



## COUNCIL MEETING MINUTES

August 5, 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. All Council members were present: Dave Stellfox, Ed Robinson, Bill Marciniak, Glen Gitzen, Pete Bryan, Bob Boice and Mayor Jim Butler. GTN Solicitors, Adam Buchanan, Tony Colangelo and Jim Willard, KLH Engineer were present.

**APPROVAL OF MINUTES:** July 1st General Meeting had a few changes. Motion made by Mr. Marciniak to have changes made; Mr. Boice 2<sup>nd</sup> the motion. Motion carried. July 10<sup>th</sup> Sewage Meeting had a few changes also. Motion made by Mr. Marciniak to have changes made; Mr. Stellfox 2<sup>nd</sup> the motion. Motion carried.

Discussion on Meeting Minutes to have Ms. Cannon and/or Judy Marzullo have Meeting Minutes completed within one week of Meeting and gives each Council Member plus Mayor a copy. This gives the Council and Mayor time to review, make noted corrections and return to the Secretary who had taken the Minutes within a week. Once the Secretary receives back she will make all noted corrections and copy the final completed Minutes to all Council and the Mayor which will be completed at no later than one week prior to the next meeting. This should eliminate any discussion on corrections at future meetings.

It was also decided to have a report that shows what corrections needed to be addressed. This will be attached to the Meeting Minutes for Council and Mayor at the time of final completion. Motion made by Mr. Marciniak to have this report done; Mr. Bryan 2<sup>nd</sup> the motion. Motion carried.

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

Mr. Vaccarello referenced a test requested by Mrs. Wilson and conducted by Kevco Laboratory taken at the overflow pipe at Wilson Pump Station and in the stream.

The reference testing was not requested or sanctioned by the borough.

Mr. Vaccarello made a statement on car wash detergents in streams.

Mr. Kurt Miller had a discussion on sidewalk repairs. Mr. Miller thought there should be a report tonight and it was stated that Mr. Koch was not able to attend tonight's meeting but he will be here at the August 14<sup>th</sup> meeting to address any issues.

**LIBRARY:** Mary Lou Hines had a discussion on the Library's booth at the Regatta represented by the Library Committee.

**PUBLIC SERVICES:** Glen Gitzen mentioned a golf outing, a benefit for Shawn McElroy's daughter. Mr. Gitzen to get all information and give to Mr. Marciniak by the end of this week for the Prospector Newsletter.

HRG is ready to start the Sidewalk Master Plan, lump sum fee \$3,000; rates, etc. in their package. It was discussed to use the Marcellus monies for this. For Act 13 we can use up to \$3,254.70. Mr. Boice made motion; Mr. Robinson 2<sup>nd</sup>. Motion carried.

**PLANNING COMMISSION:** Someone is looking to purchase the land across from the pizza shop (5+ acres).

**PARKS:** Nothing to Report.

**STREETS AND STORM WATER:** Mr. Stellfox took a tour of the area with Sam Wagner and gave his list of jobs that need done to Mr. Marciniak. Mr. Marciniak will assign a schedule to get the list completed. Mayor Butler mentioned that Main Street looks great what Higgy (Mr. Hixson) and his team has done. Mr. Stellfox said any resident may call the Borough Secretary to make requests regarding streets and safety. The Secretary will follow the proper protocol.

Mr. Stellfox needs to look at storm water coming off of Orchard Drive. It may need curbs.

**MAINTENANCE & FACILITY:** 1. Dehumidifier and Air Conditioner for garage. 2. There is a water problem here at building, the well is OK. 3. For winter to use "BRINE", Higgy (Mr. Hixson) to get prices.

Mr. Marciniak noted to all Council, Mayor, etc. all the new changes to the building.

Mr. Marciniak got prices on entrance mats and floor runners: 2 - 3x4 (\$27.95ea.) and 4 - 3x12 (\$72.95ea.). They are rubber backed with carpet tops. Mr. Robinson motioned to purchase these mats; Mr. Gitzen 2<sup>nd</sup>. Motion carried.

Mr. Marciak is purchasing a cabinet for Penn Vest. Mr. Marciak is also getting prices on 4 drawer cabinets and flat drawers. We could get them at the Surplus in Harrisburg but with money on gas, time paid Mr. Marciak thinks it would be better to purchase the ones he and Sam Wagner found in Pittsburgh. He can purchase ten 4 drawer cabinets (good condition with locks) for \$110 each and two flat drawers (good condition, no locks) for \$350. The flat drawers are stackable and will put in the back corner of the office. The Council can store their old records in the cabinets without locks for the time being. We have to give one cabinet to Judith Raisley but does not have to be locked. She has old tax records coming here and has to be locked. Mr. Marciak made motion; Mr. Stellfox 2<sup>nd</sup>. Motion carried. The total will be \$1742.

Mr. Gitzen suggested we keep an inventory of the keys, record keeping of who has what key.

We still need two steel doors for the building, at that time to change all locks so all doors have only one master key.

Matt Wagner will donate an eight camera system for inside and outside of the building.

Mr. Marciak just wanted to mention that Higgy (Mr. Hixson), Mr. Bill Osborne, Mr. Donald Van Gorder and Mr. Henry Joyce did a lot of work to make this place look nice.

Mr. Marciak also discussed enlarging the meeting room. The goal in 2014 is to make these 2 rooms into one large conference room.

**PERSONNEL:** We have an applicant that we feel is a good candidate to hire as our new Police Officer, Donald Lutz. He was a former Police Chief for White Twp. and currently working at Mars Borough. We are allocated 30 hours per week for all officers. Motion made by Mr. Gitzen to hire Mr. Lutz; Mr. Marciak 2<sup>nd</sup>. Motion carried.

Mr. Marciak and Mr. Bryan are doing evaluations on all employees. Employees had to sign their evaluation and a copy was made for them and their personnel file. The Council believes in no flat raises. Raises should be based on performance, attendance and attitude.

We will discontinue the use of Ms. Cannon's personal email address. The new official address for email will be [prospectboro@zoominternet.net](mailto:prospectboro@zoominternet.net). We will start notifying all vendors and contacts of this change by the end of this week. We will continue to use Ms. Cannon's for a time as a backup till all are notified.

**MAYOR:** Mayor Butler performed two weddings, one at the borough building. He donated his proceeds; half the money went to the Prospect Library, the other half went to the Prospect Preservation Society.

Mayor Butler wanted to thank Police Officer's Chuck Tatton and Matt Wagner for traffic control at Rube's Run; also a thank you to Higgy (Mr. Hixson) and Mr. Osborne too.

**POLICE:** We had three complaints: destruction of private property, vandalism of a mailbox and a dog got bit. We had 5 speed citations plus 2 other citations; grass and vegetation nuisance.

Chuck Tatton saying he did not agree with his evaluation from Mr. Marciniak.

Police Car was discussed; marked or unmarked car. To keep it unmarked we need 360 deg. coverage of lights. Ken Wilson indicated to Mr. Marciniak that he can wire the car for free. Mr. Bryan made motion to leave car unmarked; Mr. Marciniak 2<sup>nd</sup>. All approved but Mr. Boice.

**EMS:** Nothing to Report.

**SEWAGE:** Consent order with big fines from DEP has been dropped...yeah! Mr. Willard gave us an explanation of what a consent order is. This is contingent on completion on Wilson Road and the EQ Tank. We did get the EQ tank permit. We still need to establish right of ways.

Chapter 94 – lot to list, solved overflows, pump stations, equalization tanks. Mr. Robinson thought this should be an employees job, says it is a small task. Higgy (Mr. Hixson) tells the Secretary and she than completes a report.

Mr. Willard requires action from the Council tonight. Request to approve change orders 2012-1 – 2012-4 contracts cost reduction executed and signed in those amounts into Penn Vest. Mr. Marciniak made motion; Mr. Stelfox 2<sup>nd</sup>. Motion carried. This was a testament to council for this consent, 5 years in the making.

Executive Session @ 9:01PM. – Land acquisition/Personnel matters

Resumed Meeting @ 9:55PM.

Mr. Marciniak made motion that Judy Marzullo was approved for her a new pay rate. Mr. Bryan 2<sup>nd</sup>. Motion carried.

Another issue of the Prospector will be going out in September.

Mr. Marciniak and Sam Wagner attended an Alternative Fuel Program for Municipal vehicles. In order to qualify we would have to own are own filling station.

Mr. Robinson made a motion to authorize the requisition of right of way tax parcel 409-S1-A to Pamela B. Szramowski, signing an agreement to receive a check for \$7,500.00; Mr. Marciak 2<sup>nd</sup>. Motion carried. The solicitors will take care of agreement.

**OLD BUSINESS:** Police Office Mr. Ron Ellenberger to send us a written resignation letter but has not sent it back to us yet.

**NEW BUSINESS:** It was mentioned about our Workman's Compensation contract. The Fire Department and Franklin Township's share of the bill is 59%, we take care of the rest. Per Mr. Boice this needs looked into.

Chuck Pitchford, a construction consultant, needs costs, included in Penn Vest Contract, need services agreement.

Dave Stellfox gave Mr. Willard the Monroe Street information for the right of way drawings. We will set this aside till September.

**PAY BILLS:** General Fund Bills was Ok'd to be paid. Motion made by Mr. Marciak; Mr. Robinson 2<sup>nd</sup>. Motion carried.

Sewage Fund Bills were tabled until Sewage/Council Meeting on the 14<sup>th</sup> of August. Motion made by Mr. Robinson; Mr. Marciak 2<sup>nd</sup>.

Petty Cash Report will be done to show cash expenditures for FYI purposes only.

**ADJOURN:** 10:15PM. No further business at hand, motion was made to adjourn. Motion made by Mr. Marciak, Mr. Robinson 2<sup>nd</sup>.