

**MARCH 13, 2018**  
**PROSPECT PARK, PA**

The meeting of the Prospect Park Borough Council was held on March 13, 2018 at 7:30 p.m. at Borough Hall. President O'Connell called the meeting to order. Boy Scout Gabriel Thomas 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 February 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 February 2018. Total deposits for the General Fund were \$119,591.14; Sewer Fund \$18,403.26; Liquid Fuels \$1.54 Escrow Fund 0.00; Recycling Fund \$0.00. President O'Connell entertained a motion for approval of the Secretary's Report for February 2018. Mrs. Shallet 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 Ave Improvements – Bids have been received and reviewed. Five bids ranging from base bid of \$135,105.00 to \$269,117.50 were received. A recommendation to award to low bid of Premier Concrete with alternate in the amount of \$26,175 for a total contract of \$161,280 is recommended. We have requested and received approval of an allocation increase to \$192,803. We would also recommend purchase of light fixtures through PA Co-Stars contract 008-024 from Schaedler Yesco in the amount of \$30,949.60.

Road Program 2018 – List of potential streets will be presented for consideration. County Aid has been inputted into the PA DOT system.

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 have indicated work will occur in mid-August to late September 2018.

DCNR Grant Opportunity – Grant round is open for recreation and open space. Deadline is April 2018. Witmer Field Playground is targeted for application. This grant is a 50% match and a resolution will be presented for consideration.

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. Other areas of the Borough requiring improvements due to flooding should be investigated. 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.

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 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. Ms. Catania is looking into a DEP/Penn Vest grant in hopes that this drainage issue can be taken care of by the grant. Before the application for the grant can be submitted, a pre-application meeting must be held. Ms. Catania also discovered that the existing inlet from 15<sup>th</sup> Avenue is discharging into the park. This will need to be looked into as well.

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.

**REPORT OF THE MAYOR HARRIS**

Mayor Harris read the police report for the month of February 2018. Officers responded to 30 motor vehicle accidents. Each accident was investigated and reports filed. Officers responded to 18 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 12 fire, burglary or robbery alarms. The Police Department assisted local ambulance and paramedic units on 30 medical emergencies. There were 13 motorist assistance calls, and 5 911 hang-up calls. There were a total of 229 complaints.

The quality of life issues – there were 6 abandoned vehicle citations issued in the month of January and 2 abandoned vehicle citations issued in the month of February. There were 3 complaints for the month of February. All were handled by the appropriate personnel.

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

The next Downtown Revitalization Project meeting is being scheduled for the near future.

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

Mrs. Shallet had nothing to report.

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

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

Congratulations to Part-Time Police Officer Kester, who was recently hired as a full-time officer in Yeadon. We wish him the best!

Residents are reminded to clear your sidewalks of ice and snow to prevent slip and falls.

The Borough is currently looking into pricing for speed control devices.

**REPORT OF SOLICITOR – MR. MCBLAIN**

Mr. McBlain had no action items this evening.

However, Mr. McBlain is currently reviewing revision recommendations from the Planning Commission on certain Borough Codes. Mr. McBlain hopes to have his review available next month.

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

**PAYROLL** - All members have a copy of the Payroll Report for February 2018 which totaled \$124,031.18. Mr. Bradley made a motion to approve the payroll for February 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 February 2018 to be paid in March 2018 in the amount of \$376,309.69. 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 February 2018. Total cash balance General Fund: \$204,776.47; Sewer Fund: \$47,983.83; Highway Fund: \$198,334.22; 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.

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

Mr. Moore is still feeling under of the weather.

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

We are currently working on applying for a Recycling Grant and are in the process of gathering bids for a leaf machine, dump truck and other equipment that would apply to recycling. This grant application will be submitted in April.

Mr. Sutphin thanked the Highway and Police Departments for the impressive job they did during the last snow storm and communicating well with each other, blocking off roads, etc. to keep everyone safe. There were a few minor issues with trees falling. These were all taken care of by Peco. Mr. Sutphin rode with the Highway Foreman, Dan Lyons. It was quite an educational experience.

The PennDOT ECMS 109039DD9 Delco 420 project that Ms. Catania referred to is scheduled for the approximate dates of August 10<sup>th</sup> through September 25<sup>th</sup>.

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

The Library Board meets on Thursday, March 15<sup>th</sup> at 7:00 p.m. in the library.

The Easter Egg Hunt will be March 24<sup>th</sup> at 10:00 a.m. at the Hollow. The rain date is March 31<sup>st</sup>. Mrs. Faison is meeting with the senior group tomorrow at 3:00 p.m. at Borough Hall.

The Recreation Board is working in conjunction with the 4<sup>th</sup> of July Committee on Community Day.

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

Mr. Schreiber is working on getting pricing for equipment at Witmer Field, as well as batting cages and fencing at the Hollow.

Mr. Schreiber made a motion to approve the purchase of the pedestrian lights from Schaedler Yesco in the amount of \$30, 949.60 under COSTARS Contract 008-024, seconded by Mrs. Faison. All in favor, motion carried.

Mr. Schreiber made a motion to award the Prospect Avenue Streetscape Project to Premier Concrete in the amount of \$161,280.00, seconded by Mrs. Faison. All in favor, motion carried.

Mr. Schreiber made a motion to send a letter to OHCD/County Council for additional CDBG allocation to complete base bid and alternates, seconded by Mrs. Faison. All favor, motion carried.

Mr. Schreiber made a motion to approve Invoice #1 to 21<sup>st</sup> Century Media in the amount of \$572.98 for advertising and forward to OHCD for payment, seconded by Mrs. Faison.

Mr. Schreiber made a motion to approve Invoice #2, Pay Certification to Schaedler Yesco in the amount of \$30,949.60 for light fixture purchase and forward to OHCD for payment, seconded by Mrs. Faison. All in favor, motion carried.

Mr. Schreiber made a motion to approve Resolution No. 1859 – DCNR Grant work for Witmer Field playground, seconded by Mrs. Faison. All in favor, motion carried.

#### **JUNIOR COUNCILPERSON – MADISON KELLER**

The craft show was held on March 3<sup>rd</sup>. On March 8<sup>th</sup>, there was a college and career fair night. The SAT's were March 10<sup>th</sup>. March 19<sup>th</sup> was the peanut butter and jelly for the homeless. March 22<sup>nd</sup>, the musical Cinderella begins. Mr. Sutphin asked how the turnout was for the college and career night. Ms. Keller said they had a very good turnout. There were more attendees than last year.

#### **OLD BUSINESS**

None.

#### **NEW BUSINESS**

President O'Connell thanked the Police, Fire and Highway Department for their response during last week's storm. We appreciate all the help they did.

President O'Connell passed on condolences to Mrs. Shallet on the passing of her mother, as well condolences for the librarian, Mariann, for the loss of her mother.

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

Eileen Stevens, 731 15<sup>th</sup> Avenue, thanked Ms. Catania for looking into the stormwater grant. The house two doors down from her property is abandoned. There is an abandoned call that has been there for two and a half years. There was a gentleman in a white vehicle taking pictures a week ago. There is another vehicle that is completely disabled. The family that resided at 516 15<sup>th</sup> Avenue are now back and put up a rental sign. Mayor Harris explained that the vehicles

were cited and that the gentleman in the white vehicle taking pictures was the Code Enforcement Officer. Ms. Stevens wants to know who is going to pay the citations. Mayor Harris explained that once it is cited it goes to the District Judge. Letters were written and there is an ongoing investigation. Ms. Stevens was told to call 911 if she sees people there at night. A Use and Occupancy would need to be done before anyone could move in.

Jennifer Shaefer, 714 16<sup>th</sup> Avenue, thanked Ms. Catania also for looking into the grant. Is there any type of impervious service? Ms. Catania explained yes. Mr. Cepis informed Ms. Shaefer that you cannot go over 40% impervious. Some houses are already over the percentage and we cannot make them take things out. Unfortunately, the alleyway was stone and the residents pave it. A stormwater study should have been done before it was paved. Ms. Catania explained that it may be possible to get rain barrels through a grant with the DEP.

Paul Johnson, 1021 Washington Avenue, stated several communities in the area, as well as County Council, have started recording their meetings. Mr. Johnson would like to propose Council consider taping their meetings for transparency.

**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 7:59 p.m.

Attest

Respectfully Submitted

Deborah A. Hurst  
Borough Secretary