



REGULAR COUNCIL MEETING MINUTES

November 7, 2016 @7:00 PM

159 MONROE STREET

PROSPECT, PA 16052

CALL TO ORDER: President Bill Marciniak called the regular meeting of the Prospect Borough Council to order @7:00PM. There was a salute to the flag and a moment of silent meditation. The following Council members were present: Mary Harmon, Eric Hilliard, Glen Gitzen, Sam Wagner, Chad Green, Bob Boice and Mayor Jim Butler. GTN Solicitor, Anthony Colangelo and KLH Engineer, Shawn Rosensteel were also in attendance.

APPROVAL OF MINUTES: There were no changes to the October 3, 2016 Regular Council Meeting Minutes. Mr. Hilliard made motion to approve the October 3, 2016 Regular Council Meeting Minutes; Mr. Gitzen 2nd. Motion carried.

VISITORS: Sara Gaskill, Jessica Saul plus more residents of Prospect Borough (see attached sign-in sheet).

Sara Gaskill and Jessica Saul are part of the PTO for the Moraine Elementary School and they would like to conduct The Color Run event before the Memorial Day Parade. Ms. Saul said this is approximately a one mile run and would start registration at 7:30AM and the run would start at 8:00AM. They figure that the run should be over by 10:00AM before the Parade starts. The paint that is used is colored cornstarch and is non -toxic; they would have about four (4) color blasts done at different locations. Mayor Butler discussed issues with parking and suggested they ask the school to open the back-parking lot (grass) near the playground. Ms. Gaskill said this will be advertised and there would be many elementary children running and all runners must sign a waiver. The council uniformly said that the Borough would need a Certificate of Insurance. The Council determined that they need to discuss this further and will get back to them.

Fredericka Shingleton discussed the open burning as she says that this burning is not good for us as it leaves an odor. She also mentioned about our local school and that it is not good for the children either. She said we have a nice little town and we should keep it clean.

Jim Shingleton discussed open burning also. He says that the DEP and DCNR have different definitions as they classify burning as an ignition of any combustible material. He said that he has concerns over health issues; burning barrels produce toxins and they are going toward our school. He says our ordinance states that no burning shall be permitted fifty (50) feet from any structure so he wants us to enforce it not to rescind it. Mr. Shingleton said we need to redefine open burning as

this is a very serious issue. He told Council he would like to share any of his new findings with us once a month.

LIBRARY: Nothing to report per Glen Gitzen.

Mr. Wagner said that he talked to Bob Thompson from Franklin Township about the Library sign which has been down for a couple weeks due to the posts deteriorating. Mr. Hilliard said he would donate towards the materials. Mr. Wagner made motion to have our Maintenance Department to repair the sign; Mr. Hilliard 2nd. Motion carried.

PUBLIC SAFTEY: Ms. Harmon said that she gave Council information on the program SwiftReach and would need a motion to accept the program. This would be a yearly cost of \$695.00 but for the account to be set up is a fee of \$100.00. Ms. Harmon said that Evans City is using this system now and are very pleased with it. Ms. Harmon made motion to purchase the SwiftReach Program at a cost of \$795.00 but will advise Ms. Marzullo when to pay; Mr. Hilliard 2nd. Mr. Boice said "No". Roll call: Ms. Harmon, yes; Mr. Hilliard, yes, Mr. Gitzen, yes; Mr. Wagner; yes, Mr. Green, yes; Mr. Boice, no; and chair, yes. Motion carried.

Ms. Harmon is still researching Emergency Management so this will be on hold till 2017.

PLANNING COMMISSION: Mr. Marciniak said that Alan Vagasky could not make the meeting tonight but see attached report.

Teddy Davis and Bruce Finke will be able to continue as members on the Planning Committee for a four (4) year term in 2017; this will be motioned by Council at the January 2017 Meeting.

Mr. Boice made motion to adopt Housing Ordinance 2016-02; Mr. Green 2nd. Motion carried.

STORMWATER MANAGEMENT AND STREETS: Mr. Boice said that he was down on Wilson Lane several times when we had the heavy rain and it looked like everything was working well. Mr. Boice did ask Mr. Hixson (Higgy) to go down with the backhoe and clean out the ditches.

Mr. Boice made motion to sign the agreement with Franklin Township for 2016-2017 for the use of their anti-skid when needed; Mr. Wagner 2nd. Motion carried.

Mr. Boice made motion to purchase a set of forks for the backhoe to help load salt, culvert pipe, etc. for a cost up to \$2,000.00; Mr. Hilliard 2nd. Motion carried.

BUILDING & GROUNDS/MAINTENANCE & FACILITY: Mr. Boice made motion to let the contractor for Verizon bury the cable four (4) feet in our back-parking lot for the cell tower construction; Mr. Wagner 2nd. Motion carried. Mr. Wagner said the digging would be diagonal and will not interfere with anything we have; a PA One Call will be made.

Mr. Wagner said that the Maintenance Department would like to order either a grass sweeper \$299.00, tow behind, mow and back \$1,399.00 or a bagger \$591.36. Ms. Harmon said that this is not figured in the budget. Mr. Boice said he may have one he could let the Borough use.

PERSONNEL: Mr. Green said that they compiled the evaluations for everyone. Mayor Butler advised Ms. Harmon that allowances were made to justify the increases in the 2017 Budget.

Ms. Harmon made motion to allow the employees to celebrate any paid Holiday that falls on a Sunday to have the employees take the preceding Monday off to use as their paid Holiday; Mr. Green 2nd. Motion carried.

Mr. Green made motion to purchase a keyboard for Ms. Marzullo's computer; Mr. Hilliard 2nd. Motion carried.

MAYOR: Mayor Butler had nothing to report.

POLICE: See Police Report.

Rachel Sporrer will need uniforms; two long sleeve shirts, two short sleeve shirts, two pants, vest and a raincoat at a cost of \$1,250.00. Mr. Hilliard made motion to purchase the police uniforms at a cost of \$1,250.00; Mr. Green 2nd. Mr. Boice said "No". Roll call: Ms. Harmon, yes; Mr. Hilliard, yes, Mr. Gitzen, yes; Mr. Wagner; yes, Mr. Green, yes; Mr. Boice, no; and chair, yes. Motion carried.

Mayor Butler said that Officer Sporrer has been sworn in and Mr. Hilton has been working with Officer Wagner.

Mr. Hilliard made motion to purchase ammunition for the police officers to qualify at a cost of \$450.00 using the Impact Fee monies; Mr. Green 2nd. Mr. Boice said "No". Roll call: Ms. Harmon, yes; Mr. Hilliard, yes, Mr. Gitzen, yes; Mr. Wagner; yes, Mr. Green, yes; Mr. Boice, no; and chair, yes. Motion carried.

Ms. Harmon made motion to purchase tires for the Dodge Police car at Skander Tires at a cost of \$276.00 using the Impact Fee monies, which includes mounting and balancing; Mr. Hilliard 2nd.

To ratify a call vote Mr. Hilliard made motion to hire Rachel Sporrer as part time police officer as Al Crowther resigned; Mr. Green 2nd. Mr. Boice said "No". Roll call: Ms. Harmon, yes; Mr. Hilliard, yes, Mr. Gitzen, yes; Mr. Wagner; yes, Mr. Green, yes; Mr. Boice, no; and chair, yes. Motion carried.

Mayor Butler said they gave out over 400 pieces of candy to the kids and it was a nice evening; even a few dressed up as police officers.

Mayor Butler said he spent enough money tonight so will make recommendations at the next meeting.

SEWAGE: Mr. Rosensteel said that the Grant was submitted through KLH Engineering to replace 400 feet of sewage line, McNaughton Pump Station Panel and a building to cover the panel and the wet well at the McNaughton Pump Station.

To ratify a call vote Mr. Hilliard made motion to adopt Resolution 2016-18, Sewer Grant; Mr. Green 2nd. Motion carried.

Mr. Wagner made motion to allow KLH Engineering to do an evaluation of our Storage System for DCNR; Mr. Boice 2nd. Motion carried.

Mr. Wagner made motion to adopt 2016-17 Amended Fee Resolution which included adding televising fees for Dye Tests; Mr. Green 2nd. Motion carried.

To ratify a vote Mr. Wagner made motion to purchase a riser at a cost of \$86.40; Mr. Hilliard 2nd. Motion carried.

To ratify a vote Mr. Wagner made motion to purchase a seal plate on Wilson pump #2; Mr. Hilliard 2nd. Motion carried.

Mr. Wagner made motion for the Borough to change Robert Hixson's (Higgy's) account for the tablet over to the Borough's name at a monthly fee of \$10.00; Mr. Hilliard 2nd. Motion carried.

Mr. Wagner said there will be a Sewage Meeting Thursday, November 17th at 10AM. Ms. Marzullo will send out email to notify all.

Mr. Hilliard brought up why we sent a Cease and Desist letter to Hogue. He was told this originated from a complaint and the Council did vote on this. Mr. Hilliard says if we send one of these letters out to a supposed business, we should send the letter to all businesses. No decision was made.

Mr. Rosensteel said that the Sewer Grant was submitted digitally and mail on October 28th.

Mr. Rosensteel met with the borough on November 3rd to go over sewer rates.

Mr. Rosensteel stated that the 5th Quarterly Cap Report was submitted to DEP on November 7th and a copy was forwarded to the Borough.

Mr. Rosensteel said that Mark IV Farms plan review report was done and he thought they were going in the right direction. He said the Borough should have this in a day or two; this should be forwarded to the Planning Commission Committee.

OLD BUSINESS: Mr. Colangelo said that we are just waiting for the draft for the Codification of the Books.

Mr. Marciniak asked Mr. Colangelo about the amended Amusement Tax Ordinance. Ms. Marzullo explained about the days mentioned in the letters should just remain the same as there are no actual days for discounts to be given and penalties for temporary amusements in the Ordinance we have now so why waste time and money to amend; per Council leave Ordinance as is.

Mr. Marciniak stated the we received \$2,322.08 from the Pension State Aid to be used to reimburse the General Fund from costs used for Pension invoices.

NEW BUSINESS: Mr. Colangelo has a call into Berkheimer regarding the proposed earned income tax Ordinance; on hold till gets further information.

Mr. Marciniak said that the General Fund Budget was completed but the Sewage Fund was still being addressed; meeting to be held November 14th at 2:00PM.

Mr. Hilliard made motion to authorize the Borough Secretary to advertise the posting of the final budget for the General and Sewage Fund for public review, if the final budget is completed by no later than November 22nd; Ms. Harmon 2nd. Motion carried.

Mr. Boice made motion to advertise the Tax Levy Ordinance 2016-07; remaining at 7.5 Mil; Mr. Gitzen 2nd. Motion carried.

Mr. Boice made motion to advertise the 2017 Regular Council Meeting Dates; Mr. Green 2nd. Motion carried.

Mr. Boice made motion to advertise the 2017 Planning Committee Meeting Dates; Mr. Hilliard 2nd. Motion carried.

Mr. Marciniak has not decided yet if the Council needs an end of year close out meeting; per Mr. Colangelo we do not need a motion to advertise for this.

Mr. Hilliard made motion to donate \$3,000.00 to the Library, \$1,000.00 to the Preservation Society and \$1,000.00 to the Boys and Girls Club; Mr. Boice 2nd. Motion carried.

Mr. Hilliard made motion to pay the Fire Department \$1,000.00 from our Impact Fee monies to help with the repairs of a siren that was fixed; Mr. Boice 2nd. Ms. Harmon said "No, unless the monies are there". Roll call: Ms. Harmon, no; Mr. Hilliard, yes; Mr. Gitzen, yes; Mr. Wagner; yes; Mr. Green, yes; Mr. Boice, yes; and chair, yes. Motion carried.

Mr. Marciniak asked Council to get all articles in by the December 5th meeting for The Prospector.

The Floodplain Ordinance is on hold as the contractor who was hired to work with us is on a hold status per Ms. Marzullo.

Mr. Hilliard made motion to designate Mayor Butler to be delegate and Mr. Boice alternate for the Butler County Tax Collection Committee Meetings; Mr. Green 2nd. Motion carried.

Mr. Hilliard made motion to renew Ms. Marzullo's Notary License at a cost off \$341.28; Mr. Green 2nd. Motion carried.

RECREATION: Mr. Gitzen said that the Halloween Party went well; approximately 100 children attended. He wanted to send a thank you out to all who helped this year; great donations and more importantly excellent weather for the trick or treaters!



EXECUTIVE SESSION: 8:37pm

RESUMED: 9:20PM

Mr. Marciniak said several legal matters were discussed; no action taken.

Mr. Hilliard made motion for Ms. Marzullo to fill out the MarkWest Survey but to make note on form that this expires one year from signed date; Mr. Boice 2nd. Motion carried.

Mr. Hilliard made motion award raises except for one change based on the Personnel Committee's recommendations effective January 1st; Mr. Green 2nd. Mr. Wagner abstained. Motion carried.

PAY BILLS: Motion made by Mr. Hilliard to pay the General Fund Bills for \$3,565,66; Mr. Green 2nd. Motion carried.

Motion made by Mr. Hilliard to pay the Sewage Fund Bills for \$7,163.66; Mr. Green 2nd. Motion carried.

Motion made by Mr. Hilliard to pay the Highway Aid Fund for \$1,833.97; Mr. Green 2nd. Motion carried.

Round Table:

Mayor Butler	No additional comments.
Ms. Harmon	No additional comments.
Mr. Hilliard	No additional comments.
Mr. Gitzen	No additional comments.
Mr. Colangelo	No additional comments.
Mr. Marciniak	No additional comments.
Ms. Marzullo	No additional comments.
Mr. Wagner	No additional comments.
Mr. Green	No additional comments.
Mr. Boice	Get rid of Police Department.

ADJOURN: 9:24PM. No further business at hand, motion made by Mr. Hilliard to adjourn; Mr. Green 2nd. Motion carried.