



COUNCIL MEETING MINUTES

January 6, 2020 @7:00 PM

159 MONROE STREET

PROSPECT, PA 16052

CALL TO ORDER: Mayor Jim Butler called the reorganizational meeting of the Prospect Borough Council to order at 7:00 p.m. There was a salute to the flag and Jim Butler did a moment of silence. The following council members were present: Nick Vaccarello, Eric Hilliard, Bill Katz, Gus Guenther, Todd Wilson, Janice Boice, Mary Harmon, Mayor Jim Butler, Sandi Cox, Terry Beck, Borough Secretaries, Sam Gibson KLH Engineers, Inc. Andy Menchyk, Stephanian & Menchyk LLP, George Simcic.

Jim Butler did the swearing in of newly elected members: Bill Katz, Gus Guenther, Mary Harmon and Eric Hilliard.

Nomination for President: Bill Katz

Call for any other nominations...none put forth

1st motion Gus Guenther 2nd Nick Vaccarello All approved.

Nomination for Vice-Present: Janice Boice

Call for any other nominations...none put forth

1st motion Gus Guenther 2nd Nick Vaccarello All approved.

Gavel turned over to the New President to proceed with the regular council meeting.

APPROVAL OF MINUTES: Mary Harmon motioned to accept the minutes and Gus Guenther 2nd. All in favor. Motion carried and approved.

APPROVAL OF TREASURER’S REPORT:

	Checking	Savings	1st	2nd	Motion
General Fund	\$23,486.75	\$103,046.00	Eric Hilliard	Janice Boice	Carried & Approved
Sewer Fund	\$66,509.54	\$153,500.68	Eric Hilliard	Janice Boice	Carried & Approved
Vehicle Fund	\$1,255.85	\$10,497.44	Eric Hilliard	Janice Boice	Carried & Approved
Highway Fund	\$6,532.33	\$27,799.23	Eric Hilliard	Janice Boice	Carried & Approved
Act 13 Impact Fee	\$11,251.92	\$3,208.24	Eric Hilliard	Janice Boice	Carried & Approved

Committee Appointments: Bill Katz stated that all committees to stay the same for 2020.

VISITORS: none

LIBRARY/RECREATION:

Todd nothing to report;

Eric reported the library and the fire department are having a joint fundraiser. February 16, 2020 from 2pm to 8pm in the firehall "Books & Ladders Band Jam" Presale tickets \$5.00 per person. At the door \$7.00 per person. They will advertise as well as give to borough office information to be put on borough Facebook page. Nick read a thank you to him and his wife for a donation he made to the library.

PUBLIC SAFETY:

Mary reported borough had received notice from Butler County Emergency Management Services that we need a new EMA coordinator as Eric Hilliard is not qualified since he has not taken any of the classes required for this position. The borough will receive no funding from FEMA should an emergency situation arise. Asked Attorney Menchyk to direct us as how to proceed on this issue. Eric stated he had not received the information about this situation. He will check into it and report back.

PLANNING COMMITTEE:

See report Alan Vagasky submitted.

Discussed Country Lane Subdivision and KLH Engineers review letter. Sam Gibson, KLH Eng. stated that some reports were incomplete and need done so the borough can approve. Andy stated that Connoquenessing Twp. Had approved their portion of lots contingent upon Prospect approval.

Katz/Wagner Subdivision: A lot of questions still remain.

STORMWATER MANAGEMENT AND STREETS:

Old Business: Harmon Lane (Rt 528 culverts need replaced with 12" pipe, 12" deep.) The state at some point will be ditching the edge of the road. It is still unclear how many entrances in Harmon Lane we will be doing the culverts on. To be completed in suitable weather.

Nick reported a pothole on Wilson Road in front of Wiltrout property. He also reported the entrance to the George Wagner property where buses are parked creates an issue and should be looked at and have a proper entry apron put in place.

New Business: Gus reported the Corp pf Army Engineers grant project that Nick wanted approved last month was not applicable to Prospect Borough. Issue disregarded.

BUILDING AND GROUNDS/MAINTENANCE FACILITY:

Old Business: Issue of old fire truck in bay. Lease was up July 31, 2019. Eric to check into this again this month with fire department. No action taken at this time.

New Business: Opening of bids for Compressor that is no longer needed by borough.

1st bid Todd Ernst \$200.00

2nd bid Cox's Ag Services \$150.00

3rd bid James Malis \$359.00

James Malis won the bid and will schedule with George to pick it up.

PERSONNEL:

No report for public. Discuss items in Executive Session

MAYOR & POLICE:

Old Business: See attach report

Thank you to George & Robert for putting up the holiday banners.

Hannah Covert Richards is continuing her training so she can be on her own shortly.

New Business: Mayor received a new applicant, Anthony Quinn, for a possible part time position on the police force. Read over the resume of Mr. Quinn and will set up an interview with himself and personnel committee in near future. He already has his own protective vest and belt. All he will need is a new uniform if the interview goes well and personnel brings their determination of his abilities to work with Prospect Police Department for their approval. He will follow the same procedures as any other applicant applying for a position.

Jim brought up again the need to further investigate the Civil Service Right as they may pertain to our employment needs.

Special Event Duty for Chief Hilton and Officer Covert for the filming of the movie. Jim presented the idea of giving the officers extra pay. After some discussion it was decided to make that decision in executive session.

SEWAGE:

Old Business: See attached report from Sam of KLH Engineers.

- George reported that Wilson Pump Station work started as of January 6.
- Konsol Construction will vacuum the wet well. However, George had questions about them pressure washing the sides. They only alluded to the fact that if it needed done they would take care of it.
- Bypass of wet well will be on January 14th and startup of new system will be on January 16.
- George request renewal of his license for operating our system, cost \$60.00. Motion made by Janice 2nd Eric All approved.
- Sewage Committee Meeting January 20, 2020 at 9:00AM at the borough building.

SOLICITOR: Codification Committee needs to meet to go over book before the end of January. Solicitor Menchyk, Major Jim Butler and President Bill Katz serve on that committee.

Code Enforcement:

- Chuck Brandon property has been mowed and will be cleaned up tomorrow. Cox's Ag Services had the lowest quote for the job. Only 2 quotes were received by the borough for the job. Charges for cleaning up this property will be added as a lien.
- Nick Vaccarello issue with the boom truck is still on going.

New Business:

Tom Best...Saving on energy costs to borough. Proposal attached.

Resolutions for 2020:

- 2020-01 Appoint Secretary, Assistant Secretary...Sandi Cox, Terry Beck.
 - 2020-02 Appoint Treasurer, Assistant Treasurer...Terry Beck, Sandi Cox
 - 2020-03 Appoint Open Records Officer...Terry Beck, Sandi Cox
 - 2020-04 Appoint Solicitor... Stepanian & Menchyk, LLP
 - 2020-05 Appoint Depository for All Monies...First National Bank of PA & PLGIT
 - 2020-06 Appoint Borough Auditor...Caruso & Spencer
 - 2020-07 Appoint Newspaper of Circulation...Butler Eagle
 - 2020-08 Pension Plan Contribution of \$2500.00 per year per full time employee
 - 2020-09 Appoint Code Enforcement...Sandi Cox
 - 2020-10 Appoint Building Permits & Zoning...Municipal Code Assoc. (Dave Hazlet)
 - 2020-11 Appoint Sewage Enforcement Officer...Doug Duncan, Backup Dave Ice
 - 2020-12 Appoint Vacancy Board Member...George Simcic
 - 2020-13 Appoint Zoning Hearing Board Member...Tim Lutz, term 2020 to 2023
 - 2020-14 Appoint Planning Commission Member...
 - 2020-15 Appoint Borough Engineer...KLH Engineer, Inc.
 - 2020-16 Tax Levy...Remains the same 7.5 mills
- Motion to accept all Resolutions...Eric 2nd Janice All approved.

Berkheimer...Earned Income Tax

Delegate...James Butler Alternate Delegate...Gus Guenther
Motion Mary 2nd Nick All approved.

MCA (Municipal Code Association-Building Permits & Zoning)

Delegate...Sandi Cox 2nd Janice All approved.

Butler County Council of Governments (COG)

Delegate...Sandi Cox Alternate Delegate...Eric Hilliard
Motion Nick 2nd Janice All approved

Executive Session: 8:07 pm. To 8:45pm. (Todd Wilson left building at 8:07pm.)

Personnel...Eric spoke on raises within the borough. Nick spoke on the fact that the employees have the luxury of benefits. Our tax base is not increasing.

Raises: George Simcic \$.50 per/hour, Terry Beck \$.25 per/hour, Robert Leach \$.25 per/hour, Terry Hilton \$.50 per/hour, Tim Covert \$.25 per/hour. Police Special Duty...Terry Hilton & Tim Covert are to receive \$30.00 per hour for the hours worked during the Movie filming.

Motion Nick 2nd Janice All approved. (Todd absent)

Old Historical Records...Mary is looking into the cost to have 1846 old records books transferred on CD and digitalized. She will report back once she gets pricing.

John Taylor, Taylor Engineering Asked about the property on Country Lane, has everything been approved. Motion for final approval with the completion of the Nonbuilding Waver being completed. Motion Eric 2nd Gus All approved. (Todd absent)

PAY BILLS:

Account	Amount	1st	2nd	Motion
General Fund	\$870.00	Eric Hilliard	Janice Boice	Carried & Approved
Sewer Fund	\$3,472.18	Eric Hilliard	Janice Boice	Carried & Approved
Vehicle Fund	0			
Highway Fund	\$357.59	Eric Hilliard	Janice Boice	Carried & Approved
Act 13 Fund	0			

ADJOURN: Eric Hilliard made a motion to adjourn the meeting at 8:45 pm. 2nd motion by Mary Harmon. All in favor, motion carried and approved.

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