

---



# PORTAGE BOROUGH COUNCIL AGENDA

Portage Borough Council Chambers

721 Main Street, Portage PA

6:30 pm

April 6, 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. EXECUTIVE SESSION

Motion to Enter into Executive Session

Portage Borough Council will hold an Executive Session to discuss personnel matters regarding the Borough Secretary and Deputy Director of Public Works and for a current litigation update regarding Cambria County Case No. 2025-4778, as permitted under Section 708(a)(1) and Section 708(a)(4) of the Pennsylvania Sunshine Act (65 Pa. C.S. § 708).

Motion to exit Executive Session

Are there any items to take action and vote upon from Executive Session?

## 3. REPORTS

- a) Borough Manager - attached
- b) Solicitor – No written report for this meeting
- c) Police Chief - attached
- d) Engineer – attached
- e) Public Works Director - attached

---

#### 4. CORRESPONDENCE

EADS group Project Letter – Rehabilitate 27,000 ft. of sanitary sewer mainline, laterals, and appurtenances in Ward 2. Letter Attached.

Audit Engagement Letter – As mandated by 72 P.S. Section 403 of the Fiscal Code, a compliance audit of the Borough of Portage’s Liquid fuels Tax Fund, is required to be done for January 1, 2023 to December 31, 2024. This letter is being distributed to Council per the Fiscal Code requirements.

#### 5. CITIZENS INPUT ON AGENDA ITEMS

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

#### 6. MINUTES OF PREVIOUS MEETINGS

Minutes from the March 16, 2026 Council meeting were distributed prior to the meeting.

**MOTION:** To approve the minutes from March 16, 2026 meeting as presented.

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

#### 7. TREASURER’S REPORT AND BILLS TO BE PAID

Treasurers Report – March 17 – April 6, 2026:

Tax Collector-Real Estate	\$ 54,912.54
Delinquent Real Estate	\$ 1,521.60
Special Tax Collector-EIT/LST	\$
Meter Collection	\$ 218.88
Permits/Licenses/Cable	\$ 205.00
Fines, Forfeitures	\$ 1,098.40
Intergovernmental/Misc	\$ 4,742.61
Charge for Services	\$

---

Sanitation	\$ 55,880.82
<b>Total Revenue:</b>	<b>\$118,579.85</b>

## 8. MOTIONS

a) A Motion to approve the Treasurer’s Report as presented

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

b) A motion to approve the list of bills to be paid in the amount of \$23,749.00. (A list of bills to be paid was presented, which were distributed prior to the meeting.)

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

c) A motion to accept the minutes of the Cambria County Building Code Enforcement Agency Executive Board minutes of March 11, 2026 as presented.

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

d) **Motion Deputy Director of Public Works**

A Motion to approve the job description for the position of Deputy Director of Public Works as presented. This position is established as a Non-Exempt role under the FLSA, responsible for assisting the Public Works Director in the daily supervision of laborers, equipment operation, and the maintenance of Borough facilities and infrastructure.

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

e) **Motion Appointment and Compensation for Deputy Director of PW**

A Motion to appoint Logan Cadwallader to the position of Deputy Director of Public Works, effective immediately. Compensation for this position shall be set at a rate of \$19.50 per hour. This appointment is subject to a standard forty

---

(40) hour work week and the requirement for emergency call-outs as outlined in the departmental standards.

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

**f) Motion Fire Hydrant Fees**

A Motion to approve the payment of the fire hydrant fees to the Water Authority in the amount of \$13,162.68 and recognizing that the Borough is dutifully paying this amount in good faith that the Portage Water Authority will maintain the fire hydrants to ensure the safety of our residents.

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

**g) Motion Change Order Request**

A Motion to approve the change order request from Brian Shura of Stiffler & McGraw for the Pedestrian Corridor Enhancements – Remaining Phases project in the amount of \$4,876.00.

This motion specifically pertains to Phase 4 (Johnson Ave. and Crichton-McCormick Park) and authorizes the contractor to purchase and install glare shields on the park lights and install a timer on the controls. The original price was \$179,375.74. The new price is \$184,251.74.

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

**h) Motion Condemnation of Remaining Easement**

A Motion to authorize the condemnation of the remaining easement required for Phase 5 of the Pedestrian Corridor Enhancements project, provided that all necessary legal documents are prepared and finalized by the Borough Solicitor.

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

---

**i) Motion Authorize to Advertise for Bidding**

A Motion to authorize the Borough Manager to advertise for bids for the Phase 5 project, contingent upon the completion of all required preparatory documents and regulatory approvals.

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

**j) Motion Summerfest**

A Motion to approve the donation of \$500.00 to the Summerfest event taking place at Crichton McCormick Park on August 7<sup>th</sup> – 9<sup>th</sup>, 2026.

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

**k) Motion Borough Secretary**

A Motion to discuss and potentially take action on the Borough Secretary Position to hire Jessi Carney at a rate of \$18.00 an hour for 30 hours per week. Hours will be Monday to Friday 9:00 am to 2:00 pm.

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

**l) Motion to approve Initiation of Litigation (October 20, 2025)**

A Motion to approve the decision from executive session held on October 20, 2025, to authorize Solicitor Michael Emerick to initiate civil litigation and file a Writ of Summons on behalf of the Borough of Portage and Chief of Police David Rosamilia against the moderators of the Facebook group 'Living in Portage PA' and 'GrayElephant' regarding defamatory statements posted by 'GrayElephant' alleging Chief of Police David Rosamilia was caught with an underage girl, docketed under Cambria County Case No. 2025-4778.

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

---

**m) Motion to approve discontinuance of Litigation (February 17, 2026)**

A Motion to approve the decision from executive session held on February 17, 2026, *to authorize Solicitor Michael Emerick to file a Praecepto to Settle, Discontinue, and End the civil matter docketed with Cambria County Case No. 2025-4778, effectively withdrawing the complaint and terminating the action.*

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

**n) Fence Variance Request Public Hearing – Billings (904 Gillespie Ave.)**

A motion to approve the scheduling of a public hearing for April 20<sup>th</sup>, 2026 at 6:00 pm to be held in the Portage Borough Council Chambers.

Currently a 4ft. fence wants to replace an old fence from 1994 to be a 6ft.

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

**o) Fence Variance Public Hearing – Rummel (622 Orchard Street)**

A motion to approve the scheduling of a public hearing for April 20<sup>th</sup>, 2026 at 6:15 pm to be held in the Portage Borough Council Chambers.

**9. DISCUSSION ITEMS**

**c). Discussion and update on Portage Borough litigation.**

**10. UNFINISHED BUSINESS:**

- a) Borough building roof – no response to counteroffer. New Solicitor’s firm is reviewing and will provide an update.
- b) Parking behind Borough building. Letters to residents/business owners went out April 1, 2026. A period for feedback/comment will be given before starting the process to update the ordinance.
- c) Comcast Cable Franchise Agreement will be on the April 20<sup>th</sup> agenda.

---

## **Buildings/Facilities**

- a) No new updates since March 16, 2026. Gabriel Fera PC (Solicitor) is currently reviewing all of the current building and facility information. The April 20, 2026 agenda will have updated information.

### **10. NEW BUSINESS:**

#### **a) Discussion on Ordinance No. 5-2024, Street Excavation Ordinance.**

Proposed Enhancement: Seasonal Work Restriction

To further protect the Borough's infrastructure and operational efficiency, it is recommended to introduce a Seasonal Moratorium on Non-Emergency Street Excavations.

Proposed Restriction Period: December 1st to March 15th.

#### **Justification for the Amendment**

1. **Material Integrity and Bonding:** During the winter months, the use of "cold patch" or temporary bituminous mixtures is often the only option because hot-mix asphalt plants are typically closed. These temporary materials frequently fail to "stick" or bond properly to the frozen or damp edges of a street cut. This leads to rapid deterioration, potholes, and hazardous "sinking" of the excavation area.

#### **2. Snow Removal and Public Safety:**

Improperly cured or failing temporary patches create significant obstacles for the Public Works Department during snow-plowing operations.

- o **Equipment Damage:** Uneven surfaces or loose patch material can catch plow blades, causing damage to Borough equipment.
- o **Plow Efficiency:** Patches that have heaved or recessed prevent a "clean scrape," leaving behind ice and snow that endangers motorists.

- 
- o Berm Maintenance: The ordinance currently requires berm restoration with the same type of material as previous conditions; however, frozen ground makes proper compaction of these materials nearly impossible.

3. Financial Risk and Administrative Burden: Under current rules, the Borough may repair unsatisfactory work and charge the applicant the cost plus a 20% penalty. However, frequent winter failures increase the administrative burden of constant inspections and the operational strain of performing emergency repairs when a contractor's temporary fix fails during a storm.

**11. CITIZENS INPUT ON NON-AGENDA ITEMS**

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

**12. GOOD OF THE BOROUGH:**

**13. ADJOURNMENT:**

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

Adjourned at \_\_\_\_\_ PM

Respectfully Submitted,



Dr. Makayla (MK) Zonfrilli-Lang  
Borough Manager  
Portage Borough

---

JOIN US ON FACEBOOK LIVE & THROUGH MICROSOFT TEAMS

---

**Microsoft Teams meeting**

**Join:**

<https://teams.microsoft.com/meet/28790424699934?p=Cd4EglSDtq9gr4rT7U>

Meeting ID: 287 904 246 999 34

Passcode: PN7Zb9Am

---

**Facebook Live Stream Event**



[https://www.facebook.com/events/3224822641054194/?acontext=%7B%22event\\_action\\_history%22%3A\[%7B%22mechanism%22%3A%22attachment%22%2C%22surface%22%3A%22newsfeed%22%7D\]%2C%22ref\\_notif\\_type%22%3Anull%7D](https://www.facebook.com/events/3224822641054194/?acontext=%7B%22event_action_history%22%3A[%7B%22mechanism%22%3A%22attachment%22%2C%22surface%22%3A%22newsfeed%22%7D]%2C%22ref_notif_type%22%3Anull%7D)



---

## Borough Manager's Report

**To: Portage Borough Council**  
**From: Dr. Makayla (MK) Zonfrilli-Lang**  
**Date: April 2, 2026**

**Re: Operational Priorities, Fiscal Oversight & Strategic Planning**

### Administration & Personnel Development

A significant portion of current operations is dedicated to stabilizing our administrative and leadership infrastructure.

- **Secretary Onboarding:** We are actively engaged in the comprehensive training and onboarding of our new Borough Secretary to ensure administrative continuity.
- **Public Works Leadership:** Training is underway for the new Assistant Director of Public Works to align department operations with our long-term restructuring goals.
- **Elected Official Training:** I am coordinating specialized training sessions for our elected officials to enhance governance and keep the Council informed on evolving municipal regulations.

Powers & Duties: <https://vimeo.com/1159260409/d671a9537d?share=copy&fl=sv&fe=ci>

Ethics Act: <https://vimeo.com/1159260409/d671a9537d?share=copy&fl=sv&fe=ci>

Meeting Management:

- <https://vimeo.com/1159260409/d671a9537d?share=copy&fl=sv&fe=ci>
- <https://vimeo.com/931206510/c1cf711d2e?share=copy&fl=sv&fe=ci>

Budget: <https://vimeo.com/1159260409/d671a9537d?share=copy&fl=sv&fe=ci>

### Local Government Academy (LGA) Partnership

To ensure our team remains at the forefront of municipal best practices, we are partnering with the **Local Government Academy (LGA)** for continuous professional development.

- **What is LGA?** The Local Government Academy is a non-partisan, non-profit organization dedicated to promoting excellence in local government through high-quality education and training for public officials.
- **Why it is Helpful:** Accessing LGA's resources provides our staff and elected officials with expert-led workshops on topics ranging from municipal finance and ethics to planning and community development. This partnership ensures that Portage Borough operates with the most current knowledge, reducing liability and increasing operational efficiency.
- **Continuous Learning:** By integrating LGA curriculum into our standard operations, we foster a



---

culture of professional excellence that directly benefits our residents through better-informed decision-making.

### **Fiscal Oversight & Audit Readiness**

We are prioritizing a rigorous "clean-up" of the Borough's financial records to ensure total transparency and fiscal health.

- **Multi-Year Reconciliation:** My office is currently reconciling the books for fiscal years 2024 and 2025.
- **Audit Coordination:** We are working closely with our auditors to straighten out and categorize all fund accounts, ensuring our financial standing is accurate and compliant.
- **Public Account Reporting:** I will be providing updates on our current account balances to ensure the public remains informed of our fiscal position.

### **Strategic Planning & Economic Development**

To move Portage forward, we are focusing on both immediate revitalization and long-term visioning.

- **Main Street Designation:** We are initiating strategic planning to pursue an official "Main Street" designation, which will open doors for specialized grants and downtown revitalization.
- **Comprehensive Strategic Plan:** Beyond specific designations, we are beginning a holistic strategic planning process for the Borough as a whole to guide our growth over the next decade.

### **Community Engagement**

- **Summer Open House:** We are planning a "Get to Know Your Borough Manager and Elected Officials" open house for this summer. This event will serve as a platform for residents to ask questions and engage directly with their local government.
- **Communication:** Following the launch of our Facebook page, we will continue to use social media to highlight these upcoming community events.

### **Budgetary Process**

As we approach the summer months, we are transitioning into the preliminary phases of our budget cycle.

- **Summer Budget Review:** Starting this summer, we will begin reviewing department needs and revenue projections to ensure a proactive approach to the next fiscal year.
- **Transparency:** The budget process will be discussed openly in upcoming meetings to ensure

Portage Borough  
721 Main St,  
Portage, PA 15946



Dr. Makayla (MK) Zonfrilli-Lang  
Cell (814) 660 -4244  
[mklang@portageboropa.gov](mailto:mklang@portageboropa.gov)

---

Council and residents understand the fiscal priorities of the Borough.

**Respectfully Submitted,**  
**Signature**  
**Dr. MK Zonfrilli-Lang Portage Borough Manager**

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "MK Zonfrilli-Lang".

Dr. MK Zonfrilli-Lang  
Portage Borough Manager



## Portage Borough Police Department

721 Main St. Portage, PA .15946

Office Phone: (814)-736- 9638 Fax: (814)-736-9639

Chief David Rosamilia

April 6<sup>th</sup> 2026

TO: Portage Borough Council

FROM: Chief of Police, David P Rosamilia

SUBJECT: March 2026 Police Activities Report

- (1) 911 Hang Ups
  - (1) Child Abuse Investigation
  - (1) Firearms call
  - (5) Theft
  - (4) Assists
  - (1) Criminal Mischief
  - (1) Dog Law violation
  - (4) Assists
  - (2) Ordinances
  - (5) Administrative Duties
  - (8) Patrol Checks
  - (1) Suspicious Vehicle Check
  - (3) Traffic warning stops
- 

Multiple Ongoing Criminal Investigations

Respectfully,

David P Rosamilia, Portage Chief of Police



Portage Borough Police Department

**Complaint Log by Type**

Complaint ID	Caller's Name / Description	Date Received	Time	How Handled	Current Status
--------------	-----------------------------	---------------	------	-------------	----------------

**911 Hang Up**

2026-0085	Cambria 911 911 Hang up	03/19/2026	08:54	Officer Assigned	Closed
-----------	----------------------------	------------	-------	------------------	--------

*Total Calls Received : 1*

**Abuse**

2026-0104	Cambria CYS [REDACTED]	03/30/2026	08:00	Officer Assigned	Open
-----------	---------------------------	------------	-------	------------------	------

*Total Calls Received : 1*

**Administrative Duties**

2026-0077	Administrative	03/08/2026	07:00	Officer Assigned	Closed
2026-0088	Portage Borough Employment Background check	03/20/2026	09:06	Officer Assigned	Closed
2026-0094	Portage Police Chiefs Meeting	03/05/2026	10:00	Officer Assigned	Closed
2026-0095	Portage Police Hearing	03/17/2026	10:00	Officer Assigned	Closed
2026-0097	Portage Police Training	03/17/2026	07:00	Officer Assigned	Closed

*Total Calls Received : 5*

**Assist Other Agency or Police Dept.**

2026-0076	Rebekah Manor Assist Fire Department	03/12/2026	15:34	Officer Assigned	Closed
2026-0098	Cambria Twp Pd Assist with investigation	03/17/2026	09:00	Officer Assigned	Closed
2026-0102	Cambria 911 Assist EMS. Altered Mental Status	03/30/2026	12:18	Officer Assigned	Closed
2026-0105	Pa Constable Eviction Assist	03/31/2026	09:45	Officer Assigned	Closed

*Total Calls Received : 4*

**Criminal Mischief**

2026-0087	Criminal Mischief	03/14/2026	08:00	Telephone Call	Closed
-----------	-------------------	------------	-------	----------------	--------

Portage Borough Police Department

**Complaint Log by Type**

Complaint ID	Caller's Name / Description	Date Received	Time	How Handled	Current Status
--------------	-----------------------------	---------------	------	-------------	----------------

*Total Calls Received : 1*

**Dog Law Violation**

2026-0100	Portage Police Animal Welfare Check	03/26/2026	10:00	Officer Assigned	Closed
-----------	--	------------	-------	------------------	--------

*Total Calls Received : 1*

**Firearms Violation**

2026-0083	Sheetz Found Firearm	03/16/2026	08:30	Officer Assigned	Closed
-----------	-------------------------	------------	-------	------------------	--------

*Total Calls Received : 1*

**Harassment and Stalking**

2026-0084	Civil case involving dirt bike trade facebook	03/19/2026	19:01	Officer Assigned	Closed
-----------	---	------------	-------	------------------	--------

*Total Calls Received : 1*

**Local Ordinance**

2026-0075	Portage Borough Ordinance Violation	03/02/2026	08:00	Officer Assigned	
2026-0086	Attempt to locate property owner	03/18/2026	08:00	Officer Assigned	Closed

*Total Calls Received : 2*

**Patrol or House Check**

2026-0071	Patrol Check	03/01/2026	08:00	Officer Assigned	Closed
2026-0072	Patrol Check	03/01/2026	10:00	Officer Assigned	Closed
2026-0073	Patrol Check	03/01/2026	12:00	Officer Assigned	Closed
2026-0078	Patrol Check	03/08/2026	10:00	Officer Assigned	Closed
2026-0079	Patrol Check	03/08/2026	12:00	Officer Assigned	Closed
2026-0080	Patrol Check	03/15/2026	08:00	Officer Assigned	Closed
2026-0081	Patrol check	03/15/2026	10:00	Officer Assigned	Closed
2026-0082	Patrol check	03/15/2026	12:00	Officer Assigned	Closed

## Complaint Log by Type

Complaint ID	Caller's Name / Description	Date Received	Time	How Handled	Current Status
--------------	-----------------------------	---------------	------	-------------	----------------

*Total Calls Received : 8*

**Suspicious Person/Vehicle/Activity**

2026-0099	Portage Police Suspicious vehicle	03/26/2026	09:00	Officer Assigned	Closed
-----------	--------------------------------------	------------	-------	------------------	--------

*Total Calls Received : 1*

**Theft**

2026-0089	money stolen from vehicle	03/26/2026	15:24	Officer Assigned	Closed
2026-0091	Theft of information	03/06/2026	08:00	Telephone Call	Closed
2026-0092	Theft of services	03/06/2026	09:00	Telephone Call	Closed
2026-0093	Theft of mail	03/05/2026	09:01	Officer Assigned	Closed
2026-0101	Theft of Medication through mail	03/28/2026	08:00	Officer Assigned	Closed

*Total Calls Received : 5*

**Vehicle Stopped- No Citation Issued**

2026-0074	Traffic Red light/suspended registration code f	03/05/2026	19:59	Officer Assigned	Closed
2026-0090	ATV riding in public parking lot	03/26/2026	19:05	Officer Assigned	Closed
2026-0103	Portage Police School Zone traffic Stop	03/30/2026	07:27	Officer Assigned	Closed

*Total Calls Received : 3*

**Welfare Check**

2026-0096	Anonymous Child Welfare Check	03/17/2026	11:01	Officer Assigned	Closed
-----------	----------------------------------	------------	-------	------------------	--------

*Total Calls Received : 1*

**Total Selected = 35**

**PORTAGE BOROUGH**

*Engineer's Report for the April 6, 2026 Meeting*

Please be advised that we have the following to report for the period since our March 2026 report:

**Pedestrian Corridor Enhancements – Remaining Phases:**

- Phase 4 (Johnson Ave. and Crichton-McCormick Park): The contractor has completed all work with the exception of restoration. Final restoration will be completed in the Spring. We requested a price from the contractor to purchase and install glare shields on the lights in the park as well as a price to install a timer on the controls. The change order request is attached for approval by Borough Council.
- Phase 5 (Main Street from the south side of at-grade railroad crossing to the SR 0053): Design for Phase 5 is in process with the following updates:
  - One easement is still outstanding, the Portage Service Center. I have not been able to speak with anyone from the property owner again. At this point, to move the project forward, the best course of action may be to condemn the easement area. I have provided information to the Borough Manager and Solicitor for condemnation. At this point, the project may be held up if this isn't addressed immediately.
  - The HOP is ready to be issued by PennDOT. However, the permit cannot be issued until the Borough is registered under ECMS. Information and instructions have been provided to Borough staff. PennDOT is also available to assist in registration if needed.
  - We recommend to Borough provide us authorization to bid the project following issuance of the HOP to avoid any delays in the project by waiting until the next meeting. If the permit is issued, we would like to advertise April 9<sup>th</sup> and open bids at the May 4<sup>th</sup> meeting.

**Sign Inventory (No Change):**

- Information on Diamond Maps was presented to Borough Council at the March 20<sup>th</sup> meeting. It is our understanding the Borough is going to discuss with each Authority and Portage Township about moving forward collectively so utility, roadway, sign, and any other data is available to all four entities. Once the Borough would like to move forward with having a Diamond Maps GIS account established, SMA can prepare the GIS data and facilitate opening the account.

**Blair Street Truck Restrictions – Engineering Study:**

A draft report for the engineering study has been prepared and is currently being reviewed internally. A final copy will be presented to the Borough upon completion and prior to sending to PennDOT.

**Summary of Grant Applications:**

- 2021 PennDOT MTF – Applied for Phase 5 Corridor Enhancements. The grant was awarded, and is currently in design and permitting with a Summer 2026 construction anticipated.
- 2023 CFA MTF – Applied for Phase 4 Corridor Enhancement Lighting. The grant was awarded at

OFFICES LOCATED THROUGHOUT PENNSYLVANIA

1.888.696.6280 •    • **STIFFLER-MCGRAW.COM**

STIFFLER MCGRAW & ASSOCIATES, INC | STIFFLER MCGRAW ARCHITECTS, LLC

DCED's March meeting.

- 2023 PennDOT MTF – Applied for submission for Phase 5 Corridor Enhancement Lighting. The grant was awarded, and is currently in design and permitting with a Summer 2026 construction anticipated. This grant was combined with the 2021 PennDOT MTF grant.
- 2024 Local Share Account – The Borough was awarded this grant for the purchase of body cameras and license plate readers for the Borough Police Department. Once the grant agreement is received from DCED and executed, the Borough can proceed with purchasing the proposed equipment.
- 2025 Local Share Account – The grant application for the purchase of a sweeper truck was submitted.

I will be attending the April 6<sup>th</sup> meeting.

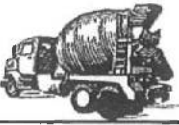
Respectfully Submitted,

*Brian D. Shura*

Brian D. Shura, P.E.



# M and B Services, LLC



15303 Route 322  
Clarion, PA 16214

Office: (814) 764-3007  
Fax: (814) 764-3008

Rodney Jenkins  
Stiffler, McGraw and Associates, Inc  
1731 N, Juniata Street  
Hollidaysburg, PA 16648

February 25, 2026

RE: Portage Crichton Park

Rodney,

We are pleased to provide, per your request, the following quotes for extra work at the Portage Crichton Park:

Quote #1

- Provide and install 2 side glare shields on each of 21 walkway lights (42 total).

Total Cost \$3628.00

Quote #2

- Provide only – 21 pairs of side glare shields for installation by others (42 Total)

Total Cost \$1042.00

Quote #3

- Provide and install 24 hour timer and lighting contactor to enable additional on/off control of walkway lighting.

Total Cost \$1248.00

Qualifications

- All labor, material and equipment as indicated in each quote to be provided by M and B Services
- All work per NEC
- Quote valid for 30 days from date of quote

Please do not hesitate to call me with any questions or concerns at (814) 227-4448 or  
(814) 764-3007 ext. 112.

Mark A. Knarr

A handwritten signature in black ink, appearing to read 'Mark A. Knarr', written over a horizontal line.

Electrical Project Manager



# Public Works Monthly Report

## March 2026

**February 26<sup>th</sup>.thru March 6<sup>th</sup>:** Made up the Chip and PIP and Sweeping schedules. Worked on the sweeper. Repaired a snowplow. Serviced the 17' cruiser for inspection. Called LMIA about the 825 Farren St. property. Replaced a Stop sign at Cambria and Johnson. Placed the trash receptacles back on Main St. Gathered more information on the 622 Orchard St. fence. Cindered, 3/3/26 in the Am. Burnt the Christmas trees. Had the vehicle lift inspected. Talked with Penndot about the pavement below the Main St. arch and asked them to patch it.

**March 9<sup>th</sup>.thru March 13<sup>th</sup>:** Hauled the remaining cinders to the shop. Swept Main St, Central Alley, side street approaches and drains. We had Case Const. work on an estimate for roller repairs. (budgeted). Handled a resident complaint about Boro trees that are about to fall on her property. Serviced the JLG lift. Filled potholes. Talked to Penndot again about the holes at the Main St. arch. Installed a new cutting edge on the GMC plow. Assembled a lamp post for installation.

**March 16<sup>th</sup>.thru March 20<sup>th</sup>:** Drew up a letter for businesses to clean sidewalks, waiting for approval. Plowed and cindered on 3/17. Inspected the 23' cruiser. Received the side broom order. Replaced broken speed limit and school signs. Swept paved alleys in ward 3. Changed banners. Case finished repairs on the roller.

**March 23<sup>rd</sup>.thru March 27<sup>th</sup>:** Attended a pre-construction meeting with Penndot and Peoples Gas for lower Main. Installed a waterline extension at the garage. Worked with the water co. on a leak at Terrace Circle. Collected meter money. Set up a sweeper demonstration with US Municipal. Swept Boro owned sidewalks. Delivered a load of millings to Kondisko Park. Serviced outdoor equipment. Swept alley approaches.

**March 30<sup>th</sup>, 31<sup>st</sup>:** Stripped the F-550 of winter equipment. Started street sweeping. Started cleaning up winter debris. Received a load of cold patch and 2a stone for alley repairs. Finished the garage water line.

Monthly Maintenance Log			Mileage
Vehicle	Date	Service Performed	Mileage
17 Cruiser	2/27/26	State Inspection	83,525 Mi.
Sweeper	3/9/26	New brooms, Rubber, Steel, serviced	34,032 Mi.
23 Cruiser	3/18/26	State inspection	13,849 Mi.
Roller	3/13/26	New injectors and fuel lines	1,232 Hrs.
Cub Cadet Tractor	3/26/26	Oil changed, General service	177 Hrs.
Vehicle	Mi/Hrs	Fuel usage (gal)	Comments
26' Pickup			
08' Pickup	371	53	
18' F-550	219	22	
24' F-600	62	0	
GMC	36	0	
Backhoe	10	18	
Skid	4	12	
JLG Lift	1	10	
Sweeper	263/60	130	
<b>Totals</b>	<b>703</b>	<b>245</b>	

March 17, 2026

Certified no.: 9414 71110549 5815 2288 85

Portage Borough Council  
721 Main Street  
Portage, PA 15946

**RE: The Portage Area Sewer Authority  
Ward 2 Rehabilitation & Township Extension Project**

Dear Council Members:

The purpose of this municipal notice is to inform you that The Portage Area Sewer Authority will be applying for the following permit coverage(s) from the Pennsylvania Department of Environmental Protection (DEP):

Permit Application Type(s): Minor Act 537 Update: Special Study, UER, General Permit(s), NPDES

Applicant Contact: Mr. Brian Riccella, The EADS Group Inc. (Johnstown)

Project Location: Portage Borough and Portage Township, Cambria County

Project Description: PASA is proposing to rehabilitate 27,000 ft of sanitary sewer mainline, laterals, and appurtenances in Ward 2 within Portage Borough. PASA also plans to include approximately 2,200 Linear feet of 8 to 10 inch PVC of gravity sewer line, laterals, and appurtenances in Portage Township to serve approximately 20 total customers on Cemetery Rd, Bluebird Ln., and Michael Ln. The proposed project in Portage Township extends the sewer line to connect residents currently connected to on-lot septic systems.

Acts 14, 67, 68 and 127 of 2000 amended the Municipalities Planning Code (MPC) to direct state agencies to consider comprehensive plans and zoning ordinances when reviewing applications for permitting of facilities or infrastructure and specify that state agencies may rely upon comprehensive plans and zoning ordinances under certain conditions as described in Sections 619.2 and 1105 of the MPC.

DEP invites you to review the attached information and comment on the accuracy of answers provided with regard to land use aspects of this project; please be specific to DEP and focus on relationship to zoning ordinances. If you wish to submit comments to DEP to become part of a land use review of this project, you must respond within 30 days to the DEP regional office and appropriate conservation district. If there are no land use comments received by the end of the comment period, DEP will assume that there are no substantive land use conflicts and will proceed with the normal application review process.

For more information about this land use review process, please visit DEP's web site at [www.dep.state.pa.us](http://www.dep.state.pa.us). (Keyword: Land Use Reviews.)

If you have any questions or need additional information please contact me at our office, Phone: (814)-535-5388 or by email at [briccella@eadsgroup.com](mailto:briccella@eadsgroup.com).

Sincerely,  
The EADS Group, Inc. (Johnstown)



By: Brian Riccella, Project Manager

Enclosures: As noted

# Legend

— PROJECT AREAS

SCALE



MAP DESIGNED IN FEET

NO. REVISIONS

DATE

NO. REVISIONS	DATE



227 FRANKLIN ST  
JOHNSBORO, PA 15901  
PHONE: 814-535-5988  
WWW.EADSGROUP.COM

WILL OFFICE IN  
JOHNSBORO, PA  
PORTAGE AREA  
SANITARY SEWER  
MORGANTOWN, WV

PORTAGE AREA  
SEWER AUTHORITY  
SANITARY SEWER  
PROJECT LOCATIONS

CAMBRIA COUNTY, PENNSYLVANIA

SCALE

SEE SCALE BAR

CHECKED BY

DATE

1/19/2026

PROJECT NO.





Commonwealth of Pennsylvania  
Department of the Auditor General  
Harrisburg, PA 17120-0018  
Facebook: Pennsylvania Auditor General  
Twitter: @PAAuditorGen  
www.PaAuditor.gov

TIMOTHY L. DEFOOR  
AUDITOR GENERAL

## AUDIT ENGAGEMENT LETTER

March 24, 2026

Ms. Sharon Squillario, Secretary  
The Honorable George Wozniak, President of Council  
Borough of Portage, Cambria County

As mandated by 72 P.S. Section 403 of *The Fiscal Code*, we will begin a compliance audit of the Borough of Portage, Cambria County's Liquid Fuels Tax Fund (Forms MS-965) for the period January 1, 2023 to December 31, 2024. We expect to begin our audit on approximately [insert date] and to issue our report within six months of the exit conference. To qualify for the annual liquid fuels tax fund allocation, the Department of Transportation (PennDOT) requires municipalities to submit the Liquid Fuels Tax Fund Form MS-965 to PennDOT in accordance with PennDOT's *Publication 9*. The objective of the audit is to determine whether the municipality complied with the criteria in PennDOT's *Publication 9* related to the receipt, expenditure, and reporting of Liquid Fuels Tax Fund money (hereafter referred to as criteria). The audit is not, nor is it required to be, conducted in accordance with standards established by the American Institute of Public Accountants (AICPA) and the standards contained in *Government Auditing Standards*.

Our audit will be limited to the areas related to our objective.

Management is responsible for:

- Complying with PennDOT's *Publication 9*, including preparing the Forms MS-965 accurately. Although, we may advise you about the criteria and summarize and transfer information from the Forms MS-965 to our Forms MS-965 With Adjustments for insertion in the audit report, the responsibility for information included on the Forms MS-965 With Adjustments remains with you.
- Maintaining internal control policies and procedures to provide reasonable assurance of complying with *Publication 9*.
- Identifying relevant laws, regulations, contracts and grant agreements and ensuring compliance with them.
- Maintaining adequate records.

- Safeguarding assets.
- The design and implementation of programs and controls for preventing and detecting fraud.
- Informing us about all known or suspected fraud and abuse affecting the municipality where fraud could have a significant effect on areas covered by our audit.
- Informing us about any investigations during the audit period that have occurred or are in progress concerning known or suspected fraud or abuse.
- Approving adjustments to correct misstatements in the Forms MS-965 and for the presentation to include those adjustments, i.e., the Forms MS-965 With Adjustments.

We will plan and perform the audit to obtain reasonable assurance about whether the Forms MS-965 conform to reporting requirements prescribed by PennDOT. We will exercise professional judgment and maintain professional skepticism throughout the audit. Our audit will not include a detailed inspection of every transaction and cannot be relied on to detect all significant errors, known and suspected fraud, noncompliance with provisions of laws, regulations, contracts, and grant agreements, or internal control deficiencies relevant to the Forms MS-965 that may exist. Our audit will include evaluating, on a test basis, your records and other procedures we consider necessary to determine compliance and provide sufficient, appropriate evidence to provide a basis for our conclusions and recommendations. Our procedures will include tests of documentary evidence that supports the financial transactions recorded by the municipality, and we will include the Forms MS-965 With Adjustments in our report. Because we will not perform a detailed evaluation of every transaction, there is a risk that a significant misstatement may exist and not be detected by us. In addition, an audit is not designed to detect errors, fraud, or other illegal acts that are insignificant to the Forms MS-965.

We understand that you will provide us with all financial records and related information required for our audit and that you are responsible for the accuracy and completeness of that information.

At the conclusion of our audit fieldwork, you will be invited to attend an exit conference during which the results and conclusions of the audit will be discussed. Additionally, we will request that management provide us with a letter that confirms certain representations made during the audit dated the same date as the exit conference. A copy of the exit conference memorandum will be provided to you if you are unable to attend the meeting. You will also be asked to provide your views on current findings, conclusions, and recommendations, as well as your planned corrective actions. If there are any changes to the results of the audit made after the onsite closeout conference, management will be informed of the changes via e-mail or phone. In addition, management will receive an audit report from the Department of the Auditor General communicating the audit results and conclusions. Our report will be addressed to PennDOT and the Borough of Portage, Cambria County

We cannot provide assurance that an unmodified conclusion will be expressed. Circumstances may arise in which it is necessary for us to modify our conclusion. If our conclusion on the Forms MS-965 is other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed a conclusion, we may decline to express a conclusion.

If you have any questions or concerns regarding this examination, please contact the Bureau of County Audits at (717) 787-1363.

Please note that the Department of the Auditor General strives to maintain the highest level of independence and professionalism in its dealings with the entities we audit. Our auditors are prohibited from engaging in discriminatory practices against any entity that we audit. We are also committed to creating and maintaining a work environment for our auditors and audited entities that is free of harassment, including sexual harassment. These principles are embodied in the department's Equal Opportunity and Non-Discrimination Policy Statement, Code of Conduct, and Sexual Harassment Prevention Policy. Copies of these policies are available by writing to the Department's Office of Human Resources, 320 Finance Building, Harrisburg, Pennsylvania, 17120, or by contacting the Office of Human Resources by email or phone ([HR@paauditor.gov](mailto:HR@paauditor.gov) or (717) 787-3192).

The Department of the Auditor General notes that the Department's draft audit information (including requests, survey instruments, and methodologies) and our draft reports are not public records and are prohibited from disclosure as confidential, proprietary information and workpapers underlying an audit and investigative materials, notes, correspondence, and reports under the Right-to-Know Law (RTKL). See 65 P.S. § 67.708(b)(11) and (17)(ii) and (v).

#### **Personally Identifiable Information (PII)**

To reduce the risk associated with protected sensitive information, including personal information, the Auditor General has hereby directed that ANY hard copy documents AND electronic data transmissions to the Department of the Auditor General (DAG) SHOULD NOT include the following sensitive information unless the following information associated with an individual's name is fully or partially redacted:

1. Social Security numbers to the last four digits (disclosure of the last four digits is permitted).
2. Home Addresses to the zip code only for individuals who are not officers within the organization (disclosure of zip codes is permitted).
3. Birth Dates.
4. ~~Driver's License Numbers.~~
5. ~~Financial Institution Account Numbers to the last four digits, Credit or Debit Card Numbers, and Bank Routing Numbers.~~
6. Medical information.
7. Health insurance information.
8. A username or e-mail address, in combination with a password or security question and answer that would permit access to an online account.
9. Employee Numbers.

If the above information cannot be redacted prior to transmission to DAG, the sender must fully encrypt the information or consider another medium for providing this information (i.e., secured CD/DVD, etc.) to avoid such data risk.

**Please note that the above list is not all inclusive. DAG would appreciate it if an auditee would make us aware of any information it is providing outside the items on this list that is PII or possibly PII.**

We appreciate the opportunity to serve you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know.

For Auditor General Timothy L. DeFoor:

Sincerely,

Mrs. Oldriska Hoch, CFE  
Auditor  
Bureau of County Audits  
Department of the Auditor General

Your signature below acknowledges that the Liquid Fuels Tax Fund Forms MS-965 for the period January 1, 2023 to December 31, 2024 are presented in accordance with *Publication 9* as prescribed by PennDOT, which states in order to qualify for the annual liquid fuels tax fund allocation a municipality shall submit annual reports Forms MS-965 (Actual Use Report), Forms MS-965P (Project and Miscellaneous Receipts), and Forms MS-965S (Record of Checks).

**Acknowledgement:**

This letter correctly sets forth the understanding of Borough of Portage, Cambria County:

Name (Print & Sign): Sharon Squillario Sharon Squillario  
Title: Borough Secretary

cc: Auditor General Timothy L. DeFoor  
The Honorable Mayor/Council Member Robert Fox  
The Honorable President George Wozniak  
The Honorable Vice-President Ronald Cadwallader  
~~The Honorable Council Member Henry Harrison~~  
The Honorable Council Member Ronald Portash  
The Honorable Council Member Perry Scarton  
The Honorable Council Member Mark Slebodnick

A Committee meeting of Portage Borough Council was held on Monday, March 16, 2026, at 6:30 p.m., in Borough Council Chambers.

Those in attendance were:

George Wozniak, President  
Ron Cadwallader  
Mayor Bob Fox  
Henry Harrison  
Ron Portash  
Perry Scarton (via phone)  
Mark Slebodnick

Also present was: Dr. Makayla Zonfrilli-Lang, Borough Manager; Annette Roberts, Secretary; Sharon Squillario, Secretary.

Guests: Jean Kinley; Gary Vaughn, Jr.; Gary Vaughn, Sr.; Ray Clawson, Mainline Newspapers; Buttons Slebodnick; Jonathon and Ambre Rummel.

### **I. CALL TO ORDER**

Mr. Wozniak called the meeting to order at 6:30 p.m., which was followed by the Pledge of Allegiance and a moment of silence.

### **II. CITIZENS INPUT ON AGENDA ITEMS**

Dr. Zonfrilli-Lang recognized Jean Kinley and Buttons Slebonick who had nothing to present. Jonathon and Ambre Rummel were present for an Ordinance violation question, which will be addressed later in the meeting. Mr. Clawson had nothing to address. Mr. Vaughn would be addressing non-agenda items.

### **III. REPORTS**

#### **A. Borough Manager**

Dr. Zonfrilli-Lang introduced Annette Roberts, who is our new Borough secretary, so she will be doing the minutes this evening. In order to help Annette learn everyone, guests were asked to state their first and last name when speaking; and Council was asked to do the same when voting.

As it relates to the Facebook litigation matter, Dr. Zonfrilli-Lang stated that we did have a litigation hearing this morning, where we had filed for discontinuance and there was an appeal to that. The opposing counsel wanted to overturn that. The judge did not make a decision today, but we will be waiting to hear over the next couple of days when our next hearing date will be. There were some questions from residents about why the Borough manager in particular was not present at the hearing. Dr. Zonfrilli-Lang commented that generally it is not her role as a manager to go before the judge to argue litigation cases. So, in order to protect the Borough and to make sure that all legal processes are followed appropriately, it would just be better if she was not present. The only way that she would be asked to be there is if she was providing specific testimony or if she was there to explain any documentation that the Borough might have put forth.

Dr. Zonfrilli-Lang reported that we do have a DCNR grant through the state. One of the challenges with funding and recruiting the director of Parks and Recreation position was the fact that we had to jump through grant hoops where we had specific levels of education and had to fund it for a specific time frame. She stated that it is always best to be able to fund positions with personnel through our own good bookkeeping because it allows us to widen the candidate pool and to try to get better participants. Unfortunately, we will be out of compliance with the grant as the policy for the grant states that we have to be able to fund it four years. We would not be able to fund four years because the grant is expiring on December 31, 2027. In order to not be penalized, which means if we drop the grant DCNR will not hold that against us for any future grants, we must submit a formal letter and let them know what our plan is going to be moving forward.

Dr. Zonfrilli-Lang noted that Council will be discussing the fire hydrant fee which is on the agenda this evening. The next item on the Borough manager report was the Comcast franchise agreement, and there is also motion on the agenda for this matter. Dr. Zonfrilli-Lang stated that she was speaking with a couple of the Parks and Rec board members, and they pay a very high premium to get internet security services at the park, so we may want to table the decision and go back to the franchise agreement contract managers and ask them to include the park to help maybe get a lower rate, and then the park would reimburse the Borough for that.

On the social media launch, Dr. Zonfrilli-Lang commented that this has been long awaited. She presented a proposed social media policy for the Facebook page that we will be creating for the Borough. The Facebook page is ready to go but is not published yet. Once the social media policy is adopted, we will go ahead and make the Facebook page live at some point tomorrow, pending adoption of the policy. Dr. Zonfrilli-Lang asked that everyone be patient as we navigate getting all of our technology working so that we can be able to live stream or record the Borough meetings for the residents at a later date.

Dr. Zonfrilli-Lang mentioned that another item that will be addressed on the agenda is an Ordinance violation for a fence located at 622 Orchard Street. There is a motion on the agenda for discussion later in the meeting.

Dr. Zonfrilli-Lang reported that on April 1, she will be sending out letters relative to parking behind the Borough building to all of the tenants that have parking spaces, which is the first step. She noted that she really wants to focus on getting paid back from the tenants that we currently have, letting them understand the process, and find out how we can work together to make that better.

#### **IV. CORRESPONDENCE**

Dr. Zonfrilli-Lang shared the following correspondence that was received:

- Save the Date received from Forest Hills Area EMS for their 50<sup>th</sup> Anniversary Celebration, June 20, 2026 (formal invitation to follow).
- Email from Women's Club of Portage thanking Portage Borough for the generous donation to their Easter Egg Hunt.

#### **V. MINUTES OF PREVIOUS MEETINGS**

ON MOTION OF MR. CADWALLADER, SECONDED BY MR. HARRISON, COUNCIL UNANIMOUSLY APPROVED THE MINUTES OF THE MARCH 2, 2026 MEETING AS PRESENTED. MOTION CARRIED 7-0.

**VI. BILLS TO BE PAID AND TREASURER'S REPORT**

ON MOTION OF MR. HARRISON, SECONDED BY MR. SLEBODNICK, COUNCIL UNANIMOUSLY APPROVED THE TREASURER'S REPORT AS PRESENTED, WITH TOTAL REVENUE OF \$7,563.48. VIA ROLL CALL VOTE, MOTION CARRIED 7-0.

As it relates to the bills to be paid, Mr. Scarton questioned the bill for RailPros, to which Mrs. Squillario replied that this is the annual lease payment for the Norfolk Southern property located near the arch.

ON MOTION OF MR. CADWALLADER, SECONDED BY MR. SLEBODNICK, COUNCIL UNANIMOUSLY APPROVED THE BILLS TO BE PAID IN THE AMOUNT OF \$26,976.97 AS PRESENTED. 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. VIA ROLL CALL VOTE, MOTION CARRIED 7-0.

**VII. MINUTES/REPORTS**

ON MOTION OF MR. CADWALLADER, SECONDED BY MR. SLEBODNICK, COUNCIL UNANIMOUSLY ACCEPTED THE REPORT FROM THE PORTAGE AREA JOINT PARKS AND RECREATION COMMISSION OF FEBRUARY 9, 2026 AS PRESENTED. MOTION CARRIED 7-0.

**VIII. UNFINISHED BUSINESS**

**A. DCNR Grant**

As mentioned previously in the meeting, Dr. Zonfrilli-Lang reiterated that an official letter to the Pennsylvania Department of Conservation and Natural Resources (DCNR) will be needed to formally request the closure and liquidation of the Portage Area Recreation Manager Circuit Rider Grant (Project Number BRC-TAG-28-311). She stated that we are not going to meet the deadline for the grant; therefore, to ensure we do not receive any points against us, we want to ensure that we get the drop letter sent. As stated on the agenda, the Borough is implementing a multi-year organization plan to achieve long-term fiscal self-sufficiency. This includes transitioning the full-time Manager and Secretary positions to part-time status and reducing the Public Works staff in 2027 to two full-time members. This restructuring will allow the Borough to independently fund a full-time Code Enforcement/Parks Director position by 2027, fulfilling the community's recreational needs without the restrictive stipulations of the current grant. As no funds have been drawn from this grant, the liquidation will result in zero cost to the Borough and will not negatively impact the Borough's eligibility for future DCNR funding.

ON MOTION OF MR. PORTASH, SECONDED BY MR. SLEBODNICK, COUNCIL UNANIMOUSLY AGREED TO AUTHORIZE THE BOROUGH MANAGER TO SUBMIT AN OFFICIAL LETTER TO THE PENNSYLVANIA

DEPARTMENT OF CONSERVATION AND NATURAL RESOURCES (DCNR)  
FORMALLY REQUESTING THE CLOSURE AND LIQUIDATION OF THE  
PORTAGE AREA RECREATION MANAGER CIRCUIT RIDER GRANT  
(PROJECT NUMBER BRC-TAG-28-311) IN THE AMOUNT OF \$57,000. VIA  
A ROLL CALL VOTE, MOTION CARRIED 7-0.

B. Borough Building Roof

Dr. Zonfrilli-Lang noted that she has asked the Solicitor to prepare an update on this matter, which has not been received to date.

C. Fire Hydrant Fees

Dr. Zonfrilli-Lang noted that the outstanding fire hydrant fees currently stand at \$13,162.68. She explained that under PA Title 66, the Water Authority is entitled to recover costs for providing active fire protection infrastructure. In order for the Borough to also carry out what it needs to do to assist in providing public safety infrastructure, we need to make sure that those hydrants are active, and that we assist in working active water flow and ensures the Borough retains its current ISO rating, protecting residents from potential increases in fire insurance premiums. Dr. Zonfrilli-Lang noted that she did have some discussion with the Water Authority. The motion being presented to Council this evening is a motion to approve the payment of the hydrant fees in exchange for a certified engineering letter that states that the hydrants in question are, according to the expertise of the Water Authority's engineer, workable and useful. Dr. Zonfrilli-Lang pointed out that, after a discussion she had this morning, she would recommend tabling action on this matter as she received correspondence from the Water Authority that they did not want to provide the engineer letter to us. Therefore, she would like to continue negotiation and discussion with the Water Authority on this matter but would open up the matter for discussion by Council and the public.

~~Mr. Cadwallader pointed out that all we are looking for is for the hydrants to be working correctly. Some Councilmen are firefighters and know what it is like when they turn the hose on and watch the hose go flat when you are in a burning building. Mr. Cadwallader noted that all Council is asking for is that the Water Authority provide information as to whether they meet the AWWA standards. If it says a hydrant is supposed to put out 750 gallons a minute, show us the hydrant is doing 750 gallons a minute. Mr. Cadwallader stated that, when we met with the Water Authority, Council stated that it was not that we did not want to pay the fees, we just want working hydrants. Council asked that, if the Water Authority would provide the information to prove to Council that the hydrants were working the way they were supposed to according to AWWA standards, Council would have no problem paying the fees. To this point, and to Mr. Cadwallader's knowledge, the information Council requested has never been provided. Dr. Zonfrilli-Lang agreed that we are between a rock and a hard place.~~

Mr. Vaughn stated that he knows that in his past life as a firefighter, not all hydrants have the same pressure. For the service that he was in, they painted the hydrants different colors, which alerted a firefighter to know what the maximum output of that hydrant was. Mr. Vaughn questioned if this was the case in Portage, to which Mr. Cadwallader replied that the hydrants can be painted that way but it would be up to the Water Authority. Mr. Cadwallader explained that it really is not the pressure you are looking for; you are looking for the volume of the flow. The flow means everything because the pressure can be built off the trucks. As long as you can maintain the water supply, you can pressurize it and keep everybody safe. Mr. Vaughn questioned if Mr. Cadwallader believes that the flow is not the same everywhere in town, to

which Mr. Cadwallader replied that it is not, explaining that everyone is aware of how old the water lines are in Portage. He commented that 90% of the water lines are imported from a four-inch line that has been there for 80 years or more. There is tuberculous in it, which is basically a buildup of dirt and grime inside the pipes. Therefore, what was once a four-inch pipe is now a three or a two and a half. Mr. Vaughn questioned if there is a minimum flow that a hydrant has to meet in order for it to be an active fire hydrant, to which Mr. Cadwallader replied that it has to be within AWWA guidelines, and this is why Council asked for the flow tests of each hydrant. Mr. Cadwallader explained that, when you flow test you can do it one of two ways; i.e., open the hydrant up and run a pedometer through the hydrant and measure the flow coming out of the hydrant, and then what you are supposed to do is go to a hydrant above and a hydrant below, while that hydrant is open, and you see what it decreases to. Mr. Vaughn commented that we should be looking at all of those figures before everyone is happier.

Mr. Cadwallader again emphasized that it was not that the Borough did not want to pay the hydrant fees. The fact was that the Borough wanted safe working hydrants that met the AWWA standards. Mr. Vaughn stated that he is happy with this because he would want a hydrant to be working if the fire company is coming to his house in the case of a fire. Mr. Cadwallader commented that a perfect example is the hydrant on the corner of Farren Street. It was replaced but the main was not, so now you have a four-inch main feeding a six-inch hydrant and anyone that has fought a fire knows what is going to happen with that.

Mr. Vaughn pointed out that he is happy that the Borough is working toward getting working hydrants. Dr. Zonfrilli-Lang stated that we will continue to attempt to negotiate with the Water Authority because she believes both want the same thing of providing public safety. She noted that the Water Authority is coming at the Borough from the opposite way saying that the Borough should pay the Water Authority what is owed and then they will do the testing. This is why Dr. Zonfrilli-Lang requested the engineering letter, but the Water Authority is unwilling to provide that. Mr. Portash pointed out that out of the 48 hydrants in the Borough, only 13 of them are flowing at the minimum required for firefighting. Mr. Cadwallader stated that out of the number of hydrants Mr. Portash is referencing, these were basically the ones that were replaced going up Mountain Avenue. Mrs. Slebodnick questioned what happened with the hydrants that were to be replaced but were just removed, to which Mr. Cadwallader replied that by rights those should have been removed from the list. Mr. Cadwallader believes the hydrant Mrs. Slebodnick is referring to is the one at the former Dr. Nagy dentist office. Mr. Portash commented that the list of hydrants that he has is from 2024 and that hydrant is still on the list. Mrs. Slebodnick questioned the hydrant that was at the end of South Railroad and Main Street that was covered by plastic and Highland vacated that line, to which Mayor Fox replied that that hydrant was not ours. Mrs. Slebodnick questioned what the fire company has to say, to which Dr. Zonfrilli-Lang replied that she has not spoken to the fire company yet. Mrs. Slebodnick commented that she believes someone needs to do something before it is too late.

Dr. Zonfrilli-Lang noted that she would encourage residents to submit their comments directly to her, or directly to the Water Authority, letting them know that they are concerned as citizens and would really strongly suggest that the Water Authority work with the Borough to find a solution. Mr. Wozniak commented that he believed the Borough also requested maintenance reports. Mr. Cadwallader agreed stating that one of the statements from the Water Authority when they started charging for the hydrants was for maintenance fees, the painting of the hydrants, shoveling out the hydrants in the winter time, etc.

Mayor Fox questioned, with the lower end project, are they replacing the hydrants and lines, to which Dr. Zonfrilli-Lang replied affirmatively stating that she did send a support letter for this project. Mayor Fox commented that, in the big picture, you have the hill ward and you have the area behind the Legion, and unless someone comes up with a lot of money, it is not all happening at one time, but hopefully it is done right. Mayor Fox noted that perhaps we can work with the Water Authority to at least not wait until they are replacing house meters on the hill that they do hydrants and worry about the residential lines down the line. He pointed out that he realizes it is not just a \$10 project being that the Water Authority has to put in for grants, etc. He would like to see at least a plan that the Water Authority is going to replace all of the hydrants over time. Mr. Cadwallader stated that it is not just the hydrants, but we need to note that the mains need to be updated to meet the standard six-inch main. Mr. Cadwallader indicated that the Borough had no problem paying for the hydrants that met the criteria; the concern was paying for the hydrants that were not working and were not meeting the criteria that needed to be met. Mr. Portash noted that the list of hydrants that he has was not given to him by the Water Authority; he had to request it through the Freedom of Information Act. Dr. Zonfrilli-Lang commented that she believes that the Water Authority has no problem providing that list but they are working on it.

ON MOTION OF MR. SLEBODNICK, SECONDED BY MR. HARRISON, COUNCIL UNANIMOUSLY AGREED TO TABLE ACTION ON THE PAYMENT OF THE FIRE HYDRANT FEES TO THE WATER AUTHORITY UNTIL A CERTIFIED ENGINEER REPORT IS RECEIVED. MOTION CARRIED 7-0.

D. Parking Behind Borough Building

Dr. Zonfrilli-Lang commented that, as stated previously in the meeting, the first step in this process is that she will be issuing a formal letter before April 1, 2026 alerting property owners of the process and requesting feedback so that she can set up a phone call, in-person meeting, or video chat with each tenant and bring those comments back to Council, along with any Ordinance needs.

E. Resolution 10-2026

ON MOTION OF MR. CADWALLADER, SECONDED BY MR. PORTASH, COUNCIL APPROVED RESOLUTION 10-2026 TO AUTHORIZE THE DESIGNATION OF NEW SIGTNATORIES OF ROBERT FOX AND MAKAYLA ZONFRILLI-LANG FOR THE DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT (DCED) GRANT NO. C000088650 (PHASE 4 LIGHTING PROJECT). MOTION CARRIED 6-0, WITH MAYOR FOX ABSTAINING.

**IX. BUILDINGS AND FACILITIES**

A. Fence Ordinance – 622 Orchard Street

Dr. Zonfrilli-Lang informed Council that during the transition period after Mr. Koban left, there had been some correspondence regarding an Ordinance violation. That Ordinance was 2-2021, which reflects that fences in the Borough should not exceed four feet if it is abutting a street. The particular fence in question at 622 Orchard Street was measured at 72 inches on this specific side. During this time, there had been some correspondence regarding an Ordinance violation. For this particular property, the contractor should have looked at the

Ordinance prior to construction. In addition, residents should be made aware of our Ordinances; and during code rounds, we should be looking for these types of things.

Dr. Zonfrilli-Lang indicated that, by the time this matter caught up with her and she figured it out, the fence was already in place, but LMIA did issue a stop work order, which would not do anything because the work had already been done. She stated that she has been in contact with the property owner, Mr. Jonathon Rummel, who is present this evening. Dr. Zonfrilli-Lang explained that we did issue a citation in accordance with our Ordinance; and Mr. Rummel and Dr. Zonfrilli-Lang discussed some options that he has regarding the fence, which one of those options is a variance request. Dr. Zonfrilli-Lang pointed out that some of the Borough's Ordinances are relatively older, possibly outdated. The original intent of the fence Ordinance was for public safety purposes, but with advances in the CAD system and 911 capabilities, she believes that the general majority of our residents would like to explore updating the fence Ordinance so that we can have higher privacy fences. Dr. Zonfrilli-Lang would think that Council would be willing to entertain that, but, of course, there is a process that goes along with that where you would have to have public hearings along with feedback from the Solicitor. Dr. Zonfrilli-Lang pointed out that no decision will need made at this meeting but felt that it should be discussed in the public forum.

Mr. Rummel commented that the fence was installed as it was because his wife was attacked by a dog on their porch and he wanted to keep his wife and their dog safe. Mrs. Rummel stated that the individual involved still walks his dog in the neighborhood; and her dog really almost loses his mind anytime someone goes by their house. She explained that she does not take the dog for walks anymore, so they installed the six foot fence so their dog could not see outside the yard at any dogs or people. The fence was installed to just make Mrs. Rummel and the dog feel safe again. Mrs. Rummel apologized for not seeing in the Ordinance the four foot and six foot requirements. Dr. Zonfrilli-Lang stated that she did provide information to Mr. Rummel on how to do the formal variance request, which can be sent back to her. Dr. Zonfrilli-Lang asked for further input from Council relative to this matter; and there being none, she stated that we would proceed as the legal process allows on that subject. Mr. Portash questioned what the status of the citation was, to which Dr. Zonfrilli-Lang replied that the Chief of Police filed the citation last week and it is now with the District Justice office, where something should be issued this week.

## **X. NEW BUSINESS**

### **A. Comcast Cable Franchise Agreement**

Dr. Zonfrilli-Lang commented that a motion was included on the agenda to approve the Comcast Cable Franchise agreement; however, as discussed under her Borough Manager's report, she would ask Council to table action on this matter. She stated that the Parks and Rec Board expressed interest possibly partnering with the Borough on its Comcast agreement to help them perhaps get a lower rate on what they pay for their services, which would be a great public benefit; and then the Parks and Rec Board would reimburse the Borough. Dr. Zonfrilli-Lang would like to reach out to our Comcast representative to discuss this.

ON MOTION OF MR. PORTASH, SECONDED BY MR. HARRISON, COUNCIL UNANIMOUSLY AGREED TO TABLE ACTION ON THE COMCAST CABLE FRANCHISE AGREEMENT. MOTION CARRIED 7-0.

### **B. Social Media Policy**

Dr. Zonfrilli-Lang stated that she provided the social media policy to everyone at the last meeting. She received no questions during public comment at the meeting; and since then, she has received no correspondence or questions from residents. Dr. Zonfrilli-Lang commented that she would open it up for one last public comment if anyone has anything to contribute or any questions from Council. She explained that the policy is pretty straightforward and is basically in place so that we can provide public information to the residents in a very timely and professional, educational manner. The policy also states that we recognize that opening up a social media page will subject us to both critical and supportive comments. Dr. Zonfrilli-Lang pointed out that we understand that, but we do ask that, as we look towards modernizing the way that we get information out to the residents, that the residents work with the Borough and the Borough will work with them. Pending approval of the policy, she noted, the Facebook page will go live tomorrow; and she shared a picture on the agenda of what the Facebook page will look like.

ON MOTION OF MR. CADWALLADER, SECONDED BY MR. PORTASH, COUNCIL UNANIMOUSLY ADOPTED THE OFFICIAL SOCIAL MEDIA COMMENT AND ENGAGEMENT POLICY FOR FACEBOOK AS PRESENTED, WITH AN EFFECTIVE DATE OF MARCH 16, 2026, AND AUTHORIZED THE BOROUGH MANAGER TO OFFICIALLY PUBLISH THE PORTAGE BOROUGH FACEBOOK PAGE ON TUESDAY, MARCH 17, 2026. MOTION CARRIED 7-0.

C. Adoption of Official Borough Facebook Page

Dr. Zonfrilli-Lang pointed out that, now that Council has adopted the social media policy, we will be able to move forward for Council to sanction the official Borough Facebook page. The reason we do this is to let the public know that this is the official Facebook page and the page will serve as the official hub for distributing timely updates, educational materials regarding Borough services, emergency alerts, and announcements about local happenings. Dr. Zonfrilli-Lang emphasized that we never advocate for anyone's personal opinion on Council or the Borough Manager. If anyone sees any information about Borough management on a different Facebook page, she asked that they contact her directly with the question. The official Borough Facebook page will contain the most updated information for everyone.

ON MOTION OF MR. CADWALLADER, SECONDED BY MR. PORTASH, COUNCIL UNANIMOUSLY AGREED TO DESIGNATE THE PORTAGE BOROUGH FACEBOOK PAGE AS THE OFFICIAL SOCIAL MEDIA PLATFORM FOR MUNICIPAL INFORMATION, EDUCATION, AND COMMUNITY UPDATES, AND TO ESTABLISH IT AS THE OFFICIAL LIVE STREAM LOCATION FOR ALL PUBLIC BOROUGH COUNCIL MEETINGS, COMMENCING IN APRIL 2026. MOTION CARRIED 7-0.

D. 2027 Organizational Personnel Restructure

Dr. Zonfrilli-Lang stated that she wanted to discuss the 2027 organizational personnel restructure to accommodate the Public Works Director's retirement and the need for a full-time Parks and Recreation Director/Code Enforcement Officer. She explained that there is currently a gap in code enforcement; we have been trying to find a Parks and Rec Director; and Mr. Steberger will be retiring this July after serving the Borough for over 20 years (replacing him will not be easy). In talking with Mr. Steberger and other staff members, Dr. Zonfrilli-Lang

pointed out, we are going to try and find a way to combine a little bit of Public Works/park maintenance and code enforcement to better provide services. She noted that there will be more of this matter discussed as we enter into the budget season. One of the ways to fund this proposal is that Borough Manager position was originally going to be advertised as full-time, but since Dr. Zonfrilli-Lang's position is not full time, that creates a deficit or a gap in that salary. In addition, there are no benefits administration to that, which saves approximately \$22,000-\$30,000 per year for the Borough Manager position and the Borough secretary position. She is hoping that as we move into 2027, and we rearrange and restructure our Public Works department, that we will be able to present a new position in 2027 that would not increase the Borough's budget, but breaks even with those changes.

#### E. Johnstown Housing Authority Agreement

Dr. Zonfrilli-Lang informed Council that there was a water break at the Housing Authority; and the Borough has a contract with the Johnstown Housing Authority that has existed since 1959. There is a reference in the contract that basically states that the Borough is responsible for maintaining any of the water utility services at the Housing Authority property. The agreement was entered into 1959, back when the Borough was still providing water and sewer services before we had the separate authorities. Dr. Zonfrilli-Lang explained that the challenge for the Borough now is really a legal process. Since the Borough no longer does water services, the question becomes whether it still ties the Borough to the contract because the Borough did sign that agreement and no clause was placed to adapt or change the contract. Dr. Zonfrilli-Lang stated that this is the argument that she has been addressing with the Johnstown Housing Authority. She has reached out via email at least six times; and she also has two phone messages into the Johnstown Housing Authority manager asking if he would be able to enter into negotiations with the Borough and Solicitor to come up with an updated contract and to talk about how we should address the issues up at the property. Dr. Zonfrilli-Lang has received no return communication. At some point, she noted, our Solicitors will probably have to be involved. She did invite the Johnstown Housing Authority to send a representative this evening to speak with Council; however, they did not attend.

Mr. Cadwallader questioned what the plan is for the water because they are losing thousands of gallons of water. Dr. Zonfrilli-Lang responded that she spoke with the Superintendent of the Water Authority when the water break happened; and the water had been running at that point for about three days (it is probably 44 days now). She had suggested at that time that perhaps we should shut the water off so that we were not wasting water, but she has no jurisdiction over what the Water Authority does. Dr. Zonfrilli-Lang stated that she believes previously that the Laurel Mountain Management handled the water fixes here for the Johnstown Housing Authority, but she has yet to see them either. Dr. Zonfrilli-Lang is not so I do believe that it is still open. I was speaking with the Johnstown Housing Authority, and I do believe that previously, the Moral Mountain Management has handled their water fixes up here, but I've yet to see them come up either. Mr. Portash commented that he does not see anywhere in the agreement where it says "maintain," but does say "furnish and provide," to which Dr. Zonfrilli-Lang responded that according to the Johnstown Housing Authority, this does mean "maintain." Mr. Cadwallader commented that he does not feel this is fair to the people of Portage because if it would have been a resident or a business, the water would have been shut off by now. Dr. Zonfrilli-Lang agreed, stating that more than one voice is always stronger, so she always encourages residents to put emails to her, and write letters to the Housing Authority as well. Mr. Cadwallader noted that the water is going through a meter before it hits the main, so the meter is racking it up. Dr. Zonfrilli-Lang commented that she heard on Friday that they were up to \$14,000, so that is a lot of water.

Mr. Vaughn stated that one thing in the contract when he read it was that it was an evergreen contract, which also states that if one side or the other does not want to negotiate, one side can just stop doing their side of the contract. Obviously, if the Borough was to do that, it would probably give the Housing Authority a little incentive to come to the table and talk. Mr. Vaughn also feels that the other part of the contract, basically because it is so old, is that the Borough has the legal standing to renegotiate because an evergreen contract says that when times change, costs change. He stated that what the Borough was spending in costs down there at one time to provide what services we were required to do, was a lot less money than it is now. He also feels that the amount that they are paying is probably not in line with what they are taking in now; however, the only way we know that is if we somehow find out what that cost is. When Mr. Vaughn requested this information, the Housing Authority shut him down and sent him to their attorney. He does have the name of their RTK officer, but he does not respond and just refers him to their attorney in Johnstown. Mr. Vaughn feels the citizens should not be taking a loss on the merits of that agreement; and he has talked to people who have told him that we are spending way more money down there than what they are taking in, not even counting the sewer and the water (just the streets, plowing, and the leaf pickup). Mr. Vaughn stated that he appreciates Council and the Manager keeping up with this matter. Dr. Zonfrilli-Lang commented that she is sure our Solicitor and the Johnstown Housing Authority Solicitor will be best buddies soon. She is not getting a response so the next step in the process is doing a deep dive with their attorney.

Ms. Kinley pointed out that the apartment at the Housing Authority where there was a fire is still boarded up, but if it was in the Borough that would not be the case. Dr. Zonfrilli-Lang stated that she will check on the ramifications of this and get back to everyone. Mr. Vaughn commented that there would also be the question if the fire hydrant in that area was adequate. Mr. Cadwallader commented that, during his entire career with the Water Authority, the hydrants were always maintained and operated by the Housing Authority. Mr. Vaughn questioned if those fire hydrants were included on the list previously discussed by Council, to which Mr. Cadwallader replied that they were not. Mr. Slebodnick indicated that there are a lot of upset people at the Housing Authority and they want a public meeting with the media.

## **XI. EDUCATION AND GENERAL INFORMATION**

### **A. Ability to Vote Remotely During Council Meetings**

Dr. Zonfrilli-Lang commented that there were a couple of questions raised by residents regarding Mr. Scarton being on the telephone while he is away and whether a Council member can vote via phone/teleconference or other telecommunication method. Dr. Zonfrilli-Lang provided information via the Pennsylvania Borough Code (8 Pa. C.S. § 1001), which states that a Council member can indeed participate and vote by phone (or other telecommunication device), provided certain strict legal requirements are met; i.e., a physical quorum must be present in Council chambers; there must be two-way communication via a device that allows the remote member to hear all other council members and the public, and the members of the public and Council must be able to hear the remote member. Dr. Zonfrilli-Lang stated that, with our new Facebook technology, this will make it better and easier in the future as well.

## **XII. CITIZENS INPUT ON NON-AGENDA ITEMS**

Mr. Wozniak recognized Mr. Vaughn. Mr. Vaughn stated that he did want to speak tonight regarding the Johnstown Housing Authority agreement; however, because of the discussion

earlier in the meeting, he is happy to say that it will at least be looked into to make it a more fair agreement between the Borough and the Housing Authority.

**XIII. GOOD OF THE BOROUGH**

Mr. Scarton commented that he would like to bring up to Council as a reminder of this being the 250<sup>th</sup> birthday of our nation. He stated that the Parks and Rec Commission is looking to celebrate throughout the summer with different ideas and various things going on at the park. Mr. Scarton suggested that Council also consider perhaps having different celebratory functions going on in the Borough. He noted that, of course, with our new Facebook page, we will be able to advertise everything that is going on. Mr. Scarton mentioned as well that the Parks and Rec Commission came up with an idea of a time capsule to be opened in 50 years, that would be placed somewhere in the park; and perhaps the Borough, Township, and other organizations could get involved in some way.

Dr. Zonfrilli-Lang stated that she appreciates all of the correspondence she is receiving from residents, along with all of the emails and telephone calls. She pointed out that she and Council are here to serve the residents and want to continue to do that, so she welcomes any questions or comments from residents. Dr. Zonfrilli-Lang stated that she did have several residents come in to meet with her during office hours, and she received some really good input via these meetings.

**XIV. EXECUTIVE SESSION**

ON MOTION OF MR. CADWALLADER, SECONDED BY MR. SLEBODNICK, COUNCIL, PURSUANT TO PENNSYLVANIA SUNSHINE ACT, 65 PA.C.S. § 701-716, UNANIMOUSLY AGREED TO ENTER INTO EXECUTIVE SESSION AT 7:24 P.M. TO DISCUSS PENDING LITIGATION 2025-4778. MOTION CARRIED 7-0.

**XV. ADJOURNMENT OF EXECUTIVE SESSION**

ON MOTION OF MR. PORTASH, SECONDED BY MR. CADWALLADER, COUNCIL UNANIMOUSLY AGREED TO ADJOURN OUT OF EXECUTIVE SESSION at 7:50 P.M. MOTION CARRIED 7-0.

**XVI. RECONVENE INTO REGULAR SESSION**

ON MOTION OF MR. PORTASH, SECONDED BY MR. HARRISON, COUNCIL UNANIMOUSLY AGREED TO RECONVENE INTO REGULAR SESSION AT 7:50 P.M. MOTION CARRIED 7-0.

ON MOTION OF MR. PORTASH, SECONDED BY MR. CADWALLADER, COUNCIL UNANIMOUSLY AGREED TO TERMINATE THE CONTRACT BETWEEN PORTAGE BOROUGH AND ATTORNEY MICHAEL EMERICK EFFECTIVE IMMEDIATELY. VIA A ROLL CALL VOTE, MOTION CARRIED 7-0.

ON MOTION OF MR. PORTASH, SECONDED BY MR. CADWALLADER, COUNCIL UNANIMOUSLY APPROVED THE HIRING OF GABRIEL FERA, PC

AS THE LAW FIRM FOR BOROUGH SOLICITOR, EFFECTIVE MARCH 16, 2026. VIA ROLL CALL VOTE, MOTION CARRIED 7-0.

**XVII. ADJOURNMENT**

ON MOTION OF MR. SLEBODNICK, SECONDED BY MR. HARRISON, COUNCIL UNANIMOUSLY AGREED TO ADJOURN THE MEETING AT 7:55 P.M. MOTION CARRIED 7-0.

Respectfully submitted,

Sharon Squillario  
Recording Secretary

**Portage Borough  
Treasurer's Report  
March 17 through April 6, 2026**

Type Num	Date	Name	Account	Amount
Deposit	03/17/2026		100.000 - Sweep Account/GF Checking	5,568.43
		District Court 47-3-03	331.120 - Magistrate Fines	-1,053.72
		Employers Mutual Casualty Com	383.001 - Miscellaneous Income	-4,514.71
<b>TOTAL</b>				<b>-5,568.43</b>
Deposit	03/17/2026		100.000 - Sweep Account/GF Checking	212.90
		Portage Township	390.000 - Income Street Sweeper	-182.90
		Lexis Nexis-V	410.310 - Professional Services	-15.00
		Lexis Nexis-V	410.310 - Professional Services	-15.00
<b>TOTAL</b>				<b>-212.90</b>
Deposit	03/18/2026		100.000 - Sweep Account/GF Checking	44.68
		Clerk of Courts	331.130 - County Fines	-44.68
<b>TOTAL</b>				<b>-44.68</b>
Deposit	03/23/2026		100.000 - Sweep Account/GF Checking	61,996.96
		David Layo	301.100 - Current Real Estate Taxes	-25,606.20
		Portage Municipal Water Author	364.300 - Solid Waste Collection Charges	-36,375.76
		Lexis Nexis	410.310 - Professional Services	-15.00
<b>TOTAL</b>				<b>-61,996.96</b>

**Portage Borough  
Treasurer's Report  
March 17 through April 6, 2026**

Type Num	Date	Name	Account	Amount
Deposit	03/25/2026		100.000 · Sweep Account/GF Checking	218.88
		Meters	363.210 · Meter Collection	-218.88
<b>TOTAL</b>				<b>-218.88</b>
Deposit	03/27/2026		100.000 · Sweep Account/GF Checking	49,016.40
		David Layo	301.100 · Current Real Estate Taxes	-29,306.34
		Peoples Natural Gas	362.420 · Sidewalk/Street Permits	-205.00
		Municipal Authority of Portage	364.300 · Solid Waste Collection Charges	-19,505.06
<b>TOTAL</b>				<b>-49,016.40</b>
Deposit	03/30/2026		100.000 · Sweep Account/GF Checking	1,521.60
		County of Cambria Controller's	(301.400 · Delinquent Real Estate Taxes	-1,521.60
<b>TOTAL</b>				<b>-1,521.60</b>
<b>TOTAL - MARCH 17 - APRIL 6, 2026</b>				<b>118,579.85</b>

**Portage Borough  
Unpaid Bills Detail - General Fund  
As of April 6, 2026**

	Type	Date	Num	Due Date	Open Balance
1st Summit Bank					
Total 1st Summit Bank	Bill	03/24/2026	10500099806-cks tax	04/06/2026	300.54
1st Summit Bank-Christmas					300.54
Total 1st Summit Bank-Christmas	Bill	03/27/2026	Steberger	04/06/2026	120.00
1st Summit Bank 9078271					120.00
Total 1st Summit Bank 9078271	Bill	03/27/2026	9078271	04/06/2026	1,093.38
1st Summit Bank 9078558					1,093.38
Total 1st Summit Bank 9078558	Bill	03/27/2026	9078558	04/06/2026	1,370.41
Aerial Communications					1,370.41
Total Aerial Communications	Bill	03/27/2026	28193	04/06/2026	604.50
Applied Industrial Technologies	Bill	04/01/2026	28217	04/06/2026	23.63
	Bill	03/31/2026	28256	04/06/2026	45.50
Total Applied Industrial Technologies					673.63
Associated Office Equipment	Bill	03/27/2026	7034113347 - bearing	04/06/2026	56.66
Total Associated Office Equipment	Bill	03/27/2026	CT11078-07	04/06/2026	56.66
Cambria County					584.27
Total Cambria County	Bill	03/27/2026	Tax Collector Bond	03/27/2026	584.27
Case Power & Equipment					37.00
Total Case Power & Equipment	Bill	03/25/2026	roller repairs	03/25/2026	37.00
Comcast					2,269.72
					2,269.72

**Portage Borough  
Unpaid Bills Detail - General Fund  
As of April 6, 2026**

	Type	Date	Num	Due Date	Open Balance
Total Comcast	Bill	03/27/2026	Main Street	04/06/2026	279.23
Guardian	Bill	03/27/2026	Makin Street	04/06/2026	96.11
					375.34
Total Guardian	Bill	03/27/2026	00578356	04/06/2026	62.57
Heather Miller					62.57
Total Heather Miller	Bill	03/27/2026	Rosamilia - CPR	04/06/2026	50.00
Kuharchik Construction					50.00
Total Kuharchik Construction	Bill	04/01/2026	416586	04/06/2026	576.73
Lexis Nexis					576.73
Total Lexis Nexis	Bill	03/30/20226	3720342560	04/06/2026	15.00
Martin Oil Company					15.00
Total Martin Oil Company	Bill	03/27/2026	fuel	04/06/2026	84.07
MetLife					84.07
Total MetLife	Bill	03/27/2026	Steberger - payroll	04/06/2026	560.00
Mr. Logan Cadwallader	Bill	03/27/2026	deferred comp	04/06/2026	375.00
Total Mr. Logan Cadwallader	Bill	03/27/2026	uniform reimb.	04/06/2026	935.00
Municipal Authority of Portage					59.64
Total Municipal Authority of Portage	Bill	03/27/2026	garbage collections	04/06/2026	3,296.25
PA Municipal, Inc.	Bill	03/27/2026	681 - water leak rep	04/06/2026	209.54
					3,505.79

**Portage Borough  
Unpaid Bills Detail - General Fund  
As of April 6, 2026**

	Type	Date	Num	Due Date	Open Balance
Total PA Municipal, Inc.	Bill	03/27/2026	6237297	04/06/2026	144.05
Peoples Gas					144.05
Total Peoples Gas	Bill	03/31/2026	200001816673	04/06/2026	336.04
	Bill	03/31/2026	200002690622	04/06/2026	837.45
Portage Area Sewer Authority					1,173.49
	Bill	03/25/2026	Main Street	04/06/2026	55.00
Total Portage Area Sewer Authority	Bill	03/27/2026	Makin Street	04/06/2026	55.00
Portage Auto Parts					110.00
	Credits	01/01/2026		04/06/2026	-42.18
	Bill	04/01/2026	396566	04/06/2026	21.37
	Bill	04/01/2026	396426	04/06/2026	4.23
	Bill	04/01/2026	396386	04/06/2026	244.98
	Bill	04/01/2026	395349	04/06/2026	106.31
Total Portage Auto Parts					334.71
Quill Corporation					
	Bill	03/27/2026	48085221	04/06/2026	254.98
	Bill	03/27/2026	48026418	04/06/2026	55.99
	Bill	03/31/2026	48025939	04/06/2026	61.98
Total Quill Corporation					372.95
Smith Motor Sales					
	Bill	03/27/2026	fleet filters	04/06/2026	250.65
Total Smith Motor Sales					250.65
Spring City Electrical MFG					
	Bill	03/27/2026	IN/16828 - roller	04/06/2026	4,927.00
Total Spring City Electrical MFG					4,927.00
Stiffler, McGraw & Associates					
	Bill	03/27/2026	242 - Engineer	04/06/2026	132.50

**Portage Borough  
Unpaid Bills Detail - General Fund  
As of April 6, 2026**

	Type	Date	Num	Due Date	Open Balance
Total Stiffler, McGraw & Associates	Bill	03/27/2026	Phase 4 lighting	04/06/2026	458.50
Teno's Truck and Auto Repair					591.00
Total Teno's Truck and Auto Repair	Bill	03/27/2026	28288 - inspection	04/06/2026	73.79
Unifirst					73.79
Total Unifirst	Bill	03/27/2026	1230288312-supplies	04/06/2026	81.26
<b>TOTAL</b>					<b>20,228.65</b>

# Portage Borough Liquid Fuels Account Unpaid Bills Detail As of April 6, 2026

Type	Date	Num	Due Date	Open Balance
Penelec				
Bill	03/10/2026	100010783858	04/09/2026	463.48
Bill	03/10/2026	100147889982	04/09/2026	102.89
Bill	03/10/2026	100147889974	04/09/2026	72.62
Bill	03/10/2026	100147889966	04/09/2026	57.28
Bill	03/27/2026	100011950449	04/09/2026	2,789.33
Bill	03/10/2026	100077894028	04/09/2026	34.75
				<u>3,520.35</u>
				<u><b>3,520.35</b></u>

Total Penelec  
**TOTAL**

**CAMBRIA COUNTY BUILDING CODE ENFORCEMENT AGENCY  
EXECUTIVE BOARD MINUTES  
March 11, 2026**

**EXECUTIVE BOARD MEMBERS**

Eric Miller (attended by phone) – Summerhill Borough

John McElheny – Reade Twp

Teresa Wooley – West Carroll Township

Richard Price – East Taylor Twp

**BOARD MEMBERS**

Kurt Freidhoff

Beverly Sherwood-Burns (attended by phone) – Blacklick Township

**STAFF**

Melissa Stiles, Administrator

Noah Clevenger - Inspector

**GUESTS**

Terry Balog

**CALL TO ORDER**

Acting Chairman Price called the meeting to order at 7:33am. Followed by the Pledge of Allegiance. Acting Chairman Price noted due to lack of quorum for a program committee meeting the meeting will be an executive board meeting.

**PUBLIC COMMENT**

Ms. Balog was in attendance again to bring awareness of REA claiming eminent domain on her property to build a substation

**APPROVAL OF MINUTES OF THE January 14, 2026 EXECUTIVE BOARD**

**MEETING** *(no meeting held in February)*

Mr. Miller motioned for the approval of the January 14, 2026 meeting minutes; second by Mr. McElheny. No discussion held. Motion carried.

**BILLS AND COMMUNICATIONS**

Acting Chairman Price noted the bills and treasurers report for February 2026. Motion to accept treasurer's report and ratify payment of the bills for February 2026 by Ms. Wooley; second by Mr. Miller. No discussion held. Motion carried.

**STAFF REPORTS**

Ms. Stiles noted the activity reports for February 2026

Ms. Clevenger submitted his official resignation from the agency effective April 3<sup>rd</sup>, 2026

Ms. Wooley motioned for the approval of the staff reports; second by Mr. Miller. No discussion held. Motion carried

**NEW BUSINESS**

**Motion to accept the resignation of Noah Clevenger from the agency effective April 3<sup>rd</sup>, 2026**

Motion to approve by Mr. Miller; second by Ms. Wooley. No discussion held. Motion carried

**OLD BUSINESS**

None

**DISCUSSION**

Kurt Freidhoff mentioned to the board to consider setting up zoom or teams so that other board members who can't attend in person due to the early time, would be able to attend the meeting if they so choose. Eric Miller directed Ms. Stiles to look into getting that set up.

**NEXT MEETING**

The next Executive Board/Program Committee meeting of the CCBCEA will be held on Wednesday, April 9th, 2025 at 7:30 AM at 140 East Carroll Street, Carrolltown Pa.

Motion to adjourn by Mr. Miller; second by Mr. McElheny. Motion carried.

Meeting adjourned at 7:44AM

---

**BOROUGH OF PORTAGE**  
**PUBLIC WORKS DIRECTOR**  
FLSA STATUS: NON-EXEMPT

**Statement Of Job**

This is an administrative management position. Under the direction of the Borough Manager, the employee is responsible for the overall operation of the public works department, including highways, parks, buildings, and all borough facilities. Work involves a high degree of independent discretion and judgment. The employee is required at times to directly participate in work activities.

**Job Functions**

- Manages and supervises the work of laborers, operators and supervisors in all public works activities.
- Inspects work in progress to assure conformance with instructions, and makes and adjusts work assignments.
- Maintains time and material records.
- Performs or assists in performing more difficult skilled tasks.
- Operates heavy equipment or other equipment under normal and emergency conditions.
- Prepares the department's operating budget, ensures compliance with the budget document, and assists in the preparation of the capital budget.
- Coordinates street repairs with the Pennsylvania Department of Transportation
- Answers public inquiries and disseminates information to the public regarding public works projects
- Trains employees in work habits and methods, safety and proper operation of equipment.
- Makes operating decisions on usage of equipment and materials in relation to above work.
- Provides recommendations to the Borough Manager on issues related to public works.
- Makes duty oriented decisions, takes initiative, offers solutions and or recommendations to problems on the basis of well defined standards and precedence.
- Attends approved training to keep informed of the latest technology and practices in public works management.
- Recommends hiring and disciplinary actions of department employees.
- Performs other duties as assigned.

**Required Knowledge, Skills and Abilities**

- Knowledge of the practices and procedures of street construction and maintenance, public playgrounds, building maintenance and fleet maintenance.
- Knowledge of the occupational hazards and required safety precautions of public works projects and the operation of heavy equipment.
- Knowledge of local, state and Federal regulations pertaining to public works operations.

- Possession of excellent supervisory techniques, style and skills.
- Possession of good management and organizational skills.
- Ability to plan, schedule and delegate workloads and supervise the work in an impartial manner.
- Ability to establish, promote and maintain effective working relationships with and among subordinates.
- Ability to communicate clearly and concisely both orally and in writing.
- Ability to give advice and recommendations.
- Ability to maintain records and give reports.
- Ability to calculate and estimate project costs in terms of material, money, time and labor.
- Ability to recognize, analyze and react in day to day situations requiring independent discretion and judgment.
- Ability to perform basic math functions.
- Ability to complete and/or direct routine equipment repair.

#### Minimum Training and Experience

- High School diploma or equivalent.
- Five (5) years experience in the maintenance and repair of streets, at least two of which involved directing the work of others.
- Demonstrable and considerable knowledge and experience in public works and skills listed herein.

#### Required Licenses and Certifications

- Valid Pennsylvania motor vehicle operator's license (CDL) if operating any equipment that requires the license
- 

#### Physical Demands

- Moderate work. May require considerable standing (up to 3 hours at a time, 8 hours per day); Considerable walking (varies depending on tasks); Frequent lifting of 50-100 lbs.; Occasional lifting of 100+ lbs. Carrying of 100+ lbs.; Frequent bending, squatting, kneeling, crawling, twisting, climbing, balancing, reaching, and pushing and pulling; Frequent repetitive motion, grasping and manipulation of hands; Excellent sensory abilities including speaking, hearing, seeing, visual acuity, depth perception, tactile sensation and smelling. Ability to operate foot controls required.

#### Working Conditions

- Position involves outside work; noise sufficient to interrupt conversation; temperature (cold and heat) extremes; dampness, vibration, vapors, fumes, odor, dust; limited ventilation, and toxic substances.

#### Schedule

- Forty (40) hours per week, generally eight hours per day. Subject to emergency call-out.

**BOROUGH OF PORTAGE**  
**LABORER**  
**FLSA STATUS: NON-EXEMPT**

**Statement Of Job**

Under the direction of the Public Works Director, the employee is responsible for performing all maintenance tasks assigned to the Public Works Department, including those matters related to highways, parks, water treatment, wastewater treatment, and other municipal facilities and programs. Work is performed under general supervision. Work involves the operation of a variety of hand tools, heavy construction equipment, highway maintenance equipment, sewer maintenance equipment, and water maintenance equipment including street sweeper, roller, highlift, backhoe, bulldozer, grader, dump truck, hydraulic tools, steam jet, plow, dump truck, tractor, mower, air compressor, cutters, flusher, saw, drill, cleaner, generator, tapping machine, welder, torch and others.

**Job Functions**

- Performs tasks normally associated with general carpentry and construction.
- Performs tasks normally associated with masonry, including constructing forms, laying brick and block, cement work.
- Maintains and repairs water and wastewater facilities, including hydrants, lines and valves.
- Ensures operation of equipment by completing preventative maintenance requirements, following manufacturer's instructions, troubleshooting malfunctions, and completing repairs.
- Maintains safe and clean working environment by establishing and complying with procedures, rules and regulations.
- Performs all maintenance of facilities and grounds.
- Performs other duties as assigned.

**Required Knowledge, Skills and Abilities**

- Knowledge of the general practices applied to the care and safe operation of the equipment described herein.
- Knowledge in the principles of the operation of said equipment.
- Basic knowledge of and ability to monitor operations at the water and wastewater plants.
- Ability to perform heavy manual labor for prolonged periods, often under adverse weather conditions.
- Knowledge of chemical, physical and bacteriological examination of water and wastewater.
- Knowledge of plant system monitors, gauges and recordings.
- Ability to maintain written/computerized records.
- Ability to communicate orally and in written form duties, instructions, and/or demonstrations with supervisors and others.
- Ability to perform arithmetic and algebraic calculations including fractions, decimals

and percentages.

- Ability to complete routine equipment repair.

#### Minimum Training and Experience

- High School diploma or equivalent.
- Demonstrable knowledge and experience in heavy equipment operation.
- Demonstrable experience in construction.
- Required Licenses and Certifications
- Valid Pennsylvania motor vehicle operator's license (CDL)
- Physical Demands
- Very heavy work. Requires considerable standing (up to 4 hours at a time, 8 hours per day); Considerable walking (varies depending on tasks); Frequent lifting of 50-100 lbs.; Occasional lifting of 100+ lbs. Carrying of 100+ lbs.; Frequent bending, squatting, kneeling, crawling, twisting, climbing, balancing, reaching, and pushing and pulling; Frequent repetitive motion, grasping and manipulation of hands; Excellent sensory abilities including speaking, hearing, seeing, visual acuity, depth perception, tactile sensation and smelling. Ability to operate foot controls required.

#### Working Conditions

- Position involves outside work, often in adverse weather conditions; noise sufficient to interrupt conversation; temperature (cold and heat) extremes; dampness, vibration, vapors, fumes, odor, dust, limited ventilation, and toxic substances.

#### Schedule

- Forty (40) hours per week, generally eight hours per day. May be required to work weekends and holidays. Schedule may vary. Subject to frequent emergency call-out. May be required to work overtime or can take compensatory time and time and 1/2.



---

**Job Description:** Deputy Director Public Works  
**Job Classification:** Non-Exempt  
**Rate:** \$19.50

**Reports To:** Public Works Director  
**Job Type:** Full-Time  
**Hours:** 40 per week

---

## Statement Of Job

This is a supervisory and skilled technical position. Under the general direction of the Public Works Director, the employee assists in the overall management of the public works department, including highways, parks, water/wastewater maintenance, and municipal facilities. The Deputy Director acts as the primary field supervisor, ensuring that maintenance tasks are completed efficiently while exercising independent judgment in the absence of the Director.

## Job Functions

- **Supervision:** Directly supervises and coordinates the daily activities of Laborers and equipment operators.
- **Field Inspection:** Inspects work in progress to ensure conformance with instructions and safety standards.
- **Operational Leadership:** Directly participates in difficult skilled tasks and operates heavy equipment under normal or emergency conditions.
- **Project Estimation:** Assists the Director in calculating project costs regarding materials, labor, and time.
- **Preventative Maintenance:** Oversees the department's fleet and equipment maintenance schedules to ensure operational readiness.
- **Training:** Conducts on-the-job training for staff regarding safety protocols, work methods, and equipment operation.
- **Administrative Support:** Maintains accurate time, material, and computerized maintenance records.
- **Compliance:** Ensures all activities comply with local, state, and Federal regulations.
- **Recommendations:** Provides input to the Director regarding hiring, disciplinary actions, and departmental budget needs.

## Required Knowledge, Skills, and Abilities

- **Technical Proficiency:** Extensive knowledge of street construction, water/wastewater facility maintenance, and heavy equipment operation.
- **Leadership:** Proven ability to delegate workloads and maintain effective working relationships among subordinates.
- **Analytical Skills:** Ability to recognize and react to day-to-day situations requiring independent discretion.
- **Communication:** Ability to communicate clearly and concisely, both orally and in writing, with staff and the public.



- 
- **Mathematical Ability:** Proficiency in performing arithmetic and algebraic calculations related to project estimates and plant monitors.
  - **Physical Stamina:** Ability to perform heavy manual labor for prolonged periods, often under adverse weather conditions.

### Minimum Training and Experience

- High School diploma or equivalent.
- Minimum of five (5) years of experience in public works maintenance, with at least two (2) years in a lead or supervisory capacity.
- Demonstrable experience in construction and heavy equipment operation.

### Required Licenses and Certifications

- Valid Pennsylvania Class B (or A) Commercial Driver's License (CDL).

### Physical Demands & Working Conditions

- **Physical Work:** Frequent lifting of 50–100 lbs. and occasional lifting/carrying of 100+ lbs.
- **Agility:** Requires frequent bending, squatting, crawling, climbing, and reaching.
- **Environment:** Position involves outside work in extreme temperatures (heat/cold) and exposure to noise, vibration, and fumes.

### Schedule

- 
- Forty (40) hours per week, generally eight hours per day.
  - **Emergency Response:** Subject to frequent emergency call-outs and mandatory overtime during weather events or infrastructure failures.



**Job Description Acknowledgement**

Employee Name: \_\_\_\_\_

Status:  Full-Time  Part-Time

**Acknowledgment & Understanding**

I, \_\_\_\_\_ (Name) acknowledge that I have received, read, and fully understand the job description for the position of Municipal Secretary. I understand that this role requires a high level of self-management and time management skills to effectively handle administrative and financial duties.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Borough Manager

\_\_\_\_\_  
Date

# Portage Area Summerfest

Held Annually at: Crichton McCormick Park, Monument Way, Portage, PA 15946

## **34th Portage Area Summerfest, Inc. Sponsor & Donation Letter** Friday, August 7<sup>th</sup>, Saturday, August 8<sup>th</sup>, & Sunday, August 9<sup>th</sup>, 2026

Dear Community & Business Leader:

The Portage Area Summerfest, Inc. appreciates everyone who sponsored or donated for the 2025 Summerfest! Without the faithful and supportive sponsors from the community that have contributed throughout the years, the event would not be possible. We look forward to your participation this year for the 2026 Summerfest, which will be held Friday, August 7th through Sunday, August 9th, 2026 at the beautiful Crichton McCormick Park in Portage, Pennsylvania. Crafters, food vendors, musical entertainment, kids' activities, car cruises, and more will fill our park during the entire event and will provide everyone with great memories and enjoyment for all ages!

The sponsor ads in the Portage Area Summerfest, Inc. brochure, website, Facebook page, TV ads, radio ads, newspaper ads, banner signs, flyers, and more enable you to advertise your business as well as show the citizens of our area you truly believe in making this annual event a success.

MAIN or TITLE Sponsor - \$5,000 + - Summerfest is presented by the Sponsor - Additional option for choice of specific event activity sponsorship including Entertainment (stage or individual music act), Children's Area, Classic & Antique Car Cruise, Tuner Car & Truck Cruise, or Vendor Midway.

PLATINUM \$2500 + - Option for choice of specific event activity sponsorship including Entertainment (stage or individual music act), Children's Area, Classic & Antique Car Cruise, Tuner Car & Truck Cruise, or Vendor Midway.

Additional levels are: DIAMOND - \$1000.00; RUBY - \$750.00; EMERALD - \$500.00; SAPPHIRE - \$250.00; Patron - \$249 or less. Our DIAMOND sponsors' names will not only appear in the pamphlet with our other sponsors, but their business will also be advertised in local weekly and daily newspapers, radio ads, television commercials, and on the Portage Area Summerfest, Inc. Website and Facebook page. Attached is a detailed chart with each sponsorship package and what is included. Please contact us if you would like a customized sponsorship package or materials to suit your budget and needs.

We mail out an event pamphlet with our sponsors' names to approximately 5000 residents throughout the area. In order to facilitate the printing and distribution of the pamphlet to the surrounding communities, we are asking our sponsors' cooperation, by returning their donations by June 1st, 2026 (check payable to: Portage Area Summerfest, Inc.) to the committee member and address listed below.

We sincerely hope you will be one of our sponsors again this year as we celebrate bringing many more years of the Portage Area Summerfest, Inc.!

Thank You,

# ***Borough of Portage***

**PORTAGE, PENNSYLVANIA**

## **ORDINANCE**

*Ordinance No. 5-2024*

*An Ordinance of the Portage Borough Council  
Amending Chapter 21, Part 1 of the Portage  
Borough Code of Ordinances*

**WHEREAS**, on April 5, 1999, Council enacted Chapter 21, Part 1 of the Portage Borough Code of Ordinances regarding Street Excavations (“Street Excavation Ordinance”); and

**WHEREAS**, Council has reviewed certain procedures and regulations contained in the Street Excavation Ordinance; and

**WHEREAS**, Council is amending the Street Excavation Ordinance as provided for herein.

**NOW THEREFORE, BE IT ORDAINED** by the Borough of Portage that the Street Excavation Ordinance is hereby and herein amended as follows (the amended language is in *italics and underlined*):

**Section 1.** The index to Part 1 of the Street Excavation Ordinance shall be amended to read as follows:

- §101 Definitions
- §102 Permit Required to Make Opening or Excavation
- §103 Application for Permit
- §104 Permit Fee
- §105 Issuance of Permits Restricted
- §106 Information Contained on Permit
- §107 Permit Approval / Disapproval
- §108 Responsibility to Contact Utilities
- §109 Refilling of Opening or Excavation; Restoration of Surface; Responsibility for Defects Occurring within Two Years

- §110 Responsibility of Permit Holder for Certain Work; Right of Borough to Do Certain Work; Charges Therefor
- §111 Requirements for Work; Correction of Unsatisfactory Work; Completion of Incomplete Work
- §112 Restoration
- §113 Emergency Openings
- §114 Restrictions Regarding Trees and Shrubbery
- §115 New Pavement Requirements
- §116 Responsibility for Damage to Underground Facilities
- §117 Replacement of Pavement Markings, Traffic Control Devices and Property Pins or Monuments
- §118 Permitter Responsibilities for Future Relocation of Work
- §119 Conditions for Laying and Extending Utility Lines
- §120 Bond Required
- §121 Payment for Work Done by Borough
- §122 Penalties
- §123 Schedule of Fees for Road Occupancy and Driveway Permits

**Section 2.** Section 103 of the Street Excavation Ordinance shall be amended as follows:

- (a) The first sentence of Section 103 shall be amended to read as follows:
  - (a) Any person who shall desire to make any opening or excavation in any of the streets in the Borough of Portage shall make application to the Public Works Director.
- (b) The remaining provisions of Section 103 shall remain in full force and effect as written.
- (c) The following provisions shall be added to Section 103:
  - (b) The application for a permit shall be accompanied with a cost estimate of the required restoration for determining the value of the performance bond and a plan showing the following:
    - (1) Location of the intended facility, width of traveled roadway, right-of-way lines and the distance to the nearest intersecting public street, road or highway;
    - (2) Existing utilities adjacent to the excavation, including Pennsylvania One Call information;

- (3) Existing surface cover;
- (4) Method of installation;
- (5) Proposed restoration consistent with these Borough regulations, including, but not limited to subbase materials, pavement materials, pavement thickness and widths, concrete installation details and seeding requirements, as applicable; and
- (6) Specifications of the proposed materials and installation methods.

**Section 3.** Section 110 of the Street Excavation Ordinance shall be amended to read as follows:

All other work with openings in any street, including excavation, protection, refilling and temporary paving, shall be done by or for the person to whom or which the permit has been issued at his expense. All such work shall be subject to the provisions of this Part and to the supervision and approval of the Public Works Director. The Public Works Director may, if he deems it necessary to the proper performance of the work, require that cutting of the surface of streets and the backfilling of all excavations therein shall be done by the Borough; in which event, the applicant shall pay the actual cost of the work performed by the Borough.

**Section 4.** Section 111 of the Street Excavation Ordinance shall be amended as follows:

- (a) Subsection 4 shall be amended to read as follows:

No tunneling shall be allowed without the express approval of the Public Works Director and permission therefor endorsed upon the permit. The backfilling of a tunnel excavation shall be made only in the presence of the Public Works Director or an inspector designated by him and shall be done only in a method approved by him.

- (b) Subsection 5 shall be repealed and removed.
- (c) Subsection 6 shall be repealed and removed.
- (d) Subsection 7 shall be renumbered as Subsection 5 and remain in full force and effect as written.

- (e) An amended Subsection 6 shall be added to Section 111 and shall read as follows:

Where the removal of a portion of a curb, sidewalk or curb and gutter is required to perform the work, the curb, sidewalk or gutter shall be restored in accordance with Part 3 of this Chapter.

- (f) Subsection 8 shall be renumbered as Subsection 7 and remain in full force and effect as written.

- (g) Subsection 9 shall be renumbered as Subsection 8 and amended to read as follows:

The applicant shall notify the Public Works Director when the opening or excavation is ready for backfilling before any backfilling is done; when backfilling work is completed, when the temporary paving has been installed and when the street has been permanently restored so that inspections may be made.

- (h) Subsection 10 shall be renumbered as Subsection 9 and amended to read as follows:

In the event that any work performed by or for a permit holder shall, in the opinion of the Public Works Director be unsatisfactory and the same shall not be corrected in accordance with his instructions within the time fixed by him or in the event that the work for which the permit was granted is not completed within the time fixed by the Public Works Director; the Borough may proceed to correct such unsatisfactory work or complete any such work not completed and charge the cost thereof, plus twenty percent to the applicant.

**Section 5.** A new Section 112 shall be added to the Street Excavation Ordinance and read as follows:

**§112. RESTORATION**

- (a) Temporary Restoration

- (1) Cold or warm mix bituminous pavement shall be installed flush with the surface of the adjoining pavement within seven (7) calendar days after the work is performed in roadway, sidewalk, curb and berm. Note: Berm restoration with the same type of material as previous conditions.
- (2) Maintain temporary restoration in a condition satisfactory to the Borough. The Borough will provide the applicant verbal notice and twenty-four hours to repair any unsatisfactory conditions if the applicant fails to rectify a defect which presents an immediate or imminent safety or health problem. The Borough or its agents may do the work and impose upon the applicant the cost thereof, together with an additional twenty percent of the cost.
- (3) Permanent restoration must be completed within ninety days of placement of temporary restoration or thirty days after substantial completion, whichever occurs first.

---

(b) Permanent Restoration

- (1) Permanent pavement restoration within Borough streets must be performed by a Pennsylvania Department of Transportation ("PennDot") prequalified paving contractor.
- (2) Where bituminous pavement is disturbed, the excavation or opening shall be made by a clean cut with a diamond wheel or similar instrument. Openings shall be saw cut back twelve inches from the limit of the trench or depression, whichever is greater. If the edge of a cut is within twenty-four inches of a roadway edge, existing asphalt to the berm shall be removed. The distances referenced herein shall be measured after the twelve inch finish cut.

- (3) Any person opening or disturbing any road shall backfill any resulting excavation with Type 2A aggregate as specified in PennDot Publication 408 (Latest Edition) ("Publication 408"). Section 703.2(c) - Table C (or as said section is or may be amended from time to time). Backfill shall be limestone or shall demonstrate a dry weight in pounds per cubic feet equivalent to or greater than limestone. Compaction of the aggregate shall be in lifts of no more than six inches.
- (4) Four and one-half inches of SuperPave asphalt mixture base course shall be placed over the backfill in accordance with Publication 408, Section 313 (or as said section is or may be amended from time to time) and shall conform to the most recent calculation methodology available from PennDot. Unless otherwise directed, the design shall be WMA Base Course, PG 64-22, 0.3 to < 3.0 million ESALS, 25 mm mix.
- (5) One and one-half inches of SuperPave asphalt mixture Wearing Course shall be placed over the Base Course in accordance with Publication 408, Section 410 (or as said section is or may be amended from time to time) and shall conform to the most recent calculation methodology available from PennDot. Unless otherwise directed, the design shall be WMA Wearing Course, PG 64-22, 0.3 to < 3.0 million ESALS, 9.5 mm mix, SRI-G or approved equal. The wearing course of the top coat shall conform to the existing roads and edges. The connecting joint or road edges will be a clean saw cut or a three feet tapered milled edge. Curb to curb restoration will require a six feet tapered milled edge.
- (6) The joints at all Road openings shall be cleaned and sealed in accordance with Publication 408, Section 469. Joint Sealer shall be PG 64-22 or approved equal.

- (7) If a longitudinal opening longer than one hundred linear feet is made, contractor shall overlay the traffic lanes in which the opening was made for the entire length of the opening. If the pavement cut crosses over the road centerline, full lane width overlay is required for both lanes. The overlay shall extend ten linear feet from the beginning and the end of the opening. Overlay requires milling top one and one-half inches of existing pavement. At the end of the overlay, the contractor shall install a paving notch in accordance with PennDot Roadway Construction Standard RC-28 ("Standard RC-28") and provide a minimum ten foot transition.
- (8) If two or more cross cuts are made within one hundred linear feet of pavement, contractor shall overlay the traffic lanes in which the openings were made for the entire length between openings. Overlay requires milling top one and one-half inches of existing pavement. At the end of the overlay, the contractor shall install a paving notch in accordance with Standard RC-28 and provide a minimum ten foot transition.
- (9) If four or more openings are made within one hundred linear feet of pavement, contractor shall overlay the traffic lanes in which the openings were made for the entire length between openings. Overlay requires one and one-half inches of existing pavement. At the end of the overlay, the contractor shall install a paving notch in accordance with Standard RC-28 and provide a minimum ten foot transition.
- (10) All openings shall be rectangular and a transverse opening shall be at a ninety degree angle to the curb. All restorations cut that are within twenty-four inches of the road edge must remove the adjoining piece and be fully restored. The restoration work will be organized as to lane configurations and consideration will be given to crown or other drainage considerations as to the placement of the opening and the restoration work.

Section 6. Section 112 of the Street Excavation Ordinance shall be renumbered as Section 113 and remain in full force and effect as written.

Section 7. Section 113 of the Street Excavation Ordinance shall be renumbered as Section 114 and remain in full force and effect as written.

Section 8. Section 114 of the Street Excavation Ordinance shall be renumbered as Section 115 and amended to read as follows:

NEW PAVEMENT REQUIREMENTS

- (a) Pavement shall be considered new for a period of five years from the date of complete placement of the new pavement.
- (b) The Public Works Director shall give timely notice to all persons owning property abutting on any street within the Borough of Portage about to be paved or improved and to all public utility companies operating in the Borough and all such persons and utility companies shall make all water, gas or sewer connections, as well as any repairs thereto which would necessitate excavation of the said street within thirty days from the giving of such notice, unless such time is extended in writing for cause shown by the Public Works Director. New paving shall not be opened or excavated for a period of five years after the completion thereof, except in case of emergency, the existence of which emergency and the necessity for the opening or excavating of such paving to be determined by the Public Works Director. If it is sought to excavate upon or open a street within five years after the completion of the paving; applicant shall make written application to the Borough Council and a permit for such opening shall be issued only after express approval of the Borough Council.
- (c) If the Borough Council approves a permit to excavate within new pavement and the utility or contractor shall make cuts in new pavement for the purposes of replacing a main line on a street or part thereof or for purposes of making improvements, improving or upgrading or repairing an existing system or when any utility or contractor shall for any purposes make a cut or cuts in new pavement totaling ninety square feet or more within any block of less than three hundred feet in the Borough, then the utility or contractor shall be required to backfill and permanently restore, refinish, mill and repave the entire width of said street from curb to curb for the entire length of the block or blocks of said street or streets where there is located any pavement cut or parts thereof with said backfilling and restoring, refinishing, milling and repaving to be done.

**Section 9.** Section 116 of the Street Excavation Ordinance shall be amended to read as follows:

**RESPONSIBILITY FOR DAMAGE TO UNDERGROUND FACILITIES.**

**In the event a cut is made and upon inspection, damage to another utility's underground facilities is discovered, it shall be the responsibility of the party making the cut to contact Pennsylvania One Call and all concerned pertinent utilities to instruct them to have representatives inspect the condition before any backfilling begins.**

**Section 10.** Section 117 of the Street Excavation Ordinance shall be amended to read as follows:

**REPLACEMENT OF PAVEMENT MARKINGS, TRAFFIC CONTROL DEVICES AND PROPERTY PINS OR MONUMENTS.**

- (a) The utility and/or its contractor must replace, in kind, all pavement markings, damaged or removed by pavement cuts and work incident thereto. All markings must be replaced within five days after permanent restoration. Should the contractor fail to replace same, the Borough shall contract to have the necessary repairs made and bill the utility for the costs of the work, plus a twenty percent penalty.**
- (b) Electronic traffic control devices and ancillary equipment damaged or removed because of pavement excavation or work incident thereto must be replaced by the utility or its contractor, in kind, in whole or in part, as required by the Borough. The Borough shall contract to have the necessary repairs made and bill the utility for the costs of the work, plus a twenty percent penalty.**
- (c) All property pins or survey control monuments damaged or altered as a result of the contractor's work shall be replaced at the contractor's expense by a registered professional land surveyor licensed in the Commonwealth of Pennsylvania.**

**Section 11.** Section 115 of the Street Excavation Ordinance shall be renumbered as Section 118 and remain in full force and effect as written.

**Section 12.** Section 116 of the Street Excavation Ordinance shall be renumbered as Section 119 and amended to read as follows:

No new water, sewer, steam or gas main or electric, telephone or other utility line shall hereafter be laid or constructed and no such existing main or line shall be extended in any of the streets of the Borough until the plan therefor shall have been first filed with the Public Works Director and such plan and the exact location of such main or line, approved by him, the Public Works Director shall not approve the locating of any such main or line at a depth of less than thirty-six inches from the surface of the street unless he shall be convinced that locating the same at a depth of more than thirty inches from the surface is impossible or impractical.

**Section 13.** Section 117 of the Street Excavation Ordinance shall be renumbered as Section 120 and amended to read as follows:

No person, company, corporation or association shall dig up any street or alley without first giving to the Borough of Portage a bond with some acceptable trust or surety company as surety conditioned for the faithful performance of these provisions and also for any and all damages, claims, demands, suits, costs and counsel fees occasioned or arising from the digging up, opening or closing of said streets and alleys. The Borough shall determine the amount of the bond and it shall be in relation to the cost of restoring the pavement cut to be made by the permittee. The term of each such bond shall begin upon the date of posting thereof and shall terminate twelve months following the receipt by the permittee of a certificate of final inspection from the Public Works Director. If the permittee anticipates requesting more than one permit per year, he/she may file a continuing corporate surety bond conditioned for compliance with the specifications of the Borough and the provisions of this Part in such an amount as the Borough deems necessary. The amount of such bond shall be in relation to the cost of restoring pavement cuts to be made by the permittee throughout the year. In the case of a public utility company, its corporate bond, in a form satisfactory to the Borough Solicitor, may be accepted in lieu of the corporate surety bond required by this Section.

**Section 14.** Section 118 of the Street Excavation Ordinance shall be renumbered as Section 121 and remain in full force and effect as written.

**Section 15.** Section 119 of the Street Excavation Ordinance shall be renumbered as Section 122 and remain in full force and effect as written.

**Section 16.** Section 123 shall be added to the Street Excavation Ordinance and read as follows:


**SCHEDULE OF FEES FOR ROAD OCCUPANCY AND DRIVEWAY PERMITS**

- (a) The Borough shall assess Permit Issuance fees which shall be applied to the administrative costs incurred in reviewing the application and plans and issuing and processing the Permit.
- (b) The Borough shall assess General Permit Inspection fees which shall be applied to the costs incurred in the preliminary review of the location covered by the Permit and/or spot inspections of the permitted work and/or subsequent inspections after the permitted work has been completed.
- (c) The Schedule of Fees shall be established by Council by Resolution and may be amended or modified from time to time by further Resolution of Council.

**ORDAINED AND ENACTED** this fifteenth day of July, 2024

**BOROUGH OF PORTAGE**

By:

  
George J. Wozniak - President

Attest:

 (Seal)  
Michelle D. Claar - Secretary



# Property Maintenance Report

Portage Borough

Total Open Cases: 5

<u>Date Opened</u>	<u>Address</u>	<u>Property Owner</u>	<u>Status</u>
1/21/2025	519 Orchard Street(Interior)	Shaheed Hoosain	Interior repairs are still being done.
12/18/2024	730 Sherman Street	Adam & Kenneth Plummer	Started work on roof, I called to ask if he continued since he was stopped and he didn't answer or call me back.
11/5/2024	817-819 Jefferson Avenue	Harry L Plummer	Need to follow up, does borough want charges filed?
4/28/2025	1106 Caldwell Avenue	Christie Plummer	Need to follow up, does borough want charges filed?
8/18/2025	825 Farren Street	Jason Spaid	<b>COURT SCHEDULED 5/4/2026.</b> In process of demolishing the house, he claims they will be done in a couple weeks.

The above listed properties are open cases for the month of April.

Note: Cases can sometimes be on hold when filing charges and may take a longer time than expected. If you have any questions or concerns feel free to contact the office.

Elizabeth Shaffer  
CCBCEA Property Maintenance Administrator