



Regular Council Meeting  
January 2, 2018  
SIGN IN SHEET

Need your name and address:

- SAM WAGNER
- Sandy Cranmer
- RITA VACCARELLO
- Becky Metzner
- Glen Gitzen
- Jeff Fallicker
- Alan Vagaly
- Becky, Megan, Noah Wilson
- Jayce Gallew
- Janet Fister
- Cindi Sharrar



159 Monroe Street  
Prospect, PA 16052  
Regular Council Meeting  
January 2, 2018

1. CALL TO ORDER
2. A SALUTE TO THE FLAG
3. A PRAYER OR A MOMENT OF SILENT MEDITATION
4. ROLL CALL - Nick \_\_\_ Bill- \_\_\_ Bob- \_\_\_ Janice \_\_\_ Todd \_\_\_ Eric \_\_\_ Mary \_\_\_ Mayor \_\_\_  
Judy \_\_\_ Terry- \_\_\_ Shawn \_\_\_ Solicitor \_\_\_

Mayor to call for nomination for President

1<sup>st</sup> motion

2<sup>nd</sup> motion

Mayor to call for nomination for vice-President

1<sup>st</sup> motion

2<sup>nd</sup> motion

Now the New President take over control of meeting.

5. APPROVAL OF MINUTES                      Motion                      2<sup>nd</sup>

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

1. LIBRARY/RECREATION  
OLD BUSINESS

NEW BUSINESS

**2. PUBLIC SAFETY**

**OLD BUSINESS**

School warning blinking control box – repairs \$737.66 – phone vote yes to repair  
Motion 2<sup>nd</sup> motion Allowed to pay for with Highway Funds

**NEW BUSINESS**

**3. PLANNING COMMISSION**

**OLD BUSINESS**

**NEW BUSINESS**

We need two new members  
Nominations

1<sup>st</sup> Motion

2<sup>nd</sup> Motion

**4. STORM WATER MANAGEMENT & STREETS**

**OLD BUSINESS**

**NEW BUSINESS**

**5. BUILDING & GROUNDS/MAINTENANCE & FACILITY**

**OLD BUSINESS**

Generator with back up lighting  
Motion

2<sup>nd</sup> Motion

**NEW BUSINESS**

Security Systems

Fire Fighters Report and Suggestions

**6. PERSONNEL**

**OLD BUSINESS**

**NEW BUSINESS**

**7. MAYOR**

**OLD BUSINESS**

NEW BUSINESS

- 8. POLICE DEPARTMENT – See Report (Hours broken down by employee)**  
OLD BUSINESS

NEW BUSINESS:

- 9. SEWAGE**  
OLD BUSINESS

NEW BUSINESS

- 10. TRUCK COMMITTEE UPDATE**  
OLD BUSINESS

NEW BUSINESS

- 11. SOLICITOR ANDY MENCHYK**  
OLD BUSINESS  
Codification of Books update

New Ordinance for the Codification of Books

Fehl property update – new deed drawn up?

Armstrong Cable renewal update – free internet/tv

Floodplain Ordinance

**OLD BUSINESS:**

**NEW BUSINESS:**

Shadracks Amusement Tax – To be allotted to truck committee

1<sup>st</sup> motion

2<sup>nd</sup> motion

New Resolutions to approve:

2018-01 Appoint Secretary, Assistant Secretary – Judy, Terry

2018-02 Appoint Treasurer, Assistant Treasurer – Terry, Judy

2018-03 Appoint Open Records Officer, Judy, Terry

2018-04 Appoint Solicitor, Stephanian & Menchyk, LLP

2018-05 Appoint Depository for All Monies; First National Bank

2018-06 Appoint Borough Auditor – John Farinelli

2018-07 Appoint Newspaper of Circulation; Butler Eagle

2018-08 Pension Plan Contribution, \$625 per Person

2018-09 Appoint Zoning Enforcement Officer; Municipal Code Association (Dave Hazlet)

2018-10 Appoint Sewage Enforcement Officer; Doug Duncan

2018-11 Borough Fee Schedule

2018-12 Appoint Vacancy Board Member

2018-13 Appoint Zoning Hearing Board Member

2018-14 Appoint 2 Planning Commission Members – 4-year terms

2018-15 Appoint a Borough Engineer – KLH Engineer, Inc.

1<sup>st</sup> Motion to accept all these Resolution

2<sup>nd</sup> Motion

Delegates that need appointed to Committees that we belong to:

Berkheimer – Earned Income Tax

Delegate

Alternate Delegate

1<sup>st</sup> Motion

2<sup>nd</sup> Motion

MCA – Municipal Code Association – Building permits & Zoning

Delegate

Alternate Delegate

1<sup>st</sup> Motion

2<sup>nd</sup> Motion

Butler COG

Delegate

Alternate Delegate

1<sup>st</sup> Motion

2<sup>nd</sup> motion

Paper Shredder  
See Attached Prices

Prospector Newsletter  
Judy started working on it

Executive Session

**PAY BILLS:**

|                                 |                        |                        |
|---------------------------------|------------------------|------------------------|
| General Fund total - \$3,691.35 | 1 <sup>st</sup> motion | 2 <sup>nd</sup> motion |
| Sewage Fund total - \$1,124.99  | 1 <sup>st</sup> motion | 2 <sup>nd</sup> motion |
| Highway Fund total - \$737.66   | 1 <sup>st</sup> motion | 2 <sup>nd</sup> motion |

**Round Table if anyone wants to speak:**

**Motion to ADJOURN:** 2<sup>nd</sup> motion



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 at 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. Bill 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.

**ORMWATER 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. Menchyk 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.

**LD 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.

With A. Stoops – Secretary/Assistant Treasurer  
Terry L. Beck – Treasurer/Assistant Treasurer

BEGINNING BALANCE:

| Amount     | Date       | Name             | Description |
|------------|------------|------------------|-------------|
| 150,795.72 | 12/05/2017 | STARTING BALANCE | 12/05/2017  |

RECEIPTS:

| Deposits  | Detail   | Inv.Ref. | Deposit# | Date       | Name                             | Description            |
|-----------|----------|----------|----------|------------|----------------------------------|------------------------|
| 350.24    |          |          |          | 12/05/2017 | PA DEPT OF TRANSPORTATION        | Police Fines           |
| 2,577.61  |          |          |          | 12/05/2017 | BERKHEIMER                       | EARNED INCOME TAX      |
| 89.87     |          |          |          | 12/05/2017 | BERKHEIMER                       | EARNED INCOME TAX      |
| 1,178.49  |          |          | 171130   | 12/05/2017 | FIRST NATIONAL BANK              | Deposit                |
|           | 5.50     |          | 171207   | 12/06/2017 | PER CAPITA TAXES - CURRENT       | RE Tax - Current       |
|           | 233.40   |          | 171207   | 12/06/2017 | REAL ESTATE TAXES - CURRENT      | RE Tax - Current       |
|           | 38.50    |          | 171207   | 12/06/2017 | SHARP COLLECTIONS                | DEL PER CAPITA TAX     |
| 307.40    |          |          | 171207   | 12/07/2017 | FIRST NATIONAL BANK              | Deposit                |
|           | 20.00    | 1003     | 171214   | 12/11/2017 | BARRISTERS LAND ABSTRACT COMPANY | No-Lien Letter         |
|           | 20.00    | 1004     | 171214   | 12/11/2017 | BARRISTERS LAND ABSTRACT COMPANY | No-Lien Letter         |
|           | 23.72    |          | 171214   | 12/11/2017 | DISTRICT MAGISTRATE              | Fines                  |
| 919.89    |          |          |          | 12/13/2017 | BERKHEIMER                       | EARNED INCOME TAX      |
| 63.72     |          |          | 171214   | 12/14/2017 | FIRST NATIONAL BANK              | Deposit                |
| 550.56    |          |          |          | 12/18/2017 | BUTLER COUNTY RECORDER OF DEEDS  | TRANSFER TAX           |
| 1,683.57  |          |          |          | 12/18/2017 | BERKHEIMER                       | EARNED INCOME TAX      |
|           | 100.00   |          | 171221   | 12/18/2017 | ZONING & SUBDIVISION FEES        | Zon & Sub Fee/MCGOWAN  |
| 2,005.19  |          |          |          | 12/20/2017 | BERKHEIMER                       | EARNED INCOME TAX      |
| 1,603.26  |          |          |          | 12/20/2017 | AMERICAN TOWER                   | Tower                  |
| 110.00    |          |          | 171221   | 12/21/2017 | FIRST NATIONAL BANK              | Deposit                |
|           | 915.40   |          | 171227   | 12/27/2017 | TRANSFER                         | DECEMBER PAYROLL TAXES |
|           | 10.00    | 1005     | 171228   | 12/27/2017 | ZONING & SUBDIVISION FEES        | Invoice                |
| 11,439.80 | 1,366.52 |          |          | 01/02/2018 | TOTAL RECEIPTS                   |                        |

DISBURSEMENTS:

| Amount   | Check# | Project# | Date       | Name                               | Description                    |
|----------|--------|----------|------------|------------------------------------|--------------------------------|
| 56.10    | 13892  |          | 12/05/2017 | ARMSTRONG                          | POLICE PHONE                   |
| 161.00   | 13893  |          | 12/05/2017 | ARMSTRONG                          | BOROUGH INTERNET/PHONE         |
| 3.20     | 13894  |          | 12/05/2017 | FNB COMMERCIAL CREDIT CARD         | CHARGE CARD                    |
| 116.24   | 13895  |          | 12/05/2017 | MON-D-AID                          | CLEANING SUPPLIES/TOILET PAPER |
| 150.00   | 13896  |          | 12/06/2017 | KEN WILSON                         | DONATION FOR CHRISTMAS PARTY   |
| 3,000.00 | 13897  |          | 12/06/2017 | PROSPECT COMMUNITY LIBRARY         | ANNUAL DONATION                |
| 1,000.00 | 13898  |          | 12/06/2017 | PROSPECT BOROUGH BOYS & GIRLS CLUB | DONATION                       |
| 1,000.00 | 13899  |          | 12/06/2017 | PROSPECT AREA PRESERVATION SOCIETY | DONATION                       |
| 879.59   | 13900  |          | 12/06/2017 | WEST PENN POWER                    | STREET LIGHTS                  |
| 311.79   | 13901  |          | 12/06/2017 | WEST PENN POWER                    | BORO ELECTRIC BILL             |
| 35.00    | 13902  |          | 12/06/2017 | WALSH EQUIPMENT INC.               | MEETING ROOM SIGN              |
| 60.19    | 13903  |          | 12/06/2017 | CANON                              | COPIER/PRINTER                 |
| 254.00   | 13904  |          | 12/06/2017 | BUTLER EAGLE                       | Legal Notice                   |
| 243.62   | 13905  |          | 12/06/2017 | STAPLES CREDIT PLAN                | Office Supplies                |
| 0.00     | 13906  |          | 12/06/2017 | VOID                               | Void                           |
| 200.00   | 13907  |          | 12/06/2017 | KLH ENGINEERING INC                | Engineering Services           |
| 62.60    | 13916  |          | 12/11/2017 | JUDITH A STOOPS                    | reimbursement                  |
| 100.16   | 13917  |          | 12/11/2017 | VERIZON WIRELESS                   | #242046797-00001communication/ |
| 316.94   | 13908  |          | 12/13/2017 | TERRY L BECK                       | Net Wages                      |

DISBURSEMENTS:

| Amount   | Check# | Project# | Date       | Name                           | Description                    |
|----------|--------|----------|------------|--------------------------------|--------------------------------|
| 402.84   | 13909  |          | 12/13/2017 | GEORGE SIMCIC III              | Net Wages                      |
| 279.03   | 13910  |          | 12/13/2017 | JUDITH A STOOPS                | Net Wages                      |
| 178.49   | 13911  |          | 12/13/2017 | CHARLES A TATTON               | Net Wages                      |
| 119.20   | 13912  |          | 12/13/2017 | MATTHEW S WAGNER               | Net Wages                      |
| 216.78   | 13913  |          | 12/13/2017 | JOSEPH YUSKO                   | Net Wages                      |
| 279.44   | 13914  |          | 12/13/2017 | ROBERT A HIXSON                | Net Wages                      |
| 386.95   | 13915  |          | 12/13/2017 | GEORGE SIMCIC III              | Net Wages                      |
| 164.07   | 13918  |          | 12/13/2017 | TERRY E. HILTON                | Net Wages                      |
| 32.44    | 13919  |          | 12/18/2017 | MITCHELL INSURANCE             | Tax Collector Bond             |
| 24.50    | 13920  |          | 12/18/2017 | JUDY RAISLEY, TAX COLLECTOR    | POSTAGE DUE                    |
| 367.00   | 13921  |          | 12/18/2017 | SPECIALTY INSURANCE            | -1112.00 INSTALLMENT 7         |
| 476.00   | 13921  |          | 12/18/2017 | SPECIALTY INSURANCE            | -1112.00 INSTALLMENT 7         |
| 62.00    | 13921  |          | 12/18/2017 | SPECIALTY INSURANCE            | -1112.00 INSTALLMENT 7         |
| 207.00   | 13921  |          | 12/18/2017 | SPECIALTY INSURANCE            | -1112.00 INSTALLMENT 7         |
| 1,898.00 | 13922  |          | 12/18/2017 | AMTRUST NORTH AMERICA          | #17597309 Workman's Compensati |
| 346.68   | 13924  |          | 12/27/2017 | TERRY L BECK                   | Net Wages                      |
| 44.98    | 13925  |          | 12/27/2017 | TERRY E. HILTON                | Net Wages                      |
| 618.88   | 13926  |          | 12/27/2017 | ROBERT A HIXSON                | Net Wages                      |
| 10.55    | 13927  |          | 12/27/2017 | JUDITH RAISLEY                 | Net Wages                      |
| 0.00     | 13928  |          | 12/27/2017 | VOID                           | Void                           |
| 343.25   | 13929  |          | 12/27/2017 | JUDITH A STOOPS                | Net Wages                      |
| 270.74   | 13930  |          | 12/27/2017 | JOSEPH YUSKO                   | Net Wages                      |
| 677.09   | 13931  |          | 12/27/2017 | GEORGE SIMCIC III              | Net Wages                      |
| 224.38   | 13932  |          | 12/27/2017 | MATTHEW S WAGNER               | Net Wages                      |
| 98.00    | 13933  |          | 12/27/2017 | FNB COMMERCIAL CREDIT CARD     | -474.35 STAMPS/NOTARY CLASS    |
| 376.35   | 13933  |          | 12/27/2017 | FNB COMMERCIAL CREDIT CARD     | -474.35 STAMPS/NOTARY CLASS    |
| 245.00   | 13934  |          | 12/27/2017 | MUNICIPAL CODE ASSOCIATION     | Planning & Zoning Officer      |
| 34.59    | 13935  |          | 12/27/2017 | BOORY'S BUSINESS MACHINES      | #12714 Copies Printed          |
| 60.00    | 13936  |          | 12/27/2017 | TRI-COUNTY INDUSTRIES, INC.    | Rubbish Removal                |
| 201.80   | 13937  |          | 12/27/2017 | PEOPLES NATURAL GAS            | #200001982020 Util-Gas         |
| 1,250.00 | 13938  |          | 12/27/2017 | PA MUNICIPAL RETIREMENT SYSTEM | Pension Contributions          |
| 186.45   | 13939  |          | 12/27/2017 | STAPLES CREDIT PLAN            | Office Supplies                |
| 279.17   |        |          | 12/27/2017 | PA DEPT OF REVENUE             | DECEMBER State Taxes 2017      |
| 645.93   |        |          | 12/27/2017 | EFTPS                          | DECEMBER 2017 941 Taxes Federa |
| 563.71   |        |          | 12/27/2017 | EFTPS                          | DECEMBER 2017 941 Taxes FICA   |
| 563.71   |        |          | 12/27/2017 | EFTPS                          | DECEMBER 2017 941 Taxes FICA   |
| 131.85   |        |          | 12/27/2017 | EFTPS                          | DECEMBER 2017 941 Taxes MED    |
| 131.85   |        |          | 12/27/2017 | EFTPS                          | DECEMBER 2017 941 Taxes MED    |
| 387.19   |        |          | 12/27/2017 | PA UC FUND                     | PAUC 4th QTR 2017              |
| 300.57   |        |          | 12/27/2017 | HAB-EIT                        | 4th QTR Wage Tax               |

21,036.89

01/02/2018 TOTAL DISBURSEMENTS

141,198.63

01/02/2018 ENDING BALANCE

# General Fund

Jan-18

## Bills To Be Approved at Meeting:

|                              |            |
|------------------------------|------------|
| KLH - monthly retainer       | \$200.00   |
| KLH - Monroe St. ROW         | \$58.00    |
| KLH - Taylor Subdivision     | \$135.00   |
| KLH - GIS                    | \$1,568.15 |
| KLH - Mark VI Farms          | \$24.00    |
| Andrew Menchyk               | \$1,552.50 |
| Fire Fighter Sales & Service | \$82.70    |
| Troy-Alan Chev. - oil change | \$49.95    |
| Walsh Equipment - plow parts | \$21.05    |

Total Amount \$3,691.35

## **MONIES SET ASIDE FOR FUTURE EXPENSES**

2015-2016 Shadrack's (\$26872.02. -  
5388.43 G.C.- 1195 G.C. - 697.50  
Solicitor) \$19,591.09

**Impact Fees (Police Radios -  
\$4,786.30 approved) Balance**

\$1,062.88 to use \$5,848.18

**TOTAL Monies Set Aside \$25,439.27**

**\*Ending Balance as of January 2, 2018:**

**\$112,068.01**

\* Does not include Interest Earned For December 2017

## **Galls Credit Memo 153.17**

**\$25,000 In CD's Not Included In Total  
Balance**

Mark IV Farms - bill sent 11-22-17 \$1,278.72

BEGINNING BALANCE:

| Amount     | Date       | Name             | Description |
|------------|------------|------------------|-------------|
| 105,120.94 | 12/05/2017 | STARTING BALANCE | 12/05/2017  |

RECEIPTS:

| Deposits  | Detail | Inv.Ref. | Deposit# | Date       | Name                        | Description          |
|-----------|--------|----------|----------|------------|-----------------------------|----------------------|
| 9,321.67  |        |          |          | 12/05/2017 | JUDITH RAISLEY              | Adjustment           |
| 864.00    |        |          |          | 12/07/2017 | JUDITH RAISLEY              | CALLENDER WHOLE YEAR |
| 2,624.75  |        |          |          | 12/08/2017 | JUDITH RAISLEY              | SEWAGE               |
| 4,244.00  |        |          |          | 12/14/2017 | JUDITH RAISLEY              | SEWAGE               |
| 864.00    |        | 171214   |          | 12/14/2017 | FIRST NATIONAL BANK         | Deposit              |
| 5,413.75  |        |          |          | 12/18/2017 | JUDITH RAISLEY              | SEWAGE               |
| 4,214.75  |        |          |          | 12/27/2017 | JUDY RAISLEY, TAX COLLECTOR | SWAGE                |
| 27,546.92 |        |          |          | 01/02/2018 | TOTAL RECEIPTS              |                      |

DISBURSEMENTS:

| Amount    | Check# | Project# | Date       | Name                           | Description                    |
|-----------|--------|----------|------------|--------------------------------|--------------------------------|
| 221.30    | 5543   |          | 12/05/2017 | WEST PENN POWER                | BORO SEWAGE ELECTRIC BILL      |
| 137.74    | 5544   |          | 12/06/2017 | WEST PENN POWER                | PUMP STATION                   |
| 32,561.77 | 5545   |          | 12/07/2017 | PNC BANK                       | PAY OFF LINE OF CREDIT         |
| 21,177.30 | 5546   |          | 12/07/2017 | DCNR                           | Sewage Treatment Charges       |
| 261.00    | 5552   |          | 12/11/2017 | CAL-OHIO LUBE PRODUCTS CO.     | Oil for Pumps                  |
| 85.83     | 5547   |          | 12/13/2017 | TERRY L BECK                   | Net Wages                      |
| 229.05    | 5548   |          | 12/13/2017 | ROBERT A HIXSON                | Net Wages                      |
| 567.41    | 5549   |          | 12/13/2017 | GEORGE SIMCIC III              | Net Wages                      |
| 71.00     | 5550   |          | 12/13/2017 | JUDITH A STOOPS                | Net Wages                      |
| 172.00    | 5551   |          | 12/13/2017 | JOSEPH YUSKO                   | Net Wages                      |
| 196.43    | 5553   |          | 12/18/2017 | U-LINE                         | GLOVES                         |
| 93.25     | 5554   |          | 12/27/2017 | TERRY L BECK                   | Net Wages                      |
| 246.05    | 5555   |          | 12/27/2017 | ROBERT A HIXSON                | Net Wages                      |
| 290.20    | 5556   |          | 12/27/2017 | JUDITH RAISLEY                 | Net Wages                      |
| 649.42    | 5557   |          | 12/27/2017 | GEORGE SIMCIC III              | Net Wages                      |
| 87.06     | 5558   |          | 12/27/2017 | JUDITH A STOOPS                | Net Wages                      |
| 198.47    | 5559   |          | 12/27/2017 | JOSEPH YUSKO                   | Net Wages                      |
| 6,033.60  | 5560   |          | 12/27/2017 | FIRST NATIONAL BANK            | JANUARY LOAN PAYMENT           |
| 256.20    | 5561   |          | 12/27/2017 | PROSPECT BORO GENERAL FUND REV | -915.40 DECEMBER PAYROLL TAXES |
| 210.22    | 5561   |          | 12/27/2017 | PROSPECT BORO GENERAL FUND REV | -915.40 DECEMBER PAYROLL TAXES |
| 210.22    | 5561   |          | 12/27/2017 | PROSPECT BORO GENERAL FUND REV | -915.40 DECEMBER PAYROLL TAXES |
| 104.12    | 5561   |          | 12/27/2017 | PROSPECT BORO GENERAL FUND REV | -915.40 DECEMBER PAYROLL TAXES |
| 2.39      | 5561   |          | 12/27/2017 | PROSPECT BORO GENERAL FUND REV | -915.40 DECEMBER PAYROLL TAXES |
| 49.17     | 5561   |          | 12/27/2017 | PROSPECT BORO GENERAL FUND REV | -915.40 DECEMBER PAYROLL TAXES |
| 49.17     | 5561   |          | 12/27/2017 | PROSPECT BORO GENERAL FUND REV | -915.40 DECEMBER PAYROLL TAXES |
| 33.91     | 5561   |          | 12/27/2017 | PROSPECT BORO GENERAL FUND REV | -915.40 DECEMBER PAYROLL TAXES |
| 1,697.85  |        |          | 01/01/2018 | FIRST NATIONAL BANK            | PennVest Loan Payment          |
| 5,022.70  |        |          | 01/01/2018 | FIRST NATIONAL BANK            | P33000799-102 PennVest Loan Pa |
| 70,914.83 |        |          | 01/02/2018 | TOTAL DISBURSEMENTS            |                                |

61,753.03 01/02/2018 ENDING BALANCE

# Sewage Fund

Jan-18

## Bills To Be Approved To Pay:

|                                   |          |
|-----------------------------------|----------|
| Lowes - Heater                    | \$85.49  |
| Andrew Menchyk, Jr.               | \$319.50 |
| KLH Engineers - Sewer GIS Mapping | \$720.00 |

Total Amount \$1,124.99

PV LOAN \$1,000.00 Monthly Payment (Jan. 2017 - Jan. 2018)  
\$13,000.00

Ending Balance as of January 2, 2018 \$47,628.04

\* Does not include Interest Earned For December 2017







# Prospect Borough Police Department

## Monthly Police Activity Report for December 2017

|                               | Monthly Comparison |           | YTD Comparison |          | Yearly Comparison |        |
|-------------------------------|--------------------|-----------|----------------|----------|-------------------|--------|
|                               | Dec. 2016          | Dec. 2017 | YTD 2016       | YTD 2017 | 2015              | 2016   |
| Complaints/Calls              | 1                  | 1         | 23             | 18       | 34                | 23     |
| Domestic                      | 0                  | 0         | 0              | 0        | 0                 | 0      |
| Thefts                        | 0                  | 0         | 0              | 0        | 3                 | 0      |
| Traffic Citations Issued      | 0                  | 0         | 46             | 6        | 15                | 46     |
| Warnings                      | 0                  | 0         | 48             | 16       | 21                | 48     |
| Crimes Codes Citations Issued | 0                  | 0         | 3              | 1        | 0                 | 3      |
| Other Citations               | 0                  | 0         | 0              | 0        | 6                 | 0      |
| Drug Task Force               | 0                  | 0         | 0              | 0        | 23.5              | 0      |
| Total Hours                   | 79.75              | 34.50     | 781.50         | 652      | 509.25            | 781.50 |
| Total Miles Patrolled         | 160                | 124       | 4,571          | 2,468    | 2,718             | 4,571  |

Hours by Police Officer: Chuck: 2.75 Matt: 18 Terry: 13.75



159 Monroe Street, Prospect, PA 16052  
 724.865.2799  
 Fax 724.865.2320

# Prospect Borough

## Planning Commission

Report of December 18, 2017 meeting

- I. The meeting was called to order at 7 PM. Present were Ted Davis, Bruce Finke, Bill Marciniak, and Alan Vagasky.
- II. The Charles McGowan subdivision was discussed. Mr. McGowan is doing a Minor Subivision -- Property line revision. His drawings were examined and the following recommendations are made:
  1. A notation is to be made that the two nonconforming mobile homes will be brought into compliance upon replacement or movement. At present, the encroach a few feet into the 40 ft. setback linebut are east of the parking area. Those mobile homes locations have been in existance in excess of 20 years.
  2. The plan is to be approved by the Borough Engineer.
  3. Contour lines are to be added.
  4. Well sites are indicated on the map but are unlabeled. They are to be labeled.
  5. Upon completion of the above the plan will be recommended to Borough Council.
- III. A discussion was held concerning the necessity of the mylar drawing, as information from an unofficial source indicated that it was no longer necessary. Upon discussion, and in an effort to comply with regulations, the Planning Commission will ask the Borough Solicitor via Council to make a determination as to the continued requirement of mylars.
- IV. It should be noted that the terms of Mr. Marciniak and Mr. Davis expired at the end of the year. Mr. Sam Wagner, Mr. Bryan Taylor, and Mr. Gus Guenther have volunteered to serve on Planning Commission.
- V. Meeting adjourned at 7:50 PM.

**PROSPECT BOROUGH**  
**JANUARY 2, 2018**  
**CONSULTING ENGINEERS REPORT**

**SEWER SYSTEM IMPROVEMENTS PROJECTS**

1. **Control Valve at the EQ Tank** - This continues to be monitored nothing new to report.
2. **Wilson Road Pump Replacement** - Nothing new to report.
3. **Corrective Action Plan (CAP)** – DEP issued a letter on the CAP extension on November 21, 2017 requesting additional information. KLH is awaiting direction on how to respond to this request. A meeting with the Sewer Committee was conducted on December 8, 2017 to discuss options.
4. **GIS Sanitary Sewer Mapping** – Per our proposal dated May 31, 2017, KLH has provided a GIS map for showing all information currently available for the sanitary sewer system. Should the Borough want to include any additional information into this mapping, KLH will provide a quote to collect this data and incorporate it into the existing mapping.

**STORM SEWER PROJECTS**

5. **Wilson Road** - As directed, KLH has placed all storm water projects on hold until further notice.
6. **GIS Storm Sewer Mapping** – KLH completed the GPS of the features on November 7, 2017. Currently, the mapping is being created per our proposal dated May 31, 2017.

**MISCELLANEOUS ENGINEERING**

7. **Engineering Evaluation** - Based on the July 16, 2013 Agreement between Prospect Borough and DCNR, DCNR has indicated that Prospect Borough is required, according to Item 24 of the Agreement, to submit a request for tap-ins to them for approval. Additionally, DCNR is requiring that an engineering evaluation of the Storage System be completed concurrent to the request. KLH is awaiting direction from the Borough on how to proceed.
8. **I/I Issues** - Borough crews have located a sanitary sewer with heavy I/I. This line cannot be lined and will need to be replaced. Nothing new to report.
9. **Monroe Street** – Nothing new to report.
10. **Small Water/Sewer System Grant** – A grant application will be prepared and submitted by the February deadline for the Borough. It will include replacement of the forcemain and upgrades to the pump station on Wilson Road. Information will be gathered at the next Sewer Committee meeting.

**END OF CONSULTING ENGINEERS REPORT**