

A committee of the whole meeting of Portage Borough Council was held on Monday, October 19th, 2020 at 6:30 p.m.

Those in attendance were:

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

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

REFLECTION/PLEDGE OF ALLEGIANCE

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

RECOGNITION OF GUESTS

Mr. Wozniak recognized the guests which included: Ron Portash; Portage Dispatch, Jean Kinley.

Mr. Portash or Ms. Kinley were observing.

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 October 26th, 2020.

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 Small Community Grant Funding through DCNR for Park Improvements
There was no update

Item J – Update on Mainline Trail Feasibility Study Phase I

Mr. Koban informed Council that he received an e-mail with maps of the trail. The maps need to be pieced together since the plans are only letter size. Mr. Koban will piece them together to show Council members the trail. Mr. Koban elaborated on the study to new members of Council. Mr. Kinley questioned if other municipalities were ready to move forward with the trail. Mr. Koban explained that some property owners in various municipalities were reluctant to grant permission on private property. Mr. Koban also commented that the trail is only in the feasibility study and not shovel ready. Once the study has been completed, Council will have an opportunity to review the report.

Item K – Update on Norfolk Southern representative for emergency access-No update

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 16th, 2020 by police.

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 will review the costs incurred to be submitted to the Cambria County Courts.

Item F – Update on Jason and Sarah Barclay at 406 Caldwell Ave-Judicial Sale 8/18/2020

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

NEW BUSINESS:

A. Request from resident to install a handicap parking sign

Ms. Claar provided Council with a letter of request from an area resident to install a handicap parking sign in the 900 block of Johnson Avenue.

ON MOTION OF MR. KISSELL, SECONDED BY MR. KINLEY, COUNCIL UNANIMOUSLY APPROVED TO GRANT PERMISSION TO INSTALL A HANDICAP PARKING SIGN IN THE 800 BLOCK OF JOHNSON AVENUE. 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 approve a resolution for grant funding for the Main Street Phase 3B. Mr. Wisor had submitted a resolution and letter of commitment for the project. After a short discussion;

ON MOTION OF MR. KISSELL, SECONDED BY MR. CADWALLADER, COUNCIL UNANIMOUSLY APPROVED RESOLUTION 22-2020 BY MAKING APPLICATION FOR A PENNDOT (MTF) GRANT FOR THE MAINSTREET SIDEWALK IMPROVEMENTS PHASE 3B, WITH A 30% LOCAL MATCH OF \$98,296.50. 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. Request from Winterfest for annual donation. Mr. Koban informed Council that the Winterfest Committee is making preparations for the event to be held the weekend of December 11th thru December 13th, 2020. The \$500.00 donation request was listed on the bills to be paid.

D. Request from Shady Lane Mobile Home Park to install a streetlight. A letter was received from the Shady Lane Mobile Home Park to install a streetlight on Hopfer Avenue for residents residing in the park. Mr. Wozniak questioned that if the Park is a development, would they be responsible for installing the streetlight. Mr. Koban suggested that he investigate the area and research the

process for streetlights within the borough. Ms. Kissell also commented that the area is very dark at night.

ON MOTION OF MR. KISSELL, SECONDED BY MR. CADWALLADER, COUNCIL UNANIMOUSLY TABLED THE ISSUE UNTIL MR. KOBAN HAS AN OPPORTUNITY TO INVESTIGATE THE AREA. COUNCIL MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CADWALLADER, MR. HAYES, MR. KINLEY, MR. LEARN, MS. KISSELL, MR. KISSELL, AND MR. WOZNAK. MOTION CARRIED 7-0.

E. Discussion to Petition the Court of Common Pleas on a resident purchasing property within the Borough. Mr. Koban informed Council that three (3) letters were received from the Cambria County Tax Claim Office regarding successful bidders at the latest sales. The letter provides the municipality to object to the sale to the purchase from any bidder if they prove three different criteria:

- Over the last e years, the purchases had code violations
- Prove the purchaser is a straw bidder or a business owned by an illegible purchaser
- The purchaser has outstanding municipal utility bills over a year.

Council discussed the bidder for the 402 Caldwell Avenue property. The bidder has additional properties within the borough that have not been properly maintained. The owner has been given several ten day notices and then brings the property into compliance prior to any code violations. The Borough has 30 days to respond to the Tax Claim Office once signed off by the Judge. The deadline to file any notice to the Tax Claim Office is November 22nd, 2020. Mr. Emerick had provided additional information for Council to determine if they want to move forward with a letter of objection on the sale of property. After a lengthy discussion, Council agreed to have Mr. Emerick move forward to petition the Courts on the bidder.

F. Review of Municipal Water Authority proposals for new software and support
Mr. Cadwallader provided Council with proposals from Link Computer and Diversified Technology for updated software billing system and site care maintenance. The software and site care maintenance are 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 (1/3rd-\$1,800.00. Mr. Koban commented that the proposals will be reviewed during the 2021 proposed budget process and then voted on by Council at the December 7th, 2020 regular meeting.

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 \$1,486.35. COUNCIL MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CADWALLADER, MR. HAYES, MR. KINLEY, MR. LEARN, MS. KISSELL, MR. KISSELL, AND MR. WOZNAK. MOTION CARRIED 7-0.

GOOD OF THE BOROUGH

Trick or Treat will be held on Sunday, October 25th, 2020 from 4:00 – 6:00 p.m.

Winterfest scheduled for December 11th thru December 13th, 2020

ON MOTION OF MR. LEARN, SECONDED BY MR. KINLEY, COUNCIL UNANIMOUSLY APPROVED TO GO INTO EXECUTIVE SESSION FOR

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

ON MOTION OF MR. KISSELL, SECONDED BY MR. HAYES, COUNCIL UNANIMOUSLY APPROVED TO GO OUT OF EXECUTIVE SESSION AND INTO THE REGULAR MEETING. MOTION CARRIED 7-0.

ON MOTION OF MR. HAYES, SECONDED BY MR. LEARN, 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 8:03 p.m.