

**Borough of Edinboro  
Council Meeting Minutes  
December 11, 2023**

**CALL TO ORDER:**

The meeting was called to order by Mayor Aaron Gast at 6:33 PM.

**Pledge of Allegiance**

**ROLL CALL:**

Council members present were Mary Ann Horne, Jim Kiley, Amanda Frantz-Mamani, Mark Eisert, Aaron Gast, and Pat Davis. Absent was Spencer Larson.

Other officials present were Solicitor Tim Wachter and Jason Spangenberg. Citizens present were Mary Ann Mook, Curtis Hals, Gretchen Schlosser, Leah Therasse, Ray Overholt, MJ Campbell, Harry Glunt, David Glunt, and Ryan Parker.

**MINUTES:**

Mark Eisert moved to approve the minutes of the November 13 regular meeting and budget hearing as presented. Jim Kiley seconded, and the motion passed 6-0.

**PUBLIC PARTICIPATION:**

Gretchen Schlosser, 205 Erie Street. Ms. Schlosser expressed concerns about a number of items including the Rt. 99 and 6N intersection project, pedestrian crossing signals/buttons on 6N, cars blocking her driveway, yard damage from the sidewalk snow removal machine, and the lack of bus loading zones.

Leah Therasse, 214 Erie Street. Ms. Therasse stated that she has lived in town and been a business owner since the 1970s. She expressed a concern regarding the removal of street parking in front of her business, especially relating to her elderly clients, and she discussed concerns about the Rt. 99 and 6N intersection project. She requested that the Borough Police not ticket her clients when parking in the newly prohibited area. Manager Spangenberg replied that he had attempted repeatedly to have PennDOT adjust the project plans, so the northbound Rt. 99 lane could be left the width it was before the project, but PennDOT was unreceptive. He suggested that anyone concerned with the situation write to State Representative Banta and Senator Laughlin, as he also would do.

Ryan Parker, 236 Waterford Street. Mr. Parker thanked the Council members for their service to the community. He stated that he is onboard with the plans for the 6N sidewalk project and looks forward to seeing the project progress.

David Glunt, 210 Erie Street Glunt Funeral Home. Mr. Glunt expressed concerns regarding the removal of street parking in front of his business, noting that it will likely lead more people to use the parking lot for his business when visiting other nearby businesses. He inquired about what could be done to help this situation. Manager Spangenberg agreed with his concerns and stated his regret that he was unsuccessful in convincing PennDOT to change the plans for the project.

**COMMITTEE REPORTS:**

**Finance Committee:**

Mary Ann Horne moved to approve bills paid November 27 totaling \$96,400.27; and December 11 totaling \$270,105.47. Pat Davis seconded, and the motion passed 6-0.

Mary Ann Horne moved to approve payroll paid November 16 totaling \$81,659.13; and paid November 30 totaling \$79,367.65. Pat Davis seconded, and the motion passed 6-0.

**Ordinance Review Committee:**

Borough Council instructed Manager Spangenberg to advertise to hold a hearing regarding Ordinance 628 before the January 2 Council meeting.

Mark Eisert moved to approve Ordinance 629:

**BOROUGH OF EDINBORO**  
*Erie County, Pennsylvania*  
*Ordinance 629*

***AN ORDINANCE OF THE BOROUGH OF EDINBORO, ERIE COUNTY, PENNSYLVANIA, AMENDING PART 4 (GENERAL PARKING REGULATIONS) OF CHAPTER 15 OF THE BOROUGH CODE, ENTITLED MOTOR VEHICLES AND TRAFFIC, TO FURTHER RESTRICT PARKING ON A PORTION OF ERIE STREET THROUGH AMENDMENT OF SECTION 15-402 OF THE BOROUGH CODE; PROVIDING FOR A REPEALER, SEVERABILITY, BOROUGH MANAGER FILING INSTRUCTIONS, AND AN EFFECTIVE DATE.***

*WHEREAS, the Borough of Edinboro (the "Borough") has previously codified enacted ordinances as the Edinboro Borough Code (the "Code"); and*

*WHEREAS, due to the impact of the Route 6N/Route 99 Intersection Project being undertaken by the Commonwealth of Pennsylvania and PennDOT, the Borough desires to amend Part 4 or Chapter 15 of the Code, to further restrict parking on Erie Street, prohibiting parking north from the intersection of East Plum Street (Rt. 6NE) for a distance of four hundred and fifty feet (450 ft) and south from this intersection for a distance of two hundred and forty-five feet (245 ft); and*

*WHEREAS, the Borough has the power and duty to enact ordinances to promote the health, safety, and general welfare of Borough residents.*

*NOW THEREFORE, this 11<sup>th</sup> day of December, 2023, the Edinboro Borough Council hereby ordains and enacts the following:*

*Section 1. That the appropriate part of Section 402 of Part 4 of Chapter 15 of the Code be amended through the deletion of those terms struck out and the inclusion of the underlined terms as follows:*

***§15-402 Parking Prohibited at All Times in Certain Locations.***

*The following chart contains a list of all public streets within the Borough and the parking prohibitions related to said streets (if any):*

<b>Street</b>	<b>Side</b>	<b>Parking Prohibited Between</b>
Erie Street	East	Between the intersection of East Plum St. (Rt. 6NE) to a point approximately <del>140</del> <u>245</u> feet south marked by

a sign indicating "No Parking Here to Corner" and to a point approximately ~~150~~ 450 feet north marked by a sign indicating "No Parking Here to Corner."

**Section 2. Repealer.**

*Any ordinances, rules or resolutions, or parts of ordinances, rules, or resolutions, in conflict herewith shall be, and the same are hereby repealed.*

**Section 3. Severability**

*The provisions of this Ordinance are severable. If any sentence, clause, section or part of this ordinance is for any reason found to be unconstitutional, illegal, or invalid, such unconstitutionality, illegality, or invalidity shall not affect or impair any of the remaining provisions, sentences, clauses, sections or parts of this ordinance. It is hereby declared as the intent of the Borough Council that this ordinance would have been adopted had such unconstitutional, illegal, or invalid sentence, clause, section or part thereof not been included herein.*

**Section 4. Directions to Borough Manager**

*The Borough Manager is hereby directed to affix the Borough Seal upon this Ordinance, insert the date of enactment upon the same, record the ordinance in the Borough Ordinance Book and take all such actions as are required by the Home Rule Charter of the Borough and to amend the Borough Code as may be necessary.*

**Section 5. Effective Date.**

*This Ordinance shall be effective on the tenth (10th) day following the enactment of this Ordinance, as indicated below.*

*ORDAINED AND ENACTED by the BOROUGH COUNCIL OF THE BOROUGH OF EDINBORO on the date first indicated above.*

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

**Personnel Committee:**

Pat Davis moved to regretfully accept the resignation of Spencer Larson from Borough Council. Mark Eisert seconded, and the motion passed 6-0. Manager Spangenberg noted that Spencer is going to medical school out of state and expressed his desire to return to Council in the future. Solicitor Wachter noted that Council vacancies must be filled by appointment within 30 days.

Pat Davis moved to make the following appointments: Lori Maughan to the Water & Municipal Authority Board, Kenneth Statkun as an alternate to the Zoning Hearing Board, and Scott Carey as an alternate to the Planning Commission. Jim Kiley seconded, and the motion passed 6-0.

**MANAGEMENT REPORTS:**

Borough Manager Jason Spangenberg presented his report:

PennDOT US-6N/PA-99 Intersection: Installation of stamped concrete crosswalks has been pushed back to the spring, which will be the final aspect of the project. We plan to replace the bricks around the

intersection with stamped concrete at the same time to match. We are frustrated with the project delaying to the spring, due to the many wasted sunny days over the summer.

Community Events: Holiday events recently completed include the General McLane Holiday Arts Fair on November 18, Edinboro Light Up Night and Santa Sprint on November 30, the Festival of Trees on December 2, and the Shop Small day this past Saturday.

Municipal Software: We have officially launched the final part of our software conversion, our new online payment system through InvoiceCloud. The response has been positive, with many customers already signing up for paperless billing and automatic payments.

Erie Street Bridge: We have been awarded a grant to cover 95% of the costs to replace the obsolete bridge over the dam. With project costs estimated to be \$617,600, this grant amounts to \$586,720.

Kayak Rental Racks: We are looking to partner with a company called Rent.fun to offer a service that would allow visitors to rent a kayak and related equipment for use on our lake, for a few hours at a time. Rent.fun would handle all maintenance of the equipment and hold the liability, while also handling all customer service and payments. We have applied for a grant to cover half of the cost of installation. I solicited feedback from members of the Lakeside Association and they are supportive of the idea, with a few suggestions for placement.

Washington Township Grant Application: On November 21 he attended the Washington Township Council meeting to request that the Township apply for the Erie County Gap Funding Program for our sewer plant building project, since we also process Township wastewater. Their Council approved the request, so we will await Erie County's decision.

Borough Building Network: While installing new police software as part of the major police grant, our IT contractor noticed some issues in need of correction with regards to our network hardware. We are moving forward with an upgrade to the hardware to ensure proper connectivity for this police software but also the water and sewer plants.

Christmas Party: The annual Borough employee Christmas party has been scheduled for 5 PM on Thursday, December 21 at the Hotel.

Cherry Street: Last year 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 has submitted a grant application through the Statewide Local Share program for this project, which likely will take up to a year to find out if the grant is awarded.

**Finance:**

Mary Ann Horne moved to approve Resolution 14-2023:

*Borough of Edinboro  
GASB # 54 Fund Balance Requirements Resolution  
Resolution 14-2023*

**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 11<sup>th</sup> day of December, 2023, 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.

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

**Recreation:**

Mary Ann Horne moved to approve the agreement on the table to contract with Rent.fun for a kayak rental service. Jim Kiley seconded. Council discussed the specifics of the agreement. The motion passed by 5-0 vote with Mark Eisert abstaining as the owner of a kayak rental business.

**COMMUNITY LIAISONS:**

**PennWest Edinboro:**

Pat Davis stated that the University bookstore is changing administrative entities, not closing as has been a rumor. Amanda Frantz-Mamani noted that Piper Press is closing, however.

**Washington Township:**

MJ Campbell discussed the success of the Township's Flapjacks & Flannels running event and noted that the Township Council is still debating approving the ECED request for \$10,000.

**EVFD:**

Mary Ann Horne noted that the EVFD is still in need of volunteer EMTs and she thanked the Department for their assistance with the Light Up Night.

**Lakeside Association:**

Pat Davis discussed the new Light Up the Beach event held on December 2, where ELA dedicated Christmas trees to the memory John Marchese and Sandy Davis.

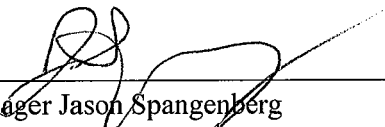
**NEW BUSINESS:**

Mary Ann Horne moved to approve the 2024 meeting dates. Mark Eisert seconded, and the motion passed 6-0.

**ADJOURNMENT:**

Mayor Gast moved for adjournment, and the meeting was adjourned at 7:30 PM.

**ATTEST:**

  
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Manager Jason Spangenberg

  
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Mayor Aaron Gast