

**Borough of Edinboro
Council Meeting Minutes
December 9, 2019**

CALL TO ORDER:

Monday, December 9, 2019 the regularly scheduled meeting was called to order by Mayor Aaron Gast at 6:30 PM.

Pledge of Allegiance

ROLL CALL:

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

Other officials present were Borough Manager Kevin Oppe, Solicitor Tim Wachter, and Finance Director Jason Spangenberg,. Citizens present were Sam Comfort, Rick Chernicky, Mary Schenck, Curtis Hals, and Mike Feikles.

MINUTES:

Jim Kiley moved to approve the November 11, 2019 regular meeting and budget hearing minutes as presented. Alyssa Dobson seconded, and the motion passed 6-0.

PUBLIC PARTICIPATION:

Fred Langill thanked Nathan Latimer for his contributions to the community and his time served on Council.

With no speakers, public participation was closed.

COMMITTEE REPORTS:

Finance Committee:

Jim Kiley moved to approve bills paid November 25, 2019 totaling \$81,516.25; and paid December 9, 2019 totaling \$193,787.32. Alyssa Dobson seconded, and the motion passed 6-0.

Jim Kiley moved to approve payroll paid November 22, 2019 totaling \$75,037.13; and paid December 6, 2019 totaling \$85,312.71. Alyssa Dobson seconded, and the motion passed 6-0.

Jim Kiley moved to authorize payment of bills and payroll through year-end. Alyssa Dobson seconded, and the motion passed 6-0.

Ordinance Review Committee:

Alyssa Dobson stated that a hearing has been set for January 6 at 6:15 PM to review Ordinance 619, which would clean up a few minor items in the code at the request of BIU. Council briefly discussed the intent of the ordinance. Ms. Dobson added that another potential ordinance had been reviewed, which would prohibit smoking in public parks, but the Committee determined that the ordinance would not be necessary. Council briefly discussed installing signs to discourage smoking, without stating that it would be illegal.

Personnel Committee:

Pat Davis said that the Committee had interviewed Eric Cunningham as a candidate for appointment to the Zoning Hearing Board. She noted that his qualifications were impressive, and she moved to approve appointing him as an alternate to the ZHB. Alyssa Dobson seconded, and the motion passed 6-0.

MANAGEMENT REPORTS:

Manager Opplé presented his monthly report. He has been working with Randalee Gross at the library and they have scheduled times where we will have computers available to the public to record their census information. The dates are scheduled for Monday 23 March Edinboro Library 2-8 PM, Tuesday 24 March Edinboro Borough Hall 2-8 PM, Wednesday 8 April Edinboro Library 1-5 PM, and Thursday 9 April Edinboro Borough Hall 2-8 PM. The university is also looking to support census-taking but haven't solidified plans yet. We will be needing some volunteers to help people walk through the online census platform. Manager Opplé has asked the census bureau to give some training or at least training materials for the volunteers, as well as the sample of the mailed invitation. The intention is to print it on the back of the utility bill in February, so that people will recognize it in the mail.

The Census bureau is conducting a recruiting event at the Library on Thursday 12 December from 12 to 5. Pay for census-takers is \$16 an hour.

There have been nine façade projects funded by ECGRA this year in downtown Edinboro. \$16,812 was invested into the community by ECGRA through matching grants with the business owners, meaning more than \$33,000 of work was put into improving the look of our local businesses.

This past Wednesday we hosted a meeting of PennDOT and their project managers Fisher Associates to look at the upcoming intersection project. Everything is on track, but signal light poles and other items that need to be procured have a long lead time, so construction is expected in summer of 2021.

Manager Opplé applied for a \$25,000 parks grant from ECGRA to purchase playground equipment for Thompson Park as a part of the revitalization of the courts that is scheduled to

occur in the summer, using CDBG money for court renovations as our match. If awarded, we would still need to pay ~\$4,000, but would get a nice playground set including a swing set, slide, and a couple of climbing items for the money. It also includes the mulch and border for safety.

Manager Opplé will be out of the office all day on Thursday to attend the WPMM annual meeting in Sewickley, back in the office on Friday, but will be on Christmas Vacation until the new year. As Christmas falls on a Wednesday, the borough office will be closed 25-27 December.

The University Beehive will be revealing the ECED website tomorrow.

Finance:

Jason Spangenberg explained the three items on the table for approval. Resolution 22-2019 would approve the Erie Area Council of Governments' proposed budget for 2020, which must be approved by all of their member municipalities. Resolution 23-2019 is an annual resolution required to state what the year-end fund balances will be used for. Lastly, the Borough's insurance renewal for 2020 with Selective Insurance was on the table, and the Borough's total premium would actually decrease from 2019.

Mayor Gast moved to approve Resolution 22-2019:

***BOROUGH OF EDINBORO
RESOLUTION NO. 22-2019***

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 2020 calendar year which will be voted upon for approval at the EACOG's General Assembly Meeting on December 11, 2019; and

WHEREAS, the Borough of Edinboro Council has reviewed the Proposed Annual Budget for 2020, 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, 2020 is approved.*

***ADOPTED** this 9th day of December, 2019.*

Alyssa Dobson seconded, and the motion passed by 6-0 roll call vote: Alyssa Dobson, yes; Fred Langill, yes; Nathan Latimer, yes; Pat Davis, yes; Jim Kiley, yes; and Aaron Gast, yes.

Mayor Gast moved to approve Resolution 23-2019:

Borough of Edinboro
GASB # 54 Fund Balance Requirements Resolution
Resolution 23-2019

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 9th day of December, 2019, 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 by 6-0 roll call vote: Pat Davis, yes; Jim Kiley, yes; Fred Langill, yes; Nathan Latimer, yes; Alyssa Dobson, yes; and Aaron Gast, yes.

Jim Kiley moved to approve the 2020 insurance renewal with Selective Insurance. Alyssa Dobson seconded, and the motion passed 6-0.

NEW BUSINESS:

Mayor Gast moved to approve the 2020 meeting dates. Jim Kiley seconded, and the motion passed 6-0.

Mayor Gast thanked Nathan Latimer for his service to Council and presented him with a gift.

ADJOURNMENT:

Mayor Gast moved for adjournment, and the meeting was adjourned at 6:53 PM.

ATTEST:



Manager Kevin Oppe



Mayor Aaron Gast