



COUNCIL MEETING MINUTES
December 2, 2013 @7:00 PM
159 MONROE STREET

CALL TO ORDER: President Jim Harmon called the regular meeting of the Prospect Borough Council to order @7:00PM with a salute to the flag. The Council members who were present: Dave Stellfox, Ed Robinson, Pete Bryan, Bob Boice and Mayor Jim Butler. Bill Marciniak and Glen Gitzen were absent. GTN Solicitors; Romel Nicholas, Tony Colangelo, KLH Engineer; Jim Willard and Zoning Officer; Bob Koch were present.

APPROVAL OF MINUTES: There were no changes made to the November 4th Regular Council Meeting Minutes. Motion made by Mr. Boice to approve; Mr. Bryan 2nd. Motion carried.

VISITORS: Nick Vaccarello, Alan Vagasky plus more residents of the Prospect Borough (see attached sign-in sheet).

Mr. Vaccarello brought up the storm right of way issues that they are not resolved and Mr. Willard said that the Borough is aware of this.

SEWAGE: Mr. Nicholas, Mayor Butler and Mr. McCarrier; Butler County Commissioner, had a meeting regarding a Sewer Authority and said the meeting was positive although per Mayor Butler the commissioners had no interest at this time in moving forward with a Regional Sewer Authority. The perception is that Prospect Borough is the leader of the show and we need to show all communities are interested and involved. Mr. Nicholas said we need to keep the initiative going; we need to make an overture to the DEP to get their thoughts about having a regional meeting. DEP would be interested and would answer any questions encouraging regionalization. We need to provide DEP with more information and to get Council's thoughts.

Mr. Nicholas went over his 2014 Goals and Plan of Action for Prospect Borough. We would like all council to look at this list and prioritize it. He realizes not all can be done because of funds but we could resolve some of the items and move forward on the other. GTN want a plan and they are well aware by their legal fees that we need to be more conservative; it's a building process. GTN has reduced their rate for Prospect Borough in 2014. The new plan for 2014 will be discussed at the next council meeting.

Mr. Romel suggested contact Mr. McCarrier to just host a regional meeting; more of a regional approach not just by Prospect Borough. Mayor Butler stated that we need to table a list of interested parties and explain why it is important to our community and theirs; show a professional image. Mr. Bryan thinks we need to pursue but by not paying more of the tax payers money; per Mr. Stellfox we need to proceed with exploring this option with our neighbors with a relaxed but professional approach.

If we pick and choose from the Memorandum in the long term we will be saving tax payers money. Per Mayor Butler we need to come up with a plan to see how much money this will cost us. We were not proactive in the past and look where it got us. Mayor Butler, Mr. Nicholas, the Sewage Committee and an Engineer to get together to pursue this. We need to be complacent and by not doing certain things in the long run we will be spending more. We need to push along, keep moving forward and putting the feelers out there.

Mr. Robinson wanted to thank everyone for his last four years in office; and everyone thanked him back. He feels the Borough needs to move forward.

Mr. Willard went over a financial summary for the Penn Vest Project. He explained the 4 accounts; Penn Vest Project Account, Line of Credit, Penn Vest Actual Loan and the Penn Vest Sinking Fund (Principal and Interest; use for loan repayment phase.) Mr. Willard explained he needs the President or Vice president of the Council signature submitted once costs are approved each month.

Mr. Willard mentioned we need to have a third party observer at the Wilson Road Pump Station only; for everyone's protection. The KLH field observer is on site but he is there to observe, record and report. Per Council we should ask Chuck Pitchford; local and respected in the community. Mr. Willard will talk to Mr. Pitchford and this will be discussed at the next meeting.

Mr. Boice made the motion to pay bills out of the Penn Vest account for \$23,948.89; Mr. Stellfox 2nd. Motion Carried. Mr. Stellfox made motion to submit to Penn Vest for approval the amount of \$26,593.80; Mr. Bryan 2nd. Motion carried.

LIBRARY: See attached Report.

The library committee wanted to thank Mr. Hixson (Higgy) for plowing the parking lot. Mayor Butler and Mr. Robinson wanted to thank Mr. Hixson also.

Mayor Butler also wanted to say thank you for the Butler Eagle acknowledging him in the newspaper for his new second term in office as Mayor.

PUBLIC SERVICES: Nothing to Report.

EMS: Nothing to Report.

PLANNING COMMISSION: Mr. Vagasky had nothing to report. He did mention Patrick Gusselman called him to see if he had a report ready for him yet regarding his issues on the Ron Lutz's property; responded that he has not received anything yet.

PARKS: Fireman need four dozen cookies donated for the Christmas Party. Mr. Robinson was so kind to make an offer to pay for these cookies. Everyone thanked him.

STREETS AND STORM WATER: Mr. Hixson (Higgy) did a good job keeping the streets cleaned up from the past heavy snow fall. He was shorthanded as William Osborne was off but Henry Joyce rode with Mr. Hixson.

Mr. Stellfox mentioned that any calls made about streets that need cleaned should go directly to the Prospect Borough's Office and the secretary will take direction from there.

MAINTENANCE & FACILITY: Nothing to Report.

PERSONNEL: Mr. Bryan and Mr. Marciniak got together and made changes to the Polices and Procedures Manual. The updates included office hours, lunch breaks, vacation time, etc. (See attached). The lunch times are new as after five hours, if not before, an employee must take one half hour of un-paid time. Motion made by Mr. Boice to make all changes noted; Mr. Stellfox 2nd. All approved but Mr. Robinson.

Mr. Bryan stated that 197 residents of the Borough have not responded to the Block Grant Survey. We have two options; one each councilman goes door to door or two we have a volunteer, Cindy, who will go door to door in a two week period and get this done for us for \$1,000. Mr. Boice made motion to have Cindy collect these surveys from the residents pay her \$1,000; Mr. Bryan 2nd. Motion carried.

We need to advertise the 2014 Council Meeting days and time in the Butler Eagle. For the January 6th meeting we will still meet at the same time 7PM but do the Reorganization Council Meeting prior to the Regular Council Meeting. Mr. Boice made motion for Ms. Marzullo to have these dates and times advertised; Mr. Stellfox 2nd. Motion carried.

We have an overlay of five Highway Fund Checks that need to be eventually destroyed to prevent using duplicate check numbers. Mr. Robinson made motion that when these checks are destroyed there will be both Secretaries and two Councilman present; Mr. Boice 2nd. Motion carried.

Mr. Vaccarello was addressed to as he had his hand up. He said that he has insisted that he and the neighbors on Wilson Road be notified when any work would be done and that they were not. Mrs. Vaccarello stated that she did receive a call from Mr. Willard about the work but passed the phone to Mr. Vaccarello to take the call. Mr. Vaccarello than stated that he must have forgotten. Per Mrs. Wilson, she did receive a call from Mr. Willard.

Mr. Stellfox made motion to purchase a 4x6 bulletin board for the office; to post classes, training, education, etc. for \$150. Mr. Robinson 2nd. Motion carried.

The reviews for personnel are based on their evaluations, cost of living. Employee raises will range from 1-5% or no raise at all. Per Council this needs no vote.

The Prospector is ready to go to print and needs any changes addressed; a few corrections were noted and will be fixed.

Per Mr. Bryan he had more to discuss at the executive session.

Executive Session 8:55PM.

Resumed 9:04PM.

Mr. Boice made motion the Council directs the Personal Committee to conduct review with the Borough employee; Mr. Bryan 2nd. All approved but Mr. Robinson.

MAYOR: Mayor Butler and Mr. Hixson (Higgy) hung the banners up. Thank you again Higgy. Mayor Butler wanted to thank Mr. Robinson for his four year service to the borough; expressed gratitude for seeing this through.

POLICE: See attached Report.

Matt Wagner put snow tires on the Crown Vic police car all by himself. All policemen qualified on the AR15. Mr. Lutz and Mr. Wagner will use their own guns and Chuck Tatton will use the new one. Mr. Lutz has been patrolling in the morning when the school buses are out. Mr. Tatton gave up his hours to give Mr. Lutz his; this should be noted in evaluations for cooperation.

OLD BUSINESS: Mr. Robinson made motion to approve the Sewage Fund 2014 Budget; Mr. Bryan 2nd. Motion carried. Mr. Robinson made motion to approve the General Fund 2014 Budget; Mr. Stellfox 2nd. Motion carried.

*It was made aware to us by Ken Wilson that we had not paid any donation to the Fire Department in the year 2011. Mr. Robinson made motion to pay the Fire Department \$7,000 for 2011; Mr. Stellfox 2nd. Motion carried. Make note on check that it is for 2011.

*Mr. Robinson made motion to reimburse the General Fund \$5,000 from the Sewage Fund; Mr. Stellfox 2nd. Motion carried.

*The two checks will not be processed until the Sewage Fund is reimbursed from the Penn Vest Fund, than General Fund Reimbursed from Sewage Fund.

Mayor Butler said that we need to keep in mind the backhoe loan was paid off by the Penn Vest Credit Line, cheaper interest. Now for 2014 need to start making payments on the Penn vest credit line to cover interest rate.

Mr. Robinson brought up the well drilling; 8 acres of land. Mr. Robinson made motion we need to get a hold of Ron Coyer and pay him \$750 to start the process of getting bids; Mr. Stellfox 2nd. All approved but Mr. Boice and Mr. Bryan. Mr. Stellfox to get together with Ms. Marzullo to contact Ron Coyer to start the process and get recommendations on funding percentages.

NEW BUSINESS: Nothing to report.

PAY BILLS: General Fund Bills was Ok'd to be paid. Motion made by Mr. Robinson to pay; Mr. Stellfox 2nd. All approved but Mr. Robinson.

Sewage Fund Bills was Ok'd to be paid. Motion made by Mr. Bryan to pay; Mr. Robinson 2nd. Motion carried.

Highway Fund Bills was Ok'd to be paid. Motion made by Mr. Boice to pay; Mr. Stellfox 2nd. Motion carried.

ADJOURN: 9:40PM. No further business at hand, motion was made to adjourn.