



REGULAR COUNCIL MEETING MINUTES  
December 4, 2017 @7:00 PM  
159 MONROE STREET  
PROSPECT, PA 16052

**CALL TO ORDER:**

Acting President Sam Wagner called the regular meeting of the Prospect Borough Council to order @ 7:00PM. There was a salute to the flag and prayer by Mr. Katz. The following council members were present: Mary Harmon, Bill Katz, Bill Marciniak, Eric Hilliard, Glen Gitzen and Mayor Jim Butler. Bob Boice was not in attendance. Stephanian & Menchyk, LLP Solicitor, Leo Stephanian and KLH Engineer, Shawn Rosensteel were also in attendance.

**APPROVAL OF MINUTES:** There were no changes to the November 6, 2017, Regular Council Meeting minutes. Mr. Gitzen made motion to approve the November 6, 2017 minutes; Mr. Katz 2<sup>nd</sup>. All in favor, motion carried and approved.

**VISITORS:**

Mr. Chuck McGowan was questioning the maintenance surcharge.

Mr. Ed Robinson was questioning what the maintenance fee covers. Should it be considered an Administration fee? Discussed EDU's in trailer park and what can and can't be used.

Mrs. Rita Vaccarello questioned why the light doesn't come on when there is an overflow. Per Council we only had high flow not overflow. Light only comes on when there is an overflow. DEP must be informed when there is an overflow. She also inquired if there has been any progress with the issue on their property. Mr. Katz said nothing more has been done.

**LIBRARY/RECREATION:**

**Old Business:**

Library Committee was inquiring about the borough's annual donation. Mr. Hilliard motioned to give the library a \$3,000.00 donation, Mr. Marciniak - 2<sup>nd</sup>. All in favor, motion carried and approved.

Mr. Hilliard also motioned the borough give \$1,000.00 donation to the Boy's and Girl's Club, - Mr. Wagner 2<sup>nd</sup>. All in favor, motion carried and approved.

Mr. Hilliard motioned the borough give a \$1,000.00 donation to the Preservation Society, Mr. Wagner 2<sup>nd</sup>. All in favor, motion carried and approved.

**New Business:** Nothing new to report.

**PUBLIC SAFETY:**

**Old Business:** Nothing to report

**New Business:** Has the school warning blinking control box been repaired? Secretary to contact Bronder to see if it was repaired yet. Follow-up next meeting.

**PLANNING COMMITTEE:**

**Old Business:** Nothing to report

**New Business:** Mr. Vagasky and the Planning Commission recommended the approval of the Taylor Subdivision Plan to this council. Bil Marciniak motioned to approve the Taylor Subdivision, Mr. Hilliard 2<sup>nd</sup>. All in favor, motion carried and approved.

The Planning Committee will have 2 vacant positions for 2018 as Mr. Bill Marciniak and Mr. Ted Davis's seats are now vacant.

#### **STORMWATER MANAGEMENT AND STREETS:**

##### **Old Business:**

GIS mapping: KLH completed the GPS of the features on November 7, 2017. Currently, the mapping is being created.

Monroe Street Right of Ways: Tabled until Mr. Menchuk returns to the next meeting.

Mr. Marciniak brought up that Penn Dot did come and fill in the holes on Rt. 528 today. This resulted from a meeting Mr. Boice and Mr. Marciniak had with Penn Dot along with a coordinating phone call about paving from the blinking light over to Route 8.

##### **New Business:**

Street lights are burned out south of the Mayor's house and by Mr. Hixson's. The one by Mr. Hixson's was reported but we will need the number of the pole by the Mayor's house to report it.

Mr. Gitzen brought up Cherry Alley by the Post Office needs fixed. Vice President Wagner to discuss at least having the road patched.

#### **BUILDING AND GROUNDS/MAINTENANCE FACILITY:**

**Old Business:** Bids were received for the backup generator, but all quotes were higher than expected. Acting President Wagner motioned to table this issue until January when the new council comes on board.

##### **New Business:**

New meeting room sign: Received a quote of \$35.00 from Walsh's including any wording. Mayor Butler suggested it say: Meeting Room, Borough meeting held first Monday of each month at 7PM. Mr. Katz motioned for the sign to be purchased, Mr. Hilliard 2<sup>nd</sup>. All in favor, motion carried and approved.

A quote was received of approximately \$150.00 to top off our diesel tank at the building before winter. Mr. Hilliard motioned to have the tank filled up, Mr. Katz 2<sup>nd</sup>. All in favor, motion carried and approved.

The dump truck ABS light is coming on and there may be a small leak in the brake line. Mr. Simcic is requesting approval to take the truck to Boice's for diagnostic testing. Mr. Katz motioned to have the truck taken to Boice's, Mr. Marciniak 2<sup>nd</sup>. All in favor, motion carried and approved.

Mayor Butler requested the Maintenance department to check the overhead lights in the police office. Either lights are burned out or ballasts need replaced.

#### **PERSONNEL:**

##### **Old Business**

##### **New Business:**

Mr. Simcic's back pay to his certification date. Mr. Katz motioned to grant back pay to Mr. Simcic back to his certification date. Mr. Hilliard 2<sup>nd</sup> motion. All in favor, motion carried and approved.

Ms. Stoops and Ms. Beck 90 days probation over. Executive Session

Holiday pay for Mr. Yusko, Ms. Stoops and Ms. Beck. Executive Session

Changing bookkeeping to pay payroll from General Fund only and transferring money back from then Sewage Fund to General Fund at recommendation from RA Services, to start January 1, 2018. Mr. Katz motioned for the bookkeeping change, Ms. Harmon, 2<sup>nd</sup> motion. All in favor, motion carried and approved.

**MAYOR:** I would like to thank our Maintenance Department for putting up the holiday banners.

**Old Business:** Nothing to report

**New Business.:** Nothing to report

**POLICE:**

**Old Business:**

Mayor Butler gave the secretary the \$10.00 for Rachel Sporrer's key.

A letter was sent to Terry Steinheiser and the Township Secretary at Connoquenessing Township regarding the joint police department initiative. They will distribute the letter to the Township Supervisors to review.

Property Complaints: The house on Main Street (2 houses down from Corner Store): was contacted about the appearance of their property. The residents are working on cleaning it up outside. A letter will be issued if needed. There are 2 properties on N. Franklin Street (143 and 151 N. Franklin St.) I received a letter today from our Solicitor to be posted to the front door, back door and truck. A Letter was also sent to the other home on N. Franklin Street, when I visited there, the mother came out and assured me that they would start to clean it up.

I would also like to purchase a 4-ft. power strip for the computer in the Police office.

**New Business:**

Police cars: The Dodge needs looked at as it is making a clunking noise in the front end and the Ford's engine light is on. I am requesting we take the cars to Fairground Automotive to have them serviced.

Police Phone: There was a suggestion from one of the officer's to have the police phone moved out into the main office. This way if the police are out patrolling and a resident called in the girls in the office could answer the phone and the girls could contact them while they are on patrol. We will just need a second phone for the line.

Base Radio: It was decided at a previous meeting not to purchase a base radio.

**SEWAGE:**

**Old Business:**

DEP Corrective Action We have requested an additional 30-day extension.

Pay off PNC Line of Credit due Dec. 31, 2017. The Pay-off amount for December 6 is \$32,561.77. We have received 4 amounts from sewage liens/property sales (McGary, Jesteadt, Curtis and Ogorchock) equaling \$36,076.96. Ms. Harmon motioned to pay off our line of credit, Mr. Marciniak 2<sup>nd</sup>. All in favor, motion carried and approved.

Corrective Action Plan (CAP) Extension: DEP issued letter on the CAP extension on November 21, 2017, requesting additional information. KLH and the Sewer Committee are to meet and discuss a response.

**New Business:**

Separate phone line for sewage. This issue will be tabled until we start receiving the sewage payments in this office.

PA Small Water & Sewage Grant application: KLH also requested to work on an estimate of cost to put a new force main from Wilson pump station to Manhole 159 behind Sarvey's to see if it is even feasible to consider it in the grant. Ms. Harmon motioned for KLH to proceed with this application, Mr. Mr. Katz 2<sup>nd</sup>. All in favor, motion carried and approved.

Mr. Simcic is requesting approval to purchase the following items at a cost of \$450.00. Shoulder length gloves for cleaning pinch valve @ EQ (\$34.00), puncture resistant gloves for all sewage work (\$145.00 for 5 cartons), oil for pumps at EQ (\$59.00), grease for blowers @ EQ (\$37.00), oil for blowers @ EQ (\$175.00). Ms. Harmon motioned to approve these purchases, Mr. Katz 2<sup>nd</sup>. All in favor, motion carried and approved.

Next Sewage Meeting will be on December 12, 2017@9AM.

**TRUCK COMMITTEE:** Mr. Simcic has contacted US Municipal for new quotes and we will look at this again in March after quotes have been received.

**SOLICITOR Leo Stephanin**

**Old Business:**

Codification of Books: There was a discussion on the cost of the page/number system and if any money had already been paid on it. Is the numbering system what we already have? \$1,914.00 has been paid already. This issue to be tabled until the next meeting Mr. Menchyk attends.

New Ordinance for the Codification of Books update: This issue will be tabled until Mr. Menchyk returns.

Ordinance 2017-2 Tax Credit for Firefighters and EMS: Mr. Marciniak motioned to accept this ordinance, Mr. Hilliard 2<sup>nd</sup>. All in favor, motion carried and approved.

Fehl property: Mr. Menchyk has new deed prepared but still needs to discuss a few matters with Mr. Fehl.

Armstrong Cable renewal update: A letter has been sent requesting some changes in our proposed franchise agreement along with a request for free cable for the borough. We are still waiting to hear back from Armstrong.

Floodplain Ordinance: Mr. Menchyk is working on this and this committee will need to review it. Will follow-up next month when Mr. Menchyk returns.

**OLD BUSINESS:**

Impact Fees: Upon finding out this money (\$1,061.88) doesn't have to be spent by the end of 2017; Motion was made by Ms. Harmon to hold the money until next year. Mr. Katz 2<sup>nd</sup>. Roll call: Ms. Harmon – yes, Mr. Hilliard – yes, Mr. Gitzen – yes, Mr. Katz – yes, Mr. Marciniak – no. All in favor, motion carried and approved.

Motion to adopt General Budget: Mr. Marciniak informed council that there was no tax increase in the General Fund. Motion was made by Ms. Harmon to adopt the 2018 General Budget, Mr. Gitzen 2<sup>nd</sup>. All in favor, motion carried and approved.

Sewage Budget: There was no increase in the sewage fees of \$72.00. Motion was made by Ms. Harmon to adopt the 2018 Sewer Budget, Mr. Marciniak 2<sup>nd</sup>. All in favor, motion carried and approved.

Motion to adopt Ordinance 2017-01 Tax Levy – will remain the same at 7.5 mils. Mr. Marciniak motioned to adopt the Tax Levy ordinance, Mr. Hilliard 2<sup>nd</sup>. All in favor, motion carried and approved.

Facebook page: Jill from the Library will help set one up after the holidays.

**NEW BUSINESS:**

LUCA (Census Program) training: This is a free class on updating addresses for the 2020 census that is being offered on Wednesday, December 6, at Indiana, PA. Ms. Harmon and Ms. Stoops would like to attend. Ms. Harmon is also requesting that Ms. Stoops be paid for attending this training and receive mileage for driving there. Ms. Harmon motioned for Ms. Stoops to be paid regular hours and mileage, Mr. Katz 2<sup>nd</sup>. All in favor, motion carried and approved.

Notary Training. Ms. Beck will be going to Notary Training on December 5 at Holiday Inn Express in Butler. Ms. Harmon motioned for Ms. Beck to be paid for attending this class, Mr. Katz 2<sup>nd</sup>. All in favor, motion carried and approved.

Purchase new office cordless 5 phones: Cost of this phone system from Staples is \$129.59. Mr. Hilliard motioned to purchase this phone system, Mr. Katz 2<sup>nd</sup>. All in favor, motion carried and approved.

Firemen's Kids Christmas Party Dec. 9.: Motion was made by Mr. Hilliard to donate \$150.00 toward this party, Mr. Katz, 2<sup>nd</sup>. All in favor, motion carried and approved.

Mr. Marciniak thanked residents for the opportunity to serve 6 years on the council. I really enjoyed it. Before coming on the council, I didn't have any formal training as far as politicians and in politics and I learned a lot. I would also like to thank the council for their support. As I stated before this is not a one man show. Council is made up of 7 people, I was one vote of 7 and it does take 7 council men and women to make it work along with a good maintenance crew and office staff. Again, I would like to again thank everyone and wish everyone a safe and Happy Holidays.

Mr. Gitzen thanked the residents for letting him serve 8 years on council. I appreciate everyone's support. I learned a lot. Next council has some issues and it will be difficult and will need everyone's support. It seems easy sitting in the audience, but it is not easy being on the council. There are no clear-cut answers. I would like to thank everybody again and wish the council good luck.

**Executive Session:** Discussed Legal and Personnel issues

Maintenance fee will be listed as \$25.00 for any unused sewage connection. Motion for the maintenance fee to be \$25.00 by Mr. Hilliard, 2<sup>nd</sup> Mr. Katz. All in favor, motion carried and approved.

Give attorney authority to draft a letter informing any sewage customers that they may relinquish their tap instead of paying a maintenance fee. Mr. Hilliard motioned for letter to be written, Mr. Katz 2<sup>nd</sup>. All in favor, motion carried and approved.

Salary increase for Ms. Stoops and Ms. Beck. Ms. Harmon motioned for pay increase, Mr. Hilliard 2<sup>nd</sup>. All in favor, motion carried and approved.

Attorney to draft letter for business/homeowners with 2 sewage taps in one building that they will be billed for 2 EDU's. Mr. Hilliard motioned for a letter to be written, Mr. Katz 2<sup>nd</sup>. All in favor, motion carried and approved.

Mr. Hixson to receive 1-week vacation pay upon retirement. Ms. Harmon motioned to pay Mr. Hixson 1-week vacation pay, Mr. Katz 2<sup>nd</sup>. All in favor, motion carried and approved.

Holiday pay: In the Policy and Procedure manual it is stated that a new employee must be here for 6 months before getting holiday pay. Personnel Chairperson will inform employees.

**PAY BILLS:**

General Fund bills totaling \$254.00. Ms. Harmon motioned to pay these bills, Mr. Katz – 2<sup>nd</sup>. All in favor, motion carried and approved.

Sewage Fund bills totaling \$53,739.07 (which includes the PNC line of credit payment). Mr. Hilliard motioned to pay these bill, Mr. Katz 2<sup>nd</sup>. All in favor, motion carried and approved.

Highway Fund total: No bills to pay this month.

**ROUND TABLE:** (If name is not listed – no comments were made).

Mr. Hilliard thanked Mr. Gitzen and Mr. Wagner for their service on the council.

**ADJOURN:** Motion was made to adjourn meeting at 9:20PM by Mr. Hilliard, Mr. Katz 2<sup>nd</sup>. All in favor, motion carried and approved.

Judith A. Stoops – Secretary/Assistant Treasurer

Terry L. Beck –Treasurer/Assistant Treasurer