

**MAY 8, 2018**  
**PROSPECT PARK, PA**

The meeting of the Prospect Park Borough Council was held on May 8, 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: Mayor Harris, Mr. O'Connell, Mr. Sutphin, Mrs. Faison and Mr. Schreiber. Mr. McBlain and Ms. Catania were also present. Mrs. Shallet, Mr. Bradley and Mr. Moore were absent.

**MINUTES**

President O'Connell entertained a motion to approve the minutes of April 10, 2018 Council Meeting. Mr. Schreiber made the motion, seconded by Mr. Sutphin. All in favor motion carried.

**SECRETARY'S REPORT - MRS. HURST**

Mrs. Hurst read the Secretary's Report for the month of April 2018. Total deposits for the General Fund were \$1,769,547.74; Sewer Fund \$616,880.72; Liquid Fuels \$3.05; Escrow Fund 0.00; Recycling Fund \$0.00. President O'Connell entertained a motion for approval of the Secretary's Report for April 2018. Mrs. Faison made the motion, seconded by Mr. Sutphin. 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. President O'Connell asked Ms. Catania how the project was proceeding. Ms. Catania stated that the lights are being delivered tomorrow to Premier. There will be a pre-construction early next week. They are hoping to start in the next two weeks. Notifications will go to all residents affected, Council, Police Department, etc.

Road Program 2018 – A potential list of streets is attached and will be presented for editing.

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 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 read the police report for the month of April 2018. Officers responded to 34 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 44 medical emergencies. There were 13 motorist assistance calls, and 3 911 hang-up calls. There were a total of 361 complaints.

Quality of Life Issues: Police issued one vehicle citation. There were two violations for high grass and weeds.

We are waiting on PennDOT for the 420 bridge project progress.

President O’Connell commended Chief Engel and the Police Department for having police presence at the schools on Monday after all the hearsay and social media blitz last week. Thank you for putting the parents and children at ease.

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

Mrs. Shallet was absent.

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

Mr. Bradley was absent.

**REPORT OF SOLICITOR – MR. MCBLAIN**

Mr. McBlain had no action items this evening. We are working on several matters.

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

**PAYROLL** - All members have a copy of the Payroll Report for April 2018 which totaled \$128,107.01. Mr. Schreiber made a motion to approve the payroll for April 2018, seconded by Mrs. Faison. All in favor, motion carried.

**BILLS LIST** – All members have a copy of the Bill List for the month of April 2018 to be paid in May 2018 in the amount of \$158,985.00. Mr. Schreiber made a motion to approve the Bill List, seconded by Mrs. Faison. All in favor, motion carried.

**TREASURER’S REPORT:** All members have a copy of the Treasurer’s Report for April 2018. Total cash balance General Fund: \$1,929,540.12; Sewer Fund: \$888,272.37; Highway Fund: \$357,930.69; Escrow Fund: \$101,263.49; Recycling Fund: \$25,786.78. Mrs. Faison made a motion to approve the Treasurer’s Report, seconded by Mr. Schreiber. All in favor, motion carried.

PNC Bank put out the news that the drive-thru bank on 10<sup>th</sup> and Lincoln Avenues is closing, but will maintain the ATM. The disposition of the property is not known to us at this point. President O’Connell has been in contact with PNC representatives and we have not received a definitive answer yet. We are still waiting to see what they plan on doing with the property.

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

Mr. Moore is still feeling under of the weather. He forwarded the following report or the record.

President O’Connell read the Zoning Officer Report for the month of April: 92 annual apartment unit inspections; 10 sale of property inspections; 28 zoning & permit reviews.

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

We are looking into rain barrel workshops through the Pennsylvania Resource Council. The recent grant we applied for did not include rain barrels.

Mr. Sutphin made a motion to advertise bids for the 2018 Road Program, seconded by Mr. Schreiber. All in favor, motion carried.

We are hoping to get work done with the Beautification Committee where the Welcome Signs are located. We are going to do small projects to beautify these areas.

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

The library will be holding a Mother’s Day craft project during the week of May 6<sup>th</sup> to create and make take craft project for mom, ages 3 and up. Stop by the library during regular business hours. Science in the Summer will be held July 16<sup>th</sup> and 17<sup>th</sup>. These classes fill up fast, so if you are interested, please be sure to register soon. Registration begins on May 16<sup>th</sup> at 12:00 p.m. and must be done online at [www.scienceinthesummer.com](http://www.scienceinthesummer.com). The topic this year is Science in Space. The Level 1 class is for children entering grades 2 and 3. The Level II class are for children entering grades 4 through 6.

Saturday, June 2<sup>nd</sup> is Library Summer Kick Off – Kid’s Fun Day. There will be a children’s book sale from 9:00 a.m. to 2:00 p.m. There will be live musical performance by Alex & the Kaleidoscope at 11:00 a.m. This will be an interactive music performance that encourages and inspires kids to celebrate and learn through the power of song, fun facts and adventures.

The Recreation Board meeting is tomorrow night at 7:00. The meeting was changed from May 7<sup>th</sup>, due to a scheduling conflict. We are working on Community Day, which will be held June 9<sup>th</sup>, as well as the Food and Music Festival on October 13<sup>th</sup>.

Mrs. Faison contacted the Avalon String Band and confirmed them for July 4<sup>th</sup>. They have a new business manager, Bob Coyle. Mrs. Faison asked Mr. Coyle to check their schedule for the concert in Park Square on July 17<sup>th</sup> from 7:00 p.m. to 9:00 p.m. We are working on scheduling another concert and two movie nights.

Mrs. Faison asked that the 4<sup>th</sup> of July Patriotic Decorating Contest be placed on the Borough Facebook page soon.

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

The electrical, plumbing and bleacher issues at Witmer Field have been completed. The new T-Ball field and fence at the Hollow are complete. Benches still need to be installed.

We are working on getting pricing for recycling and regular trash cans for the parks.

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

Ms. Keller was absent. Mrs. Faison read the following report on behalf of Ms. Keller:

Minithon raised \$24,000 so far and we are still raising money. Elections for Student Council are going on now. Sandwiches for the homeless were made. The Junior Prom was April 20<sup>th</sup> and was a great time.

May 11<sup>th</sup> is the Senior Citizen Prom; May 12<sup>th</sup> is softball carwash; senior portraits are the week of May 14<sup>th</sup>; May 22<sup>nd</sup> is financial aid night at 6:30; and May 25<sup>th</sup> is the May function.

### **OLD BUSINESS**

President O'Connell asked Ms. Catania if we are still moving forward with the PENNVEST stormwater management plan. Ms. Catania explained that they are working on it. The survey work is complete, so we are working on the stormwater calculations. Joe Rodo will be the engineer on the project. We will see something in the next few weeks. The deadline to submit is August 1<sup>st</sup>. There will be a pre-application meeting and a representative from the Borough will need to attend.

President O'Connell asked about the DCNR Recreational Grant. Ms. Catania stated that the plans are on Mrs. Hurst desk. We should hear something from them around October.

President O'Connell asked for progress on the County Aid for pothole. Ms. Catania does not have the guideline information yet. Mr. McBlain stated we will be receiving a letter shortly from him shortly.

Ms. Catania stated that there will be a preliminary CDBG list next week.

### **NEW BUSINESS**

President O'Connell stated that it is Teacher Appreciation Day. Hats off to all of the teachers and residents who work with them.

Firefighter appreciation day was also this week. We thank all the career and volunteer firefighters for the hard and dangerous work they do each day.

Law Enforcement Week is also being held. Thank you to all of the Law Enforcement Officers, especially the Prospect Park. There will be a ceremony tomorrow at the Rose Tree Park Memorial.

Mayor Harris attended the Fire Company Banquet Saturday night. Mayor appreciates all the hard work they do each day. They are looking for new members for anyone interested.

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

Sean McCaffrey, 1642 Norwood Avenue, bought the house a little over a year ago, and there is an old drain in his back yard. Mr. McCaffrey removed the storm drain and when it rains, his yard becomes a swamp. Ms. Catania stated that this is an inlet that Mr. McCaffrey asked for the inlet to be relocated. A to U Services was to do the work; however, they would need to go through the neighbors lawn with the equipment and the owner did not give permission for them to do so. Mr. McCaffrey was unaware of this situation. No one notified him. Ms. Catania stated that they need to excavate the area. If the driveway and sidewalk get damaged, then it would need to be repaired. President O'Connell asked if he spoke to the contractor. Mr. McCaffrey stated that he did and they stated they would not go through his property because he was not going to be responsible to repairing any damage done. Mr. Schreiber asked if there are any easements. Ms. Catania stated that the easements are probably on the properties on Holmes Avenue. We could go through the properties on Holmes, unfortunately, there are fences that would need to be removed and replaced. President O'Connell asked if we could explore where the easement is. Mr. McBlain stated he will research the deeds for easements and find out legally how we can resolve the issue, along with the engineer. Mr. Schreiber will speak to Mr. McCaffrey after the meeting and get the information.

Pat Quinn thanked Council for allowing the Memorial Day Essay Contest Winners to be on the agenda for the June meeting. They were to come tonight, but there was a conflict.

Also, on May 19<sup>th</sup>, there is going to be a contest between with the Interboro schools. The students will decorate the graves of veterans at four cemeteries.

Paul Johnson, 1021 Washington Avenue, Councilman Bradley mentioned at last month's meeting that the Borough will be hiring two part-time police officers. Mr. Johnson sent an e-mail to Councilman Bradley, President O'Connell and Chief Engel asking if the wording "women and minorities are encouraged to apply". President O'Connell explained that if an advertisement is placed, we use the usual legal language. Mr. Johnson would like Council to consider adding this wording. President O'Connell stated that the part-time officers are not part of the Civil Service. The wording would need to be discussed with the Solicitor. Mayor Harris told Mr. Johnson if he knows anyone looking for a part-time police officer job, to be sure and have them apply.

**MOTION TO ADJOURN**

President O'Connell entertained a motion to adjourn. Mrs. Faison made the motion, seconded by Mr. Sutphin. All in favor, motion carried. The meeting adjourned at 7:59 p.m.

Attest

Respectfully Submitted

Deborah A. Hurst  
Borough Secretary