





159 Monroe Street  
Prospect, PA 16052  
Regular Council Meeting  
February 5, 2018

1. CALL TO ORDER
2. A SALUTE TO THE FLAG
3. A PRAYER OR A MOMENT OF SILENT MEDITATION
4. ROLL CALL - Nick \_\_\_ Bill- \_\_\_ Bob- \_\_\_ Janice \_\_\_ Todd \_\_\_ Eric \_\_\_ Mary \_\_\_ Mayor \_\_\_  
Judy \_\_\_ Terry- \_\_\_ Shawn \_\_\_ Solicitor \_\_\_
5. APPROVAL OF MINUTES                      Motion                      2<sup>nd</sup>

VISITORS TO BE HEARD (Each Visitor has 3 minutes limit unless Council overrides)

**1. LIBRARY/RECREATION – Todd & Eric**  
OLD BUSINESS

NEW BUSINESS

**2. PUBLIC SAFETY – Janice, Mary, Bob, & Jim**  
OLD BUSINESS

NEW BUSINESS

**3. PLANNING COMMISSION - Alan**  
OLD BUSINESS

NEW BUSINESS

**4. STORM WATER MANAGEMENT & STREETS – Nick, Bob, & Eric**  
OLD BUSINESS

NEW BUSINESS

**5. BUILDING & GROUNDS/MAINTENANCE & FACILITY – Bob, Eric, Nick, & Bill**  
OLD BUSINESS

Generator with back up lighting  
Motion

2<sup>nd</sup> Motion

Security Systems

NEW BUSINESS

**6. PERSONNEL – Janice, Eric, Bill, & Jim**  
OLD BUSINESS

Retro Phone vote for interviewing and hiring a new part time maintenance worker.

NEW BUSINESS

George – expense account up to \$200.00 each month

**7. MAYOR**  
OLD BUSINESS

NEW BUSINESS

**8. POLICE DEPARTMENT – See Report (Hours broken down by employee) - Mayor**  
OLD BUSINESS

NEW BUSINESS:

**9. SEWAGE – Mary, Janice, & Bill**  
OLD BUSINESS

NEW BUSINESS

**10. TRUCK COMMITTEE UPDATE - George**  
OLD BUSINESS

NEW BUSINESS

**11. SOLICITOR - ANDY MENCHYK**  
OLD BUSINESS

Codification of Books update

New Ordinance for the Codification of Books

Fehl property update – new deed drawn up?

Armstrong Cable update – free cable/ new reduced price from \$217.10 to \$153.90 /month

Floodplain Ordinance

Posting of 143 N. Franklin St.

**OLD BUSINESS:**

**NEW BUSINESS:**

Name Plates for each person at Table - \$10.00 to \$12.00 each  
Motion 2<sup>nd</sup> motion

Business Tax

Lowering Flood Risk Workshop – Feb. 20 at Cranberry Twp. From 8:30 to noon. – free

Executive Session

**PAY BILLS:**

General Fund total - \$3,889.92	1 <sup>st</sup> motion	2 <sup>nd</sup> motion
Sewage Fund total - \$1,718.00	1 <sup>st</sup> motion	2 <sup>nd</sup> motion
Highway Fund total - \$1,444.75	1 <sup>st</sup> motion	2 <sup>nd</sup> motion

**Round Table if anyone wants to speak:**

**Motion to ADJOURN:** **2<sup>nd</sup> motion**

Current Balances in checkbooks

CD	\$ 25,244.84
General	\$ 102,618.92
Highway Aid	\$ 60,689.58
Sewage	\$ 70,428.07



REORGANIZATIONAL COUNCIL MEETING MINUTES  
JANUARY 2, 2018 @7:00 PM  
159 MONROE STREET  
PROSPECT, PA 16052

**CALL TO ORDER:**

Mayor Jim Butler called the 1<sup>st</sup> meeting January 02, 2018 for re-organization of the Prospect Borough Council to order @ 7:00PM with a prayer from Pastor Steve Cord, then a salute to the flag. The following council members were present: Mary Harmon, Bill Katz, Bob Boice, Janet Boice, Todd Wilson, Nick Vaccarello and Mayor Jim Butler. Eric Hilliard was not in attendance. Stephanian & Menchyk, LLP Solicitor, Andrew Menchyk and KLH Engineer, Shawn Rosensteel were also in attendance.

Mayor Butler called for nominations for new Council President: Mr. Boice nominated Mr. Katz, Mr. Vaccarello 2<sup>nd</sup>. Mr. Wilson nominated Mr. Vaccarello. Mr. Vaccarello declined nomination. Roll call to nominate Mr. Katz as President: Roll call: Ms. Harmon, yes, Mr. Vaccarello, yes, Mr. Wilson, no, Ms. Boice, yes, Mr. Boice, yes. Motion carried and approved.

Mayor Butler called for nominations for Vice-President: Mr. Katz nominated Ms. Harmon. Mr. Wilson nominated Mr. Vaccarello, Mr. Boice nominated Ms. Boice.

Roll call for Ms. Harmon: Mr. Katz, yes, Mr. Vaccarello, no; Ms. Harmon, yes; Mr. Boice, yes; Ms. Boice, no, Mr. Wilson, no.

Roll call for Mr. Vaccarello: Mr. Wilson, yes; Mr. Katz, no; Ms. Harmon, no; Mr. Vaccarello, yes; Mr. Boice, no, Ms. Boice, no.

Roll call for Ms. Boice: Mr. Wilson, no; Mr. Vaccarello, no, Mr. Boice, yes; Ms. Harmon, yes, Mr. Katz, yes, Ms. Boice, yes.

Ms. Boice has been nominated as Vice President.

All new Council members were-sworn in for 2018 by Mayor Butler.

The new President will now take over the meeting. Mr. Katz thanked everyone for the nomination and for coming out in the cold weather. Mr. Katz has a couple requests for council members. One is to please shut off your phones during the meeting except for in an emergency and second, for any smoker's, please don't go out to smoke during the meeting as this is disrespectful to the council.

**APPROVAL OF MINUTES:** One change for December's minutes under Police. On page 3 under New Business, Police Phone: please change wording to read: police phone line needs moved.

**VISITORS:** One visitor inquired about the location of the Sewage Payment box. President Katz informed them that this was going to be discussed later in tonight's meeting.

**LIBRARY/RECREATION:** No report submitted

**PUBLIC SAFETY:**

**Old Business:** School warning blinking control box repairs cost \$737.66. There was a phone vote made to repair. All council members voted yes. This can be paid from Highway fund: Ms. Harmon motioned to pay bill, Mr. Wilson, 2<sup>nd</sup>. All in favor; motion carried and approved.

**New Business:** Nothing to report.

**PLANNING COMMITTEE:** Mr. Vagasky

**Old Business:** Nothing to report

**New Business:** The Planning Commission meeting was held December 18, 2017 at 7PM. The Charles McGowan subdivision-Property line revisions were reviewed, and recommendations were made. This will not be recommended to this council until all changes have been made. Mr. McGowan is aware of the changes needing to be made.

A discussion was held concerning the necessity for the borough to sign off on Mylar drawings or if signed paper copies can be accepted. Upon discussion, the Planning Commission is asking the Borough Solicitor to make a determination as to the continued requirement of Mylar's. Mr. Menchyk will check with the Recorder's Office to see if Mylar's are still a requirement.

Terms expire the end of 2017 for Mr. Marciniak and Mr. Davis. Mr. Sam Wagner, Mr. Bryan Taylor, and Mr. Gus Guenther have volunteered to serve on Planning Commission. Recommendations to appoint Mr. Taylor and Mr. Guenther to the Planning Commission and Mr. Wagner as the alternate. Ms. Harmon motioned appointment of Mr. Taylor and Mr. Guenther to Planning Commission and Mr. Vaccarello 2nd. All in favor; motion carried. And approved. Ms. Harmon motioned to appoint Mr. Wagner as alternate, Mr. Vaccarello 2nd. All in favor, motion carried and approved.

#### **STORMWATER MANAGEMENT AND STREETS:**

**Old Business:** GIS mapping: The mapping was completed last month, and we are waiting for maps to be completed. Should be ready by next council meeting.

**Salt Supply:** With the amount of snow fall we have already had, another tri-axle of salt is being delivered tomorrow.

**Wilson Road:** As directed, KLH has placed all storm water projects on hold until further notice.

**New Business:** Nothing new reported.

#### **BUILDING AND GROUNDS/MAINTENANCE FACILITY:**

**Old Business:** Generator with back-up lighting: Currently we have still been using our old generator but when the maintenance crew took it to the pump station while the block was still warm, but it wouldn't run. Mr. Katz looked at it today and checked to be sure the fuel wasn't jelled. We have a tech coming to check to see if we have a short as the plug is charred.

**New Business:** Security System: This topic was discussed and there were quotes presented at the meeting. One for a cost of \$799.00. this included 8 cameras, an outside 180° swivel camera and held data for 15 days and who would monitor it. There was a discussion on if 15 days of data was enough. Council decided to table this until next meeting so more research can be done.

**Fire Fighters Report and Suggestions:** It is an insurance requirement that we have a fire extinguisher located outside by the diesel tank. Several quotes were received and reviewed. Motion was made by Ms. Harmon to purchase new fire extinguishers at a cost of \$354.00, Mr. Vaccarello 2nd. All in favor, motion carried and approved.

**PERSONNEL:**

**Old Business:** Mr. Yusko is resigning on December 29, 2017 and Mr. Hixson is retiring December 29, 2017. This P/T Maintenance position was advertised in the Butler Eagle with a closing date of December 27, 2017. We are currently receiving applications and will start interviewing after the closing date.

**New Business:** Nothing reported.

**MAYOR:** Nothing to report.

**POLICE:**

**Old Business:** The number of hours worked in December was below the required 20 hours per employee and will be referred to the Personnel Committee.

The Ford is making a clinking noise that will need looked at.

151 Main Street: The mother who lives at this address said the property would be cleaned up but since that time very little has been done.

143 N. Franklin Street: The registered letter for this address was signed for so they were notified. Mayor Butler said they should be cited. Mr. Menchyk agreed and will prepare a citation for the Mayor to sign off.

Main Street property: This property continues to pile up with garbage.

144 N. Franklin St.: Officer Hilton informed council that there was a complaint about tree limbs hanging over the sidewalk at this address. This property is bank owned and Officer Hilton will contact the bank to see if they will take care of this.

**New Business:** Nothing to report.

**SEWAGE:**

**Old Business:** We are currently working on the sewage database for the transfer to the Borough Office.

Corrective Action Plan (CAP) Extension: DEP issued a letter on the CAP extension on November 21, 2017, requesting additional information. KLH is awaiting direction on how to respond to this request. A meeting with the Sewer Committee was conducted on December 8, 2017, to discuss options. We could go through flow monitoring or wait to see if we are awarded the grant (Small Water/Sewer System Grant) that we applied for with a February deadline. More information will be gathered at the next Sewer Committee meeting. DEP was informed that we wouldn't meet our 3-month deadline.

Engineering Evaluation: Based on the July 16, 2013 Agreement between Prospect Borough and DCNR, DCNR has indicated that Prospect Borough is required, according to Item 24 of the Agreement, to submit a request for tap-ins to them for approval. Additionally, DCNR is requiring that an engineering evaluation of the Storage System be completed concurrent to the request. KLH is awaiting direction from the Borough on how to proceed.

I/I issue: Borough crews have located a sanitary sewer with heavy I/I. This line cannot be lined and will need to be replaced. Nothing new to report.

**New Business:** The next Sewage Committee meeting will be scheduled for Tuesday, January 16 @ 9am. At that time the PA Small Water & Sewage grant application will need to be discussed.



PA Small Water & Sewage Grant application: A grant application will be prepared and submitted by the February deadline for the Borough. It will include replacement of the force-main and upgrades to the pump station on Wilson Road. Information will need to be gathered at the next Sewer Committee meeting.

Internet at EQ tank: Mr. Simcic would like for this to be discussed with Armstrong when they come to meet with the Borough regarding the Borough agreement.

**TRUCK COMMITTEE:** Mr. Simcic has received updated quotes that are good until March. We have CD's that will be matured by then. The plow isn't included and would be a possible addition of \$6,000.00. And there was discussion regarding steel vs. aluminum bed.

**SOLICITOR Andrew Menchyk:**

**Old Business:** Codification of Books: I had circulated the proposed contract with General Code for \$10,380.00 for the project. Next step is to execute the contract so General Code can move forward. Mayor Butler inquired if we had the correct numbering system or would we have to pay the additional expense for it. Mr. Menchyk is suggesting that we enter into the contract at a base price and he will get additional information if our numbering system will still be correct. The council will be able to review everything before any changes are done. A motion is needed to approve the contract with General Code at a cost of \$10,380.00. This is not the final cost of the analysis. Ms. Harmon motioned to approve the contract with General Code, Mr. Vaccarello, 2<sup>nd</sup>.

Fehl property: The deed has been drawn up and Mr. Menchyk inquired if we want him to do a title search also? Ms. Harmon motioned to proceed with the title search, Mr. Katz 2<sup>nd</sup>. All in favor; motion carried and approved.

Armstrong Cable renewal update: I am currently reviewing and working with Armstrong on our agreement. The girls here at the borough office have more questions and would like to set-up a meeting with an Armstrong representative to discuss all our options and answer our questions. Ms. Stoops will arrange a meeting with an Armstrong representative for January 15<sup>th</sup> or 16<sup>th</sup>.

Floodplain Ordinance: A draft of this ordinance will be presented to council before the next meeting

Posting of 143 N. Franklin St.: This was discussed under the Police report. This resident has been notified and a citation will be prepared for the Mayor to sign.

**OLD BUSINESS:** Dressler Property: Mr. Vaccarello informed council that the property has been stripped of the top soil, this is a violation as waddles need to go down before top soil. County Conservation needs notified. Mayor Butler suggested to have our Code Enforcement Officer to look at this. Ms. Harmon motioned to have our Code Enforcement Officer notified, Mr. Vaccarello 2<sup>nd</sup>. All in favor; motion carried and approved.

Sewage Box: As previously voted on, the Sewage Collection box will be placed on the Borough Building.

**NEW BUSINESS:**

Shadracks Amusement Tax: Committee discussion is for this money to be allotted for the purchase of our new truck. Ms. Harmon motioned for this tax money to be used for the purchase of a new truck, Mr. Vaccarello 2<sup>nd</sup>. All in favor; motion carried and approved.

New Resolutions to approve:

2018-01 Appoint Secretary, Assistant Secretary – Judy, Terry

1<sup>st</sup> Motion to accept this Resolution, Mr. Vaccarello, Mrs. Boice 2<sup>nd</sup>. All in favor; motion carried and approved.

2018-02 Appoint Treasurer, Assistant Treasurer – Terry, Judy

1<sup>st</sup> Motion to accept this Resolution Mr. Vaccarello, Ms. Harmon 2<sup>nd</sup>. All in favor; motion carried and approved.

2018-03 Appoint Open Records Officer, Judy, Terry

1<sup>st</sup> Motion to accept this Resolution Ms. Boice, Mr. Vaccarello 2<sup>nd</sup>. All in favor; motion carried and approved.

2018-04 Appoint Solicitor, Stephanian & Menchyk, LLP

1<sup>st</sup> Motion to accept this Resolution Ms. Harmon, Mr. Vaccarello 2<sup>nd</sup>. All in favor; motion carried and approved.

2018-05 Appoint Depository for All Monies; First National Bank

1<sup>st</sup> Motion to accept this Resolution Mr. Vaccarello, Ms. Harmon 2<sup>nd</sup>. All in favor; motion carried and approved.

2018-06 Appoint Borough Auditor – John Farinelli

1<sup>st</sup> Motion to accept this Resolution Mr. Vaccarello, Ms. Harmon 2<sup>nd</sup>. All in favor; motion carried and approved.

2018-07 Appoint Newspaper of Circulation; Butler Eagle

1<sup>st</sup> Motion to accept this Resolution Ms. Harmon, Mr. Vaccarello 2<sup>nd</sup>. All in favor; motion carried and approved.

2018-08 Pension Plan Contribution, \$625 per each full-time employee

1<sup>st</sup> Motion to accept this Resolution Ms. Harmon, Mr. Vaccarello 2<sup>nd</sup>. All in favor; motion carried and approved.

2018-09 Appoint Zoning Enforcement Officer; Municipal Code Association (Dave Hazlet)

1<sup>st</sup> Motion to accept this Resolution Ms. Harmon, Mr. Vaccarello 2<sup>nd</sup>. All in favor; motion carried and approved.

2018-10 Appoint Sewage Enforcement Officer; Doug Duncan and Dave Ice as back up SEO.

1<sup>st</sup> Motion to accept this Resolution Mr. Vaccarello, Ms. Harmon 2<sup>nd</sup>. Roll Call: Ms. Harmon, yes; Mr. Vaccarello, yes; Mr. Wilson, yes; Mr. Katz, yes; Mr. Boice, no; Ms. Boice, no. Motion carried and approved.

2018-11 Borough Fee Schedule

1<sup>st</sup> Motion to accept this Resolution Mr. Vaccarello, Ms. Harmon 2<sup>nd</sup>. All in favor; motion carried and approved.

2018-12 Appoint Vacancy Board Member (Sam Wagner)

1<sup>st</sup> Motion to accept this Resolution Mr. Vaccarello; Mr. Boice 2<sup>nd</sup> Motion. All in favor; motion carried and approved.

2018-13 Appoint Zoning Hearing Board Member (Bill Davis)

1<sup>st</sup> Motion to accept this Resolution Mr. Boice; Ms. Boice 2<sup>nd</sup>. All in favor; motion carried and approved.

2018-14 Appoint 2 Planning Commission Members – 4-year terms – done previously

2018-15 Appoint a Borough Engineer – KLH Engineer, Inc.

1<sup>st</sup> Motion to accept this Resolution Mr. Vaccarello; Mr. Boice 2<sup>nd</sup>. All in favor; motion carried and approved.

Delegates that need appointed to Committees that we belong to:

Berkheimer – Earned Income Tax

Delegate: Mayor Butler; Alternate Delegate: Ms. Stoops

1<sup>st</sup> Motion to accept, Mr. Vaccarello, Mr. Wilson 2<sup>nd</sup>. All in favor; motion carried and approved.

MCA – Municipal Code Association – Building permits & Zoning

Delegate: Mr. Vaccarello; Alternate Delegate: Mr. Katz

1<sup>st</sup> Motion to accept, Ms. Harmon; Ms. Boice 2<sup>nd</sup>. All in favor; motion carried and approved.

Butler COG

Delegate: Judy Stoops; Alternate Delegate: Mr. Vaccarello

1<sup>st</sup> Motion to accept Ms. Harmon; Ms. Boice 2<sup>nd</sup> Motion All in favor; motion carried and approved.

Paper Shredder: The office paper shredder is broken and a new one needs purchased. Committee agreed that a new shredder could be purchase with a price under \$200.00. Ms. Harmon motioned for the purchase, Mr. Vaccarello 2<sup>nd</sup>. All in favor; motion carried and approved.

Prospector Newsletter is being reformatted by Ms. Stoops and will again be published.

Hydraulic Oil purchase: Per Mr. Simcic the backhoe continues to leak and is requesting \$50.00 to purchase some hydraulic oil. Mr. Vaccarello motioned for the purchase of the oil, Ms. Harmon 2<sup>nd</sup>. All in favor; motion carried and approved.

**Executive Session:** Discussed Legal and Personnel issues – no motions were made so nothing further to report.

**PAY BILLS:**

General Fund bills totaling \$3,691.35. Ms. Harmon motioned to pay these bills, Mr. Vaccarello– 2<sup>nd</sup>. All in favor, motion carried and approved.

Sewage Fund bills totaling \$1,124.99. Ms. Harmon motioned to pay these bill, Ms. Boice 2<sup>nd</sup>. All in favor, motion carried and approved.

Highway Fund total: \$737.66 this was approved under Public Safety.

**ROUND TABLE:** (If name is not listed – no comments were made).

**ADJOURN:** Motion was made to adjourn meeting at 9:25PM by Ms. Harmon, Ms. Boice 2<sup>nd</sup>. All in favor, motion carried and approved.

Judith A. Stoops – Secretary/Assistant Treasurer

Terry L. Beck –Treasurer/Assistant Treasurer

BEGINNING BALANCE:

Amount	Date	Name	Description
143,770.20	01/03/2018	STARTING BALANCE	01/03/2018

RECEIPTS:

Amount	Detail	Inv.Ref.	Deposit#	Date	Name	Description
1,498.77				01/03/2018	BERKHEIMER	EARNED INCOME TAX
12.55				01/03/2018	BERKHEIMER	EARNED INCOME TAX
	104.50	180104		01/03/2018	PER CAPITA TAXES - CURRENT	PER CAPITA TAX - CURRENT
	1,211.95	180104		01/03/2018	REAL ESTATE TAXES - CURRENT	RE Tax - Current
1,316.45		180104		01/04/2018	FIRST NATIONAL BANK	Deposit
114.14				01/08/2018	ABUTLER COUNTY TAX CLAIM BUREAU	Tax Claim
1,667.40				01/08/2018	BERKHEIMER	EARNED INCOME TAX
	16.57	180111		01/08/2018	DISTRICT MAGISTRATE	Fines
	44.00	180111		01/10/2018	SHARP COLLECTIONS	DEL PER CAPITA TAX
585.57		180111		01/11/2018	FIRST NATIONAL BANK	Deposit
	22.00	180118		01/15/2018	SHARP COLLECTIONS	PER CAPITA TAX
	525.00	180111		01/15/2018	ZONING & SUBDIVISION FEES	Zon & Sub Fee/MCGOWAN
597.80				01/17/2018	BUTLER COUNTY RECORDER OF DEEDS	TRANSFER TAX
	20.00	180118		01/17/2018	BUILDING PERMITS	BUILDING PERMIT/MARK PARKOVICH
	614.99	180118		01/17/2018	REFUNDS & REIMBURSEMENTS	REFUND/police computer
656.99		180118		01/18/2018	FIRST NATIONAL BANK	Deposit
1,013.38				01/22/2018	BERKHEIMER	EARNED INCOME TAX
1,739.68				01/24/2018	BERKHEIMER	EARNED INCOME TAX
943.37				01/29/2018	BERKHEIMER	EARNED INCOME TAX
	20.00	1007		01/29/2018	DILLON MCCANDLESS KING COULTER & GRAHAM	No-Lien Letter
	4.43	180201		01/29/2018	REAL ESTATE TRANSFER TAX	REAL ESTATE TRANSFER TAX
10,146.10	2,583.44			02/05/2018	TOTAL RECEIPTS	

DISBURSEMENTS:

Amount	Check#	Project#	Date	Name	Description
255.00	13940		01/03/2018	TJB CONSULTING	Computer Repair/Services
199.18	13941		01/03/2018	BUTLER EAGLE	Legal Notice/ Job
161.00	13942		01/03/2018	ARMSTRONG	PHONE
56.10	13943		01/03/2018	ARMSTRONG	PHONE
200.00	13944		01/03/2018	KLH ENGINEERING INC	MONTHLY RETAINER
58.00	13945		01/03/2018	KLH ENGINEERING INC	MONROE ST ROW
135.00	13946		01/03/2018	KLH ENGINEERING INC	TAYLOR SUB
1,568.15	13947		01/03/2018	KLH ENGINEERING INC	STORMWATER GIS
24.00	13948		01/03/2018	KLH ENGINEERING INC	MARK VI FARMS
1,552.50	13949		01/03/2018	ANDREW M. MENCHYK, JR.	Solicitor Fees
82.70	13950		01/03/2018	FIRE FIGHTER SALES & SERVICE	Fire Extinguishers/Inspections
49.95	13951		01/03/2018	TROY ALAN CHEVROLET INC.	REPAIRS
21.05	13952		01/03/2018	WALSH EQUIPMENT INC.	COIL/PLOW PARTS
72.00	13953		01/03/2018	PROSPECT BORO SEWAGE	JANUARY
60.19	13954		01/08/2018	CANON	COPIER/PRINTER
881.93	13955		01/08/2018	WEST PENN POWER	ST LIGHT
409.24	13965		01/08/2018	WEST PENN POWER	ELECTRIC
70.00	13966		01/08/2018	MUNICIPAL CODE ASSOCIATION	Planning & Zoning Officer
74.50	13967		01/08/2018	WALSH EQUIPMENT INC.	HYD FLUID

D I S B U R S E M E N T S :

Amount	Check#	Project#	Date	Name	Description
485.86	13956		01/10/2018	TERRY L BECK	Net Wages
42.34	13957		01/10/2018	TERRY E. HILTON	Net Wages
806.24	13958		01/10/2018	ROBERT A HIXSON	Net Wages
58.12	13959		01/10/2018	JUDITH RAISLEY	Net Wages
1,452.78	13960		01/10/2018	GEORGE SIMCIC III	Net Wages
346.99	13961		01/10/2018	JUDITH A STOOPS	Net Wages
27.11	13962		01/10/2018	CHARLES A TATTON	Net Wages
56.10	13963		01/10/2018	MATTHEW S WAGNER	Net Wages
169.39	13964		01/10/2018	JOSEPH YUSKO	Net Wages
1,555.20	13968		01/10/2018	IN-SYNCH SYSTEMS LLC	POLICE SOFTWARE
211.73	13969		01/10/2018	KWIK FILL (UNITED REFINING)	-255.20 Fuel
43.47	13969		01/10/2018	KWIK FILL (UNITED REFINING)	-255.20 Fuel
200.00	13970		01/10/2018	KLH ENGINEERING INC	Engineering Services
100.16	13971		01/15/2018	VERIZON WIRELESS	#242046797-00001communication/
233.00	13972		01/15/2018	BUTLER COUNTY COG	2018 DUES
40.00	13973		01/17/2018	PA MUNICIPAL RETIREMENT SYSTEM	ADMIN CHARGES Pension Contribu
188.68	13974		01/18/2018	PRO TECH AUTO GLASS	windshield
1,898.00	13982		01/22/2018	AMTRUST NORTH AMERICA	#17597309 workman's Compensati
239.72	13983		01/22/2018	STAPLES CREDIT PLAN	Office Supplies/shredder
60.00	13984		01/22/2018	TRI-COUNTY INDUSTRIES, INC.	Rubbish Removal
367.00	13985		01/22/2018	SPECIALTY INSURANCE	-1112.00 INSURANCE INSTALL 8
476.00	13985		01/22/2018	SPECIALTY INSURANCE	-1112.00 INSURANCE INSTALL 8
62.00	13985		01/22/2018	SPECIALTY INSURANCE	-1112.00 INSURANCE INSTALL 8
207.00	13985		01/22/2018	SPECIALTY INSURANCE	-1112.00 INSURANCE INSTALL 8
479.26	13975		01/24/2018	TERRY L BECK	Net Wages
55.58	13976		01/24/2018	TERRY E. HILTON	Net Wages
224.96	13977		01/24/2018	ROBERT J LEACH	Net Wages
1,649.58	13978		01/24/2018	GEORGE SIMCIC III	Net Wages
476.68	13979		01/24/2018	JUDITH A STOOPS	Net Wages
23.72	13980		01/24/2018	CHARLES A TATTON	Net Wages
42.07	13981		01/24/2018	MATTHEW S WAGNER	Net Wages
120.95			01/28/2018	EFTPS	JANUARY 2018 941 Taxes MED
46.09	13987		01/29/2018	BOORY'S BUSINESS MACHINES	#12714 Copies Printed
389.90	13988		01/29/2018	FNB COMMERCIAL CREDIT CARD	FIRE EXTIN.
292.08	13989		01/29/2018	PEOPLES NATURAL GAS	#200001982020 Util-Gas
301.83	13990		01/29/2018	JUDITH RAISLEY	Net Wages
50.00	13991		01/29/2018	BOORY'S BUSINESS MACHINES	#12714 Copies Printed
517.18			01/29/2018	EFTPS	JANUARY 2018 941 Taxes FICA
517.18			01/29/2018	EFTPS	JANUARY 2018 941 Taxes FICA
120.95			01/29/2018	EFTPS	JANUARY 2018 941 Taxes MED
256.07			01/29/2018	PA DEPT OF REVENUE	JANUARY 2018 State Taxes 2017
900.93			01/29/2018	SEFTPS	JANUARY 2018 941 Taxes Fede
0.00	13986		01/31/2018	VOID	Void
72.00	13992		02/01/2018	PROSPECT BORO SEWAGE	FEBRUARY
174.00	13993		02/01/2018	CARCO	SAFETY GREEN SHIRTS/CAPS

21,968.39

02/05/2018 T O T A L D I S B U R S E M E N T S

131,947.91

02/05/2018 E N D I N G B A L A N C E

**Bills To Be Approved at Meeting:**

Andrew Menchyk - Nov, Dec.	\$3,880.92
Boice's Auto Sales - sticker/windshield	\$9.00

Total Amount	\$3,889.92
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**MONIES SET ASIDE FOR FUTURE EXPENSES**

2015-2016 Shadrack's (\$26872.02. - 5388.43 G.C.- 1195 G.C. - 697.50 Solicitor)	\$19,591.09
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Impact Fees (Police Radios - \$4,786.30 approved) Balance	
\$1,062.88 to use	\$5,848.18
<b>TOTAL Monies Set Aside</b>	<b>\$25,439.27</b>

**\*Ending Balance as of February 5, 2018:** **\$102,618.92**

\* Does not include Interest Earned For January 2018

**Galls Credit Memo 153.17 (Police)**  
**\$25,000 In CD's Not Included In Total**  
**Balance**

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B E G I N N I N G   B A L A N C E :

Amount	Date	Name	Description
62,871.99	01/03/2018	STARTING BALANCE	01/03/2018

D I S B U R S E M E N T S :

Amount	Check#	Project#	Date	Name	Description
737.66	287		01/03/2018	BRONDER TECHNICAL SERVICES	Traffic Control Materials/Repa

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737.66			02/05/2018	TOTAL DISBURSEMENTS	
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62,134.33			02/05/2018	ENDING BALANCE	
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# Highway Aid Fund

Feb. 2018

## Bills To Be Approved To Pay:

Auto Parts Service of Butler (Wiper blades)	23.98
Walsh Equipment - snow plow repairs	\$790.20
Penn Power System - service generator	\$493.60
Auto Parts Service of Butler (Battery)	\$136.97
Total Amount	\$1,444.75

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**\*Ending Balance as of February 5, 2018:** **\$60,689.58**

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\* Does not include Interest Earned For January 2018



BEGINNING BALANCE:

Amount	Date	Name	Description
61,706.41	01/03/2018	STARTING BALANCE	01/03/2018

RECEIPTS:

Deposits	Detail	Inv.Ref.	Deposit#	Date	Name	Description
792.00				01/03/2018	JUDITH RAISLEY	SEWAGE
3,070.75				01/04/2018	JUDY RAISLEY, TAX COLLECTOR	SEWAGE INCOME
5,641.00		180104		01/04/2018	FIRST NATIONAL BANK	Deposit
	25.00	180104		01/04/2018	SEWAGE INSPECTION	Sewage Inspection/KLINE
1,678.20				01/10/2018	JUDY RAISLEY, TAX COLLECTOR	SEWAGE INCOME
4,104.00				01/10/2018	JUDY RAISLEY, TAX COLLECTOR	SEWAGE INCOME
10,004.00		180111		01/11/2018	FIRST NATIONAL BANK	Deposit
1,374.25				01/16/2018	JUDY RAISLEY, TAX COLLECTOR	SEWAGE INCOME
3,570.50				01/16/2018	JUDY RAISLEY, TAX COLLECTOR	SEWAGE INCOME
3,384.00				01/18/2018	JUDY RAISLEY, TAX COLLECTOR	SEWAGE INCOME
6,768.00		180118		01/18/2018	FIRST NATIONAL BANK	Deposit
3,366.70				01/25/2018	JUDY RAISLEY, TAX COLLECTOR	SEWAGE INCOME
4,489.00		180125		01/25/2018	FIRST NATIONAL BANK	SEWAGE INCOME
	1,278.72	180201		01/29/2018	JAKE DRESSLER	Payment
144.00				01/30/2018	JUDY RAISLEY, TAX COLLECTOR	SEWAGE INCOME
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48,386.40	1,303.72			02/05/2018	TOTAL RECEIPTS	

DISBURSEMENTS:

Amount	Check#	Project#	Date	Name	Description
50.00	5562		01/03/2018	GEORGE SIMCIC III	CELL PHONE
808.78	5563		01/03/2018	WEST PENN POWER	PLANT
192.48	5564		01/03/2018	WEST PENN POWER	PUMP STATION
319.50	5565		01/03/2018	ANDREW M. MENCHYK, JR.	Solicitor Fees
720.00	5566		01/03/2018	KLH ENGINEERING INC	Engineering Services
111.50	5567		01/08/2018	WEST PENN POWER	PUMP STATION
85.49	5568		01/08/2018	LOWE'S	HEATER
89.99	5569		01/17/2018	WALGREENS	Hepatitis Shots /LEACH
6,033.60	5570		01/29/2018	FIRST NATIONAL BANK	LOAN
3.05	5571		01/29/2018	PNC BANK, N.A.	Debt Principle
2,371.97	5572		01/29/2018	UFIRST NATIONAL BANK	-2519.04 PAYROLL SEWAGE FOR JAN 2018
147.07	5572		01/29/2018	UFIRST NATIONAL BANK	-2519.04 PAYROLL SEWAGE FOR JAN 2018
2,553.44	5573		01/29/2018	PROSPECT BORO GENERAL FUND REV	-2700.51 PAYROLL SEWAGE FOR JAN 2018
147.07	5573		01/29/2018	PROSPECT BORO GENERAL FUND REV	-2700.51 PAYROLL SEWAGE FOR JAN 2018
2,371.97	5574		01/29/2018	PROSPECT BORO GENERAL FUND REV	-2553.44 PAYROLL SEWAGE FOR JAN 2018
147.07	5574		01/29/2018	PROSPECT BORO GENERAL FUND REV	-2553.44 PAYROLL SEWAGE FOR JAN 2018
34.40	5574		01/29/2018	PROSPECT BORO GENERAL FUND REV	-2553.44 PAYROLL SEWAGE FOR JAN 2018
988.81	5575		01/29/2018	WEST PENN POWER	treatment plant
50.00	5576		02/01/2018	GEORGE SIMCIC III	CELL PHONE - FEB
1,697.85			02/01/2018	FIRST NATIONAL BANK	Penn Vest Loan
5,022.70			02/01/2018	FIRST NATIONAL BANK	P33000799-102 PennVest Loan Pa
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23,946.74			02/05/2018	TOTAL DISBURSEMENTS	

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86,146.07

02/05/2018 ENDING BALANCE

# Sewage Fund

Feb. 2018

## Bills To Be Approved To Pay:

KLH - Sewage Committee Meeting	\$	488.00
Andrew Menchyk - Nov. Dec.	\$	1,431.00
MD Sarvey - blower motor	\$	287.00

Total Amount \$ 1,718.00

PV LOAN \$1,000.00 Monthly Payment (Jan. 2017 - Feb. 2018)  
\$ 14,000.00

Ending Balance as of February, 2018 \$ 70,428.07

\* Does not include Interest Earned For January 2018



# Prospect Borough Police Department

## Monthly Police Activity Report for January 2018

	Monthly Comparison		YTD Comparison		Yearly Comparison	
	Jan. 2017	Jan. 2018	YTD 2017	YTD 2018	2016	2017
Complaints/Calls	0	1	0	1	23	18
Domestic	0	0	0	0	0	0
Thefts	0	0	0	0	0	0
Traffic Citations Issued	0	0	0	0	46	6
Warnings	0	0	0	0	48	16
Crimes Codes Citations Issued	0	0	0	0	3	1
Other Citations	0	0	0	0	0	0
Drug Task Force	0	0	0	0	23.5	0
Total Hours	57.25	50	57.25	50	781.50	652
Total Miles Patrolled	190	149	190	149	4,571	2,468

Hours by Police Officer: Chuck: 3.75 Matt: 21 Terry: 25.25



*Prospect Borough*

159 Monroe Street; Prospect, PA 16052  
 724.865.2799  
 Fax 724.865.2320

**PROSPECT BOROUGH**  
**FEBRUARY 5, 2018**  
**CONSULTING ENGINEERS REPORT**

**SEWER SYSTEM IMPROVEMENTS PROJECTS**

1. **Control Valve at the EQ Tank** - This continues to be monitored nothing new to report.
2. **Wilson Road Pump Replacement** - Nothing new to report.
3. **Corrective Action Plan (CAP)** – DEP issued a letter on the CAP extension on November 21, 2017 requesting additional information. KLH is awaiting direction on how to respond to this request. DEP has suggested a meeting to discuss future corrective action measures.
4. **GIS Sanitary Sewer Mapping** – Per our proposal dated May 31, 2017, KLH has provided a GIS map for showing all information currently available for the sanitary sewer system. Should the Borough want to include any additional information into this mapping, KLH will provide a quote to collect this data and incorporate it into the existing mapping.

**STORM SEWER PROJECTS**

5. **Wilson Road** - As directed, KLH has placed all storm water projects on hold until further notice.
6. **GIS Storm Sewer Mapping** – KLH completed the GPS of the features on November 7, 2017. A draft of the map has been provided to the Borough for review and comment before it is finalized.

**MISCELLANEOUS ENGINEERING**

7. **Engineering Evaluation** - Based on the July 16, 2013 Agreement between Prospect Borough and DCNR, DCNR has indicated that Prospect Borough is required, according to Item 24 of the Agreement, to submit a request for tap-ins to them for approval. Additionally, DCNR is requiring that an engineering evaluation of the Storage System be completed concurrent to the request. KLH is awaiting direction from the Borough on how to proceed.
8. **I/I Issues** - Borough crews have located a sanitary sewer with heavy I/I. This line cannot be lined and will need to be replaced. Nothing new to report.
9. **Monroe Street** – Nothing new to report.
10. **Small Water/Sewer System Grant** – A grant application for the replacement of the forcemain and upgrades to the pump station on Wilson Road has been prepared and will be submitted by the February deadline for the Borough. KLH has provided a sample resolution, Exhibit #2 and Exhibit #4 that needs completed by the Borough for inclusion into the application.

**END OF CONSULTING ENGINEERS REPORT**

# Prospect Borough

## Planning Commission

Report of January 15, 2018 meeting and other recommendations

- I. The meeting was called to order at 7 PM. Present were Teddy Davis, Bruce Finke, Brian Taylor, Gus Guenther and Alan Vagasky. Absent was Sam Wagner
- II. The Charles McGowan subdivision was discussed. Mr. McGowan is doing a Minor Subivision -- Property line revision. KLH Engineering's review had not been presented, however in discussion with Sean Rosensteel, there were some concerns.
  1. When KLH's concerns are addressed, the Planning Commission recommends that Mr. McGowan's plan be approved. Until that time, it should be tabled or rejected by Borough Council pending time deadlines.
  2. Mr. McGowan is traveling and he asked that concerns be directed to Olsen Engineering for correction. Olsen Engineering was emailed with KLH's concerns.
  3. Meeting adjourned at 7:50 PM.

# KLH

ENGINEERS, INC

January 17, 2017  
Ref. No. 450-11

Mrs. Judy Marzullo  
Prospect Borough  
159 Monroe Street  
Prospect, PA 16052

Dear Mrs. Marzullo:

**Charles C. McGowan  
Property Survey and Subdivision  
McGowan – Berry Plan of Subdivision**

We have completed a preliminary and final review of the following:

1. Sub Division Plan Sheets 1-3 – November 30, 2017
2. Subdivision and Land Development Application

The intent of the proposed plan is to create a separate parcel for the existing mobile home park revise the boundary between tax parcel S2-5A and tax parcel S2-6, Combine tax parcel S2-5A with tax parcel S2-9, establish a sanitary sewer right-of-way for Prospect Borough, and establish a shared driveway right-of-way between the mobile park home and the cemetery.

Our comments, based on our review of the above information, are as follows:

- A location map, at a scale of 400 feet to the inch, showing the proposed development and adjoining areas, will be required.
- Reference to deed book volume and page of current legal owner need shown on plans.
- All set-backs and building lines are to be shown on the overall plan and enlarged exhibits.
- Per Zoning Ordinance all front and rear lot setbacks are to be forty (40) feet. All side yard and accessory uses are to be ten (10) feet from property line. One exception is due to existing Right-of-Way on the south property line. Due to the sanitary sewer easement the ten (10) foot side yard and auxiliary structure set-back cannot be applied. The setback should be increased to twenty (20) feet so it is not within the Right-of-Way indicated on plans. Please show appropriate set-backs for principal structures, side yard and accessory uses.
- Being an alteration to parcel S2-6 the entire parcel must be show per subdivision plan. All setback lines to any effected parcels must also be shown on plans.

450-11 - McGowan Berry

5173 Campbells Run Road Pittsburgh, PA 15205 Phone: 412.494.0610 Fax: 412.494.0426 Info@klhengineers.com

[www.klhengineers.com](http://www.klhengineers.com)