

## Meeting Minutes from April 2, 2012

April 2, 2012

The regular meeting of the Prospect Borough Council was called to order by President James Harmon with a Salute to the Flag. The following Council Members were present: Jim Harmon, Dave Stellfox, Bob Boice, Glen Gitzen, Ed Robinson, Pete Bryan and Mayor Butler, Jon Hiser was absent.

**Approval of Minutes:** Motion was made by Bob Boice and seconded by Dave Stellfox to approve the minutes from the last meeting as amended and all present voted yes.

**Visitors:** Kirk Dalton from EMS was present and suggested that the Borough send a letter to all residents about where to stay if a disaster should hit the area. The Fire Hall was suggested and for long term, the First Aid Building at the Fair Grounds can be considered. Per Glen Gitzen the EMS is currently updating their procedures and will provide the Borough a copy. Mr. Bicehouse will be here in May with the Homeland Security Director to discuss EMS procedures. A Representative from the State Police will also be here to discuss EMS. Dave Stellfox suggested again that a warning system should be installed to warn citizens of an impending disaster such as a tornado and that this should be a priority. Also suggested was four additional sirens placed at each corner of the Borough and controlled by the proper authority.

Mike Foreman, Finance, Public Works, Administration/Secretary, Finance and Budgets will be the top protocol for the administrative procedures and he will work with Kathy Jesteadt from Franklin Township on all issues. Bob Koch explained his duties to Mr. Foreman. He also stated that he was not able to contact anyone on the Zoning Hearing Board about a variance for Jan McDonald for a Banquet Hall

Nick Vaccarello, stated that he is displeased with the Upper Wilson project and it needs to be completed. He also stated that the Borough has no right to go onto his property. He also stated that the catch basin at the corner of his property and the Artman property was on his property.

**Sewage:** A letter from Michael English to Dan Bickel was discussed. All correspondence to DCNR will be mailed by Certified Mail. Also DCNR sent a letter about the meters and that a meter box has a Jack. Decisions cannot be made on future projects until the Borough knows what we are getting from Penn Vest. The Flow Meter does not show some of the flow from the Park. Motion was made by Ed Robinson and seconded by Dave Stellfox to purchase the software and a wireless transmitter for the EQ Tank and not to exceed \$3500.00 and all present voted yes.

**Parks:** Nothing to report.

**Streets/SWM:** A letter will be sent to residents about Monroe Street. Rob Hixson purchased a Chain Saw and a Bucket for the Backhoe as per approval at our last meeting.

**Police:** No Police report for March. The radios were updated and Matt is waiting for his CPR Certification before he can go on duty. The new Police Manuel will be ordered on line.

**Mayor:** Nothing to Report.

**Personnel:** Nothing to report.

**Maintenance of Facility:** Nothing to report.

**Library:** Reports were presented to Council.

**Communications:** A letter of notice of the Liquid Fuels payment was received and the Borough will received the Grant by mid April.

**Old Business:** Nothing to report.

**New Business:** Forms from Judy Raisley that need signed for Per Capita Exoneration was presented to Council.

**Correspondence:** Nothing to Report.

**Pay Bills:** Motion was made by Pete Bryan and seconded by Dave Stellfox to pay the bills from the General Fund and all present voted yes. Motion was made by Glen Gitzen and seconded by Pete Bryan to pay the bills from the Sewage Fund and all present voted yes. Motion was made by Dave Stellfox and seconded by Ed Robinson to pay the monthly utility bills, the FNB loan payments, payroll and payroll taxes and all voted yes except for Bob Boice who voted no.

**Adjourn:** No further business at hand, motion was made to adjourn.

Marion Cannon,  
Borough Secretary

The next meeting will be May 7, 2012 and the next Sewage Meeting will be May 9, 2012.

**GENERAL FUND**

**BILLS PAID IN MARCH 2012**

**PAYROLL**

|                 |            |
|-----------------|------------|
| Robert Hixson   | \$1,010.37 |
| Marion Cannon   | \$761.64   |
| Judy Raisley    | \$277.83   |
| Charles Tatton  | \$271.40   |
| Robert Hixson   | \$875.38   |
| William Osborne | \$244.32   |
| Marion Cannon   | \$724.71   |
| Judith Raisley  | \$393.11   |

**PAYROLL TAXES**

|                            |            |
|----------------------------|------------|
| E-Tides State PR Tax       | \$191.56   |
| Federal Tax Payment(EFTPS) | \$1,460.86 |

**INSURANCE**

|                      |            |
|----------------------|------------|
| Keystone Health Plan | \$868.45   |
| Erie Insurance       | \$1,549.60 |
| Keystone Health Plan | \$868.45   |

**LEGAL & ADVERTISING**

|                   |          |
|-------------------|----------|
| Dillon McCandless | \$706.28 |
|-------------------|----------|

**MISCELLANEOUS**

|                             |          |
|-----------------------------|----------|
| Petty Cash                  | \$46.17  |
| Tractor Supply              | \$473.55 |
| Bronder Technical           | \$80.43  |
| Jerry's Sports Ctr (Police) | \$275.01 |
| Pa One Call                 | \$7.60   |
| Trader Horn                 | \$7.71   |
| Walsh Equip                 | \$31.19  |
| Robert Hixson (Cell Phone)  | \$50.00  |
| PWEA (seminar)              | \$400.00 |
| Trader Horn                 | \$8.58   |
| Petty Cash                  | \$47.51  |

**UTILITIES AND TELEPHONE**

|                              |            |
|------------------------------|------------|
| Armstrong Phone,Fax,Internet | \$140.30   |
| Armstrong (Police Phone)     | \$55.45    |
| Peoples Natural Gas          | \$199.30   |
| Wastle Management            | \$55.94    |
| Allegheny Power              | \$282.82   |
| West Penn Power              | \$1,488.30 |

**OFFICE SUPPLIES**

|         |          |
|---------|----------|
| Staples | \$237.83 |
| Walmart | \$35.94  |

**VEHICLES**

|                           |          |
|---------------------------|----------|
| First National Bank B Hoe | \$365.07 |
| United Refining           | \$364.38 |
| United Refining           | \$318.83 |
| First National Bank B Hoe | \$394.27 |

**TOTAL BILLS PAID**

**\$15,570.14**

**MONTH END GENERAL ACCOUNT BALANCE**

**\$17,613.59**

**SEWAGE FUND**

**BILLS PAID IN MARCH 2012**

**PAYROLL**

|                |          |
|----------------|----------|
| Robert Hixson  | \$334.85 |
| Judith Raisley | \$287.44 |
| Judith Raisley | \$287.43 |
| Robert Hixson  | \$308.54 |

**PROFESSIONAL & LEGAL FEES**

|                   |          |
|-------------------|----------|
| Dillon McCandless | \$232.50 |
|-------------------|----------|

**SUPPLIES**

|               |         |
|---------------|---------|
| USA Blue Book | \$52.84 |
|---------------|---------|

**UTILITIES & TELEPHONE**

|                          |            |
|--------------------------|------------|
| Century Link (telephone) | \$35.73    |
| Allegheny Power          | \$351.13   |
| Allegheny Power          | \$1,075.58 |
| Prospect Borough Sewage  | \$50.00    |
| West Penn Power          | \$514.15   |

**OTHER**

|                        |            |
|------------------------|------------|
| Dept of Transportation | \$6.00     |
| Butler Eagle           | \$160.00   |
| Edgar Electric         | \$1,268.47 |
| Pioneer Microsystems   | \$600.00   |
| St. John Electric      | \$2,913.88 |

**LOAN PAYMENTS**

|                    |             |
|--------------------|-------------|
| PennVest           | \$1,697.85  |
| FNB (Interest pmt) | \$15,022.74 |
| FNB (Loan Pmt)     | \$6,033.60  |

**EQUIPMENT REPAIR**

**EQUIPMENT SUPPLIES**

**TOTAL BILLS PAID**

**\$31,232.73**

**MONTH END SEWAGE ACCOUNT BALANCE**

**\$58,744.81**