
**Portage Borough Council Chambers
721 Main Street, Portage, PA
6:20 pm**



**September 21, 2026
Fence Variance Public Hearing**

****This public hearing will be live-streamed through Microsoft Teams.
* This public hearing will be recorded.***

FENCE VARIANCE PUBLIC HEARING

**Erik Castel - 1006 Webster Avenue
Request: Two-Foot Setback and Six-Foot Fence Around the Property**

Purpose of Hearing: To receive public comment and consider the fence variance request submitted by Erik Castel for the property located at 1006 Webster Avenue. The request seeks approval for a two-foot setback and a six-foot fence around the property.

a) Applicant Presentation / Council Questions

b) Public Comment

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

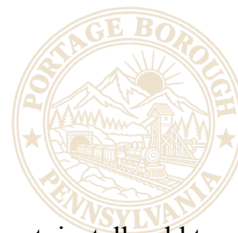
c) Motion to approve/deny/table the fence variance request submitted by Erik Castel for 1006 Webster Avenue.

Moved _____ Seconded _____ Aff ____ Nay ____ Abs ____

d) Seek a motion to adjourn the Public Hearing

Moved _____ Seconded _____ Aff ____ Nay ____ Abs ____

Adjourned Fence Hearing at _____ PM



PART 3
MISCELLANEOUS REGULATIONS
§ 301. FENCE CONSTRUCTION.

- A. Permit required. No person, corporation, partnership, company or other entity shall construct, install, add to or alter a fence in the Borough, unless a permit is secured therefor.
- B. Height limitations. No fence shall be constructed which exceeds any of the following height limitations:
1. Forty-eight inches in any front yard or street yard (side yard abutting a street);
 2. Seventy-two inches in any rear yard or non-street side yard.
- C. Barbed wire and other unsafe fencing prohibited. Barbed wire and all other fencing that is designed to cut or injure is prohibited.
- D. Construction standards. Fences must be of good quality and must be firmly and sturdily footed in the ground. Portable fences, including but not limited to snow fences, shall not be used as a permanent fence. A fence is considered "permanent" if it remains situated on a property for a period in excess of 30 days. This provision does not apply to construction fences which are erected upon properties that have validly permitted construction activities ongoing.
- E. Treatment of metal fences. Any fence erected which is made of a metal fabric or which is partially made of any metal fabric shall be galvanized or otherwise treated to prevent the formation of rust and the metal used in the fabric shall be at least 11 gauge or heavier, unless it is subject to other, more stringent regulations regarding fencing.
- F. Maintenance and sturdiness.
1. Fences shall be maintained in a sturdy and good condition. Fences which become loose, rusted or rotted, whether in whole or in part, shall be repaired, replaced or removed.
 2. Any fence that cannot support 150 pounds without bending, breaking, leaning or moving shall be deemed unsteady.
 3. Any fence which exists in violation of this section shall be deemed to be a public nuisance and abateable as such.
- G. Proximity to lot and curb lines. Fences shall be set back a minimum of 2 feet from all property lines, curb lines or other public rights-of-way.
- H. Variances.
1. Any property owner or tenant desiring to erect or maintain a fence which does not conform to the provisions of this section may make written application for a variance to the Borough Council.
 2. Upon receipt of a variance request, the Borough Manager shall investigate the circumstances of the variance request and make a written recommendation to Council.
 3. Council shall conduct a noticed public hearing within 60 days of the written variance request and vote on whether or not to grant the request.
- I. Fences in existence at the time of enactment of this section.
1. Subsections A through E of this section shall not apply to fences which have been completely erected at the time of enactment.
 2. The provisions of this section shall apply to any fences which replace a non-conforming fence.
 3. Subsection F of this section shall apply to all fences within the Borough regardless of when constructed.
- J. Penalties. Whoever violates or fails to comply with any of the provisions of this section shall be fined not less than \$100 nor more than \$1,000 for each offense. A separate offense shall be deemed committed each day that the violation continues.

(Ord. 6-2021, 9/7/2021)



PORTAGE BOROUGH COUNCIL AGENDA

Portage Borough Council Chambers
721 Main Street, Portage, PA
6:30 pm

September 21, 2026
Regular Meeting

Please make sure to silence your cell phones during the meeting

****This meeting will be live-streamed through Microsoft Teams.***

**** This meeting will be recorded.***

1. CALL TO ORDER

- a) Roll call
- b) Pledge of Allegiance
- c) Moment of Silence

2. REPORTS

- a) Borough Manager – Absent
- b) Solicitor
- c) Chief of Police
- d) Fire Department
- e) Emergency Management
- f) Engineer - See Attached
- g) Public Works Director

***** With the Borough Manager's absence, this meeting is intended to be short and only deal with immediate needs, pushing other items to the October meeting.***

**** Due to the interactive nature of our new Borough reports, we will no longer be doing written reports (except for the Engineer). The information that has historically been in the reports is being discussed directly during the meeting and reflected in the minutes. Directors/Department Heads/Consultants may give any additional input during the reports section of the meeting. If a Department Head/Director does not speak during reports, it can be assumed that the Borough Manager will cover those topics.***

3. CORRESPONDENCE

- a) None



4. CITIZENS' INPUT ON AGENDA ITEMS

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

6. TREASURER'S REPORT AND BILLS TO BE PAID

Treasurer's Report – 9/9/26 – 9/21/2026:

Tax Collector-Real Estate	\$ 3,187.86
Delinquent Real Estate	\$
Special Tax Collector-EIT/LST	\$ 19,309.25
Meter Collection	\$
Permits/Licenses/Cable	\$
Fines, Forfeitures	\$ 322.78
Intergovernmental/Misc.	\$ 120.84
Charge for Services	\$
Sanitation	\$39,467.85

Total Revenue: \$ 62,402.28

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 as presented in the amount of \$14,212.17. (A list of bills to be paid will be distributed prior to the meeting.)

Moved _____ Seconded _____ Aff ____ Nay ____ Abs ____

7. MOTIONS: None

8. DISCUSSION ITEMS: None

9. UNFINISHED BUSINESS: None

10. BUILDINGS, FACILITIES, AND ROADS: None

11. NEW BUSINESS: None



12. EXECUTIVE SESSION:

Motion to enter into Executive Session pursuant to **Section 708(a)(1) of the Pennsylvania Sunshine Act** to discuss personnel matters involving the employment, terms and conditions of employment, performance, and/or other matters concerning specific Borough employees, and pursuant to **Section 708(a)(4)** to consult with the Borough Solicitor regarding confidential legal information and strategy in connection with pending or potential litigation and matters for which identifiable complaints may reasonably be expected to be filed.

a) Motion to enter/exit Executive Session

Moved _____ Seconded _____ Aff ____ Nay ____ Abs ____

Time Entered Executive Session: _____ **PM**

Moved _____ Seconded _____ Aff ____ Nay ____ Abs ____

b) Motion to Adjourn Executive Session.

Moved _____ Seconded _____ Aff ____ Nay ____ Abs ____

Time Exited Executive Session: _____ **PM**

c) Motion to enter back into the regularly scheduled council meeting.

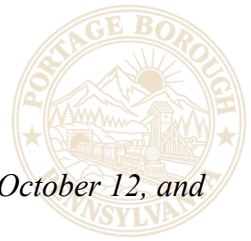
Moved _____ Seconded _____ Aff ____ Nay ____ Abs ____

Time Entered Council Meeting: _____ **PM**

13. CITIZENS INPUT ON NON-AGENDA ITEMS

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

14. GOOD OF THE BOROUGH



- a) *Reminder: Special Budget Workshop Meetings are scheduled for October 7, October 12, and October 14, 2026, at 6:00 p.m. at the Portage Borough Building.*
- b) *Budget & Code Enforcement Advisory Committees – see packet for Advertisement – Submissions of interest are Due October 1st by 5 pm. Appointments considered for the October 5th, 2026 meeting.*

15. ADJOURNMENT

Moved _____ Seconded _____ Aff ____ Nay ____ Abs ____

Adjourned at _____ PM

Respectfully Submitted,

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

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

Microsoft Teams meeting

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 934 974 832 645 4

Passcode: Th93Td

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BOROUGH OF PORTAGE NOTICE OF INTEREST – ADVISORY COMMITTEE APPOINTMENTS

Portage Borough Council is accepting **letters of interest and resumes from Portage Borough residents** interested in serving on the newly established **Portage Borough Code Enforcement Advisory Committee** and/or the **Portage Borough Budget Advisory Committee**.

Each committee will include **two resident members appointed by Borough Council**, in addition to one member of Borough Council. Resident members will serve staggered terms, with one initial resident appointment serving a one-year term and the second serving a two-year term.

The **Code Enforcement Advisory Committee** will serve in an advisory capacity to Borough Council and will assist in identifying community-wide property maintenance and quality-of-life concerns; reviewing Borough ordinances and general code-enforcement trends; and making recommendations concerning education, beautification, blight prevention, communication, enforcement priorities, and other community-wide code matters. The Committee will not investigate or determine individual code violations and will have no enforcement authority.

The **Budget Advisory Committee** will serve in an advisory capacity to Borough Council and the Borough Manager and may review and make recommendations regarding the annual operating budget, revenues and expenditures, capital planning, fund balance and reserves, grants, cost-saving opportunities, and long-term financial sustainability. Residents with an interest or background in **finance, accounting, business, public administration, nonprofit management, economic development, municipal government, or community service** are encouraged to apply; however, professional financial experience is **not required**.

Interested residents should submit a **letter of interest and resume** identifying the committee for which they wish to be considered. Residents may indicate an interest in serving on **either or both committees**. Materials must be received no later than:

Thursday, October 1, 2026, at 5:00 p.m.

Please submit materials electronically to:

Dr. MK Zonfrilli-Lang

Borough Manager

mklang@portageboropa.gov

Letters of interest and resumes received by the deadline will be provided to Borough Council for review and consideration at the **October 5, 2026 Regular Meeting of Portage Borough Council**.

Because submitted materials will be provided to Borough Council and may be included in the public agenda packet, applicants should **not include sensitive personal information**, including Social Security numbers, driver's license numbers, personal financial information, or other confidential identifying information.

Portage Borough Council reserves the authority to make all appointments in accordance with Resolution Nos. 15-2026 and 16-2026.



Initial Establishment and Meeting Schedule

These appointments represent the **initial establishment of the Portage Borough Code Enforcement Advisory Committee and the Portage Borough Budget Advisory Committee**. Because these are newly created advisory bodies, the first appointments will include an organizational and implementation period during which the appointed resident members, together with the designated **Council Liaison**, will work with Borough administration to establish appropriate meeting dates, times, procedures, and priorities for each committee.

The initial proposed meeting schedule will be presented to the public during the Borough's **Special Budget Workshop Meeting on Wednesday, October 7, 2026, at 6:00 p.m.** This will provide the newly appointed members an opportunity to begin organizing immediately while ensuring that future committee meetings are scheduled and communicated publicly in accordance with applicable requirements.

Portage Borough recognizes that the timeline for establishing these committees is condensed, particularly as the Borough enters the 2027 budget-development process. However, the work completed during this initial organizational period will establish the structure, procedures, and expectations necessary for both advisory committees to operate on a **full-scale basis beginning in 2027**.

The Budget Advisory Committee will have an immediate opportunity to become familiar with the Borough's budget process, financial priorities, revenues, expenditures, capital planning, and related fiscal matters during the upcoming budget workshops. The Code Enforcement Advisory Committee will similarly use the remainder of 2026 to establish its organizational framework and begin identifying community-wide priorities, ordinance-review needs, communication strategies, and other matters within its advisory role. Both committees are intended to strengthen resident participation and provide organized recommendations to Borough Council as the Borough moves into the new year.

Portage Borough
Deposit Detail
September 9 - 21, 2026

Type	Date	Name	Account	Amount
Deposit	09/09/2026		Sweep Account/GF Checking	588.16
		Berkheimer's	EIT Current	-597.12
		Berkheimer's	EIT Commission & Fees	8.96
TOTAL				-588.16
Deposit	09/14/2026		Sweep Account/GF Checking	6,770.03
		Berkheimer's	EIT Current	-6,873.13
		Berkheimer's	EIT Commission & Fees	103.10
TOTAL				-6,770.03
Deposit	09/15/2026		Sweep Account/GF Checking	8,469.52
		Berkheimer's	EIT Current	-8,598.50
		Berkheimer's	EIT Commission & Fees	128.98
TOTAL				-8,469.52
Deposit	09/16/2026		Sweep Account/GF Checking	3,475.24
		Berkheimer's	EIT Current	-3,528.16
		Berkheimer's	EIT Commission & Fees	52.92
TOTAL				-3,475.24
Deposit	09/18/2026		Sweep Account/GF Checking	43,099.33

Portage Borough
Deposit Detail
September 9 - 21, 2026

Type	Date	Name	Account	Amount
		Clerk of Courts	County Fines	-134.60
		AFLAC	Misc Revenue	-120.84
		Tax Collector	Current Real Estate Taxes	-3,187.86
		District Court 47-3-03	Magistrate Fines	-188.18
		Portage Water Authority	Solid Waste Collection & Dispos	-39,467.85
TOTAL				-43,099.33
TOTAL				-62,402.28

**PORTAGE BOROUGH
BILLS TO BE PAID
SEPTEMBER 9 - 21, 2026**

	Num	Date	Name	Paid Amount
TOTAL	ACH	09/10/2026	Portage Area Sewer Authority	<u>-55.00</u>
TOTAL	ACH	09/10/2026	Portage Area Sewer Authority	<u>-55.00</u>
TOTAL	ACH	09/11/2026	Penelec 100010783858	<u>-588.64</u>
TOTAL	ACH	09/11/2026	Penelec 100050366390	<u>-175.57</u>
TOTAL	ACH	09/11/2026	Penelec 100083809721	<u>-77.75</u>
TOTAL	28971	09/18/2026	1st Summit Bank 9078271	<u>-1,093.38</u>
TOTAL	28972	09/18/2026	1st Summit Bank 9078558	<u>-1,370.41</u>
TOTAL	28973	09/18/2026	Aerial Communications	<u>-742.75</u>
TOTAL	28974	09/18/2026	LB Water Service, Inc.	<u>-1,813.00</u>

**PORTAGE BOROUGH
BILLS TO BE PAID
SEPTEMBER 9 - 21, 2026**

	Num	Date	Name	Paid Amount
TOTAL	28975	09/18/2026	Mainline Newspapers	<u>-152.50</u>
TOTAL	28976	09/18/2026	Mainline Newspapers	<u>-41.50</u>
TOTAL	28977	09/18/2026	Martin Oil Company	<u>-149.41</u>
TOTAL	28978	09/18/2026	PA Municipal, Inc.	<u>-251.49</u>
TOTAL	28979	09/18/2026	PA Municipal, Inc.	<u>-92.51</u>
TOTAL	28980	09/18/2026	PA One Call System, Inc.	<u>-45.60</u>
TOTAL	28981	09/18/2026	Portage Auto Parts	<u>-203.90</u>
TOTAL	28982	09/18/2026	Quill Corporation	<u>-381.31</u>
TOTAL	28983	09/18/2026	Stagers Distributing Company	<u>-17.98</u>

**PORTAGE BOROUGH
BILLS TO BE PAID
SEPTEMBER 9 - 21, 2026**

	Num	Date	Name	Paid Amount
TOTAL	28984	09/18/2026	Stiffler, McGraw & Associates	<u>-1,020.00</u>
TOTAL	28985	09/18/2026	Stiffler, McGraw & Associates	<u>-1,106.25</u>
TOTAL	28986	09/18/2026	Tribune Democrat	<u>-148.50</u>
TOTAL	28987	09/18/2026	Unifirst	<u>-93.06</u>
TOTAL	28988	09/18/2026	Wessel & Company	<u>-3,485.00</u>
TOTAL				<u>-13,160.51</u>

**PORTAGE BOROUGH
BILLS TO BE PAID
SEPTEMBER 9 - 21, 2026**

	Num	Date	Name	Paid Amount
TOTAL	ACH	09/11/2026	Penelec 100009896240	<u>-56.47</u>
TOTAL	ACH	09/11/2026	Penelec 100010783858	<u>-589.64</u>
TOTAL	ACH	09/11/2026	Penelec 100077894028	<u>-49.37</u>
TOTAL	ACH	09/11/2026	Penelec 100147889966	<u>-79.52</u>
TOTAL	ACH	09/11/2026	Penelec 100147889982	<u>-163.17</u>
TOTAL	ACH	09/11/2026	Penelec100147889974	<u>-113.49</u>
TOTAL				<u>-1,051.66</u>

BOROUGH OF PORTAGE
CAMBRIA COUNTY, PENNSYLVANIA
RESOLUTION NO. 15-2026

**A RESOLUTION OF THE BOROUGH COUNCIL OF THE BOROUGH OF PORTAGE
ESTABLISHING THE PORTAGE BOROUGH CODE ENFORCEMENT ADVISORY
COMMITTEE AND PROVIDING FOR ITS PURPOSE, MEMBERSHIP, DUTIES,
ORGANIZATION, AND LIMITATIONS.**

WHEREAS, Borough Council recognizes that effective property maintenance and code enforcement contribute to public health and safety, neighborhood stability, community appearance, and quality of life; and

WHEREAS, Borough Council desires to provide residents with an organized opportunity to identify community-wide code enforcement concerns and recommend improvements to Borough ordinances, policies, education, and enforcement practices; and

WHEREAS, administration and enforcement of Borough ordinances shall remain the responsibility of those officials and employees authorized under the Borough's Home Rule Charter, Administrative Code, and applicable law.

NOW, THEREFORE, BE IT RESOLVED, by the Borough Council of the Borough of Portage, Cambria County, Pennsylvania, as follows:

SECTION 1. ESTABLISHMENT

There is hereby established the Portage Borough Code Enforcement Advisory Committee.

The Committee shall serve solely in an advisory capacity to Borough Council.

SECTION 2. PURPOSE AND DUTIES

The Committee may:

1. Identify recurring or community-wide property maintenance and quality-of-life concerns;
2. Review existing Borough ordinances for clarity, effectiveness, and possible amendment;
3. Review general and aggregated code enforcement trends;
4. Recommend educational programs designed to encourage voluntary compliance;
5. Recommend community beautification, blight prevention, and neighborhood improvement initiatives;
6. Recommend improvements in communication between residents and the Borough;
7. Identify emerging code-related concerns requiring Council consideration; and
8. Make recommendations concerning general code enforcement policies and resource needs.

SECTION 3. MEMBERSHIP

The Committee shall consist of three (3) voting members, appointed by Borough Council, as follows:

1. One (1) member of Portage Borough Council; and

2. Two (2) residents of Portage Borough.

The Borough Manager shall serve as an ex officio, non-voting member or may designate an appropriate Borough representative to attend meetings.

The Borough Code Enforcement Officer may attend meetings as a non-voting staff resource to provide technical information concerning Borough ordinances, procedures, and general enforcement matters.

SECTION 4. TERMS

The Council member shall be appointed by Borough Council for a one-year term and may be reappointed.

The two resident members shall serve staggered two-year terms.

For the initial appointments:

- One resident member shall serve an initial one-year term; and
- One resident member shall serve an initial two-year term.

Thereafter, resident appointments shall be for two-year terms.

Vacancies shall be filled by Borough Council for the remainder of the unexpired term.

SECTION 5. COMPENSATION

Resident members may receive compensation for service on the Committee **only if and to the extent such compensation is separately established by ordinance of Borough Council**. Unless and until such an ordinance is duly adopted, resident members shall serve without compensation.

The Council member appointed to the Committee shall receive no additional compensation for service on the Committee.

SECTION 6. OFFICERS

The Committee shall annually select a Chairperson and Vice-Chairperson from among its three voting members.

SECTION 7. TRANSITIONAL ENFORCEMENT AND COORDINATION

A. Establishment of Code Enforcement Officer Position.

Upon the Borough's establishment and filling of a Code Enforcement Officer position, the Code Enforcement Officer shall coordinate with the Committee regarding general code enforcement trends, recurring community concerns, ordinance effectiveness, educational initiatives, and other policy-level matters within the Committee's advisory responsibilities.

The Code Enforcement Officer may attend Committee meetings as a non-voting staff resource and shall provide such technical and administrative information as may be appropriate through coordination with the Borough Manager.

The Code Enforcement Officer shall retain independent responsibility and authority, subject to the Borough Manager and applicable Borough ordinances and law, for the investigation and enforcement of individual code violations, including the issuance of notices of violation and the preparation,

issuance, and filing of citations or other appropriate enforcement proceedings when authorized by applicable law or ordinance.

Nothing contained herein shall authorize the Committee or any individual Committee member to direct the Code Enforcement Officer concerning whether a citation should be issued, withdrawn, amended, prosecuted, or otherwise resolved in an individual matter.

B. Interim Enforcement Prior to Appointment of a Code Enforcement Officer.

Until such time as the Borough establishes and fills a Code Enforcement Officer position, complaints or reports concerning suspected violations of Borough ordinances may be submitted to the **Borough Manager, Chief of Police, or the Portage Borough Police Officer on duty.**

The Portage Borough Police Department may investigate reported violations and may issue or file citations or initiate other appropriate enforcement proceedings to the extent authorized by the Portage Borough Home Rule Charter, applicable Borough ordinances, Pennsylvania law, and established Police Department procedures.

Nothing in this Section shall require a police officer to issue a citation solely because a complaint has been submitted. The determination of whether sufficient grounds exist for enforcement action shall remain with the appropriately authorized Borough official or police officer.

C. Committee Not an Enforcement Intake Office.

The Committee shall not serve as the Borough's intake point for individual complaints or alleged violations. Any individual complaint received by a Committee member shall be referred to the Borough Manager, Code Enforcement Officer, Chief of Police, or Police Department, as appropriate, without Committee investigation or deliberation concerning the merits of the individual complaint.

D. Preservation of Administrative Authority.

Nothing contained in this Section shall alter the supervisory authority of the Borough Manager, the authority of the Chief of Police over the Police Department, or any enforcement authority established by the Home Rule Charter, Administrative Code, Borough ordinances, or applicable Pennsylvania law.

SECTION 8. LIMITATIONS OF AUTHORITY

The Committee shall have no enforcement, investigative, administrative, or adjudicatory authority.

The Committee shall not:

- Issue notices, citations, fines, permits, or enforcement orders;
- Conduct property inspections on behalf of the Borough;
- Determine whether a specific person or property is in violation;
- Hear appeals of code enforcement decisions;
- Direct or supervise the Code Enforcement Officer or other Borough employees;
- Direct the disposition of an individual enforcement matter;
- Interfere with pending investigations, citations, prosecutions, appeals, or litigation;
- Contact alleged violators on behalf of the Borough; or
- Bind the Borough or take official action on behalf of Borough Council.

Complaints involving individual properties shall continue to be submitted through the Borough's established administrative and code enforcement process.

SECTION 9. ROLE OF THE COUNCIL MEMBER

The appointed Council member shall serve as a liaison between the Committee and Borough Council and shall assist in communicating Committee recommendations to the full Council.

The Council member's participation shall not authorize the Committee or the individual Council member to direct Borough employees or interfere with administrative enforcement decisions.

SECTION 10. MEETINGS

Committee meetings shall be conducted in accordance with applicable requirements of the Pennsylvania Sunshine Act.

Appropriate public notice and agendas shall be provided, meetings shall be open to the public except as otherwise permitted by law, and written minutes shall be maintained.

Committee shall meet jointly during the Portage Borough Committee of the Whole Meetings each month and add agenda items as necessary to the Committee of the Whole Agenda.

SECTION 11. RECOMMENDATIONS

The Committee may provide recommendations to Borough Council concerning:

- Ordinance amendments;
- Property maintenance policies;
- Blight prevention;
- Community education;
- General enforcement priorities;
- Resource needs; and
- Neighborhood improvement initiatives.

Recommendations shall be advisory and non-binding.

SECTION 12. ADMINISTRATIVE SUPPORT

Requests for Borough records, reports, staff participation, legal review, or other administrative assistance shall be coordinated through the Borough Manager.

SECTION 13. EFFECTIVE DATE

This Resolution shall become effective immediately upon adoption.

RESOLVED AND ADOPTED this 9th day of September, 2026.

BOROUGH OF PORTAGE



George Wozniak, Council President



Bob Fox, Mayor

ATTEST:



Jessi Carney, Borough Secretary

**BOROUGH OF PORTAGE
CAMBRIA COUNTY, PENNSYLVANIA**

RESOLUTION NO. 16-2026

**A RESOLUTION OF THE BOROUGH COUNCIL OF THE BOROUGH OF PORTAGE
ESTABLISHING THE PORTAGE BOROUGH BUDGET ADVISORY COMMITTEE AND
PROVIDING FOR ITS PURPOSE, MEMBERSHIP, DUTIES, ORGANIZATION, AND
LIMITATIONS.**

WHEREAS, Borough Council desires to encourage transparency, public participation, and long-range financial planning in the annual Borough budget process; and

WHEREAS, the Borough Manager is responsible under the Home Rule Charter for preparing and submitting the proposed annual budget to Borough Council; and

WHEREAS, Borough Council desires to establish an advisory committee to provide additional review and recommendations concerning Borough finances without diminishing the authority of the Borough Manager or Borough Council.

NOW, THEREFORE, BE IT RESOLVED, by the Borough Council of the Borough of Portage, Cambria County, Pennsylvania, as follows:

SECTION 1. ESTABLISHMENT

There is hereby established the Portage Borough Budget Advisory Committee.

The Committee shall serve solely in an advisory capacity to Borough Council and the Borough Manager.

SECTION 2. PURPOSE AND DUTIES

The Committee may review and make recommendations concerning:

1. The proposed annual operating budget;
2. Anticipated Borough revenues and expenditures;
3. Revenue and expenditure trends;
4. Departmental and program funding priorities;
5. Capital expenditures and capital improvement planning;
6. Fund balance, reserves, debt, and long-term financial obligations;
7. Grants, alternative revenues, cost-saving opportunities, and operational efficiencies;
8. Long-range financial sustainability; and
9. Other financial matters referred to the Committee by Borough Council or the Borough Manager.

SECTION 3. MEMBERSHIP

The Committee shall consist of three (3) voting members, appointed by Borough Council, as follows:

1. One (1) member of Portage Borough Council; and

2. Two (2) residents of Portage Borough.

The Borough Manager shall serve as an ex officio, non-voting member and administrative resource to the Committee.

Resident members should, when reasonably possible, possess an interest or background in finance, accounting, business, public administration, nonprofit management, economic development, municipal government, or community service; however, professional financial experience shall not be required.

SECTION 4. TERMS

The Council member shall be appointed by Borough Council for a one-year term and may be reappointed.

The two resident members shall serve staggered two-year terms.

For the initial appointments:

- One resident member shall serve an initial one-year term; and
- One resident member shall serve an initial two-year term.

Thereafter, resident appointments shall be for two-year terms.

Vacancies shall be filled by Borough Council for the remainder of the unexpired term.

Members shall serve without compensation.

SECTION 5. OFFICERS

The Committee shall annually select a Chairperson and Vice-Chairperson from among its three voting members.

SECTION 6. LIMITATIONS OF AUTHORITY

The Committee shall have no authority to:

- Prepare or submit the Borough's official budget;
- Appropriate or expend Borough funds;
- Establish taxes, fees, salaries, or other charges;
- Enter into contracts or bind the Borough;
- Direct Borough employees or department heads; or
- Exercise authority assigned to Borough Council, the Borough Manager, or another Borough official.

All recommendations of the Committee shall be advisory and non-binding.

SECTION 7. MEETINGS

Committee meetings shall be conducted in accordance with applicable requirements of the Pennsylvania Sunshine Act.

Appropriate public notice and agendas shall be provided, meetings shall be open to the public except as otherwise permitted by law, and written minutes shall be maintained.

SECTION 8. ADMINISTRATIVE SUPPORT

Requests for financial records, departmental information, Borough staff assistance, or other administrative resources shall be coordinated through the Borough Manager.

SECTION 9. REPORTS AND RECOMMENDATIONS

The Committee shall provide recommendations to Borough Council and the Borough Manager sufficiently in advance of final budget deliberations to permit meaningful consideration.

SECTION 10. EFFECTIVE DATE

This Resolution shall become effective immediately upon adoption.

RESOLVED AND ADOPTED this 9th day of September, 2026.

BOROUGH OF PORTAGE

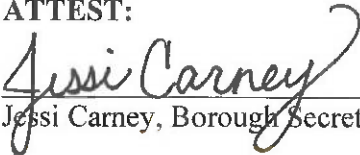


George Wozniak, Council President



Bob Fox, Mayor

ATTEST:



Jessi Carney, Borough Secretary