PORTAGE BOROUGH PUBLIC HEARING

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

November 16, 2026
Regular Council Meeting Public Hearing – Budget

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.***

The purpose of the 2027 Budget Public Hearing is to provide Borough Council and residents with a comprehensive review of the proposed annual operating budget, including anticipated revenues, departmental expenditures, necessary changes before the December 18th adoption, capital improvements, financial reserves, and any proposed changes prior to final adoption.

The proposed 2027 budget includes **$841,365 in operating revenues and $1,025,680.55 in expenditures**, representing a 24.4% reduction in projected revenues and a 20.0% reduction in expenditures compared with the adopted 2026 budget. The resulting **$184,315.55 operating funding gap** is proposed to be addressed through the use of eligible prior-year funds, subject to verification of available balances, while maintaining a separate **$237,790.97 unallocated rainy-day reserve** to support the Borough's long-term financial stability.

The proposed budget maintains existing municipal tax rates and prioritizes essential services, including police protection, fire support, public works, administrative operations, and infrastructure maintenance. Significant operational changes include transitioning solid waste billing and collection directly to Pro Disposal beginning January 1, 2027, thereby eliminating associated solid waste revenues and expenditures from the Borough's operating budget. Capital planning includes **$95,000 for contracted roadway resurfacing and $61,950 for capital improvement savings**, with the Borough exploring grant opportunities that could offset a substantial portion of eligible roadway improvement costs. Additional financial considerations include conservative revenue projections, anticipated personnel and health insurance savings, and maintaining adequate departmental appropriations to address operational needs throughout the fiscal year.

During the public hearing, Council will review the proposed budget in its entirety, including individual departmental allocations, projected revenue sources, capital priorities, and the overall financial position of the Borough. **Council will have the opportunity to discuss any recommended additions, reductions, reallocations, or other adjustments to the proposed budget**, while members of the public may provide comments, ask questions, and express concerns regarding the Borough's financial priorities. Any recommended changes will be evaluated in relation to the overall budget, available funding, operational requirements, and the Borough's long-term financial obligations. The proposed budget remains subject to revision, financial reconciliation, and Council consideration before formal adoption for the 2027 fiscal year.

1. PUBLIC COMMENT

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

2. MOTIONS

a) Any motions to change anything in the budget for next budget hearing.

Moved_____ Seconded_____ Aff ___ Nay___ Abs___

3. ADJOURNMENT

a) Seek a motion to adjourn the Public Hearing

Moved_____ Seconded_____ Aff ___ Nay___ Abs___

Adjourned at _____PM

PORTAGE BOROUGH COUNCIL AGENDA

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

November 16, 2026
Regular Council Meeting

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1. CALL TO ORDER

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

2. REPORTS

a) Borough Manager

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) Minutes from August 17, 2026 Public Hearing
b) Minutes from August 17, 2026 Council Meeting
c) Minutes from September 9, 2026 Regular Meeting
d) Minutes from October 5, 2026 Regular Meeting
e) Minutes from September 21st, October 21st, & November 2nd will be ready at the December 7th meeting.

MOTION: To approve the minutes from **August 17, 2026 Public Hearing**, as presented.

Moved_____ Seconded _____ Aff____ Nay____ Abs: _____

MOTION: To approve the minutes from **August 17, 2026 Council Meeting**, as presented.

Moved_____ Seconded _____ Aff____ Nay____ Abs: ____

MOTION: To approve the minutes from **September 9, 2026** Regular Council Meeting, as presented.

Moved _____ Seconded _____ Aff____ Nay____ Abs: _____

MOTION: To approve the minutes from **October 5, 2026** Regular Council Meeting, as presented.

Moved_____ Seconded _____ Aff____ Nay____ Abs: _____

6. TREASURER'S REPORT AND BILLS TO BE PAID

Treasurer's Report – October 28, 2026 – November 16, 2026

Tax Collection/Real Estate	$ 5,111.05
Delinquent Real Estate	$ 0.00
Special Tax Collection – EIT/LST	$ 15.810.61
Meter Collection	$ 0.00
Permits/Licenses/Cable	$ 9,321.51
Fine, Forfeitures	$ 353.20
Intergovernmental/Misc.	$ 687.50
Charge for Services	$ 0.00
Sanitation	$ 20,036.22
Total Revenue	**$ 51,320.09**

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

Moved_____ Seconded_____ Aff ___ Nay___ Abs___

b) A Motion to approve the list of bills to be paid as presented in the amount of $ $40,220.82. (A list of bills to be paid will be distributed prior to the meeting.)

Moved_____ Seconded_____ Aff ___ Nay___ Abs___

7. Motions

a) None

8. DISCUSSION ITEMS

a) Fence Ordinance § 301. Fence Ordinance
b) Solid Waste Ordinance
c) Road Restoration Ordinance (fee)
d) 2027 Updated Budget – DRAFT 3

10. UNFINISHED BUSINESS:

a) None

11. BUILDINGS, FACILITIES, AND ROADS

a) Kyle Fritz and Brian Riccella from The EADS Group – **Discussion regarding the upcoming Portage Area Sewer Authority (PASA) Ward 2 & Township Extensions project. (See attached)**

12. NEW BUSINESS:

a) none

13. EXECUTIVE SESSION

Pursuant to Section 708(a)(4) of the Pennsylvania Sunshine Act, Council will enter Executive Session to consult with the Borough Solicitor to receive confidential legal advice or discuss strategy in connection with active or identifiable potential litigation, including litigation regarding 2025-4778 and other legal matters.

MOTION: To enter Executive Session

Moved_____ Seconded_____ Aff ___ Nay___ Abs___

Time Entered Executive Session: _____ PM

MOTION: To Adjourn Executive Session.

Moved_____ Seconded_____ Aff ___ Nay___ Abs___

Time Exited Executive Session: _____ PM

MOTION: To enter back into the regularly scheduled council meeting.

Moved_____ Seconded_____ Aff ___ Nay___ Abs___

Time Entered Council Meeting: _____ PM

14. CITIZENS INPUT ON NON-AGENDA ITEMS

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

15. GOOD OF THE BOROUGH:

a) **Portage Winterfest: December 11, 12, & 13**

b) **Christmas Parade Hosted by The Women's Club of Portage on December 12, 2026 at 6:00 PM**

16. ADJOURNMENT:

Moved_____Seconded _____Aff____Nay_____ Abs:_____

Adjourned at _____PM

Respectfully Submitted,

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

Microsoft Teams meeting

Join us live! A recording of the meeting will be posted on Facebook and YouTube afterward.

Microsoft Teams meeting

Join:

https://teams.microsoft.com/meet/2417107110410816?p=p1pMMKkiSDtLY4GTpF

Meeting ID: 241 710 711 041 081 6

Passcode: UT6Pz2rG

Need help? | System reference

PORTAGE BOROUGH

2027

PROPOSED OPERATING BUDGET | 2027 DRAFT 3

AND CAPITAL PLANNING OVERVIEW

A transparent financial plan for services, infrastructure, and community stewardship.

PROPOSED / FOR PUBLIC AND COUNCIL REVIEW

Updated November 11, 2026

DRAFT 3

Figures are subject to adjustment prior to adoption.

Website: https://portageboro.com

Home Rule Charter reference:

https://codelibrary.amlegal.com/codes/portage/latest/portageb_pa/0-0-0-21

01 / LEADERSHIP MESSAGE

Budget Transmittal Letter

To the Members of Portage Borough Council and the Residents of Portage Borough:

I respectfully submit the updated DRAFT 3 2027 Operating Budget and Capital Planning Overview. This edition reflects current departmental spending, a separate proposed use of eligible prior-year fund balance, and an explicit policy to retain $237,790.965 in unallocated rainy-day reserves (Contingency). The financial treatment is contingent upon confirming the source and legal availability of other funds.

The detailed operating schedules project $841,365.00 in recurring revenues and $1,025,680.55 in total proposed expenditures after removing the Borough's 2027 solid waste billing and hauling program.

The difference between projected operating revenues ($841,365.00) and expenditures ($1,025,680.55) is $184,315.55.

The budget identifies an equal amount of proposed prior-year fund-balance financing under DCED 399.000 if the source is eligible General Fund balance. This is budgetary financing, NOT new tax or recurring operating revenue. Total budgetary resources therefore equal proposed spending at $1,025,680.55.

The Borough proposes to keep $237,790.965 (displayed as $237,790.97) in a protected, unallocated rainy-day fund and use a DIFFERENT, eligible prior-year balance for the $184,315.55 operating gap. That approach requires at least $422,106.515 (displayed as $422,106.52) in combined available opening balances.

The proposal supports public safety, public works, general government, recreation, and community obligations. Effective January 1, 2027, Pro Disposal is expected to bill and collect solid waste charges directly, so related Borough revenue and contract/billing costs are excluded. The plan includes $61,950 for capital savings and $95,000 for contracted road resurfacing, subject to Council authorization.

The $1,025,680.55 expenditure schedule reconciles to the General Fund workbook. Road resurfacing ($95,000) and existing capital savings ($61,950) are already included, not added again.

This budget is intended to support informed decision-making and meaningful public review. ***Changes made during budget workshops and Council deliberations should be reflected in the final adopted document.***

The Home Rule Charter establishes the Borough Manager's responsibility to prepare and submit a proposed budget and budget message to Council, while Council adopts the annual budget by ordinance after public inspection, hearing, and notice. This draft book is designed to support that process and to align with the Borough Manager's budget responsibilities under the Charter.

Respectfully submitted,

Dr. MK (Makayla) Zonfrilli-Lang Borough

Manager | Portage Borough

02 / HOW TO READ THIS BOOK

Section	What you will find
Executive overview	2027 fiscal picture and major decisions
Financial comparison	2025 through-November actuals, 2026 adopted, and 2027 proposed
Revenues	Tax, service, and intergovernmental revenue sources
Expenditures	Department and function-level appropriations
Service summaries	Administration, public safety, public works, waste, and recreation
Capital and fiscal stewardship	Capital transfer, debt, staffing, reserves, and outstanding reconciliations
Appendix A: 2025–2027 changes	Revenue and expenditure comparisons, with dollar and percentage changes
Appendix B: account schedules	Detailed 2027 line-item accounts from included budget worksheets

Home Rule Charter framework

Portage Borough operates under a Home Rule Charter. The Charter identifies the Borough Manager as the chief administrative officer and assigns the Borough Manager responsibility to prepare and submit the proposed budget and explanatory budget message, and then to administer the budget after adoption. It also requires the annual budget to be adopted by ordinance before the start of the fiscal year after public inspection and hearing with due notice for at least 10 days.

This budget book therefore serves two purposes: it explains the Borough's draft financial plan in a clearer public format, and it supports the formal review and adoption steps set out in the Home Rule Charter. The cited code sections are intended as governance references for this working draft; the official codified text should be consulted for final legal compliance and advertisement language.

Key code references used in this book: Home Rule Charter § 804 (Powers and Duties of Borough Manager), § 1402 (Submission of Budget and Budget Message), and § 1406 (Adoption of Budget).

Acknowledgments

The development of this working budget recognizes the service of Borough Council, the Borough administration, municipal employees, public safety personnel, and the local partners who support Portage Borough services. The branded presentation in this edition draws from Portage Borough's official seal and public website. Individual names and formal acknowledgments may be added after Borough review.

Budget terminology

- **2027 proposed:** Planning figures supplied in the workbook, not yet an adopted budget.
- **2026 adopted:** Previously approved comparison amounts shown in the workbook.
- **2025 year-to-date actual:** The source expressly states these figures run through November 30, 2025, not through full year-end.
- **Funding gap: The difference between current-year operating receipts and expenditures; shown separately from the budgetary appropriation of prior-year General Fund balance (DCED 399.000).**
- **Capital program: The 2027 proposal contains $95,000 for outsourced road resurfacing (438.450) and $61,950 in capital savings (465.375); both are included in the expenditure budget.**

03 / STRATEGIC FRAMEWORK

Proposed Mission, Vision & Values

Mission

To provide dependable local government services through responsible financial stewardship, public safety, infrastructure maintenance, and accessible, transparent administration.

Vision

A safe, well-maintained, financially resilient Portage Borough that protects its small-town character while preparing responsibly for future community needs.

Guiding values

- **Fiscal accountability:** We connect the services we provide to resources residents can sustain.
- **Public service:** We act with professionalism, fairness, and respect for residents and businesses.
- **Public safety:** We preserve the services and infrastructure essential to community well-being.
- **Practical planning:** We maintain and replace municipal assets through deliberate, affordable choices.
- **Transparency:** We explain budget assumptions, changes, and tradeoffs in terms the public can evaluate.

Desired 2027 outcomes

Outcome	Budget connection
Reliable essential services	Maintain public safety and core municipal services.
Sustainable finances	Narrow the recurring operating gap and validate opening and closing balances.
Maintained infrastructure	Support road, garage, lighting, and equipment functions within available resources.
Capital readiness	Retain a defined capital savings transfer, subject to revenue verification.
Clear public reporting	Publish comparable revenues, expenditures, and open assumptions.

04 / FISCAL OVERVIEW

Executive Summary

The 2027 plan proposes $841,365.00 in recurring receipts and $1,025,680.55 of expenditure appropriations. Proposed other-source prior-year fund-balance financing of $184,315.55 closes the budgetary gap while targeting $237,790.965 in unallocated rainy-day funds.

$841,365.00	$1,025,680.55	$184,315.55
OPERATING REVENUE	TOTAL EXPENDITURES	FUND-BALANCE NEED

What changes in 2027

- **Lower proposed spending:** $1,025,680.55 in 2027 appropriations, $255,648.06 (20.0%) below the 2026 adopted comparison, including removal of Borough-paid solid waste contracts and fully matched fire remittances.
- **Revenue under pressure:** $841,365.00 in projected receipts, $271,114.61 (24.4%) below the 2026 adopted budget. This excludes Borough solid waste collections and discontinued amusement tax, workers-comp reimbursement, and parking rent. Total EIT is $425,000: $413,000 current plus $12,000 prior-year.
- **Fund-balance financing: The $184,315.55 operating shortfall is provisionally financed with OTHER or left-over, eligible prior-year balance, not with the $237,790.965 policy-protected unallocated rainy-day reserve. If the source is within the General Fund, use the 399.000 budgetary presentation; if in a separate fund, verify the proper authorized interfund transfer entries.**

  Rainy-day reserve policy: $237,790.965 ($237,790.97 rounded) is intended to remain unspent at December 31, 2027. At least $422,106.515 of opening available funds would be required to cover the gap and preserve that reserve.
- **Solid waste transition:** Pro Disposal will assume direct customer billing and collection for 2027; the Borough budget carries $0 in solid waste revenue and $0 in related contract/billing expenditures.
  Historical solid waste collections and expenditures remain visible in 2025 and 2026 comparison schedules only.
- **Capital program: $61,950 is proposed for future capital savings, while $95,000 is specifically budgeted for contracted road resurfacing.**
  Both amounts are included in the Community Development / CIP expenditure function; utility clearances and bidding remain necessary before paving begins.

Major choices reflected in the proposal

The current proposal maintains public safety, core public works, and other municipal services while removing the Borough's solid waste billing and collection activity. It includes updated administrative and police line items, including $25,000 for a part-time police officer under account 410.141, eliminates the recreation director grant, and adds a $95,000 outsourced roadway resurfacing allocation. Individual account values appear in the updated expenditure schedules.

05 / MULTI-YEAR CONTEXT

Financial Comparison

Amounts below are stated as reported; 2025 actuals are not full-year results.

Metric	2025 budget	2025 actual to Nov. 30	2026 adopted	2027 proposed
Operating revenue	$1,140,013	$1,036,422.74	$1,112,479.61	$841,365.00
Expenditures	$1,367,549	$1,032,825.28	$1,281,328.61	$1,025,680.55
Operating result	$-227,536	$3,597.46	$-168,849.00	-$184,315.55

2026 adopted to 2027 proposed

Measurement	Difference	Interpretation
Revenue	−$271,114.61	24.4% below 2026 adopted revenue, including removal of solid waste and discontinued receipts.
Expenditure	−$255,648.06	20.0% below 2026 adopted spending; includes $95,000 of planned roadway resurfacing.

Measurement	Difference	Interpretation
Projected gap	+$15,466.55	9.2% higher than the 2026 adopted fund-balance need, subject to verified reserves.

Why the trend matters

The $184,315.55 recurring operating gap is not eliminated by the reserve strategy. The proposed use of other eligible prior-year resources is nonrecurring financing; it would preserve the $237,790.965 rainy-day target only if at least $422,106.515 in eligible beginning resources can be substantiated. This remains a fiscal sustainability concern in later years.

06 FISCAL STEWARDSHIP

Protecting the Rainy-Day Fund While Financing Operations

The 2027 plan maintains $95,000 in road resurfacing and $61,950 in capital savings without a proposed EIT-rate increase. Council proposes to draw $184,315.55 from separate eligible prior-year funds, protecting the $237,790.965 unallocated rainy-day reserve, subject to verification.

HISTORICAL RESERVE USE & PROPOSED OTHER-SOURCE FINANCING

Fiscal Year	Budget status	Historical budgeted use / 2027 other-source draw
2025	Budgeted	$227,536.00
2026	Adopted	$168,849.00
2027	**Proposed**	**$184,315.55**

Historical figures are past budgeted balancing amounts, not audited actual reserve withdrawals. The proposed 2027 amount is shown as OTHER eligible prior-year balance financing and is not intended as a draw on the protected rainy-day reserve.

19.0% lower than 2025 budgeted use • $43,220.45 less

9.2% higher than 2026 adopted use • $15,466.55 more

2027 BUDGET STRATEGY

The proposed budget estimates $841,365.00 of recurring receipts and $1,025,680.55 of spending. The $184,315.55 gap is budgeted as a one-time draw from OTHER eligible prior-year resources. To leave $237,790.965 in rainy-day funds, beginning eligible balances across both categories must be at least $422,106.515; the previously entered $185,000 figure is not sufficient on its own.

Conservative revenue forecasting. The Borough proposes $841,365.00 in 2027 receipts, $271,114.61 (24.4%) below the 2026 adopted budget and $298,648.00 (26.2%) below the 2025 budget. Removal of Borough solid waste billing accounts for much of the reduction. The 2027 EIT budget is $425,000 in total: $413,000 current collections (310.210) and $12,000 prior-year collections (310.220). Neither amount changes the existing EIT tax rate.

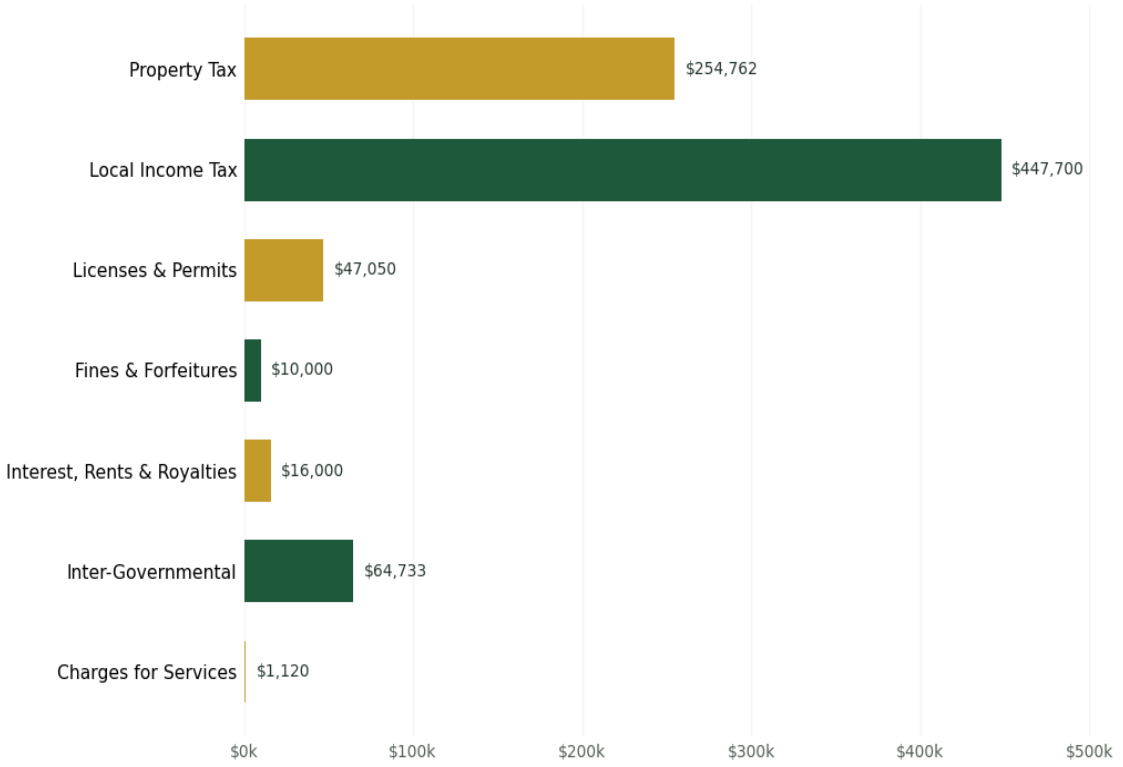
The 2027 proposal includes $95,000 for contracted road resurfacing (account 438.450), reflecting an $80,795 preliminary Public Works paving estimate and $14,205 in planning allowance. Blair Street and Webster Avenue are initial priorities; Legion Avenue and North Railroad Avenue depend on utility coordination. The Borough may explore a Multi-Modal Transportation Fund grant but does not count unawarded grant revenue. Road work is included without a proposed municipal tax-rate increase.

The solid waste transition, conservative EIT collection estimate, eliminated discontinued revenue accounts, and $95,000 roadway program are retained. The proposed approach improves reserve presentation, but the $184,315.55 draw still depends on the existence and permitted use of other available funds. Neither future operating surpluses nor reserve availability should be assumed.

07 / SOURCES OF FUNDING

2027 Revenue Plan

Projected operating revenue: $841,365.00



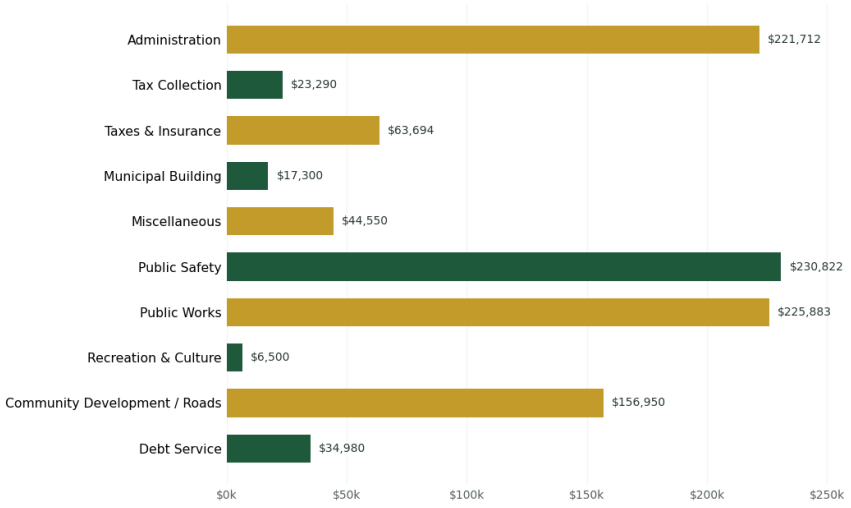
Revenue category	2026 adopted	2027 proposed	Share of total
Property Tax	$254,862	$254,762.00	30.3%
Local Income Tax	$434,700	$447,700.00	53.2%
Licenses & Permits	$51,050	$47,050.00	5.6%
Fines & Forfeitures	$10,000	$10,000.00	1.2%
Interest, Rents & Royalties	$16,000	$16,000.00	1.9%
Inter-Governmental	$73,790	$64,733.00	7.7%
Charges for Services (Alley) (Meters)	$1,620	$1,120.00	0.1%
Solid Waste	$192,490	$0.00	0.0%
TOTAL	**$1,112,479.61**	**$841,365.00**	**100.0%**

Tax receipts remain the largest source of 2027 revenue. Local income taxes total $447,700: $413,000 current EIT plus $12,000 prior-year EIT (combined EIT $425,000), $18,500 Local Services Tax, and $4,200 per-capita tax. Property-related receipts are $254,762. The EIT rate is unchanged; discontinued revenue sources remain at $0.

08 / USES OF FUNDING

2027 Expenditure Plan

Detailed proposed appropriations, including the road program: $1,025,680.55



Function	2026 adopted	2027 proposed
Administration	$174,447.60	$221,711.73
Tax Collection	$23,290.00	$23,290.00
Taxes & Insurance	$60,661.00	$63,694.05
Municipal Building	$17,300.00	$17,300.00
Miscellaneous	$44,550.00	$44,550.00
Public Safety	$246,932.22	$230,821.76
Solid Waste	$165,297.80	$0.00
Public Works	$243,971.46	$225,883.01
Recreation & Culture	$13,525.00	$6,500.00
Community Development / CIP Transfer	$175,500.00	$156,950.00
Debt Service	$37,885.53	$34,980.00
TOTAL	**$1,281,328.61**	**$1,025,680.55**

2027 proposed expenditures total $1,025,680.55. Proposed financing from other eligible prior-year sources is $184,315.55; together with $841,365.00 of recurring revenue, budgetary resources reconcile to $1,025,680.55. The $237,790.965 rainy-day target remains outside this planned draw.

Source: Portage Borough 2027 proposed budget workbook; included operating worksheets. Figures are draft and subject to reconciliation.

09 / GENERAL GOVERNMENT

Administration & General Services

The department schedule combines personnel and overhead with tax collection, insurance, facilities, and pension-related costs.

General government component	2026 adopted	2027 proposed
Administration / general government	$174,447.60	$221,711.73
Tax collection	$23,290.00	$23,290.00
Taxes and insurance	$60,661.00	$63,694.05
Municipal building	$17,300.00	$17,300.00
Miscellaneous / pension & bonus	$44,550.00	$44,550.00
TOTAL	**$320,248.60**	**$370,545.78**

Major accounts and proposed changes

Account / item	2026 adopted	2027 proposed
400.121 Borough Manager salary	$27,142.00	$48,000.00
402.131 Secretary salary	$40,394.60	$45,760.00
402.183 Overtime	$2,600.00	$0.00
400.321 Telephone	$1,200.00	$6,800.00
402.310 Professional services	$6,000.00	$15,000.00
404.314 Solicitor	$15,000.00	$23,500.00
401.460 Meetings / conference / CE	$0.00	$8,500.00

The administrative employee health insurance amount is $7,935.48 for one covered position. The proposed telephone and administrative technology appropriations reflect the revised General Government schedule; prior draft assumptions should not substitute for the current worksheet.

10 / CORE SERVICES

Public Safety

Police, fire-related transfers, emergency management, and code-enforcement service fees.

Public safety component	2026 adopted	2027 proposed
Police	$224,244.22	$208,083.76
Fire support	$17,400.00	$17,450.00
Emergency management / EMS	$4,288.00	$4,288.00
UCC/property maintenance fees	$1,000.00	$1,000.00
TOTAL	**$246,932.22**	**$230,821.76**

Police personnel choices

- **Chief and full-time patrol:** The respective salary amounts remain $64,896 and $49,920.
- **Part-time police:** Account 410.141 funds one part-time police officer at $25,000 in the 2027 proposal, compared with $44,616 adopted in 2026. This $25,000 is already included in the Police and Public Safety totals.
- **Police employee health insurance:** The proposed line increases to $15,870.97, with two covered positions.
- **Code enforcement officer:** No new salary is funded in the proposed 2027 scenario.

FIRE TAX AND FIRE RELIEF: MONEY IN / MONEY OUT

Fire Tax receipts are fully forwarded to the fire department: $6,500 current Fire Tax (389.541) plus $450 delinquent Fire Tax (389.542) equals $6,950 paid under account 411.541. The $10,500 Fire Relief Allocation (355.070) is separately passed through under 411.542. Combined $17,450 fire tax/relief receipts are matched by $17,450 in payments, with no General Fund operating margin.

Maintaining service capacity

Police operating costs, personnel appropriations (including the $25,000 part-time officer allocation), and contract services are provided in the detailed current-year schedule. The proposal retains $17,450 for fire-related transfers and $4,288 for EMS and emergency management. Changes to staffing appropriations require separate operational review; the budget itself does not establish a staffing plan or staffing coverage guarantee.

10 / PHYSICAL INFRASTRUCTURE

Public Works & Highway Operations

2027 proposed Public Works appropriation: $225,883.01

Public works component	2026 adopted	2027 proposed
Personnel and related charges	$160,566.46	$138,518.01
Operations, supplies, and services	$83,405.00	$87,365.00
TOTAL	**$243,971.46**	**$225,883.01**

2027 operating decisions

- **Crew structure:** The schedule lists two principal employee positions, with $54,080 and $42,000 in proposed salaries, and reduces separately listed laborer and seasonal positions to zero.
- **Employee health coverage:** $15,870.97 is allocated to Public Works for two covered positions; separate health opt-out compensation remains budgeted.
- **Professional services:** $7,000 is proposed, compared with $4,000 adopted in 2026; assumptions identify $3,000 of additional snow assistance.
- **Cellular service: Filed under the Manager's budget.**
- **Road operations:** The operating lines retain fuel, repairs, road materials, street signs, streetlighting, hydrants, garage maintenance, small equipment, and other regular services.

Long-term asset management

Routine road repairs, materials, streetlighting and related services remain in Public Works. Separately, the Community Development / CIP function contains $95,000 for contracted roadway resurfacing under 438.450. The accompanying road program remains subject to utility coordination, final specifications and Council approval of bids.

11 / ENTERPRISE-LIKE SERVICES

Solid Waste Transition & Recreation

Beginning January 1, 2027, Pro Disposal is expected to bill residents and collect charges directly. Accordingly, the Borough proposes no 2027 solid waste operating revenue and no related hauling or Water Authority billing expense.

$0.00	**$0.00**	**DIRECT BILLING**
WASTE REVENUE	**BOROUGH WASTE COSTS**	**PRO DISPOSAL 2027**

Solid waste line	2027 proposed
Collection revenue	$0.00
Contract hauling/disposal	$0.00
Water Authority billing services	$0.00
Contracted cost subtotal	$0.00
2027 Borough operating margin (no Borough billing)	**$0.00**

COST ALLOCATION

$27,191.70 is the profit loss from the Billing being done by the Water Authority.

Recreation & culture

The 2027 operating plan budgets $6,500 for the recreation contribution, compared with $13,525 across the recreation lines in the 2026 adopted comparison. A separate prior contribution-to-manager line is not carried into the 2027 proposal.

Confirmation before adoption

Confirm the effective date, customer transition, final 2026 receivables/payables, termination of Water Authority billing, and any continuing Borough obligations before adoption. Historical 2025 and 2026 solid waste figures remain for comparison only.

12 / STRATEGIC ASSET PLANNING

Capital Improvements & Savings

The 2027 plan separately identifies $61,950 for capital savings and $95,000 for outsourced road resurfacing, totaling $156,950 in Community Development / CIP. Under the existing 0.15% EIT allocation assumption, capital savings are calculated from current-year EIT collections of $413,000, not the combined $425,000 current- and prior-year estimate.

$61,950.00 **2027 CAPITAL SAVINGS**	**$95,000.00** **2027 ROAD RESURFACING**	**$156,950.00** **TOTAL CIP FUNCTION**

Account 465.375, Capital Improvement Savings, is $61,950 using the existing current-EIT allocation formula. Account 438.450, contracted road resurfacing, remains $95,000, comprising $80,795 in preliminary work and $14,205 in contingency. Neither appropriation constitutes a contract award.

Project accounts identified for future assessment

Planning topic	2027 operating status
Main Street streetscape / sidewalk improvements	Referenced in prior project accounts; no separate 2027 amount shown.
Sign inventory and database	Account identified; no 2027 appropriation shown.
Stormwater and drainage projects	Project accounts identified; no 2027 appropriation shown.
Park facilities and recreation improvements	Historical project accounts exist; no 2027 appropriation shown.
Comprehensive planning	Account identified; no 2027 appropriation shown.

Suggested capital project review framework

For each capital or infrastructure item, Council should document scope, safety priority, staff estimate, available appropriation, procurement requirements, funding eligibility, utility readiness and useful life. The separate road appendix summarizes the four proposed street segments and constraints.

13 / WORKFORCE STEWARDSHIP

Staffing, Payroll & Health Benefits

The proposal allocates health insurance among five covered staff positions.

Department	Covered positions	2027 health allocation
Administration	1	$7,935.48
Police	2	$15,870.97
Public Works	2	$15,870.97
TOTAL	**5**	**$39,677.42**

The total 2027 health appropriation includes an estimated $36,070.38 in premiums and a 10% contingency, as shown on the assumptions worksheet. Departmental opt-out compensation remains separate from these amounts and should be checked for eligibility and payroll treatment.

Select proposed personnel expenditures

Position / item	2027 proposed
Borough Manager salary	$48,000.00
Secretary salary	$45,760.00
Police Chief salary	$64,896.00
Full-time patrol officer	$49,920.00
Part-time police officer (410.141)	$25,000.00
Public Works employee position #4	$54,080.00
Public Works mechanic position #3	$42,000.00

These amounts are appropriations in the draft and not an employment roster, job offer, or representation of actual staffing throughout 2027. Related payroll taxes, overtime, benefits, and other compensation appear separately in the detailed expense schedules.

14 / FINANCIAL SUSTAINABILITY

Debt service

The proposed 2027 Debt Service appropriation is $34,980.00, compared with $37,885.53 in the 2026 adopted comparison. The workbook notes that the supporting amortization schedule requires confirmation; this publication therefore does not attempt to reallocate the 2027 total among individual loans or claim a verified outstanding principal balance.

Projected 2027 General Fund position

Measure		Conditional planning figure
Required combined available beginning fund balance		$422,106.52
Proposed operating revenues		$841,365.00
Detailed proposed expenditures		$1,025,680.55
Operating gap before financing	($184,315.55)	
Ending unallocated rainy-day reserve (protected target)		**$237,790.97**

The revised planning scenario requires $422,106.515 of combined available starting balances: $237,790.965 is reserved by policy as the Borough's unallocated rainy-day fund and $184,315.55 is the separate eligible amount proposed for operations. After the planned draw, $237,790.965 remains, IF the underlying opening funds exist and are legally available. The earlier $185,000 opening estimate implies an additional $237,106.515 must be reconciled. *This is not an audited 2026 closing balance.*

RAINY-DAY RESERVE PROTECTION | 2027 FINANCING PLAN

Council's financial plan separates the Borough's unallocated rainy-day cushion from other eligible prior-year resources. The first $237,790.965 is a protected planning target, not proposed spending. The operating shortfall is funded from a different eligible balance, assuming it is verified and legally available.

2027 source / use	Amount
Recurring operating revenue	$841,365.00
2027 operating expenditures	$1,025,680.55
Proposed use of OTHER eligible prior-year fund balance	**$184,315.55**
Budgetary resources after one-time financing	$1,025,680.55
Opening unallocated rainy-day reserve, protected	$237,790.965
Other available beginning fund balance needed	**$184,315.55**
Total combined beginning balance REQUIRED (unverified)	$422,106.515
Protected unallocated rainy-day reserve remaining	**$237,790.965**

Why the opening balance changes: the earlier $185,000 was a provisional estimate. Protecting $237,790.965 while spending another $184,315.55 requires at least $422,106.515 in total eligible opening resources, or $237,106.515 more than the old estimate. The extra balance has NOT been confirmed by any bank reconciliation or final 2026 ledger.

Accounting policy: the $184,315.55 is shown as DCED 399.000 prior-year General Fund balance financing only if the money is within the same eligible General Fund. If the source is a different accounting fund, a properly authorized transfer is required, recorded as 392.00 in the receiving fund and 492.00 in the sending fund; simply transferring between bank accounts within one fund is not an interfund transaction. The protected rainy-day amount is not added to operating receipts.

Pre-adoption verification required: (1) confirm final 2026 General Fund and other fund balances; (2) identify the exact non-rainy-day source and ensure it is unrestricted and legally usable; (3) confirm fund transfer authority and Council action; and (4) adopt the separate rainy-day designation or policy as appropriate. If the source cannot be verified, the reserve-protection scenario cannot be represented as funded.

Historical budgeted uses of fund balance

Budget year	Budgeted balancing amount
2021	$126,590
2022	$90,960
2023	$126,956
2024	$218,256
2025	$227,536
2026	$168,849
2027	$184,315.55

APPENDIX A / 2025–2027

NOVEMBER 11 REVISION | TAX RECEIPTS AND FIRE DISTRIBUTIONS

The 2027 total Earned Income Tax revenue forecast is $425,000: $413,000 of current collections in account 310.210 plus $12,000 of prior-year EIT in 310.220. The Local Services Tax remains $18,500 and per-capita collections total $4,200. Consequently, local income taxes total $447,700. This is a receipts estimate only; the EIT tax rate is not increased.

Fire Tax current collections (389.541) are $6,500 and delinquent collections (389.542) are $450. Both amounts flow to account 411.541 as a combined $6,950 payment to the fire department. The separate $10,500 Fire Relief Allocation (355.070) is fully remitted through account 411.542. All $17,450 of these restricted receipts have matching expenses. The 2027 revenue plan removes Amusement Tax (321.700: $4,000), Workers Compensation Reimbursement (355.066: $9,057), and Parking Rent (363.220: $500), following the Borough Manager's account-level direction. The Township and Cassandra are expected to pay Summerhill directly for workers compensation reimbursement obligations. Historical comparison columns are unchanged.

Capital Improvement Savings (465.375) are $61,950, recalculated from the $413,000 current-year EIT forecast under the existing 0.15% allocation formula. The $95,000 road program remains unchanged. Combined Community Development / CIP spending is $156,950.

The 2027 spending plan totals $1,025,680.55 and projected operating revenue is $841,365.00. Proposed one-time use of OTHER eligible prior-year fund balance of $184,315.55 closes the budgetary gap. A separate $237,790.965 unallocated rainy-day amount remains protected in the model, requiring combined available opening balances of $422,106.515 (currently unverified).

Revenue Percentage Changes

Comparing the 2025 budget with the proposed 2027 budget — not partial 2025 actual collections.

This appendix measures how the proposed 2027 plan differs from the amounts budgeted for 2025. A positive change means the 2027 proposal is higher; a negative change means it is lower. Dollar changes are 2027 proposed less 2025 budget, and percentages are measured against the 2025 budget.

Revenue category	2025 budget	2027 proposed	Change $	Change %
Property Tax	$253,590.00	$254,762.00	+$1,172.00	+0.5%
Local Income Tax	$434,900.00	$447,700.00	+$12,800.00	+2.9%
Licenses & Permits	$50,030.00	$47,050.00	−$2,980.00	-6.0%
Fines & Forfeitures	$15,500.00	$10,000.00	−$5,500.00	-35.5%
Interest, Rents & Royalties	$18,000.00	$16,000.00	−$2,000.00	-11.1%
Recreation Director Grant	$77,968.00	$0.00	−$77,968.00	-100.0%
Inter-Governmental	$74,567.00	$64,733.00	−$9,834.00	-13.2%
Charges for Services (Alley)	$3,600.00	$1,120.00	−$2,480.00	-68.9%
Solid Waste	$211,858.00	$0.00	−$211,858.00	-100.0%
Miscellaneous / Other	$0.00	$0.00	$0.00	—
TOTAL OPERATING REVENUE	**$1,140,013.00**	**$841,365.00**	**−$298,648.00**	**-26.2%**

Overall, projected 2027 operating revenue is $298,648.00 (26.2%) below the 2025 budget, reflecting removal of Borough solid waste billing and the discontinued revenue accounts, partly offset by the revised current-year EIT forecast.

Expenditure Percentage Changes

2025 budget compared with the reconciled 2027 proposed departmental expenditures.

Expenditure function	2025 budget	2027 proposed	Change $	Change %
Administration	$168,450.00	$221,711.73	+$53,261.73	+31.6%
Tax Collection	$22,466.00	$23,290.00	+$824.00	+3.7%
Taxes & Insurance	$65,127.00	$63,694.05	−$1,432.95	-2.2%
Municipal Building	$16,600.00	$17,300.00	+$700.00	+4.2%
Miscellaneous	$44,196.00	$44,550.00	+$354.00	+0.8%
Public Safety	$292,092.00	$230,821.76	−$61,270.24	-21.0%
Solid Waste	$184,303.00	$0.00	−$184,303.00	-100.0%
Public Works	$241,169.00	$225,883.01	−$15,285.99	-6.3%
Recreation & Culture	$13,525.00	$6,500.00	−$7,025.00	-51.9%
Recreation Director Grant	$77,968.00	$0.00	−$77,968.00	-100.0%

Expenditure function	2025 budget	2027 proposed	Change $	Change %
Community Development / CIP Transfer	$205,500.00	$156,950.00	−$48,550.00	-23.6%
Debt Service	$36,153.00	$34,980.00	−$1,173.00	-3.2%
TOTAL OPERATING EXPENDITURES	**$1,367,549.00**	**$1,025,680.55**	**−$341,868.45**	**-25.0%**

Measure	2025 budget	2027 proposed	Change
Revenue	$1,140,013.00	$841,365.00	−$298,648.00
Expenditures	$1,367,549.00	$1,025,680.55	−$341,868.45
Operating funding gap	$227,536.00	$184,315.55	−$43,220.45

Budget-wide comparison

The proposed 2027 operating deficit of $184,315.55 is $43,220.45 below the 2025 budgeted gap but $15,466.55 above the 2026 adopted gap. This shortfall is proposed to be financed with OTHER eligible fund balance, not recurring revenue; the $237,790.965 rainy-day reserve is not part of the proposed draw.

APPENDIX B / SCHEDULES

Detailed Revenue and Expenditure Accounts

The following amounts come from permitted line-item worksheets. Blank and zero-value entries are generally omitted for readability.

Appendix schedules reproduce the proposed 2027 account allocations in the workbook without adding separate grant statements, ancillary ledgers, or administrative change-history worksheets. Accounts are presented at their supplied precision; no new appropriations are inferred.

Revenue accounts

Account	Description	2027 proposed
301.1	Real Estate Taxes Current	$217,500.00
301.4	Real Estate Taxes Delinquent	$16,312.00
310.1	Real Est Transfer Tax	$14,000.00
389.541	Fire Tax	$6,500.00
389.542	Fire Tax Delinquent	$450.00
305.15	Local Service Tax (LST)	$18,500.00
310.01	Per Capita Current	$3,300.00
310.021	Per Capita Delinquent	$900.00
310.21	Earned Income Tax Current	$413,000.00
310.22	Earned Income Tax Prior	$12,000.00
321.6	Soliciting Permits	$50.00
321.8	Cable TV Franchise	$45,000.00
362.41	Sidewalk/Street Permits	$2,000.00
331.11	Fines-Local, State & Magistr	$10,000.00
341	General Fund Int. Earned	$16,000.00
350	PURTA-Intergov Rev	$650.00
355.06	State Aid	$42,333.00
355.07	Fire Relief Allocation	$10,500.00
355.08	Liquor Licenses	$900.00
359	JHA- in Lieu Taxes	$1,250.00
359.01	Police Reimbursements	$2,000.00
380.003	Cty LFT Allocation	$7,100.00
363.21	Meter Collection	$1,000.00
363.212	Handicap Parking Maint.	$120.00
364.3	Solid Waste Collection	$0.00

Operating receipts total $841,365.00. An additional $184,315.55 of proposed prior-year fund-balance financing, distinct from the protected rainy-day reserve, produces $1,025,680.55 in budgetary resources, equal to spending. The rainy-day target of $237,790.965 is an opening/closing balance, not 2027 operating revenue. EIT receipts remain $425,000 ($413,000 current and $12,000 prior-year).

Administration and general government accounts

Account	Description	2027 proposed
400.113	Council Salary	$10,253.00
400.121	Managers Salary	$48,000.00
402.131	Secretary 2 Salary	$45,760.00
402.156	Employee Insurance — Administration (1 covered)	$7,935.48
402.161	Fica-Employers Share	$6,448.81
402.162	PSAB/Unemployment Comp	$1,106.25
402.163	Medicare Employers Share	$1,508.19
402.183	Overtime	$0.00
402.193	Uniforms	$200.00
656	Payroll Expenses	$3,500.00
400.115	Auditing	$7,250.00
400.158	Council Life Insurance	$650.00
400.321	Telephone	$6,800.00
400.325	Postage	$700.00
400.341	Advertising	$6,000.00
400.42	Dues, Subscription & Member.	$2,500.00
400.46	Mayors Convention	$1,200.00
400.49	Bank Fees	$750.00
400.54	Donations	$0.00
401.112	Mayor's Dues & Exp	$600.00
402.193	Education/Training	$200.00
402.21	Office Supplies/Furniture	$4,500.00
402.26	Computer Expense	$1,500.00
402.31	Professional Services	$15,000.00
402.35	Secretary Bond	$350.00
402.374	Maintenance Services	$700.00
404.314	Solicitor	$23,500.00
406	Miscellaneous	$1,500.00
408.31	Engineer	$15,000.00
401.460	Meetings, Conferences & Continuing Education	$8,500.00
403.114	Real Estate Tax Collector Comm	$11,350.00
403.116	EIT Commission & Fees	$7,200.00

403.117	LST Commission & Fees	$550.00
403.118	Realty Transfer Commission	$400.00

Account	Description	2027 proposed
403.119	Delinquent Real Estate Comm	$900.00
403.12	Delinq Fire Tax Comm	$40.00
403.21	Tax Collector Supplies	$2,800.00
403.35	Tax Collector Bond	$50.00
409.14	MB Def Comp Janitorial	$1,500.00
409.23	MB Cleaning Supplies	$1,200.00
409.361	MB Electric Bill	$3,500.00
409.362	MB Gas Bill	$4,500.00
409.364	MB Water, Sewer Bill	$600.00
409.373	MB Maintenance	$6,000.00
686	Bonus	$800.00
490.16	MMO Pension Oblig	$43,750.00
484.35	Workers CompInsurance-Boro Only	$9,905.70
484.351	Workers CompInsurance-Fire Only	$16,003.05
485.161	Unemployment Compensation/Taxes	$630.00
486.35	Property & Liability Insurance	$37,155.30

Public safety accounts

Account	Description	2027 proposed
410.125	Chief Salary 3-Rosamilia	$64,896.00
410.14	Full time Patrol Officer	$49,920.00
410.141	Part time Officers (1 PT)	$25,000.00
410.156	Employee Insurance — Police (2 covered)	$15,870.97
410.157	Opt-out Cafeteria Plan	$3,900.00
410.161	Fica Employer Contribution	$8,823.59
410.162	PSAB/Unemployment Comp	$1,509.62
410.163	Medicare Employer Contrib	$2,063.58
410.181	Task Force/Sert	$2,500.00
410.183	Overtime	$2,500.00
410.191	Uniform Allowance	$2,200.00
410.192	Exams, Fees & Testing, Certif	$2,000.00
410.231	Vehicle Operation	$5,000.00
410.242	Materials and Supplies	$2,200.00
410.25	Vehicle Repairs	$3,500.00
410.26	Computer Expense	$1,500.00
410.31	Professional Services	$4,000.00
Account	**Description**	**2027 proposed**
410.321	Telephone	$1,250.00
410.322	Wireless Charges/cruisers	$1,500.00
410.324	Cellular Phone charges	$0.00
410.325	Postage	$450.00
410.327	Walkies and Radios/Flashlight	$1,500.00
410.75	Minor Equipment	$6,000.00
411.541	Fire Tax to Fire Co.	$6,950.00
411.542	Fire Relief allocation to fire department (355.070)	$10,500.00
412.54	Contributions to EMS	$3,688.00
415.122	Pymt for EMS Director	$600.00
Public Safety Total	Listed Public Safety detail: $230,821.76.	$230,821.76.

Public works accounts

Account	Description	2027 proposed
430.125	PWD#4 (L. Cadwallader) — $26/hour	$54,080.00
430.144	Mechanic #3 (J. Cadwallader) — $26/hour	$42,000.00
430.155	Employee Insurance — Public Works (2 covered)	$15,870.97
430.156	MEIT (AD&D & Life)	$576.00
430.157	Opt Out Health Insurance	$11,700.00
430.161	Fica-Employers Share	$6,258.40
430.162	PSAB/Unemployment Comp	$806.98
430.163	Medicare-Employers Share	$1,463.66
430.182	Longevity	$650.00
430.183	Overtime	$4,212.00
430.191	Uniforms	$900.00
430.192	Exams. Fees & Testing	$900.00
430.231	Vehicle Operations (Fuel)	$10,000.00
430.245	Road Supplies	$6,500.00
430.246	Materials & supplies	$3,500.00
430.25	Vehicle Repairs	$14,000.00
430.251	Street Signs & Signals	$5,000.00
430.26	Small Tools	$2,000.00
430.261	Computer Expense	$1,500.00
430.31	Professional Services	$7,000.00
430.324	Cellular Phone Charge	$0.00
430.36	Hydrant Fee Highland/PWA	$5,000.00

Account		Description	2027 proposed
430.361	Gas		$2,200.00
430.362	Electric Bill - Makin St. 390		$1,100.00
430.363	Water,Sewer		$700.00
430.364	Telephone		$900.00
430.365	Building Maintenance		$3,600.00
430.366	One Call Charges		$150.00
430.368	Streetlighting-Boro - 449 and 028		$8,500.00
430.371	Alleys		$2,200.00
430.374	Meter Repairs		$425.00
430.61	County LFT/Streetlights		$7,100.00
430.435	PIP Fees at Dysart		$90.00
430.74	Capitol Machinery/Equipment		$3,000.00
430.741	New Maintenance Bldg Costs		$2,000.00

Listed Public Works detail: $225,883.01.

Solid waste: no 2027 Borough contract expenditures (historical accounts retained)

Account		Description	2027 proposed
427.45	Pro Disposal/Contract Svcs		$0.00
427.451	Water Authority/Cont Svcs		$0.00

Recreation contribution account

Account		Description	2027 proposed
454.53	Contribution to Recreation		$6,500.00

Capital savings transfer

Account		Description	2027 proposed
465.375	Capital Improvement Savings		$61,950.00
438.450	Contracted Road Resurfacing & Paving		$95,000.00

Appendix C: DRAFT 3 2027 Budget Proposal Detail

PORTAGE BOROUGH | 2027 PROPOSED BUDGET

GENERAL FUND | Revenues & Expenditures | 2025 actuals through November 30 only

CATEGORY	2025 BUDGET	2025 YTD ACTUAL	2026 ADOPTED	2027 PROPOSED	CHANGE $	CHANGE %
REVENUES						
Property Tax	$253,590	$255,953	$254,862	$254,762	($100)	-0.0%
Local Income Tax	$434,900	$471,864	$434,700	$447,700	$13,000	+3.0%
Licenses & Permits	$50,030	$53,477	$51,050	$47,050	($4,000)	-7.8%
Fines & Forfeitures	$15,500	$8,882	$10,000	$10,000	–	0.0%
Interest, Rents & Royalties	$18,000	$15,236	$16,000	$16,000	–	0.0%
Recreation Director Grant (removed)	$77,968	–	$77,968	$0	($77,968)	-100.0%
Inter-Governmental	$74,567	$72,423	$73,790	$64,733	($9,057)	-12.3%
Charges for Services (Alley)	$3,600	$1,207	$1,620	$1,120	($500)	-30.9%
Solid Waste (2027 removed)	$211,858	$139,852	$192,490	$0	($192,490)	-100.0%
Miscellaneous / Other	–	$17,527	–	$0	–	–
TOTAL OPERATING REVENUE	**$1,140,013**	**$1,036,423**	**$1,112,480**	**$841,365**	**($271,115)**	**-24.4%**
FUND BALANCE APPLIED (DCED 399.000)	$227,536	($3,597)	$168,849	$184,316	$15,467	+9.2%
TOTAL RESOURCES incl. proposed 399.000	**$1,367,549**	**$1,032,825**	**$1,281,329**	**$1,025,681**	**($255,648)**	**-20.0%**
EXPENDITURES						
Administration	$168,450	$163,352	$174,448	$221,712	$47,264	+27.1%
Tax Collection	$22,466	$20,566	$23,290	$23,290	–	0.0%
Taxes & Insurance	$65,127	$54,664	$60,661	$63,694	$3,033	+5.0%
Municipal Building	$16,600	$10,527	$17,300	$17,300	–	0.0%
Miscellaneous	$44,196	$43,396	$44,550	$44,550	–	0.0%
Public Safety (Code Officer removed)	$292,092	$152,844	$246,932	$230,822	($16,110)	-6.5%
Solid Waste (2027 removed)	$184,303	$131,416	$165,298	$0	($165,298)	-100.0%
Public Works	$241,169	$207,515	$243,971	$225,883	($18,088)	-7.4%
Recreation & Culture	$13,525	$13,525	$13,525	$6,500	($7,025)	-51.9%
Recreation Director Grant (removed)	$77,968	–	$77,968	$0	($77,968)	-100.0%
Community Development / CIP Transfer	$205,500	$192,340	$175,500	$156,950	($18,550)	-10.6%
Debt Service	$36,153	$42,681	$37,886	$34,980	($2,906)	-7.7%
TOTAL OPERATING EXPENDITURES	**$1,367,549**	**$1,032,825**	**$1,281,329**	**$1,025,681**	**($255,648)**	**-20.0%**
SURPLUS / (DEFICIT), OPERATING	**($227,536)**	**$3,597**	**($168,849)**	**($184,316)**	**($15,467)**	-9.2%
REQUIRED 2027 AVAILABLE OPENING BALANCE (UNVERIFIED)			$193,286	$422,107	$228,820	+118.4%
ENDING RAINY-DAY RESERVE (CONDITIONAL TARGET)			**$193,286**	**$237,791**	**$44,505**	+23.0%
PROPOSED EIT TRANSFER TO CIP			$170,000	$61,950	($108,050)	-63.6%

GENERAL FUND GROUP:	2025		2026	2027
Fund/Category	Budget	As of 11/30/25	Adopted	Proposed
REQUIRED OPENING AVAILABLE BALANCES - CONDITIONAL, NOT AUDITED		**$187,903**	**$362,135**	**$422,107**
Transfer of ARPA Funds into GF	-	-	-	–
Transfer of Sanitation				
Due From Liquid Fuels		5,182		
Due From Capital Improvements		169,050		
Less Amount to balance expenditures	**(227,536)**		(168,849)	–
Total Adjusted Balance	**268,357**	**362,135**	**193,286**	**$422,107**
Revenues:				
Property Tax (Real and Personal)	253,590	255,953	254,862	$254,762
Local Income Tax Receipts	434,900	471,864	434,700	$447,700
Licenses and Permits	50,030	53,477	51,050	$47,050
Fines & Forfeitures	15,500	8,882	10,000	$10,000
Interest, Rents & Royalties	18,000	15,236	16,000	$16,000
DCNR Peer Grant Project			-	$0
Recreation Director Grant	77,968	-	77,968	$0
Inter-Governmental	74,567	72,423	73,790	$64,733
Amercan Rescue Plan ARPA			-	$0
USDOJ Forfeiture			-	$0
DCNR Grant Reimbursements			-	$0
CFA Trout Run Reimbursements			-	$0
Charges for Services	3,600	1,207	1,620	$1,120
Solid Waste	211,858	139,852	192,490	$0
Contributions - Donations		149		$0
Miscellaneous	-	17,378	-	$0
Other Financing Sources	-	-	-	$0
Total Revenue	**$1,140,013**	**1,036,423**	**$1,112,480**	**$841,365**
Fund Balance Applied — DCED 399.000	227,536	(3,597)	168,849	$184,316
TOTAL BUDGETARY RESOURCES (incl. 399.000)	**$1,367,549**	**$1,032,825**	**$1,281,329**	$1,025,681
Disbursements:				
Direct Expenditures				
Administration	168,450	163,352	174,448	$221,712
Tax collection	22,466	20,566	23,290	$23,290
Taxes & Insurance	65,127	54,664	60,661	$63,694
Municipal Building	16,600	10,527	17,300	$17,300
Miscellaneous	44,196	43,396	44,550	$44,550
Public Safety	292,092	152,844	246,932	$230,822
ARPA Expenditures			-	$0
USDOJ Forfeitures	-	-	-	$0
Solid Waste	184,303	131,416	165,298	$0
Public Works	241,169	207,515	243,971	$225,883
Recreation and Culture	13,525	13,525	13,525	$6,500
Recreation Director Grant	77,968	-	77,968	$0
Community Development	205,500	192,340	175,500	$156,950
Debt Service	36,153	42,681	37,886	$34,980
TOTAL DISBURSEMENTS	**1,367,549**	**1,032,825**	**1,281,329**	$1,025,681

Revenues

#	Account	Account description	2024 budget	2024 actual	2025 budget	2025 actual	2026 adopted	2027 proposed
1	301.100	Real Estate Taxes Current	217,421	212,142	—	205,765	217,500	**217,500**
2	301.400	Real Estate Taxes Delinquent	17,629	15,243	—	20,162	16,312	**16,312**
3	310.100	Real Est Transfer Tax	8,500	22,272	12,000	24,033	14,000	**14,000**
4	389.541	Fire Tax	6,589	6,429	—	5,965	6,600	**6,500**
5	389.542	Fire Tax Delinquent	534	486	—	28	450	**450**
		Real Estate & Personel Property	250,673	256,573	12,000	255,953	254,862	**254,762**
Local Income Taxes								
6	305.150	Local Service Tax (LST)	18,500	18,611	18,500	18,164	18,500	**18,500**
7	310.010	Per Capita Current	3,400	3,177	3,400	2,488	3,300	**3,300**
8	310.021	Per Capita Delinquent	1,000	714	873	892	900	**900**
9	310.210	Earned Income Tax Current	360,000	417,756	400,000	439,500	400,000	**413,000**
10	310.220	Earned Income Tax Prior	10,000	15,492	12,000	10,820	12,000	**12,000**
		Local Income Taxes	392,900	455,751	434,773	471,864	434,700	**447,700**
Licenses and Permits								
11	321.600	Soliciting Permits	30	45	30	335	50	**50**
12	321.700	Amusement Tax	3,000	2,825	3,000	5,481	4,000	**0**
13	321.800	Cable TV Franchise	45,000	45,618	45,000	45,618	45,000	**45,000**
14	362.410	Sidewalk/Street Permits	1,000	1,640	2,000	2,043	2,000	**2,000**
		Licenses & Permits	49,030	50,128	50,030	53,477	51,050	**47,050**
Fines & Forfeits								
15	331.110	Fines-Local, State & Magistr	14,000	16,965	15,500	8,882	10,000	**10,000**
		Fines & Forfeits	14,000	16,965	15,500	8,882	10,000	**10,000**
Interest, Rents & Royalties								
16	341.000	General Fund Int. Earned	7,000	24,309	18,000	15,236	16,000	**16,000**
		Interest, Rents & Royalties	7,000	24,309	18,000	15,236	16,000	**16,000**
Intergovernmental Revenue								
ARPA Covid Funds								
17	350.000	PURTA-Intergov Rev	650	695	650	700	650	**650**
18	355.020	Motor Vechicle Fuel	—			89	—	**—**
19	355.060	State Aid	33,493	40,164	43,396	41,016	42,333	**42,333**
20	355.066	Workers Comp Reimb/Muny's	8,982	8,614	9,021	8,626	9,057	**0**
21	355.070	Fire Relief Allocation	10,500	10,981	10,500	11,718	10,500	**10,500**
22	355.080	Liquor Licenses	900	900	900	900	900	**900**
23	359.000	JHA- in Lieu Taxes	500	1,250	500	1,250	1,250	**1,250**
24	359.010	Police Reimbursements	500	2,141	2,500	1,024	2,000	**2,000**
25	380.003	Cty LFT Allocation	14,200	14,200	7,100	7,100	7,100	**7,100**
		Intergovernmental Revenue	69,725	78,945	74,567	72,423	73,790	**64,733**
DCNR Peer Project Grant								
26	353.001	DCNR Peer Grant Funding	0	—	0	—	0	**—**
Interest on Checking								
Total DCNR Peer Grant Project								
USDOJ Assets and Forefeitures Fund								
Cambria County D.A.								
Interest Income								
Total USDOJ Fund								
Charges for Services								

#	Code	Description	2024 budget	2024 actual	2025 budget	2025 actual	2026 adopted	2027 proposed
29	361.000	General Government Charges		8	—	—	—	**0**
30	363.210	Meter Collection	1,300	1,008	1,300	877	1,000	**1,000**
32	363.212	Handicap Parking Maint.	120	100	100	330	120	**120**
33	363.220	Parking Rent	2,400	2,360	2,200	—	500	**0**
Chipping Services								
33	**33**	**Subtotal**	**3,820**	**3,476**	**3,600**	**1,207**	**1,620**	**1,120**
Solid Waste Collection								
35	364.300	Solid Waste Collection	211,672.50	187,132	0	139,852	192,490	**0**
36	364.305	Prior year/Restitutions						**0**
		Solid Waste Collection	211,673	187,132	—	139,852	192,490	**0**
Miscellaneous Revenue								
37	383.001	Misc Revenue & Refunds	—	2,713	—	5,140	—	**0**
39	383.003	Fire Escrow Account	—	27,000	—	—	—	**0**
40	380.000	Sale of Fixed Assets	—	—	—	12,238	—	**0**
41	300.000	Carry over/unexpended	218,256		221,762		168,849	**0**
		Miscellaneous Revenue	218,256	29,713	221,762	17,378	168,849	**–**
Other Sources								
43	387.000	Contributions-Donations				149	—	**0**
44	395.000	Refund Prior Yr Expen		313		—	—	**0**
		Other Sources	—	313	—	149	—	**–**
		Total Revenue	**1,217,077**	**1,103,305**	**830,232**	**1,036,423**	**1,203,361**	**841,365**

PORTAGE BOROUGH | 2027 PROPOSED BUDGET DRAFT 3

#	Account	Account description	2024 budget	2024 actual	2025 budget	2025 actual	2026 adopted	2027 proposed
1	400.113	Council Salary	10,253	—	—	8,483	10,253.00	**10,253**
2	400.121	Managers Salary	24,659	—	—	24,035	27,142.00	**48,000**
3	402.130	Secretary 1 Salary	46,051	—	—	6,809	—	**0**
4	402.131	Secretary 2 Salary	7,637	—	—	33,429	40,394.60	**45,760**
5	402.156	Employee Insurance — Administration (1 covered)	17,844	14,135.44	—	8,818	13,522.00	**7,935**
6	402.161	Fica-Employers Share	6,402	5,368.25	—	5,130	5,674.00	**6,449**
7	402.162	PSAB/Unemployment Comp	855	570.00	—	193	855.00	**1,106**
8	402.163	Medicare Employers Share	1,497	1,255.47	—	1,046	1,327.00	**1,508**
9	402.182	Longevity	500	500.00	—	—	—	**0**
10	402.183	Overtime	2,400	1,535.99	—	3,480	2,600.00	**0**
11	402.193	Uniforms	300	300.00	—	250	300.00	**200**
12	656.000	Payroll Expenses				805	3,500.00	**3,500**
		Total Personnel	**118,398**	**23,665.15**	**—**	**92,478**	**105,567.60**	**124,512**
General Government Expenditures								
12	400.115	Auditing	6,500	6,500.00	6,500.00	6,500	7,250.00	**7,250**
13	400.158	Council Life Insurance	650	592.60	650.00	487	650.00	**650**
14	400.321	Telephone	1,100	1,054.92	1,200.00	943	1,200.00	**6,800**
15	400.322	Cell Phone Reimb Sec/Mgr	480	240.00	480.00	500	480.00	**0**
16	400.325	Postage	655	419.63	700.00	376	700.00	**700**
17	400.341	Advertising	3,000	7,468.83	4,500.00	6,151	6,000.00	**6,000**
19	400.420	Dues, Subscription & Member.	2,039	2,165.34	2,500.00	1,907	2,500.00	**2,500**
20	400.460	Mayors Convention	800	1,020.11	1,200.00	1,016	1,200.00	**1,200**
21	400.490	Bank Fees	500	1,244.55	525.00	739	750.00	**750**
22	400.540	Donations	3,600	3,000.00	3,600.00	1,200	3,600	**0**
23	401.112	Mayor's Dues & Exp	550	325.00	600.00	440	600	**600**
34	402.193	Education/Training	200		200.00	34	200	**200**
24	402.210	Office Supplies/Furniture	4,600	2,689.57	4,500.00	5,896	4,700	**4,500**
25	402.260	Computer Expense	4,500	3,215.60	5,000.00	9,260	5,500	**1,500**
26	402.310	Professional Services	3,500	3,863.58	4,000.00	10,407	6,000	**15,000**
27	402.350	Secretary Bond	328		350.00	350	350	**350**
28	402.374	Maintenance Services	400	675.54	700.00	592	700	**700**
29	404.314	Solicitor	13,000	18,935.75	15,000.00	11,351	15,000	**23,500**
30	406.000	Miscellaneous	1,500	1,016.90	1,500.00	1,490	1,500	**1,500**
31	408.310	Engineer	4,500	10,897.00	8,000.00	11,235	10,000	**15,000**
		Administration/General Gvmt	52,402	65,324.92	61,705.00	70,874	68,880.00	**97,200**
		Personnel & Administration	170,800	88,990.07	61,705.00	163,352	174,448	**221,712**
Tax Collector								
32	403.114	Real Estate Tax Collector Comm	11,357	—	—	10,169	11,350	**11,350**
33	403.116	EIT Commission & Fees	6,800	6,965.47	7,200.00	5,983	7,200	**7,200**
34	403.117	LST Commission & Fees	550	373.21	550.00	326	550	**550**
35	403.118	Realty Transfer Commission	400	445.45	400.00	152	400	**400**
36	403.119	Delinquent Real Estate Comm	900	762.20	900.00	744	900	**900**
37	403.120	Delinq Fire Tax Comm	35	24.32	35.00	1	40	**40**
38	403.210	Tax Collector Supplies	2,000	1,854.36	2,000.00	3,153	2,800	**2,800**

#	Account	Account description	2024 budget	2024 actual	2025 budget	2025 actual	2026 adopted	2027 proposed
#	Code	Description	2024 budget	2024 actual	2025 budget	2025 actual	2026 adopted	2027 proposed
39	403.350	Tax Collector Bond	300	37.00	50.00	37	50	**50**
		Total Tax Collector	**22,342**	**10,462**	**11,135**	**20,566**	**23,290**	**23,290**
Municipal Building								
40	409.140	MB Def Comp Janitorial	1,500	1,500	1,500	1,030	1,500	**1,500**
41	409.230	MB Cleaning Supplies	1,000	1,031	1,500	650	1,200	**1,200**
42	409.361	MB Electric Bill	3,500	2,343	3,500	3,153	3,500	**3,500**
43	409.362	MB Gas Bill	3,500	2,560	3,500	4,266	4,500	**4,500**
44	409.364	MB Water, Sewer Bill	600	282	600	619	600	**600**
45	409.373	MB Maintenance	8,000	7,378	6,000	809	6,000	**6,000**
		Total Municipal Building	**18,100**	**15,093**	**16,600**	**10,527**	**17,300**	**17,300**
Miscellaneous								
46	482.400	Judgments & Loses		2,000.00		—	—	**0**
47	686.000	Bonus	800		800	—	800	**800**
48	490.160	MMO Pension Oblig	33,493	40,163.96	43,396	43,396	43,750	**43,750**
		Total Miscellaneous	**34,293**	**42,163.96**	**44,196.00**	**43,396**	**44,550**	**44,550**
Taxes and Insurance								
49	484.350	Workers CompInsurance-Boro Only	8,541	9,062.84	9,209.00	7,659	9,434.00	**9,906**
50	484.351	Workers CompInsurance-Fire Only	15,127	13,667.00	16,374.00	15,524	15,241.00	**16,003**
51	485.161	Unemployment Compensation/Taxes	550	620.83	550.00	2,989	600.00	**630**
52	486.350	Property & Liability Insurance	31,736	29,940.21	38,994.00	28,139	35,386.00	**37,155**
53	487.161	Employers Share P/R Taxes				353	—	**0**
		Total Taxes & Insurance	**55,954**	**53,290.88**	**65,127.00**	**54,663.85**	**60,661.00**	**63,694**
		Total General Government	**301,489**	**210,000.16**	**198,763.00**	**292,504**	**320,248.60**	**221,712**

Portage Borough
2027 Proposed Budget — 2026 Comparison Expenses-Public Safety

Public Safety (Police)

#	Code	Description	2023 budget	2023 actual	2024 budget	2024 actual	2025 budget	2025 actual	2026 adopted	2027 proposed
1	410.125	Chief Salary 3-Rosamilia	54,122	54,002	58,240	52,706	62,400	57,462	64,896	**64,896**
2	410.140	Full time Patrol Officer	41,600	43,954	53,560	49,757	56,243	29,326	49,920	**49,920**
3	410.141	Part time Officers	77,487	9,570	43,251	3,936	43,410	7,158	44,616	**25,000**
5	410.156	Employee Insurance — Police (2 covered)	224	5,282	6,796	6,197	7,213	1,666	7,586	**15,871**
6	410.157	Opt-out Cafeteria Plan	3,900	3,900	3,900	3,575	3,900	3,575	3,900	**3,900**
7	410.161	Fica Employer Contribution	11,099	7,163	10,128	7,303	10,537	5,957	10,375	**8,824**
8	410.162	PSAB/Unemployment Comp	2,778	875	1,803	682	1,756	68	1,735	**1,510**
9	410.163	Medicare Employer Contrib	2,596	1,675	2,369	1,708	2,464	1,393	2,426	**2,064**
13	410.181	Task Force/Sert	1,000	485	1,000	4,927	2,500	1,935	2,500	**2,500**
14	410.182	Longevity	—					—	—	**0**
15	410.183	Overtime	1,300	4,096	3,000	3,355	4,000	2,106	4,160	**2,500**
16	410.187	Hearings	600		1,400			—	—	**0**
17	410.191	Uniform Allowance	2,250	1,073	1,750	1,159	1,500	961	1,500	**2,200**
		Total Personnel	**198,955**	**132,075**	**187,197**	**135,305**	**195,923**	**111,607**	**193,614.22**	**179,184**
Public Safety Expenditures										
18	410.192	Exams, Fees & Testing, Certif	1,000	872	1,000	202	1,000	55	2,000	**2,000**
19	410.231	Vehicle Operation	6,000	3,829	6,000	3,223	5,000	3,371	5,000	**5,000**
20	410.242	Materials and Supplies	3,000	1,595	4,100	2,830	3,000	7,145	3,000	**2,200**
21	410.250	Vehicle Repairs	2,000	922	2,000	2,029	2,000	678	2,000	**3,500**
23	410.260	Computer Expense	3,000	2,810	3,697	2,389	4,100	6,331	4,700	**1,500**
24	410.310	Professional Services	500	1,056	6,416	3,213	4,000	—	4,000	**4,000**
25	410.321	Telephone	1,250	1,127	1,250	1,055	1,250	495	1,250	**1,250**
26	410.322	Wireless Charges/cruisers	1,100	965	1,200	482	580	844	580	**1,500**
27	410.324	Cellular Phone charges	780	482	780	866	1,000	494	1,000	**0**
28	410.325	Postage	100	13	100	33	100	291	100	**450**
30	410.327	Walkies and Radios/Flashlight	5,000	5,139	4,900		1,000	86	1,000	**1,500**
31	410.750	Minor Equipment	2,500	5,499	4,000	3,593	6,000	3,381	6,000	**6,000**
		Total Operating supplies & expenses	**26,230**	**24,309**	**35,443**	**19,915**	**29,030**	**23,171**	**30,630.00**	**28,900**
		Total Police	**225,185**	**156,385**	**222,640**	**155,219**	**224,953**	**134,778**	**224,244.22**	**208,084**
28	411.541	Fire Tax to Fire Co. (current + delinquent)	7,136	6,890	7,123	6,909	7,000	5,655	6,600	**6,950**
29	411.542	Fire Relief Allocation passed to fire dept	10,800	10,803	10,800	10,981	10,900	11,718	10,800	**10,500**
30	411.543	Fire Escrow Returns				12,030	43,950	—	—	**0**
		Total Fire	**17,936**	**17,693**	**17,923**	**29,920**	**61,850**	**17,372**	**17,400**	**17,450**
Emergency Management										
31	412.540	Contributions to EMS	3,688	5,202	3,688	3,688	3,688	—	3,688	**3,688**
32	412.242	Communication/Supplies	600	31	—	—	34	—	—	**0**
33	415.122	Pymt for EMS Director	416	416	437	437	437	—	600	**600**
34	415.240	Emergency Supplies (Covid, Etc)						—	—	**0**
		Total Emergency Management	**4,704**	**5,649**	**4,125**	**4,125**	**4,159**	**—**	**4,288.00**	**4,288**
UCC Code Enforcement/Property Maintenance										
35	413.450	LMIA fees for property maint	—	—	—	90	90	694	1,000.00	**1,000**
		Total UCC	**—**	**—**	**—**	**90**	**90**	**694**	**1,000**	**1,000**
	413.140	Code Enforcement Officer — excluded from 2027 scenario								**0**
		Total Public Safety	**247,825**	**179,727**	**244,688**	**189,354**	**286,893**	**152,844**	**246,932**	**230,822**

Solid Waste

#	Code	Description	2023 budget	2023 actual	2024 budget	2024 actual	2025 budget	2025 actual	2026 adopted	2027 proposed
1	364.300	Solid Waste Collection	189,698.00	184,226.41	211,673.00	187,131.83	211,858.00	139,852.42	192,489.50	**0**
2	364.305	Prior Year/Restitutions								**0**
		Solid Waste Collection	189,698.00	184,226.41	211,673.00	187,131.83	211,858.00	139,852.42	192,489.50	**0**
2026 Fiscal Impact										
Bids for a three year contract was awarded to Pro Disposal (Res 25-2020), December 18th, 2020.										
Garbage curbside svc increased to residents from $19.20 per month in 2024 to $19.82/mo in 2025. Prepaid Bag purchases increased in 2025 from $39.50 to $44.50										
Customer curbside in 2025 based on 850 customers and in 2026, the calculations are based on 850										
Council adopted Resolution -2025 by setting the garbage collection rates for 2026.										
Curbside service estimates: 2025 — 870 customers at $19.82, totaling $206,920.80; 2026 — 760 customers at $20.35, totaling $185,592.00.										
Prepaid bag estimates: 2025 — 125 at $39.50, totaling $4,937.50; 2026 — 155 at $44.50, totaling $6,897.50.										
Scenario totals: 2025 — 995 combined units, $211,858.30; 2026 — 915 combined units, $192,489.50.										
Expenditures										
		Contracted Costs								
1	427.450	Pro Disposal/Contract Svcs	142,974	141,398.16	163,482	146,688.00	170,803.00	121,064.00	151,573	**0**
2	427.451	Water Authority/Cont Svcs	8,000	8,341.25	13,500	10,830.35	13,500.00	10,351.91	13,725	**0**
		Total Contracted Costs	**150,974.00**	**149,739.41**	**176,982.00**	**157,518.35**	**184,303.00**	**131,415.91**	**165,297.80**	**0**
		TOTAL SOLID WASTE	**150,974**	**149,739.41**	**176,982**	**157,518.35**	**184,303.00**	**131,415.91**	**165,297.80**	**0**

Public Works Expenditures 2027

Code	Description	2023 budget	2023 actual	2024 budget	2024 actual	2025 budget	2025 actual	2026 adopted	2027 proposed
	PWD#4 (L. Cadwallader) — $26/hour	43,492.80	43,468.42	45,698.00	0.00	0.00	44,398.47	49,775.00	**54,080.00**
	Mechanic #3 (J. Cadwallader) — $26/hour	34,008.00	33,440.75	35,714.00	0.00	0.00	32,652.49	39,000.00	**42,000.00**
	Laborer 4 (L. Cadwallader)	28,828.80	28,958.17	30,306.00	0.00	0.00	29,100.13	33,571.20	**0.00**
	Seasonal Employee	7,001.28	0.00	7,000.00	0.00	0.00	8,011.00	7,885.26	**0.00**
	Employee Insurance — Public Works (2 covered)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	**15,870.97**
	MEIT (AD&D & Life)	540.00	518.00	540.00	462.00	0.00	624.00	576.00	**576.00**
	Opt Out Health Insurance	11,700.00	11,700.00	11,700.00	10,725.00	0.00	10,400.00	11,700.00	**11,700.00**
	Fica-Employers Share	8,043.32	7,742.29	8,377.00	7,699.97	0.00	7,578.00	9,091.00	**6,258.40**
	PSAB/Unemployment Comp	1,339.54	1,027.88	1,055.00	1,060.99	0.00	86.00	1,080.00	**806.98**
	Medicare-Employers Share	1,881.10	1,810.70	1,959.00	1,629.62	0.00	1,772.00	2,126.00	**1,463.66**
	Longevity	650.00	0.00	650.00	650.00	0.00	650.00	650.00	**650.00**
	Overtime	4,050.00	1,464.44	4,050.00	1,906.34	0.00	2,615.08	4,212.00	**4,212.00**
	Uniforms	900.00	816.57	900.00	686.86	900.00	890.48	900.00	**900.00**
	$15.00	142,434.84	130,947.22	147,949.00	24,820.78	900.00	138,777.65	160,566.46	**138,518.01**
Public Works Expenditures									
	Exams. Fees & Testing	250.00	596.32	2,350.00	145.00	900.00	962.96	900.00	**900.00**
	Vehicle Operations (Fuel)	10,000.00	8,032.63	10,500.00	7,051.47	10,000.00	6,801.30	10,000.00	**10,000.00**
	Road Supplies	8,000.00	8,073.01	8,000.00	6,164.44	6,000.00	7,194.67	6,500.00	**6,500.00**
	Materials & supplies	3,500.00	2,954.85	3,500.00	2,038.63	3,000.00	3,009.45	3,500.00	**3,500.00**
	Vehicle Repairs	14,000.00	13,926.23	14,000.00	21,806.81	14,000.00	14,353.48	14,000.00	**14,000.00**
	Street Signs & Signals	4,000.00	3,075.67	5,000.00	4,759.48	5,000.00	5,162.85	5,000.00	**5,000.00**
	Small Tools	2,300.00	609.18	2,000.00	1,255.27	2,000.00	810.51	2,000.00	**2,000.00**
	Computer Expense	500.00		500.00	439.94	2,000.00	1,476.08	1,500.00	**1,500.00**
	Professional Services	1,500.00	575.00	500.00	100.00	700.00	686.40	4,000.00	**7,000.00**
	Cellular Phone Charge	240.00	240.00	240.00	240.00	240.00	100.00	240.00	**540.00**
	Hydrant Fee Highland/PWA	100.00	96.96	100.00	93.28	7,500.00	93.28	5,000.00	**5,000.00**
	Gas	3,300.00	1,912.67	3,000.00	988.51	3,000.00	634.87	2,200.00	**2,200.00**
	Electric Bill - Makin St. 390	1,500.00	680.67	1,000.00	839.01	1,000.00	962.38	1,100.00	**1,100.00**
	Water,Sewer	700.00	605.01	700.00	571.64	700.00	379.42	700.00	**700.00**
	Telephone	800.00	899.60	800.00	838.17	900.00	827.49	900.00	**900.00**
	Building Maintenance	2,000.00	1,081.64	2,000.00	1,487.47	3,600.00	4,305.46	3,600.00	**3,600.00**
	One Call Charges	150.00	152.84	150.00	102.08	150.00	73.81	150.00	**150.00**
	Streetlighting-Boro - 449 and 028	16,000.00	13,801.91	15,000.00	12,092.23	7,900.00	7,898.80	8,500.00	**8,500.00**
	Alleys	4,500.00	5,663.75	7,200.00	8,592.29	1,000.00	0.00	1,000.00	**1,000.00**
	Storm Sewers,Drains	3,000.00	1,761.06	4,400.00	433.60	5,000.00	695.20	0.00	**0.00**
	Meter Repairs	200.00	0.00	200.00	138.93	400.00	415.00	425.00	**425.00**
	County LFT/Streetlights	7,100.00	0.00	14,200.00	14,200.00	7,100.00	7,100.00	7,100.00	**7,100.00**
	Christmas Lights	500.00	107.85	500.00	0.00	500.00	0.00	0.00	**0.00**
	PIP Fees at Dysart	140.00	48.00	90.00	49.00	90.00	0.00	90.00	**90.00**
	Capitol Machinery/Equipment	6,000.00	3,589.00	3,000.00		2,000.00	3,194.00	3,000.00	**3,000.00**
	New Maintenance Bldg Costs	5,000.00	9,124.64	11,000.00	13,045.48	2,000.00	1,600.00	2,000.00	**2,000.00**
	Total Other Charges & Services	**95,280.00**	**77,608.49**	**109,930.00**	**97,472.73**	**86,680.00**	**68,737.41**	**83,405.00**	**86,705.00**
	Total Public Works-Highway	**237,714.84**	**208,555.71**	**257,879.00**	**122,293.51**	**87,580.00**	**207,515.06**	**243,971.46**	**225,883**

Parks and Recreation

#	Code	Description	2023 budget	2023 actual	2024 budget	2024 actual	2025 budget	2025 actual	2026 adopted	2027 proposed
1	454.530	Contribution to Recreation	13,524.50	13,524.50	3,040.75	3,040.75	3,041.00	3,040.75	3,041.00	**6,500**
	454.550	Contribution to Manager			10,483.75	10,483.75	10,484.00	10,483.75	10,484.00	**0**
		Total Recreation	**13,524.50**	**13,524.50**	**13,524.50**	**13,524.50**	**13,525.00**	**13,524.50**	**13,525.00**	**6,500**

Community Development

Portage Borough
2027 Proposed Budget — 2026 Comparison Expenses-Community Development

#	Code	Description	2023 budget	2023 actual	2024 budget	2024 actual	2025 budget	2025 actual	2026 adopted	2027 proposed
1	462.315	Arch, Mini-Park & Main St	2,500	3,515.38	2,500	4,613	2,500	7,687	2,500	**0**
2	462.400	Crichton McCormick Park				387		94	—	**0**
3	465.000	Capital Reserve/Interfund	3,000	3,000.00	3,000	3,000	3,000	—	3,000	**0**
4	465.010	Phase 4 Sidewalk Improve CFA		1,389.19		(1,389)		—	—	**0**
5	465.015	CFA Grant Phase 4 CMP Lighting				—		—	—	**0**
6	465.375	Capital Improvement Savings	175,000	221,036.09	180,000	188,749	200,000	184,560	170,000	**61,950**
	438.450	Contracted Road Resurfacing & Paving								**95,000**
		Total Community Development	**180,500.00**	**228,940.66**	**185,500.00**	**195,359**	**205,500**	**192,340**	**175,500**	**156,950**

Debt Services

Portage Borough
2027 Proposed Budget — 2026 Comparison Expenses-Debt Service

			2023		2024		2025		2026	2027
	Account	Account Description	Budget	Actual	Budget	0	Budget	Actual	Proposed	Proposed
Debt Service Expenditures						As of 11/22/24		As of 11/30/2025		
1	471.200	Debt Principal	$ 28,000	$ 16,768.05	$ 34,013.00	$ 117,416.75	$ 32,153	$ 39,524.96	$ 32,837	$32,837
2	472.200	Debt Interest	$ 1,119	$ 1,839.67	$ 3,000.00	$ 2,695.39	$ 4,000	$ 3,156.47	$ 5,048	$5,048
		2027 total appropriation adjustment (debt schedule to confirm)								(2,905.53)
		Total Debt Service	**$ 29,119**	**$ 18,607.72**	**$ 37,013.00**	**$ 120,112.14**	**$ 36,153**	**$ 42,681**	**$ 37,886**	34,980.00

Portage Borough Capital Improvement Fund

Historical Overview and 2027 Budget Outlook

Purpose and Historical Funding

Portage Borough historically maintained a dedicated Capital Improvement Fund to accumulate resources for major infrastructure, vehicles, equipment, and other long-term municipal assets. Under the former policy, approximately 50% of collected Earned Income Tax (EIT) revenue was allocated to capital savings. This approach supported the growth of capital reserves but reduced the amount of EIT revenue available for routine General Fund operations.

As the Borough evaluated recurring operating funding gaps, it became apparent that substantial capital money had accumulated without being committed to specific projects. Borough officials reviewed the capital allocation approach with the Solicitor, auditors, and financial consultants to improve financial flexibility while preserving the capacity to address future asset needs.

Historical Capital Allocations and Major Council Action

Period / Action	Amount	Historical treatment
2025 budget	$200,000	Capital/EIT allocation identified in prior budget discussions
2026 adopted budget	$170,000	Annual allocation to capital savings
July 20, 2026	$599,844.63	Council-authorized transfer of 50% of this unappropriated Capital Fund money to the General Fund (Rainy Day/Unallocated Fund Balance).
2027 proposal	$61,950	Proposed capital savings under existing 0.15% EIT allocation, reflecting revised $413,000 current EIT receipts. No new projects authorized.

July 20, 2026: Resolution No. 13-2026

At its July 20, 2026 meeting, Borough Council approved Resolution No. 13-2026 by a 5-0 vote. The action authorized the transfer of $599,844.63 in unappropriated resources from the Capital Fund to the General Fund, rescinded the previous requirement directing 50% of collected EIT revenue to capital, and established a more flexible policy under which up to 20% of collected EIT revenue may

be allocated to the Capital Fund annually, with the actual annual allocation determined through the budget process.

The purpose of this restructuring was to strengthen General Fund liquidity and provide greater flexibility for contingencies and essential municipal obligations without abandoning long-term capital planning. The $599,844.63 was an interfund transfer of existing Borough resources—not newly generated revenue, a grant award, or evidence that the entire amount was spent. Actual ending balances and subsequent uses must be established through the Borough's accounting records.

2027 Capital Outlook: Roads Only

For 2027, the current proposed budget includes a $95,000 contracted roadway resurfacing allocation for Blair Street, Webster Avenue, and conditional work on Legion Avenue and North Railroad Avenue. The $80,795 staff estimate and $14,205 allowance are documented in the roadway appendix; the four streets remain subject to utility clearances, final specifications and contract procurement.

No additional fleet purchases or non-road capital projects are scheduled under this road-specific proposal. Other initiatives previously discussed for planning purposes should not be treated as approved 2027 projects without a separate appropriation and Council action.

2027 Capital Savings Allocation

The revised 2027 budget proposes $61,950 for Capital Improvement Savings, using the existing current-EIT-based formula and $413,000 in current-year EIT receipts. Prior-year EIT receipts of $12,000 are counted in revenue but not the capital savings calculation. No additional capital project is authorized by this entry.

The Borough's emphasis is to sustain municipal services, responsibly use available reserves, and complete road work only after utility coordination and procurement. Future capital expenditures must be supported by an authorized appropriation and documented scope.

The Borough may evaluate enhanced road-maintenance funding and transportation grants for eligible future paving projects; grants are not counted as awarded or available in this 2027 budget.

Financial Stewardship and Future Planning

The proposed 2027 operating budget includes $841,365.00 in revenue and $1,025,680.55 in expenditures following the solid waste transition, EIT revenue revision to $425,000, removal of discontinued receipts, and full fire remittances. The $95,000 roads program remains in the spending schedule. Other eligible prior-year resources, not the $237,790.965 rainy-day target, would support the gap.

The operating shortfall of $184,315.55 requires a matching nonrecurring appropriation from OTHER legally eligible beginning resources. The 2027 plan seeks to retain $237,790.965 in unallocated rainy-day funds. The implied $422,106.515 total available opening balance and its distinction from the earlier $185,000 estimate must be documented before adoption.

Going forward, Council can review the Capital Fund allocation each budget year rather than automatically directing half of the EIT receipts into capital. Capital priorities should be established through a documented inventory and multi-year planning process, while funds not committed to a

project can be evaluated alongside operational reserves, road conditions, and other municipal obligations.

Summary for the 2027 Budget Book

Portage Borough has modernized the financial management of its Capital Improvement Fund by replacing an automatic, substantial EIT allocation with a Council-directed annual allocation.
Resolution No. 13-2026 previously authorized a $599,844.63 transfer of unappropriated capital resources into the General Fund. That historical transfer alone does NOT verify the separate 2027 balance. Prior to Council adoption, finance staff and the solicitor should confirm unrestricted available cash, fund classifications, prior commitments, the $237,790.965 rainy-day target, and the $184,315.55 other-source appropriation.

Taxes – This Budget Does Not Raise Taxes (Bare minimum suggested budget).

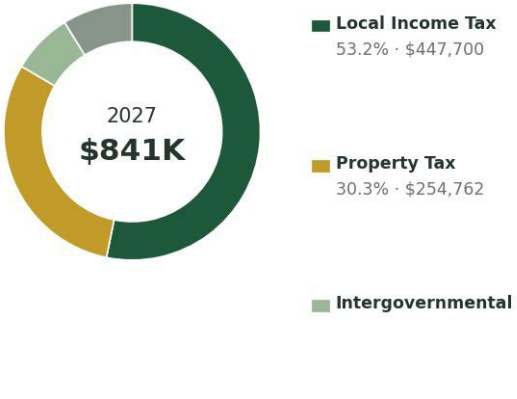
2027 Proposed DRAFT 3 Budget Overview at a Glance

PROPOSED 2027 FINANCIAL SUMMARY • Population: 2,495 residents

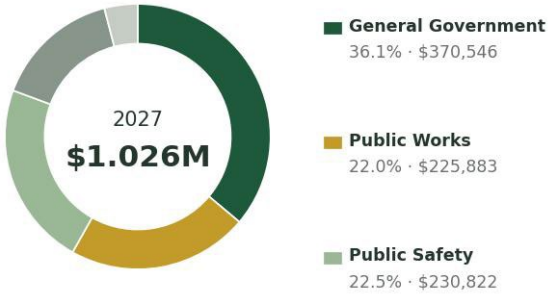
OPERATING REVENUE	TOTAL EXPENDITURES	FUND BALANCE APPLIED
$841,365.00 $28.10 / resident / month	$1,025,680.55 $34.26 / resident / month	$184,315.55 $6.16 / resident / month

WHERE THE DOLLARS COME FROM / WHERE THEY GO Percentage of 2027 total

REVENUE SOURCES



EXPENDITURE ALLOCATIONS



WHAT THE 2027 BUDGET MEANS PER RESIDENT Annual and monthly equivalents

SERVICE / EXPENDITURE	2027 BUDGET	ANNUAL / PERSON	MONTHLY / PERSON
General Government	$370,546	$148.52	$12.38
Public Works	$225,883	$90.53	$7.54
Public Safety	$230,822	$92.51	$7.71
Solid Waste	$0	$0.00	$0.00
Capital Savings Transfer	$61,950	$24.83	$2.07
Debt Service	$34,980	$14.02	$1.17
Recreation & Culture	$6,500	$2.61	$0.22
Road Resurfacing (438.450)	$95,000	$38.08	$3.17
TOTAL SPENDING	**$1,025,680.55**	**$411.09**	**$34.26**

2025 BUDGET → 2027 PROPOSED | REVISED COMPARISON

2025-to-2027 comparison: projected operating revenue decreases from $1,140,013.00 to $841,365.00 (−26.2%); proposed expenditures decrease from $1,367,549.00 to $1,025,680.55 (−25.0%); and the operating funding gap decreases from $227,536.00 to $184,315.55 (−19.0%).

APPENDIX C / 2027 ROADWAY RESURFACING

Public Works Capital Infrastructure Program | Draft for Council Review

Proposed program appropriation $95,000 | 438.450 — Contracted Road Resurfacing & Paving
Staff estimate: $80,795 ($71,212 asphalt + $9,583 milling); planning allowance: $14,205.

Prioritized 2027 paving locations

Priority / road segment	Length	Asphalt	Milling	Total
A | Blair Street: Washington Ave. to Orange Ave.	1,770 ft	$42,988	—	$42,988
A | Webster Ave.: 926 Webster Ave. to Blair St.	375 ft	$12,517	$4,250	$16,767
B* | Legion Ave.: Main St. to Lee St.	250 ft	$8,344	$2,833	$11,177
B* | N. Railroad Ave.: Main St. to Lee St.	300 ft	$7,363	$2,500	$9,863
TOTAL STAFF ESTIMATE	**2,695 ft**	**$71,212**	**$9,583**	**$80,795**

**B = conditional utility clearance. Blair and Webster constitute the $59,755 base project; Legion and North Railroad constitute $21,040 in conditional work.*

Program controls and execution

Utility sequencing: Prioritize Ward 1. Hold Legion and North Railroad until Continental confirms water-main completion and pavement restoration. Defer full-depth paving in Ward 2 where sewer work is anticipated; coordinate Ward 3 with ongoing underground construction.

Bid readiness: Field-verify lengths, widths, pavement condition, base repairs, drainage, accessibility, pavement markings, traffic control and the missing Blair Street milling quantity. Staff figures are preliminary, not bids.

2027 schedule: Winter: utility review / final scopes. Spring: specifications and competitive procurement. Summer to early fall: paving, inspection and closeout, subject to award and weather.

Budget and accounting: Account 438.450 includes $95,000 in road resurfacing, and account 465.375 contributes $61,950 to capital savings. These sum to $156,950 in Community Development / CIP and are already counted within total budgetary spending.

Council decision: Approve the proposed program and funding ceiling as part of the budget, with final street selection, utility clearance, procurement, and contract award subject to additional Council action.

PORTAGE BOROUGH

Earned Income Tax Adjustment

A Two-Year Strategy for Fiscal Stability

2027–2028 operating outlook | Protection of unallocated reserves

PROPOSED RESIDENT RATE CHANGE

1.0% → 1.5%

Borough share | 2.0% combined resident rate with school district

Illustrative effective date: July 1, 2027

PRELIMINARY SCENARIO • FOR COUNCIL AND PUBLIC REVIEW

HYPOTHETICAL SITUATION

November 11, 2026 | Does not constitute an adopted tax ordinance

Executive overview

Portage Borough can evaluate a mid-year resident Earned Income Tax (EIT) adjustment as a means of reducing its 2027 funding gap and moving toward a potentially self-sustaining 2028 operating budget. The proposal increases the Borough resident EIT rate by 0.5 percentage points, while leaving the school district share unchanged.

Taxing jurisdiction	Current rate	Proposed rate
Portage Borough	1.00%	1.50%
School district	0.50%	0.50%
Combined resident EIT	**1.50%**	**2.00%**

Planning indicators

Measure	2027 without increase	2027 July EIT	2028 full-year EIT
Operating revenue	$841,365.00	$944,615.00	$1,047,865.00
Operating expenditures	$1,025,680.55	$1,025,680.55	$1,025,680.55
Operating result	**−$184,315.55**	**−$81,065.55**	**+$22,184.45**

Four essential conclusions

- 2027: A July 1 start is estimated to add $103,250, reducing required fund-balance financing by approximately 56%.
- 2028: At a full-year run rate, the scenario yields an illustrative $22,184.45 operating surplus before any new capital or reserve allocation.
- Rainy-day target: The existing policy intent is to preserve $237,790.965 (displayed as $237,790.97) in unallocated General Fund resources and finance remaining 2027 costs from other eligible reserves.
- Critical assumption: The forecast treats the $413,000 current-year municipal EIT line as fully eligible for the resident-only rate increase. Actual resident versus nonresident collections must be confirmed.

Budget baseline: Portage Borough 2027 Rainy Day Protected Budget (November 11, 2026). Amounts are scenario projections; neither beginning reserve availability nor future taxable collections have been audited or verified.

Why the adjustment is under consideration

Municipal insurance, employee benefits, public safety, professional services, and infrastructure create persistent spending pressure. The Borough also expects Pro Disposal to take over direct solid waste billing in 2027, removing both sanitation revenue and related Borough hauling/billing costs from the General Fund.

Without an additional recurring revenue source, the 2027 proposed General Fund budget contains $841,365.00 in operating receipts and $1,025,680.55 in appropriations, leaving a $184,315.55 gap. The current rainy-day strategy would cover that gap from other verified prior-year resources while protecting the specified unallocated reserve target. The EIT proposal reduces the amount that must be drawn from those other resources.

2027: Reducing the amount financed from prior years

The existing current-year municipal EIT account is budgeted at $413,000; an additional $12,000 in prior-year EIT receipts brings the current EIT revenue category to $425,000. This scenario holds the $12,000 prior-year estimate unchanged and applies the prospective increase only to the assumed resident portion of current collections.

2027 calculation and financing

Budget component	Baseline	July 1 scenario
Operating revenue	$841,365.00	$944,615.00
Additional current-year resident EIT	—	+$103,250.00
Operating expenditures	$1,025,680.55	$1,025,680.55
Required use of other fund balance	$184,315.55	$81,065.55
Protected rainy-day fund target	$237,790.97	$237,790.97

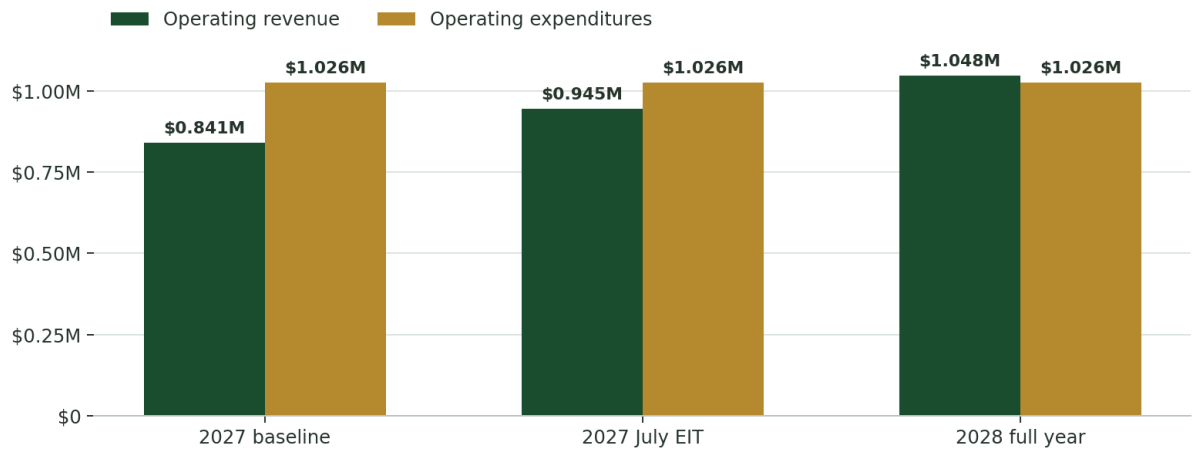


Figure 1. Revenue and spending are shown on the same constant-dollar expenditure basis; 2027 collections assume six months at the higher resident tax rate.

Under this illustration, the Borough would require $81,065.55 in 2027 financing from other legally available prior-year General Fund resources instead of $184,315.55. The rainy-day amount remains designated for protection; it is not counted as additional recurring revenue and is not itself the funding source for the operating gap.

Financing classification: Depending on where the money is legally held, it may be a prior-year General Fund appropriation or a properly authorized interfund transfer. The actual source and available balances must be documented before adoption.

2028: Potential operating surplus and future allocation

A full year of the 0.5 percentage-point resident-rate adjustment could produce $206,500 in additional annual EIT receipts using the same assumed $413,000 eligible current-year base. Assuming all other receipts and expenditures remain at the 2027 planning levels, the operating result turns positive.

2028 measure	Illustrative amount
Baseline operating revenue	$841,365.00
Full-year additional resident EIT	+$206,500.00
Total projected operating revenue	$1,047,865.00
Unchanged expenditure baseline	$1,025,680.55
Projected operating surplus	**+$22,184.45**

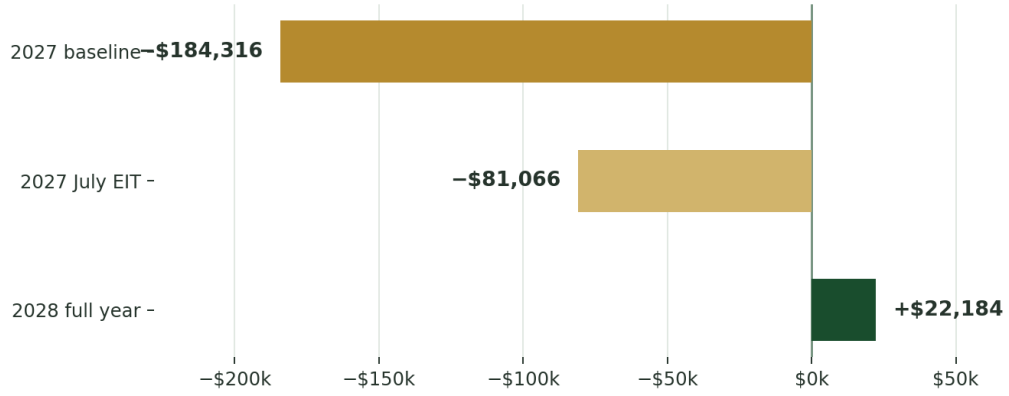


Figure 2. The operating gap narrows in 2027 and becomes a modest projected surplus in 2028, assuming no growth in the expenditure baseline.

Proposed 50/50 policy for a realized surplus

After operating obligations are covered and the year-end results confirmed, Council could divide excess operating resources equally: 50% to an additional capital transfer and 50% retained in unallocated General Fund balance. This would supplement—not replace—the existing $61,950 budgeted capital savings contribution.

Use of projected 2028 operating surplus	Amount
Additional capital transfer (50%)	$11,092.23
Retained as additional unallocated balance (50%)	$11,092.22
Total illustrative allocation	**$22,184.45**

The retained $11,092.22 represents year-end fund balance growth, not an operating expenditure. The additional capital transfer would be an appropriation. The precise year-end allocation should be adopted through the Borough's legally applicable budget procedures.

Resident impact: What an additional 0.5% means

An increase of 0.5 percentage points equals $5 of additional EIT for every $1,000 of taxable earned income. The following examples assume an individual has the same taxable earnings throughout the year and no offsets or credits. The monthly figures reflect the incremental EIT only—not total EIT withheld.

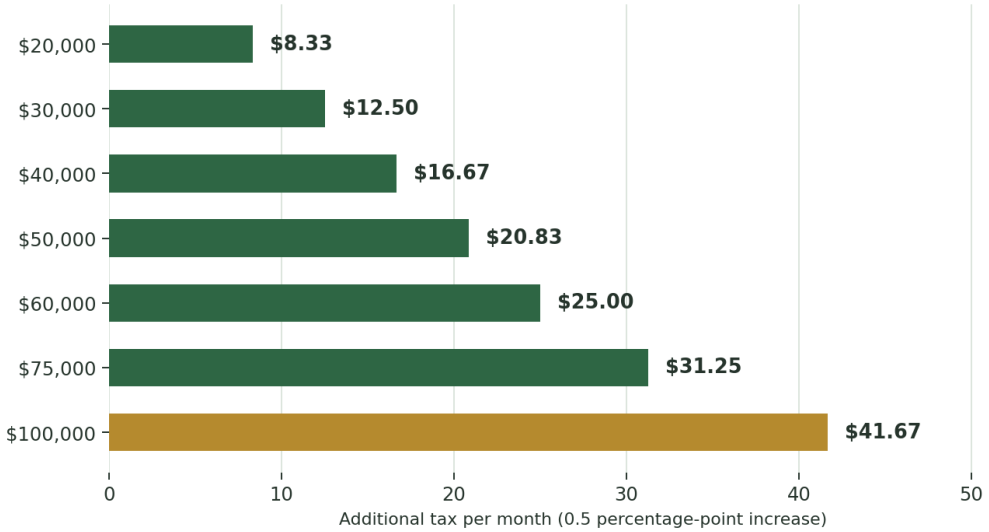


Figure 3. Additional monthly EIT at different annual taxable-earnings levels, following a 0.5 percentage-point resident increase.

Annual taxable earnings	Additional / month	July–Dec. 2027	Full 2028 year
$20,000	$8.33	$50.00	$100.00
$30,000	$12.50	$75.00	$150.00
$40,000	$16.67	$100.00	$200.00
$50,000	$20.83	$125.00	$250.00
$60,000	$25.00	$150.00	$300.00
$75,000	$31.25	$187.50	$375.00
$100,000	$41.67	$250.00	$500.00

For example, a resident earning $40,000 of taxable wages would pay approximately $16.67 more per month, or $100 during the second half of 2027. At the same annual income, the full-year difference would be $200 in 2028.

Comparing EIT with a real estate tax increase

Property taxes are generally assessed on the value of real property, not the homeowner's current earnings. A property-tax increase can therefore affect retirees and households with fixed retirement income without corresponding increases in cash flow.

Local EIT generally applies to taxable compensation and business net profits. Social Security benefits, qualifying retirement pensions and retirement distributions, ordinary interest, and dividends are not included in local EIT. A retiree who works or operates a business can still owe EIT on that earned portion.

EIT is not automatically less burdensome for every resident: working families pay more, and the flat rate does not adjust for household size, childcare expenses, or other personal costs. Council should acknowledge these tradeoffs while evaluating its choice of revenue source.

How different types of income are affected

Example of household income	Additional resident EIT?
Wages and salaries	Yes, on taxable earned income
Business net profits	Generally yes, if taxable as local net profits
Social Security	No
Qualifying pension or retirement distributions	No
Ordinary bank interest and investment dividends	No
Retiree who continues part-time work	Yes, on taxable wages only

Public communication considerations

- An EIT adjustment is income-based rather than property-value-based, but it imposes an added cost on active wage earners and self-employed residents.
- A resident who relies solely on qualifying retirement income generally will not incur the incremental EIT; a retiree with taxable employment or business income may.
- Households with multiple earners may experience combined increases. For instance, two residents earning $40,000 each would collectively owe approximately $33.33 more per month.
- The monthly illustrations are rounded, and actual tax liability can differ because of residency, withholding, timing and permitted credits.

Income examples reflect general Pennsylvania local EIT categories, not individualized tax advice. The Borough should have the tax collector review public-facing resident FAQs before release.

Legal authority and implementation process

Portage Borough's Home Rule Charter and Pennsylvania's local-tax statutes provide the framework for evaluating an increased resident EIT. Home-rule taxing authority is broader for residents than for nonresidents; the proposed 0.5 percentage-point increase must be limited to the appropriate resident tax base and reviewed by the Solicitor. [1–3]

01 Verify the tax base and authority. Obtain resident-versus-nonresident EIT receipts from the designated Act 32 collector, and have the Borough Solicitor review 53 Pa.C.S. § 2962(b), the Local Tax Enabling Act, existing municipal tax ordinances, and the Home Rule Charter.

02 Draft the proposed ordinance. Specify the Borough resident rate of 1.5%, school district share remaining 0.5%, total resident rate of 2.0%, applicable resident/nonresident distinctions, and July 1, 2027 effective date.

03 Advertise a hearing. Under the Charter, tax-rate ordinances require a public hearing. Section 506 calls for newspaper notice no less than 14 and no more than 30 days ahead of the hearing; § 508 addresses the content of the notice. [1]

04 Hold the public hearing. Accept testimony and written comments. Substantial substantive changes after the hearing may require a further noticed hearing under Charter § 507. [1]

05 Consider adoption in public session. Council may consider the ordinance after the applicable hearing, notice, and deliberation requirements are satisfied. The Borough Solicitor should confirm procedural compliance and enactment language.

06 Publish and record the ordinance. Charter § 509 provides for post-adoption publication within 30 days and permits a later specified effective date; § 510 addresses recording. [1]

07 Submit for the July 1 withholding cycle. Pennsylvania law allows the new withholding rate to take effect July 1 if the required enactment/rate-change information reaches DCED by June 1. The official register generally releases the updated rate June 15. Coordinate forms, PSD details, and employer notices with Berkheimer or the current designated tax collector. [3–4]

08 Track collections and reserve use. Monitor collections, employer withholding implementation, revenue variances, and any needed budget amendments. Reconcile sources and restricted/unrestricted classifications before any General Fund financing or capital allocations.

Proposed planning calendar

Date / period	Action
December 2026	Possible ordinance hearing and Council consideration, subject to notice and legal review
By June 1, 2027	Required DCED information received for intended July 1 withholding change
June 15, 2027	Anticipated DCED official-rate register release
July 1, 2027	Proposed implementation of new resident rate
2028 fiscal year	First full-year budget of projected incremental revenue

The December 7 hearing and December 18 Council date are contemplated local planning dates, not confirmation that an EIT ordinance has been advertised or adopted.

Risk, sensitivity, and practical safeguards

The financial forecast is a scenario—not a certified revenue estimate. The $413,000 current-year EIT line may include receipts that cannot be increased under a resident-only ordinance. Actual collections will also depend on wages, residency, employer withholding, timing, tax credits and administration.

2028 surplus sensitivity to eligible resident EIT collections

Eligible share of the $413,000 base	Full-year incremental EIT	2028 operating result
100%	$206,500	+$22,184
95%	$196,175	+$11,859
90%	$185,850	+$1,534
85%	$175,525	−$8,791

With the other assumptions fixed, approximately 89.3% of the current-year EIT base would have to qualify for the increase to reach a positive 2028 operating result. A 3% increase in the expenditure baseline (approximately $30,770) would instead produce an estimated $8,586 deficit even in the 100%-eligible scenario.

Pre-adoption financial controls

- Request actual resident, nonresident and prior-year EIT collections from the designated tax officer; isolate the legally eligible resident base.
- Validate available prior-year unrestricted General Fund resources and determine whether a separate interfund transfer is legally permitted or necessary.
- Retain $237,790.965 as a protected rainy-day reserve objective and do not label it a verified year-end cash balance until reconciled.
- Review whether the current $61,950 capital savings allocation is formula-linked to EIT collections; update the scenario if the appropriation must increase with the tax base.
- Stress-test the forecast for rising healthcare, insurance, debt service, wage, and public works costs; reassess forecasts at least quarterly.
- Show pass-through fire tax and fire relief receipts with equal matching fire-department expenditures to avoid overstating discretionary revenue.

Closing: From temporary financing toward structural balance

The proposed resident EIT adjustment offers a path to reduce reliance on prior-year reserves while maintaining essential municipal services and infrastructure commitments. Under an illustrative July 1, 2027 start, the additional $103,250 could reduce the Borough's operating financing gap to $81,065.55. A full year of collections in 2028 could potentially result in $22,184.45 of operating surplus, subject to the tax base and expenditure assumptions described above.
If realized, a transparent 50/50 policy could dedicate approximately $11,092 toward new capital investment and retain approximately $11,092 in unallocated General Fund balance, while keeping the protected rainy-day reserve intact. The underlying objective is durable financial capacity: fewer one-time balancing draws, sustained services, predictable capital planning, and honest public communication about tradeoffs.

Appendix: Calculation methodology and source notes

These formulas explain how the 2027–2028 estimates were constructed. They are intended to make the proposed rate change reproducible and to identify the assumptions that must be confirmed before Council relies on the projections.

Model calculation

Calculation step	Illustrative computation
Eligible current-year resident municipal EIT base	$413,000 × assumed 100% resident-eligible share
Incremental annual yield at +0.5 percentage points	$413,000 × (0.5% ÷ 1.0%) = $206,500
2027 mid-year incremental yield	$206,500 × 6 ÷ 12 = $103,250
2027 required financing	$1,025,680.55 − ($841,365 + $103,250) = $81,065.55
2028 operating result	($841,365 + $206,500) − $1,025,680.55 = $22,184.45

Assumptions carried into the forecast

- The 2027 budget baseline carries $61,950 of capital savings and $95,000 in contracted roadway resurfacing appropriations; no double-counting of those lines is assumed.
- The $12,000 prior-year EIT amount is left unchanged; only the assumed $413,000 current-year municipal resident tax base is multiplied by the incremental rate.
- The protected $237,790.965 rainy-day balance is a reserve policy target, not a revenue line or a verified bank balance.
- The 2028 projection holds other revenue, payroll, insurance and operating expenses constant, so it is not a full inflation-adjusted forecast.

Source notes and statutory references

[1] Portage Borough Home Rule Charter, Article V, §§ 505–510 (public hearing, notice, adoption publication, and recording). https://codelibrary.amlegal.com/codes/portage/latest/portageb_pa/0-0-0-298

[2] 53 Pa.C.S. § 2962(b) (home-rule tax authority and nonresident limitations). https://www.legis.state.pa.us/WU01/LI/LI/CT/HTM/53/00.029.062.000..HTM

[3] Local Tax Enabling Act, 53 P.S. §§ 6924.502 and 6924.511 (January/July implementation; register updates and deadlines). https://www.legis.state.pa.us/WU01/LI/LI/US/HTM/1965/0/0511..HTM

[4] PA Department of Community and Economic Development, Local Withholding Tax FAQs. https://dced.pa.gov/local-government/local-income-tax-information/local-withholding-tax-faqs/

[5] Portage Borough 2027 Rainy Day Protected Budget, November 11, 2026 (working financial assumptions and proposed 2027 appropriations).

This planning narrative does not replace a solicitor’s opinion, verified tax-collector data, an adopted ordinance, or an audited General Fund balance.

Public Hearing – Ordinance 5-2024 Ordinance Update

I. CALL TO ORDER

President George Wozniak called the public hearing to order at approximately **6:20 p.m.** to consider proposed amendments to Ordinance 5-2024, "Temporary Restoration" Section 1-112, Paragraphs 1 and 2.

Borough Manager, Dr. Makayla Zonfrilli-Lang, explained that the proposed ordinance amendments had been discussed at previous Council meetings and that the draft language had been made available and properly advertised in accordance with applicable requirements.

II. PUBLIC COMMENT

President Wozniak opened the floor for public comment regarding the proposed ordinance amendments.

No public comments were received.

III. APPROVAL OF ORDINANCE AMENDMENTS

Council considered the proposed amendments to Ordinance 5-2024, Temporary Restoration, Section 1-112, Paragraphs 1 and 2, as presented.

ON MOTION OF MR. SCARTON, SECONDED BY MR. PORTASH, COUNCIL APPROVED THE PROPOSED AMENDMENTS TO ORDINANCE 5-2024, TEMPORARY RESTORATION, SECTION 1-112, PARAGRAPHS 1 AND 2, AS PRESENTED. MOTION CARRIED 7-0.

IV. ADJOURNMENT

There being no further business or public comment, President Wozniak requested a motion to adjourn the public hearing.

ON MOTION OF MR. SLEBODNICK, SECONDED BY MR. CADWALLADER, COUNCIL APPROVED ADJOURNMENT OF THE PUBLIC HEARING. MOTION CARRIED 7-0.

The public hearing concluded prior to the regularly scheduled Council meeting at 6:30 p.m.

Respectfully Submitted,

Jessi Carney
Recording Secretary

Portage Borough Council Meeting August 17, 2026

A meeting of Portage Borough Council was held on Monday, August 17, 2026, in Borough Council Chambers.

Council members present: George Wozniak, President; Ron Cadwallader, Vice President; Mayor Bob Fox; Henry Harrison; Perry Scarton; Mark Slebodnick; and Ron Portash. All seven members were present.

Also present: Borough Manager Dr. Zonfrilli-Lang and Recording Secretary Jessi Carney.
Other attendees included Rebecca Kissell, Haley Buck, and Bruna Kissell of the Women's Club of Portage, Jeremy Shuniak-Fire Chief of Mainline Fire and Rescue Service, Ray Clawson from The Dispatch, Irene Huschak from the Historical Society, Gary Vaughn Sr., and Gary Vaughn Jr.

I. CALL TO ORDER

President George Wozniak called the regular meeting of Portage Borough Council to order at 6:30 p.m. on Monday, August 17, 2026, in Borough Council Chambers. The meeting began with the Pledge of Allegiance, followed by a moment of silence.

II. SPECIAL PRESENTATION: WOMEN'S CLUB OF PORTAGE, PROJECT BELONG

Council approved a motion to proceed out of agenda order to recognize representatives of the Women's Club of Portage.

MOTION CARRIED 7-0.

Rebecca Kissell, Co-President of the Women's Club of Portage, addressed Council regarding Project Belong, a proposed inclusive and accessible early childhood recreation area at Crichton McCormick Park. She was accompanied by Women's Club representatives and Haley Buck, a Portage Area High School sophomore and Senior Girl Scout who is incorporating the project into her Gold Award.

Mrs. Kissell explained that Project Belong is intended to provide accessible recreational opportunities for children of all abilities, primarily ages six months through five years. The proposed playground would be constructed adjacent to the existing Kids Place playground and would complement, rather than replace, the existing facilities.

The preliminary design includes a separate play area for infants and toddlers ages six through twenty-three months, a central play area for children ages two through five, accessible ramps, rubberized safety surfacing, sensory play equipment, fencing, sidewalks, accessible parking, and pathways throughout the recreational area. The equipment is also intended to accommodate older children and individuals with disabilities.

Mrs. Kissell stated that the project is being designed around seven principles of inclusive design and six elements of active play, with the goal of potentially qualifying as Cambria County's first national demonstration site upon completion and satisfaction of the applicable criteria.

The current vendor proposal was estimated at approximately **$557,000 for playground equipment and installation**. Mrs. Kissell emphasized that this figure does not represent the total project cost, as additional expenses for engineering, grading, drainage, site preparation, parking, permits, and infrastructure have not yet been determined.

The Women's Club has begun exploring private fundraising, corporate sponsorships, community donations, nonprofit grants, and state and federal funding opportunities. The project is anticipated to proceed in phases as funding becomes available. Mrs. Kissell requested the Borough's cooperation in further evaluating the project, including assistance with engineering requirements, municipal approvals, grant opportunities, property responsibilities, construction oversight, insurance, maintenance, and long-term ownership. She clarified that the Women's Club was not requesting immediate construction approval or a commitment from the Borough to fund the project.

During discussion, Council questioned the estimated cost and opportunities to reduce expenses through donated labor and in-kind services. Mrs. Kissell explained that preliminary discussions with the playground consultant identified potential savings of approximately $180,000 through assistance with site preparation and related work. It was clarified that authorization to proceed with planning would not obligate the Borough to provide funding or approve construction.

ON MOTION OF MR. PORTASH, SECONDED BY MR. SLEBODNICK, COUNCIL AUTHORIZED THE BOROUGH MANAGER TO WORK WITH THE WOMEN'S CLUB OF PORTAGE AND APPROPRIATE BOROUGH REPRESENTATIVES TO FURTHER EVALUATE AND DEVELOP PROJECT BELONG, THE PROPOSED INCLUSIVE RECREATION AREA ADJACENT TO THE EXISTING KIDS PLACE PLAYGROUND AT CRICHTON MCCORMICK PARK. MOTION CARRIED 7- 0.

III. EXECUTIVE SESSION

Council proceeded out of agenda order to address the scheduled executive session.

ON MOTION OF MR. CADWALLADER, SECONDED BY MR. PORTASH, COUNCIL APPROVED ENTERING EXECUTIVE SESSION PURSUANT TO THE PENNSYLVANIA SUNSHINE ACT TO DISCUSS PERSONNEL MATTERS, LITIGATION, LEGAL STRATEGY, AND THE ACQUISITION OR LEASE OF REAL PROPERTY. MOTION CARRIED 7-0.

ON MOTION OF MR. SLEBODNICK, SECONDED BY MR. PORTASH, COUNCIL APPROVED EXITING EXECUTIVE SESSION AT 6:46 P.M. MOTION CARRIED 7- 0.

ON MOTION OF MR. SLEBODNICK, SECONDED BY MR. CADWALLADER, COUNCIL APPROVED RETURNING TO THE REGULAR COUNCIL MEETING AT 7:37 P.M. MOTION CARRIED 7-0.

IV. REPORTS

A. Borough Manager's Report

The Borough Manager advised Council that several items normally included in the Manager's Report would be addressed individually under the corresponding agenda items.

B. Solicitor's Report

No separate report was presented.

C. Police Chief's Report

No separate report was presented.

D. Engineer's Report

The Borough Engineer's written report was included in the Council meeting packet for review. No additional discussion was recorded.

E. Public Works Director's Report

No separate report was presented.

F. Fire Department Report

Jeremy Shuniak, Fire Chief of the newly consolidated **Mainline Fire and Rescue Service** provided Council with an update regarding the department's merger, operations, and future plans. Mr. Shuniak reported that the department had responded to **337 incidents year to date**, including 134 incidents within Portage Borough. The remaining incidents occurred in surrounding municipalities and mutual aid response areas. The official merger of the participating fire departments took effect on June 23, 2026, creating Mainline Fire and Rescue Service. Administrative officers and line officers were elected during July, with the current officers serving through 2026 and 2027.

It was explained that none of the existing fire stations would close as a result of the merger. The consolidated organization

would operate as Company 8, while the Portage station would retain its traditional Station 83 designation. Other stations would also retain their respective station identities and numbering.

The department plans to establish a community advisory board during the final quarter of 2026, consisting of representatives from the municipalities served. The board would serve in an advisory and informational capacity, allowing municipalities to remain informed about department operations, planning, and future needs. It would not have voting authority over departmental decisions.

Mr. Shuniak stated that no major capital projects are currently planned, as the department continues paying off its ladder truck. Future apparatus purchases may be considered once that obligation is satisfied. The department continues pursuing grant funding for equipment and operational needs.

Discussion also included the department's ongoing review of insurance coverage and the possibility of obtaining competitive quotes from local insurance providers. Council requested that department representatives provide updates on a quarterly basis, with additional appearances as necessary.

Bob Fox also raised concerns regarding parking near the fire station's apparatus doors and requested that vehicles not obstruct access. Questions concerning the use of emergency lights and sirens on privately owned vehicles were addressed, with the representative explaining that certain authorized chief officers are permitted to use the appropriate emergency equipment.

V. CORRESPONDENCE

The Borough Manager reported that there was no correspondence to present.

VI. CITIZEN INPUT ON AGENDA ITEMS

A. Waste Collection and Recycling

Mr. Gary Vaughn Sr. addressed Council regarding the proposed waste collection contract and the additional charge listed for recycling services. He questioned whether all Borough residents would be required to pay an additional recycling fee, particularly residents who already utilize the recycling containers located behind the Borough Building. He expressed concern that the additional charge would increase the cost of waste collection for senior citizens and residents who do not require an additional recycling container.

The Borough Manager clarified that the proposed larger recycling container service would be optional. Residents may continue utilizing the existing public recycling collection locations or their current yellow recycling containers without paying the additional fee for the optional service.

Additional questions were raised regarding the availability of smaller waste containers for qualifying senior citizens and whether residents would be required to select a container size.
She explained that the standard residential container would be 95 gallons, with a smaller 35-gallon container available to eligible senior citizens. Eligibility requirements would be confirmed with the waste collection provider and communicated to residents.

B. Project Belong and Park Oversight

Mr. Vaughn also expressed support for the proposed inclusive playground and questioned whether the Borough was legally required to provide accessible recreational facilities for children with disabilities.

He requested clarification regarding ownership of Crichton McCormick Park and the relationship between Borough Council and the Recreation Commission.

During discussion, it was explained that the Borough and Township share an interest in the park property. Mr. Vaughn questioned the extent of Council's oversight concerning park operations, recreational improvements, and decisions made by the Recreation Commission.

He acknowledged the Borough's involvement in grant applications and financial contributions to the park and expressed support for further consideration of Project Belong.

C. Residential Water and Sewer Service Line Coverage

Gary Vaughn Sr. questioned the proposed residential service line protection program and whether coverage would apply to upgrades required by the Water and Sewer Authority. The Borough Manager clarified that the program is intended to cover qualifying repairs or replacement of damaged service lines, rather than routine maintenance or upgrades required solely to meet new standards.

It was explained that if an insured service line were to fail and require replacement, the replacement would be completed in accordance with applicable standards and coverage provisions. However, the program would not automatically pay to replace an otherwise functioning line simply because new infrastructure requirements were established.

D. Proposed Advisory Committees

Mr. Vaughn expressed support for establishing resident advisory committees, particularly those addressing code enforcement and Borough budgeting. He suggested that a Code Enforcement Advisory Committee could include representation from the Borough's individual wards, allowing members to assist with identifying and reporting property maintenance concerns within their respective areas.

Mr. Vaughn also discussed the potential benefits of a Budget Advisory Committee, noting that residents with backgrounds in accounting, banking, finance, or municipal operations could provide valuable input during the budget process. He encouraged Council to consider resident participation as a way to increase public involvement and provide additional assistance with Borough matters.

VII. MINUTES OF PREVIOUS MEETINGS

The Borough Manager advised Council that the minutes from June 1 and June 15, 2026 meetings were still being corrected and amended. It was explained that previous drafts incorrectly reflected all seven Council members as present and that corrections were necessary to accurately document attendance.

She also stated that additional time was needed to review the July 20, 2026 Council meeting minutes for accuracy. The outstanding minutes were expected to be presented to Council at the September meeting. **No motion to approve the previous meeting minutes was presented.**

VIII. MOTIONS AND FINANCIAL MATTERS

A. Treasurer's Report

The Treasurer's Report was presented to Council, reflecting total revenue of **$86,658.89**.

ON MOTION OF MR. CADWALLADER, SECONDED BY MR. HARRISON, COUNCIL APPROVED THE TREASURER'S REPORT AS PRESENTED.
MOTION CARRIED 7-0.

B. Bills to Be Paid

Council reviewed the list of bills to be paid totaling **$136,195.85**, which had been distributed prior to the meeting.

The Borough Manager explained that the amount was higher than usual due to expenses associated with the Borough's lighting improvement project and payment to Pro Disposal.

The lighting project expenses are fully reimbursable through grant funding. The Borough Manager further explained that the payment to Pro Disposal would be reimbursed through the Water Authority.

ON MOTION OF MR. PORTASH, SECONDED BY MR. SCARTON, COUNCIL APPROVED THE LIST OF BILLS TO BE PAID IN THE AMOUNT OF $136,195.85.
MOTION CARRIED 7-0.

C. Municipal Assistance Program and Comprehensive Borough Plan, Resolution 14-2026

Council considered Resolution 14-2026, authorizing an application to the Municipal Assistance Program for preparation of an updated Comprehensive Borough Plan and a commitment of up to $50,000 toward the required 50% local matching contribution. The Borough Manager explained that an updated Comprehensive Plan would establish a coordinated framework for zoning, revenue planning, economic development, Main Street designation, ordinance recodification, infrastructure improvements, community development, and other long-term municipal priorities.

Although the Borough previously adopted a Comprehensive Plan, the existing document does not adequately address several areas now commonly required or considered during competitive grant applications, including zoning districts, ordinance recodification, and Main Street designation.

She discussed the potential benefits of pursuing a Main Street designation, including opportunities for facade improvement grants that could assist local businesses in improving their properties without requiring direct Borough funding.

The Borough's engineering firm is exploring available assistance with the planning process. Additional technical and planning assistance may be available through the Pennsylvania Department of Community and Economic Development and Cambria County, potentially reducing the Borough's overall financial responsibility.

The Borough Manager emphasized that the $50,000 commitment represents a maximum amount for purposes of the application and that the actual costs could be considerably lower. Council would have the opportunity to review the estimated costs before determining whether to proceed with subsequent phases.

ON MOTION OF MR. PORTASH, SECONDED BY MR. CADWALLADER, COUNCIL APPROVED RESOLUTION 14-2026, AUTHORIZING AN APPLICATION TO THE MUNICIPAL ASSISTANCE PROGRAM FOR PREPARATION OF A COMPREHENSIVE BOROUGH PLAN AND COMMITMENT OF UP TO $50,000 AS THE REQUIRED LOCAL MATCH.
MOTION CARRIED 7- 0.

D. Fence Variance Public Hearing, 1006 Webster Avenue

Council considered a motion to advertise a public hearing regarding a fence variance request submitted by Mr. Castel for the property located at 1006 Webster Avenue. The public hearing was proposed for September 21, 2026, at 6:20 p.m., with legal notices to be published on August 27 and September 10, 2026.

The Borough Manager explained that the property owner intends to install a fence along the property line and may also construct a garage. The property owner was advised that any proposed garage construction would be subject to applicable building codes and permit requirements. The Borough Manager further advised that Mr. Castel would be responsible for the advertising costs associated with the variance request.

ON MOTION OF MR. HARRISON, SECONDED BY MR. PORTASH, COUNCIL APPROVED ADVERTISING A PUBLIC HEARING FOR SEPTEMBER 21, 2026, AT 6:20 P.M. REGARDING THE FENCE VARIANCE REQUEST FOR 1006 WEBSTER AVENUE, WITH LEGAL NOTICES TO BE PUBLISHED AUGUST 27 AND SEPTEMBER 10, 2026.
MOTION CARRIED 7- 0.

E. Special Budget Workshop Meetings

Council considered scheduling three special budget workshop meetings for October 7, October 12, and October 14, 2026, at 6:00 p.m. at the Portage Borough Building, 721 Main Street. The Borough Manager explained that beginning budget discussions earlier in the year would provide Council with additional time to review anticipated revenues, expenditures, departmental needs, and other financial priorities. Additional budget discussions may be scheduled in November before the Thanksgiving holiday. She emphasized the importance of conducting a thorough budget review and allowing sufficient time for Council members to consider proposed expenditures and financial decisions.

ON MOTION OF MR. PORTASH, SECONDED BY MR. CADWALLADER, COUNCIL APPROVED SCHEDULING SPECIAL BUDGET WORKSHOP MEETINGS FOR OCTOBER 7, OCTOBER 12, AND OCTOBER 14, 2026, AT 6:00 P.M. AND AUTHORIZED THE BOROUGH MANAGER/SECRETARY TO ADVERTISE THE MEETINGS IN ACCORDANCE WITH THE BOROUGH'S HOME RULE CHARTER, ADMINISTRATIVE CODE, AND PENNSYLVANIA SUNSHINE ACT.
MOTION CARRIED 7-0.

F. Community Harvest Fest Street Closure

Council considered a request from the Community Harvest Fest Committee to temporarily close a portion of Grant Street for the 16th Annual Community Harvest Fest.

The request included closure of one-half of Grant Street northbound, including parking spaces along the Bethany United Methodist Church parking lot, from approximately 11:30 a.m. until 6:30 p.m. on Sunday, October 18, 2026.

ON MOTION OF MR. PORTASH, SECONDED BY MR. HARRISON, COUNCIL APPROVED THE COMMUNITY HARVEST FEST COMMITTEE'S REQUEST FOR THE TEMPORARY STREET CLOSURE ON OCTOBER 18, 2026.
MOTION CARRIED 7- 0.

IX. BID AWARDS

A. C arted Waste Collection Services, Pro Disposal

Council reviewed the results of the Borough's request for proposals for carted residential waste collection services. The Borough Manager recommended awarding the five-year contract to Pro Disposal as the lowest bidder for carted waste collection services. The proposed contract provides a standard 95-gallon waste container for residential customers and a smaller 35-gallon container for eligible senior citizens.

The following monthly rates were presented:

Contract Year	96g Toter	Senior 36g Toter
Year 1	$14.58	$12.58
Year 2	$14.99	$12.99
Year 3	$15.47	$13.47
Year 4	$15.93	$13.93
Year 5	$16.72	$14.72

The Borough Manager explained that the proposed rates represent a relatively modest increase over the five-year contract period. Council discussed recycling services and the optional availability of larger recycling containers. It was clarified that residents would not be required to purchase the additional recycling service and could continue using their existing yellow recycling containers or public recycling collection locations without an additional charge.

The Borough Manager further confirmed that the Borough's annual spring cleanup would continue as part of Pro Disposal's community engagement commitments included in the request for proposals.

A Council member questioned the eligibility requirements for senior citizen waste collection rates. The Borough Manager indicated that the age requirement would be confirmed with Pro Disposal and communicated to residents through an appropriate public announcement.

ON MOTION OF MR. CADWALLADER, SECONDED BY MR. SLEBODNICK, COUNCIL APPROVED AWARDING THE FIVE-YEAR CARTED WASTE COLLECTION SERVICES CONTRACT TO PRO DISPOSAL AS THE LOWEST BIDDER, AT THE RATES PRESENTED IN ITS BID PROPOSAL, SUBJECT TO LEGAL REVIEW.

MOTION CARRIED 7- 0.

X. DISCUSSION ITEMS

A. Project Belong

Council previously addressed Project Belong at the beginning of the meeting to accommodate the Women's Club of Portage presentation. Council authorized the Makayla to continue working with the Women's Club and appropriate Borough representatives to evaluate the proposed inclusive recreation area. No construction or funding commitment was approved.

B. Establishment of Budget Advisory Committee

The Borough Manager presented a proposed resolution to establish a Budget Advisory Committee to provide additional community involvement and assistance with the Borough's annual budget process. The proposed committee would consist of three members, including one Council liaison and two resident representatives. She explained that the committee would serve in an advisory capacity and assist in reviewing financial information, identifying budget priorities, and providing recommendations for Council's consideration. The draft resolution remained subject to review by the Borough Solicitor. Any necessary revisions would be presented at a subsequent meeting.

C. Solicitation of Resident Interest for Budget Advisory Committee

The Borough Manager discussed a proposed process for soliciting interest from Borough residents who wish to serve on the Budget Advisory Committee.

Interested residents would be asked to submit a letter of interest and resume outlining their qualifications and relevant experience.

The Borough Manager expressed an interest in recruiting individuals with backgrounds in accounting, banking, financial management, nonprofit administration, or other related fields.

Applications would be presented to Council during a public meeting for review and discussion. Council members would then have the opportunity to nominate qualified applicants, with appointments determined by a public vote.

D. Advertising for Budget Advisory Committee

The Borough Manager discussed the need to advertise for interested residents and follow the applicable legal procedures before making committee appointments.

The proposed committee structure and appointment process would be finalized following legal review of the resolution.

E. Establishment of Code Enforcement Advisory Committee, Resolution 16-2026

Council discussed a proposed resolution to establish a Code Enforcement Advisory Committee. Makayla explained that a significant portion of the Manager's time is currently devoted to building maintenance concerns, property conditions, and code enforcement matters. Establishing an advisory committee could provide additional assistance in identifying potential code violations, monitoring property maintenance concerns, and bringing issues to the attention of Borough officials.

She emphasized that committee members would not have authority to issue citations or independently enforce Borough ordinances. Formal enforcement responsibilities would remain with authorized Borough personnel, including the Borough

Manager and Police Chief. The proposed committee would serve as an additional resource for identifying concerns and assisting with the coordination of code enforcement activities. The draft resolution remained subject to legal review.

F. Code Enforcement Advisory Committee Membership

Council discussed the potential process for soliciting resident participation and appointing members to the proposed Code Enforcement Advisory Committee. Makayla indicated that interested residents would have an opportunity to submit their qualifications for Council's consideration. Appointments would be made through the appropriate public process following establishment of the committee.

G. Letters of Interest and Appointments

The Borough Manager discussed the process for receiving letters of interest, reviewing applicants, and presenting nominations for committee appointments. Council would review the qualifications of interested residents before making appointments at a public meeting. No committee appointments were made during this meeting.

H. Additional Revenue Opportunities and Tourism Development

The Borough Manager initiated discussion regarding alternative opportunities to increase Borough revenue without relying solely on property tax increases. Potential opportunities included walking and bicycle trails, electric bicycle routes, motorized recreational trails, ATV access, horseback riding trails, and other outdoor recreation initiatives.

She noted that Portage has significant natural and recreational resources that could be utilized to attract visitors from surrounding communities. Discussion included the possibility of developing interconnected recreational routes, allowing visitors to access local businesses, restaurants, and other attractions.

Makayla suggested that certain recreational activities could potentially generate revenue through permits, day passes, or other participation fees. A hypothetical $5 recreational day pass was mentioned as an example of a possible revenue source. She emphasized that these ideas were preliminary and intended to encourage discussion regarding future economic development opportunities.

Perry Scarton provided an update from the Recreation Commission regarding plans for a new amphitheater at Crichton McCormick Park. The Recreation Commission had entered into a contract for construction of the amphitheater, with funding obtained through private donations and philanthropic contributions. Engineering work was underway, and construction was anticipated to begin in late September or early October, pending completion of the engineering phase.

The proposed amphitheater was described as a significant addition to the park, with the potential to accommodate concerts, theatrical performances, school events, and other community activities. The facility could provide opportunities for local educational institutions, organizations, and regional performers to utilize the park for public events. Makayla noted that additional tourism and recreational grant opportunities may be available to support programming and events associated with the amphitheater.

No formal action was taken regarding the proposed tourism or recreational revenue initiatives.

XI. UNFINISHED BUSINESS

No additional unfinished business was presented for Council action.

XII. BUILDINGS, FACILITIES, AND ROADS

A. Building and Code Enforcement Report

Makayla Zonfrilli-Lang advised Council that a detailed building and property maintenance report had been included in the meeting packet. The report provided information regarding ongoing building maintenance concerns and code enforcement matters throughout the Borough.

She acknowledged that Mr. Portash had identified an additional property requiring further review and indicated that the matter would be investigated. Makayla also discussed ongoing coordination with the Police Chief to improve the frequency and consistency of building and code enforcement reports provided to Council. It was anticipated that establishing a Code Enforcement Advisory Committee would assist with identifying properties requiring attention and provide additional support in addressing property maintenance concerns.

XIII. NEW BUSINESS

A. Service Line Warranties of America, HomeServe Marketing Agreement

Council considered a proposed marketing agreement with Service Line Warranties of America, also known as HomeServe, to offer Borough residents access to a voluntary residential water and sewer service line protection program. She explained that the program provides optional coverage for qualifying repairs to privately owned exterior water service lines, exterior sewer and septic lines, and interior plumbing and drainage systems.

The Borough Manager noted that service line repairs can create substantial financial burdens for homeowners, particularly when the affected portion of the line is located between the municipal connection and the residence. The proposed agreement would permit HomeServe to distribute informational materials to Borough residents regarding available coverage options. Under the agreement, HomeServe would be permitted to send up to four physical mailings annually.

The Borough would not be required to purchase insurance coverage or provide funding for the program. Participation would remain voluntary for individual property owners. Makayla explained that the Borough would receive a licensing or royalty fee associated with resident participation, estimated at approximately 10% of program revenue. The revenue could potentially be designated for stormwater management, infrastructure improvements, or other municipal needs.

She further explained that the program has received recognition or support through municipal management organizations, including the International City/County Management Association and the Association for Pennsylvania Municipal Management.

Council discussed the scope of coverage, particularly whether the program would cover water or sewer service line upgrades required by the Water and Sewer Authority.

It was clarified that the coverage is intended for qualifying service line failures and repairs. The program would not automatically cover replacement of functioning service lines solely to comply with updated utility requirements.

However, if an insured line were to fail and replacement became necessary, the replacement would be completed in accordance with applicable standards and the terms of the coverage.

A Council member questioned whether residents who already maintain coverage through HomeServe would be eligible under the Borough's proposed agreement. The Borough Manager explained that existing customers within the participating service area were expected to be included, subject to the program's requirements.

Additional concerns were raised regarding the privacy of resident information and the possibility of increased advertising, telephone solicitations, or electronic communications.

The Borough Manager explained that the proposed municipal agreement specifically limits HomeServe's direct marketing on behalf of the Borough to four physical mailings annually. Additional communications would depend on the individual customer's enrollment and marketing preferences.

Council also questioned the use of the Borough's name and logo, the exclusivity provisions of the agreement, and the potential implications of sharing resident information.

The Borough Manager confirmed that the proposed agreement had undergone legal review. Discussion also included responsibility for maintaining privately owned water service connections and the distinction between utility ownership and property owner maintenance obligations.

ON MOTION OF MR. PORTASH, SECONDED BY MR. FOX, COUNCIL APPROVED THE MARKETING AGREEMENT WITH SERVICE LINE WARRANTIES OF AMERICA/HOMESERVE FOR A VOLUNTARY RESIDENTIAL SERVICE LINE PROTECTION PROGRAM AND ASSOCIATED BOROUGH LICENSE FEES.
MOTION CARRIED 7- 0.

B. Public Works Lawn Mowing Incident, August 6, 2026

Following the earlier executive session, the Borough Manager requested that Council consider adding an additional matter to the meeting agenda. The Borough Manager explained that Borough Public Works employees had previously been performing lawn maintenance in the grassy area near S&T Bank.

During earlier mowing operations, grass and debris had accumulated on vehicles belonging to bank employees. Bank representatives subsequently requested advance notification of mowing activities so employees could relocate their vehicles and prevent potential damage. The Borough Manager stated that the former Public Works Director had been instructed to provide advance notification and had done so on two previous occasions. However, during the transition between Public Works Directors, the notification procedure was not followed.

On August 6, 2026, lawn mowing operations resulted in damage to three vehicles belonging to bank employees, including chipped paint and windshield damage. She explained that although the Borough was considered exempt from liability under applicable Pennsylvania law, the circumstances warranted consideration of assisting the affected individuals. The Borough Manager recommended that the Borough offer to cover the insurance deductibles or documented repair costs associated with the incident, not to exceed a combined total of $2,000. It was explained that any approved payments would be made directly to the appropriate insurance company or repair facility, rather than issuing unrestricted payments to the affected individuals. For individuals without applicable insurance coverage, payment would be made directly to the repair facility upon receipt of a proper invoice.

ON MOTION OF MR. SCARTON, SECONDED BY MR. SLEBODNICK, COUNCIL APPROVED ADDING TO THE AGENDA THE PROPOSED PAYMENT OF INSURANCE DEDUCTIBLES OR DOCUMENTED REPAIR COSTS FOR THREE VEHICLES DAMAGED DURING THE AUGUST 6, 2026 LAWN MOWING INCIDENT, IN AN AMOUNT NOT TO EXCEED $2,000.
MOTION CARRIED 7- 0.

Review note: The transcript clearly records approval of the motion to add this matter to the agenda. A separate vote approving the actual expenditure was not clearly recorded and should be verified before the minutes are finalized.

XIV. CITIZEN INPUT ON NON-AGENDA ITEMS

A. Irene, Community Events, Improvements, and September 11 Memorial Trail

Irene Hushak addressed Council regarding several community projects and initiatives. She reported that the community hosted the September 11 Memorial Riders in June 2026 in recognition of the group's 25th anniversary.

She expressed appreciation for the support provided by local residents and organizations during the visit. The Memorial Riders donated a bicycle rack featuring a September 11 commemorative design, which was installed at a local park. Assistance with the concrete pad and installation was provided by the Township.

Irene also discussed the need for improved communication and advertising of community events.She explained that many residents are unaware of activities, fundraisers, and special events taking place throughout Portage, despite the efforts of local organizations.

Examples included a recent school band fundraiser, community entertainment, and the installation of a time capsule, which she stated had limited attendance. She suggested installing a centrally located electronic sign or marquee that could display announcements regarding upcoming events and activities.

The Borough Manager acknowledged the suggestion and noted that grant funding opportunities may be available for such a project.

Irene also provided an update regarding discussions with Norfolk Southern concerning tree removal and maintenance near the Main Street and Lee Street railroad arches. She stated that she, Mr. Scarton, and President Wozniak had met with Norfolk Southern and obtained permission to address overgrown trees affecting the appearance of the area. She indicated that coordination with the Borough Public Works Department would be necessary to complete the improvements.

Irene further addressed the proposed September 11 Memorial Trail and expressed frustration regarding delays in completing the project. She explained that the trail is intended to bring additional visitors through Portage rather than having recreational traffic bypass the Borough along Route 53.

According to her remarks, a bridge intended for the project had been constructed approximately five years earlier and remained in storage. She also stated that funding was available for a trail connection extending toward Kane Run, and that the Borough and Township had committed approximately $30,000 toward the project.

Irene explained that the project remained delayed because a necessary property easement had not been obtained. She requested that Borough officials consider assisting with efforts to resolve the outstanding easement issue so the project could move forward.

B. Gary Vaughn, Water Authority Operations and Oversight

Mr. Gary Vaughn addressed Council regarding the Portage Water Authority, expressing concerns about recent rate increases, infrastructure conditions, and the Authority's accountability to Borough residents. Mr. Vaughn stated that he had experienced a water rate increase of approximately 42.8% and a reduction in the minimum usage allowance.

He expressed concern that the Authority was attempting to address significant infrastructure needs within a relatively short period after years of deferred improvements. He also discussed the differences between municipal authorities and municipal governments, noting that authority board members are appointed rather than directly elected by residents.

He questioned whether the existing structure provides sufficient accountability to taxpayers and utility customers. Mr. Vaughn identified several concerns, including water quality notifications, service interruptions, aging infrastructure, low water pressure, fire hydrant conditions, and increasing utility costs. He suggested that Council explore whether the Borough could assume greater control over water operations through a municipal department or another organizational structure.

Mr. Vaughn acknowledged that the existing Authority has outstanding debt but argued that utility customers ultimately remain responsible for those obligations regardless of the governing structure. He encouraged Council to investigate the legal and financial feasibility of revoking the Authority's charter and establishing a more directly accountable system of municipal oversight.

Mr. Vaughn emphasized that his comments were intended to encourage discussion and consideration of alternatives for the benefit of Borough residents. No formal action was taken.

XV. GOOD OF THE BOROUGH

A. Pennsylvania State Association of Boroughs Conference

A Council member reported attending a recent Pennsylvania State Association of Boroughs Board of Directors meeting and receiving two certificates for complimentary conference registration.
The certificates were available to other Portage Borough Council members interested in attending an upcoming association conference.
It was explained that the certificates would cover conference registration fees but would not include lodging, mileage, or other travel expenses.
The fall conference was identified as taking place in Erie, Pennsylvania, October 9 through October 11, 2026.
It was further noted that the complimentary registration opportunity could extend to the Borough Secretary and Borough Manager.

B. Community Events and Appreciation

Council expressed appreciation to the organizations and volunteers responsible for recent community events.

Perry Scarton recognized the Summerfest Committee for its efforts in organizing the annual Summerfest celebration and providing recreational activities for residents and visitors. The Portage Rotary was also recognized for its work in organizing the Summerfest parade.

Council further thanked the Women's Club of Portage for hosting a recent Chalk in the Park event for children. It was reported that approximately 70 children were participating at one point during the event, with additional children attending throughout the day. The event included refreshments, children's activities, competitions, and prizes.

The Borough Manager also expressed appreciation for the Summerfest activities and commented on the positive impact of community events on local families.

Council additionally recognized the contributions of the fire department, emergency medical services, police department, and other individuals and organizations who assisted with the recent events and continue to serve the community.

XVI. ADJOURNMENT

There being no further business to discuss, President Wozniak requested a motion to adjourn.

ON MOTION OF MR. PORTASH, SECONDED BY MR. HARRISON, COUNCIL APPROVED ADJOURNMENT OF THE MEETING. MOTION CARRIED 7-0.

The meeting adjourned at **8:44 p.m.**

Respectfully Submitted,

Jessi Carney
Recording Secretary

PORTAGE BOROUGH REGULAR MEETING September 9, 2026

A regular meeting of Portage Borough Council was held on Wednesday, September 9, 2026, in Borough Council Chambers.

Council members present: George Wozniak, President; Ron Cadwallader, Vice President; Mayor, Bob Fox; Henry Harrison; Perry Scarton; Mark Slebodnick; and Ron Portash. All seven members of council were present.

Also present: Borough Manager Dr. Zonfrilli-Lang and Recording Secretary Jessi Carney, Ray Clawson (The Dispatch), Matt Churella (The Altoona Mirror), Jean Kinley, John Crum, Mark Riden, Kerri Alexander, Gary Vaughn Sr. and Gary Vaughn Jr.

I. CALL TO ORDER

President George Wozniak called the regular meeting of Portage Borough Council to order at 6:30 p.m. on Wednesday, September 9, 2026, in Borough Council Chambers.
The meeting began with the Pledge of Allegiance followed by a moment of silence in remembrance of the 25th anniversary of September 11th.

II. REPORTS

A. Borough Manager's Report

Borough Manager Dr. Makayla Zonfrilli-Lang advised Council that several departmental updates had been included in the meeting agenda packet and would be addressed under the corresponding agenda items. She reported that a financial report had been prepared and distributed to Council earlier that day. Due to the amount of information contained in the report, she suggested reviewing it later in the meeting or allowing Council additional time to examine the information before discussing it at the next meeting.

The Borough Manager also noted that the Borough had been experiencing internet connectivity issues and advised that the video portion of the meeting recording would be turned off.

B. Solicitor's Report

No separate report was presented.

C. Police Chief's Report

The Police Chief was not present. No separate report was presented.

D. Engineer's Report

The Borough Engineer was unable to attend due to the meeting having been rescheduled to Wednesday.

E. Public Works Director's Report

Information from the Public Works Department was included in the meeting agenda packet. The Borough Manager advised that questions regarding the report could be addressed during the appropriate agenda items.

F. Fire Department Report

No representative of the Fire Department was present. No separate report was presented.

III. CORRESPONDENCE

The Borough Manager reported that there was no correspondence to present.

IV. CITIZEN INPUT ON AGENDA ITEMS

A. Gary Vaughn Sr., Borough Finances and Grant Funding

Gary Vaughn Sr. addressed Council regarding several items appearing in the Borough's financial reports and meeting agenda. Mr. Vaughn expressed concern regarding the Borough's financial position and referenced expenditures associated with ongoing litigation and professional training for Borough officials. He stated that although some residents had questioned the cost of educational programs, he supported additional training and believed it could assist officials in making more informed decisions.

Mr. Vaughn questioned the status of outstanding grant reimbursements and whether the Borough anticipated receiving those funds before the end of the fiscal year. He referenced approximately $64,000 in grant funding reflected in the financial information and expressed concern that matching requirements could result in additional expenses for taxpayers. Using a hypothetical 20% matching requirement, he estimated that the Borough could be responsible for approximately $12,800.

He also questioned the collection of real estate taxes, noting that the financial report reflected approximately 71% of anticipated revenue collected. He asked whether additional tax bills would be issued or whether the remaining amount represented delinquent or outstanding payments.

Mr. Vaughn requested clarification regarding revenue categorized as local enabling taxes and questioned which taxes were included in that category.

The Borough Manager responded that grant requirements vary depending on the specific funding agreement. She explained that the Borough's police equipment grant did not require a local matching contribution.

Dr. Zonfrilli-Lang reported that updated pricing for the proposed police equipment purchases totaled approximately $49,800, while the grant award was approximately $39,400. Following discussions with the Police Chief, the Borough determined that certain equipment could be removed from the proposed purchases to bring the total within the available grant funding. She explained that the Borough would proceed with replacing outdated body cameras, associated radio equipment, and other necessary technology. The existing body cameras were no longer supported by their manufacturers, making replacements necessary for continued police operations. The proposed vehicle-mounted license plate readers were removed from the equipment purchases at this time.

Dr. Zonfrilli-Lang further explained that the Borough's current grants operate on a reimbursement basis. Under this arrangement, the Borough must first pay eligible project expenses and then submit documentation to the appropriate agency to receive reimbursement. She noted that the police equipment grant would be reimbursed through multiple payments over approximately two years, rather than through a single advance payment.

Regarding other grants, Dr. Zonfrilli-Lang explained that the Phase 5 Sidewalk Project and park lighting improvement grants required approximately 20% local matching contributions. However, those contributions had already been accounted for through previous budget years and would not require additional matching funds from the 2026 budget. She acknowledged that matching requirements are an important consideration when applying for grant funding and that relatively few available grants provide full funding without a local contribution.

Regarding real estate tax collections, Dr. Zonfrilli-Lang reported that she had spoken with Borough Tax Collector Mr. Layo earlier that day. She explained that additional late tax payments were continuing to be received and anticipated another substantial distribution of tax revenue by approximately October 15, 2026.

B. Special Budget Workshop Meetings

Mr. Vaughn questioned whether the special budget workshop meetings scheduled for October would be open to the public and whether residents would be permitted to provide comments and recommendations.

Dr. Zonfrilli-Lang confirmed that the meetings would be public meetings and that residents would have an opportunity to provide input regarding the Borough's proposed budget.

She explained that the meetings would allow Council to review departmental budget requests, anticipated revenues, expenditures, and other financial priorities in greater detail. The Borough Manager stated that public participation would be permitted in accordance with the Borough's normal meeting procedures.

C. Gillespie Avenue Sump-Pump Drainage

Mr. Vaughn reiterated concerns regarding the Borough's proposed drainage improvements on Gillespie Avenue. He questioned whether installing drainage facilities to address sump-pump discharge from private properties would establish an expectation that the Borough would provide similar improvements at other locations. Mr. Vaughn stated that numerous properties throughout the Borough discharge water onto public streets and expressed concern that addressing each location individually could create substantial costs for taxpayers. He referenced similar drainage conditions near the intersection of Orchard Street and Park Avenue, where water discharged onto the roadway can freeze during winter months and create hazardous driving conditions. Mr. Vaughn suggested that the Borough consider prohibiting property owners from discharging sump-pump water onto public streets rather than installing drainage improvements to accommodate the discharge.

Dr. Zonfrilli-Lang acknowledged the concerns and agreed that preventing sump-pump discharge onto public roadways would be a preferable long-term solution. She explained that the Borough did not currently have the necessary ordinance provisions in place to address the issue through enforcement. She reported that a grant application had recently been submitted seeking funding to assist with legal review and updates to existing Borough ordinances. The proposed ordinance review would provide an opportunity to establish clearer requirements regarding sump-pump discharge and related drainage issues. Until appropriate ordinances could be developed and adopted, Dr. Zonfrilli-Lang explained that the proposed drainage improvements were intended as a limited measure to reduce immediate safety hazards for motorists and pedestrians.

D. Flock Cameras and Hometown Heroes Military Banner Program

Mr. Vaughn addressed public concerns regarding the proposed use of Flock camera technology and questioned why the Borough had not yet implemented a Hometown Heroes military banner program recognizing local veterans. He expressed concern regarding the priorities associated with surveillance technology and stated that residents had questioned why the banner program had not moved forward. Mr. Vaughn also referred to an online map identifying a possible Flock camera near a traffic signal along a state roadway. He questioned whether the equipment was operational and whether the installation had received the necessary approvals.

Dr. Zonfrilli-Lang explained that the online mapping system included equipment in various stages of planning and installation and that the camera in question did not appear on the active-camera listing. She reported personally visiting the location and observing equipment associated with a possible installation but did not identify an operational camera. She also stated that she had contacted county emergency services and other officials to obtain additional information.

The Borough Manager reiterated that the proposed vehicle-mounted license plate readers had been removed from the police equipment grant purchases and would not be acquired through the current grant expenditure plan.

Regarding the Hometown Heroes program, Dr. Zonfrilli-Lang expressed support for recognizing local veterans and explained that the delay was primarily related to administrative workload and staffing limitations. She reported that the Borough had been concentrating on financial reconciliation, preparation for the 2025 audit, and other administrative responsibilities. Dr. Zonfrilli-Lang stated that discussions had begun with the Women's Club of Portage regarding a possible partnership to help organize and administer the military banner program.

She explained that although participating families would generally be responsible for purchasing their banners, the program would still require considerable administrative coordination, including applications, payments, installation, removal, maintenance, and storage. The Borough Manager stated that the Women's Club and Borough representatives were exploring ways to divide those responsibilities and develop a sustainable program. Further discussion regarding the Hometown Heroes program was scheduled under the meeting's discussion items.

V. MINUTES OF PREVIOUS MEETINGS

The Borough Manager advised Council that corrections to the June 15, 2026 meeting minutes were still being completed. She explained that the previous draft contained attendance errors, including incorrectly listing Mr. Scarton as present and omitting Mayor Fox. The corrected June 15 minutes will be presented at a subsequent meeting. Council then considered approval of the corrected and amended minutes from the June 1, 2026 Council Meeting and the minutes from the July 20, 2026 Council Meeting. Mr. Harrison noted that his last name had been incorrectly recorded as "Harris" in several motions contained in the July 20 minutes. Dr. Zonfrilli-Lang acknowledged the error and advised that the minutes could be approved subject to correcting Mr. Harrison's name throughout the document.

ON MOTION OF MR. SCARTON, SECONDED BY MR. CADWALLADER, COUNCIL APPROVED THE CORRECTED AND AMENDED MINUTES FROM THE JUNE 1, 2026 COUNCIL MEETING AND THE MINUTES FROM THE JULY 20, 2026 COUNCIL MEETING, SUBJECT TO CORRECTIONS TO MR. HARRISON'S NAME THROUGHOUT THE JULY 20 DOCUMENT. MOTION CARRIED 7-0.

VI. TREASURER'S REPORT AND BILLS TO BE PAID

A. Treasurer's Report

The Treasurer's Report was presented to Council, reflecting total revenue in the amount of $33,677.25.

ON MOTION OF MR. HARRISON, SECONDED BY MR. CADWALLADER, COUNCIL APPROVED THE TREASURER'S REPORT AS PRESENTED. MOTION CARRIED 7-0.

B. Bills to Be Paid

Council reviewed the list of bills to be paid totaling $58,827.23, which had been distributed prior to the meeting.

ON MOTION OF MR. PORTASH, SECONDED BY MR. CADWALLADER, COUNCIL APPROVED THE LIST OF BILLS TO BE PAID IN THE AMOUNT OF $58,827.23. MOTION CARRIED 7-0.

VII. MOTIONS

A. State Workers' Insurance Fund Renewal, Fire Department Coverage

Council considered renewal of the Pennsylvania Department of Labor and Industry State Workers' Insurance Fund (SWIF) policy for the period of September 1, 2026 through September 1, 2027. The Borough Manager explained that the policy provides workers' compensation coverage for the Fire Department and that the Borough was continuing to coordinate insurance arrangements following the regionalization of fire services. Dr. Zonfrilli-Lang reported that Summerhill Township had renewed its insurance coverage through McGowan, while Portage Borough was required to renew its existing SWIF policy because the municipalities had not completed the transition to a combined policy before the renewal deadline. She explained that the renewed policy includes a provision permitting cancellation. Once the municipalities finalize the shared insurance arrangement, Council would be asked to consider canceling the existing SWIF policy and transitioning to the new coverage. The Borough Manager emphasized that the renewal was necessary to maintain uninterrupted coverage while the municipalities completed their coordination.

COUNCIL APPROVED RENEWAL OF THE PENNSYLVANIA DEPARTMENT OF LABOR AND INDUSTRY STATE WORKERS' INSURANCE FUND (SWIF) POLICY NO. 05982802 FOR THE PERIOD OF SEPTEMBER 1, 2026 THROUGH SEPTEMBER 1, 2027, IN THE APPROXIMATE AMOUNT OF $19,583. MOTION CARRIED 7-0.

B. Borough Liability Insurance Renewal, Employers Mutual Casualty Company

Council considered renewal of the Borough's liability insurance policy with Employers Mutual Casualty Company (EMC), through its current broker, Ebensburg Insurance Agency. The Borough Manager explained that she had originally considered issuing a Request for Proposals to evaluate alternative insurance providers. However, she reported that the Borough's current insurance provider had agreed to provide coverage in connection with ongoing litigation. Based on that development, she recommended maintaining the existing coverage for an additional year. Dr. Zonfrilli-Lang stated that renewing the current policy would be in the Borough's best interest while the litigation remained ongoing.

ON MOTION OF MR. PORTASH, SECONDED BY MR. HARRISON, COUNCIL APPROVED RENEWAL OF THE BOROUGH'S LIABILITY INSURANCE POLICY WITH EMPLOYERS' MUTUAL CASUALTY COMPANY (EMC), THROUGH EBENSBURG INSURANCE AGENCY, FOR THE PERIOD OF SEPTEMBER 9, 2026 THROUGH SEPTEMBER 9, 2027, IN THE AMOUNT OF $47,843. MOTION CARRIED 7-0.

C. Resolution 15-2026, Establishment of Code Enforcement Advisory Committee

Council considered **Resolution 15-2026**, formally establishing the Portage Borough Code Enforcement Advisory Committee. The Borough Manager explained that the proposed committee had been discussed in detail during the August 17, 2026 Council Meeting and that the resolution would formally establish the committee as an advisory body to Borough Council. The committee would assist in reviewing community-wide code enforcement concerns, identifying recurring property maintenance and quality-of-life issues, reviewing existing Borough ordinances, and making recommendations regarding possible policy changes, ordinance amendments, public education, and enforcement priorities. As discussed at the previous meeting, the committee would serve in an advisory capacity and would not possess independent enforcement authority. Responsibility for issuing citations and enforcing Borough ordinances would remain with authorized Borough officials. The Borough Manager explained that approval of the resolution would allow the Borough to begin recruiting residents interested in serving on the committee.

ON MOTION OF MR. CADWALLADER, SECONDED BY MR. PORTASH, COUNCIL APPROVED RESOLUTION 15-2026, ESTABLISHING THE PORTAGE BOROUGH CODE ENFORCEMENT ADVISORY COMMITTEE TO REVIEW COMMUNITY-WIDE CODE ENFORCEMENT CONCERNS, PROPERTY MAINTENANCE AND QUALITY-OF-LIFE ISSUES, EXISTING BOROUGH ORDINANCES, AND TO PROVIDE RECOMMENDATIONS REGARDING POLICY, EDUCATION, ORDINANCE AND ENFORCEMENT IMPROVEMENTS. MOTION CARRIED 7-0.

D. Code Enforcement Advisory Committee, Solicitation of Letters of Interest

Following approval of **Resolution 15-2026**, Council considered authorizing the Borough Manager to advertise and solicit letters of interest from Borough residents interested in serving on the Code Enforcement Advisory Committee. Interested residents would have an opportunity to submit their qualifications for Council's consideration. Appointments would be made by Borough Council at a subsequent public meeting. During discussion of the advisory committee motions, it was noted that a roll-call vote was necessary for the advertising authorization because the advertisement would involve an expenditure of Borough funds. Council subsequently conducted a roll-call vote for this item.

ON MOTION OF MR. PORTASH, SECONDED BY MR. HARRISON, COUNCIL AUTHORIZED THE BOROUGH MANAGER TO ADVERTISE AND SOLICIT LETTERS OF INTEREST FROM BOROUGH RESIDENTS INTERESTED IN SERVING ON THE PORTAGE BOROUGH CODE ENFORCEMENT ADVISORY COMMITTEE, WITH APPOINTMENTS TO BE MADE BY BOROUGH COUNCIL AT A SUBSEQUENT PUBLIC MEETING. MOTION CARRIED 7-0.

E. Resolution 16-2026, Establishment of Budget Advisory Committee

Council considered **Resolution 16-2026**, formally establishing the Portage Borough Budget Advisory Committee. The Borough Manager explained that the committee would provide additional opportunities for resident participation in the Borough's financial planning and annual budget process. The committee would serve in an advisory capacity to Borough Council and the Borough Manager, reviewing the proposed annual operating budget, capital expenditures, anticipated revenues, financial trends, and other fiscal matters affecting the Borough. Committee members would provide recommendations for Council's consideration regarding budget priorities, financial planning, and the allocation of municipal resources.

As discussed during the August 17 meeting, the committee was intended to provide additional community involvement and utilize the experience of residents with backgrounds in accounting, banking, financial management, and related fields.

ON MOTION OF MR. PORTASH, SECONDED BY MR. HARRISON, COUNCIL APPROVED RESOLUTION 16-2026, ESTABLISHING THE PORTAGE BOROUGH BUDGET ADVISORY COMMITTEE TO REVIEW THE PROPOSED ANNUAL OPERATING BUDGET, CAPITAL EXPENDITURES, REVENUES, FINANCIAL TRENDS AND OTHER FISCAL MATTERS, AND TO PROVIDE RECOMMENDATIONS TO BOROUGH COUNCIL AND THE BOROUGH MANAGER. MOTION CARRIED 7-0.

F. Budget Advisory Committee, Solicitation of Letters of Interest

Council considered authorizing the Borough Manager to advertise and solicit letters of interest from Borough residents interested in serving on the newly established Budget Advisory Committee. The Borough Manager explained that interested residents would be invited to submit their qualifications for Council's consideration and that appointments would be made through the public meeting process. A roll-call vote was conducted because the advertising authorization involved an expenditure of Borough funds.

ON MOTION OF MR. CADWALLADER, SECONDED BY MR. HARRISON, COUNCIL AUTHORIZED THE BOROUGH MANAGER TO ADVERTISE AND SOLICIT LETTERS OF INTEREST FROM BOROUGH RESIDENTS INTERESTED IN SERVING ON THE PORTAGE BOROUGH BUDGET ADVISORY COMMITTEE, WITH APPOINTMENTS TO BE MADE BY BOROUGH COUNCIL AT A SUBSEQUENT PUBLIC MEETING. MOTION CARRIED 7-0.

VIII. DISCUSSION ITEMS

A. Fence Variance Public Hearing, 1006 Webster Avenue

The Borough Manager reminded Council that a public hearing was scheduled for September 21, 2026, regarding a fence variance request submitted by Mr. Castel for the property located at 1006 Webster Avenue. Dr. Zonfrilli-Lang explained that the Borough's updated fence ordinance requires a two-foot setback and that the property owner was requesting permission to install a fence without meeting that requirement. She advised that the updated ordinance had been provided to Council for review and emphasized that the public hearing would allow Council to consider the request before determining whether to grant the variance. The Borough Manager noted that Council was not obligated to approve the variance and that the Borough Solicitor's recommendations regarding the matter would be discussed during Executive Session. No formal action was taken regarding the variance request.

B. Hometown Heroes Military Banner Program

Council discussed the proposed Hometown Heroes military banner program, which would recognize local veterans through commemorative banners displayed on utility poles throughout Portage Borough. The Borough Manager reported that examples of potential banner designs had been included in the Council meeting packet. She explained that the Borough was working with the Women's Club of Portage to explore a partnership for organizing and administering the program. Dr. Zonfrilli-Lang stated that, if Council wished to proceed, the Borough and Women's Club could work together to develop a more detailed proposal outlining the program's costs, responsibilities, and implementation.

Council members expressed support for recognizing local veterans but raised several questions regarding the availability of suitable utility poles, the number of banners that could be accommodated, installation requirements, maintenance, and the long-term administration of the program.

Perry Scarton questioned whether the Borough had enough available utility poles to accommodate all interested families. He expressed concern that the Borough could receive more applications than available display locations and that some veterans might be excluded. Council discussed how other communities address limited display space, including rotating banners, displaying multiple banners on certain poles, and identifying alternative locations. Potential locations included residential streets, areas near Borough facilities, parks, and other prominent community locations. Council also discussed the possibility of allowing families to request locations near their homes when feasible. A Council member reported contacting representatives of Lilly Borough to obtain information regarding its existing military banner program. It was reported that Lilly had experienced considerable participation, with more than 200 banners displayed throughout the

community. The cost was estimated at approximately $180 per banner, including the banner and mounting hardware. Council was informed that Lilly's program involves removing the banners during the fall, cleaning and storing them throughout the winter, and reinstalling them during the spring. This process helps protect the banners from weather-related deterioration and extends their useful life.

The discussion also addressed the amount of labor required for installation and removal. It was reported that installation could take approximately one hour per banner, depending on the location, available equipment, and assistance. Council members noted that maintaining a large number of banners would require considerable coordination and volunteer support. Additional administrative responsibilities included accepting applications, collecting payments, reviewing photographs, submitting orders, and coordinating banner placement.

It was noted that older military photographs may require restoration or digital enhancement before they can be reproduced on banners, potentially resulting in additional costs. Council discussed the importance of establishing clear guidelines for the program, including application requirements, banner design, display locations, maintenance, replacement, and the responsibilities of participating families.

The Borough Manager explained that the Public Works Department was currently operating with reduced staffing, making it difficult for Borough employees to assume all installation and maintenance responsibilities. She stated that the department was operating with Logan Cadwallader and Jamie and that additional volunteer assistance would be beneficial. Council discussed the possibility of involving community organizations and volunteers in installing, removing, cleaning, and storing banners.

Dr. Zonfrilli-Lang indicated that the Borough could potentially provide liability coverage for volunteers assisting with the program. She explained that a limited number of volunteers might be covered without additional insurance costs, although the specific requirements and number of volunteers would need to be confirmed. Council also discussed the assistance provided by neighboring municipalities and community organizations in administering similar programs.

Borough Secretary Jessi Carney reported that she had contacted the company associated with Lilly Borough's military banners and obtained additional information regarding the cost and production of the banners. Ms. Carney also reported speaking with a local veteran, Bill Grove, approximately 96 years of age, who expressed interest in participating in the program. She stated that the veteran had indicated that a local veterans' organization might also be willing to assist. During discussion, the organization was initially identified as the VFW, although a clarification was made that the interested organization might instead be the AMVETS. The specific organization remained to be confirmed.

Council members expressed appreciation for the interest shown by local veterans and community organizations. President George Wozniak emphasized that Borough Council had never opposed the military banner program. He explained that previous efforts had been discussed but did not move forward because of difficulties coordinating the design, administration, installation, and maintenance. He stated that the delay should not be interpreted as a lack of support for honoring veterans and expressed frustration with suggestions that Council was opposed to the project.

Dr. Zonfrilli-Lang reiterated her support for the program and explained that the Borough's administrative workload had contributed to the delay. She stated that the proposed partnership with the Women's Club of Portage, along with potential assistance from local veterans' organizations and volunteers, could provide the additional support necessary to move the project forward.

Council discussed the possibility of recruiting volunteers through a public announcement and developing a coordinated installation and maintenance schedule. The Borough Manager stated that she would continue working with the Women's Club of Portage to develop the program and determine how responsibilities could be shared among the participating organizations.

Council expressed general support for moving forward with the Hometown Heroes military banner program, with the goal of implementing the program during 2027. No formal action was taken.

IX. UNFINISHED BUSINESS

No additional unfinished business was presented for Council action.

X. BUILDINGS, FACILITIES, AND ROADS

A. Buildings, Facilities, and Public Works Report

The Borough Manager advised Council that information from the Public Works Department had been included in the meeting packet. She explained that the administration had concentrated primarily on financial matters for the September 9 meeting and anticipated providing a more comprehensive buildings, facilities, and roads update at the September 21, 2026 Council Meeting. Dr. Zonfrilli-Lang stated that preparing the detailed financial and facilities reports required considerable time and that the administration intended to alternate its focus between those areas to provide Council with more complete information.

B. Leaf Collection Schedule

The Borough Manager reported that the Borough's leaf collection schedule had been posted for public reference. Residents were encouraged to review the published schedule for information regarding collection dates.

C. Sewer Authority Construction Project

Council discussed the anticipated schedule for a Sewer Authority construction project in the hill area of the Borough. Mayor Bob Fox questioned whether the project would begin during 2026 or be postponed until the following year. It was noted that residents had received correspondence regarding the proposed project and that the information appeared to indicate construction would begin in 2027. Council requested confirmation of the anticipated construction schedule. The Borough Manager agreed to contact the Sewer Authority to verify the project's expected starting date.

D. Water Authority Construction and Sidewalk Restoration

Council discussed ongoing Water Authority construction and concerns regarding the condition of Borough streets and sidewalks following utility installation work. Council members questioned whether the remaining construction and restoration work would be completed before the arrival of winter weather. Particular concern was expressed regarding sidewalks that had been removed during construction and temporarily replaced with gravel or other unfinished surfaces.

Mayor Bob Fox explained that incomplete sidewalks could create hazardous conditions during winter, especially for pedestrians and property owners responsible for snow removal. He reported attending a recent Water Authority meeting to request information regarding the restoration schedule. According to information provided at that meeting, the project was expected to be completed before winter or by the end of the year. Council questioned whether that timeline was realistic, noting that paving operations generally become limited by weather conditions in November. It was reported that the contractor had completed a substantial portion of the main water installation but that additional service connections and restoration work remained.

Council discussed the number of service connections requiring excavation and whether all remaining connections would involve replacement of sidewalks. It was explained that some service connections were located in grassy areas and would not require concrete sidewalk replacement. However, numerous other locations would require restoration of concrete sidewalks. Council was informed that concrete sidewalk work had begun along Jefferson Avenue.

Additional questions were raised by Vice President Ron Cadwallader regarding the quality of sidewalk construction and whether contractors were properly installing expansion joints and other materials necessary to prevent premature deterioration. Council members expressed concern that improperly completed restoration work could begin deteriorating shortly after the contractor's warranty period expired. It was reported that the Borough was monitoring sidewalk installation and had addressed concerns with contractors regarding proper construction methods.

Council referenced previous restoration issues on Main Street, where certain sidewalk work had required correction because it did not meet the necessary standards. Council emphasized the importance of ensuring that streets and sidewalks were restored in a safe and satisfactory condition before winter. The Borough administration and Public Works Department will continue monitoring the construction and restoration work and coordinating with the appropriate authorities and contractors regarding outstanding concerns.

XI. NEW BUSINESS

No new business was presented for Council action.

XII. EXECUTIVE SESSION

Council considered entering Executive Session pursuant to Section 708(a)(1) of the Pennsylvania Sunshine Act to discuss personnel matters.

ON MOTION OF MR. PORTASH, SECONDED BY MR. CADWALLADER, COUNCIL APPROVED ENTERING EXECUTIVE SESSION AT 7:09 P.M. PURSUANT TO SECTION 708(a)(1) OF THE PENNSYLVANIA SUNSHINE ACT TO DISCUSS PERSONNEL MATTERS. MOTION CARRIED 7-0.

ON MOTION OF MR. CADWALLADER, SECONDED BY MR. PORTASH, COUNCIL APPROVED EXITING EXECUTIVE SESSION AT 7:45 P.M. MOTION CARRIED 7-0.

ON MOTION OF MR. PORTASH, SECONDED BY MR. SCARTON, COUNCIL APPROVED RETURNING TO THE REGULAR COUNCIL MEETING AT 7:46 P.M. MOTION CARRIED 7-0.

XIII. CITIZEN INPUT ON NON-AGENDA ITEMS

A. Gary Vaughn Sr., Water Authority Operations and Fire Department Insurance

Gary Vaughn Sr. addressed Council regarding ongoing concerns involving the Portage Water Authority and the administration of insurance coverage for the newly regionalized Fire Department.

Mr. Vaughn reiterated concerns he had raised during previous Council meetings regarding the operation of the Water Authority and encouraged Borough Council to take a more active role in overseeing matters affecting Borough residents. He questioned why Council had not pursued additional oversight or accountability measures and stated that he believed residents expected their elected officials to protect their interests regarding public water services.

Mr. Vaughn also requested clarification regarding Council's earlier approval of workers' compensation insurance coverage for the Fire Department. He explained that he had understood previous discussions to concern Portage Borough assuming responsibility for administering the insurance policy for the regionalized department rather than paying the insurance costs for all participating municipalities.

The Borough Manager clarified that each participating municipality remains responsible for its designated share of the Fire Department's insurance expenses. She explained that the original proposal involved Portage Borough administering a combined insurance policy and billing the participating municipalities for their respective portions. However, the Borough experienced difficulties obtaining the necessary information from its existing insurance provider before the renewal deadline. As a result, Portage Borough renewed its existing coverage through the State Workers' Insurance Fund, while Summerhill Township renewed coverage through McGowan. Dr. Zonfrilli-Lang explained that the municipalities were continuing to coordinate their insurance arrangements and intended to transition to shared coverage once the necessary information and agreements were finalized. She further stated that the question of which municipality would administer the combined policy remained under consideration.

The Borough Manager explained that Portage Borough and Summerhill Township would continue discussing the administrative responsibilities during 2027, including available staffing and the ability to manage the policy effectively. She noted that Summerhill Township had full-time administrative staff available, while Portage Borough's administrative staffing arrangement differed from what had originally been anticipated when the proposal was developed. Council members discussed the distinction between administering the insurance policy and assuming responsibility for the insurance costs. It was clarified that although the regionalized Fire Department now operates as one organization, the participating municipalities would continue contributing their respective shares of the insurance expenses. The municipality responsible for administering the policy would coordinate coverage and billing but would not be required to assume the financial obligations of the other participating municipalities.

Mr. Vaughn acknowledged the explanation and stated that it clarified his previous misunderstanding regarding the proposed insurance arrangement.

B. Mark Riden, Property Damage During Borough Lawn Mowing Operations

Mark Riden addressed Council regarding damage to his vehicle that he stated occurred during Borough lawn mowing operations. Mr. Riden explained that stones and debris had been thrown toward several parked vehicles during mowing activities, resulting in damage to his vehicle. He expressed frustration regarding the incident and questioned why additional precautions had not been taken, particularly because the Borough had previously been made aware of concerns involving mowing near parked vehicles.

Mr. Riden stated that he had worked hard to purchase and maintain his vehicle, which had approximately 20,000 miles, and was upset that it had sustained damage. He reported obtaining two repair estimates and submitting them to the Borough for consideration. Mr. Riden explained that obtaining the estimates required approximately 4 hours of his time because he worked outside the area.

The Borough Manager acknowledged his concerns and reported that she had informed Council of the matter during Executive Session. Dr. Zonfrilli-Lang explained that the incident was being treated as a potential litigation or liability matter and that any determination regarding responsibility or reimbursement would require review by the Borough Solicitor. She confirmed receiving the two repair estimates and stated that she would forward them to the Solicitor for review. The Borough Manager advised that the Solicitor might request a third estimate if necessary but would first review the documentation already submitted.

Mr. Riden expressed his willingness to obtain an additional estimate if required but requested that the Borough address the matter fairly and restore his vehicle to its previous condition.

Dr. Zonfrilli-Lang stated that she anticipated receiving guidance from the Borough Solicitor by the end of the following week.

She advised Mr. Riden that either she or Borough Solicitor Stephanie would contact him regarding the next steps. Mr. Riden requested confirmation that he would receive an update and was assured that he would be contacted. No formal action was taken regarding reimbursement or repair costs during the public meeting.

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

XIV. GOOD OF THE BOROUGH

A. September 21, 2026 Council Meeting

The Borough Manager advised Council that she would be attending the September 21, 2026 Council Meeting remotely due to a previously scheduled commitment in Monroeville. She also reported that Borough Solicitor Stephanie would be participating remotely during that meeting.

XV. ADJOURNMENT

There being no further business to discuss, President Wozniak requested a motion to adjourn.

ON MOTION OF MR. HARRISON, SECONDED BY MR. PORTASH, COUNCIL APPROVED ADJOURNMENT OF THE MEETING. MOTION CARRIED 7-0.

The meeting adjourned at **7:52 p.m.**

Respectfully Submitted,

Jessi Carney
Recording Secretary

Portage Borough Regular Council Meeting October 5, 2026

A meeting of Portage Borough Council was held on Monday, October 5, 2026, in Borough Council Chambers.

Council members present: George Wozniak, President; Mayor Bob Fox; Henry Harrison; Perry Scarton; Mark Slebodnick; and Ron Portash. Six of seven members of council were present.

Also present: Dr. Zonfrilli-Lang, Borough Manager; Jessi Carney, Recording Secretary; Brian Shura, Borough Engineer; and Logan Cadwallader, Public Works Director.

Other attendees included Bill Grove (Amvets), Erik Castel, Joe Litzinger, Brent Kinley, and Jean Kinley.

I. CALL TO ORDER

President George Wozniak called the regular meeting of Portage Borough Council to order at 6:30 p.m. on Monday, August 17, 2026, in Borough Council Chambers. The meeting began with the Pledge of Allegiance, followed by a moment of silence.

II. REPORTS

A. Borough Manager's Report

The Borough Manager indicated that various matters would be addressed under their respective agenda items. No separate substantive report was presented.

B. Solicitor's Report

No separate report was presented.

C. Police Chief's Report

No separate report was presented.

D. Engineer's Report

The Borough Engineer reported that Phase 5 sidewalk construction was underway. At the time of the written report, sidewalk installation along the northbound side between State Route 53 and Green Avenue had been completed or substantially advanced, with work continuing along the project corridor. Installation of foundations for lighting poles was expected to proceed with the sidewalk work. The first contractor pay application, in the amount of $92,060.70, was scheduled for consideration later in the meeting.

Council raised concerns regarding surface spalling observed on sidewalks installed under earlier projects, including areas along Cadwallader and Johnson. The Engineer explained that earlier concrete finishing issues coincided with changes in Portland cement materials and procedures and that the deterioration appeared after the warranty period. Complete replacement was described as the only practical permanent remedy. The Engineer agreed to discuss appropriate finishing practices with the project inspector and contractor to help avoid similar problems.

The Engineer and Council also discussed a renewed Statewide Local Share Account (LSA) grant application for a street sweeper and other equipment. The Engineer suggested considering separate applications because prior awards to smaller municipalities commonly fell below approximately $300,000 to $350,000. Council discussed whether a combined application would best communicate its priorities, particularly the need for a street sweeper shared with the Township. The Engineer encouraged outreach to grant administrators and legislators and offered to share prior award analysis.

Regarding the large-street signage project, the Engineer advised that the engineering report was complete and PennDOT had approved the proposed sign locations within the state right-of-way. The Borough could proceed with ordering and installing signs, subject to confirming whether an additional ordinance was necessary for regulatory signage.

E. Public Works Director's Report

The Public Works report was included in the meeting materials. No separate substantive report was presented.

F. Fire Department and Ambulance Reports

No representatives were present and no separate reports were presented.

III. AGENDA CORRECTIONS

The Borough Manager requested corrections to the posted agenda to reflect her presence rather than absence and to correct the reference to the October 5 meeting minutes listed for approval.

ON MOTION OF MR. SLEBODNICK, SECONDED BY MR. HARRISON, COUNCIL APPROVED THE TWO CORRECTIONS TO THE MEETING AGENDA. MOTION CARRIED 6-0.

IV. CORRESPONDENCE

No correspondence was presented.

V. CITIZEN INPUT ON AGENDA ITEMS

A. Hometown Heroes Military Banner Program

A. Hometown Heroes Military Banner Program

A resident, Bill Grove, addressed Council regarding the establishment of a military banner program to recognize local veterans. He expressed concern that Portage Borough had not yet implemented a program similar to those in surrounding communities and asked whether residents could purchase their own banners and have the Borough install them.

The Borough Manager explained that the Borough had already begun developing a Hometown Heroes Military Banner Program and that the Women's Club of Portage had volunteered to assist with its administration. Before the program could begin, Council would need to establish a policy addressing banner specifications, approved locations, installation requirements, and responsibility for collecting and managing funds.

Mr. Grove indicated that he was familiar with a company that produces military banners and asked whether the Borough's Public Works Department would install banners purchased by residents. The Borough Manager confirmed that Public Works would assist with installation, provided the banners and mounting hardware met the Borough's established specifications.

Council discussed the importance of determining appropriate banner sizes, brackets, and placement based on the existing utility poles. The Borough Manager anticipated having an informational flyer available at the first November meeting outlining the program's requirements.

Council indicated that the program would likely begin in spring 2027, noting that many surrounding municipalities remove their banners during the winter months. Mr. Grove was assured that the program was moving forward and that he would be contacted when additional information became available.

B. Business Cards at Borough Building

Joe Litzinger requested permission to leave business cards for residents seeking yard services. Borough representatives indicated that cards could be made available in the public entry area or on the bulletin board.

C. Crichton McCormick Park Funding

Perry Scarton, Chrichton-McCormick Park Projects Coordinator, requested that the Borough consider maintaining or increasing financial support for park improvements during the upcoming budget discussions. He expressed concern that a reduction in Borough and Township contributions could hinder renovations and operating needs.

Council and the Borough Manager clarified that amounts previously set aside toward a proposed recreation director position were contingent upon that position being established and were not necessarily funds already paid to the park. The speaker agreed to confirm the Township's budget position.

The Borough Manager also mentioned exploring a shared or flexible position that could assist with parks, public works, and code enforcement. No funding decision was made.

VI. MINUTES OF PREVIOUS MEETINGS

The minutes approval item was removed or corrected on the agenda. No motion approving prior meeting minutes was recorded.

VII. TREASURER'S REPORT AND BILLS TO BE PAID

A. Treasurer's Report

The Treasurer's Report reflected total revenue of $49,994.83.

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

B. Bills to Be Paid

Council reviewed bills totaling $81,383.80. The Borough Manager explained that the total included a Pro Disposal payment missed in January 2026 during the Borough management transition.
ON MOTION OF MR. PORTASH, SECONDED BY MR. HARRISON, COUNCIL APPROVED THE LIST OF BILLS TO BE PAID IN THE AMOUNT OF $81,383.80. MOTION CARRIED 6-0.

VIII. MOTIONS

A. Employee Health Insurance

Council considered the Small Business Advantage Gold EPO employee health insurance plan with the stated $500 to $1,000 benefit structure. The proposed cost was $9,169.32 for the remainder of 2026 and a maximum budget allocation of $36,070.38, including a 10% contingency, for 2027.

The Borough Manager explained that employee health coverage is provided under the employee handbook but requires at least two participating employees for a group policy. The initial enrollment was anticipated to include two employees and a spouse, while the 2027 allocation conservatively assumed broader participation. Employees receiving coverage would no longer receive the stipend provided in lieu of insurance.

ON MOTION OF MR. PORTASH, SECONDED BY MR. HARRISON, COUNCIL APPROVED THE SMALL BUSINESS ADVANTAGE GOLD EPO EMPLOYEE HEALTH INSURANCE PLAN FOR THE REMAINDER OF 2026 AND THE 2027 FISCAL BUDGET AT THE AMOUNTS PRESENTED. MOTION CARRIED 6-0.

B. Phase 5 Sidewalk Project, Declaration of Taking

Council considered an offer of $339.00 to Harman & Parmeet Investment Group, LLC, for a Declaration of Taking involving a portion of property identified as Tax ID 46-020-.105.000.

The Borough Manager explained that the property acquisition was necessary for the Phase 5 Sidewalk Project. The proposed compensation was calculated at $1.00 per square foot for a total of 339 square feet, resulting in an offer of $339.00.

ON MOTION OF MR. SLEBODNICK, SECONDED BY MR. HARRISON, COUNCIL APPROVED THE OFFER OF $339.00 TO HARMAN & PARMEET INVESTMENT GROUP, LLC, FOR A DECLARATION OF TAKING INVOLVING 339 SQUARE FEET OF PROPERTY IDENTIFIED AS TAX ID 46-020-.105.000 FOR THE PHASE 5 SIDEWALK PROJECT. MOTION CARRIED 6-0.

C. 2027 Minimum Municipal Obligation

Council reviewed the annual Minimum Municipal Obligation (MMO) required by the Pennsylvania Municipal Retirement System, calculated at $31,277 for 2027 using estimated 2026 W-2 payroll of $169,124. The Borough Manager noted that state

pension aid would help offset the obligation. Council also briefly discussed the separate status of the Borough's water and sewer authorities for pension purposes.

ON MOTION OF MR. PORTASH, SECONDED BY MR. SLEBODNICK, COUNCIL APPROVED THE 2027 MINIMUM MUNICIPAL OBLIGATION IN THE AMOUNT OF $31,277. MOTION CARRIED 6-0.

D. Code Enforcement Advisory Committee Appointments

Council considered the appointment of members to the newly established Code Enforcement Advisory Committee. The Borough received two letters of interest, submitted by Gary Vaughn Sr. and Eric Castille.

The Borough Manager explained that the committee would serve strictly in an advisory capacity under her supervision, with one Council representative to be designated at a future meeting. The committee's primary objective for 2027 would be to review existing Borough ordinances and recommend revisions, which would be subject to Solicitor review. Members would also assist Borough staff by identifying and reporting potential code violations or property maintenance concerns. The committee would not have enforcement authority, as enforcement would remain the responsibility of the Police Department.

Council discussed establishing written duties and responsibilities for committee members, providing access to Borough ordinances, and determining a regular meeting schedule. The Borough Manager explained that the committee's establishing resolution requires meetings at least once per month and that meetings would be subject to the Pennsylvania Sunshine Act. Council discussed potentially scheduling meetings before the monthly Committee of the Whole meeting, with the final schedule to be determined after the Council representative is appointed.
The Borough Manager summarized the applicants' qualifications. Mr. Vaughn cited his experience with local government, municipal regulations, and community involvement. Mr. Castel expressed an interest in contributing his experience in HVAC, plumbing, and residential infrastructure.

During discussion, Brent Kinley, a neighboring property owner, raised concerns regarding possible property maintenance and code violations at Mr. Castel's residence, questioning whether those matters should be addressed before his appointment. The Borough Manager acknowledged the concerns and indicated that the Police Chief could investigate the reported conditions. Council discussed the importance of following the established citizen complaint process and considered whether to postpone the appointment pending further review.

Mr. Castel addressed the concerns, explaining that the property conditions were related in part to preliminary site preparation for a planned garage. Council members also discussed the limited number of applicants and the importance of encouraging residents to participate in Borough committees. It was noted that the committee's primary purpose would be ordinance review rather than direct code enforcement.

Following discussion, Council proceeded with the nomination and appointment of both applicants.

ON MOTION OF MR. FOX, SECONDED BY MR. PORTASH, COUNCIL APPROVED THE NOMINATION OF GARY VAUGHN SR. TO THE CODE ENFORCEMENT ADVISORY COMMITTEE. MOTION CARRIED 6-0.

ON MOTION OF MR. PORTASH, SECONDED BY MR. FOX, COUNCIL APPOINTED GARY VAUGHN SR. TO THE CODE ENFORCEMENT ADVISORY COMMITTEE. MOTION CARRIED 6-0.

ON MOTION OF MR. FOX, SECONDED BY MR. PORTASH, COUNCIL APPROVED THE NOMINATION OF ERIC CASTILLE TO THE CODE ENFORCEMENT ADVISORY COMMITTEE. MOTION CARRIED 6-0.

ON MOTION OF MR. FOX, SECONDED BY MR. PORTASH, COUNCIL APPOINTED ERIC CASTILLE TO THE CODE ENFORCEMENT ADVISORY COMMITTEE. MOTION CARRIED 6-0.

E. Statewide Local Share Account Grant Application

Council considered a Statewide Local Share Account grant request totaling $590,193.29 for a new street sweeper, skid steer, and lift.

Following discussion of the likelihood of receiving a large combined award versus separate awards, the Borough Manager

recommended proceeding with the combined application as drafted, with the possibility of identifying priorities if the funding agency offered a partial award.

ON MOTION OF MR. HARRISON, SECONDED BY MR. SLEBODNICK, COUNCIL APPROVED REQUESTING $590,193.29 IN STATEWIDE LOCAL SHARE ACCOUNT GRANT FUNDING FOR A STREET SWEEPER, SKID STEER, AND LIFT. MOTION CARRIED 6-0.

IX. DISCUSSION ITEMS

A. Fence Setback Variance, 1006 Webster Avenue

The Borough Manager advised Council that Mr. Eric Castel was present to discuss a potential variance request for his property at 1006 Webster Avenue. Council had previously approved a variance concerning the height of his proposed fence. Mr. Castel was now requesting consideration of a reduced setback of approximately six inches rather than the two feet required by Borough Ordinance.

Mr. Castel explained that he wished to install a fence to provide a secure area for his dogs and future children. He stated that the proposed fence location would allow him to enclose the yard while accommodating existing improvements to the property, including a paved walkway and a masonry sitting wall near his fire pit.

Council questioned how Mr. Castel would maintain the narrow area between the fence and the neighboring property without entering the adjoining yard. Mr. Castel indicated that he intended to install a six-foot vinyl fence, which would require relatively little maintenance. He also clarified that the fence would not necessarily need to be exactly six inches from the property line and that a setback of approximately 12 to 15 inches might provide enough room for him to maintain the area with a weed trimmer.

Council discussed whether the existing pavers could be removed or adjusted to accommodate the required two-foot setback. Mr. Castille explained that his primary concern was the masonry sitting wall, which had been installed by his grandfather using masonry adhesive. He stated that attempting to remove or relocate portions of the wall could damage the structure and make the materials unusable.

Council questioned whether the fence could be installed along the required setbacks without removing the wall, although doing so might affect the appearance of the finished project. Mr. Castel expressed concern about the appearance of the fence around the existing wall and decorative pillar.

Bob Fox offered to visit the property to examine the proposed fence location and existing improvements before further consideration. Mr. Castel welcomed the site visit and agreed to provide his contact information to arrange a time when he could be present. Council also discussed having photographs and measurements taken to determine whether the required two-foot setback could be maintained.

Mr. Kinley, the neighboring property owner, addressed Council in opposition to reducing the setback. He expressed concern that a fence installed so close to the property line would prevent Mr. Castel from maintaining the area without entering his property. He stated that he did not want individuals entering his yard without permission and requested that Council uphold the existing two-foot setback requirement.

Mr. Kinley also questioned the need for another public hearing, noting that he had previously submitted correspondence expressing his concerns regarding the fence. He indicated that he believed additional hearings would be unnecessary if the proposed setback continued to create maintenance and property access issues.

The Borough Manager acknowledged Mr. Kinley's concerns but explained that Mr. Castel had the right to submit a new variance request for consideration. She clarified that the previously approved variance addressed fence height, while the proposed request would concern the setback requirement and therefore constituted a separate matter.

Council discussed the importance of reviewing the physical conditions at the property before determining whether a reduced setback would be appropriate. It was suggested that a site visit, photographs, and measurements could help establish whether the fence could be installed in compliance with the existing ordinance.

The Borough Manager clarified that Mr. Castel had not yet submitted a formal written application for the setback variance. The matter was included on the agenda for discussion only, and no public hearing had been scheduled. If Mr. Castel chose to proceed, a written request would be required, followed by the applicable public hearing and advertising procedures. The Borough Manager explained that Mr. Castel would be responsible for the advertising costs.

Mr. Kinley requested that he be personally notified of any future hearing or discussion concerning the proposed setback variance. He expressed dissatisfaction with communication surrounding the previous request. The Borough Manager acknowledged the concerns regarding prior notification and indicated that the Borough would make arrangements to notify him of future proceedings.

Following discussion, Council agreed that additional information regarding the property conditions would be beneficial before further consideration of the proposed variance.

NO FORMAL ACTION WAS TAKEN.

B. Hometown Heroes Military Banner Program

The program had been discussed during citizen input. No additional action was taken.

C. Carted Waste Collection

The Borough Manager advised that Pro Disposal representatives were expected to attend the November 2, 2026 meeting to discuss implementation and operational details of the new carted waste collection service, followed by information for residents.

X. UNFINISHED BUSINESS

No unfinished business was presented.

XI. BUILDINGS, FACILITIES, AND ROADS

The Public Works report had been provided. No additional matters were presented.

XII. NEW BUSINESS

A. Phase 5 Sidewalk Project, Pay Application No. 1

During consideration of New Business, Council was reminded that the first payment application for the Phase 5 Sidewalk Project had not been included among the motions presented earlier in the meeting.

The Borough Manager requested that Council add the payment application for consideration. The payment, totaling $92,060.70, had previously been discussed during the Engineer's Report, when Council was advised of the project's progress and ongoing sidewalk construction.

Council proceeded with consideration of Pay Application No. 1 in the amount of $92,060.70. No additional questions or concerns were raised before the vote.

ON MOTION OF MR. SCARTON, SECONDED BY MR. PORTASH, COUNCIL APPROVED PAY APPLICATION NO. 1 FOR THE PHASE 5 SIDEWALK PROJECT IN THE AMOUNT OF $92,060.70. MOTION CARRIED 6-0.

XIII. EXECUTIVE SESSION

The Borough Manager advised that no executive session was necessary. Council did not enter executive session.

XIV. CITIZEN INPUT ON NON-AGENDA ITEMS

No additional public comments were recorded.

XV. GOOD OF THE BOROUGH

The Borough Manager advised Council of upcoming periods when she would be away from the Borough office due to speaking engagements and training, including October 7-10 and October 16- 22. She stated that she would remain available remotely by phone, video, or email as necessary.

Council reviewed upcoming budget workshop dates. The Borough Manager reported that no letters of interest had been received for the Budget Advisory Committee and clarified that the scheduled budget workshops were separate from the advisory committee.
Because some financial information had only recently been received and additional materials were outstanding, Council agreed to cancel the October 7 budget workshop and resume discussions on October 12.

ON MOTION OF MR. SLEBODNICK, SECONDED BY MR. PORTASH, COUNCIL APPROVED CANCELING THE SPECIAL BUDGET WORKSHOP SCHEDULED FOR OCTOBER 7, 2026. MOTION CARRIED 6-0.

XVI. ADJOURNMENT

ON MOTION OF MR. SLEBODNICK, SECONDED BY MR. HARRISON, COUNCIL ADJOURNED THE MEETING AT 7:39 P.M. MOTION CARRIED 6-0.

Respectfully submitted,

Jessi Carney
Recording Secretary

Portage Borough
Deposit Detail
October 28 through November 16, 2026

	Type	Num	Date	Name	Account	Amount
	Deposit		10/28/2026		100.005 · Tax Clearing Account	774.81
				Berkheimer's	305.150 · Local Service Tax	-774.81
TOTAL						-774.81
	Deposit		10/30/2026		100.000 · Sweep Account/GF Chec	2,303.24
				Portage Borough Tax Collector	301.000 · Real Estate Taxes	-1,262.54
				Ebensburg Insurance	699.000 · Uncategorized Expenses	-687.50
				County of Cambria Controller's Offi	331.130 · County Fines	-353.20
TOTAL						-2,303.24
	Deposit		10/30/2026		100.005 · Tax Clearing Account	9,742.77
				Berkheimer's	310.210 · EIT Current	-9,891.13
				Berkheimer's	403.116 · EIT Commission & Fees	148.36
TOTAL						-9,742.77
	Deposit		10/30/2026		100.005 · Tax Clearing Account	1,204.89
				Berkheimer's	310.210 · EIT Current	-1,223.24
				Berkheimer's	403.116 · EIT Commission & Fees	18.35
TOTAL						-1,204.89
	Deposit		10/30/2026		100.005 · Tax Clearing Account	103.37
				Berkheimer's	305.150 · Local Service Tax	-103.37
TOTAL						-103.37
	Deposit		11/03/2026		100.005 · Tax Clearing Account	2,249.76

Portage Borough
Deposit Detail
October 28 through November 16, 2026

	Type	Num	Date	Name	Account	Amount
				Berkheimer's	310.210 · EIT Current	-2,284.02
				Berkheimer's	403.116 · EIT Commission & Fees	34.26
TOTAL						-2,249.76
	Deposit		11/04/2026		100.005 · Tax Clearing Account	155.94
				Berkheimer's	305.150 · Local Service Tax	-155.94
TOTAL						-155.94
	Deposit		11/14/2026		100.005 · Tax Clearing Account	1,579.07
				Berkheimer's	310.210 · EIT Current	-1,603.12
				Berkheimer's	403.116 · EIT Commission & Fees	24.05
TOTAL						-1,579.07
	Deposit		11/14/2026		100.005 · Tax Clearing Account	3,848.51
				Portage Borough Tax Collector	301.100 · Current Real Estate Taxe	-3,848.51
TOTAL						-3,848.51
	Deposit		11/14/2026		100.000 · Sweep Account/GF Chec	9,321.51
				Comcast Financial Agency Corpora	383.001 · Miscellaneous Income	-9,321.51
TOTAL						-9,321.51
	Deposit		11/14/2026		100.000 · Sweep Account/GF Chec	20,036.22
				Portage Municipal Water Authority	364.00 · Solid Waste Collection & D	-20,036.22
TOTAL						-20,036.22
TOTAL						**-49,741.02**

Portage Borough
Check Detail
November 2 - 16, 2026

Type	Number	Date	Name	Paid Amount
Bill Pmt -Check	ACH	11/06/2026	CTR Employee Management Services	($15,588.66)
Bill Pmt -Check	ACH	11/10/2026	Portage Area Sewer Authority 309400	($55.00)
Bill Pmt -Check	ACH	11/10/2026	Portage Area Sewer Authority 502700	($55.00)
Bill Pmt -Check	ACH	11/10/2026	Penelec 100010783858	($473.27)
Bill Pmt -Check	ACH	11/14/2026	Penelec 100050366390	($135.71)
Bill Pmt -Check	ACH	11/14/2026	Penelec 100083809721	($53.78)
Bill Pmt -Check	29048	11/02/2026	Spory's Locksmith, Inc.	($86.00)
Bill Pmt -Check	29049	11/12/2026	Mr. Jamie Cadwallader	($280.22)
Bill Pmt -Check	29050	11/12/2026	Stiffler, McGraw & Associates	($16,400.99)
Bill Pmt -Check	29051	11/12/2026	Mr. George Wozniak	($600.00)
Bill Pmt -Check	29052	11/12/2026	Informant Technologies	($1,990.00)
Bill Pmt -Check	29053	11/14/2026	A & H Equipment	($813.31)
Bill Pmt -Check	29054	11/14/2026	Stagers Distributing Company	($80.50)

Portage Borough
Check Detail
November 2 - 16, 2026

Type	Number	Date	Name	Paid Amount
Bill Pmt -Check	29055	11/14/2026	Stiffler, McGraw & Associates | 00-0002	($90.00)
Bill Pmt -Check	29056	11/14/2026	Stiffler, McGraw & Associates | 24-0025	($400.00)
Bill Pmt -Check	29057	11/14/2026	The Long Barn, Inc. II	($66.00)
Bill Pmt -Check	29058	11/14/2026	Unifirst	($93.64)
Bill Pmt -Check	29059	11/14/2026	Gabriel Fera PC	($4,364.01)
Bill Pmt -Check	29060	11/14/2026	Pro Disposal	($13,549.00)
			Grand Total	**($40,220.82)**

THE EADS GROUP
ENGINEERING ARCHITECTURE AND DESIGN SERVICES

Certified Mail No: 9414 7111 0549 5832 1107 74

July 20, 2026

Portage Area Regional Planning Commission
721 Main Street
Portage, Pennsylvania 15946

RE: PORTAGE AREA SEWER AUTHORITY, CAMBRIA COUNTY
WARD 2 SEWER REHABILITATION AND TOWNSHIP EXTENSION PROJECT
LAND USE REVIEW

Portage Area Sewer Authority (PASA) is preparing a Uniform Environmental Report, a National Pollutant Discharge Elimination System (NPDES) Permit, an Act 537 Report, and other General Permits as required by the Pennsylvania Infrastructure Investment Authority (PENNVEST) funding. These reports/permits are for a project that will rehabilitate approximately 27,000 L.F. of sanitary sewer mainline, laterals, and appurtenances in Ward 2 of Portage Borough, extend service by approximately 2,450 L.F. of sewer line, laterals, and appurtenances to areas in Portage Township, and replace approximately 250 L.F. of sewer line, laterals, and appurtenances in Ward 3 of Portage Borough. The project area is in the municipalities of Portage Borough and Portage Township in Cambria County, Pennsylvania. The project will consist of the following:

1. Ward 2 Sewer Rehabilitation and Township Extension – Rehabilitation of approximately 27,000 L.F. of sanitary sewer mainline, laterals, and appurtenances in Ward 2 of Portage Borough (and adjacent township areas), the extension of approximately 2,200 L.F. of 8-to-10-inch PVC gravity sewer line, laterals, and appurtenances in Portage Township to serve 20 total customers on Cemetery Rd, Bluebird Ln, and Michael Ln, and the replacement of approximately 250 L.F. of gravity sewer mainline, laterals, and appurtenances in Ward 3 of Portage Borough. The proposed project in Ward 2 (and adjacent township areas) will address issues concerning high Inflow and Infiltration (I/I) due to old, antiquated sewer lines and manholes, and as a result, will relieve stress on the sewer system and WWTP during periods of high flow. The installation of the laterals will address the current possible illegal connections to the existing sanitary system, reduce the risk of manhole surcharging and reduce the risk of manhole flooding during wet weather events. The proposed project in Portage Township extends the sewer line to connect residents currently connected to on-lot septic systems. The proposed project in Ward 3 will reduce address the current possible illegal connections to the existing system and reduce the risk of manhole surcharging.

The location of the project areas is shown on the attached 7.5 minute U.S.G.S. topographical maps. The project proposes to utilize federal and/or state funds for design and construction. The purpose of this letter is to meet intergovernmental coordination in compliance with Executive Order 12372.

Please review the project and provide your comments and recommendations pertaining to:

- *Consistency with your planning objectives.*
- *Compatibility with other programs, project objectives, which includes natural and human resources, economic and commun development, and issues such as land use, availability and conservation of resources, transportation of people and goo recreation and open space, potential effect on the environment, energy and infrastructure, and other alternatives to the propos*

Please submit comments concerning this project within 30 days from the date of receipt of this letter to The EADS Group, Inc., At Duncan Ziants, 227 Franklin Street, Suite 300, Johnstown, PA 15901.

The EADS Group, Inc. (Johnstown)

By: Duncan Ziants, Engineering Designer

Enclosure: as noted

Project Number: 0620-25-635

2026 PORTAGE CHRISTMAS PARADE

Light Up the Night with Christmas Magic!

The Women's Club of Portage invites YOU to join the holiday fun at our Annual Portage Christmas Parade!

Saturday, December 12, 2026
the EVENING parade starts at
6:00 PM

Bring on the twinkling lights, festive floats, Christmas music, costumes, classic cars, animals, and **LOTS** of holiday cheer! Whether you're a business, organization, family, or individual, we want **YOU** to be part of the magic!

Parade Prizes!

Judges will be stationed in front of S&T Bank, awarding prizes in five categories:

- ★ Youth Clubs
- ★ Sporting Teams
- ★ Families/Individuals
- ★ Businesses/Organizations
- ★ GRAND CHAMPION!

Parade Details

Line-Up: 5:00 PM on Caldwell Avenue near Dollar General.

Parade Route: Begins at Main Street & Caldwell Avenue at 6:00 PM and travels up Main Street to Johnson Avenue.

Ready to Join the Fun?

Email: portagewomensclub@gmail.com to request an entry application.

Entry Deadline: December 1, 2026

Questions? Call or text Fidalma Kissell at 814-421-6980.

Get creative, deck it out, and help us make Portage sparkle with Christmas spirit!

We can't wait to see YOU in the parade!

2026 PORTAGE CHRISTMAS PARADE

Saturday, December 12th at 6pm

ATTENDEE APPLICATION

Name of Organization/Participants: _____

Contact Name: _____

Phone Number: _____

Email Address: _____

Do you respond to treats? YES or NO

Mailing Address: _____

_____

Approximate number of Participants - including walking, riding and driving: _____

Briefly describe your entry:

List any special/unusual requests: _____

PLEASE SELECT CATEGORIES YOUR GROUP BEST REPRESENTS (check all that apply):

WHEELED VEHICLE ____ SPORTS GROUP ____ BUSINESS GROUP ____

FLOAT ____ ANIMAL GROUP ____ ORGANIZATION ____ WALKING GROUP ____

PAGEANT WINNERS ____ SCHOOL CLUB ____ MUSICAL GROUP ____ BAND ____

CLASSIC VEHICLE ____ DANCE/DRILL GROUP ____ LARGE VEHICLE ____

CHURCH GROUP ____ FIRST RESPONDER ____ YOUTH GROUP ____

Please return completed application by Dec 1st to: portagewomensclub@gmail.com

If you have any questions, please reach out to Fidalma at 814-421-6980.

Thank you for your participation! We are very much looking forward to seeing you at the Christmas parade!