



## COUNCIL MEETING MINUTES

February 3, 2014 @7:00 PM

159 MONROE STREET

**CALL TO ORDER:** President Bill Marciniak called the regular meeting of the Prospect Borough Council to order @7:01PM with a salute to the flag. The Council members who were present: Dave Stellfox, Sam Wagner, Mary Harmon, Pete Bryan, Glen Gitzen, Bob Boice and Mayor Jim Butler. GTN Solicitor; Tony Colangelo and KLH Engineer; Jim Willard.

**APPROVAL OF MINUTES:** There was a change to the executive session to be made on the January 6, 2014 Regular Council Meeting Minutes. Motion made by Mr. Bryan to approve after change made; Mr. Boice 2<sup>nd</sup>. Motion carried.

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

Mr. Jim Gallagher has a drain pipe underneath his driveway on Harmon Lane that plugs up and eventually drains into his basement. He also stated that Harmon Lane is "soft" with pot holes and needs attention. Mr. Marciniak referred this to the Streets Committee to check this out. Per Mayor Butler there are many drain pipes need looked at. Mr. Marciniak told Mr. Gallagher that we will have an answer at next month's meeting.

Mr. Vaccarello mentioned two well drillings sites have been approved. We need to look at the roads before they are bonded. The roads that the trucks will drive on, Kennedy and Flinner Road, are not in good shape.

Mr. Marciniak told Mr. Vaccarello that the answer to his question at the January 6<sup>th</sup> Meeting is that the Robinson Trailer Park did not receive a permit from the Prospect Borough for grading.

Ms. Rita Vaccarello the drainage near her driveway also needs looked at.

**LIBRARY:** See attached Report. Cindi mentioned the Mango on-line course; to learn languages for free and also every second Monday of the month at 8:00PM there is a book discussion at the Library.

The curb at the Library is mangled and needs fixed. This was repaired once but a state truck hit it again.

**SIDEWALKS & PUBLIC SERVICES:** Mr. Gitzen made motion to advertise the Sidewalk Master Plan for adoption and discussion at next month's meeting; Mr. Stellfox 2<sup>nd</sup>. Mr. Stellfox asked Mr. Colangelo if the Master Plan was reviewed. Mr. Colangelo stated that John Rusnak is willing to come to the meeting in March to answer any questions. Mr. Boice is concerned about the costs for residents able to pay versus residents not able to pay. Mr. Gitzen said we just need to concentrate right now on the ordinance; it's a start. Mr. Stellfox asked if we could use the Liquid Fuels money but this can not be done on private property. Mr. Vaccarello mentioned we could apply for Grants for the handicapped areas.

2014 DCNR has Grant Workshops that are available to attend that discuss how the grants are funded and how to apply. Mr. Marciniak mentioned this is a way to get money and someone needs to attend.

Mayor Butler brought up concrete sidewalks; if sidewalks are OK but may not meet all requirements would the residents have to replace. We could leave as is; no need to replace per council.

Mr. Marciniak asked if all in favor of advertising the ordinance; motion carried.

**EMS:** Mr. Stellfox contacted Bob McClafferty and there are forms to fill out; apparently there are a lot of liabilities. Mr. Stellfox will also meet with Amy @ 911. Mr. Stellfox got a hold of Kurt Dalton to set up a date and time to meet and has not heard back from him.

**PLANNING COMMISSION:** See attached Report. Mr. Vagasky stated that the meetings will now be held at 7:00PM and this will need advertised in the Butler Eagle.

Mr. Marciniak stated that the committee personnel were all on a three year term (2014-2017). We need a Resolution, 2014-07, and Mr. Colangelo will prepare it.

**PARKS:** Mr. Boice said nothing to report, it is too cold!

**STREETS AND STORM WATER:** Mr. Boice said that we have been doing a good job plowing snow.

The Storm Water Meeting held earlier went well and issues were solved.

Mr. Boice looked into the Bear Creek Road ditching issue and this will have to be fixed once we have better weather.

**MAINTENANCE & FACILITY, BUILDING & GROUNDS:** Mr. Bryan had nothing to report but gave the floor to Mr. Wagner to report on the doors for the Borough Building.

Mr. Bryan did say our pickup truck was damaged during snow removal.

Mr. Wagner discussed the building's doors issue. Mr. Wagner discussed the 3 contractor quotes he has gotten. Access Lock was \$2,475; but did not think they included all doors, Butler/Cranberry Lock \$4,258 and J & K Lock \$11,172. These prices are good for only thirty days. Mr. Marciniak said we will bring this up under New Business to vote. The council asked Mr. Wagner who he would recommend and he stated Butler/Cranberry Lock but we will do some of the work ourselves. Mr. Stellfox stated yes let's vote on this tonight.

Mr. Wagner also mentioned we really need a garage door opener for the maintenance garage. Mr. Wagner had found one on sale at Sears for \$200; originally \$250. Mr. Hixson would install it himself. Mr. Bryan made motion to buy a garage door opener up to \$300; Mr. Wagner 2<sup>nd</sup>. Motion carried.

**MAYOR:** Mayor Butler stated they were moving forward with the Sewer Authority. He met with the neighboring Township and they were very enthusiastic. He has also met with the councilman of local borough's and local businessmen. He is taking the low key approach; the only representative for the Borough at this point.

**POLICE:** See attached Report. Mr. Bryan requested that this report be brought up to another level; what officers are involved in what. He was also concerned that we did not use the Dodge Charger and no speeding tickets were given out. Mayor Butler says the officers prefer the Crown Vic; better tires and a radio.

Firefighters were out for our inspection and mentioned we should have a 5lb. fire extinguisher in the Dodge Charger; price \$76. Mr. Marciniak entertained the idea to purchase a fire extinguisher up to \$79. Mr. Boice made the motion; Mr. Gitzen 2<sup>nd</sup>. Motion carried.

**SEWAGE:** Mr. Willard discussed the Penn Vest Report (See Attached). Mr. Willard requested Mr. Marciniak be authorized to sign off on the Penn Vest disbursements. Mr. Gitzen motioned to authorize Mr. Marciniak's signature for Penn Vest projects; Mr. Wagner 2<sup>nd</sup>. Motion carried.

Mr. Willard needs Penn Vest Pay Request #4 for \$57,067.72 authorized; this includes the LOC for Hoffman Pay request. Mr. Gitzen made motion to pay \$57,067.72; Mr. Wagner 2<sup>nd</sup>. Motion carried.

Mr. Willard said the meeting with DCNR on January 23<sup>rd</sup> was very productive and they are moving ahead with construction.

Mr. Marciak mentioned the CGB Grant and that we did not have enough response back to qualify for the grant. Mr. Marciak said some people were against us by telling residents that we were not bonded and we are. Mr. Marciak stated we were short 45 letters. Per Ms. Vaccarello we should not give up.

**PERSONNEL:** Will hold off till Executive Session.

**OLD BUSINESS:**

- 1). DCNR Meeting
- 2). The last meeting in the Bills to be Approved we had addressed the \$100 for the Sewer Authority invoice. Per Mr. Marciak he made a call and found out we are not a Sewer Authority but a School Authority.
- 3). Need to discuss the hiring of Chuck Pitchford to overlook KLH Engineers. Mr. Bryan stated we already have an Engineer and recommends we just stay with him; Mr. Boice agreed. Per Ms. Vaccarello why should we oversee KLH; she gives kudos to KLH. They have an open line of communication and they are doing nothing in violation. Per Ms. Harmon in the past we had many problems and feels we need another set of eyes. Mr. Marciak said we need a motion to reject or accept. Mr. Bryan motioned to reject Chuck Pitchford's proposal; Mr. Gitzen 2<sup>nd</sup>. All approved but Ms. Harmon.

Mr. Marciak read a letter from S.R. Law on leasing property. The Borough has already paid Ron Coyer \$750 and thought all was in progress. Mayor Butler had a letter dated in December 2013 that requested more information. Mr. Marciak will call him tomorrow and will discuss at March or April's meeting.

**NEW BUSINESS:** Mr. Marciak requested for a motion to buy a set of Compliance Posters for \$25.90. Mr. Bryan made motion to purchase the posters; Mr. Gitzen 2<sup>nd</sup>.

Mr. Marciak went over Bob Koch's, Zoning Officer, Activity Report. Per Council Mr. Koch needs to modify his report; Mr. Marciak will discuss this with him.

Mr. Marciak got prices for new name plates, \$28.50 each, but the consensus is the generic (hand made) are good for now.

Mr. Marciak informed the council there is a DCNR Grant Workshop on Tuesday, February 25<sup>th</sup>. He will be attending and would like to know who is also interested in attending, please let him know if you are.

Mr. Marciak mentioned that there is a BCBA Reorganization Meeting on Saturday, March 1<sup>st</sup>. He will be attending and would like to know who is also interested in attending, please let him know if you are.

The Borough received an email for nominating 2013 Council of the Year Award; if any one has someone in mind this needs submitted by March 21, 2014.

The Borough received an email from Armstrong that our Telephone Bill will increase from \$39.95 to \$49.95 and the Internet Service will increase to \$49.95 for a Standard Plan. FYI

Mr. Marciniak has one quote for the new computers and still needs two more; it was mentioned to try Peerless Computers. Mr. Colangelo mentioned that we only needed 3 quotes when purchases were over \$10,000.

The Borough received an email regarding if there was an Ordinance for the Borough that the home owner had to have their house number on the outside of their homes. The Borough does not have this ordinance but the 911 System does require this. Mr. Marciniak gave to Mr. Colangelo.

Mr. Bryan said about only getting the two main outside doors and wait for others on a later date. He asked Mr. Wagner on his thoughts; Mr. Wagner said fine. Mr. Marciniak entertained the idea that we should transfer \$5,000 from the Sewage Fund to the General Fund and just purchase all the doors and hardware. Mr. Gitzen made motion to transfer the \$5,000 from the Sewage Fund to the General Fund; Mr. Bryan 2<sup>nd</sup>. Motion carried.

Mr. Marciniak entertained the idea to purchase the doors and hardware from Butler/Cranberry Lock. Mr. Bryan made motion to purchase the doors and hardware; Mr. Gitzen 2<sup>nd</sup>. Motion carried.

Round Table:

Mr. Stellfox – No

Mr. Gitzen – No

Mr. Boice – No

Mayor Butler – He is out of town next week.

Ms. Harmon – She wanted to make sure she was on the Insurance Committee. Ms. Harmon talked to Rob Taylor, our Insurance Agent, and he told her we could file a claim now, wait till Spring to fix the truck and we would also be able to get a rental at that time. Ms. Harmon told council we had a \$1,000 deductible and the truck estimate was for \$2,600. Ms. Harmon needs to know if she should file the claim because we have not yet filed it. Ms. Harmon made motion to have Rob Taylor process the claim; Mr. Stellfox 2<sup>nd</sup>. Motion carried.

Mr. Wagner – Would any one be interested as an Assistant to the EMS Coordinator?

Mr. Marciniak – There is rumors that we are not having a parade, does anyone know? Kenny Wilson is actually taking care of it per Mr. Wagner; so we believe there is.

Mr. Marciniak brought up the cut off date that the invoices/bills should have for being approved for that month. Mr. Marciniak requested a motion that all invoices/bills must be received by the last day of month and this will be the cut off date for bills to be approved for that month. Mr. Stellfox made motion that all invoices/bills received by last day of month be the cut off date for bills to be approved; Mr. Bryan 2<sup>nd</sup>. Motion carried.

Executive Session: Mr. Marciniak made motion to go into Executive Session for Personnel matters @ 9:05PM.

Resumed: 9:38PM.

It was the consensus of the Board to continue with the Personnel issue as advised.

Priorities:

- 1). Project 2014 – Plan and Actions
- 2). Codification of Prospect Code Book
- 3). Set of Bylaws to be set up for Borough
- 4). Acquisition of right-of-way; Ex: Monroe Street
- 5). Time of sale Ordinances and other Ordinances
- 6). Tax Collectibles – Amusement Tax issue (Resolution)
- 7). Find property (land) for a Park

**PAY BILLS:** General Fund Bills was Ok'd to be paid as the monies came in. Motion made by Mr. Boice to pay; Mr. Bryan 2<sup>nd</sup>. Motion carried.

Sewage Fund Bills was Ok'd to be paid. Motion made by Mr. Wagner to pay; Mr. Bryan 2<sup>nd</sup>. Motion carried.

**ADJOURN:** 10:00PM. No further business at hand, motion made by Mr. Wagner to adjourn; Mr. Boice 2<sup>nd</sup>. Motion carried.