**JULY 11, 2023**

**PROSPECT PARK, PA**

The meeting of the Prospect Park Borough Council was held on July 11, 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, Mr. O’Connell, Mr. Bradley, Mr. Stuphin, Mr. Stewart, and Mr. Schreiber. Ms. Catania was also present along with Kaitlyn Searls who was there representing Mr. McBlain. Mrs. Neill was absent.

**MINUTES**

President O’Connell entertained a motion to approve the minutes of June 13, 2023 Council Meeting. Mr. Schreiber made the motion, seconded by Mr. Bradley. All in favor motion carried.

**SECRETARY’S REPORT - MRS. HURST**

Mrs. Borchert read the Secretary’s Report for the month of June 2023. Total deposits for the General Fund were $152,476.15; Sewer Fund $838.52; Liquid Fuels $449.19; Escrow Fund $0.00; Recycling Fund $0.00. President O’Connell entertained a motion for approval of the Secretary’s Report for June 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.

President O’Connell turned the floor over to Mayor Harris who invited Mrs. Deborah Hurst to the front and presented her with a plaque for an Award of Excellence for her 24 years of service with the Borough of Prospect Park. The Mayor thanked Deb for all that she has done for the Borough.

President O’Connell also thanked Deb for her many years of service with the Borough and all that she has done for the Borough and the residents of Prospect Park. He stated that we could be here all night with thanks for all that she has done. President O’Connell invited everyone at the meeting back John Morton’s for a little going away gift for Deb after the meeting.

**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. Requested proposals of 2 companies for sign blades. 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 to be opened July 11, 2023; however, issues with signs and appropriate costing of signs will delay the opening until July 25, 2023.

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.

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 Solicitor and 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.

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. Mrs. Catania will be meeting with Dale Frens to review scope for evaluation. Received preliminary proposal.

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. 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.

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.

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.

*PECO Green Region 2019 – Morton Homestead Project was awarded $10,000 in funding. Project will commence upon notice to proceed from the County GreenWays project.*

ACTIONS:

*TE 160 for Amonsland Flashers*

**REPORT OF THE MAYOR HARRIS**

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

CALLS FOR SERVICE (911 CALLS AND SELF INITIATED)………559

ARRESTS (arrests, citations, petitions, ordinance violations) .…………..55

PARKING TICKETS……………………………………………………..71

ABANDONED AUTOS………………………………………………...…7

MOTOR VEHICLE CRASHES…………………………………………..25

MEDICAL EMERGENCIES…………………………………………..…46

ASSIST OTHER LOCAL POLICE……………………………………....26

ALARM CALLS……………………………………………………….....12

Mayor Harris announced that he had a couple thank you cards from the Scholarship Award winners from the High School that he wanted to share with Council. These are Prospect Park Pride Awards that are given to our Graduates of Prospect Park.

With the 4th Of July behind us the Mayor wanted to thank those that helped out at Park Square. This is a usually well attended event and they were a bit short staffed because some of the coaches that usually help out had to attend a baseball game. The Mayor thanked Pat Quinn for all of his help. Mr. Quinn stated that they usually have 6 to 8 coaches helping out with this event, but they were down to three with a coach from Tinicum helping out.

The Mayor said it was a good day, The Parade went well and the Council Members that were there all walked in the parade.

We are hoping next year to make this event bigger and better post COVID, so any suggestion for next year please let us know.

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

Mrs. Shallet made a motion to approve the application for Traffic Signal Approval at Amosland Road and 16th Avenue, seconded by Mr. Bradley. All in favor, motion carried.

Mrs. Shallet read the following Fire Company Report for June 2023: the fire company responded to 40 calls; 21 in town and 19 mutual aid assists.

June was a pretty quiet month with no major events, purchases, or breakdowns. I believe with changing our mechanical services we are receiving much better service and quality work, therefore keeping our repair costs in check. I am hoping this will continue in the future.

We are still waiting on the Electrician and Plumber to do the final installation of our gear washer. With all the storms, the electrician has been backed up.

As we are now into the second half of the year and our budget is in good shape, we will begin replacing some of our older equipment as well as some new purchases. I will keep you posted as to what we buy.

Mrs. Shallet stated that she attended three different seminars in the past month.

One meeting was held at Delaware Count y Community College and it was to ask the advice of what to do with the twenty billion dollars allotted for settlements received from Pfizer and all of the other drug companies. In the next 18 months Delaware County is allowed to use that money for best practices.

Mrs. Shallet also attended a PennDot Meeting on Tools for Traffic Training. This meeting addressed what they are doing for rerouting traffic issues,and the high amount of technology that they have to deal with these issues when Traffic emergency happen.

The last Seminar attend was an Opioid Crisis Intervention. This Seminar explained that there are new drugs and new things available for opioid crisis, and we have several resources that we can use with this crisis.

August 1, 2023 is National Night Out from 6:00pm to 8:00pm at Park Square.

President O’Connell also added that we now have ADA box in all of the borough building and also at our Fields. Also added to the ADA boxes was narcan and also Stop the Bleed kits that are available in case anyone would need any of those three items. There is also direction for all items. This was part of the some of the grant money that was given to us. Also our Librarians were on the list and I was surprised to know that some did have to administer help with these items in our local libraries.

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

Mrs. Neill was absent. Mrs. Shallet read Mrs. Neill’s 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 wanted to thank The 4th Of July Committee, and all that were involved with the preparation of the events at Park Square for the 4th of July. Great time had by all.

**REPORT OF SOLICITOR – JOHN MCBLAIN**

Mr. McBlain was absent. Kaitlyn Searls represented Mr. McBlain.

President O’Connell stated that Mr. McBlain’s action items on the agenda were the items that he worked on.

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

**PAYROLL** - All members have a copy of the Payroll Report for June 2023 which totaled $216,911.26. 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 June 2023 to be paid in June 2023 totaling $318,309.86. 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 June 2023. Total cash balance General Fund: $2,622,987.26; Sewer Fund: $718,761.50; Highway Fund: $433,519.72; Escrow Fund: $35,206.24; Recycling Fund: $2,305.44. Mr. Bradley made a motion to approve the Treasurer’s Report, seconded by Mr. Schreiber. All in favor, motion carried.

Mr. Bradley made a motion to Approve Resolution No. 1919 appointing Kris Borchert Borough Treasurer, seconded by Mr. Schreiber. All in favor, motion carried.

Mr. Bradley made a motion to Approve Resolution No. 1920 appointing Kris Borchert Borough Secretary, seconded by Mr. Schreiber. All in favor, motion carried.

Mr. Bradley made a motion to Approve Resolution No. 1921 appointing Kris Borchert Borough Open Records Officer, seconded by Mr. Schreiber. All in favor, motion carried.

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 made a motion to approve Resolution No. 1922- Approving waivers for Interboro School District Land Development Project, seconded by Mr. Schreiber. All in favor, motion carried.

Mr. Bradley read the following Zoning Officer Report for the month of June 2023: 77- Annual Inspection of an apartment unit; 6- Sale of Property inspections and 22- Zoning & Permit reviews were done.

The Civil Service met on June 19, 2023 to get the ball rolling. Advertisement was done in the beginning of the month, with all application due by July 21, 2023. Testing will take place on August 5, 2023 for PT, and August 7th for the written exam.

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

Mr. Sutphin -All flyers for upcoming events are on Facebook. There are also handouts on the chairs for upcoming events.

A few updates:

* Summer Storytime with Miss Mickie- Monday, July 10,17,24 & 31st @6:30pm
* New Program to start in June:
  + “3rd Thursdays for Knitters & Crocheters”
    - Intergenerational, Ages 15 & up
    - Bring a project you are currently working on and meet your knit & crochet neighbors.
    - 6:30 – 7:45pm

This Wednesday July 13, 2023 is Movie Night at Park Square- The movie will be Inside Out

Also the Recreation Board will also host Movie Night Wednesdays in July, & August.

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

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

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

Damaged wood was removed and replaced on the bleachers at Witmer Field

Smoke Detectors were checked at Borough Hall, Library, and Police Station Replaced air filters in Police Station.

Notice to the public that we are in the Dog Days of Summer, and the days are getting hotter so the men’s starting times may change to 6:30 am on certain days to get the men out of the heat. If possible please try and get your trash out the night before.

President O’Connell announced that the Borough was approved for a 902 Recycling Grant . President O’Connell thanked Kris and Greg Sutphin for their persistent in keeping that grant going to be able to purchase recycling bins for the borough residents.

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

Mr. Schreiber stated that poles are being replaced at Witmer Field to sustain the weight of the new lights that we are putting up.

Good news! We have action taking place in at Park Square to put our new playground equipment in so we are moving forward with that project. I will speak to Ms. Catania after the meeting to work on getting a bidding together to also have the playground equipment installed at Moores Lake.

We have some small thing being finished at the Firehouse. Doors were replaced on the second floor for a closet that was built, and a new digital sign is up and running at the Firehouse. There are also some minor things going on in the back office here at Borough Hall.

**OLD BUSINESS**

None.

**NEW BUSINESS**

President O’Connell again wanted to extend our hearty thank you to Deb Hurst and best of luck with her new position moving forward.

Also we want to thank Joe and Deb Daniels who are leaving us. There is a long list of things that Joe and Deb have done for the Borough. We have a plan at the next council meeting to honor you both, and sincerely appreciate all that you both have done.

Mr. Sutphin also wanted to mention that there is a lot of work over the years that went into those grants for the parks and you never know with FEFE coming in 2026 their football teams might have some interest in them renting out our parks.

President O’Connell also mentioned that along with what Mr. Sutphin mention about FEFE, we also have America 250 in 2026. This is America’s 250th Anniversary and we have seen a lot of activity with Federal, State, and County groups out there and we are keeping our eye out for any funding that may come along with this. Also the Morton Homestead I believe is one of the few revolutionary few sites that are still around along with Chester Court House, and the Brandywine Battlefield. We are keeping an eye out to hopefully tag onto someone’s coattail to get some funding to keep the Morton homestead looking good and to keep this property looking nice.

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

Pat Quinn- 841 8th Avenue- Mr. Quinn thanked Deb, Kris, and John Cepis for getting his window permit to him in a timely manner so that he could have his new windows installed.

**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 8:01 p.m.

Attest Respectfully Submitted

Kristine Borchert

Borough Secretary