

**Borough of Edinboro  
Council Meeting Minutes  
January 6, 2025**

**CALL TO ORDER:**

The meeting was called to order at 6:29 PM.

**Pledge of Allegiance**

**ROLL CALL:**

Council members present were Aaron Gast, Mary Ann Horne, Pat Davis, Kelly Gheres, and George Gast. Absent were Mark Eisert and Amanda Frantz-Mamani. Junior Council Members Braydan Hartshorn and Cole Montanye were also present.

Other official present was Borough Manager Jason Spangenberg. Citizens present were Maria Dennis, Jane Crawford, Ray Overholt, and Mary Ann Schenck.

**MINUTES:**

Mary Ann Horne moved to approve the minutes of the December 9 regular meeting as presented. Pat Davis seconded, and the motion passed 5-0.

**PUBLIC PARTICIPATION:**

None

**COMMITTEE REPORTS:**

**Finance Committee:**

Pat Davis moved to approve bills paid December 23, 2024 totaling \$362,116.04; and paid January 6, 2025 totaling \$13,283.36. Mary Ann Horne seconded, and the motion passed 5-0.

Pat Davis moved to approve payroll paid December 12, 2024 totaling \$100,435.40; and paid December 26, 2024 totaling \$86,311.33. Kelly Gheres seconded, and the motion passed 5-0.

**MANAGEMENT REPORTS:**

Manager Spangenberg presented his report.

ECGRA Community Center Grant: Work on the Borough building's lower level is expected to begin soon. We are eager to get this work completed over the winter.

Sewer Plant Building Project: The project to construct a new building at the sewer plant to replace the outdated garage and operations buildings will move forward in the spring. This process will likely take into 2026 to complete.

Nature's Outlet Improvements: Phase 2 bids were awarded by the County. This phase will include installing more walkways and a gazebo. We hope for the work to be finished in early summer.

Erie County Budget: On December 20 he attended a meeting with the County Executive regarding the 2025 Erie County budget. County Council has unfortunately removed a large amount of funding for the Municipal Gap Funding Program from the budget, shifting the cost for many water and sewer projects to the local residents.

Light Up Night: The annual Light Up Night and Santa Sprint scheduled for December 5 was rescheduled for December 16, but once again it had to be cancelled due to the weather.

Sidewalk to Post Office: Bids have been awarded for this project. Work is expected to begin in the spring and last through the year. We hope to have the work completed in 2025 but the PennDOT timeline extends into 2026.

**Finance:**

Mary Ann Horne moved to approve Resolution 4-2025:

**BOROUGH OF EDINBORO  
RESOLUTION NO. 4-2025**

*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 6th day of January, 2025 in accordance with the above cited Municipal Records Manual, hereby authorizes the disposition of the following public records:

**Prior 2018 – 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 2020 – 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 2015 – records requiring 10-year retention:**      *Proof of publications*      *Press releases*  
**Prior 2021 – 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 2023 – 2-year retention of not hired applications including CSC**  
*And all other Borough records disposal per their section of the Municipal Records Manual*

Mayor Gast seconded, and the motion passed by unanimous vote: George Gast, yes; Mary Ann Horne, yes; Pat Davis, yes; Kelly Gheres, yes; and Aaron Gast, yes.

**COMMUNITY LIAISONS:**

**Municipal Authority:**

Mayor Gast stated that the Authority Board approved applying to PENNVEST for major project financing, at their meeting earlier tonight.

**Washington Township:**

George Gast stated that the Township is preparing for bids for the grant-funded Cherry Street repair joint project, as well as for the Edinboro Lake Plan joint project.

**ADJOURNMENT:**

George Gast moved for adjournment, and the meeting was adjourned at 6:41 PM.

ATTEST:

  
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 Manager Jason Spangenberg

  
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 Mayor Aaron Gast