

January 3, 2022

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

It was noted that Ron Bole presented his Oath of Office to the Board prior to meeting.

Ron Bole moved to appoint Jan Dennis as temporary Chairman of the Board, second by Brian Cooper 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 Board of Supervisors was called to order on January 3, 2022 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.

PUBLIC COMMENT – AGENDA

Paul Schofield, 8991 Fry Road

Mr. Schofield noted that he owns property consisting of thirty acres south of the property zoned I-1 Industrial owned by Mr. Scott Litz. He questioned the property which Mr. Litz had been using for the dumping of trees and tree stumps on Wagner Road which has now been moved to the property just to his north. Mr. Schofield added that this will go on for many years. He further added that his findings with the state indicated that there has been a change of directives which are not used for prevention of state laws, but rather after a violation has occurred. His third remark was to possibly file a lawsuit with the neighbors against Mr. Litz's use of the property.

Don McCaslin, 9803 Old 99

Mr. McCaslin asked if this was similar to the same situation on property owned by Mr. John Walmer on Millfair Road.

Jeffrey Spires, 8860 Talmadge Road

Mr. Spires asked why it had taken so long for the township to proceed with the violation notice.

Scott Litz, 9531 Oliver Road

Mr. Litz stated that flyers that were left in mailboxes regarding the use of his property were incorrect. He will not leave the Wagner Road property the way it is, but will have it cleaned up.

Patty Schofield, 8991 Fry Road

Mrs. Schofield stated that nothing is being enforced by the state.

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ORGANIZATION

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

Ron Bole moved to elect Brian Cooper as Vice Chairman of the Board, second by Jan Dennis 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.

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

MINUTES

Brian Cooper moved to approve minutes of the December 2, 2021 hearing and meeting, second by Ron Bole and passed by unanimous roll call vote.

TREASURER REPORT

Ron Bole moved to accept the Treasurer Report as of December 31, 2021 subject to audit and approve payment of bills from Treasurer Report of December 31, 2021, second by Brian Cooper 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 Brian Cooper 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 Ron Bole and passed by unanimous roll call vote.

APPOINTMENTS AND COMPENSATIONS

Brian Cooper moved to set the hourly wage rate of the Treasurer at \$21.75 per hour, second by Ron Bole and 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 \$21.75 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.

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Brian Cooper moved to appoint Terri Dillen as Administrative Assistant at the hourly rate of \$17.40, second by Ron Bole and passed by unanimous roll call vote.

Ron Bole moved to appoint Monty Wilkinson, Jeffrey Greco, and Jarred Jeska as Senior Laborers and set the hourly wage rate for Monty Wilkinson at \$23.40, and Jeffrey Greco and Jarred Jeska at \$21.50, second by Brian Cooper and passed by unanimous roll call vote.

Brian Cooper moved to appoint the following Laborers: John Wozniak and Ernest Robinson, second by Ron Bole and passed by unanimous roll call vote.

Brian Cooper moved to set the wage of a Laborer with a CDL license at \$18.90 per hour and set the wage of a Laborer without a CDL license at \$15.00 per hour and set the wage of a Laborer with a CDL for snowplowing operations at \$20.50 per hour, second by Ron Bole and passed by unanimous roll call vote.

Brian Cooper moved to appoint Tenderrlee Little as Zoning Administrator at an hourly rate of \$21.75, second by Ron Bole and passed by unanimous roll call vote.

Ron Bole moved to appoint Tenderrlee Little as Secretary to the Planning Commission, second by Brian Cooper 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 \$56,580, second by Brian Cooper and passed by unanimous roll call vote.

Brian Cooper moved that Mark Corey & Associates is appointed as the engineering firm for McKean Township for FY 2022, second by Ron Bole and passed by unanimous roll call vote.

Brian Cooper 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 Ron Bole and passed by unanimous roll call vote.

Ron Bole moved to appoint Richard Harvey as Vacancy Board Chairman, second by Brian Cooper and passed by unanimous roll call vote.

Ron Bole moved to appoint Brian Cooper and Jim Bentze to the Planning Commission with terms expiring January 2026, second by Jan Dennis and passed by unanimous roll call vote.

Jan Dennis moved to enact the following resolution:

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RESOLUTION NO. 1557

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 Ronald Crist to serve as member of the McKean Township Zoning Hearing Board for a three year term expiring January 2025.

Enacted this 3rd day of January, 2022
By the Board of Supervisors

Janice T. Dennis

Brian P. Cooper

Ronald Bole

ATTEST:

Janice T. Dennis, Secretary

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

Brian Cooper moved to appoint Ronald Bole as McKean Township Sewer Authority member with a term expiring January 2027, second by Jan Dennis and passed by unanimous roll call vote.

The appointment of a Water Authority member was tabled.

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

Jan Dennis moved to appoint Ronald as Delegate and Jan Dennis as Alternate to the West Erie County Emergency Management Agency, second by Brian Cooper and passed by unanimous roll call vote.

Brian Cooper moved to appoint Tenderrlee Little as the Right to Know Officer and Jan Dennis as the Alternate Right to Know Officer, second by Ron Bole and passed by unanimous roll call vote.

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Ron Bole moved to appoint Dave McLallen as Recreation Authority member with a term expiring December 2026, 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 moved 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. 1558

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. 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, 2022 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, 2022.

Enacted this 3rd day of January, 2022
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.

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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, 2022 at 9:00 a.m. Regular monthly meetings will commence on February 3, 2022 and authorize publication, second by Ron Bole and passed by unanimous roll call vote.

Jan Dennis moved to enact the following resolution:

RESOLUTION NO. 1559

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.

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 3rd day of January, 2022

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.

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

REPORTS OF BOARDS, COMMISSIONS, COMMITTEES

Planning Commission minutes of December 16, 2021 were noted.

REPORTS OF OFFICERS

Ron reported that the West Road project has been completed except for the purchase and installation of the water meter for the mobile home park.

CORRESPONDENCE

Barbara Craig—Campaign Literature

MacDonald Illig Attorneys—McKean Hose Company

Erie County Conservation District—South Hill Road 2022 Low Volume Road Grant Application

Ron Bole—Liaison to McKean Hose Company

The Board identified Heather Courson, President, Scott Haywood, Chief, and Mike Courson in attendance from the McKean Hose Company.

With no objections from the Board, the matter involving the McKean Hose Company and the Liaison to the Hose Company will be placed on the next month's agenda as Unfinished Business.

UNFINISHED BUSINESS

Jan Dennis moved to enact the following resolution:

RESOLUTION NO. 1560

A RESOLUTION OF McKEAN TOWNSHIP, ERIE COUNTY, PENNSYLVANIA AUTHORIZING THE APPOINTMENT OF A FIRM OF CERTIFIED PUBLIC ACCOUNTS TO MAKE AN EXAMINATION AND AUDIT OF ALL THE ACCOUNTS OF THE TOWNSHIP FOR FISCAL YEAR 2021.

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

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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(c) of the Second Class Township Code provides that the firm of certified or competent public accountants shall have the powers given to the Board of Auditors under the Second Class Township Code to make an examination and audit of the Township's accounts, and that any such examination and audit of the Township's accounts will be done in accordance with generally accepted auditing standards; and

WHEREAS, the firm of Felix & Gloekler, P.C. is a firm of certified public accounts capable, competent, and qualified to make an examination of an audit all of the accounts of McKean Township; and

WHEREAS, the McKean Township Board of Supervisors believes that 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:

1. McKean Township hereby appoints the firm of Felix & Gloekler to replace the Township's elected Auditors for purposes of making an examination and audit of all the accounts of the Township for fiscal year 2021.
2. Felix & Gloekler shall have the powers given to the Board of Auditors pursuant to Article IX of the Second Class Township Code, and any such examination and audit of the accounts of the Township shall be conducted in accordance with generally accepted auditing standards and principles.
3. In addition to and consistent with Article IX of the Second Class Township Code, Felix & Gloekler shall have the power to audit, settle, and adjust the accounts of all elected or appointed officials of the Township and its boards or agencies that received or disbursed funds of or owing to the Township during the 2021 fiscal year.
4. Felix & Gloekler shall not have the power to determine Supervisor compensation and shall be subject to the same penalties as the elected auditors of the Township under Article IX of the Second Class Township Code.
5. The compensation of Felix & Gloekler for the duties set forth herein shall be \$3,400.00.
6. The appropriate Township personnel are hereby authorized and directed to take all actions necessary to carry out the purposes of this Resolution.

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RESOLVED AND ADOPTED THIS 3rd DAY OF JANUARY, 2022

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.

NEW BUSINESS

Brian Cooper presented his letter to the Board requesting continued participation in the Township's medical plan, life insurance, disability income insurance, dental and vision coverage as afforded the township's full time employees.

Janice Dennis and Ronald Bole presented their letters to the Board requesting continued participation in their respective supplemental Medicare insurance plans.

Jan Dennis moved to enact the following resolution:

RESOLUTION NO. 1561

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 - 2014
 - 1. Bids, Contracts, and Agreements – 2014
 - 2. Ethics Commission Statements of Financial Interest – 2016
 - 3. Oaths of Municipal Officials – 2015
 - 4. Insurance Policies expired – 2015
 - 5. Certificates of Insurance expired
 - 6. Legal advertisements – 2011
 - 7. Public Utility Realty Reports – 2014
 - 8. Survey of Financial Condition Forms – 2014
 - 9. Right-to-Know (Request for Public Records)—2019
 - 10. Liquid Fuels Tax Records—2014
 - 11. Treasurers' Bond Certifications--2014
- B. Payroll Records
 - 1. Cancelled Payroll Checks – 2014
 - 2. Withholding Allowance Certificates (W-4) – 2017
 - 3. Quarterly Statements of State and Local Taxes Withheld – 2017
 - 4. Pay Period Reports, Time Cards and Attendance Records – 2017
 - 5. Wage and Tax Statements (W-2 Forms) – 2017
- C. General Financial and Purchasing Records
 - 1. Treasurer's Report--2014
 - 2. Accounts Payable Files and Ledgers – 2014
 - 3. Accounts Receivable Accounts and Ledgers – 2014
 - 4. Balance Sheets – 2014
 - 5. Bank Statements and Reconciliations – 2014
 - 6. Cancelled Checks – 2014
 - 7. Check Registers – 2014
 - 8. Daily Cash Records – 2014
 - 9. Deposit Slips – 2014
 - 10. Employee Expense Reports – 2014
 - 11. General Ledger Analyses – 2014
 - 12. Invoices – 2014
- D. Tax Collection and Assessment Records
 - 1. Public Utility Realty Reports – 2014
 - 2. Tax Duplicates – 2014
- E. Non-Real Estate Taxes
 - 1. Withholding Quarterly and Final Returns – 2014
 - 2. Individual Taxpayer Account Files – 2014
 - 3. Ledgers and Journals of Collectors – 2014
 - 4. Tax Account Audits - 2011
- F. Public Works/Engineering Records
 - 1. Driveway Permits – 2017
 - 2. Road Occupancy Permits – 2017
- G. Waste Management and Sewage Disposal Records
 - 1. Discharge Monitoring Reports (CV and WWTP) – 2016
 - 3. Yearly Waste Load Management Reports (CV) – 2019

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4. Yearly Waste Load Management Reports (WWTP) – 2019

Enacted this 3rd day of January, 2022
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 to set and advertise the Conditional Use Hearing for Pete Rys for a Bed and Breakfast at 9380 Hedderick Drive to take place February 3, 2022 at 7:15 p.m., second by Ron Bole and passed by unanimous roll call vote.

Jan Dennis moved that McKean Township enter into a Settlement Agreement with Barbara Craig to settle and dispose of legal claims in the Dispute by McKean Township against Barbara Craig, second by Ron Bole and passed by unanimous roll call vote.

Brian Cooper moved to appoint Laura Lawson to the position of Auditor, second by Ron Bole and passed by unanimous roll call vote.

PUBLIC PARTICIPATION

Don McCaslin, Old 99

Mr. Caslin asked when the bridges on Old 99 would be constructed.

ADJOURNMENT

With no objections, the meeting adjourned at 9:05 p.m.

Respectfully submitted,

Janice T. Dennis, Secretary