



COUNCIL MEETING MINUTES
November 4, 2013 @7:00 PM
159 MONROE STREET

CALL TO ORDER: President Jim Harmon 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: Dave Stellfox, Ed Robinson, Bill Marciniak, Glen Gitzen, Bob Boice and Mayor Jim Butler. Pete Bryan was absent. GTN Solicitors; Romel Nicholas, Tony Colangelo and KLH Engineer; Jim Willard were present.

APPROVAL OF MINUTES: There were no changes made to the October 7th Regular Council Meeting Minutes. Motion made by Mr. Marciniak to approve; Mr. Boice 2nd. Motion carried.

VISITORS: Alan Vagasky, Nick Vaccarello, plus more residents of the Prospect Borough (see attached sign-in sheet).

Mr. Vaccarello received a letter regarding a meeting he was to attend so what he needed to talk about was resolved for now. He then proceeded to ask with the wind there was branches on the road and wanted to know who was responsible to remove them.

LIBRARY: See attached Report.

They mentioned the Story Time was two times a week and about the upcoming LEGO Competition; coming up late December.

Mayor Butler also wanted to let the library know his wife had a book to donate.

PUBLIC SERVICES: Mr. Harmon, Mr. Vagasky, Mr. Gitzen, Mr. Marciniak and Mayor Butler had very productive meeting regarding the concerns and issues regarding the sidewalk project. This is a huge project and they made a lot of headway at this meeting. A report was typed up and sent to HRG.

EMS: Nothing to Report.

Kurt Dalton is looking at text alerts.

PLANNING COMMISSION: Nothing to Report.

Mr. Robinson asked Mr. Vagasky if he heard anything about the lots and Mr. Vagasky said no.

PARKS: Per Mr. Boice it was a good Halloween night. They had around fifty children. Becky, Mr. Gitzen's mother, did an excellent job and Mayor Butler gave out badges. Mr. Boice has a bill to turn in to the secretary for the prizes.

STREETS AND STORM WATER: We have enough salt for the next couple events. Mr. Hixson (Higgy) is getting prices to purchase salt. Per Mr. Hixson (Higgy) the drainage problem, near the Davis residence, has been resolved.

Mr. Marciniak, asked in behalf of Mr. Bryan, said they were looking into a Brine System. It would cost approximately \$500 for Mr. Hixson (Higgy) and his crew to build their own; this would attach to the back of our pickup truck. Mr. Robinson motioned to give them \$500 to \$600; Mr. Marciniak 2nd. Motion carried.

MAINTENANCE & FACILITY: Nothing to Report.

PERSONNEL: Per Mr. Marciniak the Personnel Committee would like to hire Donald Lutz as a regular patrolman as he is a good asset to our community, this would take him from probationary to regular. The committee is requesting a pay increase effective immediately. Mr. Robinson made motion to hire as a regular patrolman with increase of pay; Mr. Stellfox 2nd. Motion carried.

Per Mr. Marciniak he had more to discuss at the executive session.

MAYOR: Mayor Butler went over the Budget information for General and Sewage Fund showing what we expect in costs by year end 2013; anticipating in the black by end of this year.

He discussed the 2014 Budget, which all Council received, and also the Wish List. We are hoping that with the monies we get back from the Penn Vest we can further pursue our Wish List purchases; computers, certification classes, etc. (See attached Reports.)

Mayor Butler discussed that we need to establish part of the Secretary's pay to come out of the Sewage Fund.

Per Mayor Butler we will keep the \$50 for the Prospect Sewage rate until July 2014, after this date all billing will be done through the Prospect Borough Office.

Mr. Robinson asked how many bids we were getting for the computers and what we were looking for. Mr. Marciniak said that we are getting 3 bids; Dell, Hewlett Packard, Motion Computers (New Zealand).

Mayor Butler asked that we advertise the 2014 Budget in the Butler Eagle. Mr. Marciniak made motion to advertise the 2014 Budget; Mr. Stellfox 2nd. Motion carried.

POLICE: See attached Report.

The Crown Vic police car steering problem was fixed but not under recall according to the Ford Garage.

There new pistols arrived; AR15's. Ms. Marzullo was given all serial numbers to give to both Insurance Companies.

Per Jeff Hogue, Specialty Insurance Company, the patrolman can use their own AR15 guns.

Mayor Butler and all three patrolman are getting together to go over emails, phones, any issues to have open link communications.

SEWAGE: Mr. Robinson made motion that it was OK for Judith Raisley to order the Prospect Sewage Books for the first six months of 2014 with the rate of \$50 until July 2014; Mr. Boice 2nd. Motion carried.

Mr. Robinson finally reached Dustin Drew and arranged a meeting on November 13th with himself, Mr. Drew and Mr. Stellfox to introduce themselves. The meeting will be a general discussion and they will talk about the meters.

Per Mr. Robinson he had more to discuss at the executive session.

Mr. Willard discussed the glitch in the ACH Fund transfer and that is why we received two checks from two different sources within the Penn Vest Account. These two checks must be deposited in the Penn Vest account (PNC Bank). Once these checks are deposited Mr. Willard will get together with Ms. Marzullo to go over reimbursements to the General and Sewage Funds. The next pay request will be automatic and put directly in the Penn Vest Account.

Mr. Willard said as of today, no pay request have come from the contractors.

Mr. Willard needs authorization from council to provide someone with passwords, etc., he needs some direction. (See paperwork).

Mr. Willard will meet with all property owners prior to getting the job started.

It was discussed about the contractor's equipment, boxes, material, etc. being left in our building area in the back in a fenced in area. We had space and this would not impact the residents of the Borough. It was discussed about locking the gate but per Romel Nicholas this was a liability issue. We will have

contractor's contact Mr. Hixson (Higgy) and possible have them put their own fence up. The Borough needs to leave their gate open.

Mr. Nicholas asked about a performance/maintenance bond produced to Mr. Willard.

Per Mr. Willard there will be two parts to having the monuments. The first set will be wooden, used for reference points. There were preconstruction video and pictures and copies sent to him. There will be a PA One Call. Mr. Willard will make a print and it will be submitted before physical construction. Mr. Willard has a draft proposal and has discussed with council showing monuments.

Mr. Vaccarello requested he wants a Certificate of Insurance from any one being on his property and a copy of the draft proposal. Mr. Willard told Mr. Vaccarello that he will make sure this happens.

OLD BUSINESS: Mr. Marciniak mentioned the million dollar position bond we were looking into and that we received the paperwork and this must be completed before even getting a quote.

Mr. Marciniak asked Mr. Colangelo if he had anything more on the compliance posters we were looking into and he stated he has not. The paperwork was given to Mr. Nicholas to address issue.

Ms. Marzullo mentioned that we needed another councilman's signature for the Penn Vest account for paying bills as for now it is only her signature required. Mr. Robinson made motion to have Ms. Marzullo call Joe Miller @ PNC Bank about getting the necessary paperwork done to have another signature required; Mr. Marciniak 2nd. Motion carried.

NEW BUSINESS: The letter from S.R. Law, LLC was discussed; Oil and Gas Interests. Mayor Butler, Mr. Robinson and Mr. Ronald Coyer; S.R. Law, LLC Esquire, will be having a meeting regarding obtaining oil and gas leases through Borough Property. The estimated cost is \$250 per hour, possibly three hours of time. Ms. Marzullo to make a copy of this letter for all council to review and discuss at the next month's meeting.

The Borough received a letter from People Natural Gas inquiring about any road paving in the 2014 schedule.

The Borough received a letter of the 2014 Boundary and an Annexation Survey from the Census Bureau, FYI only.

The leftover Halloween candy will be given to Dr. Todd to send to the troops.

Mr. Marciniak mentioned we received a bill from the Post Office regarding our renewal for our PO Box for next year (\$78/year). Mr. Robinson made motion not to renew this PO Box; Mr. Stellfox 2nd. Motion carried.

Mr. Robinson mentioned that the EQ Tank is shutting off almost every day once over 50% and there is a log showing this. Mr. Hixson (Higgy) asked why no flow; stated did not know.

Mr. Robinson also stated the school is up 20-30,000 gallons a day. Once we establish the use of school and fair usage this may save the residents of a sewer rate increase.

PAY BILLS: General Fund Bills was Ok'd to be paid. Motion made by Mr. Marciniak to pay; Mr. Boice 2nd. All approved but Mr. Robinson.

Sewage Fund Bills was OK to start paying once more monies come in. Mr. Robinson motioned to pay once we have more monies; Mr. Marciniak 2nd. Motion carried.

Mr. Marciniak made motion that the Penn Vest Bills for October to be approved; Mr. Robinson 2nd. Motion carried.

Executive Session: 8:53PM.

Resumed: 9:48PM.

Motion to allow Personnel Committee in conjunction with solicitor to prepare Memorandum as discussed in Executive Session to be placed in discussed employee's personnel file, contingent on Council's review of appropriate paperwork by November 11, 2013. Mr. Marciniak made motion to allow; Mr. Gitzen 2nd. Motion carried.

Mr. Nicholas mentioned about the Memorandum for Benchmarks in 2013. He said some of these need addressed in 2014. (See paperwork.) Mr. Nicholas needs a workable time and needs to submit this back to us.

ADJOURN: 9:55PM. No further business at hand, motion was made to adjourn. Motion made by Mr. Boice to adjourn; Mr. Marciniak 2nd. Motion carried.