

The regular meeting of Portage Borough Council was held on Monday, June 6<sup>th</sup>, 2016 at 6:30 p.m., in Council Chambers.

Those in attendance were:

Sharon McCarthy	David Hayes	Todd Learn
George Wozniak	Jerome Yetsko	

Also present were: Robert Koban, Borough Manager; Michael Emerick, Solicitor; Gary Wisor, Engineer; Ray Bowman, Public Works; Chief Miller, Public Safety and Michelle Claar, Secretary. Absent was James Kissell.

### **I. CALL TO ORDER**

Ms. McCarthy called the meeting to order at 6:30, which was followed by a roll call.

### **II. REFLECTION/PLEDGE OF ALLEGIANCE**

Ms. McCarthy offered a reflection. The reflection was followed by the Pledge of Allegiance.

### **III. RECOGNITION OF GUESTS**

Ron Portash-Mainline Newspapers; Kelly Cernetich-Altoona Mirror; Randy Griffith-Tribune; Borough resident; Mrs. Marge Eney was in attendance to address Council. Mrs. Eney advised Council that she has resided at her Vine Street address for over 39 years and that the stop sign is too far back from the intersections of Vine and Jefferson. There was an accident there last month and she would like to have the sign moved up. Mr. Learn also commented that he encountered a situation at the same intersection. Council advised that this is the first noticed they were made aware of. Chief Miller advised that he will have the officers monitor that area. Mr. Koban & Mr. Bowman will also investigate the area to determine if the sign should be placed elsewhere.

## **REPORTS**

### **A. Borough Manager's Report**

Mr. Koban provided his report prior to the meeting. Mr. Koban had nothing additional to add. Mr. Wozniak questioned the meeting with Recreation Manager; Mr. Matt Grohal for Monday, June 20<sup>th</sup>, concerning any audio/visual equipment needs or if he would be presenting some type of power point presentation. Mr. Koban suggested that Council provide him with any specific questions or issues that Mr. Grohal can be prepared for. Ms. Claar will contact the Portage Area Joint Recreation and the Planning Commission, Portage Township Supervisors, and Cassandra Borough advising of the meeting and to submit any specific questions for Mr. Grohal.

Ms. McCarthy questioned the condition of 1100 Lincoln Drive. Mr. Koban advised that the issue is on the agenda from a complaint he had received from a resident. The property has high grass and a rodent problem. Chief Miller advised Mr. Koban that the owners are deceased and have two children; one is out of the area and the other is not responsible for the property. Ms. Claar will contact the County to obtain any information on the property and its owners.

Mr. Wozniak questioned the status of 812 Prospect Street (Barton). The owner has abandoned the property and fled. Council discussed if the borough crew could make any repairs or perform any maintenance to which Mr. Koban advised that we would be setting a precedence. Council agreed that the abandon properties within the borough are getting worse. Mr. Learn questioned if any CDBG funds could be applied for to make any repairs. Mr. Koban explained the process of

the Tax, Judicial, Upset, and Sheriff sales. Mr. Emerick commented that the process usually takes 18 months.

Mr. Wozniak questioned the status of the Nicholson property on Main Street. Mr. Koban advised that the police dept sent out a 10-day notice.

**B. Solicitor's Report**

Attorney Emerick provided a copy of his report prior to the meeting. Mr. Emerick elaborated on the status of the borough roof project. Mr. Wisor provided information from R.L. Abatement insurance rep; CBIZ reflecting \$67,000.00. This would only be for the subcontractor work and not the General Contractor; American Roofing. Mr. Koban commented that this would not resolve the issue or fix the problem. Mr. Koban commented that a building committee meeting will be held on Thursday, June 23th, 2016 at 7:00 to discuss the issue. American Roofing will also be invited to this meeting.

Mr. Emerick advised that the Kowalczyk vs Portage is still pending in Cambria County Court of Common Pleas.

**C. Engineer's Report**

Mr. Wisor provided a copy of his report prior to the meeting. Mr. Wisor had nothing additional to add.

**D. Police Chief's Report**

Chief Miller provided his report to Council prior to the meeting. Mr. Wozniak questioned the Chief on what the process would be for a dog attack.

**E. Director of Public Works Report**

Mr. Bowman provided a copy of his report prior to the meeting. Mr. Bowman had nothing additional to add. Mr. Yetsko questioned when the parking meters would be re-installed that were removed for the sewer project. Mr. Bowman commented that the Portage Area Sewer Authority is in the process of a preparing a final punch list on the project. Mr. Yetsko also questioned when the money is collected from the parking meters. The Treasurer's report reflected a deposit in May. A discussion took place on the construction areas throughout the borough and Mr. Morgan commented that almost every street is closed and you can't get around town. Mr. Bowman advised that the Contractor was made aware of the issue but that there was nothing that could be done. Ms. McCarthy commented that several residents were outraged by the long traffic stops and the condition of the roads and streets. Mr. Koban advised that the Contractor is working under PennDot specifications for maintaining traffic and the length of time to have the project completed with asphalt.

**CORRESPONDENCE**

The Portage Municipal Authority submitted their audited financial statements for December 2014 and 2015 for Councils review. The statements are on file in the Secretary's office

Ms. Bern Sigado sent a thank you card to the Borough Council, staff, and Public Works relating to the street sweeping and curbside work done within the borough.

Ms. Lexi Wozniak sent a thank you to Council for appointing her as a Jr. Council member.

The Cambria County Redevelopment Authority sent notice of the 2016 CDBG funds availability.

**A. CITIZEN'S INPUT ON NON-AGENDA ITEMS**

Mr. Steve Nagy was in attendance to discuss the ½% earned income tax and questioned what the money is earmarked or used for. Mr. Koban advised that the additional ½% of earned income is deposited into the Capital Improvement Fund on monthly basis and can be used for any capital improvement project; including recreation projects. Mr. Nagy also questioned if the Borough had any control over the Water and Sewer Authority. Mr. Koban advised that Council merely appoints the board members and the authorities operated under the Municipal Authority Act with their own rules and regulations.

**B. MINUTES OF PREVIOUS MEETINGS**

Ms. Claar provided a copy of the May 2<sup>nd</sup>, 2016 regular meeting and the May 16<sup>th</sup>, 2016 committee of the whole meeting minutes prior to the meeting.

ON MOTION OF MR. YETSKO, SECONDED BY MR. WOZNIAK, COUNCIL UNANIMOUSLY APPROVED THE MINUTES FROM THE MAY 2<sup>ND</sup>, 2016 REGULAR MEETING AND THE MAY 16<sup>TH</sup> COMMITTEE MEETINGS. COUNCIL MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. LEARN, MR. MORGAN, MR. YETSKO, MR. WOZNIAK, MR. HAYES, AND MS. McCARTHY. MOTION CARRIED 6-0.

**C. BILLS AND TREASURER'S REPORT**

Ms. McCarthy noted that copies of the bills, additional bills and the Treasurer's report were distributed for review by Council members prior to the meeting.

ON MOTION OF MR. MORGAN, SECONDED BY MR. YETSKO, COUNCIL UNANIMOUSLY ACCEPTED THE TREASURER'S REPORT IN THE AMOUNT OF \$131,856.54; THE BILLS AND ADDITIONAL BILLS TO BE PAID IN THE AMOUNT OF \$29,413.21. COUNCIL MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. LEARN, MR. MORGAN, MR. YETSKO, MR. WOZNIAK, MR. HAYES, AND MS. McCARTHY. MOTION CARRIED 6-0.

**D. REPORTS RECEIVED**

Ms. McCarthy noted the Portage Water and Sewer Authorities' minutes for April, 2016 were received; along with the minutes from the Portage Joint Recreation Commission for April and May; Portage Library from Feb-April, and LMIA for May, 2016.

ON MOTION OF MR. WOZNIAK, SECONDED BY MR. YETSKO. COUNCIL UNANIMOUSLY ACCEPTED THE REPORTS RECEIVED AS NOTED ABOVE. COUNCIL MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. LEARN, MR. MORGAN, MR. YETSKO, MR. WOZNIAK, MR. HAYES, AND MS. McCARTHY. MOTION CARRIED 6-0.

**E. UNFINISHED BUSINESS**

Mr. Koban provided an update as follows:

- Item A: Borough Building Roof-discussed earlier under the Manager and Solicitor's report
- Item B: Recreation Park Manager- Mr. Koban advised Council that he scheduled a meeting with Windber Park Manager for the June 20<sup>th</sup> committee meeting. Mr. Koban presented Council with three different job descriptions of a Recreation Director/Manager. Mr. Koban requested that if any Council members had specific questions for Mr. Grohal, to please submit them to him; so he could forward them to him in advance.

- Item C: Grant Writer-Mr. Koban informed Council that Mr. Brant had submitted a grant consulting services agreement between the Decoplan Associates; Portage and Cassandra Borough for their review. Portage Township had previously terminated the prior agreement for grant writing services. The agreement will be voted upon later in the meeting. A short discussion took place on the services being performed. Cassandra Borough is still on onboard with the grant writer services agreement and will be forward a copy for approval at their next regular meeting.
- Lee Street Retainer Wall-Mr. Koban advised that he has a draft letter prepared along with pictures of the areas in question.
- PAJRC Mailing- Mr. Koban informed Council that he received an e-mail from Sharon Squillario concerning the mailing campaign. The PAJRC had paid the invoices for the Damin Printing (\$889.34) and Cambria Mailing (\$747.47) for a total of \$1,636.81. Mrs. Squillario advised that the Township would be splitting cost with the Borough (\$818.40). The bill was on the bills to be paid to reimburse the PAJRC for \$818.40. Council had a previously motioned at the March 7<sup>th</sup>, 2016) to pay in an amount not to exceed \$1,200.00.

#### **Buildings:**

- Gaunt Property-532 Dulancey Drive- nothing has been done lately but the area still needs backfilled and cleaned up. Council agreed to let it ride for another month or so.
- Nicholson Property-Main Street- Mr. Koban advised that there was been no action or any repairs to the Main Street property by Mr. Nicholson. A 10-day notice was sent to Mr. Nicholson by the Police Department.
- Crum Property (907 Jefferson Ave) Mr. Koban advised that there has not been any activity on the demolition/removal of material. Mr. Emerick advised that Crums were served along with Lilly First National Bank concerning the demolition of the structure. Mr. Emerick will submit a letter to the Crums advising of a meeting on July 18<sup>th</sup>, 2016 at 6:30 p.m.
- Moyer Property-1100 Lincoln Dr- Mr. Koban advised that the property owner(s) are deceased and the structure is in deplorable condition. Ms. Claar will check with the County to determine whom the taxes are sent to and if it was on a previous tax sale.

#### **MOTIONS**

- a. Approval of the Grant Consulting Agreement with Decoplan and Associates was reviewed by Council. Council discussed the issue earlier in the meeting

ON MOTION OF MR. WOZNIAK, SECONDED BY MR. MORGAN, COUNCIL UNANIMOUSLY APPROVED THE CONSULTING SERVICES AGREEMENT BETWEEN PORTAGE AND CASSANDRA BOROUGH; AND DECOPLAN & ASSOCIATES, EFFECTIVE JUNE 6<sup>TH</sup>, 2016. COUNCIL MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. LEARN, MR. MORGAN, MR. YETSKO, MR. WOZNIAK, MR. HAYES, AND MS. McCARTHY. MOTION CARRIED 6-0.

#### **NEW BUSINESS:**

There was no new business

**GOOD OF THE BOROUGH**

The Great Portage Yard Sale will be held on Saturday, June 11<sup>th</sup>, 2016 that is sponsored by the Portage Area Historical Society.

**A. ADJOURNMENT**

THERE BEING NO FURTHER BUSINESS, ON MOTION OF MR. HAYES, SECONDED BY MR. LEARN, THE MEETING WAS ADJOURNED AT 7:49 P.M.