

A re-organization meeting of Portage Borough Council was held on Monday, January 6th, 2020 at 8:00 p.m., in Council Chambers.

Those in attendance were:

George Wozniak Todd Learn Mayor James Kissell David Hayes
Brent Kinley Ronald Cadwallader

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

Administer the oath of office:

Mayor Kissell administered the oath of office to Mr. Hayes; Mr. Cadwallader, and Mr. Kinley.

Mayor Kissell convenes the Council by seeking nominations for Council President.

ON NOMINATION OF MR. LEARN AND MR. KISSELL; MR. WOZNIAK WAS NOMINATED AS COUNCIL PRESIDENT. NOMINATIONS CLOSED. ON MOTION OF MR. LEARN, SECONDED BY MR. KISSELL, COUNCIL UNANIMOUSLY APPOINTED MR. WOZNIAK AS COUNCIL PRESIDENT. COUNCIL MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CADWALLADER, MR. HAYES, MR. KINLEY, MR. LEARN, AND MR. KISSELL. MOTION CARRIED 5-0-1 WITH Mr. WOZNIAK ABSTAINING.

Mr. Wozniak presided over the remainder of the meeting seeking nominations for Council Vice-President.

ON NOMINATION OF MR. KISSELL, MR. HAYES WAS NOMINATED AS COUNCIL VICE PRESIDENT. THE NOMINATION DIED FOR A LACK OF A SECOND. MR. HAYES NOMINATED MR. LEARN AS COUNCIL VICE PRESIDENT WITH A SECOND FROM MR. KINLEY. NOMINATIONS CLOSED. ON MOTION OF MR. KINLEY, SECONDED BY MR. HAYES, COUNCIL APPOINTED MR. LEARN AS COUNCIL VICE PRESIDENT. COUNCIL MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CADWALLADER, MR. HAYES, MR. KINLEY, MR. KISSELL, AND MR. WOZNIAK. MOTION CARRIED 5-0-1 WITH Mr. LEARN ABSTAINING.

Mr. Wozniak commenced with the following appointments:

Solicitor

- ON MOTION OF MR. CADWALLADER, SECONDED BY MR. KISSELL, COUNCIL UNANIMOUSLY APPOINTED MR. MICHAEL EMERICK AS THE BOROUGH SOLICITOR FOR A 2 YEAR TERM (2020-2021). COUNCIL MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CADWALLADER, MR. HAYES, MR. KINLEY, MR. LEARN, MR. KISSELL, AND MR. WOZNIAK. MOTION CARRIED 6-0.

Engineer

ON MOTION OF MR. LEARN, SECONDED BY MR. KISSELL; COUNCIL UNANIMOUSLY APPOINTED MR. GARY WISOR WITH STIFFLER McGRAW AS THE BOROUGH ENGINEER FOR A 2 YEAR TERM (2020-2021). COUNCIL MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CADWALLADER, MR. HAYES, MR. KINLEY, MR. LEARN, MR. KISSELL, AND MR. WOZNIAK. MOTION CARRIED 6-0.

Vacancy Board (1st member of Council)

ON MOTION OF MR. LEARN, SECONDED BY MR. CADWALLADER; COUNCIL UNANIMOUSLY APPOINTED MR. KINLEY AS THE 1ST MEMBER OF COUNCIL TO THE VACANCY BOARD. COUNCIL MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CADWALLADER, MR. HAYES, MR. LEARN, MR. KISSELL, AND MR. WOZNIAK. MOTION CARRIED 5-0-1 WITH MR. KINLEY ABSTAINING.

Vacancy Board (2nd member of Council)

ON MOTION OF MR. KINLEY, SECONDED BY MR. KISSELL; COUNCIL UNANIMOUSLY APPOINTED MR. CADWALLADER AS THE 2ND MEMBER OF COUNCIL TO THE VACANCY BOARD. COUNCIL MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. HAYES, MR. KINLEY, MR. LEARN, MR. KISSELL, AND MR. WOZNIAK. MOTION CARRIED 5-0-1 WITH MR. CADWALLADER ABSTAINING.

Vacancy Board (Elector at Large)

ON MOTION OF MR. HAYES, SECONDED BY MR. KISSELL; COUNCIL UNANIMOUSLY APPOINTED MR. RONALD PORTASH AS THE ELECTOR AT LARGE TO SERVE ON THE VACANCY BOARD. MR. PORTASH ACCEPTED. COUNCIL MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CADWALLADER, MR. HAYES, MR. KINLEY, MR. LEARN, MR. KISSELL, AND MR. WOZNIAK. MOTION CARRIED 6-0.

President Pro Tempore

- ON MOTION OF MR. KISSELL, SECONDED BY MR. LEARN; COUNCIL APPOINTED MR. HAYES AS THE PRESIDENT PRO TEMPORE. COUNCIL MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CADWALLADER, MR. LEARN, MR. KISSELL, AND MR. WOZNIAK, WITH MR. HAYES AND MR. KINLEY ABSTAINING. MR. KOBAN COMMENTED ON THE ABSTAINING OF MR. KINLEY AND EXPLAINED THE ROLE OF THE PRESIDENT PRO TEMPORE TO MR. KINLEY. MR. KINLEY RESCINDED HIS VOTE.
- ON MOTION OF MR. LEARN, SECONDED BY MR. KISSELL, COUNCIL APPOINTED MR. HAYES AS THE PRESIDENT PRO TEMPORE. COUNCIL MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CADWALLADER, MR. KINLEY, MR. LEARN, MR. KISSELL, AND MR. WOZNIAK. MOTION CARRIED 5-0-1 WITH MR. HAYES ABSTAINING.

Borough Manager recommended the following department heads for Council approval.

- ON MOTION OF MR. HAYES, SECONDED BY MR. CADWALLADER; COUNCIL UNANIMOUSLY APPROVED THE DEPARTMENT HEADS:

DIRECTOR OF PUBLIC WORKS –	MR. SCOTT MAUL
CHIEF OF PUBLIC SAFETY-	CHIEF EDWARD MILLER
SECRETARY/TREASURER-	MS. MICHELLE CLaar

COUNCIL MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CADWALLADER, MR. HAYES, MR. KINLEY, MR. LEARN, MR. KISSELL, AND MR. WOZNIAK. MOTION CARRIED 6-0.

Appointment of two delegates to the Cambria County Council of Governments

ON MOTION OF MR. CADWALLADER, SECONDED BY MR. HAYES, COUNCIL UNANIMOUSLY APPOINTED MR. KOBAN AND MR. KISSELL AS THE DELEGATES TO REPRESENT THE BOROUGH FOR THE CAMBRIA COUNTY COUNCIL OF GOVERNMENTS. COUNCIL MEMBERS VOTING AFFIRMATIVELY INCLUDED MR.

CADWALLADER, MR. HAYES, MR. KINLEY, MR. LEARN, AND MR. WOZNIAK.
MOTION CARRIED 5-0-1 WITH MR. KISSELL ABSTAINING.

Designation of depository for the General Fund, State Liquid Fuels, and Capital Improvement fund
ON MOTION OF MR. KINLEY, SECONDED BY MR. LEARN; COUNCIL UNANIMOUSLY
DESIGNATED THE 1ST SUMMIT BANK AS THE BOROUGH FINANCIAL DEPOSITORY
FOR THE GENERAL, STATE LIQUID FUELS, AND THE CAPITAL IMPROVEMENT
FUNDS. COUNCIL MEMBERS VOTING AFFIRMATIVELY INCLUDED MR.
CADWALLADER, MR. HAYES, MR. KINLEY, MR. LEARN, MR. KISSELL, AND MR.
WOZNIAK. MOTION CARRIED 6-0.

Designation of two (2) council signatories and Ms. Claar as official signatories for the checking
accounts and other financial documentation for the General Fund, State Liquid Fuels, and Capital
Improvement fund with First Summit Bank.

ON MOTION OF MR. KISSELL, SECONDED BY MR. LEARN; COUNCIL
UNANIMOUSLY DESIGNATED MS. CLaar AND MR. CADWALLADER AS OFFICIAL
SIGNATORIES FOR 1ST SUMMIT BANK AS OFFICIAL SIGNATORIES FOR THE
CHECKING ACCOUNT AND OTHER FINANCIAL DOCUMENTATION FOR THE
GENERAL, STATE LIQUID FUELS, AND THE CAPITAL IMPROVEMENT FUNDS.
COUNCIL MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. HAYES, MR. KINLEY,
MR. LEARN, MR. KISSELL, AND MR. WOZNIAK. MOTION CARRIED 5-0-1 WITH MR.
CADWALLADER ABSTAINING.

ON MOTION OF MR. LEARN, SECONDED BY MR. CADWALLADER; COUNCIL
UNANIMOUSLY DESIGNATED MR. KISSELL AS THE SECOND COUNCIL MEMBER
AS OFFICIAL SIGNATORY FOR 1ST SUMMIT BANK AS OFFICIAL SIGNATORY FOR
THE CHECKING ACCOUNT AND OTHER FINANCIAL DOCUMENTATION FOR THE
GENERAL, STATE LIQUID FUELS, AND THE CAPITAL IMPROVEMENT FUNDS.
COUNCIL MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CADWALLADER,
MR. HAYES, MR. KINLEY, MR. LEARN, AND MR. WOZNIAK. MOTION CARRIED 5-0-
1 WITH MR. KISSELL ABSTAINING.

Designation of authorized representatives for the Safety Deposit Box contents at First Summit
Bank.

ON MOTION OF MR. KISSELL, SECONDED BY MR. LEARN; COUNCIL
UNANIMOUSLY APPROVED MS. CLaar, MR. MAUL, AND MR. KINLEY AS
AUTHORIZED REPRESENTATIVES TO ACCESS THE SAFETY DEPOSIT BOX AT 1ST
SUMMIT BANK. COUNCIL MEMBERS VOTING AFFIRMATIVELY INCLUDED MR.
CADWALLADER, MR. HAYES, MR. LEARN, MR. KISSELL, AND MR. WOZNIAK.
MOTION CARRIED 5-1 WITH MR. KINLEY ABSTAINING.

Designation of general circulation for official legal and sunshine notices

ON MOTION OF MR. LEARN, SECONDED BY MR. KINLEY; COUNCIL UNANIMOUSLY
DESIGNATED THE DISPATCH AS THE FIRST AND THE TRIBUNE DEMOCRAT AS
THE SECOND NEWSPAPER OF GENERAL CIRCULATION. COUNCIL MEMBERS
VOTING AFFIRMATIVELY INCLUDED MR. CADWALLADER, MR. KINLEY, MR.
HAYES, MR. LEARN, MR. KISSELL, AND MR. WOZNIAK. MOTION CARRIED 6-0.

Appointments to the Building Committee

ON MOTION OF MR. LEARN, SECONDED BY MR. HAYES; COUNCIL UNANIMOUSLY
APPOINTED MR. KOBAN AND MR. KISSELL TO SERVE ON THE BUILDING
COMMITTEE. COUNCIL MEMBERS VOTING AFFIRMATIVELY INCLUDED MR.
CADWALLADER, MR. KINLEY, MR. HAYES, MR. LEARN, MR. KISSELL, AND MR.
WOZNIAK. MOTION CARRIED 5-0-1 WITH MR. KISSELL ABSTAINING.

ON MOTION OF MR. KISSELL, SECONDED BY MR. LEARN, COUNCIL UNANIMOUSLY APPOINTED MR. WOZNIAK TO SERVE ON THE BUILDING COMMITTEE. COUNCIL MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CADWALLADER, MR. KINLEY, MR. HAYES, MR. LEARN, AND MR. KISSELL. MOTION CARRIED 5-0-1 WITH MR. WOZNIAK ABSTAINING.

Ms. Claar informed Council that the Real Estate Tax Collector; David Layo, has successfully completed his real estate certifications and received his unique ID number with the State. Mr. Layo will be working with Emily Krug from the County on January 21st, 2020 to take the oath of office and receive training on the tax software. Mr. Layo presented a Deputy Tax Collector for Council approval. Mr. Emerick commented that since Mr. Layo has not taken the oath of office, a Deputy Tax Collector can not be approved.

Appointment of Deputy Tax Collector

- ON MOTION OF MR. KISSELL, SECONDED BY MR. LEARN; COUNCIL UNANIMOUSLY TABLED THE DEPUTY TAX COLLECTOR UNTIL THE NEXT REGULAR MEETING. COUNCIL MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CADWALLADER, MR. KINLEY, MR. HAYES, MR. LEARN, MR. KISSELL, AND MR. WOZNIAK. MOTION CARRIED 6-0.

NEW BUSINESS

1. Request from the U.S. Census Bureau of approve a resolution concerning the 2020 census.

ON MOTION OF MR. CADWALLADER, SECONDED BY MR. KISSELL, COUNCIL UNANIMOUSLY APPROVED RESOLUTION 1-2020 BY COMMITTING TO A PARTNERSHIP TO ASSIST THE U.S. 2020 CENSUS. COUNCIL MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CADWALLADER, MR. KINLEY, MR. HAYES, MR. LEARN, MR. KISSELL, AND MR. WOZNIAK. MOTION CARRIED 6-0.

2. Approval of a resolution to establish the base amounts requiring competitive bidding.

ON MOTION OF MR. LEARN, SECONDED BY CADWALLADER, COUNCIL UNANIMOUSLY APPROVED RESOLUTION 2-2020 BY ESTABLISHING THE BASE AMOUNTS REQUIRING COMPETITIVE BIDDING AND WRITTEN AND TELEPHONIC QUATATIONS PER SECTION 2 ORDINANCE 2-2014. COUNCIL MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CADWALLADER, MR. KINLEY, MR. HAYES, MR. LEARN, MR. KISSELL, AND MR. WOZNIAK. MOTION CARRIED 6-0.

There being no further business; Council moved to the regular meeting agenda items for discussion and approval.