

A meeting of Portage Borough Council was held on Friday, December 20<sup>th</sup>, 2019, at 6:00 p.m., in Council Chambers.

Those in attendance were:

Sharon McCarthy, President  
Dave Hayes  
Todd Learn

John Morgan  
George Wozniak  
Jerome Yetsko

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

## **I. CALL TO ORDER**

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

## **2. CITIZENS INPUT ON AGENDA ITEMS/RECOGNITION OF GUESTS**

Also present were Ron Portash, Portage Dispatch.

## **REFLECTION/PLEDGE OF ALLEGIANCE**

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

## **3. BILLS TO BE PAID**

Ms. McCarthy noted that copies of the bills to be paid for year end.

FOLLOWING A ROLL CALL VOTE, ON MOTION OF MR. WOZNIAK, SECONDED BY MR. HAYES, COUNCIL UNANIMOUSLY APPROVED THE BILLS AND ADDITIONAL BILLS TO BE PAID AS PRESENTED IN WRITTEN FORM, IN THE AMOUNT OF \$8,196.63. COUNCIL MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. LEARN, MR. MORGAN, MR. YETSKO, MR. WOZNIAK, MR. HAYES, MR. KISSELL, AND MS. MCCARTHY. MOTION CARRIED 7-0.

## **4. UNFINISHED BUSINESS/MOTIONS**

A. Proposed amendment to the 2020 Proposed Budget for the EMA Director Salary from \$400.00 to \$1,000.00.

Mr. Kissell and Mr. Koban informed Council that the duties, responsibilities, and certifications that are now required for EMA Directors have dramatically increased through the years. The \$400.00 per year for the position has not been changed for many years. With the continuing courses and certifications required, Mr. Kissell and Mr. Koban suggested increasing the EMA Director Salary by \$600.00 per year for a total salary of \$1,000.00. Mr. Kissell also commented on the travel and other expenses that are incurred. Mr. Koban advised that a travel reimbursement form can be submitted for those expenditures.

ON MOTION OF MR. KISSELL, SECONDED BY MR. LEARN, COUNCIL UNANIMOUSLY APPROVED TO INCREASE THE EMA DIRECTOR SALARY FROM \$400.00 TO \$1,000.00 PER YEAR FOR THE 2020 BUDGET. COUNCIL MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. LEARN, MR. MORGAN, MR. YETSKO, MR. WOZNIAK, MR. HAYES, MR. KISSELL, AND MS. MCCARTHY. MOTION CARRIED 7-0.

B. Review and approval of the 2020 Approved Budget for the General Fund, Liquid Fuels, and Capital Improvements Fund.

ON MOTION OF MR. MORGAN, SECONDED BY MR. LEARN, COUNCIL UNANIMOUSLY APPROVED ORDINANCE 2-2019 BY ADOPTING THE 2020 APPROVED BUDGET FOR THE GENERAL FUND, STATE LIQUID FUELS, AND CAPITAL IMPROVEMENT FUNDS, INCLUDING THE INCREASE OF THE EMA DIRECTOR SALARY FROM \$400.00 TO \$1,000.00 PER YEAR FOR THE 2020 BUDGET. COUNCIL MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. LEARN, MR. MORGAN, MR. YETSKO, MR. WOZNIAK, MR. HAYES, MR. KISSELL, AND MS. MCCARTHY. MOTION CARRIED 7-0.

C. Review and approval of the 2020 tax millage rates at 16.5 mills and .5 mills for fire protection.

ON MOTION OF MR. KISSELL, SECONDED BY MR. WOZNIAK, COUNCIL UNANIMOUSLY APPROVED ORDINANCE 3-2019 BY SETTING THE 2020 REAL ESTATE TAX MILLAGE RATE AT 16.5 MILLS AND .5 MILLS 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.

D. Review and approval of the 2020 wage rates for uniform and non-uniform employees and amending the 2020 compensation plan and agreements.

ON MOTION OF MR. MORGAN, SECONDED BY MR. YETSKO, COUNCIL UNANIMOUSLY APPROVED ORDINANCE 4-2019 BY SETTING THE 2020 WAGE RATES FOR UNIFORM AND NON-UNIFORM EMPLOYEES AND THE 2020 COMPENSATION PLAN AND AGREEMENTS. COUNCIL MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. LEARN, MR. MORGAN, MR. YETSKO, MR. WOZNIAK, MR. HAYES, MR. KISSELL, AND MS. MCCARTHY. MOTION CARRIED 7-0.

E. Review and approval of amendments to the Administrative Code Chapter 1, Part 1H Personnel  
Mr. Koban informed council that there were several amendments to the Personnel Policy for the uniform and non-uniform employees concerning overtime, holiday pay, and longevity payments for full time employees and holiday pay for part time patrol officers. Mr. Koban recapped each section for Council.

ON MOTION OF MR. WOZNIAK, SECONDED BY MR. YETSKO, COUNCIL UNANIMOUSLY APPROVED ORDINANCE 1-2019 BY AMENDING CHAPTER 1 Part 1H SECTION 154F. CONCERNING OVERTIME; SECTION 154.1 AMENDING HOLIDAY PAY FOR UNIFORM/NON-UNIFORM EMPLOYEES, SETION 154.2 AMENDING LONGEVITY PAYMENTS FOR UNIFORM/NON-UNIFORM EMPLOYEES; PART 11 159.2 CONCERNING HOLIDAY PAY FOR PART TIME PATROL OFFICERS. COUNCIL MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. LEARN, MR. MORGAN, MR. YETSKO, MR. WOZNIAK, MR. HAYES, MR. KISSELL, AND MS. MCCARTHY. MOTION CARRIED 7-0.

F. Appointment to the Portage Area Sewer Authority Board for a five-year term.

ON MOTION OF MR. MORGAN, SECONDED BY MR. YETSKO, COUNCIL UNANIMOUSLY RE-APPOINTED MR. ROBERT HAZLETT TO THE PORTAGE AREA SEWER AUTHORITY BOARD FOR A FIVE YEAR TERM COMMENCING JANUARY 1<sup>ST</sup>, 2020 THROUGH DECEMBER 31<sup>ST</sup>, 2024. COUNCIL MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. LEARN, MR. MORGAN, MR. YETSKO, MR. WOZNAK, MR. HAYES, MR. KISSELL, AND MS. MCCARTHY. MOTION CARRIED 7-0.

Ms. McCarthy at this point handed the gavel over to Vice President Mr. Wozniak for the remainder of the meeting.

G. Appointment to the Portage Water Authority Board for a five-year term.

ON MOTION OF MS. MCCARTHY, SECONDED BY MR. LEARN, COUNCIL APPOINTED MR. JOHN MORGAN TO THE PORTAGE WATER AUTHORITY BOARD FOR A FIVE YEAR TERM COMMENCING JANUARY 1<sup>ST</sup>, 2020 THROUGH DECEMBER 31<sup>ST</sup>, 2024. COUNCIL MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. LEARN, MR. WOZNAK, MR. HAYES, MR. KISSELL, AND MS. MCCARTHY. MOTION CARRIED 5-2 WITH MR. MORGAN AND MR. YETSKO ABSTAINING.

**Additional Agenda Items:**

1. Approval of the Main Street Phase 3A Grant Agreement/contract.

Mr. Koban informed Council that he received an electronic signature contract agreement for the Main Street Phase 3A Multimodal Transportation Fund Grant Contract requesting two signatures and the grant amount.

ON MOTION OF MR. KISSELL, SECONDED BY MR. YETSKO, COUNCIL UNANIMOUSLY AUTHORIZED MR. ROBERT KOBAN AND MS. MICHELLE CLAAR AS E-SIGNATURE SIGNATORIES FOR THE MAIN STREET PHASE 3A GRANT AGREEMENT IN THE AMOUNT OF \$298,165.00. COUNCIL MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. LEARN, MR. MORGAN, MR. YETSKO, MR. WOZNAK, MR. HAYES, MR. KISSELL, AND MS. MCCARTHY. MOTION CARRIED 7-0.

Ms. McCarthy questioned the delayed status of the Main Street Phase II project with PennDot being pushed back until 2021. Mr. Koban explained that he received notification from Mr. Bruce Schweitzer advising that the traffic light and other equipment for the project will not be available until 2021. Engineering, design, and other incidentals will take place in 2020 with construction being scheduled in 2021.

**GOOD OF THE BOROUGH**

Ms. McCarthy thanked members of Council and staff for working with her over the past 23 years and expressed her devotion to the community of Portage. The Council thanked Ms. McCarthy for all her devotion, efforts, and countless hours to the board for the betterment of the community.

There being no further business:

ON MOTION OF MR. MORGAN, SECONDED BY MR. LEARN, COUNCIL UNANIMOUSLY ADJOURNED. COUNCIL MEMBERS VOTING AFFIRMATIVELY INCLUDED MS. McCARTHY, MR. KISSELL, MR. HAYES, MR. WOZNIAK, MR. YETSKO, MR. MORGAN AND MR. LEARN, MOTION CARRIED 7-0.

Meeting adjourned at 6:24 p.m.