

December 12, 2023
PROSPECT PARK, PA

The meeting of the Prospect Park Borough Council was held on December 12, 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 November 14, 2023 Council Meeting. Mr. Sutphin made the motion, seconded by Mr. Bradley. All in favor motion carried.

SECRETARY'S REPORT – MRS.BORCHERT

Mrs. Borchert read the Secretary's Report for the month of November 2023. Total deposits for the General Fund were \$343,509.53; Sewer Fund \$363.62; Liquid Fuels \$444.97; Escrow Fund \$0.00; Recycling Fund \$0.00. President O'Connell entertained a motion for approval of the Secretary's Report for November 2023. Mr. Sutphin made the motion, seconded by Mr. Bradley. All in favor, motion carried.

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

President O'Connell introduced Greg Sutphin for Recognition of the following Halloween Decorating Contest Winners:

Ronald & Kolyka Hart- 1612 Amosland Avenue- Here
Michael & Joe Dowling- 920 9th Avenue- Here
Richard & Patricia Heller- 813 14th Avenue- Here
Steven Legaré & Donna Kulp- 725 5th Avenue- Not Here
John & Kathy Mruk- 551 10th Avenue- Not Here

Mr. Sutphin thanked everyone who participated in this contest. We appreciate everyone that takes the time to decorate and participate in this contest.

REPORT OF ENGINEER – LISA CATANIA

To Council of Prospect Park:

The following is work completed in the month of November:

Chester Pike Corridor – 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.

Street Poles and connectors have been delivered. Installation is being discussed.

DELCO GreenWays – Phase 1 &2 – The Borough received funding for work at the Morton Homestead. GreenWays contracts were executed. Bids were opened July 25. 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 and 2 in the amount of \$46,430 and \$250,000, respectively, and PECO Green Region in the amount of \$10,000. I would recommend award to Premier in the amount of \$394, 609.50, budget permitting. Contracts have been executed, preconstruction meeting has been completed and notice to proceed was given for December 4, 2023. Premier has started layout work and is proposing to start demolition on Thursday, December 7. Relayed information to Delaware County Planning.

Frens and Frens have completed phase 1 investigation of the exterior of the Homestead. Plans have been forwarded to OHCD for historical and environmental review. Once comments are received, awaiting final report and drawings which should be by year's end. .

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. Agreements have been signed and returned to Collier. Revised schedule has been received. Will need Study team to be appointed.

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. Premier has substantially completed work, punchlist has been completed. There is an issue with the emitter which is being investigated and resolved.

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. Morton Homestead was awarded. Letter of award received.

CDBG 2024 – Application period has been announced. Projects eligible are planning and historic preservation projects.

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 continues with schedule available. Met with Consultant at Morton Homestead for

preconstruction inspection. Coordinating construction of Morton Homestead with Pierson to avoid delays.

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.

DELCO GreenWays Year 4 – Completed application for canoe/kayak launch and access due Sept 29. Announcement of award should be end of year.

STORM/SANITARY ISSUES:

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 with dye test. 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. Completing inspection of work as necessary for Erosion and Sedimentation issues as well as tie in to municipal storm sewer.

ACTIONS: CDBG Resolution

REPORT OF THE MAYOR HARRIS

Mayor Harris read the following Police Activity Report for the month of November into the minutes
Calls for Service (911&Self-Initiated)-363

Police Action Taken-24

Parking Tickets-0

Abandoned Autos-3

Motor Vehicle Crashes-22

Medical Emergencies-54

Assist Other Local Police-12

Alarm Calls-16

The Annual Christmas Tree Lighting in Park Square will be held on Friday December 1, 2023.

REPORT OF PUBLIC SAFETY – MRS. SHALLET

Mrs. Shallet made a motion to approve the sale of the 2007 Dodge Durango on Municibid in the amount of \$2,254.06, Seconded by Mr. Stewart. All in favor, motion carried.

Mrs. Shallet made a motion to re-appoint Eric Hollenbach part-time Police Office, Seconded by Mrs. Neill. All in favor, motion carried.

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

For the month of November we responded to 36 calls.
13 in Prospect Park and 23 Assist's to other companies.

Final purchases are being made for the year, and I am happy to report that vehicle repairs have been very minimal this year. Thanks to the Borough for funding the major repairs last year and for us getting the small things repaired right away, we once again have sound apparatus we can be confident in. The last big expenditure will be for new tires for the Snozzie

The Fire Departments Christmas party will be on December 16th at 8:00pm.. Please stop down if you are available.

Thank you Mary Ann and to Borough Council for all their support. I am looking forward to working with Borough Council going into 2024. If I don't see you, I hope you have a Merry Christmas and a Happy New Year.

REPORT OF HEALTH AND INSURANCE – MRS. NEILL

We are wrapping up the 2024 Insurance Borough insurance renewals.

REPORT OF SOLICITOR – JOHN MCBLAIN

Mr. McBlain explained the Borough Ordinance's that are set for Adoptions at tonight's meeting:

Ordinance #1370 fixing real estate tax Rates for 2024 Budget.

Ordinance #1371 establishing the Office of Borough Manager.

Ordinance #1372 establishing Bylaws, Rules and Regulations, for Borough Council. These are clear duties and procedures established for Borough Council.

Mr. McBlain stated that we will vote in January on Resolution No.1930 – to approve a Tax Anticipation Loan from Republic Bank in the Amount Of \$400,000.00. This is a loan that we take for that lapse in cash flow that may happen between December and February before the real estate taxes are received.

REPORT OF ADMINISTRATION AND FINANCES – PRESIDENT O'CONNELL

PAYROLL - All members have a copy of the Payroll Report for the month of November 2023 which totaled \$252,478.37. Mr. Bradley made a motion to approve the payroll report, seconded by Mr. Sutphin. All in favor, motion carried.

BILLS LIST – All members have a copy of the Bill List for the month of November 2023 to be paid in November totaling \$287,426.39. Mr. Bradley made a motion to approve the Bill List, seconded by Mrs. Schreiber. All in favor, motion carried.

TREASURER'S REPORT: All members have a copy of the Treasurer's Report for November 2023. Total cash balance General Fund: \$2,041,153.75; Sewer Fund: \$42,147.99; Highway Fund: \$433,681.42; Escrow Fund: \$843,795.59; Recycling Fund: \$2,463.10. Mr. Stewart made a motion to approve the Treasurer's Report, seconded by Mr. Schreiber. All in favor, motion carried.

President O'Connell entertained a motion to approve the 2024 Budget. Mr. Bradley made the Motion, Seconded by Mr. Schreiber. All in favor, motion carried.

President O'Connell entertained a Motion to Approve 2024 Tax Levy Ordinance --No. 1370- Fixing Real Estate Tax Rate for 2024 At 5.57 Mills. Mr. Bradley made the motion, Seconded by Mr. Schreiber. All in favor, Motion carried.

President O'Connell entertained a Motion to Approve Per Capita Tax 2024- setting the tax at \$10.00. Mr. Bradley made the motion, Seconded by Mr. Schreiber. All in favor, Motion carried

President O'Connell entertained a Motion to approve the Local Services Tax 2024 setting the tax at \$52.00 per Person. Mr. Bradley made the motion, Seconded by Mr. Schreiber. All in favor, Motion carried

President O'Connell entertained a Motion to approve the Sewer Rental Tax 2024- setting the rate at \$8.70 per Thousand Gallons. Mr. Bradley made the motion, Seconded by Mr. Schreiber. All in favor, Motion carried

President O'Connell entertained a Motion to approve the Trash Tax 2024- setting the tax at \$235.00 per Dwelling. Mr. Bradley made the motion, Seconded by Mr. Schreiber. All in favor, Motion carried.

President O'Connell entertained a Motion to Approve Resolution No. 1928- Appoint Leitzell and Economidis Borough Auditors. Mr. Bradley made the motion, Seconded by Mr. Schreiber. All in favor, Motion carried.

President O'Connell entertained a motion To Approve Ordinance No.1371 for Approval of a Borough Manager. Mr. Bradley made the motion, Seconded by Mr. Schreiber. All in favor, Motion carried.

President O'Connell entertained a motion to Approve Ordinance No. 1372 Establishing Borough Council Bylaws. Mr. Bradley made the motion, Seconded by Mr. Schreiber. All in favor, Motion carried.

President O'Connell entertained a Motion to Approve Resolution No.1930 – Tax Anticipation Loan from Republic Bank in the Amount Of \$400,000.00 (**Tabled Until the January 2024 Meeting**)

President O'Connell entertained a motion to approve the Agreement with Katzenberg & Associates, Inc., d/b/a Keystone Collections Group, to collect current and delinquent Local Services Tax for the Borough of Prospect Park. Mr. Bradley made the motion, Seconded by Mr. Schreiber. All in favor, Motion carried.

President O'Connell Announced that the Library Bingo held at the Firehouse was a huge success and a lot of fun!

REPORT OF PLANNING AND ZONING - MR. BRADLEY

Mr. Bradley made a motion to Approve Resolution No. 1929- approving applications for the 2024 Community Development Block Grant. Seconded by Mr. Stewart. All in favor, motion carried.

The Following is a brief synopsis of the Zoning Officer activity for the month of November:

- 6- Sale of Property inspections were done by the Zoning Officer.
- 202- Annual Inspections were done by the Zoning Officer.
- 33- Zoning & Permit reviews were done by the Zoning Officer.

REPORT OF LIBRARY AND RECREATION – MR. SUTPHIN

Mr. Sutphin read the report for the Library for the Month of November:

- Thanks to everyone who joined our Holiday Open House & Mini Book Sale this past weekend. The smiles on the children's faces created such a festive atmosphere.
- The Mini Book Sale will continue through the remainder of the year! Stop in to stock up on winter reads including adult & children books at unbeatable prices!
- Reminder for families during the holiday break to stop in the library to check out a Museum Pass to Elmwood Park Zoo, Academy of Natural Sciences & Tyler Arboretum. Passes are good for 3 days.

Mr. Sutphin again thanked the following winners and those that participated in the Halloween Decorating contest.

Ronald & Kolyka Hart – 1612 Amosland Avenue
Michael & Joe Dowling – 920 9th Avenue
Richard & Patricia Heller – 813 14th Avenue
Steven Legare & Donna Kulp – 725 5th Avenue
John & Kathy Mruk – 551 10th Avenue

REPORT OF PUBLIC WORKS – MR. STEWART

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

Highway & Sanitation Report – Month of NOVEMBER:

Trash continues to be picked up daily along Lincoln Ave, Chester Pike and Amosland Road.

Daily maintenance continues on all trash trucks.

Hometown Hero banners are finished

Leaves are being collected throughout the town. Once an area gets done, the leaf crew is going back for any late put outs.

Hometown Hero banners are being hung up along Lincoln Ave, Prospect Ave, and Park Square.

The Borough Hall was decorated for the Holidays.

Mr. Stewart wanted to let everyone know that the Highway Department will go back to late leaf pickup. Please call the Borough for scheduling.

Mr. Steewart also thanked John Cepis and all of the Highway and Sanitation workers for all of their hard work.

REPORT OF BUILDING, PARKS AND SEWERS - MR. SCHREIBER

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

Parks Report –

Trash is collected from the parks daily. Leaves are being removed from the parks. Water is scheduled to be shut off at the lake and Witmer Field

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

Sewer Report-

General sewer maintenance continues throughout town.

OLD BUSINESS

The Mayor asked in all of the guideline wires were marked for those that may be sledding at the hollow the upcoming season. Mr. Cepis stated that yes, they are marked and will be checked to make sure it is safe for those that may be sledding.

NEW BUSINESS

President O'Connell would like to thank Council Member Eric for his accomplishments over the past 10 plus years here on the council.

To highlight the Accomplishments of your dedication. Commitment and leadership: here are a few of those

- Reshaped our Highway Department with a plan to replace trucks, equipment and developed our crews to handle multi functions.
- Recycling program was revamped with equipment and enhanced the 1 day a week pick up. Even lead the project to replace recycle containers.
- Sewer preventative maintenance program was introduced. Emergency sewer service agreements set up.
- After many long conversion, was instrumental in relocating the operation to the new building on Maryland Ave
- Took over Parks and oversaw the redesign and construction of at least 3 playgrounds.
- Established a Partnership with the Youth groups that provides excellent baseball, t-ball, football and cheerleading facilities at 2 parks.
- With being responsible for Buildings, you were helpful to the Firehouse with the many needed improvements and repairs that were under budget.

- The same with facilities at Witmer Field and More's Lake Park.

This is just a brief list of the dedication you constantly display to our Borough. We know that Lori has another list that's waiting for you.

MEETING OPEN TO PUBLIC PARTICIPATION FOR A MAXIMUM OF THIRTY MINUTE

Rich Heller- 813 14th Avenue-Mr. Heller asked if a Do Not Enter signed could be placed at 14th & Lincoln Avenue. People are racing around and there are many children on that street that could get hurt. The Mayor stated that he would check with the Chief about this matter.

Mr. Heller also stated that there was incident on the bridge crossing over to Ridley Township at the Hollow where a dog was electrocuted. Mr. Heller stated that He contact the Borough did but was not sure if this issue was addressed. Lisa Catania said that she would contact someone from Ridley Park tomorrow to see if this issue was rectified.

Paul Johnson- 1021 Washington Avenue- Mr. Johnson wanted to applaud Mr. Eric Schreiber for all of his hard work that he does with the Prospect Park Youth Club, and for all of his years of Service on Borough Council.

Martin Luther King Day of Caring will be on January 15, 2024 from 8:00am to 12:00 noon. There will be a collection of food items at the Prospect Park Firehouse to benefit the Loaves and Fishes food pantry at Delaware County Community College. A lot of people do not know that a lot of college student are food insecure. There is also a new pantry here in Prospect Park called Delco Helping Hands that helps with infant and baby items and also general household items.

Also at 12:00 noon there will be a community reading at the Prospect Hill Baptist Church. We are switching things up a bit this year because Mr. Johnson stated that he believes that leaders are supported by their families, and there will be a speech of Coretta Scott King who was very instrumentals in the Civil Rights Movement. Mr. Johnson Did send out a letter to the Officials here at the Borough and he is hoping that some of the Official can participate in some of the readings. Also Eric Schreiber family always brings a truckload of Food. Mr. Schreiber stated that he will be there.

Also Mr. Sutphin stated that he has been there in the years past and plans to also attend this year. He asked if Mr. Johnson would be able to post Coretta Scotts Kings Speech. Mr. Johnson said he usually doesn't post that speech but he will make that available to anyone that would like it.

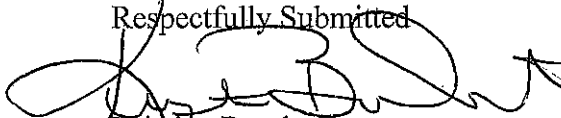
President O'Connell made an announcement that Wreaths Across America will be this Saturday December 16, 2023 at The Baptist Hill Church at 12:00 noon. Inside there will a little service. After the service you can exit and lay wreaths across service members that are buried here in town. President O'Connell said that he plans to attend and would hope that everyone can join him.

MOTION TO ADJOURN

President O'Connell entertained a motion to adjourn. Mr. Schreiber made the motion, seconded by Mr. Bradley. All in favor, motion carried. The meeting adjourned at 8:41 p.m.

Attest

Respectfully Submitted

A handwritten signature in black ink, appearing to read 'Kristine Borchert', written over the printed name.

Kristine Borchert
Borough Secretary