

**Home Rule Borough of Edinboro  
COUNCIL MEETING MINUTES  
January 2, 2017**

**CALL TO ORDER:**

Monday, January 2, 2017 the regularly scheduled meeting was called to order by Mayor Mary Ann Horne at 6:50 P.M.

**Pledge of Allegiance**

**ROLL CALL:**

Council members present were Pat Davis, Jim Kiley, Aaron Gast, Brenda Cannell, Mary Ann Horne, Nathan Latimer, and Stephen O'Neill.

Also present were Solicitor Tim Wachter, Interim Manager Jason Spangenberg, Andrew Jarvi, Abbey Hudson, Jeff Richards, and John Ponsoll.

**MINUTES:**

Stephen O'Neill moved to approve the December 12, 2016 ordinance hearing and regular meeting minutes as presented. Brenda Cannell seconded the motion. Mayor Horne asked that a small item of clarification be added under New Business on the regular meeting minutes. The amendment was agreed upon and the motion passed 7-0.

**PUBLIC PARTICIPATION:**

Mayor Horne opened Public Participation.

Mary Kemm, 8590 Oliver Road, Erie. Ms. Kemm stated that she owns apartments on Erie Street and asked if it would be possible to not be billed for water and sewer for empty rental units. She said that her apartments consistently use less than the minimum water consumption. Interim Manager Spangenberg said that she has to pay the minimum bill for the empty units. He said that the alternative would be for her to stop paying the minimum bills but then pay a tap-in fee to resume billing, which is much more costly. He said that this is standard practice and that other municipalities in the area charge even more than we do for empty units. Solicitor Wachter confirmed that this is standard practice. Ms. Kemm asked that a written response be sent to her stating this.

With no further speakers, Mayor Horne closed Public Participation.

## **COMMITTEE REPORTS:**

### **Finance Committee:**

Jim Kiley moved to approve bills paid December 30, 2016 totaling \$115,074.81. Brenda Cannell seconded the motion. Nathan Latimer asked about purchase of a new truck and also about employee clothing allowances. Interim Manager Spangenberg said that a new truck, which was budgeted, was purchased in the sewer department, and that full-time employees outside of the office are granted a \$400 allowance for work-related clothing. The motion passed 7-0.

Jim Kiley moved to approve payroll ending December 17, 2016 and paid December 23, 2016 totaling \$67,600.25. Pat Davis seconded, and the motion passed 7-0.

### **MANAGEMENT REPORT:**

Interim Manager Spangenberg presented his report to Council. The Shelhamer Drive sewage lift station project work is expected to be completed the week of January 9.

Docks on Edinboro Lake are in need of major repair or replacement. Council was presented with some calculations regarding the amount of dock-related money that we have available. Mr. Spangenberg stated that he estimated that there will be roughly \$130,000 saved up for this purpose by the end of 2017. The Finance Committee will be meeting with Butch Shafer, Public Works Superintendent, later this month to discuss options for the docks.

The Town & Gown meeting with the University officials was held December 14. Items discussed at the meeting included the declining enrollment, the Boro Bucks program, and options for new degree programs at the University. Mr. Spangenberg said that they seemed interested at his suggestion at creating programs for water and wastewater certifications.

The year-end financial audit has been scheduled for the week of January 30. The preparation work is already well underway.

The informal Christmas party that was held December 22 at Charlie's was a success, and Mr. Spangenberg thanked those that attended.

A hearing was held on December 29 for the case of Damon Huston v. the Zoning Hearing Board. Alexander Cox from KMGS attended for us. Judge Domitrovich ordered that the parties pursue mediation with Judge Palmisano during January. A hearing has been scheduled for February 6 at 1:30 p.m. if needed.

The annual dam inspection was completed by Greenman-Pedersen engineers and submitted to DEP.

Interim Manager Spangenberg asked Aaron Gast to discuss his opinion on CGI Communications, the company that creates the short video that is posted on the Borough website. Mr. Gast said that CGI is allowed to use the Borough's name and likeness to solicit advertisements, and we don't get much out of it. It is a free service for us, but the video they provide uses some stock footage from other towns and does not do a great job representing the Borough. He said that he has read reviews online from other municipalities stating that they have had some businesses pay CGI and not receive anything in return as promised. He said that he generally feels that the company is not entirely reputable. Council discussed the topic. Stephen O'Neill suggested replacing the CGI video on our website with the PBS "Our Town" special on Edinboro from last year. Others on Council agreed that this would be a good idea, but Jim Kiley stated that he thought we should keep using CGI since it is a free service. Stephen O'Neill moved to cancel our agreement with CGI Communications and post the PBS video to the website. Pat Davis seconded, and the motion passed 6-1 with Jim Kiley opposed.

**Finance:**

Mayor Horne asked for a motion to approve Resolution 2-2017 for the disposition of records, which is shown below:

**HOME RULE BOROUGH OF EDINBORO  
RESOLUTION NO. 2-2017**

**WHEREAS**, by virtue of Resolution No. 12-2001, adopted October 8, 2001, the Home Rule Borough of Edinboro, Erie County, Pennsylvania declared its intent to follow the schedules and procedures for the disposition of records as set forth in the Municipal Records Manual approved on July 16, 1993, and,

**WHEREAS**, the Municipal Records Manual was updated and approved on December 16, 2008 and amended on July 23, 2009, and Edinboro Borough Council intends to follow the most up-to-date version, and,

**WHEREAS**, in accordance with Act 428 of 1968, each individual act of disposition shall be approved by resolution of the governing body of the municipality;

**NOW, THEREFOR, BE IT RESOLVED** by Council of Home Rule Borough of Edinboro, Erie County, Pennsylvania, assembled this 2nd day of January, 2017 in accordance with the above cited Municipal Records Manual, hereby authorizes the disposition of the following public records:

**Records per the Municipal Records Manual:**

**Prior 2010 – records requiring 7 yrs retention**

<b>Insurance claims and policies</b>	<b>Public Utility Realty Reports</b>
<b>Treasurer Bond Certificates</b>	<b>Job Announcements</b>
<b>Workers Compensation records</b>	<b>Realty Transfer records</b>
<b>Civil Service examination records and answer sheets</b>	



**OTHER OLD BUSINESS:**

In reference to the informal Christmas party held on December 22, Jim Kiley stated that he felt the Borough should pay to provide some food at the party next year.

Nathan Latimer asked about an update on the piece of property on Harrison Drive that the Borough is still trying to sell. Interim Manager Spangenberg said he has not had the time to think about the subject while preparing for the upcoming financial audit. Mayor Horne said that the subject would be referred to the Finance Committee.

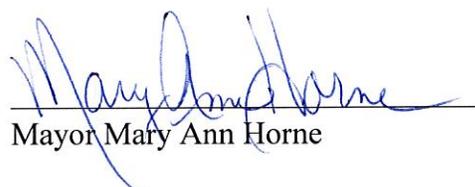
Mayor Horne said that there have been 27 applications received for the Manager position and that applications are still being received. The Personnel Committee will be scheduling interviews in the near future.

**ADJOURNMENT:**

Jim Kiley moved for adjournment, and the meeting was adjourned at 7:20 p.m.

ATTEST:

  
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Interim Manager Jason Spangenberg

  
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Mayor Mary Ann Horne