

January 2, 2018

**ORGANIZATION AND REGULAR MEETING OF MCKEAN TOWNSHIP
SUPERVISORS**

Jan Dennis noted that Brian Cooper presented his Oath of Office to the Secretary prior to this meeting.

Brian Cooper moved to appoint Jan Dennis as temporary Chairman of the Board, second by Ron Bole and passed by unanimous roll call vote.

Ron Bole moved to appoint Jan Dennis as temporary Secretary of the Board, second by Brian Cooper and passed by unanimous roll call vote.

CALL TO ORDER

The organization and regular meeting of the McKean Township Supervisors was called to order on January 2, 2018 by temporary chair Janice Dennis at 7:30 p.m. as previously advertised and took place at the McKean Township Municipal Bldg.

ROLL CALL

Members present were Janice Dennis, Brian Cooper, and Ronald Bole. The meeting was taped by the Board.

PUBLIC COMMENT – AGENDA

None

ORGANIZATION

Brian Cooper moved to elect Jan Dennis Chairman of the Board, second by Ron Bole and passed by unanimous roll call vote.

Ron Bole moved to elect Brian Cooper Vice Chairman of the Board, second by Brian Cooper and passed by unanimous roll call vote.

Ron Bole moved to appoint Jan Dennis as Secretary, second by Brian Cooper and passed by unanimous roll call vote.

Brian Cooper moved to appoint Tenderrlee Little as Treasurer, second by Ron Bole and passed by unanimous roll call vote.

MINUTES

Brian Cooper moved to approve minutes of the December 7, 2017 meeting, second by Ron Bole and passed by unanimous roll call vote.

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TREASURER REPORT

Brian Cooper moved to accept the Treasurer Report as of December 31, 2017 subject to audit and approve payment of bills from the Treasurer Report of December 31, 2017, second by Ron Bole and passed by unanimous roll call vote.

ROADMASTER APPOINTMENT

Jan Dennis moved that Brian Cooper, Ronald Bole, and Jeffrey Brooks be employed as Roadmasters in accordance with Section 602 of the Commonwealth of Pennsylvania Second Class Township Code as amended, second by Ron Bole and passed by unanimous roll call vote.

Jan Dennis moved that the wage for Jeffrey Brooks be at the same rate that will be set by the elected Auditors for Supervisor/Roadmasters Brian Cooper and Ronald Bole, second by Brian Cooper and passed by unanimous roll call vote.

APPOINTMENTS AND COMPENSATIONS

Brian Cooper moved to set the hourly wage rate of the Treasurer at \$18.85 per hour, second by Ron Bole. Discussion followed and Brian stated that this was based on a 1.5% increase and we feel \$.35 per hour should be given across the board of our employees. Motion passed by unanimous roll call vote.

Ron Bole moved to appoint Tenderrlee Little as Assistant Secretary and that the compensation for the Assistant Secretary shall be at an hourly rate of \$18.85 and that a minimum of two hours of pay shall be compensated to the Assistant Secretary for the required attendance at advertised meetings, second by Brian Cooper and passed by unanimous roll call vote.

Brian Cooper moved to appoint Teri Dillen as Clerk at the hourly rate of \$15.05, second by Ron Bole and passed by unanimous roll call vote.

Ron Bole moved to appoint Daniel Brooks and Monty Wilkinson as Senior Laborers and set the hourly wage rate for Daniel Brooks at \$21.60, and Monty Wilkinson at \$21.00, second by Brian Cooper and passed by unanimous roll call vote.

Jan Dennis moved to appoint the following Laborers: John Blount, and Jeffrey Otteni, John Wozniak, Ben Kosienski, Dennis Luden, Ernest Robinson, Joseph Loucks, and John Meyer, second by Brian Cooper and passed by unanimous roll call vote.

Jan Dennis moved to set the wage of a Laborer with a CDL license at \$17.00 per hour and set the wage of a Laborer without a CDL license at \$13.40 per hour, second by Brian Cooper and passed by unanimous roll call vote.

Ron Bole moved to appoint Tenderrlee Little as Zoning Administrator at an hourly rate of \$18.85, second by Brian Cooper and passed by unanimous roll call vote.

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Jan Dennis moved to appoint Tenderrlee Little as Secretary to the Planning Commission, second by Ron Bole and passed by unanimous roll call vote.

Brian Cooper moved to appoint Jan Dennis as Secretary to the Zoning Hearing Board, second by Ron Bole and passed by unanimous roll call vote.

Ron Bole moved to appoint Douglas Burdick and set the yearly compensation of the Sewage Treatment Plant Operator at \$51,600 per year, second by Brian Cooper and passed by unanimous roll call vote.

Brian noted that he gathered information from most of the 21 other municipalities and found that we are in the range of what they are paying their road crews, Roadmasters, and secretaries.

Jan Dennis noted that correspondence was received from Greenman-Pedersen, Inc. and Mary J. Corey Associates expressing to be considered as Engineer for 2018.

Brian Cooper moved that Mark J. Corey & Associates is appointed as the engineering firm for McKean Township for FY 2018 at an hourly rate of \$90.00, second by Ron Bole and passed by unanimous roll call vote.

Ron Bole moved to appoint Thomas E. Kuhn as Solicitor to the Zoning Hearing Board at a rate of \$100.00 per hour subject to acceptance by the Zoning Hearing Board, second by Brian Cooper and passed by unanimous roll call vote.

Jan Dennis moved to appoint Carl Holmes as Vacancy Board Chairman, second by Brian Cooper and passed by unanimous roll call vote.

Jan Dennis moved to appoint James Bentze and Brian Cooper to the Planning Commission with terms expiring January 2022 each, second by Ron Bole and passed by unanimous roll call vote.

Brian Cooper moved to enact the following resolution:

RESOLUTION NO. 1445

BE IT RESOLVED and is hereby resolved and enacted by the Board of Supervisors of McKean Township, Erie County, Commonwealth of Pennsylvania that the McKean Township Board of Supervisors appoint Donald Weaver to serve as member of the McKean Township Zoning Hearing Board for a three year term expiring January 2021.

Enacted this 2nd day of January, 2018
By the Board of Supervisors

Janice T. Dennis

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Brian P. Cooper

Ronald Bole

ATTEST:

Janice T. Dennis, Secretary

Motion was second by Ron Bole and passed by unanimous roll call vote.

Ron Bole moved to appoint Elizabeth Reichert as McKean Township Sewer Authority member with a term expiring January 2023, second by Brian Cooper and passed by unanimous roll call vote.

Jan Dennis moved to table the Water Authority appointment member, second by Ron Bole and passed by unanimous roll call vote.

Ron Bole moved to appoint Jan Dennis as voting delegate to the State Convention, second by Brian Cooper and passed by unanimous roll call vote.

Jan Dennis moved to appoint Brian Cooper as Delegate, Ron Bole as Alternate #1, and Tenderlee Little as Alternate #2 to the Erie County Association of Township Officials, second by Ron Bole and passed by unanimous roll call vote.

Ron Bole moved to appoint Jan Beal as Recreation Authority member with a term expiring December 2022, second by Brian Cooper and passed by unanimous roll call vote.

OTHER PERTINENT BUSINESS

Brian Cooper moved that the Treasurer's bond limit be set at \$500,000, second by Ron Bole and passed by unanimous roll call vote.

Ron Bole that the office hours of the McKean Township Municipal Building at Monday through Friday 8:00 a.m. to 3:00 p.m., second by Brian Cooper and passed by unanimous roll call vote.

Jan Dennis moved to enact the following resolution:

RESOLUTION NO. 1446

BE IT RESOLVED, and is hereby resolved and enacted by the Board of Supervisors of McKean Township, Erie County, Commonwealth of Pennsylvania, that the Northwest Bank be named as depository for the Tax Collector Deposit Account and the McKean Dental Plan Account.

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The Northwest Bank and the PA Local Government Investment Trust be designated as primary and secondary depositories for the McKean Township General Fund, State Fund, Proprietary Funds, Special Revenue Fund, Payroll Account, and Act 511 Tax Fund, and further, that Widget Financial be named as depository for General Fund investments for the fiscal year ending December 31, 2018 and

BE IT FURTHER RESOLVED that the signatures of at least two Supervisors including that of the Treasurer be required on all checks or warrants issued by the Township for the fiscal year ending December 31, 2018.

Enacted this 2nd day of January, 2018

By the Board of Supervisors

Janice T. Dennis

Brian P. Cooper

Ronald T. Bole

ATTEST:

Janice T. Dennis, Secretary

Motion was second by Brian Cooper and passed by unanimous roll call vote.

Brian Cooper moved that the regular scheduled meetings of the Board of Supervisors will take place at the McKean Township Municipal Building on the 1st Thursday of the months of February through December at 7:30 p.m.; the third Thursday in March, May, July, and September at 4:00 p.m.; and a meeting on December 31, 2018 at 9:00 a.m. Regular monthly meetings will commence on February 1, 2018 and authorize publication, second by Ron Bole and passed by unanimous roll call vote.

Jan Dennis moved to enact the following resolution:

RESOLUTION NO. 1447

BE IT RESOLVED and is hereby resolved and enacted by the Board of Supervisors of McKean Township, Erie County, Commonwealth of Pennsylvania that the elected tax collector shall deposit all taxes collected on behalf of the McKean Township to the municipal savings account established for this purpose.

WHEREAS, the elected tax collector shall deposit on Friday of each week all taxes collected.

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BE IT FURTHER RESOLVED that the elected tax collector shall provide the Treasurer of the taxing district with such deposit statements including a description of such deposits within one day of deposit. The elected tax collector shall on or before the 10th day of each month make a true verified statement in writing to the Treasurer of McKean Township for all taxes collected during the previous month giving the names of the taxable, the amount collected from each, along with discounts granted or penalties applied, if any, and the total amount of taxes received, discounts granted and penalties applied.

Enacted this 2nd day of January, 2018
By the Board of Supervisors

Janice T. Dennis

Brian P. Cooper

Ronald T. Bole

ATTEST:

Janice T. Dennis, Secretary

Motion was second by Ron Bole and passed by unanimous roll call vote.

Brian Cooper moved that the Supervisors and Treasurer are authorized to attend the PA State Association of Supervisors Convention, second by Ron Bole and passed by unanimous roll call vote.

REPORTS OF BOARDS, COMMISSIONS, COMMITTEES

None

REPORTS OF OFFICERS

Ron reported that the new Freightliner truck is six weeks out from being delivered. Brian reported that during the month of December much time was spent keeping up with snowplowing operations. Jan commended the Roadmasters and road crew for the wonderful job they've been doing snowplowing. Jan reported to the Board that in 2015 the total hospitalization expense was \$88,248 and 2017 the total cost was \$67,378 with a savings of \$20,870 which was due to change in plans. Also, worker's compensation expense will be reduced by \$28,000 for 2018.

Jan Dennis moved to approve the Addendum to the Agreement with the County of Erie to increase the funding for the Pinetree Road Bridge Replacement Project by \$4,747.98 for a total

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contract amount of \$42,747.98, second by Ron Bole. There was no public comment and the motion passed by unanimous roll vote.

CORRESPONDENCE

Charter—Upcoming Changes

UNFINISHED BUSINESS

It was noted that a resolution authorizing the intent to appoint a CPA firm was passed at the October 5, 2017 Supervisor's meeting to appoint a CPA firm at this meeting. Due to advertising time constraints, the appointment of a CPA firm is tabled until the February 1, 2018 meeting.

Ron reported that McKean Hose Company is currently paying for one EMT firefighter and they would like to hire a second EMT firefighter to guarantee emergency response during the day. He also added that their ambulance needs to be replaced in 2018 at an approximate cost of \$150,000. With this information Ron felt the township should agree to the amount requested for the second EMT firefighter.

Ron Bole moved that McKean Township approve payment to the McKean Hose Company in the amount of \$18,200 for the purpose of providing paid EMS service for the year 2018 with the stipulation that the Supervisors would be provided with their financial information each year, second by Brian Cooper. Discussion followed and Brian noted that this is very important and we must make sure we do all we can to ensure the safety of our residents. Motion passed by unanimous roll call vote.

NEW BUSINESS

Jan Dennis and Ron Bole presented letters to the Board requesting the township's continuation to pay the cost in whole of supplemental Medicare insurance and Brian Cooper presented a letter requesting continued participation in the Township's medical plan, life insurance, disability income insurance, dental and vision coverage as afforded our full time employees.

Jan Dennis moved to enact the following resolution:

RESOLUTION NO. 1448

RESOLVED by the Board of Supervisors of the Township of McKean, County of Erie, Pennsylvania, that

WHEREAS, by virtue of Resolution No. 784, adopted February 3, 1994, the Township of McKean 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, in accordance with Act 200 of 1968, P.L.428, each individual act of disposition shall be approved by resolution of the governing body of the municipality;

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of the Township of McKean, County of Erie, Pennsylvania, in accordance with the above cited Municipal Records Manual, hereby authorizes the disposition of the following public records:

- A. Administrative and Legal Records - 2010
 - 1. Bids, Contracts, and Agreements – 2010
 - 2. Ethics Commission Statements of Financial Interest – 2013
 - 3. Oaths of Municipal Officials – 2011
 - 4. Insurance Policies expired – 2011
 - 5. Certificates of Insurance expired
 - 6. Legal advertisements – 2007
 - 7. Public Utility Realty Reports – 2010
 - 8. Survey of Financial Condition Forms – 2012
- B. Payroll Records
 - 1. Cancelled Payroll Checks – 2010
 - 2. Withholding Allowance Certificates (W-4) – 2013
 - 3. Quarterly Statements of State and Local Taxes Withheld – 2013
 - 4. Pay Period Reports, Time Cards and Attendance Records – 2013
 - 5. Wage and Tax Statements (W-2 Forms) – 2013
- C. General Financial and Purchasing Records
 - 1. Accounts Payable Files and Ledgers – 2010
 - 2. Accounts Receivable Accounts and Ledgers – 2010
 - 3. Balance Sheets – 2010
 - 4. Bank Statements and Reconciliations – 2010
 - 5. Cancelled Checks – 2010
 - 6. Check Registers – 2010
 - 7. Daily Cash Records – 2010
 - 8. Deposit Slips – 2010
 - 9. Employee Expense Reports – 2010
 - 10. General Ledger Analyses – 2010
 - 11. Invoices – 2010
- D. Tax Collection and Assessment Records
 - 1. Public Utility Realty Reports – 2010
 - 2. Tax Duplicates – 2010
- E. Non-Real Estate Taxes
 - 1. Withholding Quarterly and Final Returns – 2010
 - 2. Individual Taxpayer Account Files – 2010
 - 3. Ledgers and Journals of Collectors – 2010
 - 4. Tax Account Audits - 2007
- F. Public Works/Engineering Records
 - 1. Driveway Permits – 2013
 - 2. Road Occupancy Permits – 2013
- G. Waste Management and Sewage Disposal Records
 - 1. Discharge Monitoring Reports (CV and WWTP) – 2012
 - 3. Yearly Waste Load Management Reports (CV) – 2015

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4. Yearly Waste Load Management Reports (WWTP) – 2015

Enacted this 2nd day of January, 2018
By the Board of Supervisors

Janice T. Dennis

Brian P. Cooper

Ronald T. Bole

ATTEST:

Janice T. Dennis, Secretary

Motion was second by Brian Cooper and passed by unanimous roll call vote.

Jan Dennis moved to enact the following resolution:

RESOLUTION NO. 1449

BE IT RESOLVED, that we, the officials of McKean Township, Erie County, Pennsylvania, in Regular Session, do hereby make application to the County Council for an allocation of County Liquid Fuels Tax Funds.

Project Description: Winter road maintenance on McKean Township Roads.
Total Estimated Project Cost: \$20,000
Allocation Requested: \$17,671

It is certified by the Municipality and the officers who execute this application that all materials used and work done hereunder shall conform to the current Pennsylvania Department of Transportation Specifications and that all work will be done within the legal right of way or with permission of the abutting property owners.

Enacted this 2nd day of January, 2018
By the Board of Supervisors

Janice T. Dennis

Brian P. Cooper

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Ronald T. Bole

ATTEST:

Janice T. Dennis, Secretary

Motion was second by Ron Bole and passed by unanimous roll call vote.

Brian Cooper moved to enact the following resolution:

RESOLUTION NO. 1450

**PROCLAMATION
PENNSYLVANIA ONE CALL SYSTEM SAFE DIGGING MONTH
APRIL 2018**

WHEREAS, as engineers, designers, excavators and homeowners work to keep pace with this Commonwealth's unprecedented economic development, it is important to minimize damage to underground utility lines, danger to workers, environmental pollution and loss of utility service to Pennsylvania citizens; and

WHEREAS, the Pennsylvania One Call System, a utility service information center celebrating more than 44 years of continuous service to the Commonwealth, is key to preventing injuries and damage when excavating; and

WHEREAS, this unique service provides easy, one-call notification about construction and excavation projects which may endanger workers and jeopardize utility lines while promoting workplace and public safety, reducing underground utility damage, minimizing utility service interruptions and protecting the environment; and

WHEREAS, this vital service serves more than 100,000 excavators and 3,600 critical infrastructure owners throughout this Commonwealth; and

WHEREAS, each year, the Pennsylvania One Call System receives more than 750,000 notification requests and transmits more than six million notifications, providing protection to utility companies, their employees and customers; now

THEREFORE BE IT RESOLVED, that McKean Township Supervisors do hereby proclaim **April 2018 PENNSYLVANIA ONE CALL SYSTEM SAFE DIGGING MONTH** and encourage all excavators and homeowners in the Commonwealth to call 811 or 1-800-242-1776 before digging in order to "Know What's Below", avoid injury, protect our environment and prevent millions of dollars in damages. Remember: Three business days notice is the law. Safe Digging is No Accident. For more information, visit www.PaOneCall.org.

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Enacted this 2nd day of January, 2018
By the Board of Supervisors

Janice T. Dennis

Brian P. Cooper

Ronald T. Bole

ATTEST:

Tenderlee Little, Assistant Secretary

Motion was second by Ron Bole and passed by unanimous roll call vote.

Brian Cooper moved to enact the following resolution:

RESOLUTION NO. 1451

**A RESOLUTION OF McKEAN TOWNSHIP, ERIE COUNTY
IN OPPOSITION TO HOUSE BILL 1620 (PN 2146), ENTITLED THE
“WIRELESS INFRASTRUCTURE DEPLOYMENT BILL”**

WHEREAS, broadband service is a critical catalyst for economic development for economic development, student achievement, quality healthcare, and the efficiency of local governments. As such McKean Township supports the deployment of broad band services—both wires and wireless—in our community and throughout the Commonwealth; and

WHEREAS, a relatively new wireless technology, known as distributed antenna systems or DAS, includes the placement of wireless towers and antennae in the public rights-of-way; and

WHEREAS, Pennsylvania municipalities are charged by state law with the management of the public rights-of-way, including not only vehicular and pedestrian traffic, but also the numerous facilities installed by public utilities and related companies. Municipalities must manage these facilities to maintain public safety and preserve the character of our communities; and

WHEREAS, pursuant to federal law, municipalities have the right to regulate the “placement, construction, and modification” of wireless facilities through their local zoning authority so that the deployment of these facilities is achieved in an orderly fashion. The FCC has also issued multiple orders stating in detail how municipalities may regulate these facilities; and

WHEREAS, House Bill 1620 (PN2146), entitled the “Wireless Infrastructure Deployment” bill, would strip municipalities of their legal authority to regulate wireless facilities both within and

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outside the public rights-of-way undermining public safety and the protection of the rights-of-way, limit a municipality's ability to negotiate and collect reasonable fees for co-location on municipal infrastructure, and mandate municipal cooperation in excess of that required by the Federal government.

NOW THEREFORE BE IT RESOLVED,

1. That the Board of Supervisors of McKean Township, Erie County does hereby express its opposition to HB 1620 (PN2146) because it is not in the best interests of Pennsylvania.

2. That this resolution shall be sent to our State Representative(s), State Senator, Governor and all members of the House Consumer Affairs Committee, which is the Committee which HB 1620 (PN 2146) has been assigned.

Enacted this 2nd day of January, 2018
By the Board of Supervisors

Janice T. Dennis, Chair

Brian P. Cooper, Supervisor

Ronald T. Bole, Supervisor

ATTEST:

Tenderrlee Little, Assistant Secretary

Motion was second by Ron Bole and passed by unanimous roll call vote.

Jan Dennis moved that McKean Township submit Ronald T. Bole as nominee for consideration to fill the position for District 7 to the Erie County Planning Commission, second by Brian Cooper and passed by unanimous roll call vote.

PUBLIC PARTICIPATION

Jim Neuburger, 8763 Neuburger Road

Mr. Neuburger asked Ron if the paid EMS person could take out fire equipment as well as ambulance. He also expressed interest to serve on the Water Authority.

Molly Goldsmith, 8712 Skinner Road

Ms. Goldsmith questioned why taxes haven't been increased, why the delay on the new truck, benefits and raises to employees, previous years' pay increases and other questions to better inform her as the new Auditor.

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Jim Neuburger

Mr. Neuburger stated that earned income is the larger revenue due to population increases.

ADJOURNMENT

With no objections, the meeting adjourned at 8:38 p.m.

Respectfully submitted,

Janice T. Dennis, Secretary