

**Borough of Edinboro
Council Meeting Minutes
December 9, 2024**

CALL TO ORDER:

The meeting was called to order at 6:30 PM.

Pledge of Allegiance

ROLL CALL:

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

Other officials present were Solicitor Pat Kennedy and Lindsay Lewis. Citizens present were Curtis Hals, Ray Overholt, Jane Crawford, Mary Ann Mook, and Shawn Wroblewski.

MINUTES:

Amanda Frantz-Mamani moved to approve the minutes of the November 11 regular meeting and budget hearing as presented. George Gast seconded, and the motion passed 5-0.

PUBLIC PARTICIPATION:

Shawn Wroblewski, WECEMA. Mr. Wroblewski discussed the recent heavy snowfall and the potential for Council to declare a public emergency as a result.

COMMITTEE REPORTS:

Finance Committee:

Mary Ann Horne moved to approve bills paid November 25 totaling \$147,041.49; and December 9 totaling \$74,731.76. Mayor Gast seconded, and the motion passed 5-0.

Mary Ann Horne moved to approve payroll paid November 14 totaling \$86,484.88; and November 28 totaling \$83,079.71. Amanda Frantz-Mamani seconded, and the motion passed 5-0.

Personnel Committee:

Mayor Gast moved to appoint Jane Crawford to the Water & Municipal Authority Boards. Mary Ann Horne seconded, and the motion passed 5-0.

MANAGEMENT REPORTS:

Mayor Gast presented the Manager's report in Jason Spangenberg's absence.

ECGRA Community Center Grant: As previously announced, we have been awarded a \$25,000 ECGRA matching grant to renovate the Borough building's lower level. We have also received a \$44,980 grant

from the PA Gaming Revenue Local Share program for this project. New bids for this project were received on December 5. We are eager to get this work completed over the winter.

ECED Christmas Commercial: The ECED “Shop Edinboro” TV commercial is officially on the air.

Sewer Plant Building Project: Plans are still in motion for a new building to be constructed at the sewer plant to replace the outdated garage and operations buildings. Bids for this project were received on November 26. As previously announced, we have been awarded \$500,000 for this project from Erie County’s Municipal Infrastructure ARPA funding (\$250,000 through Washington Township) and \$437,182 from the PA Gaming Revenue Local Share program.

Nature’s Outlet Improvements: Phase 2 bids were received November 22. This phase will include installing more walkways and a gazebo. Erie County will award the contracts.

Park Grants: We have been awarded a \$25,000 grant from ECGRA to fund parks improvements including renovating the Billings Park bathhouse and replacing the picnic tables at various Borough park pavilions. We have also applied for \$35,742 for an Erie County Parks grant, yet to be awarded. The total estimated cost of these improvements is about \$72,000.

Edinboro Lake Plan: We are working with Washington Township on a plan to review the lake including natural and recreational aspects. Washington Township had applied on our joint behalf for two grants to fund this project, with an estimated cost of \$87,250. Both grants have been awarded, one from ECGRA and one from DCNR, each for half of the cost. We will hire a consultant to lead this planning process.

Erie County Budget: On November 12 Manager Spangenberg attended a hearing for the 2025 Erie County budget. He spoke in support of the County’s Municipal Gap Funding Program, of which we have been a beneficiary multiple times.

PennDOT Paving: On November 21 Manager Spangenberg attended meetings with PennDOT to discuss their plans to pave both Rt. 99 and Rt. 6N in 2025. Rt. 99 will be paved from 6N to Old State Road, and 6N will be paved from Rt. 99 to I-79. They will combine these projects into one bid so we only have to worry about coordinating with one contractor.

Festival of Trees: The annual Festival of Trees was held on December 1 at the Lakeside Commons mall. Despite a snowy weekend, the event was a success with a nice turnout. Thank you to the Borough plow crew for ensuring our streets and sidewalks were clear that day – and every day.

Light Up Night: The annual Light Up Night and Santa Sprint scheduled for December 5 had to be cancelled due to the snow. We hope to be able to reschedule.

Finance:

Mary Ann Horne moved to approve Resolutions 18-2024, 19-2024, and 20-2024:

***BOROUGH OF EDINBORO
RESOLUTION NO. 18-2024***

***A Resolution to Approve an Application for the
Statewide Local Share Account Program***

Be it RESOLVED, that the Borough of Edinboro of Erie County hereby requests a Statewide Local Share Account grant of \$84,129 from the Commonwealth Financing Authority to be used for the Edinboro Borough Police Department Equipment Upgrade 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 11th of December, 2024 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 11th day of December, 2024.

**BOROUGH OF EDINBORO
RESOLUTION NO. 19-2024**

**A Resolution to Approve an Application for the
Statewide Local Share Account Program**

Be it RESOLVED, that the Borough of Edinboro of Erie County hereby requests a Statewide Local Share Account grant of \$1,000,000 from the Commonwealth Financing Authority to be used for the Edinboro Wastewater Plant Capital Improvements 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 11th of December, 2024 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 11th day of December, 2024.

**Borough of Edinboro
GASB # 54 Fund Balance Requirements Resolution
Resolution 20-2024**

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 9th day of December, 2024, 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.*

Kelly Gheres seconded, and the motion passed 5-0: George Gast, yes; Amanda Frantz-Mamani, yes; Mary Ann Horne, yes; Kelly Gheres, yes; and Aaron Gast, yes.

Mary Ann Horne moved to approve an amendment to the police employment contract. Kelly Gheres seconded, and the motion passed 5-0.

Sewer:

The following bids were received for the sewer building project:

EE Austin & Son	1919 Reed St., Erie, PA 16503	\$3,002,000.00
Gildea Group LLC	11528 Airport Rd., Meadville, PA 16335	\$3,067,000.00
Massaro Corporation	120 Delta Dr., Pittsburgh, PA 15238	\$3,320,000.00
Mike Coates Construction	800 Summit Ave., Niles, OH 44446	\$3,531,606.00
VendRick Construction	367 Collar Price Rd. SE, Brookfield, OH 44403	\$3,617,800.00

Mary Ann Horne moved to award the contract to EE Austin & Son Inc. as low bidder. Kelly Gheres seconded, and the motion passed 5-0.

The following bids were received for the sewer building project electrical contract:

Wm. T. Spaeder Co.	1602 E. 18 th St., Erie, PA 16510	\$439,000.00
A&MP Electric	13003 Wolf Rd., Guys Mills, PA 16327	\$452,023.00
Newco Electric	4500 W. Ridge Rd., Erie, PA 16506	\$573,000.00
Westmoreland Electric LLC	193 Central Rd., Tarrs, PA 15688	\$625,000.00

Mary Ann Horne moved to award the contract to Wm. T Spaeder Co. as low bidder. Kelly Gheres seconded, and the motion passed 5-0.

COMMUNITY LIAISONS:

EVFD:

Mary Ann Horne mentioned informational meetings for the fire department’s planning process.

NEW BUSINESS:

The following bids were received for the building basement renovation project:

Construction Services of PA	P.O. Box 383, Union City, PA 16438	\$153,126.00
Considine Biebel & Co.	2949 W. 15 th St., Erie, PA 16505	\$155,300.00
Fred L. Burns, Inc.	269 McClain Watson Rd., Shipperville, PA 16254	\$157,450.00
TIP Construction, Inc.	4714 Upland Dr., Erie, PA 16509	\$160,000.00
Perry Construction	1440 W. 21 st St., Erie, PA 16502	\$166,935.00

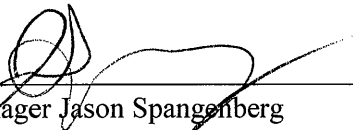
Mary Ann Horne moved to award the contract to Construction Services of PA as low bidder. Kelly Gheres seconded, and the motion passed 5-0.

Mary Ann Horne moved to approve the 2025 meeting dates. Kelly Gheres seconded, and the motion passed 5-0.

ADJOURNMENT:

Mayor Gast moved for adjournment, and the meeting was adjourned at 6:58 PM.

ATTEST:



Manager Jason Spangenberg



Mayor Aaron Gast