

**Borough of Edinboro
Council Meeting Minutes
December 13, 2021**

CALL TO ORDER:

Monday, December 13, 2021 the regularly scheduled meeting was called to order by Mayor Aaron Gast at 6:39 PM.

Pledge of Allegiance

ROLL CALL:

Council members present were Fred Langill, Aaron Gast, Pat Davis, Alyssa Dobson, and Mary Ann Horne. Absent were Mark Eisert and Jim Kiley.

Other officials present were Solicitor Tim Wachter and Borough Manager Jason Spangenberg. Citizens present were Tom Davenport, Curtis Hals, MJ Campbell, Debbie McElroy, and Mary Ann Schenck.

MINUTES:

Mayor Gast moved to approve the minutes of the November 8, 2021 regular meeting and budget hearing as presented. Mary Ann Horne seconded, and the motion passed 5-0.

PUBLIC PARTICIPATION:

Tom Davenport, 1011 Lakeside Drive. Mr. Davenport recognized individuals from the Borough who had been helpful to him and the Lakeside Association this year including Jason Spangenberg, Pat Davis, Brian Osborn, Lindsay Lewis, and Chris Motter.

Curtis Hals, 136 Maple Drive. Mr. Hals provided an update on the success of the Edinboro Market, which has concluded its fourth year of operation.

Debbie McElroy, 113 Maple Drive. Ms. McElroy thanked the Public Works department for continuing to collect leaves later than usual.

Fred Langill, 132 Meadville Street. Mr. Langill expressed his gratitude for being able to serve on Council over the past four years. He congratulated those returning to Council and those newly elected. He discussed upcoming challenges for the Borough and the region.

COMMITTEE REPORTS:

Finance Committee:

Mary Ann Horne moved to approve bills paid November 22 totaling \$68,290.14; and paid December 13 totaling \$99,040.50. Alyssa Dobson seconded, and the motion passed 5-0.

Mary Ann Horne moved to approve payroll paid November 18 totaling \$72,517.19; and paid December 2 totaling \$83,608.17. Mayor Gast seconded, and the motion passed 5-0.

MANAGEMENT REPORTS:

Borough Manager Jason Spangenberg presented his report. Washington Township Council voted to approve a water agreement last month. Our Water Authority met earlier this evening to discuss approval of the agreement. A few minor edits were proposed, and it appears likely that the agreement will be approved at the January 3 meeting.

Regarding the sidewalk to Giant Eagle, the project let date has been pushed back to next spring, with work expected to be completed by the end of next summer, barring further delays. Residents along the work route will be contacted this week to discuss the property acquisition process.

We have been awarded a \$10,000 ECGRA matching grant to renovate the Borough building's lower level. Manager Spangenberg will work with the engineer to prepare formal plans and move forward with the project to receive bids.

Regarding the Basketball Court Lighting Project, the light poles were installed on November 24, making this project now complete. We plan to paint the fence in the spring.

A meeting was held on December 9 with Erin Wiley Moyers from DCNR, Norm Willow and Hannah Lovell from Washington Township, and Pat Davis to discuss the DCNR parks grant program. The meeting was very productive; we have begun discussions about a potential joint Borough-Township comprehensive parks plan, which could be partially funded through the grant.

We received a letter from the Perry Hi-Way Hose Co. regarding their concerns about the EVFD's level of EMS coverage currently being provided. We have scheduled a meeting for tomorrow, December 14, with EVFD and Washington Township to discuss this letter and potential ways we can help. On a related note, the EACOG is planning to hire an employee to assist fire departments in the tri-county area with finding a solution for the growing struggle providing EMS coverage.

Plans are still in motion for a new building to be constructed at the sewer plant to replace the outdated garage and operations buildings. Urban Engineers provided an initial estimate of \$1.6 million. Grant sources are being explored to help fund this necessary project.

Annual training for the Employee Safety Committee was performed on December 2. We receive a discount on our Workers Compensation insurance for having this committee, but more importantly it helps ensure a safe workplace for our employees.

We are moving the Borough's cell provider from Verizon to T-Mobile. This will provide a substantial cost savings.

Finance/HR:

Mayor Gast moved to approve the 2022 insurance renewal with Selective Insurance. Mary Ann Horne seconded, and the motion passed 5-0.

Mayor Gast moved to approve Resolution 18-2021:

Borough of Edinboro
GASB # 54 Fund Balance Requirements Resolution
Resolution 18-2021

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 13th day of December, 2021, 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.

Manager Spangenberg discussed the resolution, stating that this is an annual resolution. Mary Ann Horne seconded, and the motion passed by 5-0 roll call vote: Alyssa Dobson, yes; Mary Ann Horne, yes; Pat Davis, yes; Fred Langill, yes; and Aaron Gast, yes.

Recreation:

Mayor Gast moved to approve the 2022 Triathlon road closing and event permit. Alyssa Dobson seconded, and the motion passed 5-0.

Water:

Mayor Gast moved to table the vote on the Washington Township water agreement, as discussed in the Manager's report. Mary Ann Horne seconded, and the motion passed 5-0.

Mayor Gast moved to amend the agenda to add an action item appointing Jason Spangenberg to the Water and Municipal Authority Board. The Manager always serves as the Secretary on that Board, but he realized during the earlier Authority meeting that Manager Spangenberg hadn't officially been appointed by Council. Mary Ann Horne seconded, and the motion passed 5-0.

Mayor Gast moved to appoint Jason Spangenberg to the Water and Municipal Authority Board. Mary Ann Horne seconded, and the motion passed 5-0.

NEW BUSINESS:

Mayor Gast moved to approve the 2022 meeting dates. Mary Ann Horne seconded, and the motion passed 5-0.

Fred Langill moved to amend the agenda to add an action item authorizing the Manager to spend up to \$750 to acquire sample light deflectors for downtown streetlamps. Mayor Gast seconded, and the motion passed 5-0.

Fred Langill moved to authorize the Manager to spend up to \$750 to acquire sample light deflectors for downtown streetlamps. Mayor Gast seconded. Mr. Langill discussed the issue of the amount of light provided on the sidewalk by the streetlamps downtown. He does not believe there is sufficient light provided, stating that the current design allows much of the light to escape upwards and toward the second story of downtown buildings. He discussed a proposal for a cone-shaped device that could be attached to the lamps to direct the light down. Mary Ann Horne stated that she believes the lighting provided currently is sufficient. The motion passed 4-1, with Mary Ann Horne opposed.

ADJOURNMENT:

Mayor Gast moved for adjournment, and the meeting was adjourned at 7:15 PM.

ATTEST:



Manager Jason Spangenberg



Mayor Aaron Gast