

159 Monroe Street Prospect, PA 16052 Regular Council Meeting April 9, 2018

2. 3.	A :	ALL TO ORDI SALUTE TO PRAYER by I DLL CALL - N	THE FLAG Pastor Steve	Bob	o Ja Sha	anice awn	_ Todd _ Solicitor _	Eric	Mary	_ Mayor
5.	AF	PPROVAL OF	MINUTES		Motion			2 <sup>nd</sup>		
VIS	SIT	ORS TO BE I Butler Coun	HEARD (Eac	h Visitor	has 3 m	ninutes li	mit unless (	Council ov	errides)	
	1.	LIBRARY/R OLD BUSIN		l – Todd	l & Eric					
		NEW BUSIN	IESS							
	2.	PUBLIC SA OLD BUSIN		ce, Mary	y, Bob, a	& Jim				
		NEW BUSIN	IESS							
	3.	PLANNING OLD BUSIN		N - Alar	1					
		NEW BUSIN Motio	IESS n to rescind F	Resolutio	on 2018-	-14 – Sa	m Wagner ı	resigned –	2 <sup>nd</sup> motion	
	4.	STORM WA		SEMENT	Γ& STR	REETS –	Nick, Bob,	& Eric		

**NEW BUSINESS** 

# 5. BUILDING & GROUNDS/MAINTENANCE & FACILITY - Bob, Eric, Nick, & BIII OLD BUSINESS

Security Systems - George getting prices

#### **NEW BUSINESS**

Clean Up Days – Friday May 11 from 9 to 5 and Sat. May 12, 9 to noon Police Officer here to check ID's 2<sup>nd</sup> motion

Memorial Day Parade – Sat. May 26 at 11:00 a.m. 2<sup>nd</sup> Motion

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

#### **NEW BUSINESS**

Probationary Rate of \$10.00 for new hires

Chase Raisley - Summer help

#### 7. MAYOR/ POLICE DEPARTMENT

**OLD BUSINESS** 

Hiring two new police officers

#### **NEW BUSINESS**

See Police Chart

## 8. SEWAGE – Mary, Janice, & Bill

**OLD BUSINESS** 

#### **NEW BUSINESS**

Motion to rescind Resolution 2014-12 – Setting procedures for liening of delinquent sewer accounts 2<sup>nd</sup> motion

Motion for Curtis & Thiel Money (\$29,496.44) allocated for Flow Meter Rental 2<sup>nd</sup>

#### 9. SOLICITOR - ANDY MENCHYK

OLD BUSINESS

Codification of Books update

Armstrong Cable new franchise agreement 1st Motion

2<sup>nd</sup> motion

Floodplain Ordinance – Motion to advertise and adopt in May 2<sup>nd</sup> Motion

Business License Ordinance - Motion to advertise and adopt in May

#### XTO Energy

#### **OLD BUSINESS:**

Audit is finished and submitted - See Report in your mailbox

#### **NEW BUSINESS:**

Rescind Resolution 2018-12 – Sam Wagner resigned – Vacancy Board - Appoint new Motion

Motion to up Treasurer's Bond from \$50,000.00 to either \$250,000 or \$500,000.00 2<sup>nd</sup> motion

#### **Executive Session**

#### PAY BILLS:

General Fund total - \$3,965.51	1 <sup>st</sup> motion	2 <sup>nd</sup> motion

Sewage Fund total - \$2,639.50 1<sup>st</sup> motion 2<sup>nd</sup> motion

Highway Fund total - \$294.67 1<sup>st</sup> motion 2<sup>nd</sup> motion

#### **Motion to ADJOURN:**

2<sup>nd</sup> motion

### **Current Balances in checkbooks**

CD \$ 25,382.62

General \$ 76,771.48

Highway Aid \$ 101,531.30

Sewage \$ 108,868.44



## COUNCIL MEETING MINUTES MARCH 5, 2018 @7:00 PM 159 MONROE STREET PROSPECT, PA 16052

#### **CALL TO ORDER:**

President Bill Katz called the regular meeting of the Prospect Borough Council to order @ 7:00PM. There was a salute to the flag and Pastor Ben Oesterling said a prayer. The following council members were present: Mary Harmon, Bill Katz, Nick Vaccarello, Eric Hilliard, Janice Boice, Todd Wilson and Mayor Jim Butler. Stephanian & Menchyk, LLP Solicitor, Andy Menchyk and KLH Engineer, Shawn Rosensteel were also in attendance. Bob Boice was absent.

Solicitor Andy Menchyk announced that prior to meeting, Council held an executive session regarding litigation, personnel, and real estate.

**APPROVAL OF MINUTES:** Mr. Hilliard made a motion to approve the January 2, 2018 minutes as presented; Mr. Vaccarello 2<sup>nd</sup>. All in favor, motion carried and approved.

**VISITORS**: Keith Gallagher – 162 Bear Creek Road – his driveway is getting washed out and wants to see what can be done to fix it.

Fredricka Shingleton questioned the burning ordinance and said she doesn't understand it. Also, she doesn't understand why campers are permitted as storage units.

**LIBRARY/RECREATION**: No report submitted.

**PUBLIC SAFETY:** 

Old Business: Nothing to report.

**New Business**: Nothing to report.

PLANNING COMMITTEE: Mr. Vagasky
Old Business: Nothing to report.

**New Business**: Mr. Vagasky reported that the Lot line revision of William D. Rodgers and Estate of Joan Crichlow Rodgers was reviewed and found no issues and recommends that Council approves it.

#### STORMWATER MANAGEMENT AND STREETS:

Old Business: Nothing to report.

**New Business**: Mr. Hilliard made a motion to have Attorney Menchyk write a letter to Mr. Huff to Cease and Desist. 2<sup>nd</sup> motion by Mrs. Harmon. Six in favor, one opposes. Motion is carried and approved.

Mr. Vaccarello made a motion to have Attorney Menchyk write letters to neighboring property owners to Monroe Street for condemnation and to proceed with taking over the right of way thru eminent domain. 2<sup>nd</sup> motion by Mrs. Harmon. All in favor, motion is carried and approved.

Liquid Fuels Allocation for 2018 was received on March 1 for \$41,409.75.

Mr. Vaccarello gave a report of several roads that need fixed.

Kennedy and Crown Hill culvert Crown Hill culvert

Storm Drain at Lafayette and Maple Bear Creek Storm Water

Monroe Street potholes Wilson Road ditch

Bus Lot potholes Post Office alley potholes

Dressler Property is in violation and Conservation District has already been notified.

Old Mill - straw bales is not acceptable to catch water.

Kennedy Road - culvert broke

Wilson Road culvert broke - fix in July or August

Mr. Vaccarello made a motion to purchase 2 - 10-ton weight limit signs for Kennedy Road and Crown Hill Road.  $2^{nd}$  motion by Mr. Hilliard. All in favor, motion is carried and approved.

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

**Old Business**: Security System: Mayor Butler gave Mr. Simcic information to look at and Mrs. Harmon said she still had from Guardian also.

Mrs. Harmon made a motion to get the truck/plow/saltbox undercoated from Armor Lining (this is place where truck was purchased recommended). 2<sup>nd</sup> motion by Mr. Vaccarello. All in favor, motion is carried and approved.

#### **New Business:**

Mr. Hilliard made a motion to adopt 811 Proclamation for the month of April. 2<sup>nd</sup> motion by Mrs. Harmon. All in favor, motion is carried and approved.

Once the weather breaks and it dries up a little bit, Mr. Simcic will put stone and cold patch into holes on Monroe Street.

#### PERSONNEL:

**Old Business**: Mr. Vaccarello made a motion that Terry Beck can take her notary test for \$65.00 and to get paid for her time and mileage. 2<sup>nd</sup> motion by Mrs. Boice. All in favor, motion is carried and approved.

New Business: Nothing to report.

MAYOR: Mr. Simcic can you change the seasonal banners please.

#### POLICE:

Old Business: The number of hours worked in February were above the requirement.

New Business: Both Police cars need servicing.

#### **SEWAGE:**

#### Old Business:

Corrective Action Plan (CAP) Extension: DEP has agreed verbally to the revisions.

**New Business**: The next Sewage Committee meeting will be scheduled for March 15 at 9 am.

March 5, 2018 Page 2

PA Small Water & Sewage Grant application: The grant application was submitted.

Suggestion was made to extend pipe at Robinson's 2 feet to correct the overflow problem there.

Mr. Hilliard made a motion to purchase a Dell Laptop and server and components to hook computers together for sewage work for a total of \$5,119.00. 2<sup>nd</sup> motion by Mr. Vaccarello. All in favor, motion is carried and approved.

Mr. Hilliard made a motion for George to purchase 4 packs of markers for man holes covers for \$32.49 a pack. 2<sup>nd</sup> motion by Mr. Vaccarello. All in favor, motion is carried and approved.

#### **SOLICITOR Andrew Menchyk:**

**Old Business**: Codification of Books: General Code is starting now with the process. Mr. Katz with meet with Mr. Menchyk and with General Code to start and go over the changes. The meeting is Monday the 12<sup>th</sup>. The green code book has never been adopted. The blue book has been adopted in 1991. Mrs. Stoops will call Mr. Coulter's office to see if they would have a copy of the ordinance that was passed for the blue code book.

Fehl property: The deed was done and presented to Council tonight.

Armstrong Cable renewal update: Solicitor is currently reviewing and working with Armstrong on our agreement after Armstrong sent a new draft. Borough will get free cable, and 10-year agreement with 5% franchise fee to be paid quarterly to Borough.

Floodplain Ordinance: Solicitor Menchyk suggested to have a committee made and to meet with him on March 13. Committee consist of Mrs. Harmon, Mr. Vaccarello, and Mr. Katz.

Mr. Vaccarello made a motion to have our Solicitor draw a draft ordinance to have a business license so that we will be able to keep track of business's in Borough. 2<sup>nd</sup> motion by Mrs. Harmon. All in favor, except 2, motion carried.

#### **OLD BUSINESS:**

Nothing to Report.

#### **NEW BUSINESS:**

Mr. Hilliard made a motion to approve the Prospector Newsletter with the change to Mr. Marciniak's wording. 2<sup>nd</sup> motion by Mr. Vaccarello. All in favor, motion is carried and approved.

Thank you to Mr. Katz for opening his garage for guys to use to repair the truck during snow storm. Also thank you to Mr. Katz who came and plowed the parking lot at the Borough.

**Executive Session:** Mr. Vaccarello made a motion to promote Mr. Terry Hilton as new police chief. 2<sup>nd</sup> motion by Mr. Wilson. Six in favor, one opposed. Motion is carried and approved.

Mr. Hilliard made a motion to pay Mr. Hilton of \$16.50 per hour. 2<sup>nd</sup> motion by Mr. Vaccarello. All in favor. Motion is carried and approved.

Mr. Hilliard will have personnel reviews done and considered for merit raises for next meeting.

Mrs. Harmon made a motion to allocate the left-over monies from Shadracks and the truck fund to be in a vehicle related funds account. 2<sup>nd</sup> motion by Mr. Hilliard. All in favor, motion is carried and approved.

March 5, 2018

Page 3

#### **PAY BILLS:**

General Fund bills totaling \$321.00. Mr. Hilliard motioned to pay these bills. 2<sup>nd</sup> motion by Mr. Vaccarello. All in favor, motion carried and approved.

Sewage Fund bills totaling \$27,048.60. Mr. Hilliard motioned to pay these bills. 2<sup>nd</sup> motion by Mr. Vaccarello. All in favor, motion carried and approved.

Highway Fund total: \$792.96. Mr. Hilliard motioned to pay these bills. 2<sup>nd</sup> motion by Mr. Vaccarello. All in favor, motion is carried and approved.

**ADJOURN**: Mr. Hilliard made a motion to adjourn the meeting at 8:50 pm. 2<sup>nd</sup> motion by Mr. Vaccarello. All in favor, motion carried and approved.

Judith A. Stoops – Secretary/Assistant Treasurer Terry L. Beck –Treasurer/Assistant Secretary

GENERAL

Time: 1:09 pm Date: 03/28/2018

Page: 1

BEGINNING	BALANC	E:					
Amount				Date	Name		Description
158,377.06				03/06/2018	STARTING BALANCE 03/06/2018		
R E C E I P T S							
Deposits	Detail	Inv.Ref.	Deposit#	Date	Name		Description
1,393.47			·		BERKHEIMER		EARNED INCOME TAX
20.00			180306		FIRST NATIONAL BANK		Deposit
	20.00	1012	180307		MUNICIPAL LIEN LETTERS		No-Lien Letter
284.91					BUTLER COUNTY TAX CLAIM BUREAU		DEL. TAXES
	40.13		180309		DISTRICT MAGISTRATE		Fines
20.00			180307		FIRST NATIONAL BANK		Deposit
40.13			180309		FIRST NATIONAL BANK		Deposit
306.11					BUTLER COUNTY RECORDER OF DEEDS		TRANSFER TAX
	20.00		180314		BUILDING PERMITS		BUILDING PERMIT/OLSHESKI
	1,078.99		0180314		EMC INSURANCE		COLLISION DAMAGE INSUR CHECK
1,098.99			180314		FIRST NATIONAL BANK		Deposit
	20.00	1014	180322		BARRISTERS LAND ABSTRACT COMPANY	Y	No-Lien Letter
	40.46		180322	03/19/2018	CLERK OF COURTS		Police Fines
	20.00	1015	180322		ELITE CLOSINGS, LLC		No-Lien Letter
	20.00	1016	180322	· · · · · ·	ELITE CLOSINGS, LLC		No-Lien Letter
	20.00	1013	180322		SIGNATURE INFORMATION SOLUTIONS		No-Lien Letter
	3,342.27		180322	03/19/2018			SEWAGE PAYROLL MARCH 2018
1,603.26					AMERICAN TOWER		Tower
2,175.30					BERKHEIMER		EARNED INCOME TAX
	20.00		180322		BUILDING PERMITS		BUILDING PERMIT/ZINN
	20.00		180322		BUILDING PERMITS		BUILDING PERMIT/ZINN
3,492.73			180322		FIRST NATIONAL BANK		Deposit
	20.00	1019	180322		BARRISTERS LAND ABSTRACT COMPANY	(	No-Lien Letter
	20.00		180327		BUILDING PERMITS		BUILDING PERMIT/ANGERETT
	20.00	1017	46946		DOLLOR BANK SETTLEMENT SERVICES,	INC.	No-Lien Letter
60.00			180327		FIRST NATIONAL BANK		Deposit
10,494.90	4,721.85			04/02/2018	TOTAL RECEIPTS		
DISBURSEME	N T S:						
Amount	•.,	Check#	Project#	Date	Name		Description
56.10		14038	,	03/06/2018			POLICE PHONE
141.40		14039		03/06/2018			PHONE/INTERNET
329.33		14040			WEST PENN POWER		ELECTRIC
60.19		14041		03/06/2018			COPIER/PRINTER
881.93		14042			WEST PENN POWER		ST LIGHTS
364.00		14043			SPECIALTY INSURANCE	-1109.00	INSTALL 10
476.00		14043			SPECIALTY INSURANCE		INSTALL 10
62.00		14043			SPECIALTY INSURANCE		INSTALL 10
207.00		14043			SPECIALTY INSURANCE		INSTALL 10
488.55		14032			TERRY L BECK		Net Wages
203.79		14033			TERRY E. HILTON		Net Wages
		14034			ROBERT J LEACH		Net Wages
423.45				_, _,	· <del></del> ·		· · · · - · · · · · · · · · · · · ·
423.45 1,248.64		14035		03/07/2018	GEORGE SIMCIC III		Net Wages

## GENERAL LEDGER - TREASURERS REPORT GENERAL

Time: 1:09 pm
Date: 03/28/2018

Page: 2

DISBURSEMENTS:						
Amount	Check#	Project#	Date	Name		Description
248.95	14037		03/07/2018	MATTHEW S WAGNER		Net Wages
2,280.34	14044		03/07/2018	WENDY SHALBOT PROSPECT VOL.	FIREFIGHTERS	Prospect Vol. Firefighters' Re
116.50	14045		03/07/2018	KLH ENGINEERING INC		Engineering Services
4.99	14046		03/07/2018	AUTO PARTS SERVICE		ADAPTER SET
200.00	14047		03/07/2018	ANDREW M. MENCHYK, JR.		Solicitor Fees
121.99	14048		03/07/2018	LOWE'S		MAILBOX, POLICE LIGHT
39.46	14049		03/12/2018	JUDITH A STOOPS		water/gatorade
100.58	14050		03/12/2018	VERIZON WIRELESS		#242046797-00001Communication/
200.00	14051		03/12/2018	KLH ENGINEERING INC		Engineering Services
40.65	14052		03/12/2018	KWIK FILL (UNITED REFINING)	-410.90	Fuel
370.25	14052		03/12/2018	KWIK FILL (UNITED REFINING)	-410.90	Fuel
1,898.00	14059		03/19/2018	AMTRUST NORTH AMERICA		#17597309 Workman's Compensati
215.57			03/19/2018	PA DEPT OF REVENUE		MARCH 2018 State Taxes
427.78			03/19/2018	EFTPS		MARCH 2018 941 Taxes Fede
435.38			03/19/2018	EFTPS		MARCH 2018 941 Taxes FICA
435.38			03/19/2018	EFTPS		MARCH 2018 941 Taxes FICA
101.81			03/19/2018	EFTPS		MARCH 2018 941 Taxes MEDICARE
101.81			03/19/2018	EFTPS		MARCH 2018 941 Taxes MEDICARE
566.30	14053		03/21/2018	TERRY L BECK		Net Wages
92.64	14054		03/21/2018	TERRY E. HILTON		Net Wages
399.19	14055		03/21/2018	ROBERT J LEACH		Net Wages
1,307.66	14056		03/21/2018	GEORGE SIMCIC III		Net Wages
532.25	14057		03/21/2018	JUDITH A STOOPS		Net Wages
35.07	14058		03/21/2018	MATTHEW S WAGNER		Net Wages
60.00	14060		03/21/2018	TRI-COUNTY INDUSTRIES, INC.		pRubbish Removal
98.37	14061		03/26/2018	STAPLES CREDIT PLAN		Office Supplies
71.98	14062		03/26/2018	BOORY'S BUSINESS MACHINES		#12714 Copies Printed
160.50	14064		03/26/2018	PEOPLES NATURAL GAS		#200001982020 Util-Gas
430.18	14065		03/26/2018	FNB COMMERCIAL CREDIT CARD		STAMPS
625.00	14066		03/26/2018	PA MUNICIPAL RETIREMENT SYST	EM	Pension Contributions
552.16			03/26/2018	PA UC FUND		PAUC 1ST QT 2018
232.80			03/26/2018	HAB-EIT		1ST QTR Wage Tax
72.00	14063		04/02/2018	PROSPECT BORO SEWAGE		APRIL SEWAGE
17,979.16			04/02/2018	TOTAL DISBURSE!	MENTS	
150,892.80			04/02/2018	ENDING BALANCE		

April 2018		
\$116.55 \$1,257.25 \$46.00 \$1,250.00 \$1,295.71		
\$3,965.51		
<b>ENSES</b> \$64,307.63		
(\$39,382.13) \$24,925.50		
\$5,848.18		

# \*Ending Balance as of April 2, 2018: \* Does not include Interest Earned For March 2018

\$76,771.48

Galls Credit Memo 153.17 (Police)

## GENERAL LEDGER - TREASURERS REPORT SEWAGE

Time: 11:13 am
Date: 03/28/2018

Page: 1

				D-+-	Atama	
Amount 109,354.68				Date	Name	Description
200/354.00				03/06/2018	STARTING BALANCE 03/06/2018	
ECEIPTS:						
Deposits	Detail	Inv.Ref.	Deposit#	Date	Name	Description
3,085.20			180301	03/06/2018	FIRST NATIONAL BANK	Deposit
2,750.50			180306		FIRST NATIONAL BANK	Deposit
1,440.00			180306		FIRST NATIONAL BANK	Deposit
2,346.00			180308		FIRST NATIONAL BANK	Deposit
5,400.00			180313		FIRST NATIONAL BANK	·
2,972.00			180313		FIRST NATIONAL BANK	Deposit
4,129.00			180315		FIRST NATIONAL BANK	Deposit
5,616.00			180320		FIRST NATIONAL BANK	Deposit
1,825.00			180322		FIRST NATIONAL BANK	Deposit
3,425.20			180319		FIRST NATIONAL BANK	Deposit
1,292.25			180327		FIRST NATIONAL BANK	Deposit
	20.00	1018	180322		DOLLOR BANK SETTLEMENT SERVICES, INC.	Deposit
17,556.60					FIRST NATIONAL BANK	Invoice Payment
11,939.84					FIRST NATIONAL BANK	RICHARD THIEL PAY OFF
20.00			180328		FIRST NATIONAL BANK	STEVEN CURTIS PAY OFF
			100320	03/20/2010	FIRST WATTOWAL BANK	Deposit
63,797.59	20.00			04/02/2018	TOTAL RECEIPTS	
ISBURSEMENT	s:					
Amount		Check#	Project#	Date	Name	Description
663.78		5589		03/06/2018	WEST PENN POWER	PLANT
336.37		5590		03/06/2018	WEST PENN POWER	PUMP STATION
329.33		5591		03/06/2018	WEST PENN POWER	PUMP STATION
1,710.00		5592		03/07/2018	KLH ENGINEERING INC	SEWER GRANT Engineering Ser
551.23		5593		03/07/2018	KLH ENGINEERING INC	SEWAGE MEETING Engineering
25,338.60		5594		03/07/2018	DCNR	Sewage Treatment Charges
493.60		5595		03/07/2018	PENN DETROIT DIESEL ALLSION LLC	GENRATOR REPAIRS
0.00		5596		03/19/2018	VOID	Void
50.00		5597		03/19/2018	DONALD RAISLEY	REFUND OF MAINENANCE FEES
3,104.75		5598			PROSPECT BORO GENERAL FUND REV -3342.27	
45.02		5598			PROSPECT BORO GENERAL FUND REV -3342.27	
192.50		5598			PROSPECT BORO GENERAL FUND REV -3342.27	
25.00		5599			LESTER ELLIOTT JR	REFUND OF MAINT FEE
6,033.60		5600			FIRST NATIONAL BANK	LOAN PAYMENT
1,697.85					FIRST NATIONAL BANK	Penn Vest Loan
5,022.70					FIRST NATIONAL BANK	P33000799-102 PennVest Loan
50.00		5601			GEORGE SIMCIC III	CELL PHONE REIMBURSEMENT
******						
45,644.33				04/02/2018	TOTAL DISBURSEMENTS	
						260

Sewage Fund		Apr-18
Bills To Be Approved To Pay:		
KLH - Sewage Committee Meeting	\$	1,024.01
KLH - Grant application	\$	1,233.00
Susquehanna Fire Equipment Co meters	\$	140.25
Andrew Menchyk	\$	1,266.25
Total Amount	\$	2,639.50
PV LOAN \$1,000.00 Monthly Payment (Jan.	2017 - Ap	oril 2018) 16,000.00
	₹	12,000,00
Ending Balance as of April, 2018	\$	108,868.44

<sup>\*</sup> Does not include Interest Earned For March 2018

PROSPECT BOROUGH

#### GENERAL LEDGER - TREASURERS REPORT HIGHWAY

Time: 11:00 am

Date: 03/28/2018

Page: 1

BEGINNING BALANCE:

Amount 102,518.61

Date Name

03/06/2018 STARTING BALANCE 03/06/2018

Description

DISBURSEMENTS:

Amount 623.42

Check# Project# Date 290

Name

03/07/2018 WALSH EQUIPMENT INC.

Description PARTS FOR TRUCK

69.22 -----

291

03/12/2018 WALSH EQUIPMENT INC.

WEIGHT LIMIT SIGNS

692.64

04/02/2018 TOTAL DISBURSEMENTS

101,825.97

04/02/2018 E N D I N G B A L A N C E

Highway Aid Fund	Apr-18
Bills To Be Approved To Pay:	
Auto Parts Service - Blower Motor	\$ 46.28
Auto Parts Service - Belt - Backhoe	\$ 4.29
Boice Auto Sales - Tire - Truck	\$ 244.10
Total Amount	\$ 294.67
*Ending Balance as of April 2, 2018:	\$101,531.30

<sup>\*</sup> Does not include Interest Earned For March 2018