

PORTAGE BOROUGH COUNCIL AGENDA
February 2, 2026
Regular Meeting

Please make sure to silence your cell phones during the meeting

1. CALL TO ORDER:

Roll call and Pledge of Allegiance.

2. REPORTS:

- a. Borough Manager
- b. Solicitor
- c. Engineer
- d. Police Chief
- e. Public Works Director

3. CORRESPONDENCE:

No Correspondence received.

4. CITIZENS INPUT ON AGENDA ITEMS:

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

5. MINUTES OF PREVIOUS MEETINGS:

Minutes from the January 19, 2026 Council meetings were distributed prior to the meeting.

MOTION: To approve the minutes from January 19, 2026 meeting as presented.

Moved _____ Seconded _____ Aff ___ Nay ___ Abs: _____

6. TREASURER'S REPORT AND BILLS TO BE PAID:

Treasurers Report – January 2026:

Tax Collector-Real Estate	\$	Special Tax Collector-EIT/LST	\$8,528.35
Meter Collection	\$	Permits/Licenses/Cable	\$12,140.00
Fines, Forfeitures	\$400.66	Intergovernmental/Misc	\$508.48
Charge for Services	\$	Sanitation	\$
Total Revenue: \$21,577.49			

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

Moved _____ Seconded _____ Aff ___ Nay ___ Abs: _____

A list of bills to be paid was presented, which were distributed prior to the meeting.

MOTION: To approve the list of bills to be paid in the amount of \$25,935.23. Hydrant amount has not been updated and remains at \$13,162.68. This number is not included in the bills to be paid and will not be paid.

Moved _____ Seconded _____ Aff ___ Nay ___ Abs: _____

7. REPORTS FROM:

Portage Area Joint Parks and Recreation Commission, November 2025.

MOTION: That the reports from the various boards be approved as received.

Moved _____ Seconded _____ Aff ___ Nay ___ Abs: _____

8. UNFINISHED BUSINESS:

- A. Update on the Parks and Recreation Director position – one application received and being reviewed by Mayor Fox for potential interview.
- B. Borough building roof – no response to counteroffer.
- C. Update on 2021 PennDot MTF grant for phase 5 Sidewalk Replacement - in the engineering and design phase.
- D. Update on the Sonman Ave Bridge 12 Year Plan – no update.
- E. Update on 2023 CFA MTF Phase 4 lighting grant – work has been substantially completed.
- F. Update on 2023 PennDot MTF Grant for Phase 5 Sidewalk Lighting – in engineering and design stages.

- G. Update on Portage Municipal Authority regarding hydrant fees and maintenance – no update and nothing from their Solicitor.
- H. Update on the Waterline Project for the Portage Municipal Authority – pre-construction meeting held on January 28, 2026.
- I. Update on LSA Grant for license readers for the Police Department – grant awarded.
- J. Blair Street truck restrictions: Cost estimate was provided by Mr. Shura in the amount of \$2,500.
- K. Discussion on advertising for open positions on the Planning Commission.

Buildings:

- A. Update on 933 Sonman Avenue (Mark Greenwalt) – no update.
- B. Update on 406 Caldwell Ave (Barclay/Ford) – Civil action being taken. Attorney Emerick put Mary Ford on as a defendant and is awaiting hearing dates. Notice of judgement transferred to new property owner. This is covered in Attorney Emerick’s report.
- C. Update on 909/911 Jefferson Avenue (Nicholson) – Mr. Nicholson’s appeal was dismissed by the Superior Court, and the lower court judgement stands. At the contempt hearing, the judge gave Mr. Nicholson a \$5,000 fine, plus \$100 a day. He has thirty days to comply. As the structure continues to deteriorate, we are speculating problems with the 911 Jefferson side. If council decides to move forward, an engineering study would need to be done on 911 Jefferson also.
- D. Update on 718 Prospect (Sims) – Hearing is scheduled for November 20, 2025 at 2:00 p.m.
- E. Update on 705 Cambria Street (Ingletton) – Mr. Koban looked at it and it is not rapidly deteriorating since the roof has been secured. Mr. Koban asked council if they wish to remove this item from the agenda, and Mr. Sleboznick said he would like to leave it on.
- F. Update on 817/819 Jefferson Avenue (Plummer) submitted to LMIA. Nothing has been done. This is in LMIA’s report. Council approved turning this over to LMIA.
- G. Update on 730 Sherman (Plummer) – The property owner is making payments on his fine. Mr. Koban stated that Mr. Plummer seems to be attempting to make repairs on his property. Mayor Fox requested that we keep track of work that is being done to ensure that repairs are being made on a timely basis.
- H. Update on 519 Orchard Street (Owens) – this property has been sold. Mr. Owens went to the hearing that was scheduled, and LMIA was there on May 1, 2025, and the judge continued it based on the property being for sale. LMIA said that it is fine that the property changes hands to the new owner, and obviously they will assume any of the garbage and the issues that LMIA outlined. Mr. Koban asked Chief Rosamilia what to do next, and he stated that he was unable to see inside. Mr. Koban has been back and forth with LMIA. Neighbors are fine with the exterior of the property. No complaints. Grass is being cut.
- I. 825 Farren Street (Spaid) – Building is considered dilapidated/dangerous. A complaint was sent to LMIA and they inspected the property and sent a letter to the owner; however, this was not the correct address. Ms. Holland contacted LMIA and gave them the correct address for this property owner and they will send the complaint to that address. No update. There was no response. We will move forward and press charges.

9. NEW BUSINESS:

- A. Appointment of Borough Manager.
MOTION: Motion to appoint Dr. Makayla Ranae Zonfrilli as Portage Borough Manager, subject to the execution of the Manager’s agreement.
 Moved _____ Seconded _____ Aff ___ Nay ___ Abs: _____
- B. Resolution 6-2026, Safe Digging Month.
MOTION: To adopt Resolution 6-2026 establishing April as Pennsylvania 811 2026 Safe Digging Month (essential reminder for both excavators and homeowners to contact 811 at least three business days before starting any digging).
 Moved _____ Seconded _____ Aff ___ Nay ___ Abs _____
- C. Discussion on parking behind Borough building.
- D. Discussion on solicitation fee/Water Authority.

10. CITIZENS INPUT ON NON-AGENDA ITEMS:

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

11. GOOD OF THE BOROUGH:

12. ADJOURNMENT:

Moved _____ Seconded _____ Aff _____ Nay _____ Abs: _____
Adjourned at _____ PM