



159 Monroe Street
Prospect, PA 16052
Regular Council Meeting
December 3, 2018

1. CALL TO ORDER
2. A SALUTE TO THE FLAG
3. A PRAYER by
4. ROLL CALL - Nick ___ Bill- ___ Gus ___ Janice ___ Todd ___ Eric ___ Mary ___ Mayor ___
Judy ___ Terry- ___ Sam ___ Solicitor ___ George ___
5. APPROVAL OF MINUTES Motion 2nd

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

1. LIBRARY/RECREATION – Todd & Eric

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

NEW BUSINESS

3. PLANNING COMMISSION – Alan

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

NEW BUSINESS

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

NEW BUSINESS

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

NEW BUSINESS

7. MAYOR/ POLICE DEPARTMENT
OLD BUSINESS

NEW BUSINESS
See Police Chart

Allotment each month to get new police vehicle washed

8. SEWAGE – Mary, Janice, & Bill
OLD BUSINESS

NEW BUSINESS

SEWAGE MEETING DATE:

9. SOLICITOR - ANDY MENCHYK
OLD BUSINESS

NEW BUSINESS

OLD BUSINESS:

NEW BUSINESS:

Motion to adopt: 2018-07 - 2019 Tax Levy Ordinance
 2019 Budget
 2019 Regular Meeting Dates
 2019 Planning Commission Meeting Dates

Executive Session

PAY BILLS:

General Fund total - \$	1 st motion	2 nd motion
Sewage Fund total - \$12,273.31	1 st motion	2 nd motion
Highway Fund total - \$0.00	1 st motion	2 nd motion
Vehicle Fund Total - \$0.00	1 st motion	2 nd motion

Motion to ADJOURN: **2nd motion**

Current Balances in checkbooks

General & PLGIT	\$170,925.08
Highway Aid & PLGIT	\$ 83,936.47
Sewage & PLGIT	\$ 97,067.20
Vehicle Fund	\$ 3,400.43



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

CALL TO ORDER: Vice - President Janice Boice called the regular meeting of the Prospect Borough Council to order at 7:00 p.m. There was a salute to the flag and Pastor Steve Cort said a prayer. The following council members were present: Mary Harmon, Todd Wilson, Nick Vaccarello, Gus Guenther, Eric Hilliard, Janice Boice, and Mayor Jim Butler. Bill Katz was absent. Stephanian & Menchyk, LLP Solicitor, Andy Menchyk and KLH Engineer, Sam Gibson, George Simcic, Judy Stoops, and Terry Beck were also in attendance.

APPROVAL OF MINUTES: Eric Hilliard made a motion to approve the October 1, 2018 minutes as presented. 2nd motion by Nick Vaccarello. All in favor, motion carried and approved.

VISITORS: Meagan from FNB Bank explained the 2nd Amendment to the Sewage Loan that the Borough has with the bank stating that the loan has a lower interest rate, but the payment is going to be higher because the bank did not adjust the payment last time the interest rate changed. Motion by Eric Hilliard to accept the lower interest rate and 2nd by Gus Guenther. All in favor, motion is carried and approved.

Ed Robinson asked Solicitor if he has the letter that he was to pick up. Mr. Menchyk said yes, and Ed went up and picked it up from him.

LIBRARY/RECREATION: Eric Hilliard stated that the Halloween Party was a success with 86 people dressing up in costumes. They gave out \$200.00 in prize money. He also said that the Fire Dept. doesn't want to do this again next year. Mayor Butler said that the Borough always did it but used the Fire Dept. building.

PUBLIC SAFETY: Nothing this month.

PLANNING COMMITTEE: Alan Vagasky handed out his report and went over the following: Bowan National Research query, Ron Lutz request for septic in lieu of sewage, answering a question about using of lots that are substandard in size.

STORMWATER MANAGEMENT AND STREETS: George Simcic made a comment that XTO is widening turn into pad but can't pave until 2019.

Nick Vaccarello made several comments about Big Run Logging Company and about their bond. He is putting in request to deny permit until committee goes over everything. Solicitor Menchyk explained about the road bond that was already in place was done correctly and that the logger company can still proceed with their job.

Mary Harmon made a motion to have Solicitor Menchyk call the Butler County Conservation District and see if Big Run is in any violations with them. 2nd motion by Janice Boice. All in favor, motion is carried and approved.

BUILDING AND GROUNDS/MAINTENANCE FACILITY:

Old Business: Raincoats were ordered for George Simcic and Robert Leach.

George Simcic report that the gutters were installed, drainage in front of garage was completed, salt was delivered, and AED was purchased.

New Business: Mary Harmon made a motion to have slave cylinder and repairs made to the dump truck. 2nd motion by Eric Hilliard. All in favor, motion is carried and approved.

Eric Hilliard made a motion for George Simcic to purchase a new air compressor for \$999.00. 2nd motion by Gus Guenther. All in favor, motion is carried and approved.

Mary Harmon made a motion to allow the One Prospect Place Homeowners Association to use the Borough meeting room on Wednesday, November 14 at 7:00 p.m. Jill Hambley will stop and get the key. 2nd motion by Eric Hilliard. All in favor, motion is carried and approved.

PERSONNEL: Mayor Butler said he has a couple of police interviews to set up in a couple of weeks.

MAYOR & POLICE: I had done a couple of weddings and have donations for the Library and the Preservation Society.

New Pieces of police uniforms are ordered.

Saxonburg Police must be interested in the Dodge police car.

Fax/Printer was installed today.

Outfitting for the police car came in under budget by approximately \$400.00. I would like to order floor liners, mud flaps, and wind deflector for new police vehicle and it would cost \$469.65. Motion by Eric Hilliard and 2nd by Janice Boice. All in favor, motion is carried and approved.

I would like to purchase 2 all season jackets, 2 ball caps, patches, 2 hats for \$691.00. Motion by Eric Hilliard, 2nd by Gus Guenther. All in favor, motion is carried and approved.

Tim Covert will finish his training and be on his own by end of the month.

SEWAGE:

Old Business: Nothing to report.

New Business: Sam Gibson from KLH presented his report – 3rd Qtr. CAP Progress Report was submitted on October 29, 2018 to DEP. He will also write letter to PIM Company to release them of their bid for the manhole rehabilitation project as the Borough does not have the money to proceed with this at this time.

Eric Hilliard made a motion to purchase the coupon booklets from Minuteman Press for \$604.38 plus postage. 2nd motion by Mary Harmon. All in favor, motion is carried and approved.

There will be no increase in sewage rates this year.

George Simcic said PA Rural Water came today and did some video of the sewage lines.

Next sewage meeting is Monday, November 12 at 9:00 a.m.

SOLICITOR Andrew Menchyk: Codification Portfolio was given by General Code and the Codification committee will begin to meet to review them. 1st meeting is Friday the 9th at 3:00 p.m. The committee is Mayor, Bill, Eric and Solicitor.

OLD BUSINESS: Nothing to report.

NEW BUSINESS: Eric Hilliard made a motion to advertise for the following:
2019 Tax Levy Ordinance
2019 Budget
2019 Regular Meeting Dates
2019 Planning Commission Meeting Dates

2nd motion by Gus Guenther. All in favor, motion is carried and approved.

Eric Hilliard made a motion to purchase 6 rolls of stamps before they go up in price. 2nd motion by Gus Guenther. All in favor, motion is carried and approved.

Executive Session: Was not needed.

PAY BILLS: General Fund bills totaling \$1,077.50. Eric Hilliard motioned to pay these bills. 2nd motion by Gus Guenther. All in favor, except one, Nick Vaccarello. Motion carried and approved.

Sewage Fund bills totaling \$96, 470.75. Eric Hilliard motioned to pay these bills. 2nd motion by Gus Guenther. All in favor, except one, Nick Vaccarello. Motion carried and approved.

ADJOURN: Eric Hilliard made a motion to adjourn the meeting at 8:10 pm. 2nd motion by Gus Guenther. 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 December 3, 2018**

Date	Num	Name	Memo	Paid Amount	Balance
100.010 - General Checkbook					60,349.87
11/06/2018	1121	ANDREW M. MENC...	October	-1,077.50	59,272.37
11/06/2018	1122	ARMSTRONG	phone	-152.90	59,119.47
11/06/2018	1123	BUTLER POWER E...	carburetor	-44.99	59,074.48
11/06/2018			Deposit - Armstrong	4,730.32	63,804.80
11/06/2018			Deposit - EIT Tax	875.92	64,680.72
11/06/2018	1124	AMTRUST NORTH ...	workers comp	-1,942.00	62,738.72
11/06/2018	1125	CANON	copier lease	-60.19	62,678.53
11/06/2018	1126	WEST PENN POW...	st lights	-846.90	61,831.63
11/06/2018	1127	WEST PENN POW...	st lights	-160.03	61,671.60
11/07/2018			Deposit - Big Run	240.00	61,911.60
11/07/2018	1128	KLH ENGINEERING...	Monthly Retainer	-200.00	61,711.60
11/07/2018			Deposit - EIT Tax	1,484.93	63,196.53
11/09/2018			Deposit - EIT Tax	2,143.02	65,339.55
11/12/2018	1129	KWIK FILL (UNITED...	fuel	-248.25	65,091.30
11/12/2018	1130	MOBILE TECH CO...	Police Printer	-476.89	64,614.41
11/12/2018	1131	PA LABOR LAW P...	2019 Posters	-79.50	64,534.91
11/12/2018			Deposit - EIT Tax	1,517.72	66,052.63
11/13/2018			Deposit - Fines	28.33	66,080.96
11/13/2018			Deposit - EIT Tax	3,321.19	69,402.15
11/13/2018	1148	VOID	void		69,402.15
11/14/2018	1132	Beck, Terry L	Payroll	-513.37	68,888.78
11/14/2018	1133	Covert, Timothy	Payroll	-363.91	68,524.87
11/14/2018	1134	Hilton, Terry E	Payroll	-606.40	67,918.47
11/14/2018	1135	Leach, Robert J	Payroll	-809.16	67,109.31
11/14/2018	1136	Simcic III, George	Payroll	-1,107.94	66,001.37
11/14/2018	1137	Stoops, Judith A	Payroll	-510.64	65,490.73
11/14/2018			Deposit - EIT Tax	1,534.91	67,025.64
11/15/2018	1138	AUTO PARTS SER...	Parts	-24.49	67,001.15
11/15/2018	1139	SPECIALTY INSUR...	installment 6	-1,322.00	65,679.15
11/15/2018	1140	VERIZON WIRELESS	Jet Packs	-80.02	65,599.13
11/15/2018	1141	WALSH EQUIPMEN...	HAIRPIN COTTER	-1.48	65,597.65
11/15/2018	1142	DAVE OSBORNE	Weedeater repair	-20.00	65,577.65
11/15/2018			Deposit - Open Records	3.25	65,580.90
11/16/2018			Deposit - EIT Tax	2,232.24	67,813.14
11/19/2018	1143	AUTO PARTS SER...	blades/oil	-26.67	67,786.47
11/19/2018	1144	BUTLER EAGLE	Ads for Dec.	-272.00	67,514.47
11/19/2018	1145	JOHN DEERE FINA...	air compressor/parts	-1,069.52	66,444.95
11/19/2018	1146	PA STATE ASSOCI...	yearly dues	-130.00	66,314.95
11/19/2018	1147	PROSPECT BORO ...	Sept. Sewage	-72.00	66,242.95
11/19/2018			Deposit - Deed Transfers	2,744.00	68,986.95
11/19/2018			Deposit - EIT Tax	2,071.24	71,058.19
11/21/2018	1149	TRI-COUNTY INDU...	December	-60.00	70,998.19
11/21/2018			Deposit - EIT Tax	1,767.98	72,766.17
11/26/2018			Deposit- Tower Rental	1,603.26	74,369.43
11/26/2018	E-pay	PA DEPT OF REVE...	16834426 QB Tracking # ...	-265.95	74,103.48
11/26/2018	E-pay	United States Treas...	25-1336442 QB Tracking...	-1,938.44	72,165.04
11/26/2018			Deposit - Sewage Nov.	3,735.84	75,900.88
11/28/2018	1150	Beck, Terry L	Payroll	-463.15	75,437.73
11/28/2018	1151	Covert, Timothy	Payroll	-102.55	75,335.18
11/28/2018	1152	Hilton, Terry E	Payroll	-109.17	75,226.01
11/28/2018	1153	Leach, Robert J	Payroll	-971.52	74,254.49
11/28/2018	1154	Simcic III, George	Payroll	-1,032.08	73,222.41
11/28/2018	1155	Stoops, Judith A	Payroll	-439.63	72,782.78
11/28/2018	1156	BOORY'S BUSINES...	copier maint.	-62.87	72,719.91
11/28/2018	1157	FNB COMMERCIAL...	defib, weather tech, stamps	-1,591.74	71,128.17
11/28/2018	1158	PEOPLES NATURA...	Gas	-54.30	71,073.87
11/28/2018	1159	STAPLES CREDIT ...	office supplies	-281.57	70,792.30
11/28/2018	1160	AUTO PARTS SER...	washer de icer	-8.97	70,783.33
11/28/2018	1161	UPMC HEALTH PLAN	George Dec. Insurance	-517.35	70,265.98
Total 100.010 - General Checkbook				9,916.11	70,265.98
TOTAL				9,916.11	70,265.98

General Fund

Dec. 3, 2018

Bills To Be Approved at Meeting: Beginning Balance **\$70,265.98**

Andrew Menchyk - September

Total Amount \$0.00

MONIES SET ASIDE FOR FUTURE EXPENSES

Impact Fees (2017) \$1449.18 left
(2018) \$7359.27 **\$8,808.45**

***Ending Balance as of December 3, 2018:** **\$70,265.98**

* Does not include Interest Earned For November 2018

PLUS PLGIT SAVINGS **\$** **100,659.10**

GRAND TOTAL **\$170,925.08**

**Prospect Borough
 PLGIT PRIME Treasurer's Report
 As of December 3, 2018**

Date	Num	Name	Memo	Paid Amount	Balance
106.000		PLGIT - Prime Savings			100,659.10
		Total 106.000			100,659.10
TOTAL					100,659.10

Vehicle Fund

Dec. 3, 2018

Bills To Be Approved To Pay: Beginning Balance \$ 225.70

Total Amount \$ -

***Ending Balance as of December 3, 2018:** \$ **225.70**

* Does not include Interest Earned For November 2018

PLUS PLGIT SAVINGS \$ 3,174.73

GRAND TOTAL **\$3,400.43**

Prospect Borough- Vehicle Fund Checkbook Treasurer's Report As of October 1, 2018

Date	Num	Name	Memo	Amount	Balance
101.000 · Capital - Vehicle CLASS-CKBK					689.55
11/06/2018			Funds Transfer	11,000.00	11,689.55
11/06/2018	1002	Ibis Tek	police car add...	-11,463.85	225.70
Total 101.000 · Capital - Vehicle CLASS-CKBK				-463.85	225.70
TOTAL				-463.85	225.70

Prospect Borough- Vehicle Fund Savings Treasurer's Report As of October 1, 2018

Date	Num	Name	Memo	Amount	Balance
101.100 · Capital Res - Vehicle Savings					14,174.73
11/06/2018			Funds Transfer	-11,000.00	3,174.73
Total 101.100 · Capital Res - Vehicle Savings				-11,000.00	3,174.73
TOTAL				-11,000.00	3,174.73

**Prospect Borough - Sewage Fund Checkbook
Treasurer's Report
As of December 3, 2018**

Date	Num	Name	Memo	Paid Amount	Balance
100.010 · Sewage FNB Fund					88,539.67
11/06/2018	1038	ANDREW M. MENCH...	October	-2,816.67	85,723.00
11/06/2018	1039	KLH ENGINEERING I...	October	-1,957.78	83,765.22
11/06/2018	1040	KLH ENGINEERING I...	October	-535.50	83,229.72
11/06/2018	1041	USA Blue Book	wheel, gloves	-271.27	82,958.45
11/06/2018			Deposit	2,160.00	85,118.45
11/06/2018			Deposit - Sarvery no ...	20.00	85,138.45
11/06/2018			Deposit	5,930.00	91,068.45
11/07/2018	1042	TRACTOR SUPPLY ...	SUPPLIES	-66.98	91,001.47
11/07/2018	1043	DCNR	1st Qtr 2018	-50,940.00	40,061.47
11/07/2018			Funds Transfer	50,000.00	90,061.47
11/07/2018	1044	DCNR	2nd qtr 2018	-40,220.80	49,840.67
11/07/2018	1045	WEST PENN POWER	pump station	-107.34	49,733.33
11/08/2018			Deposit - Zinn - Dye ...	150.00	49,883.33
11/08/2018			Deposit	936.00	50,819.33
11/12/2018	1046	LOWE'S	grass seed	-97.27	50,722.06
11/13/2018			Deposit	3,024.00	53,746.06
11/15/2018	1047	FIRST NATIONAL B...	loan payment	-6,405.11	47,340.95
11/15/2018			Deposit	2,671.20	50,012.15
11/15/2018			Deposit	4,536.00	54,548.15
11/15/2018			Deposit - No Lien - 1...	20.00	54,568.15
11/19/2018	1048	DELL MARKETING L...	George Laptop	-1,481.71	53,086.44
11/19/2018			Deposit-Zmijowski	15,042.64	68,129.08
11/19/2018			Deposit-Bupp & Fair ...	770.50	68,899.58
11/20/2018			Deposit	4,766.00	73,665.58
11/20/2018			Deposit	4,399.20	78,064.78
11/21/2018	1050	INTERSTATE PIPE I...	sewage gasket	-66.37	77,998.41
11/26/2018	1051	PROSPECT BORO G...	Payroll november	-3,735.84	74,262.57
11/28/2018	1052	FIRST NATIONAL B...	Loan	-6,405.11	67,857.46
11/28/2018	1053	Triangle Gasoline Co...	diesel for pump stati...	-1,144.13	66,713.33
11/28/2018	1054	WEST PENN POWER	treatment plant	-577.50	66,135.83
12/01/2018	EFT	PENNVEST	Loan	-1,697.85	64,437.98
12/01/2018	EFT	PENNVEST	Loan	-5,047.47	59,390.51
12/03/2018	1049	GEORGE SIMCIC III	Dec. cell phone	-50.00	59,340.51
Total 100.010 · Sewage FNB Fund				-29,199.16	59,340.51
TOTAL				-29,199.16	59,340.51

**Prospect Borough - Sewage Fund
Treasurer's Report - PLGIT
As of December 3, 2018**

Type	Date	Num	Name	Memo	Amount	Balance
106.000 · PLGIT Prime						100,000.00
Transfer	11/07/2018			Funds Transfer	-50,000.00	50,000.00
Total 106.000 · PLGIT Prime					-50,000.00	50,000.00
TOTAL					-50,000.00	50,000.00

Sewage Fund

Dec. 3, 2018

Bills To Be Approved To Pay: Beginning Balance	\$	59,340.51
Andrew Menchyk - October	\$	7,643.25
KLH - September	\$	4,630.06
Total Amount	\$	12,273.31

Ending Balance as of December 3, 2018 \$ **47,067.20**

*** Does not include Interest Earned For November 2018**

PLUS PLGIT SAVINGS \$50,000.00

GRAND TOTAL \$ **97,067.20**

Highway Aid Fund

Dec. 3, 2018

Bills To Be Approved To Pay: Beginning Balance \$ 33,606.92

Total Amount \$ -

***Ending Balance as of December 3, 2018: \$ 33,606.92**

* Does not include Interest Earned For November 2018

PLUS PLGIT SAVINGS \$ 50,329.55

GRAND TOTAL \$ 83,936.47

Prospect Borough - HA - chbk Treasurer's Report As of December 3, 2018

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Paid Amount</u>	<u>Balance</u>
100.010		Highway Aid Checkbook			33,606.92
Total 100.010		Highway Aid Checkbook			33,606.92
TOTAL					33,606.92

Prospect Borough - Highway Aid - Savings Treasurer's Report As of December 3, 2018

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Original Amount</u>	<u>Paid Amount</u>	<u>Balance</u>
106.000		PLGIT Prime				50,329.55
Total 106.000		PLGIT Prime				50,329.55
TOTAL						50,329.55



Regular Council Meeting

December 3, 2018

SIGN IN SHEET

Need your name and address:

Janet Easter } Prospect

Cindi Sharrar }

Martin Miller

Joyce Ballou

Bob Callen

Colton Callen

Braden Callen

Alan Vagasky



PROSPECT BOROUGH

Consulting Engineer's Report

December 3, 2018

SEWER SYSTEM IMPROVEMENTS PROJECTS

1. Corrective Action Plan (CAP)

- KLH is finalizing the hydraulic model of the Borough's sewer system.
- Expected total pumping capacity at Wilson Road PS is approximately 180 gpm.
- DEP has indicated we can work around some of the planning and permitting requirements to expedite pump replacement at the Wilson Road PS.
- An Engineering Evaluation Report is being prepared to identify and evaluate design alternatives based on the flow monitoring data and the hydraulic model. 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.

STORM SEWER PROJECTS

2. **Wilson Lane Stormwater Issues** - KLH provided a preliminary layout of the proposed stormwater improvements along Wilson Lane for submission to the Butler County Conservation District for the grant application under the Low Volume Roads program.
3. **GIS Storm Sewer System Mapping** - GIS mapping showing all information currently available for the storm sewer system was provided to the Borough. KLH will meet with Borough personnel upon request to review the GIS mapping of the storm sewer system.

MISCELLANEOUS ENGINEERING

4. **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.

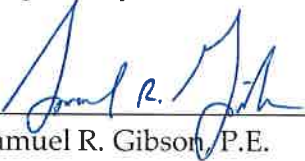
5. **Monroe Street** - Right-of-way information was provided to the Borough solicitor. Preliminary plans were provided to the Borough.
6. **McNaughton Pump Station Issues** - Borough staff informed KLH that the McNaughton Pump Station has been operating below its capacity. Grease is a known issue at this pump station. The effectiveness of the newly adopted Grease Trap Ordinance will be monitored at the pump station.

DEVELOPER REVIEWS

7. None completed this month.

End of Consulting Engineer's Report

Respectfully Submitted,



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



Prospect Borough Police Department

Monthly Police Activity Report for November 2018

	Monthly Comparison		YTD Comparison		Yearly Comparison	
	Nov. 2017	Nov. 2018	YTD 2017	YTD 2018	2016	2017
Complaints/Calls	1	1	17	46	23	18
Domestic	0	0	0	0	0	0
Thefts	0	0	0	0	0	0
Traffic Citations Issued	0	1	6	2	46	6
Warnings	0	1	16	8	48	16
Crimes Codes Citations Issued	0	0	1	0	3	1
Other Citations	0	0	0	0	0	0
Drug Task Force	0	0	0	0	23.5	0
Total Hours	88.75	71.5	617.50	646.75	781.50	652
Total Miles Patrolled	167	132	2,344	719	4,571	2,468

Hours by Police Officer: Terry: 39.5 Tim: 32



Prospect Borough

159 Monroe Street; Prospect, PA 16052
 724.865.2799
 Fax 724.865.2320