

**Borough of Edinboro
Council Meeting Minutes
February 10, 2025**

CALL TO ORDER:

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

Pledge of Allegiance

ROLL CALL:

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

Other officials present were Solicitor Tim Wachter and Borough Manager Jason Spangenberg. Citizens present were Mary Ann Mook, Curtis Hals, MJ Campbell, Steve O'Neill, Tim Dillen, Debbie McElroy, Shane Wills, Gretchen Wills, Jane Crawford, Ray Overholt, and Mary Ann Schenck.

MINUTES:

Mary Ann Horne moved to approve the minutes of the January 6 reorganizational meeting and regular meeting as presented. Pat Davis seconded, and the motion passed 7-0.

PUBLIC PARTICIPATION:

Steve O'Neill, 124 Waterford Street. Mr. O'Neill expressed concerns about the stray cat population on Waterford Street. He mentioned that he caught another stray recently and had it spayed at his expense to try to help the situation. He asked that a solution be found.

COMMITTEE REPORTS:

Finance Committee:

Pat Davis moved to approve bills paid January 7 totaling \$44,937.46; January 17 totaling \$88,999.25; January 27 totaling \$183,596.43; and February 10 totaling \$73,517.00. Mary Ann Horne seconded, and the motion passed 7-0.

Pat Davis moved to approve payroll paid January 9 totaling \$94,924.27; January 23 totaling \$87,678.18; and February 6 totaling \$88,950.22. Mary Ann Horne seconded, and the motion passed 7-0.

Public Safety:

George Gast discussed a rumor about an apartment complex in the Borough that was investigated by the police, and it was found to simply be a false rumor. He noted that the Police Department is currently accepting applications for a new full-time officer position and encouraged those in attendance to spread the word to potential candidates.

MANAGEMENT REPORTS:

Manager Spangenberg presented his report.

ECGRA 2023 Community Center Grant: Work on the Borough building's lower level is now underway. We expect this work to take a couple of months, but we are excited for the improvements.

ECGRA 2024 Community Center Grant: We had applied for a \$15,000 grant from ECGRA for improvements to the Council meeting room, which is also one of our polling sites, but unfortunately we were not included in the award recipients announced last week. We will have to await grant funding to limit the financial burden placed on our taxpayers.

Cherry Street: In 2022 a section of land along Cherry Street collapsed into the below stream. While the land in question is located in Washington Township, we are working together as it impacts our roadway. Washington Township was awarded a grant through the Statewide Local Share program for this project for over \$300,000. Bids have now been received by Washington Township, so we hope to complete the repairs this summer.

Joint Parks Plan: The committee met on January 9 and reviewed goals for major projects to be included in the plan. On January 28 a meeting was held with an employee from the PA DCNR to discuss their grant programs for hiring a full-time Parks & Recreation Director as part of a Joint Parks & Rec Commission in the years to come.

PennDOT Green Light Go Grant: This month we intend to apply for a PennDOT Green Light Go grant for traffic signal and pedestrian signal improvements at the Normal Street intersection. This program covers 80% of project costs, with the construction estimate coming in at about \$170,000. The underground vehicle sensors have not been functioning since early 2024, so this grant would fix that issue along with providing new signals.

Sewer Phase 2 Funding: Planning for the Wastewater Treatment Plant Phase 2 improvements project continues, estimated to cost \$8 million+. We will seek various funding sources for this project, including applying for a PENNVEST loan. As previously announced, we have applied for a \$1 million grant through the PA Local Share gaming revenue grant program for this project. On January 23 a meeting was held with PENNVEST to discuss our in-process application. We are planning to submit the PENNVEST application in their April application window.

Borough File Storage: he has completed the process of moving all Borough employee electronic files to Microsoft OneDrive, providing our office increased security and efficiency.

Mural Project: As announced previously, the ECED has received grant funding to make a new mural on the building next to the Crossroads Dinor. The ECED Arts Committee is finalizing the mural design, with plans for completion this summer.

Renaissance Block Grants: Our ECGRA Renaissance Block Grant program, which provides funding for exterior improvements to residential properties, has been a major success so far. This summer we plan to expand the program to homes along Rt. 6N. Grants received for this program total \$280,000 since 2022.

2024 Financial Audit: Our annual financial audit took place the week of January 27. No issues were noted.

Finance:

Amanda Frantz-Mamani moved to approve Resolution 5-2025:

**BOROUGH OF EDINBORO
RESOLUTION NO. 5-2025**

**A Resolution to Approve an Application
For a Joint Municipal DCNR Grant**

WHEREAS, WASHINGTON TOWNSHIP ("Applicant") desires to receive from the Department of Conservation and Natural Resources ("Department") a Peer Grant for the purpose of working toward a Joint Parks & Recreation Commission in partnership with EDINBORO BOROUGH; and

WHEREAS, the application package includes a document entitled "Terms and Conditions of Grant"; and

WHEREAS, the applicant understands that the contents of the document entitled "Terms and Conditions of Grant," including appendices referred to therein, will become the terms and conditions of a Grant Agreement between the applicant and the Department if the applicant is awarded a grant.

NOW THEREFORE, it is resolved that:

- 1. The grant application may be electronically signed on behalf of the applicant by "Jason Spangenberg" who, at the time of signing, has a TITLE of "Borough of Edinboro Manager" and the email address of "jspangenberg@edinboro.net".*
- 2. If this Official signed the Grant Application Electronic Authorization prior to the passage of this Resolution, this grant of authority applies retroactively to the date of signing.*
- 3. If the applicant is awarded a grant, the Grant Application Electronic Authorization, signed by the above Official, will become the applicant/grantee's executed signature page for the Grant Agreement, and the applicant/grantee will be bound by the Grant Agreement.*
- 4. Any amendment to the Grant Agreement may be signed on behalf of the grantee by the Official who, at the time of signing of the amendment, has the "TITLE" specified in paragraph 1 and the grantee will be bound by the amendment.*

I hereby certify that this Resolution was adopted by the Borough of Edinboro Council this 10th day of February, 2025.

Kelly Gheres seconded, and the motion passed by unanimous vote: George Gast, yes; Amanda Frantz-Mamani, yes; Mark Eisert, yes; Mary Ann Horne, yes; Pat Davis, yes; Kelly Gheres, yes; and Aaron Gast, yes.

Pat Davis moved to approve Resolution 6-2025:

**Borough of Edinboro
Erie County, Pennsylvania
Resolution 6-2025**

A RESOLUTION OF THE BOROUGH OF EDINBORO, ERIE COUNTY, PENNSYLVANIA, ESTABLISHING COMPENSATION, BILLING AND COLLECTION PROCEDURES FOR THE MUNICIPAL TAX COLLECTOR OF EDINBORO BOROUGH, ERIE COUNTY, PENNSYLVANIA, FOR COLLECTION OF REAL ESTATE TAXES.

WHEREAS, the Home Rule Borough of Edinboro (Borough) desires to establish the compensation of the elected tax collector (Tax Collector) effective for their term commencing January 1, 2026, pursuant to Pa.Cons.Stat. Ann. tit 72, Section 5511.36a; and

WHEREAS, the Tax Collector is included in the municipal election of November 4, 2025, at which time an eligible person shall be elected to that office for a four-year term commencing January 1, 2026; and

WHEREAS, Section 36.1 of the Local tax Collection Law, PA.Cons.Stat.Ann. tit. 72,Section 5511.36a, provides:

“When any taxing district or taxing authorities propose to either raise or reduce the compensation or salary for the office of an elected tax collector, such action shall be by ordinance or resolution, finally passed or adopted prior to the fifteenth day of February of the year of the municipal election.”

AND, WHEREAS, the office of Tax Collector for the Borough of Edinboro, Erie County, PA, as pertain to the collection of real estate taxes during the elected term, shall be subject to the following enumerated procedures, terms, and conditions, and the compensation therefor shall be computed as a flat rate paid biweekly as set forth in this Resolution.

NOW, THEREFORE, it is hereby RESOLVED and ENACTED by the Home Rule Borough of Edinboro Council as follows:

A. COMPENSATION:

- a. It is hereby resolved that the compensation to be paid by the Borough of Edinboro to the municipal Tax Collector, Erie County, PA, as it pertains to the collection of real estate taxes, during the four-year term commencing January 1, 2026, shall be \$353.00 every two weeks for a maximum **total of \$9,178.00 per year** by direct deposit.
- b. The Tax Collector shall process interim tax bills in the same manner, and according to the same terms and conditions set forth herein for annual Borough tax bills and shall be compensated at **\$15.00 per interim bill** each January, by providing a recap of total interim bills to the Finance Director of the Borough by January 1st each year and will be paid in the first Borough payroll run of January.

B. Borough to provide:

- a. Compensation as described in Section A, provided he or she has complied with Section C.
- b. Borough will provide tax bills, duplicates and envelopes and reimbursement for first class postage to the Tax Collector.
- c. The Tax Collector will be given a room in the Municipal Building, 124 Meadville Street, Edinboro, PA to hold office hours weekly as printed on the bills. The electric and heating costs will be paid by the Borough. The Tax Collector will be responsible for his or her own phone in the office.
- d. The Tax Collector will also be granted use of the Borough Office copier to help in providing the necessary reports to the Borough for real estate taxes.

C. Tax Collector shall comply with the following procedures, terms, and conditions:

- a. The Tax Collector shall promptly stuff and mail preferably organized for pre-sorted rate first class postage.
- b. The compensation of the Tax Collector shall be deemed to have been earned upon collection and remittance or settlement as described herein.
- c. The Tax Collector must make daily deposits of all taxes collected for the Borough in a bank account maintained by the Tax Collector and approved by the Borough.
- d. Immediately upon receipt of payment, the Tax Collector shall stamp the receipt of the taxpayer and the receipt for the Borough with the date on which the tax was paid to the Tax Collector.
- e. The Tax Collector shall, at any time he or she is holding \$25,000 or more (except during the discount period \$100,000 or more), for the benefit of the Borough, but in no event less frequently than the tenth day of each month, submit a true statement, in writing in a format approved as to form and content by the Borough, to the Manager of the Borough of Edinboro for all taxes collected for the Borough during the previous month or period, giving the names of taxable, the amount collected from each, along with the discounts granted or penalties applied, if any, and the total amount of taxes received, discounts granted, and penalties applied. The Tax Collector shall submit with each such statement all monies collected as taxes on behalf of the Borough during the previous month or period and shall take his or her receipt for same.
- f. The Tax Collector shall make a complete settlement of all taxes for each year with the proper authority of the County of Erie as designated by the Borough within the time period provided by law; however, no such settlement, nor the return of delinquent taxes included therein, shall be made prior to the date of settlement established by the County of Erie in that year of the assessment of said taxes by the Borough.
- g. The Tax Collector shall receive no additional compensation, if the Homestead/Farmstead exemption results in a zero liability tax bill.

- h. *The Tax Collector shall receive no compensation on delinquent taxes collected by the County of Erie.*
- i. *The Tax Collector shall comply with all reasonable requirements, procedures, policies, and resolutions adopted by the Borough for the collection of Borough real estate taxes.*
- j. *The Tax Collector shall comply with all applicable statutes and regulations regarding continuing education. Costs associated with the continuing education program will be the responsibility of the Tax Collector.*

BE IT RESOLVED AND ENACTED THIS 10th day of February, 2025 of the Borough of Edinboro.

Amanda Frantz-Mamani seconded, and the motion passed by unanimous vote: George Gast, yes; Amanda Frantz-Mamani, yes; Mark Eisert, yes; Mary Ann Horne, yes; Pat Davis, yes; Kelly Gheres, yes; and Aaron Gast, yes.

Police:

Mary Ann Horne moved to approve Resolution 7-2025:

**BOROUGH OF EDINBORO
RESOLUTION 7-2025**

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

WHEREAS, the Civil Service Commission of the Borough of Edinboro has passed resolutions 1-2025 through 6-2025 for the purposes of making the following appointments for the new hire process: background investigations, psychological examinations, medical examinations, oral examinations, written examinations, and physical agility examinations.

NOW, THEREFORE, BE IT RESOLVED by the members of the Borough Council, that the Home Rule Borough of Edinboro approves of the above actions made by the Civil Service Commission, in accordance with the attached Civil Service Resolutions.

ADOPTED this 10th day of February, 2025.

George Gast seconded, and the motion passed by unanimous vote: George Gast, yes; Amanda Frantz-Mamani, yes; Mark Eisert, yes; Mary Ann Horne, yes; Pat Davis, yes; Kelly Gheres, yes; and Aaron Gast, yes.

COMMUNITY LIAISONS:

Boroughs Association:

Mayor Gast asked if any other Council members would be interested in attending the annual PSAB conference in Hershey this summer. George Gast asked that Manager Spangenberg email out additional information regarding the conference for consideration.

George Gast stated that he attended the recent Erie County Boroughs Association meeting representing Edinboro, and that it was a good meeting.

Washington Township:

George Gast stated that Township Council approved a resolution to apply for the DCNR Peer Grant, as was also included on tonight's Borough agenda.

EVFD:

Mary Ann Horne stated that the EVFD continues to struggle to find enough funding to cover the growing need for paid EMS staff, as volunteerism dwindles. Mark Eisert asked if the EVFD could attend a Council meeting to present their needs. Ms. Horne replied that the EVFD is planning to schedule a public meeting soon for open discussion. George Gast said that, at the recent Washington Township meeting, there was a suggestion by Township Council to form a working group with Borough Council to discuss the EVFD situation and come up with a plan to help. Ms. Horne noted that the EVFD has always invited the municipalities to meetings to hear what is going on and take part in discussions.

NEW BUSINESS:

Gretchen and Shane Wills were present to answer questions about the event and road closing permit for Lights on the Lake on Saturday, June 7. The event would include food trucks, a yoga session, a DJ, and releasing floating lanterns on the lake. The lanterns are biodegradable and contain an LED light. They float on the water and would be contained when released, then collected following the event. Lanterns would be purchased by attendees and could be personalized with a message. Proceeds would benefit Boro Women Services. Erie County Conservation has been contacted and did not express any concerns. A rain date would be determined later. Pat Davis moved to approve the event and road closing permit, waiving the fee. Amanda Frantz-Mamani seconded, and the motion passed 7-0.

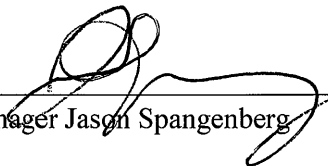
Mary Ann Horne moved to approve the event permit for Oars on the Shore, waiving the fee. Kelly Gheres seconded, and the motion passed 7-0.

Mary Ann Horne moved to approve the road closing permit for Edinboro Market. Manager Spangenberg explained that National Fuel had closed Mill Street for two days in January to upgrade the natural gas line for the new Edinboro Market location at 211 Mill Street. They did not contact our office in advance, so this permit is retroactive for the completed project. Pat Davis seconded, and the motion passed 7-0.

ADJOURNMENT:

Mark Eisert moved for adjournment, and the meeting was adjourned at 7:07 PM.

ATTEST:



Manager Jason Spangenberg



Mayor Aaron Gast