

**Borough of Edinboro
Council Meeting Minutes
January 2, 2024**

CALL TO ORDER:

The meeting was called to order by Mayor Aaron Gast at 6:28 PM.

Pledge of Allegiance

ROLL CALL:

Council members present were Aaron Gast, Mary Ann Horne, Pat Davis (via phone), Mark Eisert, and Amanda Frantz-Mamani. Two Council seats were vacant.

Other official present was Borough Manager Jason Spangenberg. Citizens present were Mary Ann Mook, George Gast, Penelope Gast, and Ray Overholt.

MINUTES:

Mark Eisert moved to approve the minutes of the December 11, 2023 regular meeting and CDBG hearing as presented. Mary Ann Horne seconded, and the motion passed 5-0.

PUBLIC PARTICIPATION:

None

At this time Manager Spangenberg recommended that the agenda item to appoint individuals to Borough Council be moved forward so those individuals may participate in the upcoming agenda items. Pat Davis moved to appoint George Gast and Kelly Gheres to Borough Council. Mark Eisert seconded, and the motion passed 4-0 with Aaron Gast abstaining.

COMMITTEE REPORTS:

Finance Committee:

Mary Ann Horne moved to approve bills paid January 2, 2024 totaling \$147,904.76. Pat Davis seconded, and the motion passed 7-0.

Mary Ann Horne moved to approve payroll paid December 14, 2023 totaling \$90,952.54; and paid December 28, 2023 totaling \$82,136.27. Pat Davis seconded, and the motion passed 7-0.

MANAGEMENT REPORTS:

Borough Manager Jason Spangenberg presented his report.

Kayak Rental Racks: We have entered into an agreement with Rent.fun to offer a kayak rental service at our lake. The exact location is TBD, with installation tentatively in May. He was able to negotiate a

slightly higher rate of 55% of the rental revenue for the Borough for the first year of the agreement. We have applied for a grant to cover half of the cost of installation.

Sewer Project Funding: We had applied for a sewer grant for nearly \$5 million to fund necessary major upgrades at the sewer plant. The initial estimate for the project is \$7 million. Unfortunately we were not awarded any funding through this grant application. They had received applications totaling \$1.2 billion for about \$200 million in available funding. Funding will be sought from PENNVEST, in the form of a low interest loan and/or grant funding. Depending on the PENNVEST award, we may need to reduce the project scope in the short term.

2023 Financial Audit: The annual audit will take place the week of January 29.

Finance/HR:

Mary Ann Horne moved to approve Resolution 4-2024:

**BOROUGH OF EDINBORO
RESOLUTION NO. 4-2024**

WHEREAS, by virtue of Resolution No. 12-2001, adopted October 8, 2001, the Home Rule Borough of Edinboro, Erie County, Pennsylvania declared its intent to follow the schedules and procedures for the disposition of records as set forth in the Municipal Records Manual approved on July 16, 1993, and,

WHEREAS, the Municipal Records Manual was updated and approved on December 16, 2008 and amended on March 28, 2019, and Edinboro Borough Council intends to follow the most up-to-date version, and,

WHEREAS, in accordance with Act 428 of 1968, each individual act of disposition shall be approved by resolution of the governing body of the municipality;

NOW, THEREFOR, BE IT RESOLVED by Council of Home Rule Borough of Edinboro, Erie County, Pennsylvania, assembled this 2nd day of January, 2024 in accordance with the above cited Municipal Records Manual, hereby authorizes the disposition of the following public records:

Prior 2017 – records requiring 7-year retention:

- Insurance claims and policies*
- Public Utility Realty Reports*
- Treasurer Bond Certificates*
- Job Announcements*
- Workers Compensation records*
- Realty Transfer records*
- Civil Service examination records and answer sheets*
- Recommendations of Civil Service Applicants for appointments*
- Earned Income Tax ledgers/journals/forms/receipts*
- Bills/invoices*
- Accounts payable files & ledgers*
- Cancelled checks*
- Employee expense reports*
- Purchase Order files*
- Any other records require 7yrs*
- Accounts Receivable files & ledgers*
- Cancelled notes*
- Rental permits*
- Daily Cash Records*
- Deposit slips*
- Soliciting permits*
- Surplus property sales files*
- Utility and Paid Service Receipts*
- Voucher files*
- Bank statements*
- Bank reconciliations*
- Check registers*

Prior 2019 – records requiring 5-year retention:

- Ethics Commission Statements of Financial Interest*
- Delinquent Tax Remittance - any other items requiring 5 years*
- CSC appeals, removal, eligibility lists, examinations*
- CSC recommendations records*
- HRA records*

Prior 2014 – records requiring 10-year retention:

- Proof of publications*
- Press releases*

Prior 2020 – records requiring 4-year retention:

- Time Cards*
- Supply Requisitions*
- Animal Law Enforcement Records*
- Water Daily Operating Reports*

Requests for service forms *Survey of Financial Condition (DCED)*
Parking tickets
Prior 2022 – 2-year retention of not hired applications including CSC
And all other Borough records disposal per their section of the Municipal Records Manual

Amanda Frantz-Mamani seconded, and the motion passed by unanimous vote: Amanda Frantz-Mamani, yes; Mark Eisert, yes; George Gast, yes; Mary Ann Horne, yes; Pat Davis, yes; Kelly Gheres, yes; and Aaron Gast, yes.

COMMUNITY LIAISONS:

Water Authority:

Mayor Gast noted that the Water Authority Board has approved 5 applications for new water service connections in Washington Township along 6N east. These are the first Type C connections under the 2023 Water Agreement with Washington Township.

NEW BUSINESS:

Mary Ann Horne moved to approve Resolution 5-2024:

**HOME RULE BOROUGH OF EDINBORO
RESOLUTION NUMBER 5-2024**

**RESOLUTION APPROVING A MODIFICATION TO "OBO" EDINBORO BOROUGH'S
FY 2022 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

WHEREAS, the Borough of Edinboro is entitled to receive an annual allocation of Community Development Block Grant (CDBG) funds from the Pennsylvania Department of Community and Economic Development (PA DCED) pursuant to the provisions of PA Act 179 of 1984; and

WHEREAS, at the request of Edinboro Borough, the County of Erie, through the Department of Planning and Community Development (aka Planning Department) administers the Borough's CDBG program, and

WHEREAS, the Borough received \$105,252 in FY 2022 CDBG funding and previously resolved that the monies be used to undertake the following activities:

- *\$95,752 – Single Family Housing Rehabilitation*
- *\$9,500 - Program Administration*

WHEREAS, the Borough has utilized portions of 2019, 2020, and 2021 CDBG funding for the Nature's Outlet Improvement Phase 1, and now intends to utilize 2022 and 2023 CDBG funding for Nature's Outlet Improvement Phase 2; and

WHEREAS, the Borough finds that it is in its best interest to delete the Single Family Housing Rehabilitation Project and reallocate the monies to the Nature's Outlet Improvements Project - Phase 2; and

WHEREAS, deleting an existing activity under a fiscal year constitutes a "modification" of the CDBG program which must be authorized by the governing body with applicable documentation submitted to the PA Department of Community and Economic Development (DCED) for approval.

NOW THEREFORE BE IT RESOLVED by Edinboro Borough Council that Council desires to modify the FY 2022 CDBG program as follows:

- ✓ Delete the Single Family Housing Rehabilitation Project and transfer the funds totaling \$95,752 to the Nature's Outlet Improvements Project- Phase 2;

✓

BE IT FURTHER RESOLVED by Edinboro Borough Council that:

- ✓ All other terms and conditions regarding the FY 2022 CDBG program not affected by this modification shall remain in full force and effect; and
- ✓ The Planning Department is authorized to submit all necessary documentation to the PA Department of Community and Economic Development to effectuate the program change.

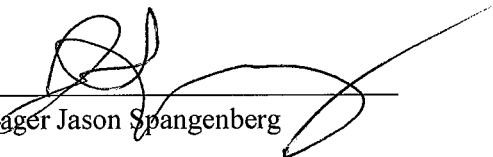
THEREFORE, the undersigned, Aaron L. Gast, Mayor of the Borough of Edinboro, does hereby certify that the resolution was duly adopted at a duly noticed regular meeting of the Borough Council of Edinboro Borough on the 2nd day of January 2024.

Manager Spangenberg stated that the 2022 CDBG funds had initially been allocated to Single Family Housing with the understanding that they would be reallocated to a different project as soon as one was determined. With the retirement of Erie County CDBG Administrator Joe Berdis at the end of 2022, we forgot that we needed to make this change in 2023. Pat Davis seconded, and the motion passed by unanimous vote: Amanda Frantz-Mamani, yes; Mark Eisert, yes; George Gast, yes; Mary Ann Horne, yes; Pat Davis, yes; Kelly Gheres, yes; and Aaron Gast, yes.

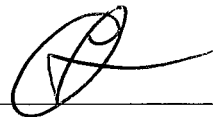
ADJOURNMENT:

Mayor Gast moved for adjournment, and the meeting was adjourned at 6:47 PM.

ATTEST:



Manager Jason Spangenberg



Mayor Aaron Gast