

**Borough of Edinboro  
Council Meeting Minutes  
February 11, 2019**

**CALL TO ORDER:**

Monday, February 11, 2019 the regularly scheduled meeting was called to order by Deputy Mayor Jim Kiley at 6:30 PM.

**Pledge of Allegiance**

**ROLL CALL:**

Council members present were Jim Kiley, Alyssa Dobson (via phone), Fred Langill, Mary Ann Horne, and Pat Davis. Absent were Aaron Gast and Nathan Latimer.

Other officials present were Solicitor Tim Wachter, Borough Manager Kevin Opple, and Finance Director Jason Spangenberg. Citizens present were Lydia Laythe, Curtis Hals, Collin Alekson, John Stachowiak, Chris Houser, Jim Houser, Alex Topor, Sam Comfort, Dorothy Cokinos, and Jay Marcinowski.

**MINUTES:**

Mary Ann Horne moved to approve the January 7, 2019 ordinance hearing, reorganizational meeting, and regular meeting minutes as presented. Pat Davis seconded, and the motion passed 5-0.

**PUBLIC PARTICIPATION:**

No speakers were present.

**COMMITTEE REPORTS:**

**Finance Committee:**

Mary Ann Horne moved to approve bills paid January 14, 2019 totaling \$100,209.63; bills paid January 18, 2019 totaling \$107,700.00; bills paid January 28, 2019 totaling \$61,989.46; and bills paid February 11, 2019 totaling \$93,083.08. Pat Davis seconded, and the motion passed 5-0.

Mary Ann Horne moved to approve payroll paid January 18, 2019 totaling \$74,922.68; and payroll paid February 1, 2019 totaling \$76,786.63. Pat Davis seconded, and the motion passed 5-0.

Ms. Horne mentioned that the committee met with the auditors on January 28 for the pre-audit briefing, and they mentioned that everything was going well so far. She also mentioned that the employee pension committee will be meeting on February 20 at 2 PM.

### **SOLICITOR'S REPORT:**

Solicitor Wachter stated that he has completed the requested fireworks ordinance, which will establish a permitting process for setting off display fireworks in the Borough, as required by the state. Manager Oppler said that he will pass the ordinance on to Edinboro University, so they can verify it is what they need for hosting July 4<sup>th</sup> fireworks, and then the ordinance committee will review. Solicitor Wachter said the ordinance contains exemptions for celebratory gunfire (such as ROTC salutes) and use of a cannon at sporting events.

### **MANAGEMENT REPORTS:**

Manager Oppler presented his report. We are fully on water from the new plant. We received verbal certification that the new water tower is approved for use. Once we receive the written notice we will drain the old tank and start demolition.

The Civil Service Commission met for their annual reorganization meeting on Wednesday. They elected Todd Jay as Chairperson. Their annual report is in the packet. We will be having working meetings on Wednesdays in March to review the Civil Service Rules. Attorney Mark Wassell is reviewing the proposed rules currently.

Manager Oppler will be submitting a grant application on 15 February to ECGRA for developments of the downtown over the next three years. In total we will be asking for \$250,000. Most of the projects we will be asking for are ones that the Borough would need to fund on their own in the next few years, such as rewiring Erie and Meadville Streets, refurbishing the streetlights, improving the crosswalks, etc. By doing it through ECGRA we will be able to get matching money. Some projects would be matched by businesses. Borough money for grant matching would come from the general fund reserves. The projects and timeline proposed in the initial budget are flexible.

The WECEMA tabletop exercise on Jan 23<sup>rd</sup> ran through the scenario of a major gas leak in a high-pressure line south of Edinboro. It was an exercise in planning and discussing the views of the EVFD, University, and Borough in an emergency.

Manager Oppler wrote a letter of support for the Edinboro Triathlon which will allow them to continue their planning as well as to obtain road closures from PennDOT.

Manager Oppler wrote a letter of support for the American Legion Pool. They are asking for a Trails and Recreation Grant from DCED to do a major renovation of the pool, pool area, and amenities. A letter from the Borough is important to give them a good chance of being awarded the grant.

Manager Opple applied to PLCB for a 'mini-grant' of \$500 to partially fund our attendance at the ITGA Conference this year.

On Tuesday there will be a meeting with Tim Thompson and Melissa Gibson to start planning for the Boro Fest event. Last year a good number of students were involved, and it was a good way to improve interaction. The event will be held in late April.

Chris Motter and Manager Opple met with National Fuel last Thursday to discuss their upcoming plans for replacing lines between Jefferson, Cypress, Lakeside, and 6N. The work is expected to take place between May and July.

Mary Ann Horne moved to approve Manager Opple's proposed budget and application for the discussed ECGRA grant. Jim Kiley seconded, and the motion passed 5-0.

Mary Ann Horne moved to approve the road closing and event permit for the Edinboro Triathlon on June 8, 2019. Jim Kiley seconded, and the motion passed 5-0.

**Finance:**

Mary Ann Horne moved to approve Resolution 7-2019 for changing sewer rates:

***Borough of Edinboro  
Fee Resolution 7-2019***

*A resolution updating sewer utility rates for the Home Rule Borough of Edinboro. All rates set by Resolution 1-2019 remain in effect, aside from the sewer billing rates updated herein (changes bolded and underlined).*

*WHEREAS, the Borough Council of the Home Rule Borough of Edinboro has adopted a codification, consolidation, and revision of the ordinances of the Home Rule Borough of Edinboro; and,*

*WHEREAS, it is the desire of the Borough Council of the Home Rule Borough of Edinboro to eliminate all filing fees, permit fees and license fees from the Code of Ordinances and enact them instead by resolution; and,*

*NOW, THEREFORE BE IT RESOLVED THAT and it is hereby resolved by the Borough Council of the Home Rule Borough of Edinboro that water and sewer fees are hereby fixed as follows:*

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***SEWER DEPARTMENT FEES***

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***Sewer Charges***

*Sewer billing for all property owners and/or tenants and/or Township shall be as follows:*

- a. Billed every two (2) months, with a total of six (6) per year.*
- b. There shall be no more than three (3) estimated readings, based on prior usage / records.*
- c. All current bills shall be due and payable when rendered with penalty charges assessed at 10%.*
- d. Final billings (terminated account) are due and payable when rendered, with penalty charges assessed at 10% after 10 days.*

*The sewer rental hereby imposed shall be a bimonthly charge based upon water consumption of the property served as measured by water supplied for the then current billing period, and shall be computed at the rate established by or fixed in accordance with the annual fee schedules adopted by the Borough of Edinboro.*

- A. The minimum charge for all C1, R1, I1, and P1 customers' connections (established by metered water usage) shall be **\$240.00** per year or **\$40.00** per billing period based on up to 10,000 gallons of water supplied in each billing period. The base rate of \$4.35 for 1,000 gallons per billing. All customers will be billed according to the enclosed rate tables for sewer and water.
  - a. A surcharge of 10% per billing period will be added to customers not located in the Borough of Edinboro listed under the 2005 Washington Township / Borough of Edinboro Sewer Services Agreement.**

- B. The minimum charge for all connections (not established by metered water usage) shall be based on 400 gpd at the current rate. The rate for 400 gpd will be \$655.65 per year or \$109.28 per billing period for unmetered accounts. A surcharge of 10% per billing period will be added to customers not located in the Borough of Edinboro listed under the 2005 Washington Township Sewer Services Agreement.
- C. Sewer charges for Edinboro University will be established as per the 2008 Borough / University Sewer Service Agreement.
- D. Sewer charges for Washington Township (excluding those properties covered under the 2005 Sewer Service Agreement) will be established as per the 2007 Borough / Washington Township Sewer Service Agreement.
- E. The Borough has established a set billing formula for any customer terminating services within a bi-monthly billing period. The following schedule shall only apply to C1, R1, I1, and P1 customers. (With usage up to and including 10,000 gallons of water.) This schedule may be modified from time to time by Borough Council.

|  |      |                 |
|--|------|-----------------|
| a. 1 ~ 30 days   | 50%  | <b>\$ 20.00</b> |
| b. 31 ~ 45 days  | 75%  | <b>\$ 30.00</b> |
| c. 46 + days   | 100% | <b>\$ 40.00</b> |
| All other rate groups will be charged according to water volume per 1,000 gallons as applied to the appropriate rate table or with less than the minimum usage, as follows |      |                 |
| a. 1 ~ 30 days   |      | 50%             |
| b. 31 ~ 45 days  |      | 75%             |
| c. 46 + days   |      | 100%            |

### WATER & SEWER RATES

- An ordinance establishing a combined fee schedule for the Borough water and sewer services, fixing the schedules of rates to be charged various classes of properties and users, establishing the manner for computing individual charges, and providing for the setting of these fees each year by resolution at the annual reorganization of Borough Council.
- Two (2) month rates for water metered into buildings.

|  | Cost per 1,000 gallons |         | Minimum Service Charge |                 |
|--|------------------------|---------|------------------------|-----------------|
|  | 2017/2018              | 2019    | 2017/2018              | 2019            |
| Meter Size: C1 - R1 - I1 - P1 - 5/8 inch x 3/4 inch single meter (Figures are based on bi-monthly billing) |                        |         |                        |                 |
| Water Minimum 1,000 gallons  | ====                   | ====    | \$ 17.50               | \$ 20.00        |
| Water over 1,000 gallons, per 1,000 gallons  | \$ 5.25                | \$ 5.75 | \$ 5.25                | \$ 5.75         |
| Sewer Minimum 10,000 gallons   | ====                   | ====    | \$ 48.33               | <b>\$ 40.00</b> |
| Sewer over 10,000 gallons, per 1,000 gallons   | \$ 4.35                | \$ 4.35 | \$ 4.35                | \$ 4.35         |

2019 Multi-Units (Figures are based on bi-monthly billing) – over eight units is to be calculated the same as below using the number of units times the minimum for a single-family dwelling.

|   | 2 units         | 3 units          | 4 units          | 5 units          | 6 units          | 7 units          | 8 units          |
|---|-----------------|------------------|------------------|------------------|------------------|------------------|------------------|
| Water – minimum gallons                 | 2,000           | 3,000            | 4,000            | 5,000            | 6,000            | 7,000            | 8,000            |
| Water – bi-monthly minimum              | \$ 40.00        | \$ 60.00         | \$ 80.00         | \$ 100.00        | \$ 120.00        | \$ 140.00        | \$ 160.00        |
| Water – over minimum, per 1,000 gallons | \$ 5.75         | \$ 5.75          | \$ 5.75          | \$ 5.75          | \$ 5.75          | \$ 5.75          | \$ 5.75          |
| Sewer – minimum gallons                 | 20,000          | 30,000           | 40,000           | 50,000           | 60,000           | 70,000           | 80,000           |
| Sewer – bi-monthly minimum              | <b>\$ 80.00</b> | <b>\$ 120.00</b> | <b>\$ 160.00</b> | <b>\$ 200.00</b> | <b>\$ 240.00</b> | <b>\$ 280.00</b> | <b>\$ 320.00</b> |
| Sewer – over minimum, per 1,000 gallons | \$ 4.35         | \$ 4.35          | \$ 4.35          | \$ 4.35          | \$ 4.35          | \$ 4.35          | \$ 4.35          |

|  | Cost per 1,000 gallons |      | Minimum Service Charge |      |
|--|------------------------|------|------------------------|------|
|  | 2017/2018              | 2019 | 2017/2018              | 2019 |

Meter Size: R3 - C3 - 1 inch (Figures are based on bi-monthly billing)

|  |         |         |           |                 |
|--|---------|---------|-----------|-----------------|
| Water Minimum 8,000 gallons                  | ====    | ====    | \$ 105.00 | \$ 120.00       |
| Water over 8,000 gallons, per 1,000 gallons  | \$ 5.25 | \$ 5.75 | \$ 5.25   | \$ 5.75         |
| Sewer Minimum 15,000 gallons                 | ====    | ====    | \$ 72.50  | <b>\$ 60.00</b> |
| Sewer over 15,000 gallons, per 1,000 gallons | \$ 4.35 | \$ 4.35 | \$ 4.35   | \$ 4.35         |

Meter Size: R5 - C5 - 1 1/2 inch (Figures are based on bi-monthly billing)

|  |         |         |           |                 |
|--|---------|---------|-----------|-----------------|
| Water Minimum 10,000 gallons                 | ====    | ====    | \$ 140.00 | \$ 160.00       |
| Water over 10,000 gallons, per 1,000 gallons | \$ 5.25 | \$ 5.75 | \$ 5.25   | \$ 5.75         |
| Sewer Minimum 20,000 gallons                 | ====    | ====    | \$ 96.66  | <b>\$ 80.00</b> |
| Sewer over 20,000 gallons, per 1,000 gallons | \$ 4.35 | \$ 4.35 | \$ 4.35   | \$ 4.35         |

Meter Size: R6 - C6 - I6 - P6 - 2 inch (Figures are based on bi-monthly billing)

|  |         |         |  |           |           |
|--|---------|---------|--|-----------|-----------|
| Water Minimum 20,000 gallons                 | ====    | ====    |  | \$ 280.00 | \$ 320.00 |
| Water over 20,000 gallons, per 1,000 gallons | \$ 5.25 | \$ 5.75 |  | \$ 5.25   | \$ 5.75   |
| Sewer Minimum 40,000 gallons                 | ====    | ====    |  | \$ 193.32 | \$ 160.00 |
| Sewer over 40,000 gallons, per 1,000 gallons | \$ 4.35 | \$ 4.35 |  | \$ 4.35   | \$ 4.35   |

Meter Size: R7 - C7 - 3 inch (Figures are based on bi-monthly billing)

|  |         |         |  |           |           |
|--|---------|---------|--|-----------|-----------|
| Water Minimum 45,000 gallons                 | ====    | ====    |  | \$ 656.25 | \$ 750.00 |
| Water over 45,000 gallons, per 1,000 gallons | \$ 5.25 | \$ 5.75 |  | \$ 5.25   | \$ 5.75   |
| Sewer Minimum 90,000 gallons                 | ====    | ====    |  | \$ 434.97 | \$ 360.00 |
| Sewer 90,001 gallons, per 1,000 gallons      | \$ 4.35 | \$ 4.35 |  | \$ 4.35   | \$ 4.35   |

Meter Size: I8 - 4 inch (Figures are based on bi-monthly billing)

|                                     |         |         |  |           |             |
|-------------------------------------|---------|---------|--|-----------|-------------|
| Water Minimum 60,000 gallons        | ====    |         |  | \$ 945.00 | \$ 1,080.00 |
| Water 60,001 ~ 500,000 gallons      | \$ 5.25 | \$ 5.75 |  |           |             |
| Water 500,001 ~ 1,500,000 gallons   | \$ 5.48 | \$ 5.98 |  |           |             |
| Water 1,500,001 ~ 3,000,000 gallons | \$ 5.59 | \$ 6.09 |  |           |             |
| Water 3,000,001 ~ 5,000,000 gallons | \$ 5.70 | \$ 6.20 |  |           |             |

Meter Size: I8 - 4 inch (Figures are based on bi-monthly billing)

|   |         |         |  |           |           |
|---|---------|---------|--|-----------|-----------|
| Sewer 200,00 gallons                          | ====    |         |  | \$ 870.00 | \$ 720.00 |
| Sewer 200,001 ~ 750,000 gallons (5% ↑)        | \$ 4.57 | \$ 4.57 |  |           |           |
| Sewer 750,001 ~ 1,500,000 gallons (10% ↑)     | \$ 4.79 | \$ 4.79 |  |           |           |
| Sewer 1,500,001 ~ 3,000,000 gallons (12.5% ↑) | \$ 4.89 | \$ 4.89 |  |           |           |
| Sewer 3,000,001 ~ 6,000,000 gallons (15% ↑)   | \$ 5.00 | \$ 5.00 |  |           |           |

Meter Size: I9 - P9 6 inch and I10 - P10 8 inch (Figures are based on bi-monthly billing)

|                                     |         |         |  |             |             |
|-------------------------------------|---------|---------|--|-------------|-------------|
| Water Minimum 75,000 gallons        | ====    |         |  | \$ 1,181.25 | \$ 1,350.00 |
| Water 75,001 ~ 1,750,000 gallons    | \$ 5.25 | \$ 5.75 |  |             |             |
| Water 1,750,001 ~ 2,500,000 gallons | \$ 5.48 | \$ 5.98 |  |             |             |
| Water 2,500,001 ~ 4,000,000 gallons | \$ 5.59 | \$ 6.09 |  |             |             |
| Water 4,000,001 ~ 7,000,000 gallons | \$ 5.70 | \$ 6.20 |  |             |             |

Meter Size: I9 - P9 6 inch and I10 - P10 8 inch (Figures are based on bi-monthly billing)

|   |         |         |  |             |           |
|---|---------|---------|--|-------------|-----------|
| Sewer 250,00 gallons                          | ====    |         |  | \$ 1,087.50 | \$ 900.00 |
| Sewer 250,001 ~ 1,875,000 gallons (5% ↑)      | \$ 4.57 | \$ 4.57 |  |             |           |
| Sewer 1,875,001 ~ 3,000,000 gallons (10% ↑)   | \$ 4.79 | \$ 4.79 |  |             |           |
| Sewer 3,000,001 ~ 4,750,000 gallons (12.5% ↑) | \$ 4.89 | \$ 4.89 |  |             |           |
| Sewer 4,750,001 ~ 8,000,000 gallons (15% ↑)   | \$ 5.00 | \$ 5.00 |  |             |           |

Edinboro University (Figures are based on bi-monthly billing)

|                                     |         |         |  |             |             |
|-------------------------------------|---------|---------|--|-------------|-------------|
| Water Minimum 75,000 gallons        | ====    |         |  | \$ 4,725.00 | \$ 5,400.00 |
| Water 75,001 ~ 1,750,000 gallons    | \$ 5.25 | \$ 5.75 |  |             |             |
| Water 1,750,001 ~ 2,500,000 gallons | \$ 5.48 | \$ 5.98 |  |             |             |
| Water 2,500,001 ~ 4,000,000 gallons | \$ 5.59 | \$ 6.09 |  |             |             |
| Water 4,000,001+ gallons            | \$ 5.70 | \$ 6.20 |  |             |             |

Edinboro University Sewer billing is calculated per the 2019 Borough / University Agreement

|   |         |         |  |  |  |
|---|---------|---------|--|--|--|
| Sewer 1,375,000 gallons                       | \$ 4.35 | \$ 3.60 |  |  |  |
| Sewer 1,375,001 ~ 3,125,000 gallons (5% ↑)    | \$ 4.57 | \$ 3.78 |  |  |  |
| Sewer 3,125,001 ~ 5,625,000 gallons (10% ↑)   | \$ 4.79 | \$ 3.96 |  |  |  |
| Sewer 5,625,001 ~ 9,625,000 gallons (12.5% ↑) | \$ 4.89 | \$ 4.05 |  |  |  |
| Sewer 9,625,001 ~ 16,625,000 gallons (15% ↑)  | \$ 5.00 | \$ 4.14 |  |  |  |

RESOLVED this 11th day of February, 2019.

Manager Opple explained that water rates have been raised to pay off the PENNVEST loan, so we performed an analysis of the utility rates as a whole. The sewer department has completed a lot of major projects in recent years, including upgrading all of the sewage lift stations. Now that these projects are complete, the sewer fees can be adjusted to a residential minimum bill of \$40, to offset a portion of the water increase. Pat Davis seconded, and the motion passed 5-0 by roll call vote: Alyssa Dobson, yes; Fred Langill, yes; Mary Ann Horne, yes; Pat Davis, yes; and Jim Kiley, yes.

**COMMUNICATIONS:**

Fred Langill thanked Manager Opple for his help and work preparing for the open forum meeting held by Council on January 28. He stated that he also received comments and ideas from residents after the meeting, and he hopes to be able to act on some of the suggestions.

**ADJOURNMENT:**

Mary Ann Horne moved for adjournment, and the meeting was adjourned at 6:46 PM.

ATTEST:

  
\_\_\_\_\_  
Manager Kevin Opple

  
\_\_\_\_\_  
Mayor Aaron Gast