

PROSPECT BOROUGH COUNCIL MINUTES
6 AUGUST 2012 @ 7 PM
159 MONROE ST.

Meeting was called to order by a Salute to the Flag by Council President James Harmon with Bob Boice, Glen Gitzen, Dave Stellfox, Bill Marciniak, Pete Bryan, Ed Robinson and Mayor Jim Butler in attendance.

Approval of Minutes

Motion made by Councillman Bill Marciniak and 2nd by Ed Robinson to have the minutes read by Secretary, Marion Cannon, at each meeting to refresh Council's memories and inform citizens of happenings at meeting. Approved by all.

Minutes were read by Secretary Cannon and a correction of a spelling error for new legal counsel's name... Romel Nicholas.

Motion to approve minutes with spelling correction by Bill Marciniak and 2nd by Ed Robinson. Approval by all.

Visitors to be Heard:

None.

Committee Reports:

Sewage Committee:

Sewage committee meeting was an extension of regular meeting of July 2, to July 18 at 10 am.

Motion to approve these meeting minutes until everyone gets a copy to go over at the August meeting made by Bill Marciniak 2nd by Dave Stellfox. Approved by all.

Library:

Moved up in agenda as meeting could be long tonight.

Report presented to Council in paper copy for each member; nothing new to add.

Sewage:

Reports from Zoning Officer Bob Koch on permits. No old permits to be followed up on.

1. Stormwater Ordinance 2012-1 . Bob will put together application for for sewer and stormwater inspection to add to this ordinance.. Will defer to borough engineer as necessary.
2. Complaint... Resident (122 N. Franklin St.---Kirby Lotz) continues to work on home without proper permits. Mr. Koch will pursue in court if necessary. Need to enforce process. Permit cost for this work would be approx. \$300.
3. Individual billing Ordinance put together with help of GTN legal counsel.

KLH Engineer, Jim Willard, presented a written copy of PennVest report to everyone. See attached engineer's report.

Motion to have Zoning Officer Bob Koch to go to court if necessary by Councilman Ed Robinson and 2nd by Dave Stellfox. This pertains to enforcing Ordinances and their enforcement.

YES: Gitzen, Boice, Stellfox, Marciniak, Bryan, Robinson, Harmon NO...0

Dan Shick, logger around EQ tank, to cleanup debris at entrance to logging site.

Jerry Oliver, representative for billboard company to meet with Councilman Robinson about possibility of erecting billboards on borough owned property at EQ tank. Permits from Franklin Twp. will be obtained.

Parks:

No report. Councilman Pete Bryan thanked the Borough Council for the use of park on last Sunday in July.

Streets & Stormwater Management:

Wilson Rd. creek crossing on hold until all legal work done.

Borough owned crosswalk signs are marked.

Ditch Work to continue west on Rt 488 past Pizza shop

Trees trimming and replaced some street signs.

Crosswalk sign at Orchard Drive

Crack seal on Kennedy Rd. to be done by 2013, if not before.

Complaints of brush overhanging Kennedy Rd. at Vaccarello... Letter to be sent to Mr. Vaccarello requesting the brush be trimmed back over his side of fence.

Straightening of signs that are leaning.

Call Peoples Gas Co. to have them patch pothole @ W. McGowan St. and Rt. 528 South.

Councilman Bill Marciniak gave report on Grants available for improvements to sidewalk, repairs, handicap accessibility, etc. available thru DCED.

Police:

See attached report.

Officer Matt Wagner is officially on duty. Recovered stolen bench from front of library that had been donated by the Prospect-Portersville Rotary. It was damaged and is currently sitting outside of borough building.

Speed trap lines painted.

Prospect Area Preservation Society thanked the police officers, borough employees and community for their help with Rube's Run 5k race/walk on July 28.

Mayor:

The comfortable office chairs for council meeting room are on loan from Mayor James Butler.

Official Prospect Borough Letterhead designs were presented by William Marciniak and Mayor Butler for the Council to decide upon.

Motion to have Mr. Marciniak and Mr. Butler to choose the official design was made by Dave Stellfox and 2nd by Ed Robinson. All approved.

Personnel Committee:

The following is the report Chairman Pete Bryan wanted in the minutes:

As a Council, we have developed ten (10) job descriptions. Thank you to all Councilmen, Mayor James Butler and to Mrs. Harmon for their help in this matter.

1. Mr. Bryan made a motion before Council to send ten (10) job descriptions to Special Legal Counsel, Romel Nicholas, GTN legal consultants to review and add policies and procedures to modify job descriptions as they deem necessary to make job descriptions legal to Labor and Industry Standards. 2nd by Ed Robinson

YES... Gitzen, Boice, Stellfox, Marciniak, Bryan, Robinson, NO... Harmon

Ten (10) job descriptions are:

1. Secretary – Treasurer
2. Maintenance Supervisor
3. Laborer
4. Chief of Police
5. Police Officer
6. Sewage Collection Agent
7. Chairperson of Sewage Committee
8. Chairperson of Streets and Stormwater Management Committee
9. Chairperson of Personnel
10. Chairperson of Maintenance

If possible to be returned in two (2) weeks.

2. Mailboxes for each Councilman to receive communications throughout week.
3. Working on Policies and Procedures Manual for Prospect Borough. Should be around 65 pages or so.
 - A. Each Council member and Mayor to please place suggestions in new mailbox for head of Personal Pete Bryan, at the Borough office this week if possible or as soon as possible.
 - B. Asked our Mayor for a meeting as soon as possible to discuss benefits for new Policy and Procedures Manual and their relationship to our budget.

Mr. Bryan made a motion before Council to have Mr. Jim Willard and Mr. Bob Koch to draw up or assist in getting any applications and cost of these application and procedures as needed, or if needed, to be used in our Policies and Procedures Manual. 2nd by Bob Boice.

YES... Gitzen, Boice, Stellfox, Marciniak, Bryan, Robinson No... Harmon

4. Petty Cash....want accounting of petty cash fund.

5. Minutes... Did contact Staples for suggestions to help with getting minutes information down correctly: Butler Staples cannot help regarding our need. Staples put me in contact with Staples in New Castle, Delaware and sent a quote.

I believe our end result should be Secretary with laptop, taped meeting and then after Council approves minutes the minutes will be put online

6. Referred to a letter from Franklin Twp. after their monthly meeting (I believe 6 Aug 2012) they will send a payment of \$5505.27 for their share of Fire Department Workers' Compensation.

7. Next Council meeting will be Tuesday, 4 September 2012, because of Labor Day.

8. Mr. Glen Gitzen reported on employee maintenance crew hats and shirts, work uniforms. This issue tabled until next month's meeting on 4 September.

Maintenance Committee:

Garage roof leaks repaired.

Planning Commission:

Mr. Alan Vagasky, Chairperson, had resident inquire about a possible short sale of property. He has informed the individual they must pursue the matter thru the Planning Commission.

Meeting temporarily interrupted for Council to go into Executive Session to discuss personnel issue at 8:45 pm.

Council resumed at 9:15 pm.

Motion to replace Solicitor Mike English with GTN law firm as Borough solicitor made by Councilman Ed Robinson 2nd by Dave Stellfox.

YES...Gitzen, Boice, Stellfox, Marciniak, Bryan, Robinson NO...Harmon

DCNR letter to Marion to file.

Correspondence:

Letter from Butler County Borough Association to hold meeting in Sept. to cover the new codes . Sessions held at 2 pm and 6 pm.

Old Business:

Communication from 911 about the updates on system.

New Business:

Officer Chuck Tatton reported there are light bulbs needed replaced in office.

Bills to be Paid:

General Fund

Motion by Councilman Marciniak 2nd by Pete Bryan to pay bills with the addition of Quality Aggregate (\$72.37) to totals.

YES... Gitzen, Boice, Stellfox, Marciniak, Bryan, Robinson, Harmon NO... 0

Sewage Fund:

Motion to pay bills minus \$72.37 (Quality Aggregate) that was transferred to General Fund made by Councilman Stellfox, 2nd by Councilman Robinson

YES... Gitzen, Boice, Stellfox, Marciniak, Bryan, Robinson, Harmon NO... 0

Liquid Fuels:

Motion to pay bills from account made by Councilman Robinson 2nd by Councilman Bryan

YES... Gitzen, Boice, Stellfox, Marciniak, Bryan, Robinson, Harmon NO... 0

PennVest:

Motion to pay KLH Engineers submitted made by Councilman Marciniak 2nd by Councilman Robinson. These expenses will be reimbursed from PennVest loan after the dispersal of PennVest loan to Prospect Borough.

YES... Gitzen, Boice, Stellfox, Marciniak, Bryan, Robinson, Harmon NO... 0

Councilman Marciniak inquired about the upcoming Gun Bash by the Butler American Legion Post and the Amusement Tax that will be owed. Marion informed Council she had already submitted the necessary paperwork to proper responsible party.

Meeting adjourned at 9:25 pm.

Next meeting 4 September 2012