

**Borough of Edinboro
Council Meeting Minutes
February 8, 2021**

CALL TO ORDER:

Monday, February 8, 2021 the regularly scheduled meeting, held online via Zoom due to COVID-19, was called to order by Mayor Aaron Gast at 6:31 PM.

Pledge of Allegiance

ROLL CALL:

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

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

MINUTES:

Mayor Gast moved to approve the minutes of the January 4, 2021 regular meeting and reorganizational meeting as presented. Alyssa Dobson seconded, and the motion passed 6-0.

PUBLIC PARTICIPATION:

No speakers participated.

COMMITTEE REPORTS:

Finance Committee:

Mary Ann Horne moved to approve bills paid January 11 totaling \$83,285.69; paid January 25 totaling \$81,385.78; and paid February 8 totaling \$58,582.30. Pat Davis seconded, and the motion passed 6-0.

Mary Ann Horne moved to approve payroll paid January 14 totaling \$90,730.85; and paid January 28 totaling \$74,499.15. Mayor Gast seconded, and the motion passed 6-0.

Personnel Committee:

Pat Davis moved to appoint Jason Diley to the Water and Municipal Authority Boards. Mary Ann Horne seconded, and the motion passed 6-0.

SOLICITOR'S REPORT

Solicitor Wachter stated that he has information ready for the potential student ordinance as discussed at the ordinance committee meeting in January and is ready for the next step in the discussion process.

MANAGEMENT REPORTS:

Manager Opple presented his monthly report. Plans are moving forward for the 6N and Rt. 99 intersection improvement project this year. Manager Opple had a discussion with the owner of Dairy Supreme about his concerns and we will be discussing some ideas with PennDOT that might improve the traffic flow in his property as well as fulfill the state highway requirements.

Regarding the sidewalk to Giant Eagle, the project is projected to be let by autumn, 2021, though it may move to early spring of 2022, with construction the summer/autumn of 2022 regardless of letting date.

The Triathlon is planned for June 5, 2021 with small changes planned in the transition area to address COVID concerns. All participants and official volunteers are insured by USA Triathlon and they all are signing waivers to indemnify the state and the Borough as is required by PennDOT. Council briefly discussed who would be responsible for cancelling the event if there are still COVID concerns in June. Manager Opple stated that such a decision would come from the County Health Department, although Borough Council could withdraw the road closing permit if desired down as we near June. He stated his confidence in the organizers holding a safe event.

Manager Opple is soliciting input from our Edinboro senior citizens through Pat Koloskee and the EASG on best practices for signing up for COVID-19 vaccinations. Manager Opple believes that we can post the information on what has been working and what hasn't been working and update as needed, although little information so far has been received from the County or State about vaccination best practices.

The ECED met last Monday and in response to the community development planning work being achieved, the ECED has added a new housing action plan committee, chaired by Chuck Scalise, who is Director of the Edinboro University Foundation. The Parks & Recreation Committee, chaired by Pat Davis, has also added events to their area of focus. The Arts committee is continuing to focus on the downtown banner project. The banners will be 50% funded by a grant from ECGRA. \$500 has been donated by individuals as prize money for winning designs.

The Erie Area Council of Governments met last week for their quarterly meeting. Aside from usual updates, the COG received a report from Jason Spangenberg that outlined the

disparity of tax collector pay by different municipalities. The report was well received and there is interest by several municipalities to review their pay. The data shows that with the modest pay increase for our tax collector Rhonda Walker, pending Council approval later in this meeting, we are commensurate with other local communities.

Pat Davis and Manager Opple had a productive Zoom call with new EU President Dr. Dale to welcome her to the community and start our working relationship. We discussed the great improvements in relations between the university and town over the past few years, and the common ground we have going forward.

Finance:

Mayor Gast moved to approve Resolution 6-2021 to increase the compensation for the Borough real estate tax collector:

***Borough of Edinboro
Erie County, Pennsylvania
Resolution 6-2021***

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, 2022, pursuant to Pa.Cons.Stat.Ann. tit 72, Section 5511.36a; and

WHEREAS, the Tax Collector is included in the municipal election of November 2, 2021, at which time an eligible person shall be elected to that office for a four-year term commencing January 1, 2018; 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 four-year term commencing January 1, 2022, 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, 2022, shall be \$313.00 every two weeks for a maximum **total of \$8,138.00 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 Finance Director 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 form 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 8th day of February, 2021 of the Borough of Edinboro.

Jason Spangenberg stated that the tax collector has been paid the same rate for the past roughly 20 years. Mary Ann Horne seconded, and the motion passed 6-0 by roll call vote: Mark Eisert, yes; Alyssa Dobson, yes; Jim Kiley, yes; Mary Ann Horne, yes; Pat Davis, yes; and Aaron Gast, yes.

Recreation:

Mayor Gast moved to approve the road closing and event permit for the Edinboro Triathlon. Pat Davis seconded, and the motion passed 6-0.

COMMUNITY LIAISONS:

Edinboro University:

Pat Davis reported that the University integration process is moving along, with the PASSHE Board set to vote on the plan soon and a public comment period to follow.

EVFD:

Mary Ann Horne stated that she, along with EVFD President Daryl Parker, will be sending out a letter to inform the community about where the EVFD funding comes from and how the funds are used, following questions about these topics on social media.

COMMUNICATIONS:

Alyssa Dobson had received a letter from an 8-year-old resident concerned about littering in the Borough. Council discussed briefly and decided that a flyer about littering should be placed on the back of the April water bills and distributed via other means as well.

ADJOURNMENT:

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

ATTEST:

Manager Kevin Oppe

Mayor Aaron Gast

**Borough of Edinboro Council Meeting
HIGHLIGHTS
February 8, 2021**

Council Approved:

- Minutes of previous Council meeting
- Payment of bills & payroll
- Resolution 6-2021 increasing tax collector compensation
- Appoint Jason Diley to Water and Municipal Authority Boards
- Road closing and event permit for 2021 Edinboro Triathlon

BOROUGH OF EDINBORO COUNCIL
AGENDA
February 8, 2021

Taking place via Zoom online meeting

6:30 PM Regular Meeting

Call to Order Regular Council Meeting by Mayor Gast

I. Pledge of Allegiance

II. Roll Call: Alyssa Dobson ____, Pat Davis ____, Aaron Gast ____, Jim Kiley ____, Mark Eisert ____, Fred Langill ____, Mary Ann Horne ____, Solicitor Tim Wachter ____, Borough Manager Kevin Oppe ____, and Finance Director Jason Spangenberg ____.

III. Approval of Minutes

- **February 8 regular meeting & reorganizational meeting**

IV. Public Participation

"Please give name, address, and organization which you represent (if any)."

A.

V. Old Business

A. Committee Reports –

1. Finance Committee – Chair Mary Ann Horne

a. Authorization to approve bills paid January 11 totaling \$83,285.69; paid January 25 totaling \$81,385.78; and paid February 8 totaling \$58,582.30
ACTION

b. Authorization to approve payroll paid January 14 totaling \$90,730.85; and paid January 28 totaling \$74,499.15 **ACTION**

c. 2020 financial audit performed the week of January 25

2. Ordinance Review Committee – Chair Alyssa Dobson

3. Personnel Committee – Chair Pat Davis

a. Openings for Committees –

- Housing Review Board 1 member & 2 alternates
- Civil Service Commission 1 alternate
- Planning Commission 1 alternate
- Shade Tree Committee 3 members & 1 alternate

b. Appoint Jason Diley to Water & Municipal Authority Boards – ACTION

4. Public Safety – Chair Fred Langill

5. Recreation/Lake/Environment – Chair Aaron Gast

6. Street, Buildings, and Grounds- Chair Jim Kiley

B. Solicitor's Report

- 1.

C. Management Reports

1. Manager's Report
 - a) Update report

- 2. Finance/HR**

- a) **Resolution 6-2021 tax collector compensation increase – ACTION**

3. Emergency Management

- a) Prior month meeting minutes

4. Police

- a) Monthly reports – FYI

5. Code Enforcement/Planning/Zoning

6. Public Works

7. Sewer

- 8. Recreation**

- a) **Approve Triathlon road closing and event permit – ACTION**

9. Water

10. Refuse/recycling

D. Community Liaisons

1. EUP Liaison – Pat Davis
2. Environmental Shade Tree Advisory Committee – Fred Langill
3. Erie County Planning Liaison – Aaron Gast
4. EVFD Board Liaison – Mary Ann Horne
5. PA Municipal League – Mary Ann Horne
6. Municipal & Water Authorities – Aaron Gast
7. Washington Township – Mark Eisert
8. Watershed Association – Mary Ann Horne
9. Joint Planning Commission – Alyssa Dobson
10. Boroughs Association – Aaron Gast
11. Lakeside Association – Pat Davis
12. Metropolitan Planning Organization – Aaron Gast
13. Edinboro Community & Economic Development – Pat Davis
14. Erie Area Council of Governments – Pat Davis, alt. Aaron Gast

VI. Communications

1. Letter from concerned citizen about littering

VII. New Business

- 1.

VIII. Adjournment

2021 EDINBORO BOROUGH COUNCIL MEETINGS: 2nd Monday; meeting 4th Monday of the month only as needed.

February 8, February 22, **March 8,** March 22, **April 12,** April 26, **May 10,** May 24, **June 14,** June 28, **July 12,** July 26, **August 9,** August 23, **September 13,** September 27, **October 11,** October 25, **November 8,** November 22, **December 13,** December 27, beginning at **6:30 PM**