

**Borough of Edinboro
Council Meeting Minutes
December 14, 2020**

CALL TO ORDER:

Monday, December 14, 2020 the regularly scheduled meeting, held online via Zoom due to COVID-19, was called to order by Mayor Aaron Gast at 6:33 PM.

Pledge of Allegiance

ROLL CALL:

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

Other officials present were Solicitor Tim Wachter, Borough Manager Kevin Opple, and Finance Director Jason Spangenberg. Citizens present were Pat Koloskee, Randalee Gross, Mary Jo Campbell, and Sandy Rhodes.

MINUTES:

Mary Ann Horne moved to approve the minutes of the November 9, 2020 regular meeting and budget hearing as presented. Jim Kiley seconded, and the motion passed 6-0.

PUBLIC PARTICIPATION:

No speakers participated.

COMMITTEE REPORTS:

Finance Committee:

Mary Ann Horne moved to approve bills paid November 23 totaling \$68,644.31; and paid December 14 totaling \$122,240.80. Jim Kiley seconded, and the motion passed 6-0.

Mary Ann Horne moved to approve payroll paid November 20 totaling \$76,794.76; and paid December 4 totaling \$87,411.11. Pat Davis seconded, and the motion passed 6-0.

Mary Ann Horne moved to approve payment of bills and payroll through year-end. Mayor Gast seconded, and the motion passed 6-0.

MANAGEMENT REPORTS:

Manager Opple presented his monthly report. The lighting of holiday decorations by Santa was a nice event and had a good number of children in attendance, but they were distanced

and masked as they lined Erie and Meadville Streets. With help from the Streets crew, Casey Brown from the ECED was able to have a beautiful tree set up next to the Edinboro sign. The tree was a generous donation from the Burawas Christmas Tree Farm. The tree decoration event was held this past Saturday at the mall. The third event is an ongoing living advent calendar which has houses and businesses creating window displays. A new one is being opened each night from December 1st - 24th. So far the response on the Edinboro ECED Facebook posts has been around 2,000 per day. The Public Art Council of Edinboro (PACE) is promoting Saturday, December 19 as a day for the community to walk around and see the advent windows, Christmas tree decoration event, and other decorations through town.

The Edinboro Community Seniors have provided 17 addresses for a pen-pal program. There has been an overwhelming response from the students and teachers, so most likely each senior will be able to correspond with several students.

Regarding the ECGRA Mission Main Street Grant, several businesses have not completed façade renovations due to delays because of COVID. They have all been notified that their projects will roll over until next year.

Atlas (formerly Alchemy) has a proposed design for a map for businesses and attractions that has been taking inputs from the steering committee. They are also showing different variations on logos for marketing the community for tourism.

The ECED's community-wide gift certificate program is underway. The number of business signed up to accept the gift certificates is now 43 and counting and over \$17,000 have been sold.

Jim Kiley asked about the status of the Rt. 99 and 6N intersection project. Manager Oppler replied that the project is on track to be completed in 2021, with utility companies this week locating their lines near the intersection.

The Town & Gown Committee met this past Friday for the first time since Spring via Zoom. The meeting was productive but uneventful.

Solicitor Wachter and Manager Oppler have worked on a proposal for the Ordinance Committee regarding the student rental permits. It would be good to have a Zoom committee meeting soon to discuss and weigh in on the proposal.

The Borough will continue to conduct business with the public as we have done during the pandemic. We have protocols in place, including minimizing people working closely together, mask usage, limiting the number of customers allowed at the counter, and increased cleaning (including using a fogger).

Fred Langill stated that the Borough employees and contractors did a great job with the downtown improvement projects this year.

Finance:

Mayor Gast moved to approve Resolution 20-2020 for the 2021 EACOG budget:

***BOROUGH OF EDINBORO
RESOLUTION NO. 20-2020***

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

WHEREAS, the Borough of Edinboro is a member of the Erie Area Council of Governments (EACOG); and

WHEREAS, the EACOG has proposed its Annual Budget for its financial activities for the 2021 calendar year which will be voted upon for approval at the EACOG's General Assembly Meeting on December 9, 2020; and

WHEREAS, the Borough of Edinboro Council has reviewed the Proposed Annual Budget for 2021, a copy of which is attached hereto, and finds it to be in good order; and

WHEREAS, the Borough of Edinboro Council acknowledges its proportionate share of the Member Dues as listed therein.

IT IS HEREBY RESOLVED by the Borough of Edinboro Council, Erie County, Pennsylvania that the proposed EACOG Annual Budget for the Calendar Year Ending December 31, 2021 is approved.

ADOPTED this 14th day of December, 2020.

Pat Davis seconded, and the motion passed 6-0 by roll call vote: Mark Eisert, yes; Jim Kiley, yes; Mary Ann Horne, yes; Pat Davis, yes; Fred Langill, yes; and Aaron Gast, yes.

Mayor Gast moved to approve Resolution 21-2020 for the annual GASB 54 authorization:

***Borough of Edinboro
GASB # 54 Fund Balance Requirements Resolution
Resolution 21-2020***

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 be 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. *Capital Projects funds are used to account for and report financial resources that are restricted, committed, or assigned to expenditure for capital outlays including the acquisition or construction of capital facilities and other capital assets.*
3. *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. *Capital Projects Fund #18: Capital Projects fund assigned to fund IT equipment replacement, storm sewers, facilities (municipal building), and paving or maintaining roads and parking lots.*
5. *Highway/State Aid #35: Special Revenue Fund which is restricted by the state.*

NOW, THEREFOR, BE IT RESOLVED by Council of Home Rule Borough of Edinboro, Erie County, Pennsylvania, assembled this 14th day of December, 2020, authorizes the Manager and the Finance Director each year 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.*

Jim Kiley seconded, and the motion passed 6-0 by roll call vote: Mark Eisert, yes; Jim Kiley, yes; Mary Ann Horne, yes; Pat Davis, yes; Fred Langill, yes; and Aaron Gast, yes.

COMMUNITY LIAISONS:

EVFD:

Mary Ann Horne stated that the new fire truck will be received this month, and she said that the EVFD has been taking a lot of calls in the Cambridge Springs area lately due to the Cambridge Springs ambulance staff dealing with a COVID outbreak.

Lakeside Association:

Pat Davis stated that weatherproof covers have been made for the newly-decorated street sign posts around the neighborhood.

NEW BUSINESS:

Fred Langill stated a concern about the local library being an underutilized community asset. Randalee Gross from the library said that the library has some good digital resources available right now, but they need to get the word out about them.

Mayor Gast moved to approve the 2021 meeting dates. Mary Ann Horne seconded, and the motion passed 6-0.

ADJOURNMENT:

Mayor Gast moved for adjournment, and the meeting was adjourned at 7:04 PM.

ATTEST:

Manager Kevin Oppe

Mayor Aaron Gast