

**Borough of Edinboro
Council Meeting Minutes
December 12, 2022**

CALL TO ORDER:

Monday, December 12, 2022 the regularly scheduled meeting was called to order by Mayor Aaron Gast at 6:31 PM.

Pledge of Allegiance

ROLL CALL:

Council members present were Jim Kiley, Amanda Frantz-Mamani, Aaron Gast, Spencer Larson, Mark Eisert, and Mary Ann Horne. Absent was Pat Davis.

Other officials present were Solicitor Tim Wachter and Borough Manager Jason Spangenberg. Citizens present were Mary Ann Mook, Stephen Skaines, John Stachowiak, and MJ Campbell.

MINUTES:

Mayor Gast moved to approve the minutes of the November 14 regular meeting, CDBG hearing, and budget hearing as presented. Jim Kiley seconded, and the motion passed 6-0.

PUBLIC PARTICIPATION:

None

COMMITTEE REPORTS:

Finance Committee:

Mary Ann Horne moved to approve bills paid November 28 totaling \$80,509.71; and paid December 12 totaling \$178,171.78. Mayor Gast seconded, and the motion passed 6-0.

Mary Ann Horne moved to approve payroll paid November 17 totaling \$80,038.23; and paid December 1 totaling \$92,719.07. Mayor Gast seconded, and the motion passed 6-0.

Mary Ann Horne moved to approve payment of bills and payroll through year-end. Jim Kiley seconded, and the motion passed 6-0.

Personnel Committee:

Mary Ann Horne moved to appoint George Roberts to the Civil Service Commission and Mayor Gast seconded the motion. Manager Spangenberg stated that Mr. Roberts has previously served on the Commission, and a position had come open due to Chuck Klenk moving out of the Borough. The motion passed 6-0.

Mayor Gast moved to enter Executive Session for a personnel matter, with Mary Ann Horne seconding the motion. Council entered Executive Session at 6:35 PM and returned at 6:46 PM. Mayor Gast moved to amend the agenda to add an item regarding Borough Manager bonus and salary. Jim Kiley seconded, and the motion to amend the agenda passed 6-0. Mayor Gast moved to award the Borough Manager a \$4,000 bonus as a result of his performance evaluation, and set his salary for 2023 at \$90,000. Mark Eisert seconded, and the motion passed 6-0.

SOLICITOR’S REPORT:

Solicitor Wachter stated that he is researching options for community solar regulation.

MANAGEMENT REPORTS:

Manager Spangenberg presented his monthly report. Regarding the sidewalk along Rt. 99 north, there is a preconstruction meeting tomorrow where the schedule should be discussed. He will send notice of the schedule to the impacted property owners for their awareness.

We have been awarded the ECGRA Renaissance Block Grant for \$100,000, which provides funding for exterior improvements to residential properties. Eligible property owners will be contacted to begin the process.

We have applied for \$50,000 in funding from ECGRA to cover a portion of the Nature’s Outlet CDBG project.

We are applying 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. Funding will also be sought from PENNVEST, in the form of a low interest loan and/or grant funding.

We have applied for a \$100,000 grant to fund sidewalk improvements throughout the Borough.

Holiday events are well underway with the Light Up Night held December 1 and the Festival of Trees held December 3, among others. Thank you to all who have donated their time for these events.

The Zoning Hearing Board met on December 7 to hear an appeal from Michael Amidon regarding a fence violation. The Board ruled in Mr. Amidon’s favor, rescinding the violation notice.

Finance:

Mayor Gast moved to approve Resolution 32-2022:

***Borough of Edinboro
GASB # 54 Fund Balance Requirements Resolution
Resolution 32-2022***

Background. GASB #54 requires the governing bodies of school districts, townships, boroughs, and cities to set up procedures for the components of the fund balance in five categories, nonspendable, restricted, committed, assigned, and unassigned as needed by resolution prior to year-end.

1. *Nonspendable fund balance: Cannot ever be spent and is legally or contractually required to be maintained intact (ex. Long-term receivables)*

2. *Restricted: Constraints on purpose/circumstances of spending that are legally enforceable by outside parties such as creditors, grantors, contributors, law, or regulations of other governments, or constitutional provisions such as enabling legislation. Stabilization funds (15% of expense): Resources that can be spent only if certain specific circumstances occur reported in general fund as restricted.*
3. *Committed: Constraints on purpose and circumstances of spending imposed by government itself by formal action and is binding unless removed in the same manner. Action must be taken before the end of the reporting period, but amount can be determined at a later date. These include prepaid items, accounts payables, and encumbrances.*
4. *Assigned: Intent to use resources for a specific purpose by governing body.*
5. *Unassigned: Residual balance reported in general fund.*

Also, to designate what Funds will be classified by fund type:

1. *Special Revenue funds are used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes other than debt service or capital projects.*
2. *General Fund is to account for all financial resources except those to be reported in another fund.*

RESOLVED, by the governing body of the Home Rule Borough of Edinboro, that the following funds have been established:

1. *General Fund #01: General Fund assigned funds toward equipment, infrastructure, & capital projects.*
2. *CDBG Fund #04: Special Revenue Fund which is restricted by the grantor as well as for grant match obligations.*
3. *Water Fund #06, Sewer Fund #08, and Refuse Fund #09: Proprietary Funds with assigned funds toward equipment and infrastructure.*
4. *Highway/State Aid #35: Special Revenue Fund which is restricted by the state.*
5. *Pension Funds: Police #60, Non-Uniformed Defined Benefit #65, Non-Uniformed Defined Contribution #66*
6. *Payroll Fund #90*

NOW, THEREFOR, BE IT RESOLVED by Council of Home Rule Borough of Edinboro, Erie County, Pennsylvania, assembled this 12th day of December, 2022, authorizes the Manager to assign:

1. *(15% of expenses) percentage of fund balances for stabilization of accounts which may be used each year in place of a tax anticipation note or in case of emergencies; and*
2. *Funds available after short term liabilities (prepaid, payables, and encumbrances) to be assigned to equipment replacement (vehicle replacement), IT equipment, infrastructure (dam, storm sewers, reclamation, roads, etc.), municipal building improvements, public safety, recreation, or to pensions; and*
3. *Restrict match funds for grants.*

Mary Ann Horne seconded, and the motion passed by 6-0 vote: Amanda Frantz-Mamani, yes; Mark Eisert, yes; Jim Kiley, yes; Mary Ann Horne, yes; Spencer Larson, yes; and Aaron Gast, yes.

Mayor Gast moved to approve Resolution 33-2022:

RESOLUTION NO. 33-2022

A Resolution authorizing participation in the *Municipal Risk Management Workers' Compensation Pooled Trust*.

The Borough of Edinboro ordains as follows:
 (Name of Participant)

SECTION 1. The proper officers are hereby authorized to execute and deliver the following documents.

(A.) The Municipal Risk Management Workers' Compensation Pooled Trust Agreement (hereafter the Trust Agreement).

(B.) The Participant's Application which documents are attached hereto and made part hereof and which may be inspected by any interested citizen at the office of the entity's secretary.

SECTION 2. The duration of the term of the Trust Agreement is four years from the date of admission to the MRM Trust as a Participant.

SECTION 3. The Purpose and Objectives of the Trust Agreement are set forth in Article V.

SECTION 4. The Powers and Scope of the Trustees are set forth in Article II, Article V, Article VI, Article VIII and Article IX.

SECTION 5. The funds for meeting the obligations of the Participant under the Agreement shall be appropriated from the general funds of the Participant.

SECTION 6. The organizational structure necessary to implement the Agreement consists of the Trust, Trustees, Service Agents, and Fiscal Agents created by the Agreement.

SECTION 7. Property acquired for purposes of the Trust shall be acquired, managed, and disposed of under the terms of the attached Trust Agreement.

SECTION 8. The Trust shall be empowered to enter into contracts for policies of group insurance and employee benefits, including social security for its employees.

Resolved and Adopted at a duly assembled public meeting of the Participant held this 12th day of December, 2022.

Mary Ann Horne seconded, and the motion passed by 6-0 vote: Amanda Frantz-Mamani, yes; Mark Eisert, yes; Jim Kiley, yes; Mary Ann Horne, yes; Spencer Larson, yes; and Aaron Gast, yes.

Mayor Gast moved to approve Resolutions 30-2022 and 31-2022:

**BOROUGH OF EDINBORO
RESOLUTION NO. 30-2022**

***A Resolution to Approve an Application for the
COVID-19 ARPA H2O PA Grant Program***

Be it RESOLVED, that the Borough of Edinboro of Erie County hereby requests an H2O PA grant of \$4,773,626.66 from the Commonwealth Financing Authority to be used for the Edinboro Wastewater Plant Improvement Project.

Be it FURTHER RESOLVED, that the Applicant does hereby designate Jason Spangenberg, Borough Manager/Secretary and Aaron Gast, Mayor as the officials to execute all documents and agreements between the

Borough of Edinboro and the Commonwealth Financing Authority to facilitate and assist in obtaining the requested grant.

I, Jason Spangenberg, duly qualified Secretary of the Borough of Edinboro, Erie County, PA, hereby certify that the forgoing is a true and correct copy of a Resolution duly adopted by majority vote of the Borough of Edinboro Council at a regular meeting held the 12th of December, 2022 and said Resolution has been recorded in the Minutes of the Borough of Edinboro and remains in effect as of this date.

IN WITNESS THEREOF, I affix my hand and attach the seal of the Borough of Edinboro, this 12th day of December, 2022.

**BOROUGH OF EDINBORO
RESOLUTION NO. 31-2022**

**A Resolution to Approve an Application for the
Multimodal Transportation Fund Grant Program**

Be it RESOLVED, that the Borough of Edinboro of Erie County hereby requests a Multimodal Transportation Fund grant of \$70,000.00 from the Pennsylvania Department of Transportation to be used for the Edinboro Sidewalk Improvement Project.

Be it FURTHER RESOLVED, that the Applicant does hereby designate Jason Spangenberg, Borough Manager/Secretary and Aaron Gast, Mayor as the officials to execute all documents and agreements between the Borough of Edinboro and the Pennsylvania Department of Transportation to facilitate and assist in obtaining the requested grant.

I, Jason Spangenberg, duly qualified Secretary of the Borough of Edinboro, Erie County, PA, hereby certify that the forgoing is a true and correct copy of a Resolution duly adopted by majority vote of the Borough of Edinboro Council at a regular meeting held the 12th of December, 2022 and said Resolution has been recorded in the Minutes of the Borough of Edinboro and remains in effect as of this date.

IN WITNESS THEREOF, I affix my hand and attach the seal of the Borough of Edinboro, this 12th day of December, 2022.

Mary Ann Horne seconded, and the motion passed by 6-0 vote: Amanda Frantz-Mamani, yes; Mark Eisert, yes; Jim Kiley, yes; Mary Ann Horne, yes; Spencer Larson, yes; and Aaron Gast, yes.

COMMUNITY LIAISONS:

EVFD:

Mary Ann Horne stated that the fire department annual fund drive is ongoing.

NEW BUSINESS:

Mayor Gast moved to approve the 2023 meeting dates. Amanda Frantz-Mamani seconded, and the motion passed 6-0.

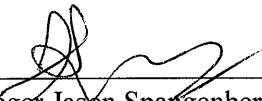
Mark Eisert asked for Council's opinion on requiring boat dock renters to submit a copy of their boat registration each year beginning in 2024. Mayor Gast said he would seek public input. Manager

Spangenberg requested that a decision be made by the February meeting so the dock renters could be notified in the renewal letter.

ADJOURNMENT:

Mayor Gast moved for adjournment, and the meeting was adjourned at 7:08 PM.

ATTEST:



Manager Jason Spangenberg



Mayor Aaron Gast