



COUNCIL MEETING MINUTES

June 2, 2014 @7:00 PM
159 MONROE STREET
PROSPECT, PA 16052

CALL TO ORDER: President Bill Marciniak called the regular meeting of the Prospect Borough Council to order @7:00PM with a salute to the flag. The Council members who were present: Dave Stellfox, Sam Wagner, Mary Harmon, Pete Bryan, Glen Gitzen, Bob Boice and Mayor Jim Butler. GTN Solicitor; Adam Buchanan and KLH Engineer; Eric Tissue.

APPROVAL OF MINUTES: There was one change made to the May 5, 2014 Regular Council Meeting Minutes. Motion made by Mr. Bryan to approve; Mr. Boice 2nd. Motion carried.

VISITORS: Rita Vaccarello, Bill Sarver, Alan Vagasky plus more residents of the Prospect Borough (see attached sign-in sheet).

Rita Vaccarello mentioned the following issues on their property that were to be taken care of and were not. 1). Manhole cover to be lowered. 2). A tree to be removed and was not. 3). There is 4 inches more fill than should be. 4). Disappointed in the way it was graded; drainage issues. 5). The pipe was to be extended further and was not. Eric Tissue stated he did talk to Nick Vaccarello today and will get with him to go over all these issues.

Bill Sarver had a complaint about property on Maple Street; garbage, high wood pile and rats. He said he filled out a complaint form last year and that nothing was done. Mayor Butler and Mr. Marciniak asked him to fill out another one and that they would guarantee that this would be taken care of. Ms. Marzullo gave Mr. Stellfox a complaint form to give to Mr. Sarver.

Executive Session: Mr. Stellfox requested we go into executive session at 7:07PM.

Resumed: 8:00PM.

Motion made by Mr. Stellfox to reissue the April 15th agreement that was signed by Barb Robinson. The agreement is to have a new date and to be processed by our solicitor. Mr. Wagner 2nd. Mr. Stellfox; abstained, Mr. Gitzen; yes, Mr. Boice; yes, Mr. Bryan; yes, Ms. Harmon; yes and Mr. Wagner; yes. Vote unanimous.

LIBRARY: See attached Report. Cindi Sharrar mentioned they are still looking for sponsors for a hole for the golf outing on June 14th.

SIDEWALKS & PUBLIC SERVICES: Mr. Gitzen mentioned he's looking for money; hopefully the next Block Grant we do in the Fall will help.

EMA: Mr. Stellfox stated everything was status quo; Nathan Blackwood has not heard anything yet from Amy at 911 concerning his position as assistant coordinator. Mr. Marciniak said that Mr. Blackwood is showing interest as he stops in the office from time to time.

PLANNING COMMISSION: Alan Vagasky had nothing to report.

PARKS and RECREATION: Mr. Bryan went to the Park and the grounds looked in good shape. He also told Council that we are getting reservations for the park this spring and summer.

Mr. Gitzen mentioned that they would like to reserve the Prospect Firehall for the Halloween party on Friday, October 31st. Mr. Gitzen made motion to reserve the Firehall on October 31st from 5:00 to 6:00 for the judging contest, 6:00 to 7:30 for Halloween; Mr. Stellfox 2nd. Motion carried.

STREETS AND STORM WATER: Mr. Boice contacted Franklin Township to hire someone to help in cleaning our ditches using their equipment and have not heard back from them yet. Mr. Boice did talk to Dick Knapko about getting a grader.

Mr. Boice mentioned from the study from Keller Engineers we need up to eight weight limit signs; \$27.95 per piece for a total of \$223.60. Mr. Boice also mentioned we will need an ordinance and this was addressed to Mr. Buchanan that this needed done. Mr. Boice made motion to buy up to eight signs for a cost of \$223.60; Mr. Gitzen 2nd. Motion carried.

Mr. Boice met with Dick Knapko and looked at Stoney Batter; both directions, Crown Hill, Orchard and Kennedy Roads. Stoney Batter, Crown Hill and Orchard need sealed this year for a total approximately \$19,124; Kennedy Road can wait till next year. This will all be paid from the Highway Aid Fund monies. Mr. Boice made motion to have the above three roads sealed for approximately \$19,124 Ms. Harmon 2nd. Motion carried.

Mr. Boice mentioned the storm water issue on Wilson Road; the contractor gave us a bid of approx. \$14,000 for rip-rap (big limestone) and pipe; the price without the pipe is \$10,125. We will talk to Eric Tissue and to see what we should do so this will be tabled till the July 7th meeting.

Mayor Butler mentioned the culverts on Harmon Lane. The culvert is ours but the ditch is the states. Mr. Boice and Ms. Harmon will get together with Mr. Knapko from Penn Dot and look at this to get his recommendation.

MAINTENANCE & FACILITY, BUILDING & GROUNDS: Mr. Bryan presented the council with a list of prices for air conditioners for the meeting room. Ms. Harmon mentioned a portable one would be more economical as this could be moved from room to room. Mr. Bryan said from looking at the prices he got he thought we would be looking for an air conditioner for around \$310. Mr. Marciniak recommended for a wall unit to put it where the old fan unit was. It was suggested to just let Robert Hixson (Higgy) go and purchase one since he can pick out the size we need. George Wagner mentioned any air conditioner will make noise and suggested getting a price on whole house air conditioner added to the furnace. Mr. Bryan to get a hold of Marlin Sarvey (Sonny) to get a price.

Mr. Bryan looked into the costs and/or cost savings of using the Wright Express card; savings is only 1.65% and only given at the end of the year. Our existing Kwik Fill card discount is much higher and we receive the discount and credits monthly. Mr. Bryan made motion to stay with our existing Kwik Fill card; Mr. Stellfox 2nd. All approved but Ms. Harmon. Mr. Stellfox; yes, Mr. Gitzen; yes, Mr. Boice; yes, Mr. Bryan; yes, Ms. Harmon; no, Mr. Wagner; yes and chair; yes. Motion carried.

Mr. Wagner discussed the condition of the door and frame on the little building on the property that needs replaced. Per Mr. Hixson (Higgy) the building is shifting so fixing the door and frame will not accomplish anything.

Mr. Bryan stated that he thought we should readdress the George Wagner property. Mr. Wagner will pay for the pipe and materials and have the Borough install it. Mr. Bryan is aware that Dick Knapko from Penn Dot said that we were not responsible and if we do it for one we do it for all. Mr. Bryan said it's the principle; we have a duty to the Borough residents and wants us to do what is right. Mr. Bryan also mentioned the borough is responsible for these ditches and should be cleaned. Mr. Boice made motion to fix George Wagner's culvert; Mr. Wagner will pay for the pipe and materials and the borough will use their labor and equipment. This procedure is to be continued in the future for all similar situations; Ms. Harmon 2nd. Motion carried.

PERSONNEL: Mr. Marciniak asked the council if they had any changes to the updated Policy Handbook changes; Ms. Harmon mentioned the name should be addendum not changes. Mr. Bryan made motion to accept the new addendum to the Policy Handbook; Mr. Gitzen 2nd. Motion carried.

Mr. Marciniak asked the council if they had any changes to the new Time Clock Procedures; Mr. Stellfox asked if the employees had a chance to review it first.

If they do we would have to table this for another month. Mr. Bryan made motion to accept the new Time Clock Procedures; Mr. Gitzen 2nd. Motion carried.

All employees will start using the time clock Sunday, June 15th.

Mr. Marciniak will be starting the evaluations this month for all employees. Mayor Butler mentioned he will be doing 360 evaluations on his policemen. Mr. Marciniak and Mayor Butler had some difference of opinion of who was responsible for evaluating the Police Department. Mr. Buchanan stated since we have no By Laws established he had not much to add to this discussion. Mr. Marciniak will give Mayor Butler a sample copy of his evaluation to possibly incorporate into his. Mayor Butler said he will do his Police Department's evaluations then go to the council to go over what he has. Mayor Butler said he will take any comments and will incorporate these into the police officer's review.

MAYOR: Mayor Butler attended the parade and said it was a wonderful event. He wanted to thank Roni Hall and Ken Wilson. He had a chance to meet with several politicians. He also went to the Preservation Historical Society and he was impressed; great progress done. He also wanted to thank Robert Hixson (Higgy) and Bill Osborne for putting up the cones.

Mayor Butler stated he attended the Butler County Tax Committee and had nothing new to report and he will be attending next month's meeting.

POLICE: Mayor Butler had a Team meeting with the Police Department at the Prospect building and it was a good meeting; they exchanged good ideas and procedures.

Mayor Butler went over the Police Reports (see attached). Mr. Bryan thanked the Mayor for this new report.

Mayor Butler says the police used a speed timer on three different locations; Church Street and Route 528 South, each street reported only three vehicles out of one hundred vehicles were speeding and one near the Car Wash fifteen out of one hundred were speeding. These tests were all done in the evening hours. They would like to do this test speeding on 528 South and 488 East. Mayor Butler said they will use this data for future issues and scheduling.

The Dodge Charger needs front tires (Skander Tire) and an alignment done (next door to Skander). The tires will cost \$276 for two tires; mounted and everything. Mr. Stellfox made motion to purchase two tires at Skander Tire and get the alignment done; Mr. Bryan 2nd. All approved but Mr. Wagner abstained.

Mayor Butler presented Ms. Marzullo with an invoice from Markl for ammunition that was previously approved for by Council last year.

SEWAGE: Eric Tissue went over the Consulting Engineer's Report (See attached).

Eric asked that the Penn Vest Pay Request#8 for \$51,066.58 to be approved for payment. Mr. Wagner made motion to pay the Penn Vest Pay Request#8 for \$51,066.58; Ms. Harmon 2nd. Motion carried.

Eric Tissue said he will get in touch with Nick Vaccarello regarding all Mr. Vaccarello's issues on his property this week.

Eric asked that the Contractor's Pay Request#6 & 7 for \$40,866.58 to be approved for payment. Ms. Harmon made motion to pay the Penn Vest Request#6 & 7 for \$51,066.58; Mr. Wagner 2nd. Motion carried.

Mr. Stellfox discussed the Nick Vaccarello height of fence issue at the Wilson Pump Station. He would like us to have the fence around our sewage system 6" above the ground; we plan on no gap now. Eric Tissue said he was never asked to do this before; all fences he has ever installed are level with ground cover. Mr. Stellfox made motion to install the fence around the sewage system 6" above the ground to prevent leaf collection; no one 2nd the motion. Motion failed.

OLD BUSINESS: The Sewer Authority per Mayor Butler is ongoing with the other municipalities and still moving forward.

The speed device from Penn Dot needs moved again and it was suggested 488 east.

The Borough Fee schedule is still being worked on by Tony Colangelo. He still needs more information from Bob Koch; PCS.

The By Laws have changes to be made first before doing the ordinance; need committees separated per Bill Marciniak first. This is tabled till next month.

Mr. Boice is still looking into one trash hauler issue; tabled till next month.

Mr. Stellfox is looking into the burning ordinance. He is reviewing the DEP's rules and regulations and will mesh theirs with Evans City's ordinance and come up with one. Tabled till next month's meeting.

Time Clock was donated – Thank you Santa Claus!

Mr. Marciniak mentioned all computers are in and installed. The laptops still need the jet packs. The old computers are working wireless; eventually getting the computer's hard wired.

Chuck Tatton mentioned the jet packs are \$50 each per month; total \$100 per month. A card reader is still needed; Mr. Tatton will look into. Ms. Harmon

made motion to purchase the jet packs for \$100 per month; Mr. Bryan 2nd. All approved but Mr. Boice and Mr. Wagner abstained. Mr. Stellfox; yes, Mr. Gitzen; yes, Mr. Boice; no, Mr. Bryan; yes, Ms. Harmon; yes, Mr. Wagner; abstained and chair; yes. Motion carried.

Per Mr. Marciniak the McGowan property does not need an ordinance now as all will be taken care of by June 30th.

NEW BUSINESS: Mr. Marciniak mentioned Franklin Township having a Recycling Day, September 20th 8:00 to Noon. There is no costs to the borough but need Robert Hixson (Higgy) and/or Bill Osborne to help. Mr. Gitzen made motion to have Mr. Hixson (Higgy) and Mr. Osborne help out the Franklin Township's Recycling Day; Mr. Stellfox 2nd. Motion carried.

Mr. Marciniak has the prospector ready and would like it to go to the printer's tomorrow. Mr. Gitzen made motion to have the Prospector go to print with the noted changes made; Mr. Bryan 2nd. Motion carried.

Mr. Marciniak showed the council new work order and purchase order forms that we will start using; need to establish a procedure yet.

Berkheimer is requesting to have Marion Cannon's name removed from account and add Judy Marzullo's name. Mr. Bryan made motion for Marion's name to be removed and Ms. Marzullo's added; Mr. Boice 2nd. Motion carried. The paperwork was given to Adam Buchanan as a resolution needs submitted.

Mr. Bryan addressed Mr. Buchanan and asked that we need an ordinance for house numbers; need to be placed on property. There is no county mandate on this. Mr. Stellfox made motion to have an ordinance written up by next meeting for the house#'s; Mr. Bryan 2nd. All approved but Mr. Boice. Mr. Stellfox; yes, Mr. Gitzen; yes, Mr. Boice; no, Mr. Bryan; yes, Ms. Harmon; yes, Mr. Wagner; yes and chair; yes. Motion carried.

Mr. Wagner stated that a dead tree is hanging over Lafayette Street and that needs cut down; the owner of the property resides in California. Per Mayor Butler a registered letter need written by the police department to the owner of the property and if they do not comply council can take action. They have ten days to respond; can collect cost plus ten percent and can place a lien on the property.

There has been a lot of construction done in the borough without residents not getting building and/or zoning permits. We are asking all including the Police Department to let Ms. Marzullo know so she can contact Professional Code Services to see if a permit was needed and/or issued.

Mr. Marciniak wanted to make sure all new computers will be shut off at the end of the day. This is a must as per Tammy Boice (Computer Guru) as it makes the computer's last longer but also protects the computers from being hacked.

Mr. Stellfox read a letter from a resident that lives in a trailer court and they were questioning if they were allowed to have an open pit fire. Mr. Stellfox will tell the owner that any rules and/or regulations applicable to this is up to the owner of the trailer court, as long as their rules are not less restrictive than the municipal ordinance.

PAY BILLS: General Fund Bills was Ok'd to be paid. Motion made by Mr. Stellfox to pay; Mr. Boice 2nd. Motion carried.

Sewage Fund Bills was Ok'd to be paid. Motion made by Ms. Harmon to pay; Mr. Stellfox 2nd. Motion carried.

Highway Aid Fund Bills was Ok'd to be paid. Motion made by Mr. Boice to pay; Mr. Bryan 2nd. Motion carried.

Round Table:

Mr. Stellfox	No additional comments.
Mr. Boice	Harmon Lane need mileage; need get estimate to seal it.
Mr. Bryan	No additional comments.
Mayor Butler	No additional comments.
Ms. Harmon	No additional comments.
Mr. Wagner	No additional comments.
Mr. Tatton	No additional comments.
Mr. Buchanan	No additional comments.
Mr. Marciniak	He wanted to thank Robert Hixson (Higgy) and Mr. Osborne for the work they have been doing for the Borough.

ADJOURN: 10:12PM. No further business at hand, motion made by Mr. Boice to adjourn; Mr. Stellfox 2nd. Motion carried.