

*Portage Township Regular Monthly
Meeting Minutes, February 3, 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

Rick Shaffer spoke to the Supervisors regarding the winter maintenance of Sportsmen's Road in Washington Township. He felt he should have been a part of this decision since he was the Road Master at the time. Supervisor Cooper explained to him, the Supervisors made the decision after looking into it and made the decision and voted on it unanimously at the December, 2015 meeting. Supervisor Cooper also did let Mr. Shaffer know that he was on vacation during the date of the meeting it was decided and approved on.

Glen Calderwood addressed the Supervisors about the berm along his road and the alley. Supervisor Cooper told him they will address this in the spring.

Michael Selapack then asked about how long to they approved this road (Sportsmen's Road). Supervisor Cooper explained at least two months. It was brought up at one meeting and then voted on at another meeting. So he explained this was discussed and talked about.

Approval of Regular Monthly Meeting Minutes and Reorganization Meeting Minutes

Supervisor Olshavsky made a motion to approve the January 4, 2016 Regular Monthly Meeting Minutes and the Re-Organization Meeting Minutes from January 4, 2016. Supervisor Cooper seconded the motion. Motion carried 3-0. Supervisor Kostan – yes; Supervisor Cooper – yes; Supervisor Olshavsky – yes.

Secretary's Report

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

- Listed all correspondence received by email or the mail.
- Completed payroll and payroll taxes and W-2's
- Received and posted all incoming revenue
- Completed all Municipal Lien letters received
- Reconciled monthly bank statements for the month of December, 2015
- Prepared Treasurer's Report for the Fourth Quarter, 2015
- Completed DCED required reports
- Prepared for Wessel to come in to Audit 2015 (first week of Feb)
- Paid all monthly bills
- Received and addressed all incoming telephone calls

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

Code Enforcement Officer's Report

None

Treasurer's Report

The following is the Treasurer's Report for the Fourth Quarter for 2015 for the months of October, November, and December.

The general account showed revenues totaling \$ 200,800.32, expenditures of \$ 194,035.83, showing an ending balance of \$ 10,419.35.

The payroll account showed deposits totaling \$ 56,900.14, expenditures of \$ 53,983.55, showing an ending balance of \$ 8,049.80.

The S & T Bank account showed revenues received totaling \$165,901.44, expenditures of \$234,200.00, showing an ending balance of \$ 458,073.37.

The Liquid Fuels account showed revenues totaling \$ 74.78, with expenditures of \$ 91,982.25 this quarter, showing an ending balance of \$58,642.91.

These ending balances are accumulated from each reconciled bank statements for the months of October, November, and December.

Total funds balance: Gen Acct's - \$ 10,419.35
 Money Market - \$458,073.37
 Capital Purchase Acct - \$429,670.60
 ALL FUNDS BALANCE - \$898,163.32 (minus outstanding
 bills)
 Liquid Fuels - \$58,642.91
 (\$ 956,326.64)

Supervisor Olshavsky made a motion to accept the Treasurer's Report as read by William Cooper, 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. Variance approval for David Cyran

The Board approved the proposed variance for David Cyran who submitted all the proper requirements. Supervisor Olshavsky made a motion to approve the variance with Supervisor Kostan seconding the

motion. Motion carried 3-0. Supervisor Kostan – yes; Supervisor Cooper – yes; Supervisor Olshavsky – yes.

b. Variance approval for Michael Selapack

Michael Selapack addressed the Board regarding his request for a variance for his proposed construction for anew addition which would be 2.7” to an existing sand mound prior to sewage hook up in 2016. There was some discussion regarding this, then Supervisor Olshavsky felt some kind of note should be given by the Sewer Authority to show their approval. The Supervisors felt this was something he needed to do. Supervisor Olshavsky asked that if a letter was received from Laurel Municipal Agency then they will approve as long as proper paper work is given to the Township. Supervisor Kostan then made a motion to approve the variance if he needs one contingent upon the approval and proper paper work from the Sewer Authority and Laurel Municipal Inspection Agency regarding this construction. Supervisor Olshavsky seconded the motion. Motion carried 3-0. Supervisor Kostan – yes; Supervisor Cooper – yes; Supervisor Olshavsky – yes.

c. Subdivision approval for Rosebud Mining

Supervisor Cooper made a motion to approve the Subdivision as proposed by Rosebud Mining with Supervisor Olshavsky seconding 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: John Crum, Ron Portash, Glenn Calderwood, Joe Walters, Michael Selapack, Eli Selapack, John Waksmunski, Ray Asfar, Al Maul, Paul Maul, Jill Lamar

Respectfully submitted,

Michelle Kostan, Secretary