

**PORTAGE TOWNSHIP
REGULAR MONTHLY MEETING, FEBRUARY 1, 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

John Nicholson questioned the Board regarding the current cost of the building so far which Supervisor Cooper said really don't have a figure so far. He then questioned if the Township could look in to a time clock that is used by your finger print. Supervisor Cooper said he would look in to it.

Benny Selepack questioned the Board regarding hourly employees driving around. Supervisor Cooper said they clean ditches. He stated that he feels the roads are terrible since he has lived up there with the plowing of the snow. Supervisor Kostan spoke saying he disagreed with him regarding his statement. Supervisor Kostan stated that Tyler Shaffer has been plowing up there for years and he feels he does a wonderful job on that route. He then continued questioning the Board on the snow plowing and the trucks that had the plows off.

John Price talked to the Board regarding the water problem he has. He asked if the Solicitor could send a letter explaining the Ordinance. They read it one way, and just would like something explaining how he reads it. John and Terry Price also expressed to the Board their appreciation in helping them with their concerns they previously had to deal with.

Cammy Benko addressed the Board asking if they anticipated any tax increases because of the new building. Supervisor Cooper explained nothing for this year. He also questioned the entry to the new building. Supervisor Cooper said the state did pass the permit for the driveway. He also wanted to know why our Solicitor does not attend the meetings.

Approval of Meeting Minutes

Supervisor Olshavsky made a motion to approve the Regular Monthly Meeting Minutes for January 3, 2017 and the Organization Meeting Minutes for January 3, 2017. 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 compiled of the following work completed and worked on for the month of January:

- **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 December, 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 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

The following was reported for the month of January, 2017:

- **Cleaned catch basins and drains**
- **Applied anti-skid and salt when and where needed**
- **Plowed when and where needed**
- **Maintain and repair equipment as needed**
- **Answered and checked into all calls received regarding any issues (road/plow/cinders/salt)**

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

Code Enforcement Officer's Report

Received a complaint from a resident on Springhill regarding dog feces in the yard from the neighbor's dogs.

Talked with resident regarding his dogs going onto the neighbor's yard (dumping) on a continued basis, and that it is his responsibility to keep the dogs from going onto any neighbor's property other than his own. CEO will keep after this neighbor recognizing there is a problem with the dogs leaving the owners yard.

Supervisor Olshavsky made a motion to approve 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

None

New Business

a. Approval of Building Project Pay Application

Supervisor Olshavsky made a motion to approve the following pay applications for the new building:

Pay App #1 in the amount of \$136,890.00

Pay App #2 in the amount of \$ 89,948.00

Pay App #3 in the amount of \$ 14,409.00

Pay App #4 in the amount of \$ 60,210.00

Supervisor Cooper seconded the motion. Motion carried 3-0. Supervisor Kostan - yes. Supervisor Cooper - yes. Supervisor Olshavsky - yes.

b. Variance approval for Tom and Cathy Krinjeck

Tom and Cathy Krinjeck of 3586 Frankstown Road, Portage, PA submitted a variance request for an addition to their place of business located at this address. Supervisor Olshavsky made a motion to approve this variance with Supervisor Kostan seconding the motion. Motion carried 3-0. Supervisor Kostan - yes; Supervisor Cooper - yes; Supervisor Olshavsky - yes.

Adjourn

Meeting was adjourned at 7:17 pm.

Those attending tonight's meeting and signed the sign in sheet: David Rorabaugh, Joe Walters, Ron Portash, Bob Lutz, Ben Selepack, John Crum, John Nicholson, Cathy Krinjeck, Rick Weakland, Doug Weakland, Ray Asfar, Paul Maul

Respectfully submitted by

Michelle Kostan, TWP Secretary