

PROSPECT BOROUGH COUNCIL MINUTES
1, OCTOBER 2012 @ 7:00 PM
159 MONROE STREET

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

Approval of Minutes: Motion was made by Bill Marciniak and seconded by Dave Stellfox to approve the Minutes from the last meeting with the following corrections. In the Solicitors Report section number 2 should also say that Ed Robinson and Dave Stellfox were appointed as a 2 man committee. In the Streets and Storm Water section number 5 the census year should be 2000 and under Streets #6, Crown Hill should be Crown Hill Road, all present voted yes to approve the minutes with the corrections.

Visitors: Bill Marciniak presented the Prospect, Franklin Twp Volunteer Fire Department a plaque for their 100 years of dedication.

Nick Vaccarello stated that he should not be the only one to get a letter about trimming bushes and trees.

Monty Edgar was present to discuss the voltage problem and he is working with Chris Eddy. The Breakers are around \$900.00 to replace; he stated that we need to make sure we get good ones. Motion was made by Ed Robinson and seconded by Bill Marciniak to have Edgar Electric purchase what is need to replace what we need to fix the problem. Also need to purchase a breaker to see how to fix the problem and to prove what it is.

Motion was made by Bill Marciniak and seconded by Ed Robinson to turn over to Jim Willard to modify the proposed agreement and to amend to the State that the Borough is not responsible for any charges to the Borough for the job.

The progress on the sidewalks is that Bill Marciniak is going for a Grant and is working with the Borough Solicitor on what our choices are on the sidewalks.

Bob Koch was present to inform Council that he has 3 permits, 2 complaints and a permit for a manufactured home. He is also checking o parking dimensions and will follow up on procedures. There was also a question on whether or not the Borough should have an Ordinance on properties that change ownership.

Jim Willard was present and went over the Penn Vest information and his Engineers Report. He recommends a line of credit to pay for the project and that the interest rates are really done now. Per Jim Willard the Borough must advertise bids for 30 days.

Motion was made by Ed Robinson and seconded by Pete Bryan to authorize the Contractor for the Sewage System Improvements and all present voted yes.

Our ordinance does not state that Attorney fees can be added to delinquent past due accounts. Motion was made by Ed Robinson and seconded by Bill Marciniak for the adoption of the Ordinance to collect these fees on delinquent accounts and all present voted yes.

Parks: Nothing to report except the tables have been painted by the Boy Scouts.

Streets: The 200 feet of ditching on N. Franklin has been completed. Crown Hill Rd has been addressed by Bob Hixson. A letter needs to be sent to the Elementary School about parking when they have an event at the school.

Police: The Police report was presented by Mayor Butler.

Mayor: Nothing to report.

Personnel: Council is considering a Treasurer to handle all the Borough income. Pete Bryan made a motion to adopt the Policy & Procedure Manual and job descriptions and seconded by Bob Boice and all present voted yes. There was also a brief discussion on Council responsibilities. Motion was made by Pete Bryan and seconded by Dave Stellfox to present Council with a list of income on all accounts and description of where it comes from and all present voted yes.

Maintenance of Facility: The Borough will put an ad in the Butler Eagle seeking Bids on replacing the metal roof on the Borough garage. Also the office floor needs painted before the end of the year.

Library: The report was presented to Council.

Planning Commission: Nothing to report.

Communications: Letter from the Butler County Tax Collection, Letter from Communications Capital Group on Cell Tower/Rooftop antennas, Order form for Borough Code Publications, (Council wants 6 ordered). A sample monthly news letter will be done by Bill Marciniak to send out to residents of Prospect

New Business: Nothing to report.

Correspondence: Nothing to report.

Pay Bills: Motion was made by Dave Stellfox and seconded by Bill Marciniak to pay the bills from the General Fund and to include envelopes and paper from staples and the bill from Keystone Health Care and all present voted yes. Motion was made by Ed Robinson and seconded by Pete Bryan to pay the bills from the Sewage Account and to include a

training fee of \$60.00 for Bob Hixson and all present voted yes. Motion was made by Bob Boice and seconded by Ed Robinson to pay the KHL Bill from the Liquid Fuels account and all present voted yes. Motion was made by Dave Stellfox and seconded by Bob Boice to purchase a Fire Proof file cabinet and all present voted yes.

No further business at hand motion was made to adjourn.

Marion Cannon,
Borough Secretary

The next Council Meeting will be November 5th, 2012.

GENERAL FUND

BILLS PAID IN SEPTEMBER 2012

PAYROLL

Robert Hixson	\$594.01
Marion Cannon	\$816.97
William Osborne	\$621.86
Matthew Wagner	\$379.47
Judith Raisley	\$48.65
Charles Tatton	\$108.08
Matthew Wagner	\$468.37
Robert Hixson	\$734.71
William Osborne	\$694.58
Marion Cannon	\$712.91

PAYROLL TAXES

E-Tides State PR Tax	\$290.22
Federal Tax Payment(EFTPS)	\$2,066.28

INSURANCE

Keystone Health Plan	\$950.95
Erie Insurance	\$3,147.25
Erie Insurance	\$270.54

LEGAL & ADVERTISING

MISCELLANEOUS

Dave Osborne	\$80.00
Franklin Twp. Amuse Tax	\$435.84
Franklin Twp. Amuse Tax	\$113.18
Sherwin williams	\$94.44
KLH Engineers	\$1,271.61
Trader Horn	\$41.82
Boy Scouts (paint)	\$91.57
BCATO Safety Training	\$40.00
Petty Cash	\$59.05
Prospect Vol Fire Dept	\$6,215.03

UTILITIES AND TELEPHONE

West Penn Power	\$692.87
Armstrong (Police Phone)	\$55.45
Peoples Natural Gas	\$21.81
Waste Mgmt	\$60.60
West Penn Power	\$135.65
Armstrong (Office)	\$140.30
Staples	\$226.87

VEHICLES

First National Bank B Hoe	\$365.07
United Refining	\$460.95
Tires for Less (Police Car)	\$252.50
Jisco Dist (lights police car)	\$189.05

TOTAL BILLS PAID

\$22,948.51

MONTH END GENERAL ACCOUNT BALANCE

\$89,223.90

SEWAGE FUND

BILLS PAID IN SEPTEMBER 2012

PAYROLL

Robert Hixson	\$512.00
Robert Hixson	\$321.69

PROFESSIONAL & LEGAL FEES

Dillon McCandless King	\$1,144.73
KLH Engineers	\$1,809.95
Gaitens, Tucceri	\$2,408.00
Pioneer Microsystems	\$2,000.00

SUPPLIES

Sunshine Filters	\$171.77
Kern Auto Parts (grease)	\$32.80
Ohio Semitronic	\$531.29
Fastenal	\$343.71
Trader Horn	\$13.98

UTILITIES & TELEPHONE

Century Link (telephone)	\$36.27
West Penn Power	\$228.42
Prospect Borough Sewage	\$50.00
Robert Hixson (Cell Phone)	\$50.00
West Penn Power	\$737.75

OTHER

Edgar Electric	\$2,609.58
DCNR	\$11,692.98

LOAN PAYMENTS

PennVest	\$1,697.85
First National Bank	\$6,033.60

EQUIPMENT REPAIR

EQUIPMENT SUPPLIES

TOTAL BILLS PAID

\$32,426.37

MONTH END SEWAGE ACCOUNT BALANCE

\$83,754.95