

**JANUARY 8, 2019**  
**PROSPECT PARK, PA**

The meeting of the Prospect Park Borough Council was held on January 8, 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. John McBlain and Joe Rodo were also present. Mr. Moore was absent.

**MINUTES**

President O'Connell entertained a motion to approve the minutes of December 11, 2018 Council Meeting. Mr. Bradley 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 December 2018. Total deposits for the General Fund were \$28,539.26; Sewer Fund \$2.11; Liquid Fuels \$2.00; Escrow Fund \$0.00; Recycling Fund \$0.00. President O'Connell entertained a motion for approval of the Secretary's Report for December 2018. Mr. Bradley made the motion, seconded by Mr. Sutphen. All in favor, motion carried.

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

**REPORT OF ENGINEER – JOE RODO FOR LISA CATANIA**

CDBG 2017 – Prospect Ave Improvements –Contractor has completed work. Final paperwork will be submitted for the work. Awaiting final invoice for payment and closeout.

CDBG 2018 – Prospect Avenue Phase 2 Improvements - Design is complete. Authorization to bid should be considered.

CDBG 2019 –CDBG applications have been completed and once executed, will be forwarded to the Office of Housing and Community Development for County Council consideration.

AQUA Road Program – Bids were received on December 19, 2018. Four (4) bids were received with base bids ranging from \$202,891.00 to \$275,190.00. The Borough portion of the project is \$193,671. AQUA fee in lieu is \$188,500. The remaining \$14,391 can be taken from Liquid Fuels if Council wishes to complete. I would recommend award to AF Damon of Upland, PA. Norwood will take action on their portion at their meeting in January. Work to be completed in the spring.

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. No new schedule has been received.

PENNVEST Stormwater – Application to PENNVEST for a grant or low interest loan for several trouble areas has been submitted. Areas include Summit Avenue and 16th Avenue noted below to alleviate drainage problems. Application will be ranked and discussed for decision at the January 30, 2019 meeting.

PECO Green Region – PECO has announced the Green Region Grant which has a maximum of \$10,000 and is a 50% match. Grant has been submitted for Witmer Park Playground.

Madison Avenue Subdivision – Mike Murphy has visited the Borough office and requested start of the subdivision which was approved in February 2013. This surpasses the 5 year time limit for changes necessary due to ordinance changes (MPC Section 508(4)(ii)). The SALDO has been updated and the plans should reflect those changes.

#### 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 has been included in the PENNVEST application.

16th Avenue – Design has been completed to resolve flooding issues due to infill and alley paving at a low point in the rear of homes. Project is included in the PENNVEST application submitted.

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 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.
- 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 for resolution.

Root Control – Root balls within certain areas have been noted. I would request in joint consideration with Folcroft Borough and Norwood Borough, the Borough consider Duke’s Root Service for a feasible project.

President O’Connell asked Mr. Rodo for an update on the PENNVEST application. Mr. Rodo explained that we may not know anything until the end of January.

**REPORT OF THE MAYOR HARRIS**

Mayor Harris wished everyone a Happy New Year.

Mayor Harris read the following police report for the month of December 2018. Officers responded to 32 motor vehicle accidents. Each accident was investigated and reports filed. Officers responded to 30 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 16 fire, burglary or robbery alarms. The Police Department assisted local ambulance and paramedic units on 32 medical emergencies. There were 4 motorist assistance calls, and 8 911 hang-up calls. There were a total of 325 complaints.

There were 5 complaints, all given to the appropriate person to handle. No vehicle citations issued in December.

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

Mrs. Shallet is actively working on safety issues with the highway and sanitation departments and their building.

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

Mr. Bradley is currently working on getting pricing for speed control devices.

**REPORT OF SOLICITOR – JOHN MCBLAIN**

Mr. McBlain had no action items.

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

**PAYROLL** - All members have a copy of the Payroll Report for December 2018 which totaled \$118,143.17. Mr. Bradley made a motion to approve the payroll for December 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 December 2018 to be paid in January 2019 in the amount of \$218,000.50. Mr. Bradley made a motion to approve the Bill List, seconded by Mr. Sutphin. All in favor, motion carried.

**TREASURER’S REPORT:** All members have a copy of the Treasurer’s Report for December 2018. Total cash balance General Fund: \$362,029.94; Sewer Fund: \$246,017.74; Highway Fund: \$227,865.18; Escrow Fund: \$115,558.26; Recycling Fund: \$8,947.38. Mr. Bradley made a motion to approve the Treasurer’s Report, seconded by Mrs. Faison. All in favor, motion carried.

President O’Connell asked Mr. Sutphin for an update on the recycling grant. The grant paperwork has been submitted and everything looks good for approval.

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

Mr. Moore was absent.

Mr. Schreiber made a motion to appoint John Furman to the Zoning Hearing Board for a term to expire December 31, 2021, seconded by Mrs. Faison. All in favor, motion carried.

Mr. Schreiber made a motion to reappoint Dante Caruso to the Zoning Hearing Board for a term to expire December 31, 2021, seconded by Mr. Sutphin. All in favor, motion carried.

Mr. Schreiber made a motion to reappoint Patrick Quinn to the Zoning Hearing Board for a term to expire December 31, 2021, seconded by Mr. Sutphin. All in favor, motion carried.

Mr. Schreiber made a motion to reappoint Shawn Stewart to the Planning Commission for a term to expire December 31, 2022, seconded by Mrs. Faison. All in favor, motion carried.

Mr. Schreiber made a motion to reappoint Brian Mecouch to the Planning Commission for a term to expire December 31, 2022, seconded by Mrs. Shallet. All in favor, motion carried.

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

Mr. Sutphin wished everyone a Happy New Year.

Mr. Sutphin made a motion to authorize bids for the 2018 CDBG Prospect Avenue Phase 2 Improvements, seconded by Mr. Schreiber. All in favor, motion carried.

Mr. Sutphin made a motion to accept the low bid from AF Damon in the amount of \$193,671.00 for the Aqua Road Program, seconded by Mr. Schreiber. All in favor, motion carried.

Mr. Sutphin stated the highway department is ready for the snow.

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

The library has the following upcoming happenings for 2019: Museum passes with a library card for Elmwood Park Zoo, Academy of Natural Sciences, National Constitution Center and

Independence Seaport Museum. These passes are valid for three days. Infant Storytime will be held Fridays in February at 11:15 a.m.

A thank you note was received by President O'Connell from the Salvation Army for the donations we gave after the Lunch with Santa event. Mrs. Faison read the thank you note.

The Senior Citizen and Volunteer Luncheon is Saturday, January 12<sup>th</sup> at the Masonic Lodge from noon to 3:00 p.m. The DeLaSalle Band will perform. The current attendance is estimated at 70 people.

Mr. Sutphin brought to everyone's attention that the Youth Club and Firehouse will be doing a food drive at the firehouse on January 21<sup>st</sup> for Martin Luther King's day of service. Prospect Park is taking part in this day. Residents are encouraged to bring can donations to the firehouse.

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

The heater was replaced at Witmer Field on last year's budget. We also purchased playground equipment for Witmer Field on last year's budget. The equipment will be delivered to Borough Hall and installed in the spring. Mr. Schreiber is working with Ms. Catania on installation and landscaping prices. We also replaced the drop ceiling tiles and doors on the second floor of the fire house on the 2018 budget as well.

President O'Connell thanked Mr. Schreiber for getting the playground equipment, along with Ms. Catania. President O'Connell mentioned we got denied for the state grant. Mr. Schreiber would like to do the same at Witmer Field next year.

### **OLD BUSINESS**

Mr. Sutphin thanked Mrs. Richards and Mrs. Shallet for the great job on the 2019 calendar. There are a lot of historic pictures and photos. Mrs. Shallet stated that health licenses going to the businesses this year have our 125<sup>th</sup> anniversary watermark on them.

### **NEW BUSINESS**

President O'Connell announced this is the start of the Borough's 125<sup>th</sup> year Anniversary. President O'Connell reached out to the volunteer groups to see any of their events can be themed for our 125<sup>th</sup> Anniversary. We will be holding the May Council Meeting at the Morton Homestead.

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

Paul Johnson, 1021 Washington Avenue, thanked Councilman Sutphin for his support this year for the Martin Luther King Day of Service Event. The Prospect Park Youth Club and the fire department are combining forces and will be sponsoring a food donation drive at the firehouse on January 21, 2019 from 8:00 a.m. to noon. The organizations that will benefit are the Loaves and Fishes located in Prospect Park and serves students at Delaware County Community College.

Mr. Johnson asked if the opening to the Zoning Hearing Board was mention to the public at a meeting. President O'Connell replied that it was mentioned and that Mr. Furman was a current member of the Planning Commission and is transferring to the Zoning Hearing Board.

President O'Connell stated that the Townwatch held a Toys for Tots event. Joe and Debbie Daniels were instrumental in holding this event. There were 11 families and 36 kids that benefited from this event.

**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 7:49 p.m.

Attest

Respectfully Submitted

Deborah A. Hurst  
Borough Secretary