



159 Monroe Street
Prospect, PA 16052
Regular Council Meeting
July 1, 2019

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

6. APPROVAL OF TREASURER'S REPORT – Bills that were paid during the month.

| | Checking | Savings | 1st | 2nd |
|-------------------|--------------|--------------|-----|-----|
| General Fund | \$93,728.38 | \$101,640.36 | | |
| Sewer Fund | \$133,379.75 | \$50,625.91 | | |
| Vehicle Fund | \$484.00 | \$8,090.86 | | |
| Highway Fund | \$14,242.81 | \$100,911.99 | | |
| Act 13 Impact Fee | \$367.02 | \$3,164.47 | | |

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

1. **LIBRARY/RECREATION – Todd & Eric** – Letter from young residents about the library.

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

NEW BUSINESS- No licensed scooters, golf carts, etc. on public streets.

3. **PLANNING COMMISSION – Alan**

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

OLD BUSINESS

Nick Vaccarello is to bring supporting documents about how Wilson Roads erosion is to be controlled

Nick Vaccarello & Eric Hilliard are to report back what style pond is at One Prospect Place

NEW BUSINESS

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

OLD BUSINESS

NEW BUSINESS

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

7. MAYOR/ POLICE DEPARTMENT

8. SEWAGE – Mary, Janice, & Bill

OLD BUSINESS

NEW BUSINESS:

We need to change the 45 day pay cycle to 30 day.

Paperwork procedures for Sewer Taps. Step #1 Application Step #2 Requirements to hook up

SEWAGE MEETING DATE:

9. SOLICITOR ANDY MENCHYK

OLD BUSINESS:

NEW BUSINESS:

Executive Session:

Sewage Taps

Sewage Litigation

Code Enforcement

DCNR Surcharges

Robert

PAY BILLS:

| | | |
|---------------------------------|------------------------|------------------------|
| General Fund total -\$952.50 | 1 st motion | 2 nd motion |
| Sewage Fund total - \$12,632.69 | 1 st motion | 2 nd motion |
| Highway Fund total - \$0 | 1 st motion | 2 nd motion |
| Vehicle Fund Total - \$0 | 1 st motion | 2 nd motion |
| Act 13 Impact Fee fund -\$0 | 1 st motion | 2 nd motion |

Motion to ADJOURN: Time:

1st Motion

2nd motion



COUNCIL MEETING MINUTES

June 3, 2019 @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 Ben Oesterling said a prayer. The following council members were present: Nick Vaccarello, Bill Katz, Gus Guenther, Todd Wilson, Eric Hilliard, Mary Harmon, Mayor Jim Butler, Sandi Cox, Terry Beck, Stephanian & Menchyk LLP Solicitor, Andy Menchyk, George Simcic, Police Chief Terry Hilton and officer Tim Covert were in attendance. Janice Boice was excused.

SWEARING IN OF NEW OFFICER: Hannah Covert by Mayor Jim Butler.

APPROVAL OF MINUTES: Nick Vaccarello motioned to except the minutes and Gus Guenther 2nd. All in favor. Motion carried and approved.

APPROVAL OF TREASURER'S REPORT:

Table with 6 columns: Fund Name, Checking, Saving, 1st, 2nd, Action. Rows include GENERAL FUND, SEWER FUND, VEHICLE FUND, HIWAY FUND, and ACT 13 FUND.

VISITORS:

Preservation Society:

Dawn Szymoniak & Jeanne Cherry for Prospect Area Preservation Society. Dawn had contractor, David Cox, talk about the drainage issue. Mr. Cox suggested a catch basin be installed at the edge of Lafayette Street tie into our storm sewer and additional work to be done on the remaining catch basins as needed. Cutting Maple Street to get to the remaining last catch basin. He submitted a rough drawing and proposal for \$10,000.00. He can give final drawings if we want to proceed and break down cost. Society currently has no funds to contribute. Eric Hilliard suggested we get together a scope of work, will discuss in executive session.

Harmon Lane:

Jim & Dawn Szymoniak regarding Harmon Lane. Mayor Jim Butler did bring up several good articles regarding legal standings on private road being adopted by municipalities. Dawn said it has been a 2 month since residents of Harmon Lane received their letters from the council and there wasn't a timeline on the letters. Dawn was able to get all the residents on Harmon Lane to sign the paperwork needed to proceed. Andy Menchyk said he can

investigate doing a Quick Claim Deeds. However, we need to first get the property surveyed and layout the Right-of-Way. Motion made by Eric Hilliard to have KLH survey Harmon Lane and lay out Right-of-Way. Failed due to no second on motion. Another Motion was made by Eric to have KLH give us a price to survey Harmon Lane and layout Right-of-Way. 2nd by Nick Vaccarello. All in favor. Motion carried and approved. Mary Harmon Abstained.

Virginia Wagner: Complained about 372 Main Street, they have numerous rabbits, unlicensed vehicle and high grass. Chief Terry Hilton will go out and investigate the situation. Council wants to look at sample Animal Nuisance Ordinances from other Boroughs then see about adopting one.

Shane Zinn: McGowan Street- he purchased property and has cleaned it up and wants to build a garage with apartment above and needs to know setbacks. Since lot is only 6500 sq. ft. it doesn't fit the normal setbacks. The council said to go along with the neighboring setbacks would be appropriate.

LIBRARY/RECREATION: Eric Hilliard reported a Summer Reading Program and that they could use snacks.

PUBLIC SAFETY: Nothing new to report.

PLANNING COMMITTEE: Alan Vagasky submitted report He discussed that we should consider writing some ordinances for Alternative Electrical Generation systems both for homeowner and commercial.

STORMWATER MANAGEMENT AND STREETS:

Old Business:

George Simcic mentioned that the roads are being seal coated this month and they are preparing the roads to be done.

Nick Vaccarello brought up about the erosion that is happening on Wilson Rd from sewer line on his property. Nick is to supply supporting documents for council to review.

New Business:

Nick Vaccarello discussed the Boroughs 3 retention ponds that are not functioning properly. Rick Beardsley from One Prospect Place wants to know what type of pond they have: retention or detention, and if it was designed properly. Eric Hilliard will check and see what Olsen Engineering Designed. Alan reported Olsen Engineering Design worked at the time; design styles could have changed. Nick & Eric will get everything together to go over next month meeting.

BUILDING AND GROUNDS/MAINTENANCE FACILITY:

Old Business:

Gus Guenther spoke on the work that George has done on the maintenance building and how good it looks.

Eric Hilliard made a motion to replace the Police Department door for \$175.00. 2nd Gus Guenther. All in favor, opposed Mary Harmon. Motion carried and approved.

PERSONNEL:

Eric Hilliard made a motion to hire Sandra Cox as Secretary, 2nd Gus Guenther. All in favor. Motion carried and approved.

Eric Hilliard made a motion to hire Sandra Cox as Assistant Treasurer, 2nd Gus Guenther. All in favor. Motion carried and approved.

Eric made a motion to ratify phone vote for Sandi to attend PSAP sponsored 2-day class in Meadville, 2nd Nick Vaccarello. All in favor. Motion carried and approved.

Mary made a motion to table the forensic audit till the 2018 audit is complete. 2nd Eric Hilliard All in favor. Gus Guenther no. Motion carried and approved.

MAYOR & POLICE:

Mayor Butler thanked our maintenance department for putting up & removing the cones, for the parade. Mayor Butler reviewed the monthly police report. 191 miles patrolled, 13 warnings were issued, 1 theft, 30 complaints/calls received, and 5 citation were written. 109.5 hours were worked in the month of May.

SEWAGE:

Old Business: George Simcic nothing to report

New Business: Eric Hilliard made a motion to ratify the phone vote for excavation at McNaughton by David Cox not to exceed \$500.00 per day 2nd Nick Vaccarello. All in favor. Motion carried and approved.

Next sewage meeting will be June 13th at 9:00 a.m.

SOLICITOR: Solicitor Andy Menchyk had no new business for public meeting.

OLD BUSINESS:

NEW BUSINESS: Sandra Cox, new Secretary/Treasurer wants to make sure no conflict of interest that David Cox, Cox's Ag Services is her son doing work in the Borough. Andy Menchyk says that's not an issue.

Executive Session: 8:40 p.m. for purposes of real estate litigation and personnel issues. Meeting continued at 8:55p.m.

PAY BILLS: General Fund bills totaling \$3,978.00. Eric Hilliard motioned to pay these bills. 2nd motion by Nick Vaccarello. All in favor. Motion carried and approved.

Sewage Fund bills totaling \$13,590.25. Gus Guenther motioned to pay these bills. 2nd motion by Eric Hilliard. All in favor. Motion carried and approved.

No bills needing paid in either the Vehicle Fund, Highway Fund or Act 13 Fund.

ADJOURN: Nick Vaccarello made a motion to adjourn the meeting at 9:05 pm. 2nd motion by Gus Guenther. All in favor, motion carried and approved.

Sandra L Cox-Secretary/Assistant Treasury
Terry Beck-Treasury/ Assistant Secretary

**Prospect Borough
General Treasurer's Report
As of July 1, 2019**

| Date | Num | Name | Memo | Paid Amount | Balance |
|------------------------------------|-------|------------------------|-----------------------------|------------------|------------------|
| 100.010 · General Checkbook | | | | | 101,564.03 |
| 06/06/2019 | 1400 | FIRST NATIONAL B... | LED Lights/Tarp/Glue Sti... | -732.94 | 100,831.09 |
| 06/06/2019 | 1402 | PERSONNEL CON... | Emploee Posters | -20.90 | 100,810.19 |
| 06/06/2019 | 1401 | WEST PENN POW... | | -1,116.28 | 99,693.91 |
| 06/06/2019 | 1403 | VOID | I shredded the checks no... | 0.00 | 99,693.91 |
| 06/08/2019 | 1404 | Beck, Terry L | VOID: Payroll date error | 0.00 | 99,693.91 |
| 06/08/2019 | 1405 | Covert, Timothy | VOID: Payroll date error | 0.00 | 99,693.91 |
| 06/08/2019 | 1406 | Cox, Sandra L | VOID: Payroll date error | 0.00 | 99,693.91 |
| 06/08/2019 | 1407 | Duncan, Doug . | Void: Payroll date error | 0.00 | 99,693.91 |
| 06/08/2019 | 1408 | Hilton, Terry E | VOID: Payroll date error | 0.00 | 99,693.91 |
| 06/08/2019 | 1409 | Leach, Robert J | VOID: Payroll date error | 0.00 | 99,693.91 |
| 06/08/2019 | 1410 | Simcic III, George | VOID: Pay date error | 0.00 | 99,693.91 |
| 06/11/2019 | | | Deposit | 100.00 | 99,793.91 |
| 06/11/2019 | | | Deposit | 73.45 | 99,867.36 |
| 06/12/2019 | 1411 | Beck, Terry L | | -552.59 | 99,314.77 |
| 06/12/2019 | 1412 | Covert, Timothy | | -331.61 | 98,983.16 |
| 06/12/2019 | 1413 | Cox, Sandra L | | -518.12 | 98,465.04 |
| 06/12/2019 | 1414 | Duncan, Doug . | | -110.27 | 98,354.77 |
| 06/12/2019 | 1415 | Hilton, Terry E | | -611.86 | 97,742.91 |
| 06/12/2019 | 1416 | Leach, Robert J | | -965.53 | 96,777.38 |
| 06/12/2019 | 1417 | Simcic III, George | | -1,459.41 | 95,317.97 |
| 06/12/2019 | E-pay | United States Treas... | 25-1336442 QB Tracking... | -4,077.48 | 91,240.49 |
| 06/12/2019 | E-pay | PA DEPT OF REVE... | 16834426 QB Tracking # ... | -518.61 | 90,721.88 |
| 06/17/2019 | | | Deposit | 592.91 | 91,314.79 |
| 06/17/2019 | | | Deposit | 20.00 | 91,334.79 |
| 06/17/2019 | | | Deposit EIT Tax | 2,151.91 | 93,486.70 |
| 06/17/2019 | | | Deposit | 20.00 | 93,506.70 |
| 06/18/2019 | | | Deposit-Coretsky Bldg pe... | 20.00 | 93,526.70 |
| 06/19/2019 | | | Deposit EIT | 884.77 | 94,411.47 |
| 06/19/2019 | 1431 | TRI-COUNTY INDU... | 409.367 | -69.34 | 94,342.13 |
| 06/19/2019 | 1432 | UPMC HEALTH PLAN | 487.000 | -1,415.62 | 92,926.51 |
| 06/19/2019 | 1433 | STAPLES CREDIT ... | 406.210 | -68.25 | 92,858.26 |
| 06/20/2019 | | | Deposit Tower Rental | 1,603.26 | 94,461.52 |
| 06/24/2019 | | | Deposit EIT Tax | 926.12 | 95,387.64 |
| 06/26/2019 | 1424 | Beck, Terry L | | -494.05 | 94,893.59 |
| 06/26/2019 | 1425 | Covert, Timothy | | -441.40 | 94,452.19 |
| 06/26/2019 | 1426 | Cox, Sandra L | | -425.14 | 94,027.05 |
| 06/26/2019 | 1427 | Hilton, Terry E | | -380.86 | 93,646.19 |
| 06/26/2019 | 1428 | Leach, Robert J | | -1,015.09 | 92,631.10 |
| 06/26/2019 | 1430 | Simcic III, George | | -1,503.96 | 91,127.14 |
| 06/26/2019 | 1429 | Raisley, Judith | | -22.28 | 91,104.86 |
| 06/27/2019 | 1434 | PEOPLES NATURA... | 409.362 | -17.22 | 91,087.64 |
| 06/27/2019 | | | Deposit | 2,640.74 | 93,728.38 |
| Total 100.010 · General Checkbook | | | | -7,835.65 | 93,728.38 |
| TOTAL | | | | -7,835.65 | 93,728.38 |

**Prospect Borough
PLGIT PRIME Treasurer's Report
As of July 1, 2019**

| Date | Num | Name | Memo | Paid Amount | Balance |
|--|-----|-------|-----------|---------------|-------------------|
| 106.000 · PLGIT - Prime Savings | | | | | 101,478.12 |
| 03/28/2019 | EFT | PLGIT | envelopes | -57.81 | 101,420.31 |
| 03/31/2019 | | | interest | 220.05 | 101,640.36 |
| Total 106.000 · PLGIT - Prime Savings | | | | 162.24 | 101,640.36 |
| TOTAL | | | | 162.24 | 101,640.36 |

**Prospect Borough - Sewage Fund Checkbook
Treasurer's Report
As of July 1, 2019**

| Date | Num | Name | Memo | Paid Amount | Balance |
|----------------------------------|------|---------------------|-------------------------|-----------------|-------------------|
| 100.010 · Sewage FNB Fund | | | | | 130,523.82 |
| 06/04/2019 | 1137 | ANDREW M. MENCH... | 404.314 | -13,590.25 | 116,933.57 |
| 06/04/2019 | 1138 | FIRST NATIONAL B... | Apply To Principle | -2,219.66 | 114,713.91 |
| 06/04/2019 | 1139 | WEST PENN POWER | Electric-Wilson | -248.75 | 114,465.16 |
| 06/04/2019 | | | Deposit | 2,959.20 | 117,424.36 |
| 06/06/2019 | | | Deposit | 2,122.40 | 119,546.76 |
| 06/06/2019 | | | Deposit | 2,451.20 | 121,997.96 |
| 06/06/2019 | | | Deposit 360 Main Street | 170.00 | 122,167.96 |
| 06/10/2019 | | | Deposit | 2,307.00 | 124,474.96 |
| 06/11/2019 | 1140 | WEST PENN POWER | BLDG ELECTRIC BILL | -113.57 | 124,361.39 |
| 06/11/2019 | | | Deposit | 1,512.00 | 125,873.39 |
| 06/14/2019 | | | Deposit | 72.00 | 125,945.39 |
| 06/17/2019 | | | Deposit | 3,096.00 | 129,041.39 |
| 06/17/2019 | | | Deposit | 5,000.00 | 134,041.39 |
| 06/17/2019 | | | Deposit | 2,952.00 | 136,993.39 |
| 06/17/2019 | | | Deposit | 3,240.00 | 140,233.39 |
| 06/17/2019 | | | Deposit | 72.00 | 140,305.39 |
| 06/18/2019 | | | Deposit | 144.00 | 140,449.39 |
| 06/20/2019 | | | Deposit | 1,749.60 | 142,198.99 |
| 06/25/2019 | 1141 | PROSPECT BORO G... | | -2,842.74 | 139,356.25 |
| 06/27/2019 | | | Deposit Dye Test | 150.00 | 139,506.25 |
| 06/27/2019 | | | Deposit -No Lien | 20.00 | 139,526.25 |
| 06/27/2019 | 1142 | FIRST NATIONAL B... | | -7,444.50 | 132,081.75 |
| 06/27/2019 | 1143 | PA Rural Water | | -427.00 | 131,654.75 |
| 06/27/2019 | | | Deposit | 1,376.00 | 133,030.75 |
| 06/27/2019 | | | Deposit | 329.00 | 133,359.75 |
| 06/27/2019 | | | Deposit | 20.00 | 133,379.75 |
| Total 100.010 · Sewage FNB Fund | | | | 2,855.93 | 133,379.75 |
| TOTAL | | | | 2,855.93 | 133,379.75 |

**Prospect Borough - Sewage Fund
Treasurer's Report - PLGIT
As of July 1, 2019**

| Type | Date | Num | Name | Memo | Amount | Balance |
|------------------------------|------|-----|------|------|--------|------------------|
| 106.000 · PLGIT Prime | | | | | | |
| Total 106.000 · PLGIT Prime | | | | | | 50,625.91 |
| TOTAL | | | | | | 50,625.91 |

**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 | | | | | |
| Total 101.000 · Capital - Vehicle CLASS-CKBK | | | | | 484.00 |
| TOTAL | | | | | 484.00 |

**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 | | | | | |
| Total 101.100 · Capital Res - Vehicle Savings | | | | | 8,090.86 |
| TOTAL | | | | | 8,090.86 |

**Prospect Borough - HA - chbk
Treasurer's Report
As of July 1, 2019**

| Date | Num | Name | Memo | Paid Amount | Balance |
|--|------|----------------------|------------|------------------|------------------|
| 100.010 · Highway Aid Checkbook | | | | | |
| 06/04/2019 | 1021 | Hei-Way, LLC. | Materials | -106.51 | 15,351.11 |
| 06/04/2019 | 1022 | Penn Sweeping | Road Sweep | -920.00 | 15,244.60 |
| 06/04/2019 | 1023 | Stephenson Equipm... | | -81.79 | 14,324.60 |
| Total 100.010 · Highway Aid Checkbook | | | | -1,108.30 | 14,242.81 |
| TOTAL | | | | -1,108.30 | 14,242.81 |

**Prospect Borough - Highway Aid - Savings
Treasurer's Report
As of July 1, 2019**

| Date | Num | Name | Memo | Original Amount | Paid Amount | Balance |
|------------------------------|-----|------|------|-----------------|-------------|-------------------|
| 106.000 · PLGIT Prime | | | | | | |
| Total 106.000 · PLGIT Prime | | | | | | 100,911.99 |
| TOTAL | | | | | | 100,911.99 |

06/27/19

Prospect Borough - Act 13 Money Treasurer's Report - checking

| <u>Date</u> | <u>Num</u> | <u>Name</u> | <u>Memo</u> | <u>Paid Amount</u> | <u>Balance</u> |
|--------------------------------|------------|----------------|-------------|--------------------|----------------|
| 100.010 | | PLGIT Checking | | | 367.02 |
| Total 100.010 · PLGIT Checking | | | | | 367.02 |
| TOTAL | | | | | <u>367.02</u> |

06/27/19

Prospect Borough - Act 13 Money Treasurer's Report - Prime Savings

| <u>Date</u> | <u>Num</u> | <u>Name</u> | <u>Memo</u> | <u>Amount</u> | <u>Balance</u> |
|-------------------------------------|------------|---------------------|-------------|---------------|-----------------|
| 106.000 | | PLGIt Prime Savings | | | 3,164.47 |
| Total 106.000 · PLGIt Prime Savings | | | | | 3,164.47 |
| TOTAL | | | | | <u>3,164.47</u> |