



## COUNCIL MEETING MINUTES

April 7, 2014 @7:01 PM

159 MONROE STREET

PROSPECT, PA 16052

**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, Bob Boice and Mayor Jim Butler; Pete Bryan and Glen Gitzen were absent. GTN Solicitor; Tony Colangelo and KLH Engineer; Jim Willard and Eric Tissue.

**APPROVAL OF MINUTES:** There were no changes to the March 10, 2014 Special Council Meeting Minutes. Motion made by Mr. Boice to approve; Mr. Wagner 2<sup>nd</sup>. Motion carried.

Mr. Marciniak then entertained for someone to make a motion to approve the agreement for the Oil and Gas Lease for Rex Energy. Ms. Harmon made motion; Mr. Stellfox 2<sup>nd</sup>. Motion carried.

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

**LIBRARY:** See attached Report. Cindi Sharrar mentioned that the Library is working with the Carnegie History of Dinosaurs to display a sculpture at the Library and Slippery Rock Library may go in with us as it would help out with the expense. They are also still looking for golf teams and sponsors.

Mr. Stellfox wanted to say thank you for the donation of books in his father's name.

**SIDEWALKS & PUBLIC SERVICES:** No Report.

**EMS:** Mr. Stellfox said that he and Mr. Wagner have a meeting scheduled April 23<sup>rd</sup> at the college; Mr. Marciniak will also attend. They will be approaching candidates to find an assistant.

**PLANNING COMMISSION:** Alan Vagasky reported no new business but had a couple calls about minor sub divisions; advised them of the procedures.

**PARKS:** Mr. Marciniak asked if any one had any recommendations on the New Rules and Regulations for the Borough Park and there was none. Mr. Marciniak entertained for someone to make a motion to approve the new Park Rules and Regulations. Mr. Boice made motion; Ms. Harmon 2<sup>nd</sup>. Motion carried. Per Ms. Harmon we need a resolution for next month's meeting; Mr. Colangelo will get one written up.

**STREETS AND STORM WATER:** Mr. Boice discussed the culvert across from the buses. George Wagner wants us to replace the culvert. There was a meeting with Dick Knapko, PennDot, and he does not think it is our responsibility to replace. Per the State if we do fix this the owner should pay the expense. Mr. Boice feels if we do for one we will have to do for all. 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! Mayor Butler agrees the ditch is ours but the pipe is not. Mr. Wagner said the owner would pay for the pipe if we fix the ditch. There is also a manhole close to the ditch; the end of the sewage right-a-way. This will be tabled till next month's meeting when George Wagner can attend the meeting.

**MAINTENANCE & FACILITY, BUILDING & GROUNDS:** Mr. Wagner said that Mr. Hixson (Higgy) and Mr. Osborne are working on insulating the garage. They need about twenty more sheets of insulation and wood to finish. Mr. Wagner made motion to let Mr. Hixson (Higgy) purchase the sheets and wood to complete the garage work; Mr. Stellfox 2<sup>nd</sup>. Motion carried.

The decision was made on the outside doors of the building to paint them the color burgundy.

Mr. Hixson (Higgy) asked if he has any dollar limit he was allowed to spend if he would need anything in a hurry/emergency but he would use his discretion. The Council could allow up to \$300.00 but by approval of President or Vice President of Council. We would need a resolution; Mr. Colangelo will write something up and review and see if we actually need a resolution.

**PERSONNEL:** This will go into executive session.

**MAYOR:** Mayor Butler passed out a letter and read it in entirety.

**POLICE:** See Report. Mayor Butler read the Monthly Police Statistics Report. He asked if there were any questions or comments; there were none.

**SEWAGE:** Mr. Wagner said all conduit is in on the Wilson Road Pump Station but no electric as of yet.

Ms. Harmon discussed the Push Camera System; she went over the quotes. The Sewage Committee recommends using Electric Eel Mfg. Co. Mr. Marciniak made

a general comment that this is a necessity to purchase so we can get money back into the borough. Ms. Harmon brought up we could rent one for approximately \$200.00 a day but with labor this could cost us even more money in the end. Ms. Harmon and Mr. Wagner will be going to McCandless Twp. on April 9<sup>th</sup> and will see what there recommendations are. Mr. Wagner said we could allocate the money after we investigate. Mr. Willard asked if the Push Camera was motorized or push; he also stated the pipe is six inches. Mr. Willard mentioned to use a jet hose to clean the system first; adding a jetter, need a source of water and to have enough pressure. He said getting the camera is a good idea and to implement an ordinance. He also recommends before we purchase is to see an actual demonstration and see what is required. Mr. Stellfox and Mr. Marciniak said that it would be hard to allocate the monies tonight. Mr. Robinson has purchased one and he states that Mr. Hixson (Higgy) could attach a hose to the back of the pressure washer to clean out the pipe.

Mr. Willard went over the Consulting Engineer's Report (See Attached Report). Mr. Willard needs council action for payment tonight for Penn Vest Request#6 for \$161,430.75.

Penn Vest has changed their procedures and anyone who is authorized to sign it needs his or her own account. For now Judy Marzullo has the only account and has signed in behalf of President and/or Vice President. Mr. Willard recommends the council to take action to authorize Ms. Marzullo to be the e-signer and use the Payment Request signed form, signed by President or Vice President and Engineer. Per motion of Mr. Stellfox, seconded by councilman Mr. Boice, The Borough Secretary is authorized to e-sign all Penn Vest pay requests only upon receiving a paper copy of such pay request authorization signed by the Borough engineer and either the President or Vice President of Council, after approval of same by Council and the Borough secretary shall place the paper copy of the fully executed pay request in the appropriate file concerning the Penn Vest project. Said motion was passed without objection.

Mr. Willard needs council action to approve two change orders. Mr. Marciniak entertained for someone to make motion to accept the change orders 2012-3 and 2012-4 for a total of \$1,350.07. Mr. Boice made motion to accept the new change orders; Mr. Wagner 2<sup>nd</sup>. Motion carried.

The contractors have submitted pay request #5 for each contract in the amount of \$146,530.75. Mr. Marciniak entertained for someone to make motion. Mr. Wagner made motion to pay request #5 for \$146,530.75; Mr. Stellfox 2<sup>nd</sup>. Motion carried.

Per March 3<sup>rd</sup> meeting minutes the work for Hoffman Construction Services for installation work along Wilson Road within the existing right-of-way in the amount of \$16,500 contingent on getting two more quotes; storm sewer along the south shoulder of Wilson Road. Mr. Willard did get two more quotes which exceeded \$20,000; he will get documentation on this for the Borough to file. This will be paid with the Liquid Fuels Monies. Mr. Boice made motion to let Hoffman Construction do the installation of the storm drain along the south shoulder of Wilson Road for the amount of \$16,500; Mr. Stellfox 2<sup>nd</sup>. Motion carried.

**OLD BUSINESS:** Ms. Harmon completed the Policies and Procedures Handbook and did a great job; the entire handbook on disc now. Kudos to Ms. Harmon! Mr. Marciniak went over the 2013 Audit from John Farinelli; auditor. The audit went very well and only a couple updates for 2013. He made note for us of some assets and liabilities that should be added and those have been done as well. Mr. Farinelli thought this audit was easy as we were now on the new accounting software; RA Services.

Dick Knapko from PennDot sent us information from Keller Engineers who does road bond studies. He recommended them to us as not only they are good but the price as well. Eric Tissue, KLH Engineer, will look into pricing for us as well. It was mentioned our State Roads, 488, 528 and Country Lane Road (State Road 3034) do not need to be bonded. Mr. Robinson said that gas companies pay for this and this would save us money. We would need to pass a general ordinance first but first we need to identify the roads and streets that we want done first; then call Keller Engineers or whomever we chose. Mr. Boice said he would get a list together of the street and road names that will need bonded for the Council.

Mr. Marciniak went over Bob Koch's, Zoning Officer, March 2014 Activity Report.

Mr. Marciniak asked if everyone went over the 2014 PCS Contract which will be valid from January 1, 2014 through December 31, 2014. Mr. Colangelo found one mistake that we made note for Mr. Koch to correct. Mr. Stellfox made motion to accept PCS's Contract; Mr. Boice 2<sup>nd</sup>. Motion carried.

Resolution 2014-6, PNC Line of Credit was addressed. Mr. Boice made motion to add Mr. Stellfox, Vice President of Council, to be able to sign for line of credit; Ms. Harmon 2<sup>nd</sup>. Motion carried.

The new computers have been shipped and delivered. Included in the original price that was approved was for a program for Virus Protection (3 Computers) and Microsoft Professional Office; the same. We need approval to use the charge card on these as they will have to be purchased through the internet. Mr. Stellfox made motion to use the credit card for these purchases; Mr. Wagner

2<sup>nd</sup>. All approved but Mr. Boice. There was a roll call (4 to 1), purchase approved.

**New Business:** Ms. Harmon asked if we could use an alternative to Bob Koch for code enforcement. Mr. Marciniak had a new fee schedule from Chuck Smith with his prices, which are reasonable, plus he is local and we would just use him in conjunction with Bob Koch. Ms. Harmon made motion to use Chuck Smith as an alternative; Mr. Boice 2<sup>nd</sup>. Motion carried.

An example of a Resolution of By Laws was given to each member of the Council and Mayor to review and add any recommendations. This will be readdressed next month's meeting on May 5<sup>th</sup> to discuss.

Mr. Marciniak brought up if and when we would be doing Clean-Up Days. It was decided to have only one weekend this year. It will be Friday, May 16<sup>th</sup> 9AM - 6PM and Saturday, May 17<sup>th</sup> 9AM – Noon. There will be fliers posted throughout the Borough and added to the Website and Google Calendar.

Mr. Marciniak mentioned that in the future no meetings are to be conducted in the main office; only in the conference room or the room next door.

Mr. Marciniak asked what everyone thought of having only one trash hauler in the Borough. Mr. Boice thought this was a good idea and needs to be explored more. A committee was established to look further into this; Mr. Boice and Mr. Gitzen. They will inquire about an exclusive trash hauler and get pricing and possibly benefits.

Residents have been calling about our burning ordinance as it needs updated. Mr. Stellfox will come up with recommendations.

911 Requires house numbers on any houses or mailboxes, for the safety of the residents. We need an ordinance passed to have this action taken. The Fire Department is charging \$12.50 for these markers with free installation. Mr. Colangelo will write up an ordinance.

Parts-A-Rama is coming to the area June 13<sup>th</sup> through the 15<sup>th</sup>. Hopefully there will be no traffic issues. FYI

There was a Parade Meeting and the Fire Department are receiving a donation of sorts from the general area. Mr. Stellfox made motion that Prospect Borough donate \$200.00 to the Prospect Fire Department; Mr. Wagner 2<sup>nd</sup>. Motion carried.

Mr. Marciniak asked if we could purchase two eight foot tables once funds are available; \$160.00 total. Mr. Stellfox made motion to purchase the tables for \$160.00; Mr. Boice 2<sup>nd</sup>. Motion carried.

For the computers; we still need approval to order a Card Reader, Adapter and Air Cards for the police cars; Max. \$800.00. Mr. Stellfox made motion to purchase these regardless of cost; Ms. Harmon 2<sup>nd</sup>. All approved but Mr. Boice. There was a roll call (4 to 1), purchase approved.

Executive Session: Mr. Marciniak made motion to go into Executive Session @ 9:01PM.

Resumed: 10:24PM.

Ms. Harmon made motion to authorize the Borough Engineer to extend counter-proposal for property acquisition as discussed in the Executive Session; Mr. Stellfox 2<sup>nd</sup>. All approved but Mr. Boice and Mr. Wagner. There was a roll call (3 to 2, this was approved.

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

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

Highway Aid Fund Bills was Ok'd to be paid. Motion made by Mr. Boice to pay; Mr. Stellfox 2<sup>nd</sup>. Motion carried.

Round Table:

Mr. Stellfox	No additional comments.
Mr. Boice	No additional comments.
Mr. Wagner	No additional comments.
Ms. Harmon	No additional comments.
Mayor Butler	No additional comments.
Mr. Colangelo	No additional comments.

Mr. Marciniak informed all paperwork was submitted to PennDot for the upcoming Parade and Car Cruise.

**ADJOURN:** 10:30PM. No further business at hand, motion made by Mr. Wagner to adjourn; Mr. Stellfox 2<sup>nd</sup>. Motion carried.