

A meeting of Portage Borough Council Committee of the Whole was held on Monday, November 21st, 2016.

Those in attendance were:

Sharon McCarthy	David Hayes	James Kissell	George Wozniak
Jerome Yetsko	Todd Learn	John Morgan (excused later in meeting)	

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

Visitors:

In attendance were: Mr. Ron Portash with the Dispatch, PA DCNR representatives; Jay Schreibman and James Young, and Mr. Tim Longwill; Grant Writer.

Ms. McCarthy went out of order on the agenda to address issues concerning a vote since Mr. Morgan was going to be excused later in the meeting.

UNFINISHED BUSINESS:

A. Recreation Director/Manager position

Mr. Koban Introduced PA DCNR Representatives; Mr. Jay Schreibman and James Young to Council. Mr. Tim Longwill was also introduced. Mr. Koban explained the role of the Joint Recreation Commission and that the Borough, Township, and School District appoint three (3) year terms for Commission members. Several other topics discussed were:

- The recommendations for Recreation through the Long-Range Plan
- Maintenance and upkeep of the park
- Accountability, responsibility, and operations
- Shelters, pool, tennis courts, baseball fields
- Activities and programs within the Park
- Walking Trails
- Lack of programs and activities for Seniors and kids
- Support from other local municipalities and organizations
- Traditional Anglers Trout hatchery
- Participation between the Borough, Township, and School District

Mr. Koban commented that the Township Supervisors did not want to move forward with the Recreation Director/Manager position and the Portage Area Joint Recreation Commission did not have an official vote.

Mr. Schreibman provided an overview of two grant applications that are available through the PA DCNR; The circuit rider projects and the Peer to Peer Grant Program. Mr. Schreibman submitted an e-mail questionnaire prior to the meeting to gather detailed information on the Joint Recreation Commission, responsibilities and activities, and potential funding sources to sustain the position beyond a DCNR grant. Mr. Schreibman also provided grant guidelines for both applications.

- The Circuit Rider provides financial assistance to county/local municipal organizations to hire a professional full-time staff person to initiate new programs and services that do not have the financial resources to hire. The intended result is to efficiently and effectively meet the recreation, park, and/or natural resource conservation needs.
- The Peer Grant is a consulting service coordinated by Bureau of Recreation and Conservation (BRC) staff. The consultants are park and recreation practitioners that help grantees study a special issue or improve services in a specific area.

Mr. Schriebman and Mr. Young advised that this would be a great opportunity for the Portage area to enhance the recreational needs of the community. They also suggested intermunicipal participation with other municipalities and recreation organizations. Mr. Longwill advised that he has already started on the Peer Grant application process. Mr. Schriebman advised that he will be back in the near future for an unscheduled inspection of the Park.

Council thanked Mr. Schriebman, Mr. Young, and Mr. Longwill for all their assistance and attending the meeting to discuss the grant funding options for the position and future enhancements of Crichton McCormick Park and recreational needs.

- B. Borough Roof Project-no update
- C. Public Works Building Loan- DCED has approved the loan and 1st Summit Bank has transferred the funds.
- D. CVA grant for Trout Run Flood Protection
Mr. Wisor sent an e-mail pertaining to the grant funding and suggested scaling back on the scope of the plan before re-submitting another grant application.
- E. Promoting Tourism in Portage-No update
- F. USDA grant/loan for 2017 Police Interceptor-Ms. Claar advised that she contacted USDA again for loan closing. They are still in the process of reviewing the paperwork for final approval.
- G. PennDot Multi-modal Transportation Grant
Mr. Wisor submitted a certified narrative letter that they are proposing to complete a sidewalk improvement project within the Borough. The project of installing new sidewalks and ADA ramps along the south side of Mountain Avenue from Mill Alley to Main Street and along the easterly side of Main Street from Mountain Ave to the Borough line (Johnson Avenue). This is the second phase for the Main Street Sidewalk Project and the grant application is due by December 16th, 2016.
- H. 2009 Ford Police Cruiser
The Cambria County Prison submitted a proposal for the 2009 Ford Cruiser in the amount of \$3,900.00.

ON MOTION OF MR. LEARN, SECONDED BY MR. MORGAN, COUNCIL UNANIMOUSLY APPROVED RESOLUTION 9-2016 BY ACCEPTING THE PROPOSAL FROM CAMBRIA COUNTY FOR THE PURCHASE OF THE 2009 FORD POLICE CRUISER. VOTING AFFIRMATIVELY INCLUDED MR. LEARN, MR. MORGAN, MR. YETSKO, MR. WOZNIAK, MR. HAYES, MR. KISSELL, AND MS. MCCARTHY, MOTION CARRIED 7-0.

Mr. Morgan was excused from the meeting.

BUILDINGS:

- A. Gaunt Property-532 Dulancey Drive
Awaiting on District Magistrate Prebish's office
- B. Nicholson Property-517 Main Street-no update from Mr. Emerick on title searches
- C. Nicholson Property-Storage units at Sugar Alley-no update from Mr. Emerick on

searches

- D. Kissell Property-1315 Jefferson Avenue
Mr. Kissell advised that they are moving forward with repairs.

NEW BUSINESS:

A. Review of the 2017 proposed budget

Mr. Koban provided a draft of the 2017 proposed budget for the General and State Liquid Fuels Funds and the Capital Improvement Fund. Mr. Koban commenced with the detailed line items for the revenues and expenses for the General Fund. The following fiscal impacts were as follows:

GENERAL FUND

Revenues

- Proposed tax millage will remain the same at 16.5 mills general and .5 mills fire
- The value of a mill decreased in 2017 to \$14,465.47
- Earned Income tax and local service tax remain the same/ EIT-1%; LST-\$52.00
- Increase in revenue from the renegotiation of the Comcast Cable Agreement- the new agreement expires in 2026.
- Increase for State Aid for pension due to the 2015 Actuarial figures. This is money in and money out.
- Increase in County Liquid Fuels Allocation due to encumbering the 2016 allocation in the amount of \$7,100.00.
- Increase in police reimbursements for the Cambria County Drug and DUI Task Force. This is a reimbursement of payroll.
- Garbage collection rates for borough residents will remain the same at \$14.30/mo for curbside service and \$31.00 per pack of ten pre-paid bags.

Expenditures

General Government

- In 2016, there were 27 pays and now there are 26 pay periods in 2017
- Increase in Secretary (10%) and Manager wages of \$500.00/yr
- Hospitalization increased by 11.4% in 2017 with UPMC
- Decrease in Workers Comp for the Fire Company binded with SWIF and reimbursed by per capita for Portage Township and Cassandra Borough.
- Decrease in Workers Comp for the Borough only binded with EMC Insurance
- Increase in Property and Liability Insurance binded with EMC Insurance

Public Safety

A lengthy discussion took place on the full-time officer wages for 2017. To be competitive in the market, Council suggested increasing the wages by \$2 or \$3.00/hour.

ON MOTION OF MR. KISSELL, SECONDED BY MR. HAYES, COUNCIL UNANIMOUSLY AGREED TO INCREASE THE FULL-TIME OFFICER BY \$2.00/HOUR. VOTING AFFIRMATIVELY INCLUDED MR. LEARN, MR. WOZNAK, MR. YETSKO, MR. HAYES, MR. KISSELL AND MS. MCCARTHY, MOTION CARRIED 6-0.

- Increase in Police Chief by 2%
- Part time officers received a 2% increase
- In 2016, there were 27 pays and now there are 26 pay periods in 2017
- Hospitalization increased by 9.1% in 2017 with UPMC
- Computer expense includes a maintenance fee for Informant Software

- Professional Service includes certification for speed timing equipment

Solid Waste

- There was no change in 2017. The Pro Disposal Contract was extended an additional twelve months for the same price for collection and services effective January 1st, 2017 through December 31st, 2017.

Public Works

- In 2016, there were 27 pays and now there are 26 pay periods in 2017
- Public Works Director; Laborer; and Operator wages increased by 2%
- Hospitalization increased by 11.4% in 2017 with UPMC
- Summer helper increased \$.50 per hour in wages
- Road Supplies increased for Work Area Signs and Bases
- Computer increased for new laptop and software. Previous version had XP
- Increase in County Liquid Fuels allocation of \$7,100 encumbered from 2016
- Capital Machinery includes an infrared heater and spreader chains.

Recreation

- Recreation remains the same in 2017 at \$5.00 per capita based on the 2010 census. The contribution can also be used for any recreation expenditures.

Community Development

- The grant writer retainer is now based on \$225.00/mo and calculated by per capita with Cassandra Borough plus 2% commission for any successful grant award. Portage Township terminated the grant writer services in 2016.
- Crichton McCormick Park increased \$1,000.00 for an anticipated mailing campaign.

Debt Service

- The 2014 Ford Cruiser will be paid off in June, 2017
- The Public Works Building Loan closed in November of 2016. The loan amount was \$70,000.00 for 10 years at 3.475% interest rate. Loan Pay off in 2026.
- The USDA Grant/Loan will be finalized in December, 2016 for the 2017 Police Interceptor. Grant received for \$20,700 and the loan amount at \$15,800.00 for 5 years at 2.785% interest rate.

State Liquid Fuels

The State Liquid Fuels fund remains consistent in 2017. There is no paving program budgeted for 2017. The State Allocation increased by \$4,000.00 and the expenditures decreased with no paving program. Revenues=\$84,871.41 and expenses=\$35,570.00.

Capital Improvement Fund

Revenue:

- Transfer of .5% earned income tax into the Capital Improvement Savings Account

Expenditures/Projects

- 2nd Phase of Main Street Sidewalk Improvement (with Grant funding 30%) Main Street from Mountain to Johnson/Johnson to Park
- Administration Bldg. Roof with American Roofing. 1/2 cost of \$120,000.00 split with Borough and Fire Dept not completed in 2016
- Branch Street Storm Project 528'-12" pipe; 120'-6" PVC; 60'-8" PVC, drains, stone & blacktop not completed in 2016

- Crichton McCormick Park Restroom Project total project cost \$ 115,593 at 15% match and not completed in 2016.
- Sign inventory and data files from 2015 was not completed. Budget and plan for 2017 at the same budget figures
- Caldwell Ave Sewer Project budgeted over 3-year period (2015-2018) (Current contracted project).
- Trout Run Local Protection Project (Grant with CFA) budgeted over two years (2015-2016) total cost \$48,900.00

In 2016, the grant was not approved. Re-applying in 2017.

Several discussions took place on: parking behind the borough building, Fire company millage, Cable Franchise, donations to various organizations, and garage doors for the public works building.

3. Paying of the Bills

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

ON MOTION OF MR. MORGAN, SECONDED BY MR. YETSKO, COUNCIL UNANIMOUSLY AGREED TO PAY THE BILLS AND ADDITIONAL BILLS AS PRESENTED IN WRITTEN FORM IN THE AMOUNT OF \$3,219.60. VOTING AFFIRMATIVELY INCLUDED MR. LEARN, MR. MORGAN, MR. YETSKO, MR. HAYES, MR. WOZNIAK, MR. KISELL AND MS. MCCARTHY, MOTION CARRIED 7-0.

GOOD OF THE BOROUGH

WinterFest is scheduled for December 9th through December 11th, 2017 with the Christmas Parade on Saturday, December 10th, 2016 at 2:00 p.m. sharp.

A letter of interest was received from Mr. Craig Castel to serve on the Portage Municipal Water Authority Board for a 5-year term. There being no further applicants, Council requested a meet and greet with Mr. Castel on Monday, December 5th, 2016 at 6:15 p.m prior to the regular meeting.

S & T Bank sent an invite to participate in the Festival of Trees during normal business hours from Nov 25th through Dec 3rd, 2016.

Mr. Kissell commented that the Portage Welcome signs are all in need of repair and suggested taking them down for the winter. Mr. Kissell also suggested contacting the Portage Area School District to see if there are any Senior Projects for the students to make the necessary repairs and painting.

There being no further business

ADJOURNMENT

ON MOTION OF MR. HAYES, SECONDED BY MR. KISELL, COUNCIL UNANIMOUSLY ADJOURNED AT 9:45 P.M.