

PORTAGE TOWNSHIP
REGULAR MONTHLY MEETING, NOVEMBER 2, 2016
Miller Shaft Road, 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 – present; William Cooper – present; Richard Olshavsky – present.

Public Participation

Jill Lamar questioned regarding a sewer drain/manhole that needs to be cleaned out from the shell it has been black topped recently but the drain needs cleaned out now. Supervisor Kostan said they would get down there to clean it out.

Supervisor Olshavsky asked Jill Lamar regarding if the Rec Commission had a motion to vote for the hiring of a Park Manager ever. If not, why not. Questions could be possibly down the road regarding the agreement the Township and the Borough have for the Rec Commission.

Approval of Minutes

Supervisor Olshavsky made a motion to approve the Regular Monthly Meeting Minutes for October 5, 2016 and Special Meeting held October 27, 2016. Supervisor Kostan seconded the motion. Motion carried 3-0. Supervisor Kostan – yes; Supervisor Cooper – yes; Supervisor Olshavsky – yes.

Secretary's Report

The Secretary's Report lists the following work completed and worked on a daily basis for the month of October:

- **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 September, 2016**
- **Paid all monthly bills**
- **Received and addressed all incoming telephone calls**
- **Completed the 2017 Budget process**

Supervisor Olshavsky made a motion to accept the Secretary's Report as presented with Supervisor Kostan seconding the motion.

Treasurer's Report

The following is the Treasurer's Report for the Third Quarter of 2016 for the months of July, August, September.

The general account showed revenues totaling \$ 69,000.16 expenditures of \$ 67,500.45 showing an ending balance of \$ 4,164.54.

The payroll account showed deposits totaling \$ 60,500.14, expenditures of \$ 55,988.00, showing an ending balance of \$ 15,652.02.

The S & T Bank account showed revenues received totaling \$120,034.96, expenditures of \$ 141,517.25, showing an ending balance of \$ 594,342.07.

The Liquid Fuels account showed revenues totaling \$ 255.91, with expenditures of \$201,090.18, showing an ending balance of \$.00. Closing this account. Opening new Liquid Fuels account with Somerset Trust Company totaling \$ 201,164.35.

These ending balances are accumulated from each reconciled bank statements for the months of July, August, September.

*Total funds balance: Gen Acct's - \$ 19,816.56
 Money Market - \$594,342.07
 Capital Purchase Acct - \$291,692.07
 ALL FUNDS BALANCE - \$905,850.07 (minus outstanding bills)
 Liquid Fuels - \$201,164.35
 (\$1,107,014.40)*

Supervisor Olshavsky made a motion to accept the Treasurer's Report as reported by Supervisor Cooper with Supervisor Kostan seconding the motion. Motion carried 3-0. Supervisor Kostan – yes; Supervisor Cooper – yes; Supervisor Olshavsky – yes.

Road Master's Report

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

- *Paved Grant Street*
- *Repaired signs where needed*
- *Replaced headwall and pipes on Chappell's Hill*
- *Cleaned ditches where needed*
- *Put snow fence up Cikota's curve, Sossong's, and Sportsmens Road*

- *Brushed hogged up Benscreek*
- *Maintain and worked on Township equipment*
- *Follow-up on all calls as needed*

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

Code Enforcement Officer's Report

- *Another complaint received for a residence on Front Street re: garbage stacked up and rats*

CEO continues to go and check on this residence, to date, the garbage is cleaned up.

Supervisor Olshavsky 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

Supervisor Olshavsky made a motion to accept the resignation of Richard Shaffer effective September 15, 2016. Supervisor Cooper seconded the motion. Motion carried 3-0. Supervisor Kostan – yes; Supervisor Cooper – yes; Supervisor Olshavsky – yes.

New Business

a. Approval of Building Project Pay Application

- *Supervisor Olshavsky made a motion to approve the Building Project Pay Application for the amount of \$ 48,989.70. Supervisor Kostan seconded the motion. Motion carried 3-0. Supervisor Kostan – yes; Supervisor Cooper – yes; Supervisor Olshavsky – yes.*

b. Donation – Portage Area Jr-Sr High School Santa Helpers, Portage Area Food Pantry, Portage Library

- *Supervisor Olshavsky made a motion to donate \$500.00 to each mentioned as was given in the previous year. Supervisor Kostan seconded the motion. Motion carried 3-0. Supervisor Kostan – yes; Supervisor Cooper – yes; Supervisor Olshavsky – yes.*

c. Approval for advertisement for the 2017 Budget

- **Supervisor Olshavsky made a motion to have the proposed 2017 Budget advertised in the Portage Dispatch for public view from November 7, 2016 to December 6, 2016. Supervisor Kostan seconded the motion. Motion carried 3-0. Supervisor Kostan – yes; Supervisor Cooper – yes; Supervisor Olshavsky – yes.**

d. Purchase Piping for Dusty Lane Project for 2017

- **Supervisor Kostan and Supervisor Olshavsky explained the Dusty Lane Project being pushed to next year but requesting to purchase the pipe in 2016. Supervisor Kostan made a motion to purchase the piping for a cost of \$6,720.00 from LB Water with Supervisor Olshavsky seconding the motion. Motion carried 3-0. Supervisor Kostan – yes; Supervisor Cooper – yes; Supervisor Olshavsky – yes.**

Meeting Adjourned 7:26 pm.

Those attending tonight's meeting and who signed the sign in sheet: David Rorabaugh, Joe Walters, Jill Lamar, John Waksmunski, Ron Portash, Ben Selepack

Respectfully submitted,

Michelle Kostan, Twp Secretary

**ROAD MASTER'S REPORT FOR
NOVEMBER 2, 2016 REGULAR MONTHLY MEETING**

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

- *Cleaned catch basins and drains*
- *Continued to put snow fence up*
- *Blacktopped on Bridge on Chappel's Hill/Grogin Lane/Luther Ave*
- *Put snow plows on and spreader boxes*
- *Maintain and repair equipment as needed*

Butch Kostan, Road Master