

A meeting of Portage Borough Council Committee of the Whole was held on Monday, May 16th, 2016.

Those in attendance were:

Sharon McCarthy
Jerome Yetsko
David Hayes

James Kissell
John Morgan

George Wozniak
Todd Learn

Also present were: Robert Koban, Borough Manager and Michelle Claar-Secretary. Absent was Alexis Wozniak, Junior Council Member.

Visitors:

In attendance were: Mr. Ron Portash with the Dispatch, Randy Griffith with the Tribune Democrat. Mr. Steve Lane-Portage Area Planning Commission;

The meeting first began with questions pertaining to the Recreation Manager Matt from Windber. Mr. Koban advised that he will again try to schedule for another meeting in June. A short discussion was held on moving forward with the position and the responsibilities. Mr. Koban advised that he does have several job descriptions on hand if Council wanted to review them. Council requested that copies of the job descriptions be placed in the packets for the June 6th regular meeting. Council is 100% on board with the position.

UNFINISHED BUSINESS:

- A. Gaunt Property-there is minimal debris still remaining on the property. A final inspection is still required in accordance with the demolition agreement.
- B. Mr. Koban commented that the previous property located at 907 Jefferson Avenue; that transferred from Lilly First National to Debra Crum, has building material debris throughout the yard and the structure is getting worse. They are however in the process of demolition but nothing has been done to move forward within the last month. Council agreed to place the property back on the agenda for further discussion.
- C. Nicholson Property-Mr. Koban advised that he will be investigating the property conditions with Officer Leyo. If nothing has been done, a ten-day notice will be issued to Mr. Nicholson. The metal is falling into the foundation and the snow fence is down.
- D. Borough Roof-Mr. Koban advised Council that the insurance adjustor for R.L. Abatement was out to investigate the roof claim. The adjustor estimated a cost of \$67,000.00 to replace the decking but it does not replace the roof portion. Mr. Koban commented that this does not solve the problem. This only takes care of the subcontractor portion of the problem. The Portage Volunteer Fire Department has agreed to move forward along with Borough Council. Several members commented that the entire process has been dragging on too long between the contractor; subcontractor and the insurance companies. CBIZ is the insurance carrier for American Roofing. Council agreed to hang loose on the bond until we officially hear back from the insurance company. Mr. Koban also commented that the borough has not paid anything to the contractor on this project.
- E. Recycling-Mr. Koban provided Council with several municipal ordinances pertaining to mandatory recycling. A discussion took place on the enforcement of the ordinance, single residents not having enough to recycle, the process of the recycle program, and the heavy utilization of the recycle bins behind the bank. Mr. Learn commented that he does not want the program to be mandatory for borough

residents. After another discussion, Council agreed to remove the issue from the agenda.

- F. Grant Writing Agreement-Mr. Koban advised that an e-mail was received from Jerry Brant prior to the meeting. The e-mail was provided to Council for their review and there were several items that were very confusing. The original retainer fee was \$500.00 per month with the revised compensation being reduced to \$225.00 per month. Council then questioned if the monthly fee would be the \$275.00 per month or at \$225.00 per month as stated on the e-mail. The incentive fee was increased from 1% to 2% for any successful grant application. A discussion took place and several members commented on the following:

- not pleased with the services being provided by Decoplan
- obtain other grant writing service organizations
- check with the Eads and Stiffler McGraw & Associates for grant writing services.
- The increase in the incentive fee

Council agreed to contact Mr. Brant to get clarification of the e-mail and to have him submit a new agreement and professional proposal reflecting the service and fees for the June regular meeting.

- G. Portage Area Historical Society Request-Mrs. Huschak dropped off a proposal from MW Petryshak Construction for the necessary repairs to the exterior wooden steps and platform at the museum. The proposal was estimated at \$2,675.00. Ms. Claar advised Council that the Portage Township Supervisors approved a \$500.00 donation toward the project.

MR. KISSELL MOTIONED TO MATCH THE TOWNSHIP AT \$500.00.
MOTION DIED DUE TO THE LACK OF A SECOND.

Mr. Koban commented that there is \$100.00 budgeted in the donation budget line item for any new requests. The Historical Society has not sought any donations since 2008 and completed the borough donation request form. A discussion was held on obtaining other proposals or if the public works could assist. Mr. Koban commented that the Public Works dept has several upcoming projects and should not question who the Society hires for the project. Several members commented that everyone should help get this accomplished for the community. After another discussion;

ON MOTION OF MR. KISSELL, SECONDED BY MR. LEARN, COUNCIL UNANIMOUSLY APPROVED TO DONATE \$500.00 TOWARDS THE COST OF THE REPAIRS TO THE PORTAGE AREA HISTORICAL SOCIETY MUSEUM STEPS AND PLATFORM. VOTING AFFIRMATIVELY INCLUDED MR. LEARN, MR. MORGAN, MR. YETSKO, MR. WOZNIAK, MR. HAYES, MAYOR KISSELL, AND MS. MCCARTHY, MOTION CARRIED 7-0.

Prior to the next agenda item; Ms. McCarthy commented on the complaints she received regarding the traffic control by the flag women for the Sewer project on Main Street. Mr. Koban advised that several complaints were forwarded to the Sewer Authority and the Eads Group. It was estimated at 25 minutes for hold up time. A short discussion also took place on the patching of Main Street to which Mr. Koban advised that PennDot has a rule of 90 days after construction until the area settles before paving. Another issue was placing the traffic light at Main & Dulancey on flash during the construction. Mr. Wozniak commented that one section should be completed at a time rather than all over.

- H. Portage Area Planning Commission-Mr. Koban provided Council with the e-mail he received from the Commission requesting a future meeting to discuss several issues; the status of the ice hockey rink, recreation center, and park manager. Mr. Koban expressed his displeasure on the e-mail and questioned if the same e-mail was forwarded to the Portage Township Supervisors and Cassandra Borough; to which it was not. Mr. Koban commented that the Borough has been moving forward with the recreation manager and that the position would be the resolution to several issues. Mr. Koban also advised that maintenance at the park needs to be addressed as well; signs, curbs, walkways, Kids Place repairs, restrooms, etc. Mr. Morgan commented that a scoreboard was donated by the Amvets and the electric will be hooked up next week. Mr. Morgan also commented that batting cages are also in the plans. Ms. McCarthy questioned if the Portage Area Joint Recreation Commission had sent out the campaign donation letters.

NEW BUSINESS:

- A. Request from Rotary for the annual 5K Race during Summerfest 2016

ON MOTION OF MR. WOZNIAK, SECONDED BY MR. YETSKO, COUNCIL UNANIMOUSLY GRANTED PERMISSION TO THE ROTARY CLUB OF PORTAGE TO UTILIZE BOROUGH STREETS FOR THE ANNUAL 5K RACE ON SATURDAY, AUGUST 13TH, 2016. VOTING AFFIRMATIVELY INCLUDED MR. LEARN, MR. MORGAN, MR. YETSKO, MR. WOZNIAK, MR. HAYES, MAYOR KISSELL, AND MS. MCCARTHY, MOTION CARRIED 7-0.

3. Paying of the Bills

- Ms. Claar presented a copy of the bills to be paid in written form.

ON MOTION OF MR. WOZNIAK, SECONDED BY MR. YETSKO, COUNCIL UNANIMOUSLY AGREED TO PAY THE BILLS AND ADDITIONAL BILLS AS PRESENTED IN WRITTEN FORM IN THE AMOUNT OF \$12,240.54. VOTING AFFIRMATIVELY INCLUDED MR. LEARN, MR. MORGAN, MR. YETSKO, MR. WOZNIAK, MR. HAYES, MAYOR KISSELL, AND MS. MCCARTHY, MOTION CARRIED 7-0.

GOOD OF THE BOROUGH

Ms. Claar informed Council of the condition of the main restroom and the lack of respect from certain users. Mr. Kissell and Mr. Wozniak also commented on the back door security lock. The Portage Volunteer Fire Department has the codes to the back door and it remaining open during certain times of the day. The juniors also have the codes to access through the building to Main Street. Council suggested changing the locks or security code on the back entrance door. Mr. Koban also advised that the security camera system is being installed with 7 different camera locations; on the front of the building monitoring Main Street in both directions, two in the back for the parking lot, the back entrance hallway, the front entrance hallway, police station door, and the secretary door. The monitors originally quoted were only 19" and were too small. There will now be two 32" monitors; one in the police station and one in the secretary's office.

ADJOURNMENT

THERE BEING NO FURTHER BUSINESS, ON MOTION OF MR. YETSKO, SECONDED BY MR. KISSELL, THE MEETING WAS ADJOURNED AT 7:48 P.M.