



COUNCIL MEETING MINUTES
May 5, 2014 @7:00 PM
159 MONROE STREET
PROSPECT, PA 16052

CALL TO ORDER: Vice President Dave Stellfox called the regular meeting of the Prospect Borough Council to order @7:00PM with a salute to the flag. The Council members who were present: Sam Wagner, Mary Harmon, Pete Bryan, Glen Gitzen, Bob Boice and Mayor Jim Butler. GTN Solicitor; Tony Colangelo and KLH Engineer; Eric Tissue.

Mr. Stellfox addressed the Council that Mr. Bill Marciniak turned in a rescinded letter today; as most of you are aware he had given Ms. Marzullo his resignation letter on April 8, 2014. Mr. Bryan made motion to accept Mr. Marciniak's rescinded letter and accept him back to Council as President; Mr. Wagner 2nd. Chair voted yes; motion carried.

APPROVAL OF MINUTES: There were no changes to the April 7, 2014 Regular Council Meeting Minutes. Motion made by Ms. Harmon to approve; Mr. Boice 2nd. Motion carried.

VISITORS: Nick Vaccarello, Todd and Becky Wilson, George Wagner, Alan Vagasky plus more residents of the Prospect Borough (see attached sign-in sheet).

Nick Vaccarello wanted to address the red light blinking being on quite frequently at the Wilson Road Pump station. Mr. Wagner said this does not necessarily mean than the tank is full and the contractors are looking into this.

Mr. Vaccarello also said the EX Councilman Ed Robinson has been doing grading and it is causing ruts, erosion and excessive water flow on the roads.

Mr. Todd Wilson mentioned that Wilson road is not as good as it was before; drainage issue because of the logging Mr. Robinson did. Ms. Wilson wants to make sure we have a plan in place. They want to bring in a double wide home in and want to make sure the trailer will be able to come through Wilson Road.

George Wagner discussed his drained situation and asked the council if he pays for the pipe he would like the Borough to fix the culvert. Mr. Boice mentioned there was a meeting with Dick Knapko, PennDot, and he does not think it is our responsibility to replace because if you did it for one you had to do it for all; but it was up to the Borough. Mr. Stellfox said the ditch has not been maintained and he feels we are partly responsible for the condition of the ditch but not the pipe; scheduling ditch cleaning should be a must! If these ditches are not cleaned out the water can not flow so therefore it fills with dirt. Mr. Boice said to give him a reason why we would do this for George Wagner and Mr. Sam Wagner said the culvert is on a sewage right of way. George Wagner wanted to remind the Council that he donated fifteen feet of property for \$1.00 to take care of a storm water issue. This drain pipe is parallel to the property so it should be the responsibility of the owner to fix. Mr. Sam Wagner made motion that we clean the ditch, George Wagner to purchase the pipe and the Borough install it; Ms. Harmon 2nd. This was not approved. Mr. Gitzen; no; Mr. Boice; no; Mr. Bryan; no, Mr. Wagner; yes, Mr. Stellfox; yes, Ms. Harmon; yes and Mr. Marciniak; no.

Mr. Marciniak asked Mr. Colangelo to see about putting together an ordinance for why we are not responsible to replace pipe issues for residents so this can be addressed in the future.

Kurt Miller mentioned large garbage trucks going over the culverts on Harmon Lane and they are crushing them.

Ms. Harmon asked who is responsible for the pipe under Rt. 528; Mr. Boice said the Borough is.

LIBRARY: See attached Report. Cindi Sharrar mentioned that the Library is having a Book Sale on May 16th and 17th. The Golf Outing, June 24th, is still looking for some golfers and sponsors.

SIDEWALKS & PUBLIC SERVICES: Mr. Gitzen mentioned he's looking for money. Mr. Marciniak said once we codify the resolutions and the ordinances this should help us.

EMA: Mr. Stellfox told Council he and Mr. Wagner attended an 8 hour meeting and they were both impressed. They now can put a plan in place at a local level. The coordinator, Kurt Dalton, is not always available and Mr. Stellfox and Mr. Wagner have located some interesting and qualified assistants; Nathan Blackwood and Angela Morehead. Mr. Blackwood has certifications with FEMA and the County. Mr. Wagner will inform Mr. Dalton of these two new assistants. Mr. Gitzen made motion for Council approval of Mr. Blackwood and Ms. Morehead to be deputy emergency coordinators; Mr. Wagner 2nd. Motion carried.

Mr. Marciniak mentioned the weather related warning for Butler County and that we could publish this information in the Prospector.

PLANNING COMMISSION: Alan Vagasky went over a Summary Report (Attached). Mr. Gitzen made motion to approve Brehann and Robert Skrak's property based on Mr. Vagasky's recommendations; Mr. Stellfox 2nd. Motion carried.

Ms. Harmon has a lot line revision with her property and adjoining property. The problem is to add more property and there are alternatives. Ms. Harmon will consult with her Engineer/Surveyor for a solution.

Mr. Skrak asked about sewer taps as he has none right now but stated a sewer line runs right through his property. The Council told him about the moratorium at this time.

PARKS and RECREATION: Mr. Bryan said nothing to report.

STREETS AND STORM WATER: Mr. Skrak mentioned a street limit flash sign that can be borrowed; a speed minder-radar gun. This is only a sign that shows how fast you are going but would possibly help slow down traffic in the future. Mr. Boice made motion to borrow this sign; Mr. Bryan 2nd. Motion carried.

Mr. Skrak stated that there is a Workers Memorial and there will be a Press Meeting concerning work zones that are not safe for all utility workers; municipalities included.

Mr. Boice mentioned he will be meeting with Dick Knapko, Penn Dot, to look at our streets on the 13th of May.

Mr. Boice looked into Keller Engineers for a work study on three roads; Kennedy, Crown Hill and Bear Creek. Keller Engineers would be able to do these roads for \$670 and this would come out of Highway Fuels Monies. Mr. Boice made motion to proceed to let Keller Engineers do the study for \$670; Mr. Stellfox 2nd. Motion carried.

MAINTENANCE & FACILITY, BUILDING & GROUNDS: Mr. Bryan suggested we look into a Wright Express Card. This card can be used at multiple gas stations at various times; day and night. Mr. Wagner stated that it was a popular card and that truck stops around the area use it. Our Kwik Fill station closes at 11PM and this way if our police cars are out at night they will be able to refill their police car tanks if necessary. Mr. Bryan will research a little further to see if we should replace the existing Kwik Fill Card with the Wright Express. Will rediscuss at the June 2nd Meeting.

Mr. Bryan stated we are approaching summer and he would like the Council to purchase an air conditioner for the meeting room. Mr. Bryan asked Robert Hixson (Higgy) to pursue one to get cost and the size we will need. Will rediscuss at the June 2nd Meeting.

Mr. Bryan addressed the Auditor's Report and made comment to make sure all corrections were taken care of.

Mr. Bryan asked Council to consider purchasing a Time Clock in office; approx. \$150 to \$300. To research more and rediscuss at the June 2nd Meeting.

Mr. Bryan wanted to know any ordinances that Mr. Colangelo was working or pursuing on; ex: sewage taps. Mr. Colangelo said he has been working on the codification issue for ordinances and resolutions. The cost would be \$3,800 - \$4,500 plus GTN's fees of approx. \$2,000; total cost around \$6,800. Mr. Colangelo said it is imperative that we do this and quickly. Mr. Bryan made motion to codify the ordinances and resolutions once funds become available for \$3,800 - \$4,500; Mr. Wagner 2nd. Motion carried.

Ms. Harmon mentioned a Time of Sale Ordinance; Mr. Colangelo a procedure for this was to be put in place a couple years ago.

PERSONNEL: Mr. Marciniak mentioned that the Council will be doing reviews in June; a tool for raises only. He also mentioned hiring, firing and raises are based by Council with the conjuncture of the Mayor.

MAYOR: Mayor Butler preformed a wedding and gave a donation to the Preservation Society and the Prospect Library.

Mayor Butler said the Borough needed new flags on Main Street before Memorial Day Parade; approx. \$155. Mayor Butler told Council that he will donate these flags and will order them and have them up by the Parade.

POLICE: Mayor Butler went over the Police Report (see attached). Mr. Bryan would like this report taken to another level; to show year to date on report also. This way they could compare month to month and year to year. Mr. Bryan also would like days/hours our police had attended court hearings. Mayor Butler said when this report was set up he reviewed other municipality reports for police departments. Mayor Butler will research further and evaluate.

SEWAGE: Mr. Wagner discussed the issues with the Wilson Road Pump Station. Saturday, May 3rd, there was a VFD outage; it was faulty and now we are running on two pumps. The red blinking light, when flashing, is not only showing for a full tank; can be for other issues too. We are eventually going to be able to have instant text messages go to Robert Hixson's (Higgy's) phone; a mobile alert. If he is not available the message will go to Mr. Wagner and/or Bill Osborne. Once alerted will pass message along and contact the contractor; if needed.

Eric Tissue went over the Consulting Engineer's Report (see attached report).

Mr. Tissue needs council action for payment for the summary of the Penn Vest Pay Request #7 for \$142,517.38. Ms. Harmon made motion to approve Penn Vest Pay Request #7 for \$142,517.38; Mr. Stellfox 2nd. Motion carried.

Mr. Tissue needs council action for payment for the Contractor's Pay Request #6 for \$127,917.38. Ms. Harmon made motion to approve the Contractor's Pay Request #6 for \$127,917.38; Mr. Wagner 2nd. Motion carried.

Ms. Harmon discussed the Push Camera research. While at McCandless Township they suggested a different type of camera. McCandless Township had problems with the Push Camera; it was snapping the cables. Ms. Harmon feels we are back to square one until graphical areas are done. There is a software program; WinCan; but we need additional information but the program itself is around \$8100.00. Ms. Harmon will bounce off ideas with Mr. Tissue. Ms. Harmon said we will table the Push Camera for now.

Mr. Marciniak instituted a Police Committee and appointed Mr. Bryan; chairman and Ms. Harmon. The committee will sit on all meetings with the Police Department. Mayor Butler wanted to know why we needed this additional committee. Mr. Marciniak stated this would be addressed in executive session.

OLD BUSINESS: Mr. Marciniak stated he had resigned his position on Council but rescinded tonight. He wanted to thank the people of the Borough; he had calls, letters and emails from probably 100 residents and Council members.

First Energy sent us a renewal to continue service; expires June 2014. Mr. Bryan said it was OK to renew.

REX Energy needed a resolution with the contract; Mr. Colangelo had one drawn up. Mr. Gitzen made motion to execute all necessary documents to award the bid for gas and oil rights to Rex Energy; Mr. Stellfox 2nd. Motion carried.

The Road Bonding Permit Application is documented that the inspection will be before and after. Mr. Marciniak stated this needs to be done always.

Mr. Wagner made motion for two additional cables for pumps at WPRS; cost \$480; Ms. Harmon 2nd. Motion carried.

Mr. Marciniak stated as he has done many times in the past that the Borough needs a fee schedule. Mr. Colangelo said we need a Resolution drawn up since we will have a variety of fees. This will be readdressed at the June 2nd Meeting.

Mr. Marciniak asked Mayor Butler if he was still pursuing the Name Badges. The Mayor stated that he will take care of them.

The dollar limit for Robert Hixson (Higgy) will be tabled till next meeting as a resolution needs drawn up by Mr. Colangelo.

All Council was to look over the By Laws and suggest any recommendations; tabled till June 2nd meeting.

Mr. Boice and Mr. Gitzen are to inquire about a trash hauler exclusive for the Borough. Tabled till next meeting when they will have more information.

House Number on Houses or Mailboxes is County Mandate per Ms. Harmon. We should put articles in the Prospector and postings in the Library to make residents aware of this.

Mr. Stellfox is working on the Burning Ordinance. He is reviewing other municipalities and he will have his recommendations at next meeting held on June 2nd.

Mr. Marciniak told council and residents he needs any articles, etc. for the Prospector by next meeting. The Prospector will go out the first part of next month so it is imperative to get any information to him as soon as possible. Mr. Bryan asked about if we can duplicate any articles from last month and the answer is yes if these are an ongoing event.

Bob Koch, Solicitor, will be out of the office for awhile but can call the main number and someone there can be of assistance. Ms. Harmon said we can call Chuck Smith as an alternative.

NEW BUSINESS: Armstrong is increasing Zoom from \$39.95 to \$44.95 per month effective June 2014. FYI

Executive Session: Mr. Marciniak made motion to go into Executive Session @ 8:45PM.

Resumed: 9:28PM.

I, Mr. Marciniak, move to approve agreement and right of way and settlement and general release with amendments as added in Executive Session. Ms. Harmon made motion; Mr. Gitzen 2nd. Mr. Stellfox; abstained, Mr. Wagner; no, Mr. Gitzen; yes, Mr. Boice; no, Mr. Bryan; yes, Ms. Harmon; yes, Chair; yes.

PAY BILLS: Ms. Harmon wanted to know about a bill for LexisNexis for police handbooks as this should have been approved by Council first prior to purchase. Chuck Tatton stated that this was yearly updates of the police handbook. Mayor Butler agreed that we are tight right now with our spending and all possible purchases should be approved prior to purchasing.

General Fund Bills was Ok'd to be paid as the monies came in. Motion made by Ms. Stellfox to pay; Mr. Bryan 2nd. Motion carried.

Sewage Fund Bills was Ok'd to be paid. Motion made by Ms. Gitzen to pay; Ms. Harmon 2nd. Motion carried.

Ms. Harmon made motion to transfer \$5,000 from the Sewage Fund to the General Fund once monies came in; Mr. Gitzen 2nd. Motion carried. This will leave the remaining balance of \$13,435 owed to General Fund.

Highway Aid Fund Bills was Ok'd to be paid. Motion made by Mr. Boice to pay; Mr. Gitzen 2nd. Motion carried.

Round Table:

Mr. Stellfox	Need to get the Monroe Street off the ground.
Mr. Gitzen	Getting the Attorney/Engineers costs down, moving forward.
Mr. Boice	No additional comments.
Mr. Bryan	No additional comments.
Ms. Marzullo	No additional comments.
Mr. Colangelo	No additional comments.
Mayor Butler	No additional comments.
Mr. Harmon	No additional comments.
Ms. Wagner	No additional comments.
Mr. Tatton	Paint on streets.
Mr. Marciniak	He showed the Council a Prospector magazine, colored and more informative, from another community that had originally started as a paper Prospector, as we have been doing for a little over a year now, and how it looks today!

ADJOURN: 9:42PM. No further business at hand, motion made by Mr. Gitzen to adjourn; Mr. Boice 2nd. Motion carried.