

**PORTAGE TOWNSHIP REGULAR MONTHLY  
MEETING, APRIL 6, 2016  
416 MILLER SHAFT ROAD  
PORTAGE, PA**

*Chairman Bill Cooper opened the meeting with a salute to the flag and then offered a moment of silence.*

*Roll Call: Jeff Kostan – yes; Supervisor Bill Cooper – yes; Supervisor Rick Olshavsky – yes.*

*Public Participation*

*Before the meeting was opened for public participation, Wessel & Company spoke the Board regarding the 2015 Audit performed for Portage Township in February of this year.*

*Stephanie Stohon and Meghan Friedhoff spoke regarding the audit explaining some financial highlights. Meghan showed some statements regarding the assets, liabilities, and fund balances including graphs too. In summing up the explanation, Meghan expressed the Audit for 2015 shows no major changes for 2015 as compared to 2014. Stephanie Stohon also spoke to the Board regarding the preparing for the audit and what the audit does look for. There were no findings so with that being said, she stated they were able to conduct the audit as planned and will find a letter stating this is a clean communicational audit. She also stated she is looking forward to working with Portage Township for the 2016 audit next year.*

*The Board thanked Stephanie and Meghan for their presentation of the 2015 Audit. Then Supervisor Olshavsky made a motion to accept the 2015 Audit as presented with Supervisor Cooper seconding the motion. Motion carried 3-0. Supervisor Kostan – yes; Supervisor Cooper – yes; Supervisor Olshavsky – yes.*

*Jeremy of the Fire Company, spoke to the Board regarding several issues. First being the issue of the police protection. He asked the Board if they allow for the fire company to call for backup from the Borough if needed. Supervisor Cooper said he always thought that the State Police was to be called and if the State Police feel the need to call either the Borough or any other police department they were to do so. Supervisor Olshavsky said the Township would never restrict anyone (police) to come in for any reason. But also Supervisor Olshavsky also*

*said he cannot tell the police what to do. They are the ones when they need back up they make that call not the Township. He then addressed the Board regarding fire protection. He stated they currently receive ½ mill for fire protection. He asking for another ½ mill to take it to one. This would help purchase equipment. He is asking for support from the Township. Maybe this is something that could be discussed with the Borough and the Township during budget time.*

*Supervisor Cooper said he felt that a meeting could be coordinated in the future. Supervisor Olshavsky said maybe July or August would be good time.*

*Also the Board discussed with Jeremy regarding Dusty Road. There is a pipe that needs replaced and could possibly have the road disrupted for more than one day. This could cause some assistance needed from the Fire Company to help keep the residents safe while the process of replacing this pipe is being done. Jeremy said he would be willing to meet with the Supervisor's and go up and look, and maybe come up with some type of emergency entrance or access to the residents if need be. Supervisor Kostan also said, they do need to get up and talk to the residents up there to let them know what is in the works. The permit has been requested could take up to two months to be granted.*

*Jerry Zaman of Martindale addressed the Board asking for assistance to clean a pipe out. After some discussion, Supervisor Jeff Kostan asked Mr. Zaman if they could meet up with him the next day to discuss his concerns.*

*Todd McCabe of Martindale spoke to the Board too regarding the mess in Martindale with the streets asking just how they will be repaired. Supervisor Kostan said some will be ditches fixed and some will be the streets. Depending on the damage that has been done. He is hoping that the streets will be fixed correctly. Supervisors will keep an eye on this and make sure it will be fixed.*

#### *Approval of Minutes*

*Supervisor Olshavsky made a motion to approve the Regular Monthly Meeting Minutes for March 2, 2016 with Supervisor Kostan seconding the motion. Motion carried 3-0. Supervisor Kostan – yes; Supervisor Cooper – yes; Supervisor Olshavsky – yes.*

#### *Approval of Secretary's Report*

*The Secretary's report compiled of the following work completed and worked on a daily basis for the month of April:*

- *Listed all correspondence received by email or the mail.*
- *Completed payroll and payroll taxes*
- *Received and posted all incoming revenue*
- *Completed all Municipal Lien letters received*
- *Reconciled monthly bank statements for the month of February, 2016*
- *Paid all monthly bills*
- *Received and addressed all incoming telephone calls*

*Supervisor Olshavsky made a motion to approve the Secretary's report with Supervisor Cooper seconding the motion. Motion carried 3-0. Supervisor Kostan – yes; Supervisor Cooper – yes; Supervisor Olshavsky – yes.*

#### *Approval of Road Master's Report*

*Plowed and placed anti-skid materials where needed throughout the Township for most of the time. Worked on the trucks and equipment as needed. Removed debris from right of ways. Cleared snow from drains, ditches, and intersections. Started taking the snow fence down and also started sweeping streets in certain areas.*

*Supervisor Cooper made a motion to accept the Road Master's Report as presented with Supervisor Kostan seconding the motion. Motion carried 3-0. Supervisor Kostan – yes; Supervisor Cooper – yes; Supervisor Olshavsky – yes.*

#### *Code Enforcement Officer's Report*

*Received a complaint from a resident on Springhill. Re: Gaunt's moving dirt and covering garbage that was left on the property since the fire in 2015.*

*Code Enforcement Officer witnessed the piece of equipment that was hauled in to use that spread the dirt around. After making a phone call to the Laurel Municipal Inspection Agency, and having a discussion with them regarding the above, I was told this is a DEP matter and also could possibly be a homeowner vs homeowner as to where the property lines are. At this time, the Code Enforcement Officer does not have authority over this piece of property.*

*Supervisor Cooper made a motion to accept the Code Enforcement Officer's Report with Supervisor Kostan seconding the motion. Motion carried 3-0. Supervisor Kostan – yes; Supervisor Cooper – yes; Supervisor Olshavsky – yes.*

*Old Business – None*

*New Business*

*a. Easement for Penelec*

*Supervisor Cooper explained this for the new building for Penelec to place a pole along with a guide wire. Supervisor Cooper made a motion to approve this easement with Supervisor Kostan seconding the motion. Motion carried 3-0. Supervisor Kostan – yes; Supervisor Cooper – yes; Supervisor Olshavsky – yes.*

*b. Earthweek (Township help April 22, 2016)*

*Supervisor Olshavsky made a motion to help with Earthweek on April 22, 2016 as they have done in the past. Supervisor Kostan seconded the motion. Motion carried 3-0. Supervisor Kostan – yes; Supervisor Cooper – yes; Supervisor Olshavsky – yes.*

*c. Ordinance to vacate Ordinance 1-2008*

*Supervisor Olshavsky made a motion to vacate Ordinance 1-2008 (grant writer agreement) in place with new Ordinance 1-2016 vacating Ordinance 1-2008. Supervisor Kostan seconded the motion. Motion carried 3-0. Supervisor Kostan – yes; Supervisor Cooper – yes; Supervisor Olshavsky – yes.*

*d. Angel Coal Trust (Water Authority)*

*Supervisor Kostan made a motion to approve this subdivision which has been corrected with the correct acreage and also with all required signatures. Supervisor Olshavsky seconded the motion. Motion carried 3-0. Supervisor Kostan – yes; Supervisor Cooper – yes; Supervisor Olshavsky – yes.*

*e. County Aid Application*

*Supervisor Olshavsky made a motion for the Township to apply again to the County to approve our roads for \$15,000. Supervisor Cooper seconded the motion. Motion carried 3-0. Supervisor Kostan – yes; Supervisor Cooper – yes; Supervisor Olshavsky – yes.*

*f. Approval of permit and cost incurred by Dusty Lane Project*

*Supervisor Kostan made a motion to approve any expenses incurred for this project on Dusty Lane with Supervisor Cooper seconding the motion. Motion carried 3-0. Supervisor Kostan – yes; Supervisor Cooper – yes; Supervisor Olshavsky – yes.*

*g. PAJRC letter campaign (Township's portion of costs)*

*After some discussion regarding this, the Supervisors decided to table this until they find out exactly what the exact amount of money will be for this.*

*h. Adopt Municipal Resolution Electronic Filing Liquid Fuels*

*Supervisor Olshavsky made a motion to adopt this Resolution for the Township to begin to electronically file Liquid Fuels. Supervisor Cooper seconded the motion. Motion carried 3-0. Supervisor Kostan – yes; Supervisor Cooper – yes; Supervisor Olshavsky – yes.*

*Before the meeting was adjourned Supervisor Olshavsky then spoke to the Board regarding his position he currently held as Road Master. He asked the Board to please accept his resignation as Road Master effective immediately. He wishes to step down noting he accepted this position in January for a temporary position until he was able to mentor someone for this position. He feels this has been accomplished. Supervisor Cooper made a motion to accept his resignation with Supervisor Kostan seconding the motion. Motion carried 3-0. Supervisor Kostan – yes; Supervisor Cooper – yes; Supervisor Olshavsky – yes.*

*Then Supervisor Olshavsky made a motion to appoint Jeff Kostan as Road Master effective immediately with Supervisor Cooper seconding the motion. Motion carried 3-0. Supervisor Kostan – yes; Supervisor Cooper – yes; Supervisor Olshavsky -yes.*

*Supervisor Cooper made a motion to appoint Rick Olshavsky as Assistant Road Master with Supervisor Kostan seconding the motion. Motion carried 3-0. Supervisor Kostan – yes; Supervisor Cooper -yes; Supervisor Olshavsky – yes.*

*Supervisor Cooper and Supervisor Kostan expressed thankfulness and gratitude towards Supervisor Olshavsky. Supervisor Kostan and Supervisor Cooper thanked him for sharing his knowledge of the Township.*

*Meeting was adjourned at 8:10 pm.*

*Those who attended and signed in for tonight's meeting: Glenn Calderwood, David Rorabaugh, Joe Walters, John Crum, Ron Portash, Raymond Asfar, Paul Maul, Jerry Zaman, Todd McCabe, Bob Lutz, Jill Lamar.*

*Respectfully submitted,*

*Michelle Kostan, Secretary*