

February 6, 2012

The regular meeting of the Prospect Borough Council was called to order by President Jim Harmon with a Salute to the Flag. The following Council Members were present: Jim Harmon, Dave Stellfox, Bob Boice Jon Hiser, Glen Gitzen, Ed Robinson, Pete Bryan and Mayor Butler.

Approval of Minutes: Motion was made to approve the Minutes from the last meeting with the correction that it was also a re-organizational meeting for the New Year, and all present voted yes.

Motion to reinstate all previous professionals: Pete Bryan will talk to Judy Raisley about her job before a motion is made. Motion was made to keep John Farinelli as the Borough auditor for 2012 and all present voted yes. Motion was made to keep Michael English as the Borough Solicitor and all present voted yes. Motion was made to keep Ron Coyer of SR Law as a back-up Solicitor for Marcellus Shale, he stated that no Bids are accepted yet all present voted yes. Motion was made by Glen Gitzen and seconded by Dave Stellfox to keep Robert Koch as the Borough Zoning Officer, Storm Water Management and Sewage Enforcement Officer and all voted yes. Charles Smith will be the back-up for him. Motion was made by Ed Robinson and seconded by Glen Gitzen to keep Chris Eddy from Pioneer Microsystems as the Borough Engineer and all present voted yes. Motion was made by Glen Gitzen and seconded by Jon Hiser to keep Judy Raisley as the Sewage Bill Collector and all present voted yes except Jim Harmon. Motion was made by Jon Hiser and seconded by Bob Boice to keep Kurt Dalton as the Emergency Management Officer.

Visitors: Brian Moser a resident on Monroe Street needs a meeting about the Monroe Street Right-of-Way. He was told that a letter will be sent out and that a Citizens Committee has been formed by Dave Stellfox. Dave stated that it will be done in 3 to 4 phases.

Roni Hall was present to ask for permission to have the Memorial Day Parade on Saturday May 26, 2012 and motion was made by Bob Boice and seconded by Glen Gitzen and all present voted yes.

Jim Willard was present to go over his project engineering report. He will get the elevation needed for the Borough and DEP. The DEP has not mentioned the need for generators.

Bill Deemer and Ed Robinson had a meeting with Tom Rogers at First National Bank and they have a 6% rate and we could save \$1000.00. They also checked with Charleroi Bank they had a 1.5% rate.

Sewage: Attached are two reports on sewage one from Dave Stellfox and one from Jim Willard for review.

Parks: Nothing to Report.

Streets: Report on Stop Sign. Met with Dick Knapko and he said to do Wilson Rd as designed, it will be six to eight thousand dollars to complete, he also said we should run a pipe there. Mr. Knapko said the Borough is responsible for basins and ditches. Bob Hixson is going to get some prices for buckets for the Backhoe.

Police: Mayor Butler, Jim Harmon and Chief Tatton attended a negotiation meeting on a law-suit and it was handled. The new Police Officer, Matt Wagner will be on duty in the near future.

Mayor: Mayor Butler gave Council copies of the 2011 and 2012 Budgets for review.

Personnel: Pete Bryan called Cindy Beers in Cranberry Twp. about consulting with Cranberry Twp. And Jerry Andree recommended call Mike Foreman at the Dept of Community and Economic Development. Mr. Foreman and Mr. Bryan talked on the phone and planned an overview of services; Mr. Foreman will send a letter of intent. He will meet with the Personnel Committee to develop a scope of services. This will also include a request for technical assistance from the Center for Local Government Services. A peer consultant will come to Prospect and help set-up and train our Borough Office Staff, there is no cost to Prospect Borough for this service. Mr. Foreman will ask for Prospects 1. Comments, 2. Our time and 3. Borough Office documents.

Mr. Bryan also believes along with good financial documents Prospect needs a 1 year, 5 year and a 10 year plan. There should be a plan for Prospect Borough and the Sewage. Each plan has two parts, A. normal maintenance operating items and B. capital projects and projected costs. Mr. Bryan asked each Councilman to take a 8 ½ by 11 sheet of paper with name address and phone number and write down each 1 or 2 line suggestions on the plans. The same for the general public and they can mail or drop off there ideas at the borough office. Also suggested that all Borough bills be put on a 45 or higher billing cycle. This will enable Borough Council to review the bills before they are paid by check.

Maintenance of Facility: Nothing to report.

Library: Reports were presented.

Planning Commission: Nothing to report.

Communications: A letter from KLH was presented about the Storm Water System Program and a letter from Michael English on the mechanics lien.

Old Business: The Borough needs a resolution for the stop sign on Kennedy Rd and Wilson RD. Also need an Ordinance and a traffic study before they can put up the sign and we also need studies in other places. Motion was made by Jon Hiser and seconded by Bob Boice to change the wage tax collection from Judy Raisley to Berkheimer. A letter was sent to Franklin Twp. about Insurance payments but no response has been sent to us yet.

New Business: Forms from Berkheimer on the tax conversion.

Correspondence: An invitation for a dinner meeting with the Butler County Boroughs Association was given to Council Members, a letter from the Butler County Property and Revenue, and a letter from Butler County Tax Collection Committee.

Pay Bills: Motion was made by Dave Stellfox and seconded by Ed Robinson to pay the bills from the General Fund and all present voted yes. Motion was made by Ed Robinson and seconded by Dave Stellfox to pay the bills from the Sewage Fund and all present voted yes.

No further business at hand the meeting was adjourned.

Marion Cannon,
Borough Secretary

GENERAL FUND

BILLS PAID IN JANUARY 2012

PAYROLL

Robert Hixson	\$1,182.73
Marion Cannon	\$776.82
Judy Raisley	\$272.99
Charles Tatton	\$214.36
William Osborne	\$143.23
Marion Cannon	\$428.69
Robert Hixson	\$1,371.41

PAYROLL TAXES

E-Tides State PR Tax	\$257.93
Federal Tax Payment(EFTPS)	\$1,833.96
J Raisley (Wage Tax)	\$156.37
Earned Income Tax Comm	\$5.26
Unemp Compensation	\$31.89

INSURANCE

Keystone Health Plan	\$868.45
Scottsdale Insurance	\$1,000.00
CAN Surety	\$168.75

MISCELLANOUS

Prospect Boro Funds Transfer	\$3,110.25
Petty Cash	\$69.64
TJB Consulting (Website)	\$255.00

LEGAL & ADVERTISING

Butler Eagle	\$134.00
Dillon McCandless King	\$1,682.00
SR Law LLC	\$551.00

UTILITIES AND TELEPHONE

Walsh Equipment	\$510.57
Wiltrout Oil	\$73.72
(Robert Hixson (B Hoe)	\$50.00
Galls	\$436.18
In-Synch	\$720.00
Butler Cty Tax Collec Com	\$130.00
USA Blue Book	\$171.82
Quality Aggregates	\$2,030.27
Mary Lind (W2s, yr end repts	192.00
Firefighters Sales & Service	\$165.35
Stillwaggon & McGill	\$775.00
Edgar Electric	\$4,379.93
Allegheny Mineral	\$1,648.03
Galls	\$287.75
Trader Horn	\$1.98
Kern Auto Parts	\$4.40
Meredith Batteries	\$99.99

Robert Hixson Cell Phone	\$50.00
Armstrong (Police Phone)	\$55.45
Allegheny Power	\$1,002.24
Armstrong (Off, Fax,Internet)	\$140.30
Peoples Natural Gas	\$151.81
Waste Mgmt	\$54.88

OFFICE SUPPLIES

Walmart	\$21.13
Staples	\$15.99
Quick Books & Payroll	\$345.00
Postmaster	\$272.99

VEHICLES

United Refining	\$489.69
FNB Backhoe payment	\$365.07
Michael' Garage	\$323.55
Hein Starters	\$159.00
Troy Alan	\$33.88
Michaels Garage	\$252.13

TOTAL BILLS PAID

\$29,732.83

MONTH END GENERAL ACCOUNT BALANCE

\$16,499.25

SEWAGE FUND

BILLS PAID IN JANUARY 2012

PAYROLL

Robert Hixson	\$227.60
Judith Raisley	\$272.99
Marion Cannon	\$410.89
Robert Hixson	\$268.07

PROFESSIONAL & LEGAL FEES

Dillon Mccandless King	\$348.75
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SUPPLIES

UTILITIES & TELEPHONE

Century Link (telephone)	\$35.62
West Penn Power	\$982.91
Allegheny Power	\$411.74
Prospect Sewage	\$50.00

OTHER

McClymonds	\$1,085.62
Interstate Pipe	\$321.43
KLH Engineers	\$4,843.51
DCNR 4th Qtr	\$11,859.58

LOAN PAYMENTS

PennVest	\$1,697.85
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EQUIPMENT REPAIR

EQUIPMENT SUPPLIES

TOTAL BILLS PAID

\$22,816.56

MONTH END SEWAGE ACCOUNT BALANCE

\$20,743.65