

A committee of the whole meeting of Portage Borough Council was held on Monday, November 16<sup>th</sup>, 2020 at 6:30 p.m.

Those in attendance were:

George Wozniak	Todd Learn	James Kissell	Bruna Kissell
David Hayes	Brent Kinley (tele)	Ron Cadwallader	

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

### **REFLECTION/PLEDGE OF ALLEGIANCE**

Mr. Kissell proceeded with a reflection and the Pledge of Allegiance.

### **RECOGNITION OF GUESTS**

ON MOTION OF MR. LEARN, SECONDED BY MS. KISSELL, COUNCIL UNANIMOUSLY APPROVED TO GO OUT OF ORDER ON THE AGENDA TO RECOGNIZE THE VISITORS. COUNCIL MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CADWALLADER, MR. HAYES, MR. KINLEY, MR. LEARN, MS. KISSELL, MR. KISSELL, AND MR. WOZNIAK. MOTION CARRIED 7-0.

Mr. Wozniak recognized the guests which included: Ron Portash; Portage Dispatch, Irene Huschak, Frank Lombardo, Mark Greenawalt, Mike Bellvia; Pro Disposal, Dalton Wood; Burgmeiers Hauling, and several members from the PAJRC.

Mrs. Irene Huschak presented a sign that was donated by Longs Equipment and designed by Regina Horwat free of charge to the Historical Society. The sign state the "Site of Pennsylvania Railroad Station 1896-1926." Mrs. Huschak is seeking Council permission to install the sign on the Washington Avenue old 1896 railroad station. Council agreed to grant permission to install the sign on the Washington Avenue property. Mrs. Huschak also informed Council that the Historical Society has been closed all year and there has been no date set for re-opening due toe Covid pandemic. Council thanked Mrs. Huschak for everything she has done.

Mr. Mark Greenawalt and Mr. Frank Lombardo were in attendance to address the vacating of 933 Sonman Avenue. The property was posted on 10/16/2020 by borough police. Mr. Lombardo spoke on Mr. Greenawalt's behalf by asking council to re-consider any further action on Mr. Greenawalt and the property. Mr. Lombardo advised that Mr. Greenawalt was just released from being incarcerated and is now unemployed and has a disability. Mr. Greenawalt has been residing in the home with no water/sewer/garbage or heat. Mr. Koban commented that he reached out to Mr. Greenawalt several times while being incarcerated. Mr. Greenawalt was given several options to resolve the issue; signing the property over to the borough, demolition, or continue the suit resulting in a \$100.00 per day fine, but didn't agree to any of the options. Mr. Lombardo advised that there is a potential buyer for the property but is hesitant with the liens that may be placed on the property. Mr. Koban informed Mr. Lombardo and Mr. Greenawalt that they would have to provide some type of commitment/contract of the individual seeking to purchase the property. After a lengthy discussion, Council requested that Mr. Lombardo inform the individual to contact Mr. Koban for further information and discussion.

The Portage Area Joint Recreation Commission members were in attendance to seek clarification of deed restrictions and any park improvements being mandated by DCNR. Mr. Koban explained to the Commission that with DCNR funding for a past swimming pool project in 1992, the deed restrictions were never completed. The restrictions include a mandate that if any new projects or improvements are being considered in the future, they will have to have DCNR approval. Mr. Koban provided the members with a copy of the new deed restrictions and the wording being

incorporating into the nine (9) deeds. The commission members were concerned that they were losing control and management of the park. Mr. Koban explained that the DCNR funding has been very beneficial in completing past and any future projects. Mr. Koban commented that there will be additional legal fees associated with the deed restrictions. Mr. Koban advised that another \$10,000.00 grant was received for professional services. Council thanked the commission members for attending the meeting.

Mr. Koban commenced with the opening of the Solid Waste Collection bids. There were two bidders for the solid waste bids; Burgmeier's Hauling and Pro Disposal. The bid consisted of two options; Option A for the contractor to perform the billing and Option B for the Borough to perform the billing. The Council was in agreement to select Option B with the Borough performing the billing through the Portage Municipal Authority.

The following is a tabulation of the bids for Option B:

<b><u>Burgmeier's</u></b>	<b><u>2021</u></b>	<b><u>2022</u></b>	<b><u>2023</u></b>
Weekly Collection	\$14.83	\$15.28	\$15.74
Additional Bag Pick-up	\$ 1.50	\$ 1.50	\$ 1.50
Backyard location other than Curbside	\$ 0.69	\$ 0.69	\$ 0.69
Prepaid bag service (per bag)	\$ 2.50	\$ 2.50	\$ 2.50
<b><u>Pro Disposal</u></b>	<b><u>2021</u></b>	<b><u>2022</u></b>	<b><u>2023</u></b>
Weekly Collection	\$12.19	\$12.55	\$12.92
Additional Bag Pick-up	\$ 1.50	\$ 1.50	\$ 1.50
Backyard location other than Curbside	\$ 3.00	\$ 3.00	\$ 3.00
Prepaid bag service (per bag)	\$ 2.75	\$ 2.75	\$ 2.75

Mr. Koban and Council thanked Mr. Bellvia and Mr. Wood for submitting bids for the solid waste Collection and welcomed any questions. There were no questions. Mr. Koban informed them that the bid will not be awarded until the December 18<sup>th</sup>, 2020 meeting.

Mr. Wozniak suggested completing the remaining agenda items prior to Council reviewing the 2021 proposed budget.

### **UNFINISHED BUSINESS**

Mr. Wozniak questioned Mr. Koban if he had any updates on the agenda items.

- Item A: Update on Recreational Peer Group Committee-Mr. Koban advised that a peer study meeting will be held on November 30<sup>th</sup>, 2020. The meeting will either be held via teleconferencing or Zoom.

Item B: Update on Borough Building Roof – There was no update.

Item C: Update on Trout Run Rehabilitation – There was no update.

Item D – Update on PennDot Project on SR 164 –There was no update.

Item E – Update on Phase II for Main Street Multimodal Grant – There was no update

Item F – Update on Phase 3A for Main Street Improvements/Sidewalks Right Side Caldwell and Mountain – No update

Item G – Update on Phase 3B for Main Street Improvements/Sidewalks for the left side of Caldwell and Mountain –There was no update.

Item H – Update on Sonman Avenue Bridge 12 Year Plan – There was no update.

Item I – Update on DCNR Park Improvements regarding deed restrictions

The issue was discussed earlier in the meeting with the Portage Area Joint Recreation Commission members being present. Another discussion took place. Mr. Koban commented that the DCNR funding will enable future park projects that will benefit the community and damper any financial constraints. After the discussion;

ON MOTION OF MR. LEARN, SECONDED BY MR. CADWALLADER, COUNCIL APPROVED TO MOVE FORWARD WITH THE LANGUAGE AND DEED RESTRICTIONS AS MANDATED BY DCNR. COUNCIL MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CADWALLADER, MR. HAYES, MR. KINLEY, MR. LEARN, MS. KISSELL, AND MR. WOZNIAK. MOTION CARRIED 6-1 WITH MR. KISSELL VOTING NEGATIVELY.

Item J – Update on Mainline Trail Feasibility Study Phase I

Mr. Koban informed Council that the maps for the trail are on the board in Council Chambers if they wish to review. Mr. Koban also commented that Miss Jane Sheffield; with Allegheny Ridge Association, may be requesting future funding from the borough for the completion of the study.

Item K – Update on Norfolk Southern representative for emergency access-Mr. Koban questioned Council if the issue should remain on the agenda. After a short discussion, Council agreed to remove the issue from the agenda.

#### Buildings:

Item A – Mark Greenwalt/Rebecca Windsor, 922 Sonman Avenue (penalty dated 4/8/19): Mr. Koban informed Council that Mr. Emerick sent the vacate notice to be posted on the property. The notice was posted on Friday, October 16<sup>th</sup>, 2020 by police. The issue was also discussed earlier in the meeting.

Item B – update on 616 Dulancey Drive property (Clair Adams): placed on Judicial Sale for 2021.

Item C – Update on junk vehicles: No update.

Item D – Update on 828 North Railroad-Ligonier Construction demolition completed and final retainer released.

Item E – Update on Roy and Patricia Plummer at 720 Orchard Street – Mr. Emerick to submit a letter to Mr. Plummer for a payment plan.

Item F – Update on Jason and Sarah Barclay at 406 Caldwell Ave-No update

Item G – Update on Drayton Lewis for 925 Main Street (penalty hearing 7/22/19) - no update.

#### **NEW BUSINESS:**

A. Review and approve an amendment to the Handicap Parking Zone Ordinance

The amendment for adding a handicap parking zone at 908 Johnson Avenue was properly advertised in the Dispatch. Mr. Kissell questioned the area on whether or not the spot was close to the stop sign and didn't have an opportunity to investigate the area. After a discussion;

ON MOTION OF MR. KISSELL, SECONDED BY MR. CADWALLADER, KISSELL, COUNCIL UNANIMOUSLY APPROVED ORDINANCE 5-2020 BY AMENDING THE HANDICAP PARKING ZONE ORDINANCE TO INCLUDE THE 900 BLOCK OF JOHNSON AVENUE (NORTH SIDE). COUNCIL MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CADWALLADER, MR. HAYES, MR. KINLEY, MR. LEARN, MS. KISSELL, MR. KISSELL, AND MR. WOZNIAK. MOTION CARRIED 7-0.

B. Review and advertise expiring terms for various authorities and commissions. A discussion was held on the Water/Sewer, Planning Commission and Joint Recreation Commission. Mr. Kinley was attending (through teleconferencing) and submitted a letter of resignation from the Portage Municipal Water Authority.

ON MOTION OF MR. HAYES, SECONDED BY MR. LEARN, COUNCIL UNANIMOUSLY ACCEPTED THE RESIGNATION OF MR. BRENT KINLEY WITH THE PORTAGE WATER AUTHORITY. COUNCIL MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CADWALLADER, MR. HAYES, MR. KINLEY, MR. LEARN, MS. KISSELL, MR. KISSELL, AND MR. WOZNIAK. MOTION CARRIED 6-0-1 WITH MR. KINLEY ABSTAINING.

Mr. Kinley commented that he will stay on until after the December Water Authority meeting.

ON MOTION OF MR. LEARN, SECONDED BY MR. HAYES, COUNCIL UNANIMOUSLY APPROVED THE ADVERTISING OF THE FOLLOWING:

WATER AUTHORITY BOARD FOR A FIVE (5) YEAR TERM (2021-2025)  
 WATER AUTHORITY BOARD FOR BALANCE OF 3 YEAR TERM UNTIL 2023  
 SEWER AUTHORITY BOARD FOR A FIVE (5) YEAR TERM (2020-2025)  
 PLANNING COMMISSION FOR A FIVE (5) YEAR TERM (2021-2025)  
 PORTAGE JOINT RECREATION COMM FOR A THREE (3) YEAR (2021-2023)

COUNCIL MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CADWALLADER, MR. HAYES, MR. KINLEY, MR. LEARN, MS. KISSELL, MR. KISSELL, AND MR. WOZNIAK. MOTION CARRIED 7-0.

C. Review and approval to advertise the 2021 proposed budget for the General Fund, Liquid Fuels, Capital Improvement Savings, and amending the personnel policy. Mr. Koban informed Council that with the solid waste collection just being bid, the budget was not complete until calculations are performed. With the late meeting on December 14<sup>th</sup>, there would not be ten (10) days for public inspection and requested the approval to advertise once the solid waste collection has been determined.

ON MOTION OF MR. CADWALLADER, SECONDED BY MR. HAYES, COUNCIL UNANIMOUSLY APPROVED THE ADVERTISING OF THE 2021 TENTATIVE GENERAL FUND, STATE LIQUID FUELS, CAPITAL IMPROVEMENT FUND, AMENDING THE PERSONNEL POLICY, AND SETTING THE RATES UNTIL AFTER THE SOLID WASTE COLLECTION DEPARTMENT IS CALCULATED. COUNCIL MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CADWALLADER, MR. HAYES, MR. KINLEY, MR. LEARN, MS. KISSELL, MR. KISSELL, AND MR. WOZNIAK. MOTION CARRIED 7-0.

D. Approval to advertise the 2021 meeting dates and times. Ms. Claar presented the 2021 meeting date calendar for Council to review. Mr. Koban commented that in July, there is only one meeting.

ON MOTION OF MR. KISSELL, SECONDED BY MR. LEARN, COUNCIL UNANIMOUSLY APPROVED THE ADVERTISING OF THE 2021 REGULAR AND COMMITTEE MEETING DATES.

COUNCIL MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CADWALLADER, MR. HAYES, MR. KINLEY, MR. LEARN, MS. KISSELL, MR. KISSELL, AND MR. WOZNIAK. MOTION CARRIED 7-0.

E. Review of the grant writer services and agreements

Mr. Koban commented that grant services with Decoplan and Associates has not had much activity for seeking grant funding. The monthly cost is \$200.00 per month. After a discussion;

ON MOTION OF MR. KISSELL, SECONDED BY MR. LEARN, COUNCIL UNANIMOUSLY APPROVED THE TERMINATION OF THE GRANT SERVICE AGREEMENT BETWEEN DECOPLAN AND ASSOCIATES AND THE BOROUGH OF PORTAGE, IN ACCORDANCE WITH THE THIRTY DAY NOTICE IN THE AGREEMENT. COUNCIL MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CADWALLADER, MR. HAYES, MR. KINLEY, MR. LEARN, MS. KISSELL, MR. KISSELL, AND MR. WOZNIAK. MOTION CARRIED 7-0.

F. Review of Municipal Water Authority proposals for new software and support

The Portage Municipal Authority had submitted a proposal to Council for an updated software billing system and site care maintenance. After a short discussion,

ON MOTION OF MS. KISSELL, SECONDED BY MR. LEARN, COUNCIL UNANIMOUSLY APPROVED THE PORTAGE MUNICIPAL WATER AUTHORITY SOFTWARE AND SITE CARE MAINTENANCE TO BE SPLIT 1/3 BETWEEN THE WATER, SEWER, AND BOROUGH. LINK SITE CARE PROPOSAL IS \$5,250.00 (1/3RD-\$1,750.00) AND DIVERSIFIED TECHNOLOGY FOR \$5,490.00 (1/3<sup>RD</sup>-\$1,800.00) FOR A TOTAL OF \$3,550.00. COUNCIL MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CADWALLADER, MR. HAYES, MR. KINLEY, MR. LEARN, MS. KISSELL, MR. KISSELL, AND MR. WOZNIAK. MOTION CARRIED 7-0.

G. Review of the Cambria County SHARP Agreement for joining the program for mutual services for hazardous materials, emergency response teams, first responders, etc. that is administered by Cambria County Emergency Management, Pennsylvania Emergency Management Agency and the Southwest Regional Anti-Terrorism Task Force. After a discussion;

ON MOTION OF MR. KISSELL, SECONDED BY MS. KISSELL, COUNCIL UNANIMOUSLY APPROVED THE CAMBRIA COUNTY SPECIAL HAZARDS AND RESPONSE PROGRAM (SHARP) BETWEEN THE CAMBRIA COUNTY COMMISSIONERS AND THE BOROUGH OF PORTAGE. COUNCIL MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CADWALLADER, MR. HAYES, MR. KINLEY, MR. LEARN, MS. KISSELL, MR. KISSELL, AND MR. WOZNIAK. MOTION CARRIED 7-0.

H. Review of the amendment to Chapter 15, Park 5, section 501; Parking Meter zones, rate, and times. Mr. Koban informed Council that the new meters were installed on Main Street that are now certified. Mr. Cadwallader questioned if the remaining meters were going to be ordered next year so the replacement project can be 100% complete. Mr. Koban explained that this will be addressed in the budget section of the meeting.

ON MOTION OF MR. LEARN, SECONDED BY MR. HAYES, COUNCIL UNANIMOUSLY APPROVED THE ADVERTISING OF PROPOSED AMENDMENT TO THE PARKING METER ZONES, RATES, AND TIME. COUNCIL MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CADWALLADER, MR. HAYES, MR. KINLEY, MR. LEARN, MS. KISSELL, MR. KISSELL, AND MR. WOZNIAK. MOTION CARRIED 7-0.

#### 4. Approval to pay bills:

Copies of the bills to be paid were distributed for Council to review.

ON MOTION OF MR. HAYES, SECONDED BY MR. CADWALLADER, COUNCIL UNANIMOUSLY APPROVED TO PAY THE BILLS AS PRESENTED. THE BILLS AMOUNTED TO \$6,059.62. COUNCIL MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CADWALLADER, MR. HAYES, MR. KINLEY, MR. LEARN, MS. KISSELL, MR. KISSELL, AND MR. WOZNIAK. MOTION CARRIED 7-0.

Review of the 2021 proposed budget for the General Fund, Liquid Fuels, and Capital Improvement Funds. Mr. Koban explained the process to the new members and would concentrate on the fiscal impact of the Revenue and Expenses. The first review was for the

### **General Fund**

#### Revenues:

- Real Estate for 2020 has decreased with probable cause due to the covid pandemic and unknow remaining balances from the Tax Collector. The valuations from the County were not yet received for this review.
- Earned Income Tax has decreased for 2020 due to the unemployment and economy resulting from Covid.
- Cable TV remains consistent in 2021 due to the renegotiated contract with Comcast over a ten-year period (ending in 2026).
- The JHA in lieu of taxes have been consistent but Mr. Koban suggested reviewing the agreement.
- County Aid in 2021 will be reduced back to the normal allocation of \$7,100.00.
- The solid waste collection was not completed since the bid opening was prior to the meeting. Mr. Koban will review the bids for accuracy and make his recommendation to Council at the December 14<sup>th</sup> meeting

#### Expenses:

##### General Government:

- ❖ The wages for the Secretary were increased by 2%. Mr. Koban informed Council that he is recommending a 2% cost of living adjustment (COLA) across the board which will increase the wages to a total of 4%.
- ❖ Hospitalization decreased in 2021 by \$1,760.88 per year.
- ❖ Longevity increased for the Secretary by \$150.00 for over 20 years of service.
- ❖ Office supplies decreased in 2021 due to a purchase of new office furniture.
- ❖ Computer supplies increased in 2021 for the purchase of an outdated computer/software.
- ❖ Workers comp for the fire department only has a slight increase in 2021 by 5%. The workers comp for the fire department is reimbursed by Portage Township and Cassandra Borough on a per capita calculation and reflected in the revenues.

- ❖ General Liability for 2021 slightly increased by 5%.
- ❖ Municipal Building maintenance increased in 2021 by \$4,500.00 for either a hallway/bathroom project or the Council Chambers office.

#### Public Safety

- The Chief salary decreased in 2021 with the retirement of Chief Miller. The new Chief salary will be calculated at \$46,000 for 1<sup>st</sup> 6 months then \$48,000 after the successful probation.
- Officers wages, both full time and part time will be increased by 2%. Mr. Koban informed Council that he is recommending a 2% cost of living adjustment (COLA) across the board which will increase the wages to a total of 4%.
- Uniforms will increase by \$50.00 for each part timer officer.
- Walkies and radios will increase for the purchase of new radios for an upgrade by Cambria County Emergency Management. A \$2,000 donation from Portage Chevrolet in 2020 will be applied to the new radios in 2021.

#### Solid Waste Collection

- Bids were openly read aloud at the November 16<sup>th</sup> committee meeting. Mr. Koban will calculate the proposed budget figures to Council prior to advertisement.

#### Public Works

- The wages for the Director, Mechanic, and Laborer will increase by 2%. Mr. Koban informed Council that he is recommending a 2% cost of living adjustment (COLA) across the board which will increase the wages to a total of 4%.
- Hospitalization for the Public Works Director decreased in 2021 by \$834.24/year.
- Vehicle repairs will increase for the purchase of a bed for the 2008 pick-up.
- Meters repairs will remain the same in 2021 with the purchase of another 24 meters. Mr. Koban commented that he recommended completing the meter replacement program by purchasing the remaining 24 to be funded through the Capital Improvement Fund.
- Capital Machinery will include a 12" bucket for the Case Backhoe. Mr. Kissell remarked that the Municipal Authority has several sizes of buckets that can be utilized.
- New Maintenance Building costs will include an epoxy painting of the floors.

#### Recreation

- There was no significant impact in the Recreation expenditures. Mr. Kissell commented on the ice rink liner for the 2020 2021 season being installed at the Park.

#### Community Development

- The grant writing services will be decreased in 2021. Mr. Koban and Council discussed the grant writing services by Decoplan and a motion was made to terminate the contract.

#### Debt Service

- ★ There is no fiscal impact in 2021.

### **State Liquid Fuels Fund**

#### **Revenues**

1. The state allocation in 2021 has decreased by \$7,093.00.

#### **Expenses**

1. In 2021, the expenditures will decrease with no paving program scheduled until 2022.

## **Capital Improvement Savings Fund**

### Revenue:

- The transfer of ½ the Earned Income Tax remains consistent in 2021

### Expenditures

- Blighted properties are estimated for the possible demolition of Dulancey Ave property
- Crichton McCormick Park will remain at \$10,000.00 in 2021 for the paving of the entrance way into the park.
- Borough Administration Building Roof will remain the same in 2021
- DCNR Park Project remains the same in 2021 with re-bidding the project.
- Gillespie Avenue and Oak Street Storm Sewer project planned in 2021 at approximately \$12,000.
- Main Street Phase 2 for engineering fees and construction in 2021 (Grant) \$127,500.00
- Main St Phase 3A CFA grant with engineering fees and construction \$130,286.00
- Main Street Phase 3B (CFA) grant applied for in August, 2020, engineering fees \$2,500.00
- Main Street Phase 3B (Penn Dot MTF) grant applied for in October, 2020 at \$2,500.00
- Trout Run Project through CFA Grant budgeted for 2021 will be estimated at \$30,000.00
- Balance of the meter replacement program of 24 meters estimated at \$6,000.00.
- Lift for Public Works estimated at \$16,000.00. A discussion took place on renting versus purchasing a lift that would be used for hanging decorations, flags, banners, trimming trees, maintenance on traffic signals.

## **GOOD OF THE BOROUGH**

Winterfest Parade is cancelled for Winterfest 2020

Winterfest scheduled for December 11<sup>th</sup> thru December 13<sup>th</sup>, 2020

There being no further business;

ON MOTION OF MR. LEARN, SECONDED BY MS. KISSELL, COUNCIL UNANIMOUSLY ADJOURNED THE MEETING. COUNCIL MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CADWALLADER, MR. HAYES, MR. KINLEY, MR. LEARN, MS. KISSELL, MR. KISSELL, AND MR. WOZNIAK. MOTION CARRIED 7-0.

The meeting adjourned at 9:02 p.m.