

APRIL 10, 2018
PROSPECT PARK, PA

The meeting of the Prospect Park Borough Council was held on April 10, 2018 at 7:30 p.m. at Borough Hall. President O'Connell called the meeting to order. President O'Connell led in saying the Pledge of Allegiance.

ROLL CALL

Members present were: Mrs. Shallet, Mr. Bradley, Mr. O'Connell, Mr. Sutphin, Mrs. Faison and Mr. Schreiber. Mr. McBlain and Ms. Catania were also present. Mayor Harris and Mr. Moore were absent.

MINUTES

President O'Connell entertained a motion to approve the minutes of March 13, 2018 Council Meeting. Mr. Bradley made the motion, seconded by Mrs. Shallet. All in favor motion carried.

SECRETARY'S REPORT - MRS. HURST

Mrs. Hurst read the Secretary's Report for the month of March 2018. Total deposits for the General Fund were \$522,212.30; Sewer Fund \$223,407.82; Liquid Fuels \$166,039.84 Escrow Fund 0.00; Recycling Fund \$0.00. President O'Connell entertained a motion for approval of the Secretary's Report for March 2018. Mr. Bradley made the motion, seconded by Mrs. Shallet. All in favor, motion carried.

President O'Connell read over the agenda for tonight's meeting. No public comment.

REPORT OF ENGINEER – LISA CATANIA

CDBG 2017 – Prospect Ave Improvements – Contracts have been prepared and forwarded to Premier for execution. Pedestrian lights have been ordered. A pre construction meeting will be scheduled once contracts are executed.

Road Program 2018 – A potential list of streets is attached and will be presented for editing. Hope to put on agenda for advertising at the May meeting.

Energy Audit –Energy Systems Group met to discuss study completed at visit various sites owned and maintained by the Borough. These included Borough Hall, Library, Maintenance Garage, Police Station and Pavilion. The Report includes energy savings anticipated with upgrades to the street lights, traffic signals, buildings HVAC, IT and Communications.

PADOT Resurfacing – PADOT has sent notification SR 420 – Lincoln Avenue will be part of a larger project for milling and paving that was let in December 2017. Highway Materials, Inc. is the contractor and has indicated work will occur in mid-August to late September 2018.

DCNR Grant Opportunity – Grant round is open for recreation and open space. Witmer Park Playground Upgrade is currently under design. Deadline is April 11, 2018.

PENNVEST Stormwater – Initiated work for application to PENNVEST for a grant or low interest loan for several trouble areas which include Summit Avenue and 16th Avenue noted below to alleviate drainage problems. Deadline for application is May 2, 2018. We will need to have a pre-application meeting with Tess Schlupp of PENNVEST and a DEP representative in the near future. A Prospect Park representative will be necessary to attend.

STORM/SANITARY ISSUES:

Summit Avenue – Sinkhole behind the Summit Avenue homes will need to be repaired. I would recommend this be completed with the phase 2 work identified in our report of Summit Avenue 2014. Cost to repair inlet (verbal estimate) is \$14,000 and approximately 10’ of line will cost approximately \$12,000. The resident at 709 Summit has requested additional information as to the status of the work. This project will be included in the PENNVEST application.

Norwood Avenue – A to U Services has been notified to complete replacement of inlet and regrading in rear yard. Work is expected to be started week of December 13. We are currently working on access into the yard.

Rear 16th Avenue Drainage - Residents at 712 and 714 16th Avenue have sent complaints regarding the removal of a 4” pipe discharge into the street to a pop up emitter within the grass area. Inlet in rear is collecting stormwater from rear yards, garages and the alley to the front of the property. A stormwater study is underway to remediate the drainage situation in this area that has worsened due to additional impervious surfaces within the drainage area. The alley is owned and maintained by the individual property owners. The ownership of the stormwater structure in the alley has been established as the property owners. This will be included in the PENNVEST application. Easements and agreements of maintenance will need to be resolved.

2nd Avenue Sanitary Sewer - A video inspection was completed for the sanitary main from Lincoln Avenue to Madison Avenue. A memo was generated. Results of the inspection are as follows:

- The Health Officer/Plumbing Inspector should verify grease trap operation at the commercial properties. Excessive grease was found at sta 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.
- Line is in excellent condition.

Madison Avenue Sanitary Sewer - A video inspection was completed for the sanitary main from Chester Pike to manhole in the rear yard at creek. A memo was generated. Results of the inspection indicates roots are prevalent. A heavy cleaning and root treatment is recommended.

7th Avenue Sanitary Sewer – Heavy roots are evidenced in video inspection between Prospect Avenue and Lafayette Avenue. Root treatment is recommended.

Nassau Boulevard – A sinkhole was discovered at by our inspector at 114 Nassau Blvd. The source of the sinkhole is the sanitary lateral. The Plumbing Inspector should be made aware of the issue.

REPORT OF THE MAYOR HARRIS

Mayor Harris was absent.

REPORT OF HEALTH AND INSURANCE – MRS. SHALLET

Mrs. Shallet read a Proclamation declaring May 7th to May 13, 2018 Children’s Mental Health Awareness Week. President O’Connell entertained a motion to accept the Proclamation. Mr. Schreiber made the motion, seconded by Mr. Bradley. All in favor, motion carried.

REPORT OF PUBLIC SAFETY - MR. BRADLEY

Mr. Bradley read the police report for the month of March 2018. Officers responded to 21 motor vehicle accidents. Each accident was investigated and reports filed. Officers responded to 24 domestic situations including violations of protection from abuse orders or other types of domestic. Each complaint was handled by an arrest or referred to the proper agency. Officers responded to 32 fire, burglary or robbery alarms. The Police Department assisted local ambulance and paramedic units on 49 medical emergencies. There were 9 motorist assistance calls, and 2 911 hang-up calls. There were a total of 369 complaints.

The quality of life issues – there were 6 abandoned vehicle citations issued in the month of March, and two additional complaints filed and under investigation.

There is nothing new to report on the 420 bridge project. All paperwork was submitted to PennDOT. We are awaiting the next step.

The Borough is in need of crossing guards, so anyone interested should stop by the police department or Borough Hall.

We are in the process of hiring two Part-Time Police Officers. The new police vehicle has arrived and we are in the process of getting that car in service as soon as possible.

REPORT OF SOLICITOR – MR. MCBLAIN

Mr. McBlain had no action items this evening.

REPORT OF ADMINISTRATION AND FINANCES – PRESIDENT O’CONNELL

PAYROLL - All members have a copy of the Payroll Report for March 2018 which totaled \$155,544.09. Mr. Bradley made a motion to approve the payroll for March 2018, seconded by Mrs. Shallet. All in favor, motion carried.

BILLS LIST – All members have a copy of the Bill List for the month of March 2018 to be paid in April 2018 in the amount of \$156,340.27. Mr. Bradley made a motion to approve the Bill List, seconded by Mrs. Shallet. All in favor, motion carried.

TREASURER’S REPORT: All members have a copy of the Treasurer’s Report for March 2018. Total cash balance General Fund: \$454,351.29; Sewer Fund: \$271,391.65; Highway Fund: \$358,548.03; Escrow Fund: \$101,263.49; Recycling Fund: \$25,786.78. Mr. Bradley made a motion to approve the Treasurer’s Report, seconded by Mrs. Shallet. All in favor, motion carried.

Prospect Park Borough made their yearly donation to the Senior Community Center in the amount of \$2,200.00. Prospect Park residents take advantage of the services at this center. The Borough has been supporting the center for 25 to 30 years.

An outline of the Lincoln Avenue Awakening Project was presented to the Planning Commission last week by Rebecca Ross from Delaware County Planning Department. We hope to have additional meetings with the DCPD and a public meeting with their final report. We do not have a timeline on when the final report will be ready for presentation.

REPORT OF PLANNING AND ZONING - MR. MOORE

Mr. Moore is still feeling under of the weather. We all wish him well!

REPORT OF PUBLIC WORKS – MR. SUTPHIN

Mr. Sutphin is praying for Mr. Moore.

Mr. Sutphin thanked the Highway Department for the great job they did during the snow storms this year. Thanks for the Police Department for staying in coordination with our highway department.

We recently submitted a recycling grant. Thanks Kris Borchert for getting the 68 page Grant paperwork together and submitted. We are requesting and hoping to be approved for a recycling vehicle, a leaf machine with box and education materials, such as mailers to all the residents, magnets and wooden rulers to give to the children at the Prospect Park School. We are hoping this will help the community to bring recycling to the forefront.

Mr. Sutphin will be working with Ms. Catania on selecting the roads for the 2018 Road Program funding.

Mr. Sutphin enjoyed the presentation by Rebecca Ross from the Delaware County Planning Department last week at the Planning Commission Meeting.

REPORT OF LIBRARY AND RECREATION – MRS. FAISON

The Easter Egg Hunt was held on the rain date of March 31st due to snow. It went very well. Approximately 240 bunnies were given out. It was packed. It started at 10:09 and was over by 10:12. The senior group did well. Precious was a very good bunny. Thanks to Greg Sutphin, the Fire Company, Pat Quinn and the Recreation Board.

Community day is June 9th noon to 4:00. We are planning two summer concerts and two movie nights. They will be held on Tuesday evenings from 7:00 to 9:00 most likely in July. October 13th is the Food Truck and Music Festival.

The library is having infant story time Friday's in April at 11:15 a.m. There is a Yankee Candle Fundraiser. Mrs. Faison has flyers to hand out that have the website information and the group number to use when ordering.

REPORT OF BUILDING, PARKS AND SEWERS - MR. SCHREIBER

The toilet at Witmer Field was replaced with a power flushing unit in the Youth Club bathroom. We had the sewer line videotaped and there were not sewer issues.

Two electrical panels were replaced into one panel at Witmer Field.

A new T-Ball field at the Hollow is being installed. The weather has not been cooperating. However, the fence contractor has been there and is working on installing the fence and backstop.

There was an electrical issue at Park Square. Mr. Schreiber has no further details on this issue.

The stormwater grant is still being worked on.

JUNIOR COUNCILPERSON – MADISON KELLER

Ms. Keller was absent.

OLD BUSINESS

None.

NEW BUSINESS

None.

MEETING OPEN TO PUBLIC PARTICIPATION FOR A MAXIMUM OF THIRTY MINUTE

Bette Steele, 716 16th Avenue, understands that the Borough may be applying for a grant for the stormwater issues on 16th Avenue and if they are, what will the grant cover and what is the timeline. Mr. Schreiber asked Ms. Catania to explain the process. Ms. Catania explained it is a PENNVEST grant and loan program. A design and pre-application meeting must be held. Therefore, survey work must be done prior to the meeting. The areas that have been identified are 16th Avenue, an area on Pennsylvania Avenue and an area Summit Avenue. This is a \$1,000,000 project. This will most likely get us to a grant since the Borough cannot sustain a \$1,000,000 tax increase. This is a very competitive grant. The survey work has been completed for the Summit Avenue, Pennsylvania Avenue watershed, as we are calling it. Ms. Catania does not know if the survey work has been done on the 16th Avenue alley. Ms. Steele stated the surveyors have been there. Ms. Catania needs to do a preliminary design. Until we are officially approved for the grant and/or low interest loan (approximately 1.78% for first 5 years and 2.73%

for the remainder of the loan), a final design will not be completed. We will not make the May 1st deadline for the Board Meeting in June. They meet four times a year, so we are shooting for the August meeting. Ms. Catania spoke with Tess Schlupp from PENNVEST who indicated there are stormwater grant monies available. Mr. Schreiber stated that this is a very large job and unfortunately, the storm inlet at the end of the alley cannot be used. Ms. Catania stated that the drainage will need to tie in and discharge at the Hollow. We will know more once we get the survey.

Paul Johnson, 1021 Washington Avenue, stated on March 13th he asked Council to consider audio and video recording the Council Meetings. Mr. Johnson asked for an update on any decisions made. President O'Connell stated we are still looking into it.

MOTION TO ADJOURN

President O'Connell entertained a motion to adjourn. Mrs. Faison made the motion, seconded by Mr. Bradley. All in favor, motion carried. The meeting adjourned at 7:53 p.m.

Attest

Respectfully Submitted

Deborah A. Hurst
Borough Secretary