

**Borough of Edinboro
Council Meeting Minutes
January 4, 2021**

CALL TO ORDER:

Monday, January 4, 2021 the regularly scheduled meeting, held online via Zoom due to COVID-19, was called to order by Mayor Aaron Gast at 6:41 PM.

Pledge of Allegiance

ROLL CALL:

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

Other officials present were Solicitor Tim Wachter, Borough Manager Kevin Opple, and Finance Director Jason Spangenberg. Citizen present was Curtis Hals.

MINUTES:

Mayor Gast moved to approve the minutes of the December 14, 2020 regular meeting as presented. Mary Ann Horne seconded, and the motion passed 7-0.

PUBLIC PARTICIPATION:

Curtis Hals, Edinboro Market. Mr. Hals provided an update on the success of the Edinboro Market, which recently completed its third year of businesses. He said the Market saw a sales increase from 2019 to 2020 of 30%, and they are seeking a new location for expansion due to the tremendous growth. They plan to stay as close to Downtown Edinboro as possible.

COMMITTEE REPORTS:

Finance Committee:

Mary Ann Horne moved to approve bills paid December 28 totaling \$40,679.73; and paid December 30 totaling \$17,484.03. Mayor Gast seconded, and the motion passed 7-0.

Mary Ann Horne moved to approve payroll paid December 18 totaling \$79,727.44; and paid December 31 totaling \$79,649.79. Pat Davis seconded, and the motion passed 7-0.

Ordinance Review Committee:

Council discussed the student rental ordinance. The ordinance stated that Council must notify landlords this month if the grace period for renting to non-students would be extended beyond 2021. Alyssa Dobson suggested that Council extend that period for an additional year

while a more in-depth review of the ordinance be performed. Manager Opplé discussed an option for Council to eliminate the student rental classification, instead having only one type of rental license. In this scenario, all current rentals would be grandfathered in, and any new rental applications would face a stricter path to become a rental property. Council discussed, and came to the conclusion that the grace period would be extended for an additional 6 months, and the ordinance committee would meet as soon as possible to begin reviewing the ordinance for a potential change as Manager Opplé described. Mayor Gast moved to authorize Manager Opplé and Solicitor Wachter to compose a letter to landlords explaining the situation and send it this month, as required by the ordinance. Alysa Dobson seconded, and the motion passed 7-0.

MANAGEMENT REPORTS:

Manager Opplé presented his monthly report. The community came together during the events organized by the ECED and community groups. The advent windows were a huge success with 2,000 seeing the daily posts (Over 6,000 on the 24th when the Borough Hall was featured!). The Christmas tree decoration event at Lakeside Commons Mall had around two dozen trees decorated by various community organizations and businesses. There was a very good turnout in person and a lot of interest in the businesses in the mall.

The ECED's community-wide gift certificate program has been wildly successful. \$23,000 have been sold in about 3 months. The Erie Downtown gift certificate program reportedly sold about \$13,000 during its first 10 months.

Regarding the sidewalk to Giant Eagle, Stantec hosted a Zoom kick-off meeting on December 21 as they begin evaluation of properties in the right-of-way. The project is projected to be let by autumn 2021.

The Civil Service Commission will meet tomorrow for their annual reorganization.

Police Chief Al Donahue, Streets Superintendent Chris Motter, and Manager Opplé had a Zoom meeting with Triathlon Organizer Lauren Morosky Eckendorf on December 16. She is planning to conduct the triathlon on June 5, 2021 with small changes planned.

Manager Opplé completed the closeout of the COVID-19 grant that ECGRA gave to the ECED. 120 families received care packs during this year through Boro Women & Family Services.

Finance:

Mayor Gast moved to approve Resolution 4-2021 for the annual disposition of records:

***BOROUGH OF EDINBORO
RESOLUTION NO. 4-2021***

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 July 23, 2009, 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 **4th day of January, 2021** in accordance with the above cited Municipal Records Manual, hereby authorizes the disposition of the following public records:

Prior 2014 – 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 2016 – 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 2011 – records requiring 10 year retention: Proof of publications Press releases

Prior 2017 – any other document 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 2019 – 2 year retention of not hired application including CSC

Also Other Borough Department's disposal per their section of the Municipal Records Manual

Mary Ann Horne seconded, and the motion passed 7-0 by roll call vote: Mark Eisert, yes; Alyssa Dabson, yes; Jim Kiley, yes; Mary Ann Horne, yes; Pat Davis, yes; Fred Langill, yes; and Aaron Gast, yes.

Mayor Gast moved to approve Resolution 5-2021 to waive 2021 property tax penalties:

**BOROUGH OF EDINBORO
RESOLUTION 5-2021**

A RESOLUTION, of the Home Rule Borough of Edinboro, Erie County, Pennsylvania.

WHEREAS, the continued outbreak of the Coronavirus COVID-19 has led to lost income for many Borough residents and businesses; and,

WHEREAS, Erie County Council has passed County Resolution 65-2020 waiving all penalties and fees for 2021 real estate taxes if said taxes are paid in full by December 31, 2021, and urging municipalities to pass a similar resolution.

NOW, THEREFORE BE IT RESOLVED by the Borough Council of the Home Rule Borough of Edinboro that all penalties and fees for 2021 real estate taxes shall be waived if said taxes are paid in full by December 31, 2021; and

BE IT FURTHER RESOLVED that all unpaid 2021 real estate taxes after December 31, 2021 shall be subject to the normal delinquent penalties and fees pursuant to the Real Estate Tax Sale Law, the Pennsylvania Borough Code, the Municipal Claim & Tax Lien Law, and any other state statute or ordinance of the Borough; and

BE IT FURTHER RESOLVED that a copy of this resolution be transmitted to the real estate tax collector no later than January 15, 2021.

RESOLVED this 4th day of January, 2021.

Jason Spangenberg explained that Erie County passed a similar resolution last month and requested that municipalities do the same. Mary Ann Horne seconded, and the motion passed 7-0 by roll call vote: Mark Eisert, yes; Jim Kiley, yes; Mary Ann Horne, yes; Pat Davis, yes; Fred Langill, yes; and Aaron Gast, yes. *Alyssa Dabson, yes*

COMMUNITY LIAISONS:

Edinboro University:

Pat Davis reported that the new interim President for Edinboro University has officially started. Manager Oppler plans to meet with her as soon as possible to get introduced.


EVFD:

Mary Ann Horne stated that the new fire truck has arrived.


ADJOURNMENT:

Mayor Gast moved for adjournment, and the meeting was adjourned at 7:22 PM.

ATTEST:



Manager Kevin Oppler



Mayor Aaron Gast