

PORTAGE BOROUGH COUNCIL AGENDA

Portage Borough Council Chambers
721 Main Street, Portage, PA

6:30 pm
September 9th, 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
- b) Solicitor
- c) Chief of Police
- d) Fire Department
- e) Emergency Management
- f) Engineer – See Attached
- g) Public Works Director

** 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.

5.MINUTES OF PREVIOUS MEETINGS

- a) Amended/Corrected Minutes from June 1st, 2026, Council Meeting
- b) Minutes from July 20th, 2026, Council Meeting

a). MOTION: To approve the Corrected/Amended minutes from June 1st, 2026, and the minutes from July 20th, 2026, as presented.

Moved _____ Seconded _____ Aff _____ Nay _____ Abs: _____

6. TREASURER'S REPORT AND BILLS TO BE PAID

Treasurers Report –

Tax Collector-Real Estate	\$ 36,529.51
Delinquent Real Estate	\$
Special Tax Collector-EIT/LST	\$
Meter Collection	\$
Permits/Licenses/Cable	\$ 833.00
Fines, Forfeitures	\$ 6,278.37
Intergovernmental/Misc.	\$ 36.37
Charge for Services	\$
Sanitation	\$

Total Revenue: \$ 33,677.25

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 \$ 58,827.23 (A list of bills to be paid was presented, which were distributed prior to the meeting.)

Moved _____ Seconded _____ Aff _____ Nay _____ Abs: _____

See packet for details.



7. MOTIONS

- a) **Motion to renew the Pennsylvania Department of Labor & Industry State Workers Insurance Fund through SWIFT for 2026-2027 for policy number 05982802 for the policy renewal date of 09/01/2026 – 09/01/2027 for the amount of approximately \$19,583.00.**

Moved _____ Seconded _____ Aff _____ Nay _____ Abs: _____

- b) **Motion to renew the liability insurance with Employers Mutual Casualty Company (EMC) with our current broker Ebensburg Insurance Agency for a period of September 9th, 2026 to September 9th, 2027 for the amount of \$47,843.00.**

Moved _____ Seconded _____ Aff _____ Nay _____ Abs: _____

- c) **Motion to approve resolution No. 15-2026 establishing the Portage Borough Code Enforcement Advisory Committee as an advisory committee to Borough Council for the purpose of reviewing community-wide code enforcement concerns, identifying recurring property maintenance and quality-of-life issues, reviewing existing Borough ordinances, and making recommendations to Borough Council regarding possible policy, ordinance, educational, and enforcement-priority improvements. Attached for Reference.**

Moved _____ Seconded _____ Aff _____ Nay _____ Abs: _____

- d) **Motion to authorize the Borough Manager to advertise and solicit letters of interest from Borough residents interested in serving on the newly established Code Enforcement Committee, with appointments to be made by Borough Council at a subsequent public meeting.**

Moved _____ Seconded _____ Aff _____ Nay _____ Abs: _____

- e) **Motion to approve Resolution No. 16-2026 establishing the Portage Borough Budget Advisory Committee as an advisory committee to Borough Council for the purpose of reviewing the proposed annual operating budget, capital expenditures, revenues, financial trends, and other fiscal matters and providing recommendations to Borough Council and the Borough Manager. Attached for Reference.**

Moved _____ Seconded _____ Aff _____ Nay _____ Abs: _____

- f) **Motion to authorize the Borough Manager to advertise and solicit letters of interest from Borough residents interested in serving on the newly established Borough Budget Advisory Committee, with appointments to be made by Borough Council at a subsequent public meeting.**



Moved _____ Seconded _____ Aff _____ Nay _____ Abs: _____

8. DISCUSSION ITEMS:

- a) **Fence Variance Request – Erik Castel – 1004 Webster Ave. – 2Ft. Setback/6ft. all around request. Map attached for Reference. Ordinance Attached for Reference.**
- b) **Discussing Hometown Heroes Banners being displayed throughout the town. (See attached 2 options)**

9. UNFINISHED BUSINESS:

- a) None

10. BUILDINGS, FACILITIES, AND ROADS

- a) Building Report – No changes from last meeting

11. NEW BUSINESS:

- a) None

12. EXECUTIVE SESSION

A motion to exit the regular council meeting and enter executive session.

- a) **Pursuant to Executive Session 708(a)(1) of the Pennsylvania Sunshine Act for the discussion of personnel matters.**

A motion to exit executive session

Are there any motions to consider after the executive Session?

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) None



15. ADJOURNMENT:

Moved _____ Seconded _____ Aff _____ Nay _____ Abs: _____

Adjourned at _____ PM

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

Respectfully Submitted,

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

Microsoft Teams meeting

Join: <https://teams.microsoft.com/meet/26861959001595?p=MGfzwdCwllCp2XC7Xy>

Meeting ID: 268 619 590 015 95

Passcode: EF7NA72Y

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PORTAGE BOROUGH

Engineer's Report for the September 9, 2026 Meeting

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

Pedestrian Corridor Enhancements – Remaining Phases:

- Phase 4 (Johnson Ave. and Crichton-McCormick Park): The contract is complete. A warranty walkthrough will take place this fall.
- Phase 5 (Main Street from the south side of at-grade railroad crossing to SR 0053): Phase 5 contract has been awarded to M and B Services, LLC. A preconstruction meeting was held July 21. Notice to proceed will be issued for August 3. The contractor has been submitting shop drawings for review and plans to begin onsite work Tuesday September 8.

Sign Inventory (No Change):

- Information on Diamond Maps was presented to Borough Council at the March 20th 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 (No Change):

The final engineering study was included in my July 20th report and includes recommendations for placement of signs and approval from PennDOT for signage proposed within SR 164 right-of-way. Based on the study, trucks longer than 40' are prohibited from turning to or from Blair Street at the S. Railroad Ave. intersection.

Summary of Grant Applications:

- 2021 PennDOT MTF – Applied for Phase 5 Corridor Enhancements. The grant was awarded, and construction will occur through Fall of 2026.
- 2023 CFA MTF – Applied for Phase 4 Corridor Enhancement Lighting. The grant was awarded and construction is complete.
- 2023 PennDOT MTF – Applied for submission for Phase 5 Corridor Enhancement Lighting. The grant was awarded, and construction will occur through Fall of 2026. 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. DCED is expected to announce awards no earlier than September 2026.
- 2026 DCED MAP Grant – A grant application for a Borough Comprehensive Plan and Zoning

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Ordinance was submitted August 31st.

I will not be in attendance for the September meeting due to a conflict but can be available over the phone if needed.

Respectfully Submitted,

Brian D. Shura

Brian D. Shura, P.E.

A regular meeting of Portage Borough Council was held on Monday, June 1, 2026, at 6:30 p.m. in Borough Council Chambers.

Those in attendance were:

George Wozniak, President
Ron Cadwallader, Vice-President
Henry Harrison
Perry Scarton
Ron Portash

Also present were Dr. Makayla Zonfrilli-Lang, Borough Manager; Fran Steberger, Director of Public Works; Brian Shura, Engineer, Stiffler McGraw; David Rosamilla, Chief of Public Safety; Sharon Squillario, Interim Secretary; Logan Cadwallader, soon to be Director of Public Safety; Jessi Carney, Secretary.

Guests: Jean Kinley, Matt Churella of the Altoona Mirror, Gary Vaughn Sr, Gary Vaugh Jr, Sherry Smith, and Ben Schoenfeld

I. CALL TO ORDER

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

President George Wozniak noted for the record that all members of Council were present, except Mr. Slebodnick and Mr. Fox.

Dr. Makayla Zonfrilli-Lang informed Council that due to technical difficulties, the meeting could not be livestreamed on Facebook as planned. She explained that the meeting would instead be livestreamed through Microsoft Teams, was being recorded, and would be posted for public viewing following adjournment.

Dr. Zonfrilli-Lang also addressed Resolution No. 2-2026 regarding public recording and streaming of Borough meetings. She advised Council that the Borough Solicitor had reviewed the policy and verbally confirmed that, in her opinion, the policy was legally enforceable. She explained that Council would later have the opportunity to determine whether to retain or remove the provision requiring individuals recording the meeting to announce that fact publicly.

A member of the audience stated for the record that they were recording the meeting.

II. REPORTS

Borough Manager's Report

Dr. Makayla Zonfrilli-Lang stated that, due to the length of the evening's agenda, she would provide a verbal Borough Manager's Report and incorporate many administrative updates into the discussion of individual agenda items throughout the meeting.

Dr. Zonfrilli-Lang advised Council that the Borough Solicitor had no written report for the meeting and noted that the Police Chief's written report had been distributed to Council members prior to the meeting.

She then introduced Borough Engineer Brian Shura of Stiffler McGraw to present the Engineer's Report.

Solicitor's Report

No written report was presented by the Borough Solicitor.

Police Chief's Report

Chief of Public Safety David Rosamilla stated that copies of his written report had been distributed to Council members prior to the meeting.

Chief Rosamilla reported that the Police Department continues to monitor traffic concerns throughout the Borough and remains engaged with ongoing public safety initiatives. He advised Council that a recent motor vehicle accident had occurred at the intersection of North Railroad Street and Lee Street, an area currently under review for possible traffic control improvements.

Chief Rosamilla noted that the incident further supports continued evaluation of traffic patterns and safety concerns at the intersection.

No additional questions were raised regarding the Police Chief's Report.

Engineer's Report

Borough Engineer Brian Shura of Stiffler McGraw provided updates regarding the Pedestrian Portal Enhancement Project and other engineering matters.

Mr. Shura reported that bids for the Phase 5 Pedestrian Portal Enhancement Project were opened, with three contractors obtaining bid packages and one bid being received from M&B Services in the amount of \$686,715.49. He advised Council that the bid amount was below the engineer's estimate of approximately \$750,000 and within the available grant funding.

Mr. Shura recommended allowing additional time for review of the bid documents before formal award and suggested that Council consider awarding the contract at the second meeting in June.

Mr. Shura next provided an update on the Phase 4 project, stating that restoration work had been completed, including placement of topsoil and straw in disturbed areas. He explained that the Borough would continue monitoring the restoration throughout the growing season and conduct a final inspection prior to expiration of the contractor's warranty period.

Discussion then turned to electrical controls associated with the Recreation Authority facilities that sustained damage during a recent power outage. Mr. Shura advised that installation of surge protection equipment was being investigated and that remaining grant funds may be available to assist with the cost of repairs or upgrades.

Mr. Shura also reported that work continues to obtain the final easement necessary for the project and that the Borough is awaiting final approval of the required PennDOT permit.

He further advised Council that PennDOT had approved the proposed truck restriction signage for Blair Street and that the final engineering study is expected prior to the next Council meeting.

Mr. Shura concluded his report by advising Council that quotes had been received for a speed study in the Terrace Circle area and for a traffic study involving the intersection of North Railroad Street and Lee Street. Those matters were scheduled for discussion later in the agenda.

No additional questions were raised regarding the Engineer's Report.

Public Works Department

Public Works Director Fran Steberger advised Council that copies of his written report had been distributed prior to the meeting and provided updates on current departmental operations.

Mr. Steberger reported that milling operations had begun on portions of Farran Street and Orchard Street in preparation for paving and that approximately six tons of blacktop would be utilized for scheduled roadway

repairs.

He advised Council that pothole repairs had been identified throughout Ward 2 and several locations in Ward 1, while repairs within Ward 3 would be delayed until completion of the ongoing water project. Additional repairs are planned for Rex Alley and the area behind the former Washko Auto Supply property.

Mr. Steberger also discussed ongoing coordination with Continental Construction regarding maintenance of temporary roadway restorations associated with the water project. He stated that Borough staff had requested additional attention to areas experiencing settlement and uneven surfaces and that contractor representatives agreed to continue monitoring those locations.

Mr. Steberger reported that Public Works personnel recently met with Kuharchik Construction to review operation and troubleshooting procedures for the Borough's traffic signal system, providing staff with additional familiarity in responding to signal issues.

He further advised Council that employees Jamie and Logan are scheduled to attend flagger certification training on June 8, with certification remaining valid for a two-year period. No additional questions were raised regarding the Public Works Report.

EXECUTIVE SESSION

ON MOTION OF MR. CADWALLADER, SECONDED BY MR. PORTASH, COUNCIL APPROVED ENTERING EXECUTIVE SESSION TO DISCUSS LEGAL MATTERS RELATING TO CASE NO. 2025-477 AND CASE NO. 2017-4082. VIA ROLL CALL VOTE, MR. CADWALLADER, MR. SCARTON, MR. HARRISON, MR. PORTASH, AND MR. WOZNIAK VOTED YES.

MOTION CARRIED 5-0.

Council entered Executive Session to discuss legal matters relating to Case No. 2025-477 and Case No. 2017-4082.

Following Executive Session, Council reconvened in Regular Session.

ON MOTION OF MR. CADWALLADER, SECONDED BY MR. HARRISON, COUNCIL APPROVED RETURNING TO REGULAR SESSION. VIA ROLL CALL VOTE, MR. CADWALLADER, MR. SCARTON, MR. HARRISON, MR. PORTASH, AND MR. WOZNIAK VOTED YES.

MOTION CARRIED 5-0.

President George Wozniak advised those in attendance that action regarding the matters discussed during Executive Session would occur later in the agenda.

III. CORRESPONDENCE

Dr. Makayla Zonfrilli-Lang advised Council that she had prepared a summary of correspondence received since the previous meeting in an effort to provide a more organized overview of resident concerns and Borough responses.

She stated that much of the correspondence received involved code enforcement matters, ongoing utility construction, and concerns related to Continental Construction. Dr. Zonfrilli-Lang explained that a correspondence report had been included in the Council packet outlining the issues received and the actions taken to address them.

She further advised that no report had been received from LMIA for the current meeting but anticipated a report would be available for the July meeting. She noted that several outstanding code enforcement matters, including trash violations and a deteriorating chimney on a local property, continue to be addressed.

Dr. Zonfrilli-Lang also noted that correspondence submitted by Mr. Gary Vaughn would be discussed later in the meeting.

No additional questions were raised regarding correspondence.

IV. CITIZEN INPUT ON AGENDA ITEMS

Dr. Makayla Zonfrilli-Lang opened the citizen input portion of the meeting and reminded attendees that each speaker would be permitted up to five (5) minutes to address agenda items.

Gary J. Vaughn advised Council that he would defer his comments until the Citizen Input on Non-Agenda Items portion of the meeting.

Dr. Zonfrilli-Lang then recognized Sherry Smith who addressed Council regarding ongoing drainage concerns associated with sump pump discharges along Gillespie Avenue. Ms. Smith stated that several sump pumps continuously discharge water onto the roadway, creating standing water, algae buildup, unpleasant odors, and icy conditions during the winter months. Sherry further expressed concern that the continued discharge has contributed to deterioration of nearby properties, including the formation of a sinkhole, and questioned whether the water should be tested by the Pennsylvania Department of Environmental Protection due to potential environmental and public safety concerns.

Additional discussion occurred regarding the locations of the affected properties and the Borough's current ordinances regulating sump pump discharges. Public Works Director Fran Steberger acknowledged that Borough crews have periodically treated the area during the winter because of ice accumulation. Council discussed the jurisdictional boundaries between the Borough and Portage Township and noted that portions of the drainage issues extend into Township-maintained areas.

Mrs. Smith suggested that the Borough consider adopting an ordinance requiring sump pumps to discharge into approved drainage systems rather than onto Borough streets. Council acknowledged the concerns and agreed to further review the matter, including possible ordinance amendments and coordination with the Pennsylvania Department of Environmental Protection, if appropriate.

Dr. Zonfrilli-Lang thanked Sherry for bringing the concerns before Council and advised that the matter would be investigated further.

Dr. Zonfrilli-Lang then recognized Matt Churella for public comment. Mr. Churella declined to offer any comments.

V. MINUTES OF PREVIOUS MEETING

President George Wozniak stated that the minutes of the May 18, 2026 Regular Council Meeting were not yet available for approval.

Dr. Makayla Zonfrilli-Lang advised Council that preparation of the minutes had not yet been completed and recommended that consideration of the minutes be tabled until the next regular meeting.

ON MOTION OF MR. PORTASH, SECONDED BY MR. HARRISON, COUNCIL APPROVED TABLING THE MINUTES OF THE MAY 18, 2026 REGULAR COUNCIL MEETING. VIA ROLL CALL VOTE, MR. CADWALLADER, MR. SCARTON, MR. HARRISON, MR. PORTASH, AND MR. WOZNIAK VOTED YES.

MOTION CARRIED 5-0.

VI. MOTIONS

A. Treasurer's Report

President George Wozniak presented the Treasurer's Report for the period ending June 1, 2026, reflecting total revenue in the amount of **\$13,134.36**.

ON MOTION OF MR. CADWALLADER, SECONDED BY MR. HARRISON, COUNCIL APPROVED THE TREASURER'S REPORT AS PRESENTED. VIA ROLL CALL VOTE, MR. CADWALLADER, MR. SCARTON, MR. HARRISON, MR. PORTASH, AND MR. WOZNIAK VOTED YES.

MOTION CARRIED 5-0.

B. Bills to Be Paid

The list of bills to be paid, totaling **\$26,559.93**, was presented and distributed to Council prior to the meeting.

During discussion, Council questioned the purchase of a replacement power washer. Dr. Makayla Zonfrilli-Lang explained that the Borough's previous unit had exceeded its useful life and that Public Works staff had attempted to repair the equipment. She advised that the cost of repairs was nearly equal to the cost of replacement, making the purchase of a new unit the more economical option. The replacement was funded through the Borough's Capital Improvements account.

ON MOTION OF MR. CADWALLADER, SECONDED BY MR. PORTASH, COUNCIL APPROVED THE LIST OF BILLS TO BE PAID AS PRESENTED. VIA ROLL CALL VOTE, MR. CADWALLADER, MR. SCARTON, MR. HARRISON, MR. PORTASH, AND MR. WOZNIAK VOTED YES.

MOTION CARRIED 5-0.

C. Ordinance No. 12-2026 – Condemnation of Sidewalk Easement

Dr. Makayla Zonfrilli-Lang presented Ordinance No. 12-2026 authorizing the condemnation and acquisition by eminent domain of temporary construction and permanent sidewalk easements on property owned by Harmon and Parmet Investment Group, LLC (Tax Map No. 46-020-105.000) for the Phase 5 Pedestrian Portal Enhancement Project.

The ordinance authorizes the Borough to acquire the remaining easement necessary to complete the public sidewalk improvements.

ON MOTION OF MR. CADWALLADER, SECONDED BY MR. PORTASH, COUNCIL APPROVED ORDINANCE NO. 12-2026 AUTHORIZING THE CONDEMNATION AND TAKING BY EMINENT DOMAIN OF TEMPORARY CONSTRUCTION AND PERMANENT SIDEWALK EASEMENTS FOR PUBLIC SIDEWALK IMPROVEMENTS. VIA ROLL CALL VOTE, MR. CADWALLADER, MR. SCARTON, MR. HARRISON, MR. PORTASH, AND MR. WOZNIAK VOTED YES.

MOTION CARRIED 5-0.

D. Quit Claim Deed

Dr. Zonfrilli-Lang presented a proposed Quit Claim Deed conveying the Borough's interest in the vacated, unopened fifteen-foot alley located between Parcel A (DBV 1197 PG 85) and Parcel B (DBV 1197 PG 85) to

Benjamin G. and Sue E. Schoenfeld.

ON MOTION OF MR. PORTASH, SECONDED BY MR. SCARTON, COUNCIL APPROVED THE QUIT CLAIM DEED CONVEYING THE BOROUGH'S INTEREST IN THE VACATED UNOPENED FIFTEEN-FOOT ALLEY TO BENJAMIN G. AND SUE E. SCHOENFELD. VIA ROLL CALL VOTE, MR. CADWALLADER, MR. SCARTON, MR. HARRISON, MR. PORTASH, AND MR. WOZNIAK VOTED YES.

MOTION CARRIED 5-0.

E. Motion to Table Public Hearing for Proposed Speed Limit Ordinance

Dr. Makayla Zonfrilli-Lang advised Council that the public hearing previously scheduled for June 15, 2026, regarding the proposed speed limit reduction on Terrace Circle should be postponed. She explained that the Borough Engineer had obtained quotes for the required traffic study, with the lowest proposal totaling approximately \$5,700. After reviewing the proposal, she expressed concern regarding the cost and noted that the engineering consultant indicated the study may not support a reduced speed limit due to the limited traffic volume in the area.

Dr. Zonfrilli-Lang recommended that Council instead explore the installation of speed humps, similar to those used in neighboring municipalities, as a more cost-effective traffic calming measure. She also stated that the Borough would seek cost estimates for the speed humps and, if appropriate, request financial assistance from the Johnstown Housing Authority due to the location of the project.

ON MOTION OF MR. PORTASH, SECONDED BY MR. HARRISON, COUNCIL APPROVED TABLING THE PUBLIC HEARING FOR THE PROPOSED TERRACE CIRCLE SPEED LIMIT ORDINANCE AND AUTHORIZED STAFF TO EXPLORE ALTERNATIVE TRAFFIC CALMING MEASURES. VIA ROLL CALL VOTE, MR. CADWALLADER, MR. SCARTON, MR. HARRISON, MR. PORTASH, AND MR. WOZNIAK VOTED YES.

MOTION CARRIED 5-0.

F. Amendment to Resolution No. 2-2026 – Open Public Comment, Recording and Streaming, and Visitor Participation Policy

Dr. Makayla Zonfrilli-Lang revisited Resolution No. 2-2026 regarding public recording and streaming of Borough meetings. She explained that following concerns raised by members of the public, including correspondence submitted by Gary Vaughn, she sought additional legal guidance from the Borough Solicitor and other municipal solicitors regarding the provision requiring individuals recording meetings to announce that fact publicly.

Dr. Zonfrilli-Lang advised Council that the Borough Solicitor determined the provision was legally enforceable; however, she recommended that Council consider removing the requirement to avoid unnecessary legal disputes and to minimize the expenditure of taxpayer funds on potential litigation. She emphasized that the recommendation was not based upon the legality of the policy, but rather upon the Borough's desire to avoid unnecessary legal expenses.

President George Wozniak stated that the policy was never intended to restrict the public's constitutional rights or prevent individuals from recording Borough meetings. Rather, he explained the intent was to provide courtesy to those in attendance by informing them that additional recording was taking place. He expressed frustration that the Borough had been accused of attempting to restrict public rights when Council's intent had been to promote transparency and respect among meeting attendees.

Councilman Perry Scarton stated that, in his opinion, the amendment was not being considered because the Borough believed the original provision was unlawful or intended to infringe upon anyone's constitutional rights. Rather, he expressed concern that continued disputes regarding the policy could result in unnecessary legal expenses for the Borough. He stated that while he believed the original requirement was intended as a

courtesy to those attending public meetings, he supported removing the provision to avoid what he described as frivolous lawsuits and the resulting expense to Borough taxpayers.

Following discussion, Council agreed to remove the requirement that members of the public announce when they are recording Borough meetings.

ON MOTION OF MR. SCARTON, SECONDED BY MR. PORTASH, COUNCIL APPROVED AMENDING RESOLUTION NO. 2-2026 BY REMOVING THE REQUIREMENT THAT INDIVIDUALS RECORDING BOROUGH MEETINGS ANNOUNCE THAT THEY ARE RECORDING. VIA ROLL CALL VOTE, MR. CADWALLADER, MR. SCARTON, MR. HARRISON, MR. PORTASH, AND MR. WOZNIAK VOTED YES.

MOTION CARRIED 5-0.

G. Addendum to Police Protection Agreement

Dr. Makayla Zonfrilli-Lang presented an addendum to the existing Police Protection Agreement between Portage Borough, Portage Township, and the Portage Area School District. She explained that the addendum incorporates the requirements of Act 47 regarding threat assessment procedures and further defines the responsibilities of the School Police Officer.

ON MOTION OF MR. CADWALLADER, SECONDED BY MR. HARRISON, COUNCIL APPROVED THE ADDENDUM TO THE POLICE PROTECTION AGREEMENT BETWEEN PORTAGE BOROUGH, PORTAGE TOWNSHIP, AND THE PORTAGE AREA SCHOOL DISTRICT INCORPORATING ACT 47 THREAT ASSESSMENT REQUIREMENTS. VIA ROLL CALL VOTE, MR. CADWALLADER, MR. SCARTON, MR. HARRISON, MR. PORTASH, AND MR. WOZNIAK VOTED YES.

MOTION CARRIED 5-0.

H. Wessel & Company Advisory Services Proposal

Dr. Makayla Zonfrilli-Lang advised Council that the Borough continues to reconcile accounting discrepancies from late 2025 and is working toward completion of the Borough's Annual Comprehensive Financial Report (ACFR). She explained that Wessel & Company had submitted a proposal to provide municipal accounting and financial management advisory services on an hourly basis. In addition to assisting with the reconciliation process, the firm will provide financial training for Borough staff.

ON MOTION OF MR. PORTASH, SECONDED BY MR. CADWALLADER, COUNCIL APPROVED THE ADVISORY SERVICES PROPOSAL FROM WESSEL & COMPANY TO PROVIDE MUNICIPAL ACCOUNTING AND FINANCIAL MANAGEMENT ADVISORY SERVICES ON AN AS-NEEDED HOURLY BASIS. VIA ROLL CALL VOTE, MR. CADWALLADER, MR. SCARTON, MR. HARRISON, MR. PORTASH, AND MR. WOZNIAK VOTED YES.

MOTION CARRIED 5-0.

I. Request for Proposals – Five-Year Municipal Carted Waste and Recycling Services Contract

Dr. Makayla Zonfrilli-Lang advised Council that the Borough's current carted waste and recycling services contract will expire in August 2026. She explained that it was necessary to begin the request for proposals (RFP) process to ensure adequate time for advertising, bid review, and contract award prior to expiration of the current agreement. She noted that the proposed contract would provide carted waste and recycling services for a five-year term.

ON MOTION OF MR. CADWALLADER, SECONDED BY MR. PORTASH, COUNCIL APPROVED AUTHORIZING THE BOROUGH MANAGER TO ADVERTISE A REQUEST FOR PROPOSALS (RFP) FOR A FIVE-YEAR MUNICIPAL CARTED WASTE AND RECYCLING SERVICES CONTRACT, EFFECTIVE UPON THE EXPIRATION OF THE CURRENT CONTRACT IN AUGUST 2026. VIA ROLL CALL VOTE, MR.

CADWALLADER, MR. SCARTON, MR. HARRISON, MR. PORTASH, AND MR. WOZNIAK VOTED YES.

MOTION CARRIED 5-0.

J. American Roofing Settlement Agreement

Dr. Makayla Zonfrilli-Lang reported that the Borough had reached a proposed settlement in the long-standing litigation involving American Roofing, Inc. She explained that the matter had originated in 2017 and that the proposed settlement would resolve the litigation for a payment of \$35,000, substantially less than the original cost of the disputed work. She noted that the matter had been discussed during Executive Session prior to Council's consideration.

ON MOTION OF MR. SCARTON, SECONDED BY MR. HARRISON, COUNCIL APPROVED THE SETTLEMENT AND RELEASE AGREEMENT IN THE MATTER OF AMERICAN ROOFING, INC. V. BOROUGH OF PORTAGE, CAMBRIA COUNTY CASE NO. 2017-4082, AND AUTHORIZED A COMPROMISE PAYMENT OF \$35,000. VIA ROLL CALL VOTE, MR. CADWALLADER, MR. SCARTON, MR. HARRISON, MR. PORTASH, AND MR. WOZNIAK VOTED YES.

MOTION CARRIED 5-0.

K. Fence Variance Public Hearing – 904 Gillespie Avenue

Dr. Makayla Zonfrilli-Lang explained that additional clarification had been received regarding the fence variance request submitted by the owners of 904 Gillespie Avenue. She advised Council that the applicants are requesting permission to replace an existing four-foot fence with a six-foot fence in the same location and are not seeking to expand the existing fence line.

She recommended that the Borough re-advertise the public hearing to ensure the public notice accurately reflects the request.

ON MOTION OF MR. HARRISON, SECONDED BY MR. PORTASH, COUNCIL APPROVED AUTHORIZING ADVERTISEMENT OF A PUBLIC HEARING TO BE HELD ON JULY 20, 2026, AT 6:15 P.M. FOR A FENCE VARIANCE REQUEST SUBMITTED FOR 904 GILLESPIE AVENUE. VIA ROLL CALL VOTE, MR. CADWALLADER, MR. SCARTON, MR. HARRISON, MR. PORTASH, AND MR. WOZNIAK VOTED YES.

MOTION CARRIED 5-0.

VII. DISCUSSION ITEMS

A. Road Projects

Fran Steberger reviewed the status of current roadway projects previously discussed during his Public Works Report. He advised Council that milling operations had begun on several streets and that pothole repairs would continue throughout the Borough as weather and ongoing utility work permitted.

Mr. Steberger also provided an update regarding restoration work associated with the water project, noting that Borough staff continue to work with Continental Construction to ensure temporary roadway repairs are properly maintained until permanent restoration can be completed.

President George Wozniak asked whether there were any additional questions regarding current road projects.

Dr. Makayla Zonfrilli-Lang then invited questions or comments from members of the public regarding road conditions or Public Works matters.

Gary E. Vaughn Sr. thanked Mr. Steberger for his years of service to the Borough and commended both Mr. Steberger and Public Works Employee Logan Cadwallader for their snow removal efforts during the past

winter. Mr. Vaughn wished Mr. Steberger well in his upcoming retirement.

B. Women's Club of Portage Presentation

Dr. Makayla Zonfrilli-Lang advised Council that representatives of the Women's Club of Portage were unable to attend the meeting as scheduled.

She stated that the organization is currently working on a park improvement project and intends to provide a presentation to Council at a future meeting.

No further discussion occurred.

VIII. UNFINISHED BUSINESS

A. Johnstown Housing Authority

Dr. Makayla Zonfrilli-Lang provided an update regarding ongoing discussions between the Borough and the Johnstown Housing Authority. She advised Council that communication continues through legal counsel and that the Borough remains hopeful an agreement can be reached.

Dr. Zonfrilli-Lang stated that, if negotiations are unsuccessful, the Borough may consider discontinuing certain services previously provided under the existing agreement, consistent with advice received from the Borough Solicitor and prior legal counsel.

She advised that the Borough would continue working toward a resolution and would provide additional updates as they become available.

No further discussion occurred.

IX. NEW BUSINESS

No new business was presented.

X. CITIZEN INPUT ON NON-AGENDA ITEMS

Dr. Makayla Zonfrilli-Lang opened the floor for citizen input on non-agenda items and reminded attendees that each speaker would be permitted up to five minutes for comments.

Gary Vaughn Sr. addressed Council:

“Good evening. I stand before you again to express my disappointment in the decisions, or lack thereof, of this Council.

Here are a few examples: the adoption of rules, policies, and ordinances that served no apparent need or purpose; the oversight this Council so willingly gives away; and the inability to be proactive. Every time we have to react to a poor decision, it costs taxpayers money.

Tonight, however, I want to speak about the elephant in the room: what I believe is a frivolous lawsuit.

This lawsuit is against the administrators of a local Facebook group, not against the Council itself. While the outcome of this needless action is still unknown, I have a few observations. These are my opinions, and mine alone.

I'm not sure any Council member will respond, because in the past they never have. I'm sure a few will simply point to the paperwork. Others may stare at me like a deer in the headlights. Regardless, most people listen with their ears. I'm not certain anyone who addresses this Council is truly heard.

When this lawsuit was initiated, the Council President claimed that most Borough residents supported the actions of this Council. From the comments I've heard and read, I have not found that statement to be true. In fact, many, if not most, people do not support this action.

How did each of you come to believe the Borough should even become involved? Were each of you that easily convinced?

Filing a lawsuit should never have been the first step in addressing this issue. The President stated that the intention was not to shut down the Facebook page. I believe that was, in fact, the intention.

To paraphrase what the mayor said, he acknowledged that he may have received poor advice, yet proudly stated that he would vote again to further put the taxpayers at risk by pursuing this lawsuit.

What could possibly justify that position?

Perhaps it's because it's easy to spend someone else's money.

Let's look at the path this unnecessary lawsuit has taken.

First, the solicitor believed there was a need for the Borough to join the lawsuit, based on concerns about an individual allegedly acting in bad faith. Yet the primary focus of the lawsuit was never the Borough itself. So why did we become involved?

Second, there were questionable votes, either actions taken during executive session or actions taken without formal votes. Many hours of legal work were authorized by this Council, and court filings were reportedly late or, in some cases, not filed at all.

Now the Borough appears to be trying to remove itself as a plaintiff, leaving the primary individual to stand alone.

Why is that? Are you finally realizing the mistake that was made in the beginning? By stepping away now, you're simply throwing that individual under the bus, just as you've done to others in the past.

Then there is the cost to the taxpayers.

If damages or attorney's fees are awarded to the defendants, I believe the seven Council members sitting before us, along with the Chief, should bear that cost personally. It should not come from any line item in the Borough budget.

I've heard it suggested that the money might come from the road budget. Really? Considering the condition of our roads, are we going to take money away from that budget?

Perhaps some members of Council were uncomfortable with making what I consider this frivolous decision. Nevertheless, you voted unanimously to spend taxpayer money on it.

The Borough, not the taxpayers, should bear the consequences. As elected representatives of this community, each Council member and the Chief should accept financial responsibility for these decisions. Perhaps that kind of accountability would lead to better decision-making in the future.

I realize these comments will likely have no impact on the conduct of this Council. Still, I hope each of you accepts responsibility for your actions. Whatever this lawsuit ultimately costs the Borough should weigh on each of you personally.

If you cannot represent the citizens of this Borough in a more positive and responsible manner, then perhaps resignation is the best avenue.

Once again, you have brought negative attention to Portage.

Thank you. ”

Dr. Zonfrilli-Lang asked whether any additional members of the public wished to address Council.

No additional comments were offered.

XI. GOOD OF THE BOROUGH

No additional matters were brought before Council under Good of the Borough.

XII. ADJOURNMENT

**ON MOTION OF MR. PORTASH, SECONDED BY MR. HARRISON, COUNCIL APPROVED
ADJOURNMENT OF THE MEETING. VIA VOICE VOTE.**

MOTION CARRIED 5-0.

The meeting adjourned at approximately **8:14 p.m.**

Respectfully Submitted,

Jessi Carney
Recording Secretary

PUBLIC HEARING – FENCE VARIANCE FOR 904 GILLESPIE AVENUE

Prior to the Regular Council Meeting, Portage Borough Council held a public hearing regarding a fence variance request submitted by the owners of 904 Gillespie Avenue.

Dr. Makayla Zonfrilli-Lang explained that the property owners requested permission to replace an existing four-foot fence, which had been in place since approximately 1994, with a six-foot fence in the same location. The applicants stated that the additional height was requested to provide greater protection for their grandchildren and household from potentially dangerous animals, including dogs. The applicants were not present but had submitted the required documentation to the Borough.

Gary E. Vaughn, Sr. commented that the Borough has held several fence variance hearings in recent years, each requiring public advertising at taxpayer expense. He recommended that Council amend or replace the existing fence ordinance to reduce the need for future variance hearings.

Dr. Zonfrilli-Lang acknowledged that several Borough ordinances require updating. She explained that the administration intends to work with the Borough Solicitor to review and update the ordinances together during 2027, which would be more cost-effective than amending each ordinance separately.

During Council discussion, Mayor Fox questioned whether the variance was necessary because the existing fence is located along the rear alley rather than along a street. He also questioned whether the applicants intended to extend the fence around the entire property.

Dr. Zonfrilli-Lang clarified that the request applies only to replacement of the existing fence and that the applicants do not currently intend to expand the fence line. Fran Steberger stated that the rear alley is regularly used as a public thoroughfare and that he had therefore advised the applicants to request the variance. Mayor Fox recommended that applicants attend future variance hearings so that Council may directly address any questions concerning their requests.

ON MOTION OF MR. CADWALLADER, SECONDED BY MR. HARRISON, COUNCIL APPROVED THE FENCE VARIANCE REQUEST SUBMITTED BY THE OWNERS OF 904 GILLESPIE AVENUE, PERMITTING THE REPLACEMENT OF THE EXISTING FOUR-FOOT FENCE WITH A SIX-FOOT FENCE IN THE SAME LOCATION. MOTION CARRIED 6-0.

ON MOTION OF MR. SLEBODNICK, SECONDED BY MR. HARRISON, COUNCIL ADJOURNED THE PUBLIC HEARING. MOTION CARRIED 6-0.

ON MOTION OF MR. SCARTON, SECONDED BY MR. CADWALLADER, COUNCIL ENTERED INTO THE REGULARLY SCHEDULED COUNCIL MEETING. MOTION CARRIED 6-0.

PORTAGE BOROUGH COUNCIL REGULAR MEETING JULY 20, 2026

A regular meeting of Portage Borough Council was held on **Monday, July 20, 2026**, at **6:30 p.m.** in Borough Council Chambers.

Council Members Present were:

Ron Cadwallader, Vice-President
Mayor Bob Fox
Henry Harrison
Mark Slebodnick
Perry Scarton
Ron Portash

Also present were Borough Manager Dr. Makayla Zonfrilli-Lang, Director of Public Works Fran Steberger, Borough Engineer Rodney Jenkins, Chief of Public Safety David Rosamilla, Logan Cadwallader and Borough Secretary Jessi Carney, Gary Vaughn Sr, Gary Vaughn Jr, Brent Kinley, Matt Churella (Altoona Mirror), Jean Kinley, Michael Bellvia, Buttons Slebodnick

Vice-President Ron Cadwallader called the regular meeting to order following the adjournment of the public hearing. Roll call was taken, followed by the Pledge of Allegiance and a moment of silence.

II. REPORTS

A. Borough Manager

Dr. Zonfrilli-Lang stated that she would provide the Borough Manager's and department heads' updates throughout the meeting as the related agenda items were discussed.

Dr. Zonfrilli-Lang also reported that the comprehensive Borough buildings and facilities report was not yet complete. She stated that the completed report would be emailed to Council and posted on the Borough website for public review.

III. CORRESPONDENCE

Dr. Zonfrilli-Lang reported that a complaint had been filed with the Pennsylvania Department of Environmental Protection regarding a sump-pump discharge issue on Gillespie Avenue. She stated that the Public Works Department is working to install a small ditch or trench to redirect the water and help prevent icing during the winter months.

Dr. Zonfrilli-Lang also reported that the Borough received requests for several traffic and safety signs, including "Children at Play," "No Outlet," and "Deaf Child" signs. She stated that these types of signs may be placed at the Borough's discretion without a traffic study and that the administration is working with the appropriate departments regarding placement.

Dr. Zonfrilli-Lang further reported receiving correspondence regarding a tree on a vacant lot on Orchard Street. The Borough is reviewing property information and surveys to determine ownership of the tree and what action, if any, may be required.

IV. CITIZEN INPUT

Gary E. Vaughn, Sr. addressed several items appearing on the agenda.

Mr. Vaughn first commented on the adoption of prior meeting minutes. He stated that he found it “odd that some exact verbiage is included in the minutes to be approved, or some is paraphrased.” He referenced a prior statement reported as being made “to save taxpayers’ dollars from frivolous lawsuits by one or two people at all times,” while the meeting minutes reflected the statement as “creating further controversy and to protect taxpayer resources.” Mr. Vaughn questioned why the words used by the Council member had been rephrased and stated that meeting minutes are legal documents and should reflect the tone and wording used during the meeting.

Mr. Vaughn next referenced the agenda item concerning discussion on hiring a full-time police officer. He stated that there had been controversial input within the community regarding the matter and expressed hope that good decisions would be made. He asked whether the public would be permitted to weigh in when the agenda item was discussed.

Regarding education for government leaders, Mr. Vaughn stated that additional education “should always be looked upon as a positive,” but questioned whether the amount of reimbursement would be made available to the public now or in the future.

Mr. Vaughn also commented on the proposed creation of a contingency account for unassigned fund balances. He stated that such an account should be a requirement for a “smooth-flowing administration” and encouraged Council to establish the account for unexpected expenses.

Mr. Vaughn then addressed the proposed work relating to sump-pump discharge. He stated that money proposed for a catch basin should not be the solution and questioned why a homeowner should be permitted to pump “dirty, perhaps hazardous water onto a public street.” He suggested that any future ordinance should prohibit sump-pump discharge onto the street. He also referenced a similar condition near the intersection of Park and Orchard, stating that the area becomes slippery and icy during the winter and has previously required Public Works to place material on the roadway.

Dr. Zonfrilli-Lang responded that the Borough would address the sump-pump issue, funding discussion and police officer hiring later in the meeting. She also explained that Borough meeting minutes are intended to remain neutral and provide an accurate summary rather than a verbatim transcript. She stated that transcripts of meetings recorded through Microsoft Teams are available upon request.

Mr. Vaughn reiterated that his concern was that certain comments had been rephrased and questioned why that had occurred.

V. MINUTES OF PREVIOUS MEETINGS

A. Minutes from the May 18, 2026 Council Meeting

B. Minutes from the June 1, 2026 Council Meeting

ON MOTION OF MR. HARRIS, SECONDED BY MR. SLEBODNICK, COUNCIL APPROVED THE MINUTES FROM THE MAY 18, 2026 AND JUNE 1, 2026 COUNCIL MEETINGS AS PRESENTED. MOTION CARRIED 6-0.

VI. TREASURER’S REPORT AND BILLS TO BE PAID

The Treasurer’s Report reflected total revenue in the amount of **\$70,655.95**.

Prior to approval, Dr. Zonfrilli-Lang noted several larger expenditures appearing in the financial reports. She explained that approximately \$18,000 for park lighting is reimbursable through a grant. She also reported that the Borough reached a settlement with American Roofing Company in the amount of **\$35,000** and expended **\$54,155** from the Capital Account for the purchase of the new Public Works truck. Dr. Zonfrilli-Lang stated that the Borough elected to purchase the truck outright rather than finance it in order to save on interest costs.

A. Treasurer's Report

ON MOTION OF MR. HARRIS, SECONDED BY MR. SLEBODNICK, COUNCIL APPROVED THE TREASURER'S REPORT AS PRESENTED. MOTION CARRIED 6-0.

B. Bills to be Paid

A list of bills to be paid in the amount of **\$208,245.09** was presented and had been distributed to Council prior to the meeting.

ON MOTION OF MR. CADWALLADER, SECONDED BY MR. SLEBODNICK, COUNCIL APPROVED THE LIST OF BILLS TO BE PAID IN THE AMOUNT OF \$208,245.09. MOTION CARRIED 6-0.

VII. MOTIONS

A. Public Hearing – Amendment to Ordinance 5-2024

Dr. Zonfrilli-Lang explained that the proposed amendment to Ordinance 5-2024 would strengthen the Borough's requirements for temporary street restoration following construction work. She stated that concerns had been raised regarding contractors leaving roadways and berms in poor condition after completing work.

Director of Public Works Fran Steberger added that some temporary restorations, particularly in Ward 3, were in poor condition and that the amendment would provide the Borough with stronger authority to require contractors to properly maintain temporary repairs until final restoration is completed.

The proposed amendment would require temporary pavement restoration to be completed within seven calendar days and maintained in a smooth and level condition suitable for driving. It would also permit the Borough to provide notice of unsatisfactory conditions and, where necessary, complete repairs and assess the costs to the responsible party.

ON MOTION OF MR. CADWALLADER, SECONDED BY MR. HARRIS, COUNCIL APPROVED ADVERTISING A PUBLIC HEARING FOR AUGUST 17, 2026, AT 6:20 P.M. AT THE PORTAGE BOROUGH BUILDING, 721 MAIN STREET, PORTAGE, PA, TO CONSIDER AN AMENDMENT TO ORDINANCE 5-2024 REGARDING TEMPORARY STREET RESTORATION. MOTION CARRIED 6-0.

The required advertisements were scheduled for **July 30, 2026**, and **August 6, 2026**.

B. Phase 5 Sidewalk Project – Easements

Council considered approval to file the necessary paperwork to move forward with easements associated with the Phase 5 Sidewalk Project for the properties identified in the supporting documentation.

ON MOTION OF MR. CADWALLADER, SECONDED BY MR. SLEBODNICK, COUNCIL APPROVED FILING THE NECESSARY PAPERWORK TO MOVE FORWARD WITH THE EASEMENTS FOR THE PHASE 5 SIDEWALK PROJECT. MOTION CARRIED 6-0.

E. Local Share Account Grant Contract

Council discussed Contract No. C000097395 between the Borough and the Commonwealth of Pennsylvania Financing Authority for a Local Share Account Grant in the amount of \$39,452 for the grant period of December 18, 2025 through June 30, 2028.

Dr. Zonfrilli-Lang explained that the grant is intended for police equipment, including body cameras and a license plate reader installed on a police vehicle. She clarified that the grant is not for stationary Flock cameras located throughout the Borough.

Chief Rosamilia explained that license plate readers are primarily intended to assist law enforcement in matters such as stolen vehicles, missing or abducted persons and serious criminal investigations, rather than routine enforcement of minor registration violations. He stated that the Police Department would establish policies governing use of the equipment.

Mr. Vaughn questioned the ability of law enforcement to track individual license plates and raised concerns regarding misuse and Right-to-Know requests for information generated by the system. Dr. Zonfrilli-Lang stated that she would consult with the Borough Solicitor regarding the Right-to-Know issue. Council members also discussed the importance of adopting a strict policy governing use of the equipment.

ON MOTION OF MR. HARRIS, SECONDED BY MR. CADWALLADER, COUNCIL APPROVED MOVING FORWARD WITH CONTRACT NO. C000097395 BETWEEN THE COMMONWEALTH OF PENNSYLVANIA FINANCING AUTHORITY AND PORTAGE BOROUGH FOR THE LOCAL SHARE ACCOUNT GRANT IN THE AMOUNT OF \$39,452 FOR THE GRANT PERIOD OF DECEMBER 18, 2025 THROUGH JUNE 30, 2028. MOTION CARRIED 6-0.

Council subsequently agreed to move out of order to address the **Carted Waste Collection Services proposals** and later entered Executive Session for personnel matters. No action was taken as a result of the Executive Session.

F. South Railroad Avenue and Blair Street Signage

Council discussed a request to install a “No Outlet” sign and “Slow – Children at Play” sign at the intersection of South Railroad Avenue and Blair Street.

Mayor Fox expressed concern that approving additional “Children at Play” signs could result in similar requests throughout the Borough. Public Works Director, Fran Steberger, stated that the Borough has historically installed such signs upon request and generally accounts for several signs each year. Council also discussed posting the existing 25 mph speed limit in the area.

ON MOTION OF MR. CADWALLADER, SECONDED BY MR. SLEBODNICK, COUNCIL APPROVED THE INSTALLATION OF A “NO OUTLET” SIGN AND A “SLOW – CHILDREN AT PLAY” SIGN AT THE INTERSECTION OF SOUTH RAILROAD AVENUE AND BLAIR STREET AND DIRECTED THE PUBLIC WORKS DEPARTMENT TO ORDER AND INSTALL THE SIGNAGE. MOTION CARRIED 5-1, WITH MR. SCARTON VOTING NO.

(Mr. Scarton later stated he had a “brain freeze” and mistakenly voted no on the Children at Play sign.)

G. Trick-or-Treat

Council discussed holding Trick-or-Treat on either Saturday, October 24, 2026 or Sunday, October 25, 2026. Council noted that Trick-or-Treat has traditionally been held on the Sunday closest to Halloween and discussed coordinating the date with surrounding municipalities.

COUNCIL APPROVED SUNDAY, OCTOBER 25, 2026, FROM 4:00 P.M. TO 6:00 P.M. FOR PORTAGE BOROUGH TRICK-OR-TREAT. MOTION CARRIED 6-0.

H. Full-Time Police Officer

Council discussed the proposed full-time hiring of Officer Kyle Pattison at a rate of \$25.00 per hour, effective Tuesday, July 21, 2026.

Dr. Zonfrilli-Lang addressed concerns that had been raised regarding Officer Pattison's prior employment history. She stated that, pursuant to Act 57, she obtained and reviewed his employment records and, based upon that review and his performance while working part-time for Portage Borough, believed he would be a good fit for the Police Department.

Dr. Zonfrilli-Lang stated that Officer Pattison had been working part-time for the Borough since June 20, 2026 and that she and Chief Rosamilia had been satisfied with his performance. She further stated that she accepted responsibility for the hiring recommendation and would address any issues should they arise.

Mr. Vaughn stated that he supported Dr. Zonfrilli-Lang's recommendation and believed she had performed the necessary due diligence before recommending the hire.

ON MOTION OF MR. SLEBODNICK, SECONDED BY MR. CADWALLADER, COUNCIL APPROVED THE FULL-TIME HIRE OF OFFICER KYLE PATTERSON AT A RATE OF \$25.00 PER HOUR, EFFECTIVE TUESDAY, JULY 21, 2026. MOTION CARRIED 6-0.

I. Portage Halloween Parade

COUNCIL APPROVED MR. MATTHEW DECORT TO ORGANIZE THE 2026 PORTAGE HALLOWEEN PARADE. MOTION CARRIED 6-0.

J. Peoples Natural Gas – Depth of Cover Variance

Council considered a variance request from Peoples Natural Gas to reduce the required right-of-way depth of cover from 36 inches to 30 inches for work on Vine Street, Sonman Avenue and Jefferson Avenue. Director Steberger explained that the variance was requested due to the location and depth of existing underground utility lines.

COUNCIL APPROVED THE VARIANCE REQUEST FROM PEOPLES NATURAL GAS REDUCING THE REQUIRED RIGHT-OF-WAY DEPTH OF COVER FROM 36 INCHES TO 30 INCHES FOR VINE STREET, SONMAN AVENUE AND JEFFERSON AVENUE. MOTION CARRIED 5-1.

K. Local Government Training Consultant

Council discussed retaining Sam Bowles with CIVI Social to provide an in-depth three-day training program from October 30 through November 1, 2026 relating to ethics, social media, communication with residents, social media law and related local government topics. The program would be made available to local government participants from Cambria and Bedford Counties for an amount not to exceed \$14,000, with a portion of the cost potentially recovered through sponsorships and participation fees.

Dr. Zonfrilli-Lang reported that approximately \$2,200 in sponsorship commitments had already been identified and that approximately 35 to 40 individuals had expressed interest in participating if the program were approved.

Mayor Fox expressed concern regarding the overall cost, particularly because the expense had not been included in the current budget. Dr. Zonfrilli-Lang explained that the Borough would retain training materials for future use and could use those materials to provide future in-house training.

ON MOTION OF MR. CADWALLADER, SECONDED BY MR. SCARTON, COUNCIL APPROVED RETAINING SAM BOWLES WITH CIVI SOCIAL TO PROVIDE AN IN-DEPTH THREE-DAY LOCAL GOVERNMENT TRAINING PROGRAM FROM OCTOBER 30 THROUGH NOVEMBER 1, 2026, FOR AN AMOUNT NOT TO EXCEED \$14,000,

WITH A PORTION OF THE COST POTENTIALLY RECOVERED THROUGH SPONSORSHIPS AND PARTICIPATION FEES. MOTION CARRIED 5-1, WITH MAYOR FOX VOTING NO.

M. Local Government Training Program – Additional Costs

Council then considered additional costs associated with hosting the three-day training program, including training in local government law, organizational management, ethics, leadership and related subjects.

ON MOTION OF MR. CADWALLADER, SECONDED BY MR. SLEBODNICK, COUNCIL APPROVED FUNDS TO HOST THE THREE-DAY LOCAL GOVERNMENT TRAINING PROGRAM FROM OCTOBER 30 THROUGH NOVEMBER 1, 2026, IN AN AMOUNT NOT TO EXCEED \$9,500, WITH A PORTION OF THE COST POTENTIALLY RECOVERED THROUGH SPONSORSHIPS, PARTICIPATION FEES AND OTHER TRAINING PARTNERS. MOTION CARRIED 5-1, WITH MAYOR FOX VOTING NO.

L. Borough Manager – ICMA Training

Council discussed paying a percentage of the Borough Manager’s International City/County Management Association (ICMA) training scheduled for October 17 through October 21, 2026.

Dr. Zonfrilli-Lang explained that the ICMA program provides professional credentials and continuing education for municipal managers. She stated that Portage Borough’s portion would represent approximately 30% of the training expense.

ON MOTION OF MR. SCARTON, SECONDED BY MR. PORTASH, COUNCIL APPROVED PAYMENT OF A PORTION OF THE BOROUGH MANAGER’S ICMA TRAINING COSTS IN AN AMOUNT NOT TO EXCEED \$8,500. MOTION CARRIED 6-0.

N. Summerfest Parade Letter of Support

Council considered a letter of support for the Portage Area Summerfest Parade scheduled for August 8, 2026. The parade route was identified as beginning at the intersection of Main Street and Caldwell Avenue, proceeding south on Main Street to Johnson Avenue and continuing down Johnson Avenue to the park entrance.

Council discussed the need for proof of liability insurance and the necessary PennDOT approvals.

ON MOTION OF MR. PORTASH, SECONDED BY MR. SLEBODNICK, COUNCIL APPROVED THE SPONSORSHIP LETTER OF SUPPORT FOR THE PORTAGE AREA SUMMERFEST PARADE SCHEDULED FOR AUGUST 8, 2026, BEGINNING AT THE INTERSECTION OF MAIN STREET AND CALDWELL AVENUE, PROCEEDING SOUTH TO JOHNSON AVENUE AND CONTINUING DOWN JOHNSON AVENUE TO THE PARK ENTRANCE, PENDING PROOF OF LIABILITY INSURANCE AND REQUIRED PENNDOT APPROVALS. MOTION CARRIED 6-0.

VIII. RESOLUTIONS

A. Resolution No. 13-2026 – Unappropriated Funds and Earned Income Tax Allocation

Dr. Zonfrilli-Lang explained that the Borough had historically allocated 50% of earned income tax revenue to the Capital Fund and that approximately **\$599,844.63** had accumulated as unappropriated funds. She stated that, following discussions with the Borough Solicitor, auditors and financial consultants, the administration recommended transferring the unappropriated funds to the General Fund and establishing a more flexible capital allocation policy.

Dr. Zonfrilli-Lang explained that **Resolution No. 13-2026** would authorize the transfer of **\$599,844.63** in unappropriated funds from the Capital Fund to the General Fund and rescind the previous policy requiring 50% of earned income tax revenue to be placed into the Capital Fund. Under the new policy, up to 20% of collected

earned income tax revenue may be allocated to the Capital Fund annually, with the specific amount to be determined by Council during the annual budget process.

She further stated that the change would allow the Borough to establish a contingency fund for unexpected expenses while continuing to maintain funding for future capital improvements.

ON MOTION OF MR. SCARTON, SECONDED BY MR. SLEBODNICK, COUNCIL APPROVED RESOLUTION NO. 13-2026 AUTHORIZING THE TRANSFER OF \$599,844.63 IN UNAPPROPRIATED FUNDS FROM THE CAPITAL FUND TO THE GENERAL FUND AND AMENDING THE EARNED INCOME TAX ALLOCATION POLICY TO ALIGN WITH GOVERNMENT FINANCE OFFICERS ASSOCIATION STANDARDS. MOTION CARRIED 5-0.

ON MOTION OF MR. HARRIS, SECONDED BY MR. SLEBODNICK, COUNCIL MOVED OUT OF ORDER TO ADDRESS ITEM IX, BID OPENING – CARTED WASTE COLLECTION SERVICES. MOTION CARRIED 6-0.

IX. BID OPENING – CARTED WASTE COLLECTION SERVICES

Council moved out of order to open proposals received in response to the Borough's Request for Proposals for Carted Waste Collection Services.

Dr. Zonfrilli-Lang stated that no contract would be awarded at this meeting. The proposals would first undergo legal review to confirm that all required documentation, insurance and bid requirements had been satisfied. Council would then receive copies of the proposals and a comparison of the submitted rates prior to consideration of an award.

Proposals were received from **Pro Waste** and **Pro Disposal**.

Pro Waste submitted the following monthly residential rates for each of the five years of the proposed contract:

- 95-gallon trash cart – \$21.00 per month
- 35-gallon senior trash cart – \$21.00 per month
- Additional 95-gallon trash cart – \$5.00 per month

Pro Disposal submitted the following monthly residential rates:

Year 1

- 95-gallon trash cart – \$14.58
- 35-gallon senior trash cart – \$12.58
- Additional 95-gallon trash cart – \$7.78

Year 2

- 95-gallon trash cart – \$14.99
- 35-gallon senior trash cart – \$12.99
- Additional 95-gallon trash cart – \$7.78

Year 3

- 95-gallon trash cart – \$15.47
- 35-gallon senior trash cart – \$13.47
- Additional 95-gallon trash cart – \$7.78

Year 4

- 95-gallon trash cart – \$15.93
- 35-gallon senior trash cart – \$13.93
- Additional 95-gallon trash cart – \$8.03

Year 5

- 95-gallon trash cart – \$16.72
- 35-gallon senior trash cart – \$14.72
- Additional 95-gallon trash cart – \$8.03

Council and members of the public briefly discussed carted service, senior service, recycling and the elimination of the current bag-service option. Dr. Zonfrilli-Lang explained that the Borough requested carted service in an effort to address concerns involving loose trash bags, animals and the overall appearance of the community.

The proposals were referred for legal review, with a contract award to be considered at a future meeting.

ON MOTION OF MR. SLEBODNICK, SECONDED BY MR. PORTASH, COUNCIL ACKNOWLEDGED RECEIPT OF THE PROPOSALS FOR CARTED WASTE COLLECTION SERVICES. MOTION CARRIED 6-0.

X. DISCUSSION ITEMS

A. Alley Closure / Property Request

Council previously discussed a request concerning the possible purchase or vacation of a portion of an alley. It was noted that the Borough has procedures governing alley closures and that the applicable requirements would need to be reviewed. The interested property owner may submit a formal proposal for further consideration.

B. 2025-2026 Financial Reconciliation

Dr. Zonfrilli-Lang reported that Wessel & Co. is continuing to assist the Borough with reconciliation of the 2025 financial records in preparation for the Borough's financial audit. She stated that the work is progressing and is expected to be completed within approximately the next month.

Wessel & Co. will also assist with the Borough's transition from the desktop version of QuickBooks to the cloud-based version.

C. Police Vehicle Routers

Dr. Zonfrilli-Lang reported that the Borough received assistance from Verizon to replace the outdated mobile hotspots currently used in the police vehicles.

Verizon will provide routers for two police vehicles. The Borough's related expense is approximately \$1,300, while the routers themselves will be provided at no cost. The monthly service cost is expected to decrease from approximately \$40 per vehicle to \$30 per vehicle.

D. Gillespie Avenue Sump-Pump Drainage

Dr. Zonfrilli-Lang stated that the Borough will proceed with installation of a drain or trench on Gillespie Avenue to address sump-pump discharge and reduce the potential for water to freeze on the roadway.

She further stated that the Borough will consider updated ordinance provisions regarding sump-pump discharge as part of its planned ordinance review in 2027.

E. Road Conditions and Restoration

Council discussed roadway restoration associated with ongoing infrastructure work. The Borough administration and Public Works Department are continuing to work with the Water Authority and contractors regarding noncompliant or unsatisfactory street restoration.

Council also discussed reviewing applicable permits, the Borough's curb-to-curb policy and restoration requirements to ensure contractors remain responsible for maintaining roadways in a safe and passable condition.

F. Pine Tree – 814 Orchard Street

Council discussed a resident concern regarding a pine tree located near 814 Orchard Street and an adjoining vacant property.

Director Steberger stated that the tree did not appear to be dead and that its exact location in relation to the property lines and alley would need to be determined. Dr. Zonfrilli-Lang stated that the matter appeared to be civil in nature but would be reviewed with the Borough Solicitor before a formal response was provided to the resident.

G. Water Authority / Johnstown Housing Authority

Dr. Zonfrilli-Lang reported that she located documents, including applicable bylaws, relating to questions involving the Water Authority and Johnstown Housing Authority. The documents were forwarded to the Borough Solicitor for review.

Council was also informed that the Johnstown Housing Authority planned to replace sidewalks in the area. The Borough provided the Housing Authority and its contractor with a copy of the Borough's sidewalk and curb ordinance, and Public Works planned to meet with the contractor regarding compliance issues, including trees affecting existing sidewalks.

H. Underpass Cleanup

Dr. Zonfrilli-Lang reported that Logan Cadwallader would coordinate with the Fire Department regarding a date to clean the interior of the underpass.

The Borough is also reviewing what work can be completed to address vegetation and overgrowth around the underpass area.

I. Norfolk Southern – Vegetation and Overgrowth

Council discussed vegetation and overgrowth near Norfolk Southern property.

It was reported that Borough crews may trim overhanging vegetation that can safely be reached from Borough property or the roadway. Larger limbs or work requiring access to railroad property may require coordination with Norfolk Southern or a professional tree service.

J. Construction Ordinance Enforcement / Roadway Restoration

Council discussed enforcement of Borough requirements relating to construction and roadway restoration. Council members expressed concern regarding the condition of roads following utility and construction projects and discussed reviewing existing Highway Occupancy Permits, the curb-to-curb policy and other Borough requirements to determine what additional enforcement measures may be available.

The proposed amendment to the temporary street restoration ordinance was also noted as an additional tool that would strengthen the Borough's ability to hold contractors accountable.

K. 1009 CONEMAUGH AVENUE – Vacant Borough Property

Council discussed an inquiry from an individual interested in purchasing a vacant Borough-owned lot located at approximately 1009 Conemaugh Avenue.

Director Steberger stated that the Borough had acquired the property at a tax sale approximately ten years earlier and that a house formerly located on the property had since been demolished.

Council discussed the possible process for selling Borough-owned property, including appraisal, public notice and sealed bids. Dr. Zonfrilli-Lang stated that she would consult with the Borough Solicitor regarding the proper procedure before proceeding.

XI. UNFINISHED BUSINESS

There was no unfinished business to report.

XII. BUILDINGS, FACILITIES AND ROADS

Dr. Zonfrilli-Lang reported that the comprehensive Buildings, Facilities and Roads report was still being finalized.

She stated that the completed report would be provided to Borough Council and posted on the Borough website for public review.

XIII. NEW BUSINESS

There was no new business to report.

XIV. EXECUTIVE SESSION

ON MOTION OF MR. SLEBODNICK, SECONDED BY MR. HARRIS, COUNCIL ENTERED INTO EXECUTIVE SESSION AT APPROXIMATELY 7:52 P.M. TO DISCUSS PERSONNEL MATTERS. MOTION CARRIED 6-0.

Council returned from Executive Session at approximately 8:30 p.m.

ON MOTION OF MR. CADWALLADER, SECONDED BY MR. HARRIS, COUNCIL ADJOURNED THE EXECUTIVE SESSION. MOTION CARRIED 6-0.

ON MOTION OF MR. CADWALLADER, SECONDED BY MR. SLEBODNICK, COUNCIL RETURNED TO THE REGULAR MEETING. MOTION CARRIED 6-0.

Dr. Zonfrilli-Lang stated that no action was required following the Executive Session.

XV. CITIZEN INPUT – NON-AGENDA ITEMS

Gary E. Vaughn, Sr. addressed Council and began by stating that, after listening to the evening's discussion, some of the concerns he had prepared prior to the meeting were no longer as applicable. He commended Council for several of the decisions made during the meeting and stated that he understood the reasoning behind many of the matters presented.

Mr. Vaughn encouraged Council to continue focusing on what he described as the basics of good governance and "sound, common-sense decision making" that reflects the concerns of Borough residents. He stated that public input received through meetings, telephone calls, written correspondence and social media can provide Council with an understanding of community concerns, even when Council does not respond directly to every comment.

Mr. Vaughn referenced several issues he believed Council should continue to consider, including license plate reader technology, oversight of the public water and sewer systems, roadway conditions and

ongoing litigation involving the Borough. He also referenced a social media comment concerning the use of taxpayer funds for legal expenses and stated that he believed Council should remain mindful of public concerns regarding continued litigation costs.

Mr. Vaughn concluded by encouraging Council to consider whether its decisions are practical for residents and reflect the interests of the community.

There was no additional citizen input on non-agenda items.

XVI. GOOD OF THE BOROUGH

Dr. Zonfrilli-Lang recognized the recent community celebration and time capsule burial held in recognition of the 250th anniversary of the United States.

Mr. Scarton also clarified that his earlier “no” vote regarding the Children at Play sign was made in error.

XVII. ADJOURNMENT

ON MOTION OF MR. HARRIS, SECONDED BY MR. SLEBODNICK, COUNCIL ADJOURNED THE MEETING. MOTION CARRIED 5-0.

Portage Borough
Deposit Detail
August 17 through September 8, 2026

Type	Date	Name	Account	Amount
Deposit	08/17/2026		100.000 · Sweep Account/GF Checkin	3,318.57
		Berkheimer's	310.210 · EIT Current	-3,369.11
		Berkheimer's	403.116 · EIT Commission & Fees	50.54
TOTAL				-3,318.57
Deposit	08/17/2026		100.000 · Sweep Account/GF Checkin	667.20
		Berkheimer's	305.150 · Local Service Tax	-667.20
TOTAL				-667.20
Deposit	08/19/2026		100.000 · Sweep Account/GF Checkin	359.37
		Peoples Natural Gas	362.420 · Sidewalk/Street Permits	-303.00
		Quill Corporation	383.001 · Miscellaneous Income	-36.37
		Ron Cadwallader	362.410 · Compliance Bldg Permits	-20.00
TOTAL				-359.37
Deposit	08/19/2026		100.000 · Sweep Account/GF Checkin	5,765.60
		Berkheimer's	310.210 · EIT Current	-5,853.40
		Berkheimer's	403.116 · EIT Commission & Fees	87.80
TOTAL				-5,765.60
Deposit	08/20/2026		100.000 · Sweep Account/GF Checkin	5,776.05
		Berkheimer's	310.210 · EIT Current	-5,864.01

Portage Borough
Deposit Detail
August 17 through September 8, 2026

Type	Date	Name	Account	Amount
		Berkheimer's	403.116 · EIT Commission & Fees	87.96
TOTAL				-5,776.05
Bill Pmt -Check	08/21/2026	Penelec	100.000 · Sweep Account/GF Checking	
TOTAL				
Deposit	08/24/2026		100.000 · Sweep Account/GF Checkin	4,560.79
		Berkheimer's	310.210 · EIT Current	-4,630.24
		Berkheimer's	403.116 · EIT Commission & Fees	69.45
TOTAL				-4,560.79
Deposit	08/26/2026		100.000 · Sweep Account/GF Checkin	5.50
		Berkheimer's	301.400 · Delinquent Real Estate Taxe	-5.50
TOTAL				-5.50
Deposit	08/26/2026		100.000 · Sweep Account/GF Checkin	2,551.49
		Berkheimer's	305.150 · Local Service Tax	-1,640.67
		Berkheimer's	310.210 · EIT Current	-924.69
		Berkheimer's	403.116 · EIT Commission & Fees	13.87
TOTAL				-2,551.49
Check	08/27/2026	Municipality of Monroeville	100.000 · Sweep Account/GF Checking	
TOTAL				

Portage Borough
Deposit Detail
August 17 through September 8, 2026

Type	Date	Name	Account	Amount
Deposit	08/31/2026		100.000 · Sweep Account/GF Checkin	6,788.37
		Lexis Nexis	359.010 · Police Reimbursement	-15.00
		County of Cambria Controller's Office	331.130 · County Fines	-6,263.37
Payment	08/31/2026	Miele Amusement's	Undeposited Funds	-510.00
TOTAL				-6,788.37
Deposit	08/31/2026		100.000 · Sweep Account/GF Checkin	3,295.48
		Berkheimer's	310.210 · EIT Current	-2,990.94
		Berkheimer's	403.116 · EIT Commission & Fees	44.86
		Berkheimer's	305.150 · Local Service Tax	-349.40
TOTAL				-3,295.48
Deposit	09/02/2026		100.000 · Sweep Account/GF Checkin	588.83
		Berkheimer's	310.210 · EIT Current	-597.80
		Berkheimer's	403.116 · EIT Commission & Fees	8.97
TOTAL				-588.83
TOTAL				-33,677.25

Portage Borough Check Detail

August 17 through September 8, 2026

Type	Num	Date	Name	Paid Amount
Bill Pmt -Check		08/21/2026	Penelec	
TOTAL				
Bill Pmt -Check	ACH	08/17/2026	CTR Employee Management Services	
TOTAL				-16,088.41
Bill Pmt -Check	ACH	08/20/2026	AFLAC	
Bill	999465	08/20/2026		-218.26
TOTAL				-218.26
Bill Pmt -Check	ACH	08/21/2026	MEIT	
Bill	20260815739	08/21/2026		-69.00
TOTAL				-69.00
Bill Pmt -Check	ACH	08/21/2026	EMC Insurance Companies	
Bill	7003425681	08/21/2026		-203.00
TOTAL				-203.00
Bill Pmt -Check	ACH	08/21/2026	Quill Corporation	
TOTAL				-123.63
Bill Pmt -Check	ACH	08/24/2026	websurance	
Bill	WEBPA3122	08/24/2026		-20.68
TOTAL				-20.68

Portage Borough Check Detail

August 17 through September 8, 2026

Bill Pmt -Check	ACH	08/25/2026 Ebensburg Insurance	
Bill	4040	08/25/2026	-447.75
TOTAL			<u>-447.75</u>
Bill Pmt -Check	ACH	08/25/2026 Ebensburg Insurance	
Bill	4118	08/25/2026	-347.75
TOTAL			<u>-347.75</u>
Bill Pmt -Check	ACH	08/28/2026 CTR Employee Management Services	
TOTAL			-17,701.42
Bill Pmt -Check	ACH	09/04/2026 MEIT	
Bill	0298	09/04/2026	-69.00
TOTAL			<u>-69.00</u>
Bill Pmt -Check	ACH	09/04/2026 Sheetz	
Bill	114431529	09/04/2026	-1,013.63
TOTAL			<u>-1,013.63</u>
Bill Pmt -Check	28947	08/17/2026 PA Municipal, Inc.	
Bill	6239602	08/17/2026	-12.51
TOTAL			<u>-12.51</u>
Bill Pmt -Check	28948	08/17/2026 1st Summit Bank 9078558	
Bill	9078558	08/17/2026	-1,189.44
			-180.97
TOTAL			<u>-1,370.41</u>

Portage Borough
Check Detail
August 17 through September 8, 2026

Bill Pmt -Check	28949	08/17/2026 J. W. Fleming, Inc.	
Bill	54267	08/17/2026	-2,026.00
TOTAL			<u>-2,026.00</u>
Bill Pmt -Check	28950	08/17/2026 J. W. Fleming, Inc.	
Bill	54266	08/17/2026	-2,060.00
TOTAL			<u>-2,060.00</u>
Bill Pmt -Check	28951	08/17/2026 Aerial Communications	
Bill	28772	08/17/2026	-675.75
TOTAL			<u>-675.75</u>
Bill Pmt -Check	28952	08/18/2026 Unifirst	
Bill	1230323604	08/17/2026	-46.42
			-46.42
TOTAL			<u>-92.84</u>
Bill Pmt -Check	28953	08/21/2026 A's Small Engine	
Bill	429886	08/21/2026	-121.30
TOTAL			<u>-121.30</u>
Bill Pmt -Check	28954	08/21/2026 Martin Oil Company	
Bill	12105103	08/21/2026	-212.25
TOTAL			<u>-212.25</u>
Bill Pmt -Check	28955	08/21/2026 Municipal Authority of Portage	

Portage Borough Check Detail

August 17 through September 8, 2026

Bill	0502701-0	08/21/2026	-605.29
TOTAL			<u>-605.29</u>
Bill Pmt -Check	28956	08/21/2026 Penelec	
Bill	100010783858	08/21/2026	-538.19
TOTAL			<u>-538.19</u>
Bill Pmt -Check	28958	08/21/2026 Penelec	
Bill	100083809721	08/21/2026	-75.17
TOTAL			<u>-75.17</u>
Bill Pmt -Check	28959	08/21/2026 Associated Office Equipment	
Bill	IN266687	08/21/2026	-680.96
			-87.58
TOTAL			<u>-768.54</u>
Bill Pmt -Check	28960	08/21/2026 Penelec	
Bill	100050366390	08/21/2026	-130.96
TOTAL			<u>-130.96</u>
Bill Pmt -Check	28961	08/25/2026 State Workers Insurance Fund	
Bill	05982802	08/25/2026	-4,972.00
TOTAL			<u>-4,972.00</u>
Bill Pmt -Check	28962	08/26/2026 Comcast	
Bill	8993 20 394 0039581	08/26/2026	-23.19
TOTAL			<u>-23.19</u>

Portage Borough Check Detail

August 17 through September 8, 2026

Check	28963	08/27/2026 Municipality of Monroeville	
TOTAL			
Bill Pmt -Check	28964	08/27/2026 Municipality of Monroeville	
Bill	401.460	08/27/2026	-2,360.40
TOTAL			<u>-2,360.40</u>
Bill Pmt -Check	28966	09/01/2026 Portage Storage	
Bill	09-2026	09/01/2026	-70.00
TOTAL			<u>-70.00</u>
Bill Pmt -Check	28967	09/04/2026 Case Power & Equipment	
Bill	S14/3664	09/01/2026	-869.78
TOTAL			<u>-869.78</u>
Bill Pmt -Check	28968	09/04/2026 Comcast	
Bill	8993 20 394 0028147	09/01/2026	-281.23
TOTAL			<u>-281.23</u>
Bill Pmt -Check	28969	09/04/2026 PA Municipal, Inc.	
Bill	6240528	08/17/2026	-5,020.52
TOTAL			<u>-5,020.52</u>
Bill Pmt -Check	28970	09/04/2026 Unifirst	
Bill	12303277424	08/27/2026	-100.00
			-138.37
TOTAL			<u>-238.37</u>

Portage Borough
Check Detail
August 17 through September 8, 2026

TOTAL

-58,827.23

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 ____ day of _____, 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 ____ day of _____, 2026.

BOROUGH OF PORTAGE

George Wozniak, Council President

Bob Fox, Mayor

ATTEST:

Jessi Carney, Borough Secretary

Hello Portage Borough Council,

Our names are Erik Castel and Lydia Bezilla and we live at 1006 Webster Ave. Portage, PA 15946. We are putting a letter into you as a request to put in a privacy fence on our property line. The reason we would like to put it on the property line is because we have a paver walkway and sidewalk that is 2 feet off the property line. So with that being said we are unable to put the fence 2 feet off the line as stated in the Portage Ordinance.

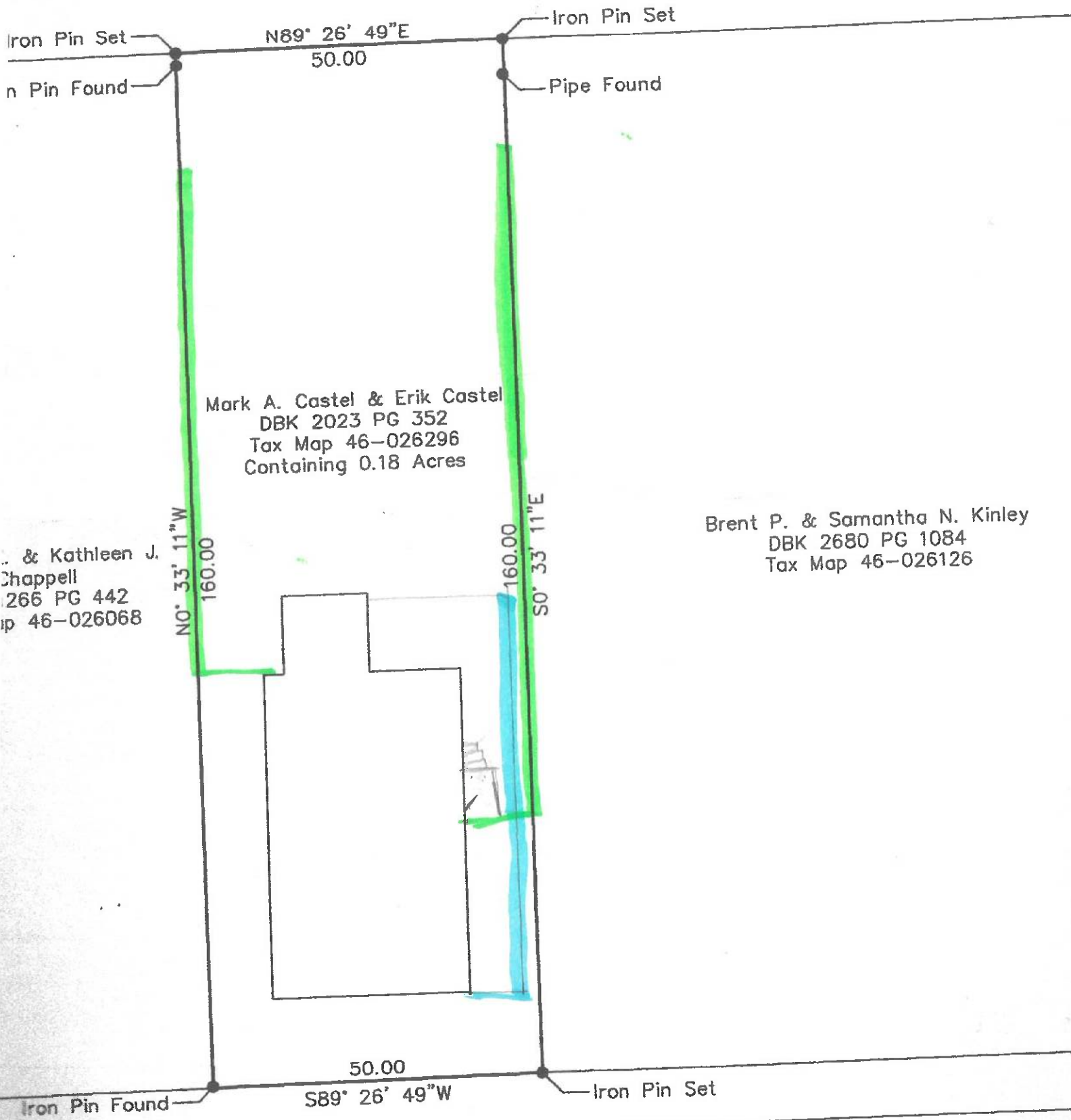
In the envelope, I have attached a copy of our property survey. In blue is the estimated area of where the paver walkway is. In Green would be the exact property line and where we would like to place our fence. As you may see there is a gap in the back of the property where we did not mark that we wanted to put a fence, that is due to because we plan on building a garage in the future.

If you have any questions, we can be reached at (814) 242-6870. We are happily awaiting the council's approval.

In Regards,

The Castel's

ecastel2003@gmail.com



Webster Avenue

Borough of Portage

PORTAGE, PENNSYLVANIA

ORDINANCE 2-2021

AN ORDINANCE OF PORTAGE BOROUGH, CAMBRIA COUNTY,
COMMONWEALTH OF PENNSYLVANIA, ESTABLISHING
REGULATIONS AND GUIDELINES FOR FENCES WITHIN THE BOROUGH

Whereas, Portage Borough is establishing regulations concerning fences within the borough limits,

Fence Residential

A fence intended to identify residential property lines provide for privacy, or protects unauthorized entry such as a swimming pool and/or to protect members of the household.

Residential fences are usually four to six feet in height. Residential fences are often picket, rail stockade, board-on-board and batten, basket weave, or louvered type and may include chain link fences,

Side and rear residential fences are permitted in the side and rear yards of residential districts shall not exceed six feet in height, and shall not extend into the front yard or street yards (side yard abutting a street). No fence shall be located closer than two feet to any right-of-way. Facing a street, fences are permitted in any yard, but shall not exceed a height of four feet when located in the front yard or street yard (side yard abutting a street).

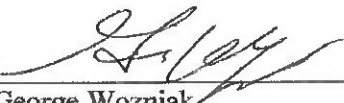
Any farm-type fences or portable fences such as snow fences shall not be used as a permanent fence. No fence shall be erected of barbed wire, topped with metal spikes or constructed of any material or in any manner which may be dangerous to persons except that this provision shall not apply to farms or industrial districts.

Any fence in place, constructed and not complying with this Ordinance on the effective date shall be considered "grandfathered" and not affected by this part, in terms of height, construction material, placement, and/or set back. These fences are therefore allowed to remain in place.

Appeals to the requirements of this ordinance shall be made in writing and directed to the Borough Manager, which in turn will investigate the appeal, and present to Council, who shall conduct a noticed public hearing and decide the request within 60 days.

ORDAINED AND ENACTED this 7TH day of June, 2021

BOROUGH OF PORTAGE

By: 
George Wozniak
Council President

Attest: 
Michelle Claar
Borough Secretary

RE: Military banners

From Brian Arnold <barnold@holidayoutdoordecor.com>

Date Mon 8/31/2026 4:26 PM

To Jessi Carney <pboro@portageboropa.gov>

Payment is totally up to you? Most cases the families pay for banner and bracket

Banner cost

18" x 36" \$84.95

24" x 48" \$104.95

30" x 60" \$124.95

Not sure what size you want

Hardware cost would be \$64.95 per set,

Shipping cost to be added, most cases \$10 will cover both banner and Hardware

Thanks

BRIAN ARNOLD

VP of Sales & Design | East Region

U.S. Navy Veteran

Direct: (610) 871 7178

Office: (877) 444 8888 x 106

HolidayOutdoorDecor.com



From Moments to Memories

**American Craftmanship
in Every Space™**



[Book time to meet with me](#)

From: Jessi Carney <pboro@portageboropa.gov>

Sent: Monday, August 31, 2026 9:23 AM

To: Brian Arnold <barnold@holidayoutdoordecor.com>

Subject: Re: Military banners

Very helpful! Can you tell me how pricing works, like the cost of each banner? I was under the impression that each family pays for their honoree's banner. Or is that up to the Borough?

Jessi Carney

Borough Secretary

Portage Borough

721 Main Street

Portage, PA 15946

Ph: 814-736-4330

Cell: 814-569-9851







MS-S1
Army



MS-S1
Marines



MS-S1
Navy



MS-S1
Air Force



MS-S1
Coast Guard



MS-S1
Space Force



MS-S1
Thank You



MS-S1
POW-MIA



MS-S2
Army



MS-S2
Marines



MS-S2
Navy



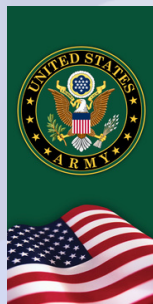
MS-S2
Air Force



MS-S2
Coast Guard



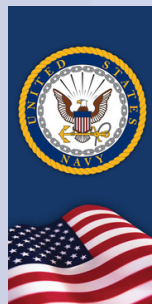
MS-S2
Space Force



MS-S3
Army



MS-S3
Marines



MS-S3
Navy



MS-S3
Air Force



MS-S3
Coast Guard



MS-S3
Space Force



MS-S4
Army



MS-S4
Marines



MS-S4
Navy



MS-S4
Air Force



MS-S4
Coast Guard



MS-S4
Space Force



HOMETOWN[®] HEROES BANNER PROGRAM

SUBMISSION CHECKLIST

PHOTOS

- Scan or photograph at minimum 150dpi at full size (if image is not already digital)
- It is not necessary to print and scan files that are already in digital format
- Accepted formats: JPG, JPEG, PNG, PDF, HEIC, TIF
- **Name and number each photo to match its corresponding hero** (e.g., 001 First Last Name)
- One photo per hero. If multiple are provided, indicate which is preferred

HERO INFORMATION

- Use the provided spreadsheet template. Columns must correspond to your chosen banner
- If you are unsure what information appears on your template, request a custom spreadsheet or review your prior proofs before submitting your data
- **Enter only the information that appears on your banner template**
- **All information will be reproduced exactly as submitted.** Spelling, capitalization, punctuation, and abbreviations will appear on the banner as entered
- **Double-check all entries before submitting to limit necessary revisions**
- **Do not submit your information typed directly into an email, a PDF, or a Word Document.** Your submission **MUST** include a spreadsheet with all hero information.

FILE SUBMISSION

Please submit files via one of the methods below:

- Send all materials directly to your sales representative via email
- Share via an unlocked folder in Google Drive, OneDrive, Dropbox, or similar service
- Request a dedicated upload folder from your representative

PROOFS & REVISIONS

- A proof will be provided for each banner before printing
- **Revisions must be highlighted on your updated spreadsheet**
- All revision requests must be submitted at once for the entire project
- Two rounds of revisions are included
\$50.00 fee applies to each additional round thereafter

**Thank you for entrusting us with your Hometown Heroes
Banner Program to honor those in your community!**

HOMETOWN HEROES BANNER PROGRAM™

Honoree Profile

Please fill this out and send it back to your Program Coordinator.

Rank: _____

First Name: _____

Last Name: _____

Branch of Service: _____

Era: _____

Era:

- Global War on Terror (Sept 22, 2001 - Present)
- Persian Gulf War (Aug 22, 1990 - Aug 31, 1991)
- Cold War (Sept 2, 1945 - Dec 26, 1991)
- Vietnam Conflict (Feb 28, 1962 - Nov 7, 1975)
- Korean War (June 27, 1950 - Jan 31, 1955)
- WWII (Dec 7, 1941 - Dec 31, 1946)
- WWI (Apr 6, 1917 - Nov 11, 1918)
- Spanish American War (Apr 1898 - Aug 1898)
- Civil War (1861 - 1865)

Sponsor: _____

Status (KIA / POW / MIA): _____

Medals (Purple Heart / Silver Star / Bronze Star): _____

We will insist on a picture of those medals as needed. If you require a different medal you will need to supply a high-resolution photo.

Other information: _____

Banner Price \$ _____

Bracket Price \$ _____

Notes:



Please type all information exactly how you'd like it to appear on your banner. Only include information that is intended to go on your banners / used on your template. If this is not your first round of banners please be consistent with your previous rounds.

	Optional	Required	Required	Required	Required	Optional	Optional	Optional	Optional
#	Rank	First Name	Last Name	Branch	Active Era	Sponsor	Status	Medal	Other
1									
2									
3									
4									
5									
6									
7									
8									
9									
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11									
12									
13									
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16									
17									
18									
19									
20									
21									
22									

Re: MainStreet Designs Contact Form Submission from Jessi Carney

From Kyle Downs <kyle@mainstdesigns.com>

Date Tue 9/1/2026 10:03 AM

To Jessi Carney <pboro@portageboropa.gov>

 3 attachments (1 MB)

Hometown Hero - Handout- MSD.pdf; Home Town Hero Sign Up Template - MSD.xlsx; New-Hometown-Hero-Banners.jpg;

Hi Jessi! 😊

Hope you are doing well today, and thank you for reaching out! This is a lot of information, so bear with me, haha!

Absolutely! I would be happy to give you some information on our **Hometown Hero Banner Program**. We work with cities, boroughs, townships, American Legions, VFWs, and other organizations across the country on these programs.

Each banner can be customized for an individual veteran and can include their **photo, name, rank, branch of service, years of service, era of service, sponsor/family name**, etc. We recommend keeping the information fairly concise so everything remains easy to read from the street.

Our current Hometown Hero banner pricing is:

- **18" x 36"** – 22 oz Vinyl: **\$65.00** | Premium MainStreet Fabric: **\$88.00**
- **18" x 45"** – 22 oz Vinyl: **\$75.00** | Premium MainStreet Fabric: **\$95.00**
- **24" x 48"** – 22 oz Vinyl: **\$85.00** | Premium MainStreet Fabric: **\$115.00**
- **30" x 60"** – 22 oz Vinyl: **\$92.00** | Premium MainStreet Fabric: **\$125.00**

Our minimum order for the Hometown Hero program is **5 banners**. You do not necessarily need to know the final quantity right away — many communities start with an initial group and then add additional veterans as the program grows.

The **22 oz Vinyl** is our more economical option and has an expected lifespan of approximately **4 years**. Our **Premium MainStreet Fabric** is our higher-end fabric option and has an expected lifespan of approximately **7 years**.

After printing, we also apply a **UV clear coat to every banner** for additional protection against sunlight and fading. Both materials carry a **3-year warranty** against major sun damage and tearing when properly installed on an approved bracket system.

For the hardware, we manufacture our own **FibreFlex bracket systems** using fiberglass arms. The fiberglass rods are designed to flex with wind rather than putting all of the wind load directly onto the banner and pole. Our bracket systems carry an **8-year warranty** covering fiberglass rod breakage and

manufacturing defects. If you already have banner hardware installed, I can also help determine whether it can be reused.

We handle the individual artwork and proofing for each veteran. You would send us a good-quality digital photo along with the veteran's information, and we create the banner proofs for approval before anything is printed.

We also have two easy ways to collect the information from your participants. We have an individual **Hometown Hero information form** that can be completed for each veteran, or an **Excel template** that works well for larger programs where you are submitting many veterans at once.

If you ever wanted to feature **two different veterans on the same banner**, with one veteran on each side, we can do that as well. There is an additional **\$25.00 per banner** for that option because of the additional artwork and setup involved.

If you can give me an idea of approximately how many light poles you may have available and whether you already have banner brackets installed, I can help recommend the best banner size and put together some preliminary pricing for the Borough.

I would also be happy to send over the Hometown Hero information form and submission template so you can see how the program works.

Please let me know if you have any questions at all. I will be happy to help!

Take care,

From: MainStreet Designs Inc. <pboro@portageboropa.gov>
Sent: Tuesday, September 1, 2026 5:58 AM
To: Kyle Downs <kyle@mainstdesigns.com>
Subject: MainStreet Designs Contact Form Submission from Jessi Carney

This message was sent from outside of the organization. Please do not click links or open attachments unless you recognize the source of this email and know the content is safe.

First Name	Jessi
Last Name	Carney
Email	pboro@portageboropa.gov
Phone	8147364330
Address	721 Main Street
City	Portage
State	Pennsylvania
Zip Code	15946
How many banners do you require at this time?	Not sure.

Message

Looking into the Hometown Heroes banners but need to get info first.

30" x 60" Banner size depicted



860 Downs Road
Champlin, MN 55316
p:(763)433-9120
f:(763)506-0860
1-800-755-3039
www.mainstreetdesigns.com

Veteran Banners – Information Input

Veteran Name: _____

Rank: _____

Branch: _____

Years of Service: _____

Note: No Cursive. If handwriting is unreadable, you will be asked to resubmit your information entry.

☐ **Years Served:** Enter years only. Do not include exact dates.

Example: 1968–1972

☐ **Branch of Service:** Always include “**U.S.**” before the branch.

Example: U.S. Army

☐ **Keep wording concise:** The more text you include, the smaller the text will need to be on your banner.



HOMETOWN HERO BANNER PROGRAM - Information Organizer

#	Veteran Name	Rank	Branch	Years of Service
1				
2				
3				
4				
5				
6				
7				
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11				
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26				
27				
28				

CUSTOMER INFORMATION

Account Name: PORTAGE BORO
Primary Contact: Jessi Carney
Title: Borough Secretary
Phone: 8147364330
Cell:
Fax:

Email: pboro@portageboropa.gov
Address1: 721 MAIN ST
Address2:
City: Portage
State: PA
Zip Code: 15946

SUMMARY OF CHARGES

Service Term(Months): 36

Site Name	Monthly Recurring Charges	Standard Installation Charges	One-time Charges
721 MAIN ST OFC	\$114.75	\$199.00	\$0.00
609 MAKEN ST OFC1	\$85.70	\$199.00	\$0.00
SUMMARY OF TOTAL CHARGES*	\$200.45	\$398.00	\$0.00

* Applicable federal, state and local taxes and fees may apply; usage fees not included. For Specific information, see service location detail pages, attached hereto and incorporated here in reference. Additional orders (adding or deleting seats) may change the "per seat" pricing.

GENERAL COMMENTS

AGREEMENT privacy-statement (or any successor URL), both of which Comcast may update from time to

1.This Comcast Business Service Order Agreement sets forth the terms and conditions under which Comcast Cable Communications Management, LLC and its operating affiliates ("Comcast") will provide the Business VoiceEdge™ Services ("Services") to Customer. This Comcast Business Class Service Order Agreement consists of this document ("SOA"), the standard Comcast Business Customer Terms and Conditions ("Terms and Conditions") located at <http://business.comcast.com/terms-conditions-smb> (or any successor URL), and any other Service Order sent under this SOA, collectively referred to as the "Agreement". In the event of inconsistency among these documents, precedence will be as follows: (1) Terms and Conditions, (2) this SOA, and (3) any other Service Orders entered under this SOA. The Agreement shall terminate as set forth in the Terms and Conditions. All capitalized terms not defined in this SOA shall reflect the definitions given to them in the Terms and conditions. Use of the Services is also subject to the Business Acceptable Use Policy located at <http://business.comcast.com/customer-notifications/acceptable-use-policy> (or any successor URL), and the Business Privacy Policy located at <http://business.comcast.com/customer-notifications/customer-privacy-statement> (or any successor URL), both of which Comcast may update from time to time and become effective upon posting.

2. The Service carries a 60 day money back guarantee. If within the first (60) sixty days following Business VoiceEdge Service activation Customer is not completely satisfied, Customer may cancel such service and Comcast will issue a refund for service charges actually paid by Customer, custom installation, usage charges, and optional service fees and taxes excluded. In order to be eligible for the refund, Customer must cancel Business VoiceEdge Service within sixty days of activation and return any Comcast-provided equipment in good working order. In no event shall the refund exceed \$500.00.

3. By purchasing Comcast voice services, you are giving Comcast Business permission to request a copy of the Customer Service Record(s) from your existing carrier(s). Customer Service Records include the telephone numbers listed on the account(s) and may also include information related to services provided by such carrier(s).

4. Customer must execute a Comcast Letter or Authorization ("LOA") and submit it to Comcast, or Comcast's third party order entry integrator, as directed by Comcast.

5. New telephone numbers are subject to change prior to the install. Customers should not print their new number on stationery or cards until after the installation is complete.

6. Notwithstanding the notice provision in the Business Services Customer Terms and Conditions, all legal notices will be sent to the Primary Contact listed above and/or to the Primary Contact identified on the SOA for each Service location as applicable.

7. Modifications: All modifications to the Agreement, if any, must be captured in a written Amendment, executed by an authorized Comcast Senior Vice President and the Customer. All other attempts to modify the Agreement shall be void and non-binding on Comcast. Customer by signing below, agrees and accepts the terms and conditions of this Agreement.

8. IF CUSTOMER IS SUBSCRIBING TO COMCAST'S BUSINESS DIGITAL VOICE SERVICE, CUSTOMER ACKNOWLEDGES RECEIPT AND UNDERSTANDING OF THE FOLLOWING 911 NOTICE:

E911 ACKNOWLEDGEMENT

Your Comcast Business Voice Services set forth in this Service Order (the "Voice Services") have the following 911 limitations:

- In order for 911 calls to be properly directed to emergency services using the Voice Services, Customer must provide and maintain the correct service address information ("Registered Service Location") for each telephone number and extension used by Customer. The Registered Service Location should also include information such as floor and office number as appropriate.
- If the Voice Services are moved to, or used in, a different location without Customer providing an updated Registered Service Location, 911 calls may be directed to the wrong emergency authority, may transmit the wrong address, and/or the Voice Services (including 911) may fail altogether. Customer's use of a telephone number not associated with its geographic location, or a failure to allot sufficient time for a Registered Service Location change to be processed, may increase these risks.
- Customer is solely responsible for programming its telephone system to map each telephone number and extension to the correct location, and for updating the telephone system as necessary to reflect moves or additions of stations.
- Customer 911 calls may be sent to an emergency call center where an agent will ask for the caller's name, telephone number, and location, and then will contact the local emergency authority.
- The Voice Services use electrical power in the Customer's premises. If there is an electrical power outage, 911 calling may be interrupted if back-up power is not installed, fails, or is exhausted. Voice Services that rely on a broadband connection may also be interrupted if the broadband service fails.
- Calls using the Voice Services, including calls to 911, may not be completed if there is a problem with network facilities, including network congestion, network equipment and/or power failure, a broadband connection failure, or another technical problem.
- Failure by Customer to make updates to the Registered Service Location, including updates to restore service address to the original Registered Service Location, or failure to allot sufficient time for the Service Location update provisioning to complete may result in emergency services being dispatched to the incorrect Service Location.
- Customers should call Comcast at 1-800-391-3000 if they have any questions or need to update the Registered Service Location in the E911 system.

BY SIGNING BELOW, CUSTOMER ACKNOWLEDGES THAT IT HAS READ AND UNDERSTANDS THE FOREGOING 911 NOTICE AND THE 911 LIMITATIONS OF THE VOICE SERVICES.

CUSTOMER USE ONLY		COMCAST USE ONLY (by Authorized representative)	
Signature:		Signature:	Sales Rep: Brian Ham
Name:		Sales Rep Email:	brian_ham@comcast.com
Title:		Title:	Region: Keystone East Region
Date:		Date:	Division: NorthEast Division

SERVICE LOCATION DETAIL					
Customer Information					
Location Name: 721 MAIN ST OFC			Business Phone: 8147364330		
Company Name: PORTAGE BORO			Cell Phone:		
Contact Name: Jessi Carney			Fax Number:		
Address1: 721 MAIN ST			Email: pboro@portageboropa.gov		
Address2: OFC			Site Type: Dedicated		
City: PORTAGE			Emergency 911 Information: 721 Main ST		
State: PA			Portage, PA 15946		
Zip: 15946					
Billing Information					
Date Of Quote: 8/31/2026			Service Term: 36		
The terms set forth in this agreement are valid for 30 days from Date of Quote					
Billing Contact: Jessi Carney			Zip: 15946		
Address1: 721 MAIN ST			Phone: 8147364330		
Address2: OFC			Fax:		
City: PORTAGE			Email: pboro@portageboropa.gov		
State: PA					
Voice Selection					
Voice Selections	Quantity	Unit Price(MRC)	Unit Price(NRC)	Total MRC	Total NRC
Unified Communication Seats	4	\$24.95	\$0.00	\$99.80	\$0.00
Government/School Listing	1	\$0.00	\$0.00	\$0.00	\$0.00
Equipment Selection					
Equipment Selections	Quantity	Unit Price(MRC)	Unit Price(NRC)	Total MRC	Total NRC
Voice Gateway	1	\$14.95	\$0.00	\$14.95	\$0.00
Poly VVX 250	4	\$0.00	\$0.00	\$0.00	\$0.00
Summary Of Charges					
Aggregate Monthly Recurring Charges					
Monthly Recurring Charges:				\$114.75	
Promotional Discount:					
Promotion Option:				NE_BVE_1-9Seat_Avg2_\$24.95_\$0Phn3y	
Promotion Description:					
Entry Level Polycom Phone monthly reoccurring charge waived for length of original contract term, increasing to then regular rate at end of term. Unified Communication Seats for discounted rate of \$24.95 each, increasing to then regular rate at end of original term. Minimum Business Internet Standard (300/35) or Ethernet Dedicated Internet required. Minimum average of 2 seats per site required with minimum 3 year term. Equipment, installation, taxes and fees, including Broadcast TV Fee, Regional Sports Fee, regulatory recovery fee and other applicable charges extra and subject to change.					
Total Business VoiceEdge Monthly Recurring Charge*:				\$114.75	
*Applicable federal, state and local taxes & fees may apply; usage fee not included. Additional orders (adding or deleting seats) may change the "per seat" pricing					
Business VoiceEdge Standard Installation Charges					
Customer Training:	Online			No Charge	
Total One-time Charges:				\$0.00	
Site Installation Charges:				\$199.00	
Total Business VoiceEdge Standard Installation Charges:				\$199.00	

Customer Information					
Location Name: 609 MAKEN ST OFC1			Business Phone: 8147363645		
Company Name: PORTAGE BORO MUNICIPAL			Cell Phone:		
Contact Name: LOGAN CADWALLADER			Fax Number:		
Address1: 609 MAKIN ST			Email: portagepw@comcast.net		
Address2: OFC1			Site Type: Dedicated		
City: PORTAGE			Emergency 911: 609 MAKIN ST		
State: PA			Information: Portage, PA 01596		
Zip: 15946					
Billing Information					
Date Of Quote: 8/31/2026			Service Term: 36		
The terms set forth in this agreement are valid for 30 days from Date of Quote					
Billing Contact: Jessi Carney			Zip: 15946		
Address1: 721 MAIN ST			Phone: 8147364330		
Address2: OFC			Fax:		
City: PORTAGE			Email: pboro@portageboropa.gov		
State: PA					
Voice Selection					
Voice Selections	Quantity	Unit Price(MRC)	Unit Price(NRC)	Total MRC	Total NRC
Unified Communication Seats	2	\$24.95	\$0.00	\$49.90	\$0.00
Government/School Listing	1	\$0.00	\$0.00	\$0.00	\$0.00
Equipment Selection					
Equipment Selections	Quantity	Unit Price(MRC)	Unit Price(NRC)	Total MRC	Total NRC
Voice Gateway	1	\$14.95	\$0.00	\$14.95	\$0.00
Poly VVX 250	0	\$0.00	\$0.00	\$0.00	\$0.00
Poly Rove B2 Base Station	1	\$6.95	\$0.00	\$6.95	\$0.00
Poly Rove 30 Cordless Handset	2	\$6.95	\$0.00	\$13.90	\$0.00
Summary Of Charges					
Aggregate Monthly Recurring Charges					
Monthly Recurring Charges:				\$85.70	
Promotional Discount:					
Promotion Option:				NE_BVE_1-9Seat_Avg2_\$24.95_\$0Phn3y	
Promotion Description:					
Entry Level Polycom Phone monthly reoccurring charge waived for length of original contract term, increasing to then regular rate at end of term. Unified Communication Seats for discounted rate of \$24.95 each, increasing to then regular rate at end of original term. Minimum Business Internet Standard (300/35) or Ethernet Dedicated Internet required. Minimum average of 2 seats per site required with minimum 3 year term. Equipment, installation, taxes and fees, including Broadcast TV Fee, Regional Sports Fee, regulatory recovery fee and other applicable charges extra and subject to change.					
Total Business VoiceEdge Monthly Recurring Charge*:				\$85.70	
*Applicable federal, state and local taxes & fees may apply; usage fee not included. Additional orders (adding or deleting seats) may change the "per seat" pricing					
Business VoiceEdge Standard Installation Charges					
Customer Training:	Online			No Charge	
Total One-time Charges:				\$0.00	
Site Installation Charges:				\$199.00	
Total Business VoiceEdge Standard Installation Charges:				\$199.00	

Company Name:

Portage Boro

Order #

45198187

Service Location:

Address 1721 MAIN ST

Address 2OFC

CityPORTAGE

StatePA

Zip15946

Primary Contact NameMakayla Zonfrilli-Lang

Primary Contact Phone(814) 736-4330

Primary Contact Emailmklang@portageboropa.gov

Billing Location:

Address 1721 MAIN ST

Address 2OFC

CityPORTAGE

StatePA

Zip15946

Billing Contact NameMakayla Zonfrilli-Lang

Billing Contact Phone(814) 736-4330

Billing Contact Emailmklang@portageboropa.gov

Tax ExemptYes

Service Term

24 Months

Promo Code:

Package Code:

PV_\$139.99BIPerf_SE_MOB_Pkg_2 yr

Package & Promotion Details
Data, SecurityEdge, Voice, Package for discounted rate of \$139.99 for months 1-12, increasing to \$154.99 for months 13-24, increasing to then regular rate in month 25. Equipment, installation, taxes and applicable fees, including Broadcast TV Fee, Regional Sports Fee, regulatory recovery fee and other charges extra and subject to change. Package includes Business Internet Performance (download speed up to 500 Mbps), SecurityEdge, and 1 Mobility Voice Line. 2 year term agreement required. Additional services may be added to qualifying bundles: Two or more Mobility Lines \$25 each/mo. After 24 months, monthly service charge increases to regular rate for each additional service. Additional \$10 monthly discount with enrollment in both paperless billing and automatic payments with bank account via https://business.comcast.com/myaccount within 30 days of service installation. If either paperless billing or automatic payment service is cancelled, or automatic payment method is changed to credit or debit card, the monthly service charge automatically increases by \$10.00. \$20 mobile discount limited to customers with Comcast Business Internet Standard service or higher who activate new Comcast Business Mobile service with minimum one Mobile Unlimited line. Mobile discount applied to Comcast Business Internet bill for 12 months. Limit one discount per account. Mobile Unlimited line must be added to account within 30 days of Internet installation and activated within 90 days of Internet installation to qualify for the mobile discount. After 12 months, or if any of the required services are cancelled or downgraded, the mobile discount will be removed. Comcast Business Internet must be installed by 9/28/2026 to qualify for the mobile discount.
Customer Initials

Package	Services Included	Qty	Package Monthly Service Charge ¹	Package Non-Recurring Charge ²
Data, SecurityEdge, Voice Package	Mobility Lines	1	\$ 139.99	\$ 0.00

Equipment and Additional Service(s)	Qty	Additional Monthly Service Charge ¹	Additional Non-Recurring Charge ²
Equipment Fee			
Package Equipment Fee	1	\$ 27.95	
Equipment Sub Total		\$ 27.95	
Additional Fees			
Standard Installation Fee / Change of Service Fee	1		\$ 39.95
Total Additional Charge		\$ 27.95	\$ 39.95

	Monthly Service Charge ¹	Non-Recurring Charge ²
Total Charge for Service Order	\$ 167.94	\$ 39.95

Company Name:Portage Boro

Order #45198187

¹ Charges identified in the Service Order Agreement are exclusive of maintenance and repair charges, and applicable federal, state, and local taxes, fees, surcharges and recoupments (however designated).

² Non-Recurring Charges in the Service Order Agreement reflect activation and installation fees for this order. This excludes any custom installation fees.

General Special Instructions

AGREEMENT

1. This Comcast Business Service Order Agreement ("Agreement") sets forth the terms and conditions under which Comcast Cable Communications Management, LLC and its operating affiliates ("Comcast") will provide the Services to the above-named customer ("Customer"). This Agreement consists of this document (this "SOA"), the Business Services Customer Terms and Conditions (the "Terms and Conditions"), and any jointly executed amendments ("Amendments") entered under the Agreement. In the event of inconsistency among these documents, the order of precedence will be as follows: (1) Amendments, (2) Terms and Conditions, and (3) this SOA. This Agreement shall commence and become a legally binding agreement upon Customer's execution of the SOA. The Agreement shall terminate as set forth in the Terms and Conditions. The Terms and Conditions are located at <https://business.comcast.com/terms-conditions-smb>. Capitalized terms not otherwise defined in this SOA shall have the meaning ascribed to them in the Terms and Conditions. Use of the Services is also subject to the then-current Acceptable Use Policy for High-Speed Internet Services (the "AUP") located at <https://business.comcast.com/customer-notifications/acceptable-use-policy> (or any successor URL), and the then-current Privacy Statement (the "Privacy Policy") located at <https://business.comcast.com/privacy-statement> (or any successor URL), both of which Comcast may update from time to time.
2. Each Comcast Business Service ("Service") carries a thirty (30) day money back guarantee. If within the first thirty (30) days following installation of a new Service, Customer is not completely satisfied, Customer may cancel the Service and Comcast will issue a refund for the monthly recurring charge paid for the first thirty (30) days of Service, excluding any custom installation fees, voice usage charges, fees, taxes, surcharges and optional service fees. Customer will be charged for any non-refundable fees and other charges. In order to be eligible for the refund, Customer must cancel the new Service within thirty (30) days of installation and return any Comcast-provided equipment in good working order. In no event shall the refund exceed \$500.00. If Customer uses the Service in the first thirty (30) days, Customer will be refunded its subscription fees, but charged the applicable one-time fee. For the avoidance of doubt, this money back guarantee does not apply to renewals of an existing Service.
- 3.To complete a Voice order, Customer must execute a Comcast Letter or Authorization ("LOA") and submit it to Comcast, or Comcast's third party order entry integrator, as directed by Comcast.
4. New telephone numbers are subject to change prior to the install. Customers should not print their new number on stationery or cards until after the install is complete.
5. Modifications: All modifications to the Agreement, if any, must be captured in a written Amendment, executed by an authorized Comcast Vice President and the Customer. All other attempts to modify the Agreement shall be void and non-binding on Comcast. Customer by signing below, agrees and accepts the Terms and Conditions of this Agreement.
6. Once your service appointment is scheduled, you must provide Comcast with 24-hours' notice if you need to cancel. If you fail to cancel at least 24 hours before your scheduled appointment and miss your appointment, a missed appointment fee will apply unless otherwise prohibited.
7. IF CUSTOMER IS SUBSCRIBING TO COMCAST'S BUSINESS DIGITAL VOICE SERVICE, CUSTOMER, BY SIGNING BELOW, ACKNOWLEDGES RECEIPT AND UNDERSTANDING OF THE FOLLOWING 911 NOTICE:

911 Notice

911 Email Notification- If 911 is dialed using the Voice Service, Comcast will send a notification to the Customer designated email address, unless the Customer has opted out of receiving such notifications. Each notification will include the telephone number from which 911 was dialed, location information, and the time the call was placed. After installation of the Voice Service, Customer may change the designated email address and/or decision to receive notifications by calling Comcast at 1-888-824-8104.

Your Comcast voice service ("Voice Service") may have the following 911 limitations:

- For 911 calls to be properly directed to emergency services using the Voice Service, Customer must provide the correct address information ("Registered Service Location") for each telephone number used by Customer. The Registered Service Location may also include information such as floor and office number.
- If the Voice Service or any Voice Service device is moved to a different location without Customer providing an updated Registered Service Location, 911 calls may be directed to the wrong emergency authority, may transmit the wrong address, and/or the Voice Service (including 911) may fail altogether. Customer's use of a telephone number not associated with its geographic location, or a failure to allot sufficient time for a Registered Service Location change to be processed, may increase these risks.
- If a Registered Service Location is deemed to be in an area that is not supported for 911 calls, Customer 911 calls will be sent to an emergency call center where a trained agent will ask for the caller's name, telephone number, and location, and then will contact the local emergency authority.

Company Name:Portage BoroOrder #45198187

- The Voice Service uses electrical power in the Customer’s premises. If there is an electrical power outage, 911 calling may be interrupted if back-up power is not installed, fails, or is exhausted. Voice Services that rely on a broadband connection may also be interrupted if the broadband service fails.

• Calls using the Voice Service, including calls to 911, may not be completed if there is a problem with network facilities, including network congestion, network equipment, and/or power failure, a broadband connection failure, or another technical problem.

Registered Service Location Updates-

The Registered Service Location will be provided to Public Safety Answering Points to assist in responding to a 911 call. Customer may update or otherwise customize the Registered Service Location by:

• Calling Comcast at 1-888-824-8104

BY SIGNING BELOW, CUSTOMER ACKNOWLEDGES THAT IT HAS READ AND UNDERSTANDS THE FOREGOING 911 NOTICE AND THE 911 LIMITATIONS OF THE VOICE SERVICE.

CUSTOMER SIGNATURE	
By signing below, Customer agrees and accepts the Terms and Conditions of this Agreement. General Terms and Conditions can be found at http://business.comcast.com/terms-conditions/index.aspx	
Signature	
Name	
Title	
Date	

FOR COMCAST USE ONLY	
Sales Representative	Enterprise KeystoneOE
Sales Representative Code	
Sales Manager Name	Enterprise Sales Manager
Sales Manager Approval	
Division	NorthEast



BUSINESS VOICE CONFIGURATION DETAILS

Additional Voice Details	
Caller ID (Yes/No)	Yes
Caller ID Display Name(max 15 char.)	portage boro
International Dialing (Yes/No)	No
Call Blocking (Yes/No)	No
Auto Attendant (Yes/No)	No

[illegible]



COMCAST BUSINESS SERVICE ORDER

Company Name: Portage Boro Order # 45198187

Toll Free Phone #	Calling Origination Area	Associated TN



Move / Upgrade of Service Form

Business Name:

Current Billing Account Number / Lead Number:

Current Site Address:

New Address:

To help us provide you with the best support during your move to a new location or in upgrading an existing service, please indicate your preferences for each product listed below.

Business Internet *(A selection is required)*

- ☐ **Not Applicable:** I do not have Business Internet at my current location.
- ☐ **Do Not Disconnect:** Leave Business Internet at my current location. I will call Comcast Business at 1-800-391-3000 to make any changes.
Business Internet will continue billing at this account.
- ☐ **Transfer:** I will move my Comcast Business Internet to my new account.
- ☐ **Temporary Overlap of Service:** I need Business Internet at both locations for now. Business Internet will automatically be disconnected at my current location upon the earlier of (i) the date that is ninety (90) days after the date I return this form to Comcast or (ii) the date set forth below. I understand that I will be required to pay for Business Internet at my current location until it is disconnected. If you have Static IPs and choose to temporarily overlap Business Internet, you will get temporary Static IPs at your new location. Upon Business Internet being disconnected at your current location, the temporary Static IPs will be terminated and the Static IPs you have at your existing location will be transferred to the new location.

Requested Disconnect Date: _____

- ☐ **Disconnect:** I will not keep Business Internet at my current location. Please disconnect it when I am installed at my new location.
- ☐ **Upgrade:** Please disconnect Business Internet when Business Ethernet is installed at this location.
- ☐ **Temporary Business Internet:**

Comments:

Comcast Business Mobile *(A selection is required)*

- ☐ **Not Applicable:** I do not have Comcast Business Mobile at my current location.
- ☐ **Transfer:** I will move my Comcast Business Mobile to my new location.

Business TV *(A selection is required)*

- ☐ **Not Applicable:** I do not have Business TV at my current location.
- ☐ **Do Not Disconnect:** Leave Business TV at my current location. I will call Comcast Business at 1-800-391-3000 to make any changes.
Business TV will continue billing at this account.
- ☐ **Transfer:** I will move Business TV to my new location.
This service is not available for use in home-based business locations.
- ☐ **Temporary Overlap of Service:** I need Business TV at both locations for now. Business TV will automatically be disconnected at my current location upon the earlier of (i) the date that is ninety (90) days after the date I return this form to Comcast or (ii) the date set forth below. I understand that I will be required to pay for Business TV at my current location until it is disconnected.
- Requested Disconnect Date: _____
- ☐ **Disconnect:** I will not keep Business TV at my current location. Please disconnect it when I am installed at my new location.

Business Voice *(A selection is required)*

- ☐ **Not Applicable:** I do not have Business Voice at my current location.
- ☐ **Telephone # Grid:** Indicate your intentions for all current voice lines in the grid below:
See more below

List ALL telephone numbers currently active at your current location. Please note the same telephone number cannot be active at multiple locations.

For the purposes of the below table, "No Change", "Transfer", "Temporary Overlap", "Upgrade" and "Disconnect" have the following meanings:

"No Change" - Keep the applicable number at my current location.

"Transfer" – Applicable number to be removed from my current location and transferred to my new location on day of install.

"Temporary Overlap" - The applicable number will be maintained at my current location until the earlier of (i) the date that is ninety (90) days after the date I return this form to Comcast or (ii) the date I specify.

"Upgrade" – The applicable number will be upgraded to Comcast Advanced Voice.

"Disconnect" – The applicable number will be disconnect and will not be transferred to my new location.

Telephone #	Line Status
	Indicate no change, transfer, temporary overlap, upgrade, or disconnect.

Do you currently have Remote Call Forwarding (RCF) set up on any lines (Y/N)? _____

Toll Free Configuration *(required for customers who have Comcast Business Toll Free Phone Numbers)*

Toll Free #	Translation #	Line Status
		Indicate no change, transfer, upgrade, or disconnect.

If voice service is needed at your current and new location, you will be charged activation fees twice: first for the new lines and second for the transfer of the existing lines.

Advanced Services *(A selection is required)***Business VoiceEdge™/ PRI/ SIP**

- ☐ **Not Applicable:** I do not have Business VoiceEdge, PRI, or SIP at my current location.
- ☐ **Do Not Disconnect:** Leave my Advanced Voice products active at this location. I will call to make changes at 877-543-3961 for PRI / SIP or 877-761-7401 for BVE.
BVE, PRI, or SIP will continue to be billed at this location.
- ☐ **Transfer:** I will move my Advanced Voice products to my new location.
Please note telephone numbers cannot be active in two locations or products at the same time. [Sign in to My Account](#) to save important voicemails locally. These will not be available online once your service is disconnected.
- ☐ **Disconnect:** I will not keep BVE, PRI, or SIP. Please disconnect them when I am installed at my new location.

SmartOffice™ *(A selection is required)*

- ☐ **Not Applicable:** I do not have SmartOffice at my current location.
- ☐ **Disconnect:** Disconnect SmartOffice when my other services are installed at my new location. SmartOffice moves are not supported as of September 22nd, 2022 and understand my SmartOffice services will not be assigned to my new location of service. Please disconnect it when I am installed at my new location.

Authorized Signature

Date of Letter

Print Name

Customer Contact Telephone Number

Note: This form serves as an authorized written request to transfer existing Comcast Business services. The preferred disconnect date cannot be prior to the date in this letter without approval from a Comcast Representative.

Company Name:Portage Boro

Order #45198164

Service Location:

Billing Location:

Address 1609 MAKIN ST

Address 2OFC 1

CityPORTAGE

StatePA

Zip15946

Address 1609 MAKIN ST

Address 2OFC 1

CityPORTAGE

StatePA

Zip15946

Primary Contact NameMakayla Zonfrilli-Lang

Primary Contact Phone(814) 736-4330

Primary Contact Emailmklang@portageboropa.gov

Billing Contact NameMakayla Zonfrilli-Lang

Billing Contact Phone(814) 736-4330

Billing Contact Emailmklang@portageboropa.gov

Service Term36 Months

Tax ExemptYes

Promo Code:

Package Code:PD_\$89.99BISnd_SE_Pkg_3yr

Package & Promotion Details	
Data, SecurityEdge Package for discounted rate of \$89.99 for months 1-12, increasing to \$104.99 for months 13-24, increasing to \$134.99 for months 25-36, increasing to then regular rate in month 37. Equipment, installation, taxes and applicable fees, including Broadcast TV Fee, Regional Sports Fee, regulatory recovery fee and other charges extra and subject to change. Package includes Business Internet Standard (download speed up to 300 Mbps) and SecurityEdge. 3 year term agreement required. Additional \$10 monthly discount with enrollment in both paperless billing and automatic payments with bank account via https://business.comcast.com/myaccount within 30 days of service installation. If either paperless billing or automatic payment service is cancelled, or automatic payment method is changed to credit or debit card, the monthly service charge automatically increases by \$10.00. \$20 mobile discount limited to customers with Comcast Business Internet Standard service or higher who activate new Comcast Business Mobile service with minimum one Mobile Unlimited line. Mobile discount applied to Comcast Business Internet bill for 12 months. Limit one discount per account. Mobile Unlimited line must be added to account within 30 days of Internet installation and activated within 90 days of Internet installation to qualify for the mobile discount. After 12 months, or if any of the required services are cancelled or downgraded, the mobile discount will be removed. Comcast Business Internet must be installed by 9/28/2026 to qualify for the mobile discount.	
Customer Initials	

Package	Services Included	Qty	Package Monthly Service Charge ¹	Package Non-Recurring Charge ²
Data, SecurityEdge Package	Business Internet Standard (download speeds up to 300 Mbps)	1	\$ 89.99	\$ 0.00
	SecurityEdge	1		

Equipment and Additional Service(s)	Qty	Additional Monthly Service Charge ¹	Additional Non-Recurring Charge ²
Equipment Fee			
Package Equipment Fee	1	\$ 27.95	
Equipment Sub Total		\$ 27.95	
Additional Fees			
Standard Installation Fee / Change of Service Fee	1		\$ 79.95
Total Additional Charge		\$ 27.95	\$ 79.95

	Monthly Service Charge ¹	Non-Recurring Charge ²
Total Charge for Service Order	\$ 117.94	\$ 79.95

Company Name:Portage Boro

Order #45198164

¹ Charges identified in the Service Order Agreement are exclusive of maintenance and repair charges, and applicable federal, state, and local taxes, fees, surcharges and recoupments (however designated).

² Non-Recurring Charges in the Service Order Agreement reflect activation and installation fees for this order. This excludes any custom installation fees.

General Special Instructions

AGREEMENT

1. This Comcast Business Service Order Agreement ("Agreement") sets forth the terms and conditions under which Comcast Cable Communications Management, LLC and its operating affiliates ("Comcast") will provide the Services to the above-named customer ("Customer"). This Agreement consists of this document (this "SOA"), the Business Services Customer Terms and Conditions (the "Terms and Conditions"), and any jointly executed amendments ("Amendments") entered under the Agreement. In the event of inconsistency among these documents, the order of precedence will be as follows: (1) Amendments, (2) Terms and Conditions, and (3) this SOA. This Agreement shall commence and become a legally binding agreement upon Customer's execution of the SOA. The Agreement shall terminate as set forth in the Terms and Conditions. The Terms and Conditions are located at <https://business.comcast.com/terms-conditions-smb>. Capitalized terms not otherwise defined in this SOA shall have the meaning ascribed to them in the Terms and Conditions. Use of the Services is also subject to the then-current Acceptable Use Policy for High-Speed Internet Services (the "AUP") located at <https://business.comcast.com/customer-notifications/acceptable-use-policy> (or any successor URL), and the then-current Privacy Statement (the "Privacy Policy") located at <https://business.comcast.com/privacy-statement> (or any successor URL), both of which Comcast may update from time to time.
2. Each Comcast Business Service ("Service") carries a thirty (30) day money back guarantee. If within the first thirty (30) days following installation of a new Service, Customer is not completely satisfied, Customer may cancel the Service and Comcast will issue a refund for the monthly recurring charge paid for the first thirty (30) days of Service, excluding any custom installation fees, voice usage charges, fees, taxes, surcharges and optional service fees. Customer will be charged for any non-refundable fees and other charges. In order to be eligible for the refund, Customer must cancel the new Service within thirty (30) days of installation and return any Comcast-provided equipment in good working order. In no event shall the refund exceed \$500.00. If Customer uses the Service in the first thirty (30) days, Customer will be refunded its subscription fees, but charged the applicable one-time fee. For the avoidance of doubt, this money back guarantee does not apply to renewals of an existing Service.
- 3.To complete a Voice order, Customer must execute a Comcast Letter or Authorization ("LOA") and submit it to Comcast, or Comcast's third party order entry integrator, as directed by Comcast.
4. New telephone numbers are subject to change prior to the install. Customers should not print their new number on stationery or cards until after the install is complete.
5. Modifications: All modifications to the Agreement, if any, must be captured in a written Amendment, executed by an authorized Comcast Vice President and the Customer. All other attempts to modify the Agreement shall be void and non-binding on Comcast. Customer by signing below, agrees and accepts the Terms and Conditions of this Agreement.
6. Once your service appointment is scheduled, you must provide Comcast with 24-hours' notice if you need to cancel. If you fail to cancel at least 24 hours before your scheduled appointment and miss your appointment, a missed appointment fee will apply unless otherwise prohibited.
7. IF CUSTOMER IS SUBSCRIBING TO COMCAST'S BUSINESS DIGITAL VOICE SERVICE, CUSTOMER, BY SIGNING BELOW, ACKNOWLEDGES RECEIPT AND UNDERSTANDING OF THE FOLLOWING 911 NOTICE:

911 Notice

911 Email Notification- If 911 is dialed using the Voice Service, Comcast will send a notification to the Customer designated email address, unless the Customer has opted out of receiving such notifications. Each notification will include the telephone number from which 911 was dialed, location information, and the time the call was placed. After installation of the Voice Service, Customer may change the designated email address and/or decision to receive notifications by calling Comcast at 1-888-824-8104.

Your Comcast voice service ("Voice Service") may have the following 911 limitations:

- For 911 calls to be properly directed to emergency services using the Voice Service, Customer must provide the correct address information ("Registered Service Location") for each telephone number used by Customer. The Registered Service Location may also include information such as floor and office number.
- If the Voice Service or any Voice Service device is moved to a different location without Customer providing an updated Registered Service Location, 911 calls may be directed to the wrong emergency authority, may transmit the wrong address, and/or the Voice Service (including 911) may fail altogether. Customer's use of a telephone number not associated with its geographic location, or a failure to allot sufficient time for a Registered Service Location change to be processed, may increase these risks.
- If a Registered Service Location is deemed to be in an area that is not supported for 911 calls, Customer 911 calls will be sent to an emergency call center where a trained agent will ask for the caller's name, telephone number, and location, and then will contact the local emergency authority.

Company Name:Portage BoroOrder #45198164

- The Voice Service uses electrical power in the Customer’s premises. If there is an electrical power outage, 911 calling may be interrupted if back-up power is not installed, fails, or is exhausted. Voice Services that rely on a broadband connection may also be interrupted if the broadband service fails.

• Calls using the Voice Service, including calls to 911, may not be completed if there is a problem with network facilities, including network congestion, network equipment, and/or power failure, a broadband connection failure, or another technical problem.

Registered Service Location Updates-

The Registered Service Location will be provided to Public Safety Answering Points to assist in responding to a 911 call. Customer may update or otherwise customize the Registered Service Location by:

• Calling Comcast at 1-888-824-8104

BY SIGNING BELOW, CUSTOMER ACKNOWLEDGES THAT IT HAS READ AND UNDERSTANDS THE FOREGOING 911 NOTICE AND THE 911 LIMITATIONS OF THE VOICE SERVICE.

CUSTOMER SIGNATURE	
By signing below, Customer agrees and accepts the Terms and Conditions of this Agreement. General Terms and Conditions can be found at http://business.comcast.com/terms-conditions/index.aspx	
Signature	
Name	
Title	
Date	

FOR COMCAST USE ONLY	
Sales Representative	Enterprise KeystoneOE
Sales Representative Code	
Sales Manager Name	Enterprise Sales Manager
Sales Manager Approval	
Division	NorthEast



COMCAST BUSINESS SERVICE ORDER

Company Name: Portage Boro Order # 45198164

BUSINESS INTERNET CONFIGURATION DETAILS

Transfer Existing Comcast.net	No	Equipment	Comcast Owned
Number of Static Ips	0	Business Web	No

BUSINESS VOICE CONFIGURATION DETAILS

Directory Listing Details	
Directory Listing (Published, Non-Published, Unlisted)	
Directory Listing Phone Number	
Directory Listing Display Name	
DA/DL Header Text Information	
DA/DL Header Code Information	
Standard Industry Code	

Additional Voice Details	
Caller ID (Yes/No)	No
Caller ID Display Name(max 15 char.)	NA
International Dialing (Yes/No)	No
Call Blocking (Yes/No)	No
Auto Attendant (Yes/No)	No

Hunt Group Configuration Details	
Hunt Group Features Requested	No
Hunt Group 1 Configuration Type	
Hunt Group 2 Configuration Type	
Hunt Group 1 Pilot Number	
Hunt Group 2 Pilot Number	



Company Name: Portage Boro **Order #** 45198164

Toll Free Phone #	Calling Origination Area	Associated TN



Move / Upgrade of Service Form

Business Name:

PORTAGE BORO MUNICIPAL

Current Billing Account Number / Lead Number:

8993203940039581

Current Site Address:

609 MAKIN ST OFC 1 PORTAGE PA 15946

New Address:

To help us provide you with the best support during your move to a new location or in upgrading an existing service, please indicate your preferences for each product listed below.

Business Internet *(A selection is required)*

- ☐ **Not Applicable:** I do not have Business Internet at my current location.
- ☒ **Do Not Disconnect:** Leave Business Internet at my current location. I will call Comcast Business at 1-800-391-3000 to make any changes.
Business Internet will continue billing at this account.
- ☐ **Transfer:** I will move my Comcast Business Internet to my new account.
- ☐ **Temporary Overlap of Service:** I need Business Internet at both locations for now. Business Internet will automatically be disconnected at my current location upon the earlier of (i) the date that is ninety (90) days after the date I return this form to Comcast or (ii) the date set forth below. I understand that I will be required to pay for Business Internet at my current location until it is disconnected. If you have Static IPs and choose to temporarily overlap Business Internet, you will get temporary Static IPs at your new location. Upon Business Internet being disconnected at your current location, the temporary Static IPs will be terminated and the Static IPs you have at your existing location will be transferred to the new location.

Requested Disconnect Date: _____

- ☐ **Disconnect:** I will not keep Business Internet at my current location. Please disconnect it when I am installed at my new location.
- ☐ **Upgrade:** Please disconnect Business Internet when Business Ethernet is installed at this location.
- ☐ **Temporary Business Internet:**

Comments:

Comcast Business Mobile *(A selection is required)*

- ☒ **Not Applicable:** I do not have Comcast Business Mobile at my current location.
- ☐ **Transfer:** I will move my Comcast Business Mobile to my new location.

Business TV (A selection is required)

- ☒ **Not Applicable:** I do not have Business TV at my current location.
- ☐ **Do Not Disconnect:** Leave Business TV at my current location. I will call Comcast Business at 1-800-391-3000 to make any changes.
Business TV will continue billing at this account.
- ☐ **Transfer:** I will move Business TV to my new location.
This service is not available for use in home-based business locations.
- ☐ **Temporary Overlap of Service:** I need Business TV at both locations for now. Business TV will automatically be disconnected at my current location upon the earlier of (i) the date that is ninety (90) days after the date I return this form to Comcast or (ii) the date set forth below. I understand that I will be required to pay for Business TV at my current location until it is disconnected.
- Requested Disconnect Date: _____
- ☐ **Disconnect:** I will not keep Business TV at my current location. Please disconnect it when I am installed at my new location.

Business Voice (A selection is required)

- ☐ **Not Applicable:** I do not have Business Voice at my current location.
- ☒ **Telephone # Grid:** Indicate your intentions for all current voice lines in the grid below:
See more below

List ALL telephone numbers currently active at your current location. Please note the same telephone number cannot be active at multiple locations.

For the purposes of the below table, "No Change", "Transfer", "Temporary Overlap", "Upgrade" and "Disconnect" have the following meanings:

"No Change" - Keep the applicable number at my current location.

"Transfer" – Applicable number to be removed from my current location and transferred to my new location on day of install.

"Temporary Overlap" - The applicable number will be maintained at my current location until the earlier of (i) the date that is ninety (90) days after the date I return this form to Comcast or (ii) the date I specify.

"Upgrade" – The applicable number will be upgraded to Comcast Advanced Voice.

"Disconnect" – The applicable number will be disconnect and will not be transferred to my new location.

Telephone #	Line Status
	Indicate no change, transfer, temporary overlap, upgrade, or disconnect.
8147363645	UPGRADE

Do you currently have Remote Call Forwarding (RCF) set up on any lines (Y/N)? _____

Toll Free Configuration (required for customers who have Comcast Business Toll Free Phone Numbers)

Toll Free #	Translation #	Line Status
		Indicate no change, transfer, upgrade, or disconnect.

If voice service is needed at your current and new location, you will be charged activation fees twice: first for the new lines and second for the transfer of the existing lines.

Advanced Services *(A selection is required)***Business VoiceEdge™/ PRI/ SIP**

- ☒ **Not Applicable:** I do not have Business VoiceEdge, PRI, or SIP at my current location.
- ☐ **Do Not Disconnect:** Leave my Advanced Voice products active at this location. I will call to make changes at 877-543-3961 for PRI / SIP or 877-761-7401 for BVE.
BVE, PRI, or SIP will continue to be billed at this location.
- ☐ **Transfer:** I will move my Advanced Voice products to my new location.
Please note telephone numbers cannot be active in two locations or products at the same time. [Sign in to My Account](#) to save important voicemails locally. These will not be available online once your service is disconnected.
- ☐ **Disconnect:** I will not keep BVE, PRI, or SIP. Please disconnect them when I am installed at my new location.

SmartOffice™ *(A selection is required)*

- ☒ **Not Applicable:** I do not have SmartOffice at my current location.
- ☐ **Disconnect:** Disconnect SmartOffice when my other services are installed at my new location. SmartOffice moves are not supported as of September 22nd, 2022 and understand my SmartOffice services will not be assigned to my new location of service. Please disconnect it when I am installed at my new location.



Authorized Signature

09/03/2026

Date of Letter_____
Makayla Zonfrilli-Lang**Print Name**

814-736-4330

Customer Contact Telephone Number

Note: This form serves as an authorized written request to transfer existing Comcast Business services. The preferred disconnect date cannot be prior to the date in this letter without approval from a Comcast Representative.