

**PORTAGE BOROUGH COUNCIL AGENDA**  
**Monday, May 19, 2025**  
**Committee Meeting**

**1. CALL TO ORDER:**

Roll call and Pledge of Allegiance.

**2. CITIZENS INPUT ON AGENDA ITEMS:**

A period of not more than five (5) minutes will be allowed per visitor.

**3. MINUTES OF PREVIOUS MEETINGS:**

Minutes of the May 5, 2025 regular council meeting were distributed prior to the meeting.

**MOTION:** That the minutes of the regular council meeting on May 5, 2025 be approved.

Moved\_\_\_\_\_ Seconded \_\_\_\_\_ Aff\_\_\_\_\_ Nay\_\_\_\_\_ Abs:\_\_\_\_\_

**4. TREASURER'S REPORT**

Treasurers Report:

Tax Collector-Real Estate	\$80,496.53	Local Enabling Tax	\$14,978.65
Miscellaneous	\$5,837.62	Permits/Licenses/Cable	\$10,855.65
Fines, Forfeitures	\$921.19	Intergovernmental	\$
Charge for Services	\$602.73	Sanitation	\$18,128.89

**Total Revenue: \$131,821.26**

**MOTION:** That the Treasurer's report be accepted as presented.

Moved\_\_\_\_\_ Seconded \_\_\_\_\_ Aff\_\_\_\_\_ Nay\_\_\_\_\_ Abs:\_\_\_\_\_

Total of revenue from May 5, 2025 meeting treasurer report incorrect.

**MOTION:** To approve the corrected total revenue of \$79,039.09 in the May 5, 2025 meeting's Treasurer's Report.

Moved\_\_\_\_\_ Seconded \_\_\_\_\_ Aff\_\_\_\_\_ Nay\_\_\_\_\_ Abs:\_\_\_\_\_

**5. REPORTS**

Minutes from January 15, 2025, February 10, 2025, and March 10, 2025 and agendas from April 14, 2025 and May 12, 2025 were received from the PAJRC; Minutes from April 2, 2025 and April 23, 2025 were received from the Portage Public Library Board of Trustees.

**MOTION:** That the above reports be accepted as presented.

Moved\_\_\_\_\_ Seconded\_\_\_\_\_ Aff\_\_\_\_\_ Nay\_\_\_\_\_ Abs: \_\_\_\_\_

**6. UNFINISHED BUSINESS:**

- A. Update on the Parks and Recreation Director position – Mr. Koban and Mr. Scarton have reviewed the applicants' resumes and planned to conduct phone interviews. The candidate that had a phone interview scheduled withdrew her application.
- B. Borough building roof – this was covered in Attorney Emerick's March 3, 2025 report. An executive session was held in this regard on April 21, 2025.
- C. Update on 2021 PennDot MTF grant for Phase 5 Sidewalk Replacement awarded – currently in engineering and design stages.

- D. Update on the Sonman Ave Bridge 12 Year Plan-survey submitted – the Planning Commission is reviewing the project. No update.
- E. Update on 2023 CFA MTF Phase 4 lighting grant awarded – currently in engineering and design stages.
- F. Update on 2023 PennDot MTF Grant for Phase 5 Sidewalk Lighting – currently in engineering and design stages.
- G. Update on Portage Municipal Authority regarding hydrant fees and maintenance – being handled by Attorney Emerick. A meeting was held with Attorney Emerick, Mr. Cadwallader, and Mr. Koban, and representatives of the Authority on March 27<sup>th</sup>, 2025 at 5:30 p.m. An executive session was held in this regard on May 5, 2025.
- H. Update on the Waterline Project for the Portage Municipal Authority. A request was received from the PUC regarding any objections to this. The deadline for this was April 17, 2025
- I. Update on LSA Grant for license readers for the Police Department – waiting to hear on funding, which could take up to a year. Has been submitted.
- J. Update on No Left Turns proposed ordinance – A walkthrough was done on February 28, 2025. Mr. Brian Shura is to confirm next steps.
- K. Continue discussion regarding tractor trailers going down South Railroad Street and trying to make a left turn onto Blair Avenue, as this is causing damage to yards and other property. Mr. Koban got together with Mr. Brian Shura regarding this. A pavement analysis would need to be conducted regarding weight limits. There would have to be scales in order for police to enforce this. Mr. Shura will get a cost analysis from his office. Signs would be placed on Caldwell Avenue. There is a continuing issue regarding Google Maps routing the truck drivers to Caldwell Avenue and South Railroad Street.

## 7. BUILDINGS

- A. Update on 933 Sonman Avenue (Mark Greenwalt) – no update
- B. Update on 406 Caldwell Ave (Barclay/Ford) -Civil action being taken.
- C. Update on 909/911 Jefferson Avenue (Nicholson). The property owner is taking action through the Court of Appeals. Attorney Emerick is handling this.
- D. Update on 718 Prospect (Sims) – Attorney Emerick contacted the Assessment office and this property is still in Sims' name. Attorney Emerick stated that it can take up to several months before a property listing is changed. Attorney Emerick is going to go to the Recorder's office, which he has not yet done.
- E. Update on 705 Cambria Street (Ingleton) – Eric from Brickley Construction secured the loose sheeting on the roof. A lien will be placed on this property. Mr. Koban will contact Eric for an invoice.
- F. Update on 803 Cambria Street ( McCarter) – covered on LMIA's report and they are waiting for springtime for property owners to react.
- G. Update on 817/819 Jefferson Avenue (Plummer) submitted to LMIA. Waiting for springtime. Porch roof is caving in – was to do repairs in the spring.
- H. Update on 730 Sherman (Plummer) submitted to LMIA. Not able to make contact with the property owner. A letter was sent with no response. The next step is to file charges at the magistrate. On the property maintenance report.
- I. Update on 808 Sherman Street (Sekerak) – Turned over to LMIA, who will speak with her as soon as the weather breaks.
- J. Update on 519 Orchard Street (Owens) – Turned over to LMIA. They were to inspect the interior and exterior of this property. They were to file charges with the magistrate if the repairs and cleanup have not been done. Charges were filed on March 21, 2025. There was a hearing scheduled for May 1, 2025, but this has been continued.
- K. Update on 1106 Caldwell Avenue (Plummer) – LMIA sent property maintenance complaint to the owner regarding trash accumulation.

## BILLS TO BE PAID

Ms. Holland presented a listing of bills to be paid, which were distributed prior to the meeting.

MOTION: To approve the list of bills to be paid and additional bills to be paid, as written by Ms. Holland, in the amount of \$57,037.24. \*\*Hydrants in the amount of \$9,241.53 are NOT included in this number and will NOT be paid.

Moved \_\_\_\_\_ Seconded \_\_\_\_\_ Aff \_\_\_\_ Nay \_\_\_\_ Abs: \_\_\_\_\_

## NEW BUSINESS:

1. Review and approval to advertise a proposed ordinance amendment for no left-hand turns  
MOTION: To approve the advertising of a proposed ordinance amending Chapter 15, Section S208 turning at certain intersections prohibited or restricted.  
Moved\_\_\_\_\_ Seconded \_\_\_\_\_ Aff\_\_\_\_\_ Nay\_\_\_\_\_ Abs:\_\_\_\_\_
2. MOTION: To pass Resolution No. 2-2025 to authorize the submission of the County Aid application for a requested allocation of County Liquid Fuels Tax funds for streetlighting within the Borough of Portage, for a requested allocation of \$7,100.  
Moved\_\_\_\_\_ Seconded \_\_\_\_\_ Aff\_\_\_\_\_ Nay\_\_\_\_\_ Abs:\_\_\_\_\_
3. Open bids.  
MOTION: To open the bids received for a 2001 Ford F-350 Super Duty dump truck, 12,500 GVW with 63,000 miles Vin # 1FDWF37F21ED53196.  
Moved\_\_\_\_\_ Seconded \_\_\_\_\_ Aff\_\_\_\_\_ Nay\_\_\_\_\_ Abs:\_\_\_\_\_
4. Open bids received at Municipal auction for an approximate 2008 D-125 backhoe attachment for a Case skid loader that is in "as is" condition.  
Moved\_\_\_\_\_ Seconded \_\_\_\_\_ Aff\_\_\_\_\_ Nay\_\_\_\_\_ Abs:\_\_\_\_\_

## ADJOURNMENT:

Moved\_\_\_\_\_ Seconded \_\_\_\_\_ Aff\_\_\_\_\_ Nay\_\_\_\_\_ Abs:\_\_\_\_\_

Adjourned at \_\_\_\_\_PM