

PORTAGE TOWNSHIP
ORGANIZATION MEETING, JANUARY 4, 2016 @6:00 PM
MUNICIPAL MEETING – 416 MILLER SHAFT ROAD

ROLL CALL: Supervisor Kostan – yes; Supervisor Cooper – yes; Supervisor Olshavsky – yes.

APPOINT TEMPORARY CHAIRMAN:

Supervisor Cooper made a motion to appoint Supervisor Kostan as temporary chairman, Supervisor Olshavsky seconded the motion. All yes.

APPOINT TEMPORARY SECRETARY:

Supervisor Kostan made a motion to appoint Michelle Kostan as temporary secretary, Supervisor Cooper seconded the motion. All yes.

PUBLIC PARTICIPATION:

None

NOMINATION AND ELECTION OF CHAIRMAN OF THE BOARD:

Supervisor Kostan nominated Supervisor Cooper as Chairman of the Board, Supervisor Olshavsky seconded the motion. All yes.

NOMINATION AND ELECTION OF VICE-CHAIRMAN OF THE BOARD:

Supervisor Cooper nominated Supervisor Kostan as Vice-Chairman of the Board, Supervisor Olshavsky seconded the motion. All yes.

APPOINT SECRETARY:

Supervisor Olshavsky made a motion to appoint Michelle Kostan as Secretary, Supervisor Cooper seconded the motion. All yes.

APPOINT TREASURER:

Supervisor Olshavsky made a motion to appoint Supervisor Cooper as Treasurer, Supervisor Kostan seconded the motion. All yes.

RECOMMENDED TREASURER'S BOND LIMIT:

Supervisor Cooper made a motion to keep the bond limits same as 2015. Supervisor Olshavsky seconded the motion. All yes.

SET REIMBURSABLE MILEAGE FOR PERSONAL VEHICLE USE:

Supervisor Cooper made a motion to keep the mileage for personal vehicle use at .55.5 cents per mile. Supervisor Kostan seconded the motion. All yes.

APPOINT LEGAL COUNSEL:

Supervisor Cooper made a motion to appoint C.J. Webb as the Townships Legal Counsel. Supervisor Olshavsky seconded the motion. All yes.

APPOINT ENGINEER:

Supervisor Cooper made a motion to appoint The EADS Group as the Townships Engineer. Supervisor Olshavsky seconded the motion. All yes.

DESIGNATE DEPOSITORY:

Supervisor Cooper made a motion to designate Bank (s) 1st Summit Bank and S & T Bank as a depository for the Township. Supervisor Kostan seconded the motion. All yes.

APPOINT 511 TAX COLLECTOR:

Supervisor Cooper made a motion to appoint Berkheimer Tax Administrators as Act 511 Tax Collector. Supervisor Kostan seconded the motion. All yes.

APPOINT MEMBERS OF VARIOUS COMMISSIONS AND BOARDS:

Supervisor Cooper made a motion to keep CCBCEA to continue to serve as our Building Code Enforcement Agency, to retain Joe Beyer, Michael Baker, Ray Kargo, Kimberly Plummer, Ruby Moore on the Planning Commission, Linda Miko, Jill Lamar, Tom Cordwell, Eva Kulic on the Joint Rec Commission, Joe Beyer, Nancy Sherbine, Eric Gentile on the Sewer Authority. Seconded by Supervisor Kostan. All yes.

APPOINTMENT OF CODE ENFORCEMENT OFFICER:

Supervisor Cooper made a motion to appoint and retain Dave Nolan as the Portage Township Code Enforcement Officer. Supervisor Olshavsky seconded the motion. All yes.

APPOINT VACANCY BOARD CHAIRMAN:

Supervisor Cooper made a motion to appoint Ray Boeman as the Vacancy Board Chairman for the Township. Supervisor Olshavsky seconded the motion. All yes.

APPOINT NON-ELECTED EMPLOYEES AND SET WAGES FOR CURRENT ROAD CREW:

Supervisor Cooper made a motion to appoint current road crew: Richard Shaffer, Tyler Shaffer, Dave Nolan. Supervisor Olshavsky seconded the motion. All yes.

Supervisor Cooper made a motion to appoint hourly current road crew: William Cooper, Dave Parkin, Ray Asfar, Kevin Shaffer. Supervisor Olshavsky seconded the motion. All yes.

Supervisor Cooper made a motion to set wages for the current road crew of \$16.00 per hour with Supervisor Olshavsky seconding the motion. All yes.

APPOINT TOWNSHIP EMPLOYED SUPERVISORS:

Supervisor Cooper made a motion to appoint Richard Olshavsky and Jeffrey Kostan as a working fulltime Township Supervisor with current wage set of \$16.00. Supervisor Olshavsky seconded the motion. All yes.

APPOINT TOWNSHIP ROAD MASTER AND ASSISTANT ROAD MASTER:

Supervisor Cooper made a motion to appoint Richard Olshavsky as Head Road Master with a wage of \$16.75 per hour and Jeffrey Kostan as Assistant Road Master with a wage of \$16.40 per hour. Supervisor Olshavsky seconded the motion. All yes.

SCHEDULE REGULAR MONTHLY MEETINGS:

Supervisor Cooper made a motion to keep the Regular Monthly Meetings on the First Wednesday of every month. Supervisor Olshavsky seconded the motion. All yes.

SET HOLIDAYS:

Supervisor Cooper made a motion to keep the same paid Holidays for 2016 as was set in 2015. New Years Day, Good Friday, Memorial Day, Labor Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving Day, 1st Day of Buck, Christmas Day. Supervisor Olshavsky seconded the motion. All yes.

VOTING DELEGATE:

Supervisor Kostan made a motion to appoint Supervisor Olshavsky as the voting delegate for the Township. Supervisor Cooper seconded the motion. All yes.

APPOINT TOWNSHIP AUDITORS:

Supervisor Cooper made a motion to retain George Fetsko, Bob Lutz, and Denny Ratosky as Township Auditors. Supervisor Olshavsky seconded the motion. All yes.

Organization meeting was adjourned at 6:30 pm.

Those who attended: Richard Shaffer, Mike Jubina

Respectfully submitted,

Michelle Kostan, Secretary

MINUTES SUBJECT TO APPROVAL BY THE BOARD