

*Portage Township Regular Monthly
Meeting Minutes, March 2, 2016
Meeting held at the Municipal Building
416 Miller Shaft, Portage, PA 15946*

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

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

Public Participation

None

Secretary's Report

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

- 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.

Road Master's Report

Plowed and placed anti-skid materials when and where needed throughout the Township for most of the time this month. Worked on the trucks and equipment as needed. Removed debris from right of ways. Cleared snow from drains, ditches, and intersections. Repaired potholes where needed.

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

Code Enforcement Officer's Report

The following was reported for the month of February, 2016:

Complaint received from resident on First Street: RE: Neighbor's yard is filled with garbage bags and garbage throughout the yard.

Code Enforcement Officer went to the resident's place, and did find the garbage bags and other various items throughout the yard. He was told to clean up all the garbage bags that did have an odor coming from them. As far as the toys throughout the yard, this is not a violation. Follow up the next day, found the garbage bags were cleaned up.

Supervisor Rick Olshavsky made a motion to approve the Code Enforcement Officer's Report as presented 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. Discuss Grant Writer options

Supervisor Olshavsky spoke regarding this Agreement with Cassandra Borough and Portage Borough. It is with Supervisors opinion he made a motion to terminate the Agreement effective immediately as the Agreement does include a thirty (30) day notice to each Municipality ending April 3, 2016. Supervisor Kostan also stated that after reviewing different options pertaining to grant writers and having found other local people who are involved with grants, the Township can save money. Some discussion was had regarding the yearly payment to the Borough. Supervisor Cooper seconded the motion. Motion carried 3-0. Supervisor Kostan – yes; Supervisor Cooper – yes; Supervisor Olshavsky – yes.

b. Advertising for Bids (contractors) meetings

Supervisor Olshavsky made a motion to advertise the bids for the contractors and the special meetings that will need to be advertised and scheduled for the new building. Supervisor Kostan seconded the motion. Motion carried 3-0. Supervisor Kostan – yes; Supervisor Cooper – yes; Supervisor Olshavsky – yes.

c. Discuss survey for Calvin Avenue and Ridge Avenue

Supervisor Olshavsky stated that it was brought to the Township's attention of a section of Ridge Avenue (unopened street) and also a section of Calvin Avenue. After consulting our Solicitor, he advised us that we might need to have a survey done to settle and find out exactly where the Township's right of way is and where a building happens to be in that arear. Supervisor Olshavsky made a motion to have a survey done on that section of Calvin and Ridge Avenue. Supervisor Kostan seconded the motion. Motion carried 3-0. Supervisor Kostan – yes; Supervisor Cooper – yes; Supervisor Olshavsky – yes.

d. Selepack Variance

Supervisor Olshavsky stated that at the last monthly meeting the Supervisor's approved a Variance that Mr. Selepack requested only if the conditions were met. In contacting Laurel Municipal, the Supervisor's, were informed they cannot grant this Variance to Mr. Selepack because this is an on lot sewage location on his personal property. Supervisor Cooper made a motion to rescind the Variance approval of the February 3, 2016 meeting for Mr. Selepack with Supervisor Olshavsky seconding the motion. Motion carried 3-0. Supervisor Kostan – yes; Supervisor Cooper – yes; Supervisor Olshavsky – yes.

e. Easter Egg Hunt Donation for 2016

Supervisor Cooper made a motion to donate \$100.00 as they had done in the previous year. Supervisor Olshavsky seconded the motion. Motion carried 3-0. Supervisor Kostan – yes; Supervisor Cooper – yes; Supervisor Olshavsky – yes.

Adjourned

The meeting was adjourned at 7:35 pm.

Those who attended and signed in tonight's meeting: Glenn Calderwood, Ron Portash, Joe Walters, David Rorabaugh, Jill Lamar, John Waksmunski, Ray Asfar, Paul Maul, Tom Rohr.

Respectfully submitted,

Michelle Kostan, Secretary