

November 14, 2023
PROSPECT PARK, PA

The meeting of the Prospect Park Borough Council was held on November 14, 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, Mrs. Neill, Mr. O'Connell, Mr. Bradley, Mr. Stewart, and Mr. Schreiber. Mr. Sutphin was absent. Ms. Catania and Mr. McBlain were also present.

MINUTES

President O'Connell entertained a motion to approve the minutes of October 10, 2023 Council Meeting. Mr. Stewart made the motion, seconded by Mr. Schreiber. All in favor motion carried.

SECRETARY'S REPORT – MRS.BORCHERT

Mrs. Borchert read the Secretary's Report for the month of October 2023. Total deposits for the General Fund were \$294,050.12; Sewer Fund \$11,923.44; Liquid Fuels \$475.00; Escrow Fund \$0.00; Recycling Fund \$0.00. President O'Connell entertained a motion for approval of the Secretary's Report for October 2023. Mr. Stewart 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 introduced Maryann Shallet to make the Motion to appoint the full-time Officers Ginger Dunbar and Officer Michael Slowik.

Mrs. Shallet made the motion to appoint Officer Ginger Dunbar to full-time police officer, Seconded by Mr. Schreiber. All in favor, motion carried.

Mrs. Shallet made the motion to appoint Officer Michael Slowik to full-time Police Office, Seconded by Mr. Schreiber. All in favor, Motion carried.

President O'Connell then introduce Mayor Harris for the Swearing in of Officer Ginger Dunbar and Officer Michael Slowik as full-time Police Officers.

A Short recess was taken for pictures.

Meeting was brought back to order.

REPORT OF ENGINEER – LISA CATANIA

The following is work completed in the month of October:

Chester Pike Corridor – 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. Bergman is requesting a meeting with individual municipalities to discuss projects within the corridor as well as potential bike and walking corridors.

Street Poles and connectors have been delivered. Installation is being discussed.

DELCO GreenWays – Phase 1 &2 – The Borough received funding for work at the Morton Homestead. GreenWays contracts were executed. Bids were opened July 25. Low bid was that of Premier Concrete in the amount of \$435,750 with the second at \$470,366. Funding available is up to \$ 306,000, through GreenWays Year 1 and 2 in the amount of \$46,430 and \$250,000, respectively, and PECO Green Region in the amount of \$10,000. Met with Premier to determine cost savings. With change order, cost of project would be reduced to \$394,609.50. I would recommend award to Premier in the amount of \$394, 609.50, budget permitting. Contracts have been forwarded to the Borough for execution.

Frens and Frens have completed phase 1 investigation of the exterior of the Homestead. Expect results this week. Awaiting final report and drawings.

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. Agreements have been signed and returned to Collier. Revised schedule has been received. Will need Study team to be appointed.

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. Invoice #1 in the amount of \$30,240.00 is recommended for payment. Premier has substantially completed work, punchlist has been submitted for completion.

DCNR 2023 C2P2 Grant – Application for feasibility study of Moore's Lake Pavilion has been submitted. Project was not awarded.

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. Morton Homestead was awarded. Letter of award received.

CDBG 2024 – Application period has been announced. Projects eligible are planning and historic preservation projects.

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. Low bid RE Pierson is awarded. Work continues with schedule available. Met with Consultant at Morton Homestead for preconstruction inspection.

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. Design is scheduled upon completion of topographic survey.

DELCO GreenWays Year 4 – Completed application for canoe/kayak launch and access due Sept 29. Announcement of award should be end of year.

STORM/SANITARY ISSUES:

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 with dye test. Suggest video inspection to determine the extent.

Darby Creek Bridge – Spoke with Ridley to revise invoice received. Work is completed.

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. Completing inspection of work as necessary for Erosion and Sedimentation issues as well as tie in to municipal storm sewer.

ACTIONS:

CDBG Hearing?

REPORT OF THE MAYOR HARRIS

Mayor Harris read the following Police Activity Report for the month of October into the minutes
Calls for Service (911&Self-Initiated)-475

Police Action Taken-96

Parking Tickets-16

Abandoned Autos-28

Motor Vehicle Crashes-28

Medical Emergencies-61

Assist Other Local Police-27

Alarm Calls-4

The Annual Christmas Tree Lighting in Park Square will be held on Friday December 1, 2023.

REPORT OF PUBLIC SAFETY – MRS. SHALLET

Mrs. Shallet read the following Fire Company Report for October 2023:

For the month of October we responded to 34 calls.

14 in Prospect Park and 20 Assist's to other companies.

All 3 trucks have had some lighting repairs and upgrades completed last month.

All 3 trucks are inspected and running as they should.

The 1998 KME was involved in an accident in late August. An estimate has been submitted to the insurance company. Because of the amount of the repairs, an insurance adjuster will be coming to go over the estimate.

Once everything is approved and all the parts are in, the truck will go to Fire Line Equipment in Lancaster to have the repairs performed. Due to the supply chain issues, we do not expect the truck to go there until early 2024.

We will be doing our annual Santa tour on Saturday December 23rd starting at 3:00PM. This is in addition to the quick tour we do when the Parks & Rec holds their lunch with Santa. We have not been given a date for that yet.

We are continuing to purchase some new equipment and finalizing the 2023 budget. We expect to be under budget this year.

Mrs. Shallet thanked Pat Quinn for all of his hard work with the Veteran Banners.

Mrs. Shallet also wanted to congratulate Office Ginger Dunbar and Office Michael Slowik on their new positions.

REPORT OF HEALTH AND INSURANCE – MRS. NEILL

Mrs. Neill wanted to state that the Bingo was a great success, and said what a wonderful thing this is for our Community.

Mrs. Neill also stated that she will be unable to attend the December Council Meeting.

REPORT OF SOLICITOR – JOHN MCBLAIN

Mr. McBlain explained the Budget Process for the Agenda for next month's meeting. The advertising for the Approval of the budget would be done at least 10 days prior to the December meeting. Also the Levy Ordinance would also be adopted at the December meeting setting all of the Tax fees for the 2024 Year.

REPORT OF ADMINISTRATION AND FINANCES – PRESIDENT O'CONNELL

PAYROLL - All members have a copy of the Payroll Report for the month of October 2023 which totaled \$185,345.04. Mr. Stewart 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 October 2023 to be paid in October totaling \$503,963.54. Mr. Stewart made a motion to approve the Bill List, seconded by Mrs. Schreiber. All in favor, motion carried.

TREASURER'S REPORT: All members have a copy of the Treasurer's Report for October 2023. Total cash balance General Fund: \$2,445,944.52; Sewer Fund: \$390,022.18; Highway Fund: \$433,681.42; Escrow Fund: \$843,795.59; Recycling Fund: \$2,463.10. Mr. Schreiber made a motion to approve the Treasurer's Report, seconded by Mr. Stewart. All in favor, motion carried.

Motion to advertise the 2024 Preliminary Budget. President O'Connell entertained a motion to advertise the 2024 Preliminary Budget. Mrs. Shallet made the Motion, Seconded by Mr. Schreiber. All in favor, motion carried.

- FIXING REAL ESTATE TAX RATE FOR 2024
- PER CAPITA TAX 2024
- LOCAL SERVICES TAX 2024
- SEWER RENTAL TAX 2024
- TRASH TAX 2024

President O'Connell made a motion to approve the agreement with Katzenberg & Associates, Inc., d/b/a Keystone Collections Group, to collect current and delinquent local services tax for the Borough of Prospect Park, seconded by Mr. Schreiber. All in favor, motion carried.

President O'Connell Announced that the Library Bingo held at the Firehouse was a huge success and a lot of fun!

REPORT OF PLANNING AND ZONING - MR. BRADLEY

Mr. Bradley made a motion to approve Code Inspections Inc. Fee schedule effective November 30, 2023 and Prospect Park Borough Fee Schedule effective November 30, 2023. Seconded by Mr. Schreiber. Mrs. Shallet, Mrs. Neill, Mr. Bradley, Mr. Stewart all cast a vote of Yes. President O'Connell submitted a letter of abstention of a vote regarding this matter because Code Inspection Inc. was a former Employer of his. Motion carried.

Mr. Bradley made a Motion to Approve Prospect Park Borough Fee Schedule to Include Zoning, Parking, Use and Occupancy Fees, Street Opening Permits, Park Rental, Bulk Trash and Overnight Parking Permits, Effective November 30, 2023, Seconded by Schreiber. All in favor, motion carried.

Mr. Bradley read the following Zoning Officer Report for the month of October 2023: The Following is a brief synopsis of the Zoning Officer activity for the month of October:

- 9- Sale of Property inspections were done by the Zoning Officer.
- 83- Annual Inspections were done by the Zoning Officer.
- 26- Zoning & Permit reviews were done by the Zoning Officer.

REPORT OF LIBRARY AND RECREATION - MR. SUTPHIN

ABSENT.

Mr. Bradley read the report for Mr. Sutphin for the Library for the Month of October:

Thanks to all who attended and supported the Designer Bag Bingo last Saturday night at the Fire House. It was a fun night, with great bags, raffle baskets, door prizes and even surprise gift card winners! Mark your calendar for next year: November 9th

Upcoming events:

- Knit & Crochet Club – this Thursday, Nov. 16 @ 6:30pm
- “Keep Calm, Relax, and Read to Therapy Dog Daisy” – Thursday, November 30 @ 6:30pm.
- “Holiday Open House & HoHoHo Mini Book Sale” – Sat., Dec. 9 (10am- 2pm). Seasonal crafts for kids and a Foyer Book Sale
- Monthly Book Club: Monday, Dec. 11 @ 6:30pm

REPORT OF PUBLIC WORKS – MR. STEWART

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

Highway & Sanitation Report – Month of OCTOBER:

Trash continues to be picked up daily along Lincoln Ave, Chester Pike and Amosland Rd. Daily maintenance continues on all trash trucks.

Hometown Hero banners are being hung up.

Leaves are being collected throughout the town. Once an area gets done, the leaf crew is going back for any late put outs

Mr. Stewart wanted to thank Pat Quinn for all of his hard work with the Veteran Banners.

Mayor Harris wanted to Recognize and Thank Joe and Debbie Daniels for all of their hard work over the years, and everything that they have done for Prospect Park Borough. They will definitely be missed by everyone in Prospect Park.

REPORT OF BUILDING, PARKS AND SEWERS - MR. SCHREIBER

Motion to approve payment # 2 in the amount of \$83,714.88 to Premier Concrete Inc. for the Park Square Project Phase 3. Motion was made by Mr. Schreiber, Seconded by Mr. Bradley. All in favor, motion carried.

The following is a report on the parks that Mr. Schreiber read in to the minutes:

Parks Report –

Trash is collected from the parks daily. Leaves are being removed from the parks.

The following is a sewer report that Mr. Schreiber read into the minute:

Sewer Report-

General sewer maintenance continues throughout town.
Lighting is due to be delivered for Witmer Field.

OLD BUSINESS

None.

NEW BUSINESS

Lunch with Santa will be December 9th @ the Firehouse.

MEETING OPEN TO PUBLIC PARTICIPATION FOR A MAXIMUM OF THIRTY MINUTE

Pat Quinn- 840 8th Avenue- Mr. Quinn wanted to thank Chief Madonna, John Cepis, Shawn Stewart, Maryann Shallet and the Highway Men and everyone else that was involved in the Banner Hanging Ceremony. Mr. Quinn was so impressed with everyone coming together and all of children of the four community and their respect and silence when taps was being played at the Banner Ceremony by Jim and John from the Norwood VFW. Jim and John also explained what the Banner program meant to everyone and the children seemed to get the meaning of all of this. Thanks to All.

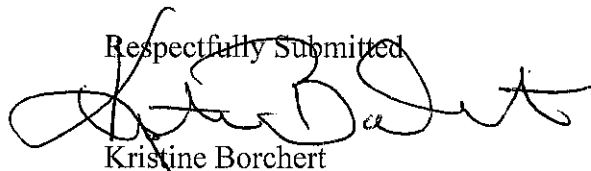
Deb Daniels- 816 11th Avenue- Deb Daniels Announced that she was going to try and hold onto the Toy Drive at Prospect Park Elementary as long as she could even if she has to coordinate this program through email because this is very important her and to the children. Lois and Ken Sauer from 7th and Prospect will be stepping up to help with the drop off and pick up of the toys. The Mayor stated that in going forward with this program, if she would need any help to please contact him because he is here to help. Mrs. Daniels also announced the Pictures with Santa at Park Square on Saturday November 25th that will be hosted by Town Watch. President O'Connell Wanted to thank the Daniels again for everything that have done for the Firehouse where he first met them to all of their volunteer work they have done through the years! It was great Appreciated and they will be missed.

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 8:25 p.m.

Attest

Respectfully Submitted



Kristine Borchert
Borough Secretary