

A meeting of Portage Borough Council Committee of the Whole was held on Monday, March 19<sup>th</sup>, 2018, at 6:30 p.m.

Those in attendance were:

Sharon McCarthy  
Todd Learn

David Hayes  
Jerome Yetsko

James Kissell

George Wozniak

Also present were: Robert Koban, Borough Manager, Ms. Wozniak, Jr. Councilor, and Michelle Claar-Secretary. Absent were councilman John Morgan and Jr. Councilor; Ms. Canavan.

**Visitors:**

Visitors present were Portage Area School Board members; Mr. Zelanko, Matt Decort, Jason Corte, and Pete Noland. Also present was Ron Portash with the Dispatch.

Ms. McCarthy and Council welcomed the Portage Area School Board members for attending the meeting. The purpose of the meeting was to discuss and provide detailed information on a feasibility study for a recreation manager and to request a letter of support for the grant funding. Mr. Zelanko sent an e-mail with several questions for Council to address. Mr. Koban commenced with addressing the issues in the e-mail by first providing the members with a brochure and policy guidelines of the two grant programs that are being offered; (Peer Study) for the feasibility study for the position and the Circuit Rider Program for financial assistance in maintaining the position.

- The first grant application is the Peer Grant Study through the Commonwealth of PA Dept of Conservation and Natural Resources. This application is only for the feasibility study of peer consultants who help communities study specific issues, specifically recreation. The total grant amount for peer projects is \$11,000.00 with the local municipality providing a 10% cash match of \$1,000.00. The borough will be the only entity providing the match. Mr. Koban explained that letters of support are required from other municipalities, planning commissions and school districts. Several surrounding municipalities have provided letters of support along with PAJRC, PRPC, Cambria County Commissioners, and the Cambria County Planning Commission. Mr. Koban and Council questioned why the School District wouldn't provide a support letter for the grant application. Mr. Zalenko commented that there have been contentions between the borough and school district regarding the issue and additional clarification would be beneficial to both parties. Mr. Koban commented that there are no funds, donations, or financial commitments being sought by the Borough from the School District. If the feasibility study reflects that there is no need for a recreation director/manager, the second grant would not come into play. Mr. Koban briefly touched on the Circuit Rider Program but Mr. Zalenko advised that this grant program did not affect the School District and would only discuss the peer-to-peer grant. The School Board was concerned that they would be liable for commitment of taxpayer's dollars. Mr. Zalenko advised that that he will present this information at the next School Board meeting for discussion. Mr. Zalenko also commented that there are possibilities for purchasing the Sacred Heart properties. Ms. McCarthy advised that Bishop Barchak held discussions with the new priest; Father Thomas Stabile, assigned to Holy Family Parish. Ms. McCarthy commented that several offers were made on the church properties but no action has been taken. A lengthy discussion took place on the possibility of purchasing the church properties to be used as a recreation center for the Portage Area.

Another lengthy discussion took place on a request from Mr. Zalenko for the possibility of the Borough providing police services to the School District. Mr. Zalenko advised between the hours of 7:00 – 8:30 a.m. and 2:30 - 3:30 p.m., along with any extra curricular activities after school. Suggestions were made to obtain grant funding for resource officers or hiring police officers. Mr. Koban commented that there were pro's and cons for the borough

police department to provide protection services. Discussions also took place on security camera's, retired patrol officers, electronic doors, and training for staff.

Council thanked the gentlemen from the School Board for attending the meeting.

**UNFINISHED BUSINESS:**

A. Update on Recreation Director/Manager

Discussed earlier in the meeting

B. Borough Building Roof litigation

There was no update.

C. Update on Trout Run Flood Protection Grant-there was no update.

D. Update on PennDot Project on SR 164 and Main Street

Mr. Koban advised Council that a meeting was held on March 15<sup>th</sup>, 2018 with PennDot officials to discuss the project. Mr. Koban provided Council with the cost estimates prepared by PennDot for their review. The cost estimates reflected each section of sidewalks on Main Street, ADA accessible ramps, intersection widening, obtaining right of ways, and paving. PennDot will be scheduling a meeting to walk the project within the near future. A meeting will also be set up with four (4) property owners for obtaining right of ways. The project with PennDot is expected to commence in 2020. Mr. Koban also informed Council that the inspection and design services will be performed by PennDot and not Stiffler, McGraw & Associates. The only drawback is that the Borough does not have any control of the project.

E. Update on PennDot MTF Grant for the Main Street Phase II Improvements

Mr. Koban apprised Council that with the grant award for Phase II, only certain portions of Main Street sidewalks will be improved within the scope of the project. PennDot reps commented that once a walk through on Main Street has been determined, the project can be broken out for improvements. Mr. Koban commented that Mr. Wisor suggested the borough submit for another grant for Main Street, Phase III, which closes on March 31<sup>st</sup>, 2018. The Main Street Phase III grant funding will complete sections on Main Street from Mountain Avenue to Caldwell Avenue on the East Side and from Caldwell Avenue to South Railroad Avenue on the West Side. Mr. Wisor had prepared cost estimates and drawings for the different phases. Mr. Koban provided Council with budgetary figures through 2020 within the Capital Improvement Fund Savings with specific projects being completed and proposed. The estimated construction costs provided by Mr. Wisor was \$650,000 for which the Borough's share would be thirty percent or \$150,000.00. Mr. Koban recommended that the Borough apply for the Main Street Phase III grant funding that closes on March 31<sup>st</sup>, 2018.

ON MOTION OF MR. KISSELL, SECONDED BY MR. WOZNIAK, COUNCIL UNANIMOUSLY APPROVED RESOLUTION 6-2018 BY APPLYING FOR A GRANT APPLICATION AND COMMITTING 30% LOCAL MATCH (\$150,200.00) FOR MAIN STREET PHASE III IMPROVEMENTS, THROUGH THE PENNDOT MULTI-MODAL TRANSPORTATION PROGRAM. VOTING AFFIRMATIVELY INCLUDED MR. LEARN, MR. YETSKO, MR. HAYES, MR. WOZNIAK, MR. KISSELL AND MS. MCCARTHY, MOTION CARRIED 6-0.

Mr. Koban also informed Council that Mr. Wisor prepared an engineering services proposal for the plans, details, design, and supporting documents for grant submission for Phase III.

ON MOTION OF MR. LEARN, SECONDED BY MR. YETSKO, COUNCIL UNANIMOUSLY APPROVED ACCEPTING THE ENGINEERING SERVICES PROPOSAL FOR THE MAIN STREET PHASE III GRANT FUNDING IN AN

AMOUNT NOT TO EXCEED \$3,200.00. VOTING AFFIRMATIVELY INCLUDED MR. LEARN, MR. YETSKO, MR. HAYES, MR. WOZNIAK, MR. KISSELL AND MS. MCCARTHY, MOTION CARRIED 6-0.

- F. Update on restroom project at Crichton McCormick Park  
Mr. Koban commented that Mr. Wisor will be performing a survey and preliminary designs once the weather breaks. The PA One Call was contacted for utilities.
- G. Update on Sewer Testing  
Mr. Koban advised that he is waiting on Mr. Raptosh for a proposal.
- H. Update on Sonman Avenue Bridge  
There was no update.
- I. Update on Cambria County Borough Association Dinner  
The invitations were sent out to the local boroughs and dignitaries. The proof and sample were received by Positive Promotions for the Jotter and Pen with the Borough's logo and address. The order should ship by the 1<sup>st</sup> week of April. Ms. Claar advised that several monetary donations and gift cards were received by local organizations/businesses.
- J. Update on Mainline Trail Feasibility Study  
Mr. Wozniak commented that Mr. Stager contacted him regarding the study. Mr. Stager will also be contacting other municipalities that are affected by the trail.
- K. Location for special meeting on December 21<sup>st</sup>  
Mr. Koban advised that he spoke with Erin Shuniak concerning the use of the back room of the Administration Building for the dinner. Mrs. Shuniak also informed Ms. Claar that the Portage Vol Fire Dept. would like a donation for the use of the room. Council suggested other places.

#### **Buildings:**

- A. 1309/1315 Jefferson Avenue (Kissell)  
There will be a public hearing for both properties on April 2<sup>nd</sup>, 2018 at 6:30 p.m.
- B. 616 Dulancey Drive (Adams)  
There was no update.
- C. 907 Jefferson Avenue (Crums)  
Mr. Crum is waiting until the weather breaks to complete the remaining issues.
- D. 933 Sonman Avenue-(Greenawalt)  
No update
- E. Shoenfeld property at Orange and Grove  
Mr. Koban informed Council that Chief Miller will be investigating the property in the spring.
- F. Update on 828 North Railroad (Gaunts)  
A short discussion took place on what repairs were being completed as per the motion at the March 5<sup>th</sup>, 2018 meeting. Some repairs have been made.

**G. Update on 730 Sherman Street (Plummer)**

Mr. Koban informed Council that the compliance permit has expired. LMIA sent Mr. Plummer a letter advising that the permit has expired. The letter was dated March 7<sup>th</sup>, 2018 with no contact from Mr. Plummer since August 25, 2017. Mr. Plummer contacted LMIA to request an extension but they have not received anything in writing. A discussion also took place on the debris that is on the sidewalks and the garbage on the property. The whole under the structure is still not supported properly. Mr. Koban suggested that when Mr. Wisor is here for the PennDot meeting, he could perform a site view. Chief Miller could also inspect the debris on the sidewalk.

**NEW BUSINESS:**

- A. Amending the Public Works departmental budget line items in the 2018 approved budget. Council questioned the purpose of the budgetary line item amendment and if there would be any changes to alley maintenance if it is decreased. Mr. Koban explained the Public Works Building pump and check valve in the radiant floor was a separate charge from B&R Construction.

ON MOTION OF MR. HAYES, SECONDED BY MR. KISSELL, COUNCIL UNANIMOUSLY APPROVED RESOLUTION 5-2018 BY AMENDING THE PUBLIC WORKS DEPARTMENTAL LINE ITEMS BY INCREASING NEW MAINTENANCE BUILDING EXPENSES AND DECREASING ALLEY MAINTENANCE IN THE AMOUNT OF \$2,286.00. VOTING AFFIRMATIVELY INCLUDED MR. LEARN, MR. YETSKO, MR. HAYES, MR. WOZNIAK, MR. KISSELL AND MS. MCCARTHY, MOTION CARRIED 6-0.

- B. Commitment of funds for Main Street Phase III grant submission to Penn Dot. The issue was discussed earlier in the meeting.
- C. Discussion on property insurance at the Traditional Anglers at the Park. Ms. McCarthy questioned if the organization had property/liability insurance. Ms. Claar advised that there is no coverage under the Borough's policy relating to the Traditional Anglers building. Mr. Koban advised that Mrs. Squillario sent him the policy to review.
- D. Discussion on Hammer Street Church to be annexed into the Borough. Ms. McCarthy questioned if the property could be annexed into the Borough from the Township. Several questions were raised with police protection. Mr. Koban advised that we would have to further research the issue and also contact Mr. Emerick from a legal standpoint. Council felt this should be an issue for the Church, not the Borough.
- E. Request from Irene Huschak for financial support for the 2018 Pool Pass Project. Mr. Koban read the letter that was received from Ms. Huschak and also advised that the same request was made last year. Mr. Koban explained the pool pass project to Council.
- F. Review and approval of revised agreement with the Central PA Humane Society. Ms. Claar advised that she placed the issue on the agenda prior to Mr. Koban reviewing. The revised agreement will not provide for Humane Officer coverage during evenings, weekend, and holidays. The revised agreement also states the normal business hours of 8:00 – 4:30 p.m. for animal related calls.

ON MOTION OF MR. WOZNIAK, SECONDED BY MR. YETSKO, COUNCIL UNANIMOUSLY APPROVED A REVISED AGREEMENT WITH THE CENTRAL PA HUMANE SOCIETY RELATING TO HUMANE OFFICER COVERAGE DURING NORMAL BUSINESS HOURS. VOTING AFFIRMATIVELY INCLUDED

MR. LEARN, MR. YETSKO, MR. HAYES, MR. WOZNIAK, MR. KISSELL AND MS. MCCARTHY, MOTION CARRIED 6-0.

**Paying of the Bills**

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

ON MOTION OF MR. KISSELL, SECONDED BY MR. HAYES, COUNCIL UNANIMOUSLY AGREED TO PAY THE BILLS AS PRESENTED IN WRITTEN FORM; IN THE AMOUNT OF \$12,612.71. VOTING AFFIRMATIVELY INCLUDED MR. LEARN, MR. YETSKO, MR. HAYES, MR. WOZNIAK, MR. KISSELL AND MS. MCCARTHY, MOTION CARRIED 6-0.

**GOOD OF THE BOROUGH**

The Easter Egg Hunt will be held at Crichton McCormick Park on Saturday, March 31<sup>st</sup>, 2018 at 12:00 noon.

The Bunny Dash 5K will be held on Saturday, March 31<sup>st</sup>, 2018 at 9:00 a.m.

Ms. McCarthy informed Council she received a letter from the Portage Area Regional Planning Commission. The commission advised they will be planning two events; the Portage Area Planning Commission meeting on Monday, April 9<sup>th</sup>, 2018 at the Portage Township Building at 7:00 p.m. and the annual meeting of all civic, service and governance organizations on Saturday, April 21<sup>st</sup>, from 9:00 am to 12:00 noon at the Portage Area High School cafeteria.

There being no further business;

ON MOTION OF MR. HAYES, SECONDED BY MR. WOZNIAK, COUNCIL UNANIMOUSLY ADJOURNED. VOTING AFFIRMATIVELY INCLUDED MR. LEARN, MR. YETSKO, MR. HAYES, MR. WOZNIAK, MR. KISSELL AND MS. MCCARTHY, MOTION CARRIED 6-0.

The meeting concluded at 8:51 p.m.