

A meeting of Portage Borough Council was held on Friday, December 16th, 2016 at 6:00 p.m., in Council Chambers.

Those in attendance were:

Sharon McCarthy, President
Mayor James Kissell
John Morgan

George Wozniak
Jerome Yetsko
Todd Learn

David Hayes

Also present were: Robert Koban, Borough Manager; and Ms. Claar-Secretary.

CALL TO ORDER

Ms. McCarthy called the meeting to order at 6:00 p.m., which was followed by a roll call with a quorum being present.

REFLECTION/PLEDGE OF ALLEGIANCE

Mr. Kissell offered a reflection that was followed by the Pledge of Allegiance.

RECOGNITION OF GUESTS

None

Bills to be paid

Ms. Claar submitted the bills to be paid plus the additional prior to the meeting.

ON MOTION OF MR. MORGAN, SECONDED BY MR. YETSKO, COUNCIL UNANIMOUSLY APPROVED PAYING THE BILLS IN THE AMOUNT OF \$38,927.17. COUNCIL MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. LEARN, MR. MORGAN, MR. YETSKO, MR. WOZNIAK, MR. HAYES, MR. KISSELL, AND MS. McCARTHY. MOTION CARRIED 7-0.

2017 Tax Millage Rate

Mr. Koban presented the 2017 tax millage rates for Council to approve and adopt.

ON MOTION OF MR. KISSELL, SECONDED BY MR. LEARN, COUNCIL UNANIMOUSLY APPROVED ORDINANCE 4-2016 BY ADOPTING THE 2017 TAX MILLAGE RATES FOR THE BOROUGH AT 16.5 MILLS FOR GENERAL PURPOSE MILLS AND .5 FOR FIRE PROTECTION FOR A TOTAL OF 17 MILLS. COUNCIL MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. LEARN, MR. MORGAN, MR. YETSKO, MR. WOZNIAK, MR. HAYES, MR. KISSELL, AND MS. McCARTHY. MOTION CARRIED 7-0.

2017 Compensation Plan and wage rates for borough employees

Mr. Koban presented the 2017 compensation plan for Council to approve and adopt.

ON MOTION OF MR. WOZNIAK, SECONDED BY MR. YETSKO, COUNCIL UNANIMOUSLY APPROVED ORDINANCE 5-2016 BY ADOPTING THE 2017 COMPENSATION PLAN FOR SCHEDULE A NON-UNIFORM EMPLOYEES BY ADDING LEVEL TWO GRADES 7 THROUGH 15, EACH INCREASED BY TWO (2%) PERCENT. COUNCIL MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. LEARN, MR. MORGAN, MR. YETSKO, MR. WOZNIAK, MR. HAYES, MR. KISSELL, AND MS. McCARTHY. MOTION CARRIED 7-0.

Setting wage rates for borough employees in 2017

Mr. Koban presented the 2017 wage rates for uniform and non-uniform employees as per the compensation plan and agreements.

ON MOTION OF MR. WOZNIAK, SECONDED BY MR. MORGAN, COUNCIL UNANIMOUSLY APPROVED ORDINANCE 6-2016 BY SETTING THE 2017 WAGE RATES FOR UNIFORM AND NON-UNIFORM EMPLOYEES. COUNCIL MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. LEARN, MR. MORGAN, MR. YETSKO, MR. WOZNIAK, MR. HAYES, MR. KISSELL, AND MS. McCARTHY. MOTION CARRIED 7-0.

2017 Budget

Mr. Koban presented the 2017 budgets for the General Fund, the State Liquid Fuels, and the Capital Improvement Savings Funds for Council to approve and adopt.

ON MOTION OF MR. MORGAN, SECONDED BY MR. LEARN, COUNCIL UNANIMOUSLY APPROVED ORDINANCE 7-2016 BY ADOPTING THE 2017 APPROVED BUDGET FOR THE GENERAL FUND, STATE LIQUID FUELS FUND, AND THE CAPITAL IMPROVEMENT SAVINGS FUND. COUNCIL MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. LEARN, MR. MORGAN, MR. YETSKO, MR. WOZNIAK, MR. HAYES, MR. KISSELL, AND MS. McCARTHY. MOTION CARRIED 7-0.

Good of the Borough

Mr. Koban informed Council that two employees for the Public Works Department have accumulated earned vacation that they have not used between 2014 and 2015. Mr. Koban advised that the personnel policy reflected a maximum carryover of only 80 hours and was adopted in 2013. Ms. Claar advised that she did not reset the hours at the beginning of each year to the maximum carryover of 80 hours. This error was discovered during the 2017 budget preparation. A lengthy discussion took place on:

- the pay out of the accumulated earned hours of vacation for the employee
- the wage rate and hours for that specific year
- maximum hours to be carried over to the following year
- mandating another vacation week for both employees, there is one in July.
- Discussion on either using or losing the vacation hours

Mr. Koban provided the hours and rates for both employees and recommended a buyout of their vacation by year end. Council agreed that they earned the vacation and should be paid. Mr. Koban advised that he will provide Council with the exact total for both employees.

ON MOTION OF MR. HAYES, SECONDED BY MR. LEARN, COUNCIL UNANIMOUSLY APPROVED TO PAY OUT THE ACCUMULATED VACATION HOURS EARNED FOR TWO PUBLIC WORKS EMPLOYEES, AT THEIR RATE OF PAY DURING THAT YEAR, AND HAVE ONLY A MINIMUM VACATION CARRYOVER OF EIGHTY (80) HOURS INTO THE NEXT YEAR. COUNCIL MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. LEARN, MR. MORGAN, MR. YETSKO, MR. WOZNIAK, MR. HAYES, MR. KISSELL, AND MS. McCARTHY. MOTION CARRIED 7-0.

Mr. Kissell suggested placing a future Nativity Scene beside the Fire Hall Memorial.

Ms. Claar commented that the owner from Nonna T's Cucina Restaurant stopped by to introduce himself and advised that he will be having the grand opening on Monday, December 19th, 2016.

ADJOURNMENT

THERE BEING NO FURTHER BUSINESS, ON MOTION OF MR. MORGAN,
SECONDED BY MR. WOZNIAK, THE MEETING WAS ADJOURNED AT 6:46
P.M.