMATIVELY WERE MR. KISSELL, MR. VANDZURA, MR. SLANOC, MRS. CHOBANY, MAYOR FOX, AND Ms. McCARTHY. MOTION CARRIED 6-0.

Mr. Koban advised Council that he will notify the Portage Area Sewer Authority of the motion on 18,000 linear feet instead of the 13,000 linear feet.

**Good of the Borough:**

Mr. Matt McCoy commended the Borough Grant Writer; Mr. Jerry Brant on his efforts for finding and applying for grants benefiting the Portage Volunteer Fire Department.

**Adjournment:**

ON MOTION OF MRS. CHOBANY, SECONDED BY MR. MR. KISSELL, COUNCIL UNANIMOUSLY ADJOURNED THE MEETING AT 8:22 P.M.