



159 Monroe Street  
Prospect, PA 16052  
Regular Council Meeting  
August 6, 2018

1. CALL TO ORDER
2. A SALUTE TO THE FLAG
3. A PRAYER by Pastor Steve Cort
4. ROLL CALL - Nick \_\_\_ Bill- \_\_\_ Janice \_\_\_ Todd \_\_\_ Eric \_\_\_ Mary \_\_\_ Mayor \_\_\_  
Judy \_\_\_ Terry- \_\_\_ Sam \_\_\_ Solicitor \_\_\_ George \_\_\_
5. APPROVAL OF MINUTES Motion 2<sup>nd</sup>

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

Candidate for council seat

#### **Executive Session**

Candidate Review

Robert Leach

1. **LIBRARY/RECREATION – Todd & Eric**
2. **PUBLIC SAFETY – Janice, Mary, & Jim**  
OLD BUSINESS  
  
NEW BUSINESS
3. **PLANNING COMMISSION - Alan**
4. **STORM WATER MANAGEMENT & STREETS – Nick, & Eric**  
OLD BUSINESS  
Preservation Society drainage  
  
NEW BUSINESS  
Environment Safe Maintenance Class for George – class is free, hotel stay and food charge, this class qualifies for 5 years for Dirt and Gravel Road Grants  
  
Does KLH have a plan for Wilson ditch?
5. **BUILDING & GROUNDS/MAINTENANCE & FACILITY – Eric, Nick, & Bill**

OLD BUSINESS

New pump installed and purchased for well. (\$1,350.00 with discount of \$174.00)

NEW BUSINESS

Dump Truck – New Tires and inspection

Wire Harness for new truck – Approx. \$375.00

Bill Katz donated TV for cable to be hooked up for Armstrong.

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

OLD BUSINESS

NEW BUSINESS

Robert Leach – Full time

**7. MAYOR/ POLICE DEPARTMENT**

OLD BUSINESS

Bench Status

Police Officers posting Monroe Properties

NEW BUSINESS

See Police Chart

3 new cell phones

Shut off for battery for Ford Police Car

Police Car

**8. SEWAGE – Mary, Janice, & Bill**

OLD BUSINESS

EQ/VFD ordered approx. \$4,600.00

Flow Meter Results

NEW BUSINESS

Motion to approve Credit Card Program

2nd

KLH Study

Redo Dye Test Ordinance

McNaughton Sludge Removed

**SEWAGE MEETING DATE:**

**9. SOLICITOR - ANDY MENCHYK**

OLD BUSINESS

Driveway Ordinance #2018-5

**OLD BUSINESS:**

**NEW BUSINESS:**

Motion for all amusement tax money for next 5 years to be used for purchasing vehicle/ and or equipment for Borough. 2<sup>nd</sup>

Butler Swap Meet Amusement Tax money – Allocated to what? \$2,551.14

Big Butler Fair Amusement Tax money – (\$19,505.35) Allocated to Vehicle Fund - 1<sup>st</sup> motion

Tower Rental

New Committee – Grants - Members

Executive Session

**PAY BILLS:**

General Fund total - \$7,505.08 1<sup>st</sup> motion 2<sup>nd</sup> motion

Sewage Fund total - \$3,521.13 1<sup>st</sup> motion 2<sup>nd</sup> motion

Highway Fund total - \$1580.92 1<sup>st</sup> motion 2<sup>nd</sup> motion

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

**Current Balances in checkbooks**

**General** **\$82,150.75**

**Highway Aid** **\$ 42,214.87**

**Sewage** **\$119,760.54**



## COUNCIL MEETING MINUTES

JULY 2, 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 at 7:00 p.m. There was a salute to the flag and Larry Miller, (from Mt. Zion Baptist Church) 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, Sam Gibson, George Simcic, Judy Stoops, and Terry Beck were also in attendance. Absent was Bob Boice.

**APPROVAL OF MINUTES:** Eric Hilliard made a motion to approve the June 2, 2018, and June 18, 2018 minutes as presented. 2<sup>nd</sup> motion by Nick Vaccarello. All in favor, motion carried and approved.

**VISITORS:** Kody Durrett from First National Bank explained the rates at the bank and explained about our sewage loan. He will get more information about lowering the interest rate on the loan.

Ken Wilson from Prospect VFD explained about the mandatory radio purchase and asked the council if they would split the cost 3 ways for the radios. It would be shared between Franklin Twp., ourselves and the Fire Dept. Eric Hilliard made a motion to pay our share of \$4,200.00 when needed to the Fire Dept. 2<sup>nd</sup> motion by Todd Wilson. All in favor, motion is carried and approved.

**LIBRARY/RECREATION:** Eric Hilliard reported that the library snack program has had 3 times the number of children than anticipated. They are asking anyone to donate more snacks or money donations.

**PUBLIC SAFETY:** Eric Hilliard asked to make a vehicle committee to look at new/used police cars and dump truck. The committee is Eric Hilliard, Bill Katz, George Simcic, Terry Hilton, and Jim Butler. The first meeting will be Monday July 9, 2018 at 7:00 p.m.

House numbering – It will be put into the newsletter that if you do not have your house numbered or your mailbox numbered accordingly to our ordinance, then you will be fined. We are trying to help everyone by enforcing this for emergency purposes.

**PLANNING COMMITTEE:** Alan Vagasky -The planning commission had ready for approval the McGowan lot line revision. Eric Hilliard made a motion to approve that. 2<sup>nd</sup> motion by Janice Boice. All in favor, motion is carried and approved.

**STORMWATER MANAGEMENT AND STREETS:** Preservation Society presented a letter wanting to have written proof about needing an engineering study for the storm water drain. After some discussion, Nick Vaccarello said he would go over and look to see what can be done to help them out.

Eric Hilliard made a motion for George to go and look at the storm water drains and if anyone is hooked into them illegally, then he is to remove the drains. 2<sup>nd</sup> motion by Nick Vaccarello. All in favor, motion is carried and approved.

George reported that he went around all the roads with Penn Dot representative Dick Knapko and he said that he needs to get the water off Kennedy Road. He got a price for approx. \$7,500.00 from Phil Hay to grade whole road. Todd Wilson made a motion to have Phil Hay do this work. 2<sup>nd</sup> motion by Eric Hilliard. All in favor except Nick Vaccarello abstained. Motion is carried and approved. George is getting a price to seed edge of road by Vito.

Also, Dick said to trim some trees, and that we get no liquid fuels monies for Harmon Lane. He said to get some millings or stone and put on Harmon Lane and at end of Bear Creek Road.

Nick Vaccarello made a motion to have Solicitor Menchyk send residents on Harmon Lane letters explaining that they need to keep their items on their own properties and to watch the properties lines. 2<sup>nd</sup> motion by Eric Hilliard. All in favor, except Mary Harmon abstained. Motion is carried and approved.

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

**Old Business:** Nothing to report.

#### **New Business:**

Nick and George will be cleaning up around our building and parking lot.

The dump truck needs more work done on it for leaf springs and bolts and it is covered under the insurance from the last incident.

**PERSONNEL:** Nothing to report.

**MAYOR & POLICE:** No written report because of storms that just happened.

For lockdown bench, it is a liability issue if someone makes it themselves, so I will get a price to buy one.

For Rube's Run of July 28, I will ask Fire, employees, and police department to help with traffic control.

Janice Boice made a motion to put a stop sign at the end of Kennedy Road. 2<sup>nd</sup> motion by Nick Vaccarello. All in favor, motion is carried and approved. Note: Traffic study needs done before a sign can be put up. This is very expensive to get it done.

#### **SEWAGE:**

**Old Business:** Sam Gibson explained the Corrective Action Plan (CAP) timeline that DEP accepted. Also, that Drnach metering has been done for two months now. KLH will submit the 2<sup>nd</sup> quarter report before July 31 deadline.

Nick Vaccarello made a motion to remove meters in middle of July contingent on good data. 2<sup>nd</sup> motion by Eric Hilliard. All in favor, motion is carried and approved.

**New Business:** George gave a report about the problems with some of the man holes. He is getting a price to fix them. There is a problem with the VFD at EQ tank. It shorted out and will have to be replaced.

Nick made a motion for Solicitor Menchyk to draft an ordinance to have grease traps at restaurants checked monthly. 2<sup>nd</sup> motion by Eric Hilliard. All in favor, motion is carried and approved.

Next sewage meeting is Wednesday July 18<sup>th</sup> at 9:00 a.m.

**SOLICITOR Andrew Menchyk:**

John Huff – Eric Hilliard made a motion to sign the consent order that Solicitor Menchyk had presented. 2<sup>nd</sup> motion by Nick Vaccarello. All in favor, motion is carried and approved.

Eric Hilliard made a motion to adopt Ordinance #2018-4 to join PLGIT. This is another state form of banking that has higher interest rates. 2<sup>nd</sup> motion by Nick Vaccarello. All in favor, motion is carried and approved.

Eric Hilliard made a motion to send XTO written decision for the conditional use hearing on June 18, 2018. 2<sup>nd</sup> motion by Nick Vaccarello. All in favor, motion is carried and approved.

Eric Hilliard made a motion to approve the Excess Maintenance Agreement for XTO. 2<sup>nd</sup> motion by Nick Vaccarello. All in favor, motion is carried and approved. Nick Vaccarello made a comment that he needs to have more time to review this agreement.

Nick Vaccarello made a motion to have Solicitor Menchyk advertise the driveway ordinance to be adopted at August meeting. 2<sup>nd</sup> motion by Eric Hilliard. All in favor, motion is carried and approved.

Nick Vaccarello made a motion to authorize Bill Katz to sign the Highway Occupancy Form for XTO. 2<sup>nd</sup> by Janice Boice. All in favor, motion is carried and approved.

**OLD BUSINESS:** Nothing to Report

**NEW BUSINESS:** Nothing to report.

**Executive Session:** Executive session not needed.

**PAY BILLS:** General Fund bills totaling \$3,946.99. Eric Hilliard motioned to pay these bills. 2<sup>nd</sup> motion by Nick Vaccarello. All in favor, motion carried and approved.

Sewage Fund bills totaling \$5,206.59. Eric Hilliard motioned to pay these bills. 2<sup>nd</sup> motion by Nick Vaccarello. All in favor, motion carried and approved.

**ADJOURN:** Eric Hilliard made a motion to adjourn the meeting at 9:10 pm. 2<sup>nd</sup> motion by Janice Boice. All in favor, motion carried and approved.

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

**Prospect Borough  
General Treasurer's Report  
As of August 6, 2018**

Date	Num	Name	Memo	Paid Amount	Balance
100.010 · General Checkbook					191,377.94
07/11/2018			Funds Transfer	-100,000.00	91,377.94
07/16/2018			Deposit - EIT Tax	1,301.35	92,679.29
07/18/2018			Deposit - Deed Transfers	4,084.38	96,763.67
07/18/2018			Deposit - EIT Tax	868.53	97,632.20
07/18/2018			Deposit - Tower Rental	1,603.26	99,235.46
07/19/2018			Deposit - Taxes, Fines	7,297.27	106,532.73
07/19/2018			Deposit - Fair	18,909.00	125,441.73
07/19/2018	14239	TRI-COUNTY INDU...	409.367	-64.80	125,376.93
07/19/2018	14240	PROSPECT BORO ...	August	-72.00	125,304.93
07/23/2018	14237	FRANKLIN TOWNS...	VOID: 403.110	0.00	125,304.93
07/23/2018	14238	FRANKLIN TOWNS...	VOID: 403.110	0.00	125,304.93
07/25/2018	14230	Beck, Terry L	Payroll	-513.37	124,791.56
07/25/2018	14231	Covert, Timothy	Payroll	-380.06	124,411.50
07/25/2018	14232	Gill, Chase	Payroll	-355.11	124,056.39
07/25/2018	14233	Hilton, Terry E	Payroll	-320.52	123,735.87
07/25/2018	14234	Leach, Robert J	Payroll	-603.45	123,132.42
07/25/2018	14235	Simcic III, George	Payroll	-1,032.09	122,100.33
07/25/2018	14236	Stoops, Judith A	Payroll	-455.08	121,645.25
07/25/2018	E-pay	PA DEPT OF REVE...	16834426 QB Tracking # ...	-259.88	121,385.37
07/25/2018	14241	FRANKLIN TOWNS...	403.110	-4,727.25	116,658.12
07/25/2018	14243	STAPLES CREDIT ...	406.210	-50.41	116,607.71
07/25/2018	14242	FRANKLIN TOWNS...	403.110	-1,774.54	114,833.17
07/25/2018	14245	BOORY'S BUSINES...	406.260	-48.31	114,784.86
07/25/2018	14244	VOID	VOID: 700.000	0.00	114,784.86
07/25/2018	14246	PEOPLES NATURA...	409.362	-7.57	115,839.54
07/25/2018	14247	Bonus Accounting	quickbooks set up	-920.00	114,911.97
07/25/2018	14248	FNB COMMERCIAL...	snow plow, wheel well gu...	-229.92	114,682.05
07/26/2018			Deposit - Sewage Payroll	3,570.95	118,253.00
07/27/2018			Deposit - EIT Tax	2,109.63	120,362.63
07/30/2018	EFT	FIRST NATIONAL B...	bank error for Walgreens ...	30.00	120,392.63
07/30/2018	E-pay	United States Treas...	25-1336442 QB Tracking...	-1,795.78	118,596.85
07/30/2018			Deposit - G180730	1,971.67	120,568.52
07/30/2018	14249	MOBILE TECH CO...	computer work	-165.00	120,403.52
Total 100.010 · General Checkbook				-70,974.42	120,403.52
<b>TOTAL</b>				<b>-70,974.42</b>	<b>120,403.52</b>

<b>Bills To Be Approved at Meeting: Beginning Balance</b>	\$120,403.52
KLH - Monroe St. ROW	\$59.50
M.D. Sarvey - pump for well	\$1,350.00
General Code	\$1,875.24
Andrew Menchyk - June	\$4,220.34
Total Amount	\$7,505.08

**MONIES SET ASIDE FOR FUTURE EXPENSES**

2015-2016 Shadrack's (19,591.09)	\$64,307.63
2016-2017 Shadrack's (19,333.92)	
CD's (25,382.62)	
Minus price of new truck	(\$39,408.12)
Total Monies left over in Vehicle Fund	\$24,899.51

<b>Impact Fees (Police Radios - \$4,786.30 approved) Balance</b>	
\$1,062.88 to use	\$5,848.18

**\*Ending Balance as of August 6, 2018: \$82,150.75**

\* Does not include Interest Earned For July 2018

Prospect Borough  
**PLGIT PRIME Treasurer's Report**  
 As of August 6, 2018

Date	Num	Name	Memo	Paid Amount	Balance
106.000 · PLGIT - Prime					0.00
07/11/2018			Funds Transfer	100,000.00	100,000.00
Total 106.000 · PLGIT - Prime				100,000.00	100,000.00
TOTAL				100,000.00	100,000.00



**Prospect Borough - Sewage Fund  
Treasurer's Report  
As of August 6, 2018**

Date	Num	Name	Memo	Paid Amount	Balance
100.010 · Sewer Revenue Checking					151,612.76
07/16/2018	4			-2,234.92	149,377.84
07/16/2018	4			-473.34	148,904.50
07/16/2018	4			-175.07	148,729.43
07/16/2018	4			-440.00	148,289.43
07/16/2018	4			-729.90	147,559.53
07/16/2018	4			-4,476.69	143,082.84
07/16/2018	4			1,080.00	144,162.84
07/16/2018	4			3,131.00	147,293.84
07/16/2018	4			3,092.00	150,385.84
07/16/2018	4			-65.00	150,320.84
07/16/2018	4			40.00	150,360.84
07/16/2018	4			5,688.00	156,048.84
07/16/2018	4			35.00	156,083.84
07/16/2018	4			216.00	156,299.84
07/16/2018	4			-517.35	155,782.49
07/16/2018	4			2,880.00	158,662.49
07/16/2018	4			1,224.00	159,886.49
07/16/2018	12		difference in switchin...	-35.23	159,851.26
07/17/2018			Deposit	6,048.00	165,899.26
07/18/2018	5661	AIR-VAC INC.	Robert's Hepatitis S...	-89.99	165,809.27
07/18/2018	5662	DRNACH ENVIRON...	flow meter monitoring	-7,111.00	158,698.27
07/18/2018			Deposit S180718	308.00	159,006.27
07/25/2018	5664	PROSPECT BORO G...	Payroll for July	-3,570.95	155,435.32
07/25/2018	5665	FIRST NATIONAL B...	Loan Payment	-6,033.60	149,401.72
07/25/2018	5666	VOID	VOID: 700.000	0.00	149,401.72
07/25/2018	5667	DRNACH ENVIRON...	Flow Meter Monitoring	-4,540.30	144,861.42
07/26/2018			S180726	1,940.00	146,801.42
07/26/2018			Deposit	2,055.00	148,856.42
07/30/2018	10	ZZMASTER -	deposit S180726	0.00	148,856.42
07/30/2018	5669	pa Turnpike Commiss...	tumpike tolls	-27.60	148,828.82
07/30/2018	5670	WEST PENN POWER	treatment plant	-355.00	148,473.82
07/30/2018	5668	pa Turnpike Commiss...	tumpike tolls	-27.60	148,446.22
07/31/2018			Deposit	1,630.77	150,076.99
08/01/2018	EFT	PENNVEST	Loan	-1,697.85	148,379.14
08/01/2018	EFT	PENNVEST	Loan	-5,047.47	143,331.67
08/01/2018	5663	GEORGE SIMCIC III	cell phone	-50.00	143,281.67
Total 100.010 · Sewer Revenue Checking				-8,331.09	143,281.67
<b>TOTAL</b>				<b>-8,331.09</b>	<b>143,281.67</b>

**Sewage Fund**

August 6, 2018

<b>Bills To Be Approved To Pay: Beginning Balance</b>	\$	143,281.67
Andrew Menchyk	\$	2,410.50
KLH Engineers	\$	1,110.63
Total Amount	\$	3,521.13

**PV LOAN \$1,000.00 Monthly Payment (Jan. 2017 - August 2018)**  
\$ 20,000.00

**Ending Balance as of August 6, 2018**      \$ 119,760.54

\* Does not include Interest Earned For July 2018

# Highway Aid Fund

August 6, 2018

Bills To Be Approved To Pay: Beginning Balance	\$	43,795.79
Keystone Spring Service - truck repairs	\$	1,580.92

Total Amount \$ 1,580.92

**\*Ending Balance as of August 6, 2018: \$42,214.87**

\* Does not include Interest Earned For July 2018

## Prospect Borough - HA Treasurer's Report

Date	Num	Name	Memo	Paid Amount	Balance
100.010 · Highway Aid Checkbook					93,914.13
07/11/2018			Funds Transfer	-50,000.00	43,914.13
07/16/2018	4		1.4 TONS CO...	-118.34	43,795.79
Total 100.010 · Highway Aid Checkbook				-50,118.34	43,795.79
TOTAL				-50,118.34	43,795.79

## Prospect Borough - HA Treasurer's Report As of August 6, 2018

Date	Num	Name	Memo	Original Amount	Paid Amount	Balance
106.000 · PLGIT Prime						0.00
07/11/2018			Funds Transfer	50,000.00	50,000.00	50,000.00
Total 106.000 · PLGIT Prime					50,000.00	50,000.00
TOTAL					50,000.00	50,000.00





# Prospect Borough Police Department

## Monthly Police Activity Report for July 2018

	Monthly Comparison		YTD Comparison		Yearly Comparison	
	July 2017	July 2018	YTD 2017	YTD 2018	2016	2017
<b>Complaints/Calls</b>	6	2	12	33	23	18
<b>Domestic</b>	0	0	0	0	0	0
<b>Thefts</b>	0	0	0	0	0	0
<b>Traffic Citations Issued</b>	1	0	6	0	46	6
<b>Warnings</b>	4	0	16	6	48	16
<b>Crimes Codes Citations Issued</b>	0	0	1	0	3	1
<b>Other Citations</b>	0	0	0	0	0	0
<b>Drug Task Force</b>	0	0	0	0	23.5	0
<b>Total Hours</b>	73.5	75.75	362.75	378.25	781.50	652
<b>Total Miles Patrolled</b>	290	57	1,733	587	4,571	2,468

Hours by Police Officer: Terry: 58 Tim: 19



*Prospect Borough*

159 Monroe Street; Prospect, PA 16052  
 724.865.2799  
 Fax 724.865.2320



## PROSPECT BOROUGH

### Consulting Engineer's Report

August 6, 2018

#### SEWER SYSTEM IMPROVEMENTS PROJECTS

1. **EQ Tank Control Valve** - The control valve continues to be monitored.
2. **Corrective Action Plan (CAP)** - A CAP extension request was submitted to DEP indicating the following schedule:
  - The 2<sup>nd</sup> quarter report was submitted to DEP on July 31, 2018.
  - The flow meters were pulled on July 19, 2018.
  - An Engineering Evaluation Report will be prepared to identify and evaluate design alternatives based on the flow monitoring data. The report will include a schedule for submission of any necessary planning documents, permit applications, design, and anticipated construction dates. The report will be submitted to DEP by the December 31, 2018, deadline.
  - A funding evaluation will need to be completed.
3. **GIS Sanitary Sewer System Mapping** - GIS mapping showing all information currently available for the sanitary sewer system was provided to the Borough. KLH is investigating new PA One Call requirements for system mapping and marking utilities.

#### STORM SEWER PROJECTS

4. **Wilson Road Stormwater Issues** - KLH met with Borough staff on June 14, 2018, to discuss the ongoing stormwater issues on Wilson Road and the Vacarello property. KLH has provided a preliminary project cost estimate for completion of the necessary improvements.
5. **GIS Storm Sewer System Mapping** - GIS mapping showing all information currently available for the storm sewer system was provided to the Borough. KLH is investigating new PA One Call requirements for system mapping and marking utilities.

#### MISCELLANEOUS ENGINEERING

6. **DCNR 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. DEP will allow taps to be issued in areas not including the areas tributary to the Wilson Road Pump

Station. A tap request was submitted to DCNR by the Borough solicitor on June 4, 2018. DCNR is requiring that an engineering evaluation of the storage system be completed. This will be completed as part of the CAP Engineering Evaluation Report.

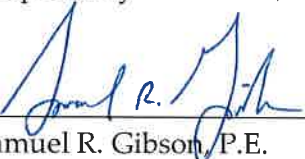
7. **DCNR Credit** - DCNR has indicated a credit may be available to the Borough in order to complete I/I related work throughout the Borough's sanitary sewer system. Borough staff has compiled a preliminary list of manholes that require rehabilitation. Based on the value of the work indicated on the quotes received to date, this work will need to be bid.
8. **Monroe Street** - Right-of-way information was provided to the Borough solicitor.
9. **PA Small Water & Sewer Grant** - A grant application was prepared and submitted by the February deadline on behalf of the Borough for the replacement of the force main and upgrades to the Wilson Road Pump Station. DCED was expected to meet on July 15, 2018, to award projects, but this was pushed to September 2018.
10. **McNaughton Pump Station Issues** - Borough staff informed KLH that the McNaughton Pump Station has been operating below its capacity. Grease is a known issue at this pump station. The grease traps at the restaurants should be inspected and regularly maintained. The Borough's solicitor is developing a Grease Trap Ordinance. KLH has solicited quotes to have the force main pigged.

#### **DEVELOPER REVIEWS**

11. KLH is reviewing a Stormwater Management Plan submitted by J.R. Gales & Associates, Inc. on behalf of Davis Demolition & Excavating, LLC. A response will be provided this week.

#### **End of Consulting Engineer's Report**

Respectfully Submitted,



Samuel R. Gibson, P.E.  
Project Manager  
KLH Engineers, Inc.