**AUGUST 8, 2023**

**PROSPECT PARK, PA**

The meeting of the Prospect Park Borough Council was held on August 8, 2023 at 7:30 p.m. President O’Connell called the meeting to order and led in saying the Pledge of Allegiance.

**ROLL CALL**

Members present were: Mayor Harris, Mrs. Shallet, Mrs. Neill, Mr. O’Connell, Mr. Bradley, Mr. Sutphin, Mr. Stewart, and Mr. Schreiber. Ms. Catania and Mr. McBlain were also present.

**MINUTES**

President O’Connell entertained a motion to approve the minutes of July 11, 2023 Council Meeting. Mr. Bradley made the motion, seconded by Mr. Schreiber. All in favor motion carried.

**SECRETARY’S REPORT - MRS. HURST**

Mrs. Borchert read the Secretary’s Report for the month of July 2023. Total deposits for the General Fund were $122,301.29; Sewer Fund $768.42; Liquid Fuels $0.00; Escrow Fund $0.00; Recycling Fund $0.00. President O’Connell entertained a motion for approval of the Secretary’s Report for July 2023. Mr. Bradley made the motion, seconded by Mr. Schreiber. All in favor, motion carried.

President O’Connell opened the meeting to public participation on the agenda items only. No comment.

**REPORT OF ENGINEER – LISA CATANIA**

Chester Pike Corridor –Corridor study has been completed by. Delaware County Planning Department. Revised street sign and pole estimate for $50,000 grant awarded through Senator Kearney’s office. Received two proposals via Co- stars. Award to Garden State Highway Products. Street name signs, poles and supports are ordered. Two crosswalks, Prospect Avenue and Amosland Avenue have been restriped with high visibility markings.

TCDI grant for corridor safety was awarded. The Master Plan for the corridor has been completed and presented to stakeholders by the DCPD. Working with TMA, Bergmann and DVRPC on the Multimodal Transportation Study.

DELCO GreenWays – Phase 2 – The Borough received funding of 25% of the cost of work at the Morton Homestead in Phase 1 and the remainder, less $10,000 from PECO Green Region Grant in Phase 2. Contracts were executed. Plans and specifications have been approved for bid with one modification of shade tree selection. Bids were opened July 25. Two bids were received. Low bid was that of Premier Concrete in the amount of $435,750 with the second at $470,366. Funding available is up to $ 306.000, through GreenWays Year 1 in the amount of $46,430 and Year 2 in the amount of up to $250,000 and PECO Green Region in the amount of $10,000.

Frens and Frens have completed phase 1 investigation of the exterior of the Homestead. Expect results in the next few weeks. Received revised proposal. Frens will complete their investigation week of July 10 and prepare plans for bid package. Frens is delayed in the second inspection of the site. Work is not yet completed. Inv #1 in the amount of $4,831.70 has been submitted for work completed.

Mini PROS – Comprehensive Open Space and Recreation Plan -. RFP has been submitted and approved by DCPD. RFP has been advertised and three proposals received. A review of the proposals should be made.

Bergmann/Collier has been approved by the County. Awaiting Agreement from Collier for execution.

DELCORA – Received and provided drawings showing location of the tunnel and easements through Prospect Park Borough to the Borough office. Completed an easement plan as requested by the Solicitor through the Borough. No further action.

DCNR 2022 C2P2 Grant – Application for the Rehabilitation of Park Square Playgrounds was awarded in the amount of

$87,500 of the total $175,000. Park Square Play Structure – Structure has been delivered. Met with DCNR. Contracts have been signed and preconstruction meeting completed. Work is underway. Invoice #1 in the amount of $30,240.00 is recommended for payment. The Borough may request 50% of the grant award for this invoice.

DCNR 2023 C2P2 Grant – Application for feasibility study of Moore’s Lake Pavilion has been submitted.

CDBG 2023 – Application for Morton Homestead Restoration was submitted under historical preservation and is currently on list for funding. A 30 day comment period is underway. Once expired, County Council will adopt the projects.

Met with representatives of DCPD, PAPHMC to discuss infrastructure needs for the property. Suggesting evaluation of structure for restoration under the CDBG program, Will be meeting with Dale Frens to review scope for evaluation.

Darby Creek Bridge – PennDOT consultant and staff Met with PADOT to discuss status. Let date is estimated to be in fall 2022 and is dependent on Army Corps of Engineers Permit Approval. Signal plan has been signed. A TE 160

Resolution for signal revisions and location of the Welcome Sign has been submitted. Bid Let is 3/16/23. Low bid RE Pierson is awarded. Work has commenced.

2023 Road Program – Bids were taken on June 1, 2023. Sole bid was AF Damon in the amount of $142,950. Costs for paving exceeded our estimate of $100/TN to $165/TN. Bid Tab is attached. Award letters were sent and contract information received for contract preparation. Contracts have been prepared and executed. Form MS329 will b completed and submitted to ?PADOT for use of LF funding. Breakdown of funds from which the contractor will be paid is necessary.

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Pedestrian signals – Proposal for signals at Amosland Road and High School have been requested. Norwood, School District and the Borough will share costs. If Borough LF are to be utilized, will need to publicly bid ADA ramps. Completed survey work for PADOT HOP.. ADA ramp design for submission underway.

Moore’s Lake Play Equipment – Completed selection of new play equipment which will replace the existing play structure. Tot swings are also proposed. Two alternatives are attached. Cost ranges from $28,432 to $43,500.00. All are under Co-Stars contract 14E 22-249. Equipment has been delivered. Design is scheduled upon completion of topographic survey.

STORM/SANITARY ISSUES:

CDCA – I & I Study – Dukes Root Control has been awarded a contract to complete cleaning and video inspection on 2 areas of the Borough as part of a pilot program. CDCA has completed all manhole inspections. Dukes has completed all work and has submitted report for review by CDCA. Comments will be forthcoming.

2nd Avenue Sanitary Sewer - Results of the inspection are as follows:

The Health Officer/Plumbing Inspector should verify grease trap operation at all commercial properties. Excessive grease was found at station 73 feet from Lincoln Avenue manhole; Pipe is constructed at minimal to no slope in the first section of line causing issue with lateral backflow. Backflow preventers or reconstruction of the line is suggested; and Line is in excellent condition.

Root Control – Root balls within certain areas have been noted. I would request in joint consideration with Norwood Borough, consider Duke’s Root Service for a project on Prospect Avenue,7th Avenue between Prospect and Lafayette Avenue and Madison Avenue from Chester Pike to manhole in the rear yard at creek.

11th Avenue sinkhole – Sinkhole investigated in street. Appears to be breach in line. Suggest video inspection to determine the extent.

SUBDIVISIONS AND LAND DEVELOPMENT:

Champion Investments – Land development to allow for additional parking at 9th & Lincoln 817-819 Lincoln Avenue has been received and reviewed. Extension was granted by Applicant.

Interboro School District – Met with officials concerning upcoming projects. Plan and supporting documents have been submitted. Review is completed. Awaiting final plans to meet conditions of resolution. Provided review of municipal improvement cost estimate.

ACTIONS:

Park Square Inv. # - Premier $30,240

Frens Inv #1 $4,831.70 for Homestead Preservation Work Morton Homestead Award – PremierChester Pike Corridor –

**REPORT OF THE MAYOR HARRIS**

Mayor Harris read the police report for the month of July 2023:

CALLS FOR SERVICE (911 CALLS AND SELF INITIATED)………445

ARRESTS (arrests, citations, petitions, ordinance violations) .…………..33

PARKING TICKETS……………………………………………………..59

ABANDONED AUTOS………………………………………………...…4

MOTOR VEHICLE CRASHES…………………………………………..23

MEDICAL EMERGENCIES…………………………………………..…51

ASSIST OTHER LOCAL POLICE……………………………………....35

ALARM CALLS……………………………………………………….....8

Mayor Harris announced that National Night Out on August 1st was a great success and was well attended. The Weather was perfect. Thanks so much to the Chief and the Police Department. The Brownies Volunteered to pick up that trash at the park after the event. It was a great time had by all.

**REPORT OF PUBLIC SAFETY – MRS. SHALLET**

Mrs. Shallet read the following Fire Company Report for July 2023:

For the month of July the fire company responded to 39 calls. 14 in town and 25 assists to other departments.

We have some equipment upgrades on order, but nothing has been delivered as of yet.

Vehicle maintenance has been very manageable this year. Having Council approve the extra funding last year to bring the trucks up to 100%, has proven to be a big benefit for us this year.

**REPORT OF HEALTH AND INSURANCE – MRS. NEILL**

Mrs. Neill read her report.

Health and Insurance is preparing for our late August and early September Insurance quotes on all policy’s for the upcoming 2024 calendar year. We are going to review each policy in detail to ensure the cheapest rate. Mrs. Neill announced that she completed a CPR Class and certified.

Mrs. Neill was given one of the ADD Defibrillator Units that are now placed in all of our Borough Buildings to demonstrate how they are used and what in included in each box. Mrs. Neill felt that it was best if an expert did the explaining of these boxes. President O’Connell is an active EMT and stepped up to do the demonstration. President O’Connell explain to everyone how the defibrillator work, and also explained that each box does have directions. President O’Connell did explain that when you unzip it will explain to you what you would need to do. We were able to fund the units by using our ARPA money which is funding for public health.

We were also able to get donation of the STOP THE BLEED kits which are included in the box. There are incidents of hemorrhaging so these Stop the Bleed Kits are great to have in very dangerous situation to help assist. The last thing included in the kit is Narcan. There is a magnet on the side of the box to explain how to use Narcan.

**REPORT OF SOLICITOR – JOHN MCBLAIN**

**REPORT OF ADMINISTRATION AND FINANCES – PRESIDENT O’CONNELL**

**PAYROLL** - All members have a copy of the Payroll Report for the month of July 2023 which totaled $173,254.74. Mr. Bradley made a motion to approve the payroll report, seconded by Mr. Schreiber. All in favor, motion carried.

**BILLS LIST** – All members have a copy of the Bill List for the month of July 2023 to be paid totaling $141,490.79. Mr. Bradley made a motion to approve the Bill List, seconded by Mr. Schreiber. All in favor, motion carried.

**TREASURER’S REPORT:** All members have a copy of the Treasurer’s Report for July2023. Total cash balance General Fund: $2,574,551.61; Sewer Fund: $719,529.92; Highway Fund: $433,220.14; Escrow Fund: $35,206.24; Recycling Fund: $2,308.05. Mr. Bradley made a motion to approve the Treasurer’s Report, seconded by Mr. Schreiber

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With the Darby Bride Project pending Penn Dot is slowly moving along getting trees cut down on the Tinicum side to widen the road for the trail, and also for the right of way to store things there.

**REPORT OF PLANNING AND ZONING - MR. BRADLEY**

Mr. Bradley read the following Zoning Officer Report for the month of July 2023: 92- Annual Inspection of an apartment unit; 5- Sale of Property inspections and 28- Zoning & Permit reviews were done.

The Civil Service testing took place on August 5, 2023 for PT, and August 7th for the written exam.

**REPORT OF LIBRARY AND RECREATION – MR. SUTPHIN**

Mr. Sutphin –

A few updates:

• The library has been a revolving door this summer with families attending “Bee a Reader Summer Storytime” with Miss Micki, participating in “Journey Across Delco” where each library has a featured musical instrument & activity, purchasing books from our “Annual Summer Children’s Book Sale” and of course stopping in for Summer Reading and also signing up for libraries cards.

• Monday, August 14 at 6:30pm is Book Club

• Thursday, August 17 at 6:30pm is the 3rd month for the newly popular Knit & Crochet Club

October 14, 2023 is the Food and Music Festival @ Park Square from 12:00 noon until 5:00pm hosted by the Recreational Board.

We are still looking for Bands and Food Trucks if anyone knows of anyone that would be interested.

Also on Saturday September 23rd the 4th of July Committee is hosting the Fall Craft Festival at Park Square from 11:00 am until 4:00pm.

Mr. Sutphin wanted to thank on behalf of the Beautification Committee Mr. Schreiber and the Highway Department for fixing the crumbling Memorial in Park Square. They were very excited

To see that this was fixed.

**REPORT OF PUBLIC WORKS – MR. STEWART**

Mr. Stewart read the follow Highway & Sanitation Report into the minutes:

Highway & Sanitation Report –

Trash continues to be picked up daily along Lincoln Ave, Chester Pike and Amosland Rd. Daily maintenance continues on all trash trucks.

Street signs are being straightened out, replaced as needed

Graffiti removed from signs, poles, and traffic control boxes

Mr. Stewart wanted to give a shout out to the Girl Scouts for volunteering their time to help with the clean up after National Night Out.

On Sunday August 20th the Girls Scouts have asked to do a cleanup event at the Morton Homestead and we have agreed to this and will also provide a few of the highway Men to help out with event and also for safety reasons if they decide to do any cleanup by the Darby Creek.

Mr. Stewart also stated that he was concerned about the condition of the road along the 420 area project and the overgrowth of that area that the Borough has taken care of in the past. Because of this project the men have not been able to get access to the area. President O’Connell did contact Penn Dot they explained that this is the Contactors responsibility and will contact them and make sure that this area is cleaned up and maintained.

Mr. Sutphin stated to Mr. Stewart that the Beatification Committee is interested in moving a rose bush and would like to know where it can be relocated.

Mr. Stewart stated that he did not think that the rosebush could be moved in one piece but he would replace the rosebush out of his own pocket if need be.

The Mayor stated that for the Beautification Committee in the past that things have been taken out of the Mayors budget and we will make sure that the rosebushes will be moved or replaced. Mr. Sutphin thanked Mr. Stewart and the Mayor.

Lisa Catania did state that the contractors are responsible for moving all landscaping so she will call and check with them to see if this can be done.

**REPORT OF BUILDING, PARKS AND SEWERS - MR. SCHREIBER**

Mr. Schreiber made a motion to approve payment #1 provided by Premier Concrete in the amount of $30,240.00 for the Park Square Playground, seconded by Mr. Bradley. All in favor, motion carried.

The following is a report on the parks that Mr. Schreiber read in to the minutes:

Parks Report –

Parks are being cut daily. Tree pruning continues to be done.

Flower beds are being repaired along Lincoln Ave.

Park Square had flowers planted along the pavilion and the memorial was cleaned up.

Prospect Ave flower beds cleaned up and trees trimmed.

The following is a sewer report that Mr. Schreiber read into the minute:

Sewer Report

General sewer maintenance continues throughout town.

Mr. Schreiber said that lights have been order for the Playground. He also wanted to thank the Highway Department for how great the parks look in town.

**OLD BUSINESS**

The Mayor stated that there was two meeting two months ago about a property on 8th Avenue concerning a situation where a resident had come to a meeting and broke down about how terrible thing were because of the tenants at this 8th Avenue property. The Property owner had a meeting with John Cepis and The Chief and because of multiple complaints (5) and our nuisance ordinance, they were able to evict the tenants at that property. The Mayor was very happy that this was done in a timely matter, and he stated that we certainly don’t want anything happening like this in our town.

**NEW BUSINESS**

Mrs. Neill stated in the past that she and her husbands donated 100 backpacks for the school year for Prospect Park but believe it or not there was a good response last year so they are changing things up. If anyone knows of anyone in need of a backpack or supplies to please contact her and she is willing to donate. It was suggested by Mr. Sutphin that Mrs. Neill contact Joe and Debbie Daniels to see if anyone on their Christmas wish list would be in need any school supplies and Mrs. Neill said that was a great idea and she would contact them.

President O’Connell Stated that Joe and Debbie Daniels will be with us for a little longer because their sale of their house fell though. He wanted to mention this because Council was going to honor them at this meeting, but this will be postponed to a later date.

Mr. Sutphin asked if someone could check with IT to see if our Cyberwar and Security was all up to date because of the recent hacks that have been happening. President O’Connell stated he will get an audit report from our IT Guy.

Mr. Stewart also stated that he forgot to mention that he was approached by a couple from Collingdale that came to our National Night Out. They stated that they come to our town every year because we have by far the Best National Night Out. Mr. Stewart was also approached by multiple residents stating how nice the Borough Parks looks and it made him very proud.

**MEETING OPEN TO PUBLIC PARTICIPATION FOR A MAXIMUM OF THIRTY MINUTE**

Mr. Horn- 220 Lincoln Avenue – Mr. Horn asked for an update on the 420 Bridge Project because he saw all of the cutting going on in Tinicum. The Borough Engineer Lisa Catania did not have any updates but that she is not the contact for that project.

Also Mr. Horn would like us to look into a street light in front of his neighbor’s house at the 300 block of Lincoln Avenue that keeps going on and off and Mrs. Borchert said she would contact our electrician.

**MOTION TO ADJOURN**

President O’Connell entertained a motion to adjourn. Mr. Bradley made the motion, seconded by Mr. Schreiber. All in favor, motion carried. The meeting adjourned at 8:12 p.m.

Attest Respectfully Submitted

 Kristine Borchert

 Borough Secretary