

**JANUARY 9, 2018**  
**PROSPECT PARK, PA**

The meeting of the Prospect Park Borough Council was held on January 9, 2018 at 7:30 p.m. at Borough Hall. 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. Bradley, Mr. O'Connell, Mr. Sutphin, Mrs. Faison and Mr. Schreiber. Mr. McBlain and Ms. Catania were also present. Mr. Moore was absent.

**MINUTES**

President O'Connell entertained a motion to approve the minutes of December 12, 2017 Council Meeting. Mrs. Shallet made the motion, seconded by Mr. Bradley. All in favor motion carried.

President O'Connell entertained a motion to approve the minutes from the January 2, 2018 Reorganization 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 December 2017. Total deposits for the General Fund were \$96,669.19; Sewer Fund \$8,371.50; Liquid Fuels \$1.91 Escrow Fund 0.00; Recycling Fund \$0.00. President O'Connell entertained a motion for approval of the Secretary's Report for December 2017. Mrs. Faison made the motion, seconded by Mr. Bradley. 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 Avenue Improvements – Bid documents are 95% complete for review by OHCD. Coordinating efforts with PECO, Verizon and Comcast to minimize conflicts of overhead lines with new lights. Alternative to lights on the island would be the installation of lights along the side of the roadway. This would require the addition of 2 lights for an anticipated cost of \$8,000. Phil Welsh of OHCD is amenable to the change.

CDBG 2018 – Applications and cost estimates are proceeding for submission January 11, 2018.

Road Program 2017 – Completion Report has been generated for submission to PaDOT.

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 SR420 – Lincoln Avenue will be part of a larger project for milling and paving that will be let in December 2017. Work will occur in 2018.

DCNR Grant Opportunity – Grant round is open for recreation and open space. Deadline is April 2018.

#### 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 with cost approximately \$12,000. The resident at 709 Summit Avenue has requested additional information as to the status of the work.

13<sup>th</sup> & Washington Avenue Intel – A to U Services has completed repair of inlet. Invoice has been received and is currently under review.

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 16<sup>th</sup> Avenue Drainage – Residents at 712 and 714 16<sup>th</sup> 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 would be necessary 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 will need to be determined.

President O’Connell asked Ms. Catania if she knows when the PECO poles throughout the Borough that are cut in half are going to be removed. Ms. Catania will call her contact at PECO and see when these poles will be removed.

#### **REPORT OF THE MAYOR HARRIS**

Mayor Harris read the police report for the month of December 2017. Officers responded to 26 motor vehicle accidents. Each accident was investigated and reports filed. Officers responded to 15 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 17 fire, burglary or robbery alarms. The Police Department assisted local ambulance and paramedic units on 27 medical emergencies. There were 9 motorist assistance calls, and 2 911 hang-up calls. There were a total of 322 complaints.

There were 3 complaints filed with the Borough Office. Each was handled by the appropriate person. There were no vehicle citations issued in December.

The 420 bridge project PennDOT Agreements are on the agenda for this evening.

The Downtown Revitalization Project committee is working dates for the next meeting.

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

Mrs. Shallet had nothing to report.

**REPORT OF PUBLIC SAFETY - MR. BRADLEY**

The new 2017 Dodge Charger police vehicle has been ordered and we are awaiting delivery.

With the cold weather, please keep an eye on your neighbors. Keep all sidewalks clear of ice.

The 2018 parking permits are available at Borough Hall.

The firehouse doors are complete and working properly.

**REPORT OF SOLICITOR – MR. MCBLAIN**

Approval for the 420 Project Agreements are on the agenda this evening. One is the Sidewalk Maintenance Agreement and the other is the Shared Use Trail Agreement. The Sidewalk Maintenance Agreement basically states that the Borough will be responsible for the upkeep of the sidewalks. However, the Borough can make the adjacent property owner responsible for the sidewalk that fronts their property as the ordinance currently states.

The Shared Use Trail Agreement is a joint agreement with Tinicum Township. The upkeep of the Prospect Park trail portion will be the responsibility of the Borough. This trail will be used by walkers and bikers. No motor vehicles will be allowed on the trail. After 5 years, the Borough has the option to opt out if they wish.

Mr. McBlain recommends we pass the Resolution passing these two agreements.

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

**PAYROLL** - All members have a copy of the Payroll Report for December 2017 which totaled \$124,980.39. Mrs. Shallet made a motion to approve the payroll for December 2017, seconded by Mr. Bradley. All in favor, motion carried.

**BILLS LIST** – All members have a copy of the Bill List for the month of December 2017 to be paid in January 2018 in the amount of \$172,991.53. Mrs. Shallet made a motion to approve the Bill List, seconded by Mr. Bradley. All in favor, motion carried.

**TREASURER’S REPORT:** All members have a copy of the Treasurer’s Report for December 2017. Total cash balance General Fund: \$339,407.72; Sewer Fund: \$229,886.20; Highway Fund: \$207,983.59; Escrow Fund: \$101,263.49; Recycling Fund: \$7,612.66. Mrs. Shallet made a motion to approve the Treasurer’s Report, seconded by Mr. Bradley. All in favor, motion carried.

The auditors are coming tomorrow to begin the 2017 audit.

President O'Connell entertained a motion to approve Resolution No. 1857, PennDOT Agreements for the Darby Creek Project. Mr. Schreiber made the motion, seconded by Mrs. Faison. All in favor, motion carried.

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

Mr. Moore is still feeling under of the weather.

President O'Connell read the following Zoning Officer's Report: 136 annual apartment unit inspections; 10 sale of property inspections; 1 duplex sale of property inspection; and 24 zoning and permit reviews were done.

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

President O'Connell welcomed Mr. Sutphin to Council.

The highway department has been out salting the roads as necessary. Mr. Sutphin thanked the police department for their help during the storms. The plow is in the process of being repaired.

The Sanitation Department had a double trash day on Friday, January 5<sup>th</sup>. The Sanitation Department did not get done until 6:30 p.m.

**REPORT OF LIBRARY AND RECREATION – MRS. FAISON**

The library sent out the annual fundraiser mailing.

Saturday the New Year's Volunteer Luncheon will be held at the Masonic Lodge, who will also be catering the event. Avalon String Band will perform. A good crowd has signed up.

The 2017 Christmas Decorating winners will be attending the February meeting to receive their awards.

Mr. Sutphin asked Mrs. Faison who can attend the luncheon Saturday. Mrs. Faison explained that letters went out to the volunteer organizations. These organizations will be recognized at the luncheon. Also, residents 60 years of age and older are invited, as well as Council and their families.

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

The firehouse garage doors are done. We are waiting on tinting the windows. The firehouse bathroom project is underway. This project includes the upstairs bathroom at the firehouse being redone.

Mr. Schreiber will meet with Joe Dean and Linda Dempsey. Mr. Schreiber will meet with the about the Youth Club and Termites and get an idea of what they are looking to have done this year. Mr. Schreiber will do a walk through all the buildings in the next few weeks. The Jungle Gyms are a priority at Witmer Field.

**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**

Paul Johnson, 1021 Washington Avenue, inquired about a bus shelter some time ago and was looking for an update. President O’Connell explained that they are not through Septa, but rather an advertising company. We have not heard back from them.

Mr. Johnson complimented Mr. Sutphin on his election to Council. Mr. Johnson was not at the Reorganization Meeting and asked how that meeting works. Mr. McBlain explained that the Mayor presides over the meeting and the election of the officers. The Mayor opens for nominations for Council President and Vice President. The appointments to the specific committees are done by the Council President. All Councilmember’s were aware of the changes before the meeting.

Mr. Johnson thanked Borough Council for allowing the Prospect Park Youth Club to hold the first MLK day of service. The cleaning of the meeting room, snack bar and equipment will be done. Any unused equipment will be donated to the less fortunate committees.

President O’Connell stated that highway worker Joe Batchelder’s wife passed away. We sent our deepest condolences to Joe.

President O’Connell also sent his condolences to the family of firefighter Lt. Matt LeTourneau. Matt was a great guy and this is a huge loss to the community. This is proof that firefighters do a very dangerous job.

**MOTION TO ADJOURN**

President O’Connell entertained a motion to adjourn. Mrs. Faison made the motion, seconded by Mrs. Shallet. All in favor, motion carried. The meeting adjourned at 7:52 p.m.

Attest

Respectfully Submitted

Deborah A. Hurst  
Borough Secretary