

Prospect Borough Council Meeting
2 July 2012 @ 7 pm
Prospect Borough Building

Meeting called to order by Council President James Harmon with Pledge of Allegiance to the Flag. Council members present were: Glen Gitzen, Bob Boice, Bill Marciniak, Pete Bryan, Ed Robinson and Mayor James Butler. Dave Stellfox was not present in person but was on speaker phone with council. Secretary Marion Cannon was absent due to hospitalization.

Councilman Bill Marciniak appointed as secretary pro tem for the evening.

Motion by Glen Gitzen to approve 2nd Pete Bryan

MINUTES:

Some minutes missing to all council members. Correction to the date of the meeting minutes should be 5th of June, not 6th of June which was the sewage meeting minutes.

Motion to approve minutes as corrected made by Ed Robinson 2nd Pete Bryan.

YES Vote: Gitzen, Marciniak, Bryan, Robinson, Harmon NO Vote: Boice

Abstain: Stellfox as he did not have new minutes.

VISITORS TO BE HEARD:

Bob Koch, Sewer Officer, gave a year-to-date report on permits issued and the fees collected in the Borough.

Becky Gitzen, working with Councilman Boice, on the Trick or Treat, Halloween party at the firehall for Wednesday, October 31. Will send notices to school and get donations to help with this event.

Motion by Ed Robinson to approve 2nd by Pete Bryan. ALL COUNCIL APPROVED.

Cindi Sharrar, secretary for the library gave report on golf tournament and the summer reading program that is underway. Activities at the Carnegie Science Center on July 12, check with library for further information.

Council into executive meeting:

Council meeting reconvened:

SEWAGE:

Romel Nicholson and the law firm of GTN to be hired as legal consultants for anything pertaining to sewage issues and the DCNR contract agreement.

Motion by Ed Robinson to hire firm 2nd by Bill Marciniak

YES vote: Gitzen, Marciniak, Bryan, Robinson, Harmon NO vote: Boice

Motion to approve Harmon, Robinson and Engineer Willard as the only ones to talk with new counsel made by Robinson 2nd by Marciniak

YES vote: Gitzen, Boice, Marciniak, Bryan, Robinson, Harmon

Notice requested by Councilman Robinson, Head of Sewage Committee, to have letter sent to citizens about the need to have approval of council before digging up drain and sewage lines. Robinson reported he had asked Solicitor English to make changes to the ordinance pertaining to repairs of sewer and drain line.

Engineer Willard and Mr. Robinson will discuss the changes to be made to Sewage Ordinance and policies and procedures with the new counsel.

Engineer Jim Willard reported that PennVest will be several months to completion. Has obtained approval from DEP for CoStars to do rehab work on manholes.

May have pre-closing letter by Sept so they can move ahead with work. Must have letter for reimbursement of work done.

DCNR Service Agreement, examples distributed of annual sewage costs based on Borough's proposal and Bureau's (Moraine State Park) proposal plus a proposed agreement which needs to be reviewed by new legal counsel to ensure proper language and legality.

Engineer Bill Deemer asked about checking with new counsel about adding proposal for Prospect's taking over sewage plant sometime in future.

Wilson Road Project: Storm sewer project to move ahead and complete creek crossing.

President Jim Harmon will contact Solicitor Mike English informing him of the GTN law firm handling all sewer related issues only.

Chris Eddy: New software and computer researched for EQ project.

PARKS:

Councilman Bob Boice reported he is waiting to hear back from the Boy Scouts concerning the painting of park tables. Questioned who will mow in the cemetery where Eagle Scouts added fence surround. Scouts to be approached about that task.

STREETS & STORMWATER:

Report given by Robert "Higgy" Hixson on the ditching done on Rte 488 West. An area west of Pizza Shop is still undone because the ground is too soft for the Borough's backhoe. Request for a smaller machine to be rented to complete project.

Motion by Ed Robinson to rent equipment with an allowance up to \$200. 2nd by Bob Boice

ALL COUNCIL APPROVED.

All street cracks have been sealed except Kennedy Rd. Catch basin at Artman property on Wilson Rd. has been cleared of stones and debris and then sealed.

Mayor Butler requested an inventory of signs and posts that need straightened and/or replaced.

Farmers are reportedly leaving debris on Crown Hill Rd. Reports of tar surfacing on aforesaid roadway. Borough employees will check into problem and put necessary sand or gravel over bad areas.

POLICE:

Officer Tatton reported 4 complaints: fair, dog, shooter, stolen crosswalk sign which was returned. 19 miles covered. 0 hours.

Paperwork for new Officer Matt Wagner was returned from MobiTech because of an incorrect date. Process has been delayed several times by circumstances.

Motion made by Bill Marciniak to have the Mayor contact State Representative to expedite this licensing procedure. 2nd Ed Robinson ALL COUNCIL APPROVED.

MAYOR:

The policy and procedure manual for the police department needs language added to cover the authorization of carrying guns and use of weapons.

Need to research resolution or ordinance showing authorization and the development of Prospect Borough Police Force.

Borough Officers should call for State Police backup to enter into domestic dispute situations.

Councilman Pete Bryan stated he would like to see more citations issued to curb the speeding through the borough.

PERSONNEL:

Councilman Bryan conferred with Kathy Jesteadt concerning the training of Secretary Marion Cannon of aspects of the job.

Job descriptions are being worked on and hope to have draft to present to council at August meeting.

Mr. Bryan has requested for secretary to call Councilman Harmon or V.Pres Stellfox or Mayor Butler for approval before she makes contact with Solicitors on matters.

Discussion on backup for Higgy. He is the only personnel licensed to handle sewage EQ system. Some situations can be handled by Bill Osborne but a professional can be called in from another area to handle more serious situations.

Discussion held on backup for secretary should a situation arise where she/he is not able to attend to Borough business.

Discussion on ID tags, shirts & hats for maintenance workers with Borough logo.

Councilman Glen Gitzen to research costs and bring to council in near future.

MAINTENANCE OF FACILITIES:

Requested for employees to locate leaks in roof. Higgy informed the council that he and Bill had performed that job today, 2 July, and will need to wait for rain to see if all has been sealed.

Need safety equipment for employees to climb on roofs: (harness and tie-off ropes) as required by OSHA.

LIBRARY:

See attached report.

COMMUNICATIONS:

Letter had been received from Communication Capital Group about the cell tower and AT &T buyout of tower. President James Harmon put a call into them but no response by meeting night.

OLD BUSINESS:

Councilman Bob Boice reported insurance policies have been taken care of for Act 84. Franklin Twp. hasn't paid their portion of Workman's Compensation bill. 59% of total billing is to be paid to Prospect Borough as their fair share. Insurance carrier (Erie) to have their secretary call Franklin Twp. Secretary to explain how the amounts are determined for Prospect Borough and Franklin Twp. (based on population).

NEW BUSINESS:

Discussion from Councilman Pete Bryan on getting new insurance bids every year to possibly save money.

BILLS TO BE PAID: GENERAL FUND

Motion to pay bills as presented to council by Ed Robinson 2nd by Pete Bryan

YES VOTE: Gitzen, Boice, Bryan, Marciniak, Robinson, Harmon **NO VOTE...0**

BILLS TO BE PAID: SEWAGE FUND

Motion made by Ed Robinson to hire an accountant to set up proper bookkeeping system for PennVest account. Tabled until next meeting.

Motion made to pay sewage bills (with the inclusion of Pioneer Microsystems invoice for \$1200.00) by Ed Robinson 2nd by Glen Gitzen

YES VOTE..Gitzen, Boice, Marciniak, Bryan, Robinson, Harmon **NO VOTE...0**

BILLS TO BE PAID: LIQUID FUELS

Motion to pay bills by Ed Robinson 2nd by Bill Marciniak

YES VOTE...Gitzen, Boice, Marciniak, Bryan, Robinson, Harmon **NO VOTE...0**

At 9:40 pm the meeting was continued until July 18th, 2012

Next Sewage Committee meeting 11 July 2012 at borough building.

SEWAGE FUND

BILLS PAID IN JUNE 2012

PAYROLL

| | |
|----------------|----------|
| Robert Hixson | \$268.06 |
| Judith Raisley | \$287.44 |
| Robert Hixson | \$436.07 |
| Robert Hixson | \$268.07 |

PROFESSIONAL & LEGAL FEES

SUPPLIES

UTILITIES & TELEPHONE

| | |
|--------------------------|----------|
| Century Link (telephone) | \$35.71 |
| West Penn Power | \$272.92 |
| Prospect Borough Sewage | \$50.00 |
| West Penn Power | \$625.64 |

OTHER

LOAN PAYMENTS

| | |
|----------------------------|------------|
| PennVest | \$1,697.85 |
| First National Bank (May) | \$6,033.60 |
| First National Bank | \$6,033.60 |
| First National Bank (July) | \$6,033.60 |

EQUIPMENT REPAIR

EQUIPMENT SUPPLIES

TOTAL BILLS PAID

\$22,042.56

MONTH END SEWAGE ACCOUNT BALANCE

\$80,472.44

GENERAL FUND

BILLS PAID IN JUNE 2012

PAYROLL

| | |
|-----------------|----------|
| Robert Hixson | \$786.04 |
| Marion Cannon | \$707.50 |
| William Osborne | \$648.99 |
| Charles Tatton | \$396.29 |
| Robert Hixson | \$715.71 |
| William Osborne | \$768.85 |
| Marion Cannon | \$702.09 |
| Judith Raisley | \$938.49 |
| Judith Raisley | \$108.74 |
| Marion Cannon | \$684.89 |
| Robert Hixson | \$914.38 |
| William Osborne | \$824.08 |

PAYROLL TAXES

| | |
|----------------------------|------------|
| E-Tides State PR Tax | \$338.93 |
| Federal Tax Payment(EFTPS) | \$2,676.30 |

INSURANCE

| | |
|----------------------|------------|
| Keystone Health Plan | \$868.45 |
| Erie Insurance | \$6,289.50 |

LEGAL & ADVERTISING

| | |
|--------------|---------|
| Butler Eagle | \$54.00 |
|--------------|---------|

MISCELLANEOUS

| | |
|----------------------------|----------|
| Robert Hixson (Cell Phone) | \$50.00 |
| Trader Horn | \$67.84 |
| Walsh Equipment | \$81.23 |
| Sherwin Williams (Paint) | \$140.33 |
| Power Up Equip | \$383.05 |
| MD Sarvey | \$75.00 |
| Municipal Contracting | \$448.80 |
| Tractor Supply | \$169.99 |
| Petty Cash | \$47.00 |
| US Postal Ser (Envelopes) | \$276.95 |

UTILITIES AND TELEPHONE

| | |
|--------------------------|----------|
| West Penn Power | \$60.04 |
| Armstrong (Police Phone) | \$55.45 |
| Peoples Natural Gas | \$42.68 |
| Waste Mgmt | \$59.39 |
| West Penn Power | \$766.46 |
| Armstrong (Office) | \$140.30 |
| Staples | \$31.84 |

VEHICLES

| | |
|---------------------------|----------|
| First National Bank B Hoe | \$365.07 |
| United Refining | \$271.90 |

TOTAL BILLS PAID

\$21,956.55

MONTH END GENERAL ACCOUNT BALANCE

\$61,531.93