

December 6, 2018

## **REGULAR MEETING OF McKEAN TOWNSHIP SUPERVISORS**

### **CALL TO ORDER**

A regular meeting of the Board of Supervisors was called to order by Chair Janice Dennis at 7:30 p.m. on December 6, 2018 as previously publicized and took place at the McKean Township Municipal Bldg.

### **ROLL CALL**

Members present were Janice Dennis, Brian Cooper and Ronald Bole.

### **CITIZEN COMMENT – AGENDA**

None

### **MINUTES**

Ron Bole moved to approve minutes of the November 1, 2018 hearing and meeting, second by Brian Cooper and passed by unanimous roll call vote.

### **TREASURER REPORT**

Brian Cooper moved to approve the Treasurer Report of November 30, 2018 subject to audit and approve payment of bills from the Treasurer Report of November 30, 2018, second by Jan Dennis and passed by unanimous roll call vote.

### **REPORTS OF BOARDS, COMMISSION, COMMITTEES**

Planning Commission minutes of November 15, 2018 meeting were noted.

Ron Bole moved to approve the final Subdivision Plans of Donald B. Sceiford for a minor subdivision on Lowe Road, second by Jan Dennis and passed by majority roll call vote with Brian Cooper abstaining.

Jan Dennis moved to approve the final Subdivision Plans of Harold and Betty Rooney for a minor subdivision on Reichert Road contingent upon the plans being reviewed by the McKean Township Planning Commission and the Erie County Department of Planning.

It was noted that there were six single family dwellings built in 2018.

Sewer Authority minutes of the November 21, 2018 meeting were noted.

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## REPORTS OF OFFICERS

Brian reported that they have been working on equipment and snowplowing operations has begun.

## CORRESPONDENCE

The Supervisors received correspondence from Atty. Shimek resigning as solicitor of McKean Township.

Ron Bole moved that the Supervisors send a letter to Atty. Shimek thanking him for his years of service to the McKean Township Board of Supervisors as solicitor.

## UNFINISHED BUSINESS

Brian Cooper moved to enact the following resolution:

### RESOLUTION NO. 1462

A **RESOLUTION** of the Township of McKean in the County of Erie, Commonwealth of Pennsylvania, appropriating specific sums estimated to be required for the specific purposes of the municipal government, herein after set forth, during the year 2019.

**BE IT RESOLVED AND ENACTED**, and it is hereby resolved and enacted by the Board of Supervisors of the Township of McKean, County of Erie, Commonwealth of Pennsylvania that for the expenditures and expenses for the fiscal year 2019 the following amounts are hereby appropriated from the fund equities, revenues, and other financing sources available for the year 2019 for the specific purposes set forth as follows:

<u>Revenues</u>	<b>General Fund</b>	<b>Highway Aid Fund</b>	<b>Proprietary Funds</b>
Taxes	\$ 803,000		
Licenses and Permits	\$ 21,000		
Fines and Forfeits	\$ 1,200		\$ 3,700
Interest Earnings	\$ 20,000	\$ 1,000	\$ 1,110
Rents and Royalties	\$ 2,100		
State Shared Rev.& Entitlement	\$ 176,750	\$297,623	
Capital & Operating Grants	\$ 17,000		
General Government	\$ 1,800		
Public Safety	\$ 10,350		
Sanitation			\$528,283
<b>TOTALS</b>	<b>\$1,053,200</b>	<b>\$298,623</b>	<b>\$534,878</b>

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<u>Expenditures</u>	<b>General Fund</b>	<b>Highway Aid Fund</b>	<b>Proprietary Funds</b>
General Government	\$ 187,155		
Public Safety	\$ 88,470		
Sanitation			\$213,643
Highways, Roads and Streets	\$ 523,930	\$298,623	
Culture-Recreation	\$ 6,400		
Employer Paid Benefits	\$ 93,363		
Group Insurance Benefits	\$ 153,882		
Debt Service			\$319,450
<b>TOTALS</b>	<b>\$1,053,200</b>	<b>\$298,623</b>	<b>\$533,093</b>

**TOTAL BUDGET: \$1,884,916**

Debt Statement:

The Township of McKean is a Guarantor for a loan from the Pennsylvania Infrastructure Investment Authority in the original amount of Two Million Four Hundred Seventy Thousand Eight Hundred Ninety-six Dollars (\$2,470,896) for the McKean Township Sewer Authority in accordance with the payment schedule on file in the Secretary's Office of the Township Municipal Building.

The Township of McKean is a Guarantor for a loan from the PNC Bank, National Association in the original amount of One Million Six Hundred Five Thousand Two Hundred Thirty Dollars (\$1,605,230) for the McKean Township Sewer Authority in accordance with the payment schedule on file in the Secretary's Office of the Township Municipal Building.

Enacted this 6<sup>th</sup> day of December, 2018  
By the McKean Township Board of Supervisors

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Janice T. Dennis, Chair

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Brian P. Cooper, Supervisor

ATTEST:

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Ronald T. Bole, Supervisor

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Janice T. Dennis, Secretary

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

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**NEW BUSINESS**

Ron Bole moved to approve the Sewer Authority 2019 Budget at \$9,000 and authorize the appropriate monies deposited in the Sewer Authority's account to bring the balance to \$9,000 for FY 2019, second by Brian Cooper and passed by unanimous roll call vote.

Ron Bole moved to enact the following resolution:

**RESOLUTION NO. 1463**

**A RESOLUTION** of the Township of McKean, County of Erie, Commonwealth of Pennsylvania, fixing the tax rate for the year 2019.

**BE IT RESOLVED AND ENACTED**, and it is hereby resolved and enacted by the Board of Township Supervisors of the Township of McKean, County of Erie, Commonwealth of Pennsylvania:

That the tax be and the same is hereby levied on all real property within the township of McKean subject to taxation for the fiscal year 2019 as follows:

Tax rate for general purposes, the sum of .95 mills on each dollar of assessed valuation.

That any resolution or part of resolution, conflicting with this resolution be and same is hereby repealed insofar as the same affects this resolution.

Enacted this 6<sup>th</sup> day of December, 2018  
By the McKean Township Board of Supervisors

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Janice T. Dennis, Chair

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Brian P. Cooper, Supervisor

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Ronald T. Bole, Supervisor

ATTEST:

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Janice T. Dennis, Secretary

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

Brian Cooper moved to authorize the payment of bills through December 31, 2018, second by Ron Bole and passed by unanimous roll call vote.

Ron Bole moved to set and advertise the Organization Meeting and Regular Meeting for 2019 to take place January 7, 2019 at 7:30 p.m., second by Brian Cooper and passed by unanimous roll call vote.

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Brian Cooper moved to appoint the law offices of Gery T. Nietupski, Esq LLC as solicitor for McKean Township for fiscal year 2019 at an hourly rate of \$115, second by Ron Bole and passed by unanimous roll call vote.

Brian Cooper moved to cancel the December 31, 2018 meeting unless business comes before the Board to necessitate the meeting, second by Ron Bole and passed by unanimous roll call vote.

Jan Dennis moved that the Sewage Facilities Planning Module for the William H. and Linda L. Treese Subdivision of Lands has been reviewed and found to be acceptable, however, approval of this module does not constitute individual onlot system permit approval, second by Brian Cooper and passed by unanimous roll call vote.

Ron Bole moved to repeal Resolution No. 1459 and replace with the following resolution:

**RESOLUTION NO. 1464**

**A RESOLUTION OF McKEAN TOWNSHIP, ERIE COUNTY, PENNSYLVANIA AUTHORIZING THE ADVERTISEMENT OF THE TOWNSHIP'S INTENT TO APPOINT A FIRM OF CERTIFIED OR COMPETENT PUBLIC ACCOUNTS TO MAKE AN EXAMINATION AND AUDIT OF ALL THE ACCOUNTS OF THE TOWNSHIP FOR FISCAL YEAR 2018.**

WHEREAS, Section 917(b)(1) of the Second Class Township Code authorizes a Board of Supervisors to appoint a firm of certified or competent public accounts to replace a Township's elected Auditors for purposes of making an examination and audit of all the accounts of a Township; and

WHEREAS, Section 917(b)(1) of the Second Class Township Code further authorizes a Board of Supervisors to determine the compensation for such firm of certified or competent public accounts; and

WHEREAS, Section 917(b)(2) of the Second Class Township Code requires that at least thirty (30) days prior to any vote to appoint a firm of certified or competent public accountants to replace the elected Auditors, a Board of Supervisors must advertise in a newspaper of general circulation the intent to appoint a firm of certified or competent public accountants to replace the elected Auditors; and

WHEREAS, the McKean Township Board of Supervisors believes that the consideration of the appointment of a firm of certified or competent public accountants to replace the elected Auditors is in the best interest of the Township.

NOW THEREFORE, BE IT RESOLVED by the Board of Supervisors of McKean Township, Erie County, Pennsylvania, as follows:

December 6, 2018

1. The McKean Township Board of Supervisors hereby authorizes the advertisement of the Township's intent to appoint a certified public accountant firm at the 2019 organization meeting to replace the Township's elected Board of Auditors to audit and make an examination of the accounts of the Township for fiscal year 2018, and the preparation of a Resolution regarding the same.

2. A legal advertisement shall be placed in the *Erie Times-News*, a newspaper of general circulation in the Township, notifying the public of the date, time, and location of the said organization meeting.

3. The appropriate Township personnel are hereby authorized and directed to take all actions necessary to carry out the purposes of this Resolution.

Enacted this 6<sup>th</sup> day of December, 2018  
By the McKean Township Board of Supervisors

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Janice T. Dennis, Chair

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Brian P. Cooper, Supervisor

ATTEST:

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Ronald T. Bole, Supervisor

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Janice T. Dennis, Secretary

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

Correspondence was received from the Erie County Department of Planning and Community Development regarding the Erie County Land Bank. With no objections from the Board, it was noted that McKean Township would like to be included for the Community Survey for the blighted property at 6321 Sterrettania Road.

Brian Cooper to enact the following resolution:

**RESOLUTION NO. 1465**

**A RESOLUTION OF THE TOWNSHIP OF McKEAN, COUNTY OF ERIE,  
COMMONWEALTH OF PENNSYLVANIA APPROVING THE EMERGENCY OPERATIONS  
PLAN FOR McKEAN TOWNSHIP**

**THIS RESOLUTION**, approved and adopted by the Supervisors of McKean a Township, Erie County, Pennsylvania, on the date hereinafter set forth.

December 6, 2018

**WHEREAS**, it is a requirement of the Pennsylvania Emergency Management Services Code, (35 Pa. C.S. Section 7101 et seq.), as amended, to have a disaster emergency management plan; and

**WHEREAS**, in response to the mandate stated above, McKean Township is a member municipality of the West Erie County Emergency Management Agency which was created to provide joint and cooperative public emergency services, through preparing and maintaining emergency management plans, and establishing emergency operations centers in order to reduce the potential effects of a major emergency or disaster and to protect the health, safety and welfare of the residents of McKean Township;

**NOW, THEREFORE**, we the undersigned Supervisors of McKean Township do hereby approve, adopt, and place into immediate effect the Emergency Operations Plan for McKean Township.

Enacted this 6<sup>th</sup> day of December, 2018  
By the McKean Township Board of Supervisors

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Janice T. Dennis, Chair

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Brian P. Cooper, Supervisor

ATTEST:

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Ronald T. Bole, Supervisor

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Janice T. Dennis, Secretary

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

Jan Dennis moved that the Chief Elected Official of McKean Township is authorized to execute the approval of a Lease Purchase Agreement for the McKean Hose Company in an aggregate principal amount not to exceed \$611,994 to finance equipment consisting of one (1) E-One Typhoon SS Tanker, second by Ron Bole and passed by unanimous roll call vote.

Brian Cooper moved that the McKean Recreation Authority is authorized to utilize the township municipal building for meetings, second by Ron Bole and passed by unanimous roll call vote.

Ron Bole to approve a Fireworks Display Permit to the Beechwood Golf Course at 6401 Gorski Road, second by Brian Cooper and passed by unanimous roll call vote.

Jan Dennis moved to enact the following resolution:

**RESOLUTION NUMBER 1466-2018**

**RESOLUTION APPROVING THE ASSIGNMENT  
OF CDBG PROGRAM INCOME MONIES  
TO THE FY 2015 CDBG FUNDED**

December 6, 2018

**SINGLE FAMILY HOUSING REHABILITATION PROJECT**

**WHEREAS**, the Township of McKean has been designated a CDBG “entitlement” municipality pursuant to the provisions of PA Legislative Act 179 of 1984; and

**WHEREAS**, such designation entitles the Township to receive an annual allocation of Community Development Block Grant funds from the PA Department of Community and Economic Development (DCED) to undertake housing and community development projects which will principally benefit low-to-moderate income persons; and

**WHEREAS**, the Township is using its FY 2015 CDBG monies to rehabilitate several homes of low-to-moderate income families for compliance with HUD Housing Quality Standards; and

**WHEREAS**, the assistance is being provided as a five (5) year deferred payment loan, 20% of which is forgiven each year until a zero (0) balance is reached at the end of the fifth year, thereafter releasing the property owner of any dollar obligation. If the property owner sells, vacates or rents the house before the five-year period expires, the pro-rated balance of funds must be paid back to the County on behalf of the Township; and

**WHEREAS**, a house located at 10550 Oliver Road, McKean PA was rehabilitated with FY 2015 CDBG funds and subsequently sold prior to five-year expiration period resulting in funds being returned to the County totaling \$11,532.00; and

**WHEREAS**, such funds are considered “program income” monies and are to be used by McKean Township to undertake CDBG eligible and fundable activities; and

**WHEREAS**, the Township desires to have these monies assigned back to the FY 2015 CDBG funded Single Family Housing Rehabilitation Project which will provide for the rehabilitation of single family, LMI owner-occupied housing units for compliance with HUD Section Housing Quality Standards.

**NOW THEREFORE, BE IT RESOLVED** by the McKean Township Board of Supervisors that the Township hereby approves the assignment of program income monies totaling \$11,532.00 to the FY 2015 Single Family Housing Rehabilitation Project as noted above.

Enacted this 6<sup>th</sup> day of December, 2018  
By the McKean Township Board of Supervisors

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Janice T. Dennis, Chair

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Brian P. Cooper, Supervisor

ATTEST:

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Ronald T. Bole, Supervisor



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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 NUMBER 1467-2018**  
**RESOLUTION APPROVING A REVISION TO MCKEAN TOWNSHIP'S**  
**FY 2016 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

**WHEREAS**, the Township of McKean is entitled to receive an annual allocation of Community Development Block Grant (CDBG) funds from the Pennsylvania Department of Community and Economic Development (PA DCED) pursuant to the provisions of PA Act 179 of 1984; and

**WHEREAS**, the Township received \$86,272 in FY 2016 CDBG funding and previously resolved that the monies be used for the following:

- \$77,672.00 – Purchase and installation of two (2) pavilions, picnic tables and grilles for Idyll Whyll Village Mobile Home Park (*Idyll Whyll Village Mobile Home Park Recreation Project - Phase II*)
- \$ 8,600.00 – General Program Administration; and

**WHEREAS**, the Idyll Whyll Phase II Project has been completed at a cost of \$69,747.20 leaving a balance of \$7,924.80; and

**WHEREAS**, the Township desires to utilize these residual monies to supplement its FY 2015 CDBG funded Single Family Housing Rehabilitation Project which will provide for the rehabilitation of approximately five (5) housing units for compliance with HUD Housing Quality Standards; and

**WHEREAS**, utilizing residual funding from one fiscal year to supplement an existing activity in another year constitutes a “revision” to the CDBG program which requires approval by the governing body and the submission of applicable documentation to the PA Department of Community and Economic Development.

**NOW THEREFORE BE IT RESOLVED** that the McKean Township Supervisors desire to revise its FY 2016 CDBG program as follows:

- ✓ Reduce the amount of FY 2016 funding for the Idyll Whyll Village Mobile Home Park Recreation Project - Phase II from \$77,672.00 to \$69,747.20, and
- ✓ Utilize the residual funds totaling \$7,924.80 to supplement the FY 2015 CDBG funded Single Family Housing Rehabilitation Project.

**BE IT FURTHER RESOLVED** by the McKean Township Supervisors that:

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- ✓ All other terms and conditions regarding the FY 2016 CDBG program not affected by this revision shall remain in full force and effect; and
- ✓ The Erie County Department of Planning is authorized to submit all necessary documentation to the PA Department of Community and Economic Development to effectuate the program change.

Enacted this 6<sup>th</sup> day of December, 2018  
By the McKean Township Board of Supervisors

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Janice T. Dennis, Chair

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Brian P. Cooper, Supervisor

ATTEST:

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Ronald T. Bole, Supervisor

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Janice T. Dennis, Secretary

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

**PUBLIC PARTICIPATION**

**None**

**ADJOURNMENT**

With no objections, the meeting adjourned at 7:45 p.m.

Respectfully submitted,

Janice T. Dennis, Secretary