

*Portage Township Regular Monthly  
Meeting Minutes, January 4, 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

Approval of Minutes

Supervisor Olshavsky made a motion to approve the December 2, 2015 and the Special Meeting held December 30, 2015 meeting minutes with Supervisor Kostan seconding 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 December:

- 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 November, 2015
- 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

Supervisor Kostan read the Road Master's report as follows:

- Repaired some Township Roads need potholes repaired and fixed
- Cleaned ditches and removed debris from roadways from the wind and heavy rains
- Put new signs up on Springhill, Country Road
- Worked on the equipment getting ready for any weather changes (SNOW) and maintenance of all equipment
- Applied anti-skid and salt when needed
- Responded and resolved all calls the Road Master would receive from Township residents regarding any issues they might have had

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

## Code Enforcement Officer's Report

None

Old Business

None

New Business

- a. SAMS registration – for USDA grant \$599.00

Supervisor Olshavsky explained this was needed to be able to apply for this grant. Supervisor Olshavsky made a motion to pay \$599.00 to get the SAMS registration with Supervisor Cooper seconding the motion. Motion carried 3-0. Supervisor Kostan – yes; Supervisor Cooper – yes; Supervisor Olshavsky – yes.

- b. Purchase 2-way radio for new pickup truck

Supervisor Kostan made a motion to purchase a 2-way radio from Centre Communications of Ebsburg for a quoted price of \$462.00 installed with

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

Adjourn

The meeting was adjourned at 6:40 pm.

Those who attended and signed in: Mike Jubina, Rick Shaffer, John Crum.

Respectfully submitted,

Michelle Kostan, Secretary