

**PORTAGE TOWNSHIP  
REGULAR MONTHLY MEETING, JANUARY 3, 2017  
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; Supervisor William Cooper – present; Supervisor Richard Olshavsky – present.***

***Public Participation***

***Jill Lamar just wanted them to know she had a mess in front of her place from the snowplow. Supervisor Kostan told her he would get down to check it out.***

***Approval of Minutes***

***Supervisor Olshavsky made a motion to approve the Regular Monthly Meeting Minutes for December 7, 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 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, 2016***
- ***Paid all monthly bills***
- ***Received and addressed all incoming telephone calls***
- ***Started the process of transferring 2016 to 2017 (reports, chart of accounts, files)***

***Supervisor Cooper made a motion to accept the Secretary's report with Supervisor Olshavsky 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 December, 2016:***

- ***Cleaned catch basins and drains***
- ***Continued to put snow fence up***
- ***Applied anti-skid and salt when and where needed***
- ***Plowed when and where needed***
- ***Maintain and repair equipment as needed***

### ***Code Enforcement Officer's Report***

***None***

### ***Old Business***

***None***

### ***New Business***

#### ***a. Approval of Building Project Pay Application***

***Supervisor Kostan made a motion to approve the pay application as received for the General Contractor in the amount of \$158,445.00. Supervisor Olshavsky seconded the motion. Motion carried 3-0. Supervisor Kostan – yes; Supervisor Cooper – yes; Supervisor Olshavsky – yes.***

#### ***b. Reappoint Denny Beck for Central Mainline Sewer Authority***

***Supervisor Cooper made a motion to accept Denny Beck's letter of request for reappointment as a representative on the Central Mainline Sewer Authority. Supervisor Olshavsky seconded the motion. Motion carried 3-0. Supervisor Kostan – yes; Supervisor Cooper – yes; Supervisor Olshavsky – yes.***

***c. Planning Commission donation for 2017***

***Supervisor Cooper made a motion to give the Portage Area Regional Planning Commission the annual Township donation of \$500.00 for the year 2017. Supervisor Olshavsky seconded the motion. Motion carried 3-0. Supervisor Kostan – yes; Supervisor Cooper – yes; Supervisor Olshavsky – yes.***

***Meeting adjourned 6:35 pm.***

***Those in attendance at tonight's meeting and signed in: John Crum, Jill Lamar***

***Respectfully submitted***

***Michelle Kostan, Twp Secretary***