

January 3, 2023

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

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 Board of Supervisors was called to order on January 3, 2023 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

None

ORGANIZATION

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

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

Brian Cooper moved to appoint Jan Dennis as Secretary, second by Ron Bole 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 1, 2022 and the December 31, 2022 meetings, second by Ron Bole and passed by unanimous roll call vote.

TREASURER REPORT

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Ron Bole moved to accept the Treasurer Report as of December 31, 2022 subject to audit and approve payment of bills from Treasurer Report of December 31, 2022, 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 Ron Bole and passed by unanimous roll call vote.

Brian Cooper 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 \$23.00 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 \$23.00 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 Terri Dillen as Administrative Assistant at the hourly rate of \$18.65, second by Ron Bole and passed by unanimous roll call vote.

Ron Bole moved to appoint Jeffrey Greco, and Jarred Jeska as Senior Laborers and set the hourly wage rate for Jeffrey Greco and Jarred Jeska at \$23.25, 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.

Ron Bole moved to set the wage of a Laborer with a CDL license at \$20.15 per hour and set the wage of a Laborer without a CDL license at \$16.25 per hour and set the wage of a Laborer with a CDL for snowplowing operations at \$21.75 per hour, second by Brian Cooper and passed by unanimous roll call vote.

Brian Cooper moved to appoint Tenderrlee Little as Zoning Administrator at an hourly rate of \$23.00, second by Ron Bole and passed by unanimous roll call vote.

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

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Ron Bole moved to appoint Jan Dennis as Secretary to the Zoning Hearing Board, second by Brian Cooper 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 \$57,800, 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 2023, second by Ron Bole and passed by unanimous roll call vote.

Ron Bole moved to appoint Joel M. Snavelly from the Quinn Law Firm 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.

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

Ron Bole moved to appoint Frank Dachtyl and John Blount to the Planning Commission with terms expiring January 2027, second by Jan Dennis and passed by unanimous roll call vote.

Jan Dennis moved to enact the following resolution:

RESOLUTION NO. 1589

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 David Teufel to serve as member of the McKean Township Zoning Hearing Board for a three year term expiring January 2026.

Enacted this 3rd day of January, 2023

By the Board of Supervisors

Janice T. Dennis

Brian P. Cooper

Ronald Bole

ATTEST:

Janice T. Dennis, Secretary

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

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Brian Cooper moved to appoint James Neuburger as McKean Township Water Authority member with a term expiring January 2028, second by Ron Bole and passed by unanimous roll call vote.

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

Brian Cooper 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.

Brian Cooper moved to appoint Ronald as Delegate and Jan Dennis as Alternate to the West Erie County Emergency Management Agency, second by Ron Bole 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.

Jan Dennis moved to appoint Brian Cooper as Recreation Authority member with a term expiring December 2027, second by Ron Bole 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. 1590

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, 2023 and

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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, 2023.

Enacted this 3rd day of January, 2023
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, 2023 at 9:00 a.m. Regular monthly meetings will commence on February 2, 2023 and authorize publication, second by Ron Bole and passed by unanimous roll call vote.

Ron Bole moved to enact the following resolution:

RESOLUTION NO. 1591

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

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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, 2023
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 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

Brian Cooper moved to approval the final plans for a minor subdivision of Barbara J. and Frank A. Duchini on Greenlee and Hamot Roads, second by Ron Bole and passed by unanimous roll call vote.

REPORTS OF OFFICERS

None

CORRESPONDENCE

Erie Water Works—Act 14 Notification

Charter Communications—Rate adjustment Notice and Upcoming Changes

Deiss & Halmi Engineering, Inc.—Act 14, 67, 68 Notifications

Deiss & Halmi Engineering, Inc.—Documents relating to Nancy P. Gustin proposed SFTF

UNFINISHED BUSINESS

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Ron Bole moved to enact the following resolution:

RESOLUTION NO. 1592

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 2022.

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(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 2022.

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.

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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 2022 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 \$5,800.00.

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

RESOLVED AND ADOPTED THIS 3rd DAY OF JANUARY, 2023

By the Board of Supervisors

Janice T. Dennis

Brian P. Cooper

Ronald T. Bole

ATTEST:

Janice T. Dennis, Secretary

Motion was second by Jan Dennis 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. 1593

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 - 2015
 - 1. Bids, Contracts, and Agreements – 2015
 - 2. Ethics Commission Statements of Financial Interest – 2017
 - 3. Oaths of Municipal Officials – 2016
 - 4. Insurance Policies expired – 2016
 - 5. Certificates of Insurance expired
 - 6. Legal advertisements – 2012
 - 7. Public Utility Realty Reports – 2015
 - 8. Survey of Financial Condition Forms – 2015
 - 9. Right-to-Know (Request for Public Records)—2020
 - 10. Liquid Fuels Tax Records—2015
 - 11. Treasurers’ Bond Certifications--2015
- B. Payroll Records
 - 1. Cancelled Payroll Checks – 2015
 - 2. Withholding Allowance Certificates (W-4) – 2018
 - 3. Quarterly Statements of State and Local Taxes Withheld – 2018
 - 4. Pay Period Reports, Time Cards and Attendance Records – 2018
 - 5. Wage and Tax Statements (W-2 Forms) – 2018
- C. General Financial and Purchasing Records
 - 1. Treasurer’s Report--2015
 - 2. Accounts Payable Files and Ledgers – 2015
 - 3. Accounts Receivable Accounts and Ledgers – 2015
 - 4. Balance Sheets – 2015
 - 5. Bank Statements and Reconciliations – 2015
 - 6. Cancelled Checks – 2015
 - 7. Check Registers – 2015
 - 8. Daily Cash Records – 2015
 - 9. Deposit Slips – 2015
 - 10. Employee Expense Reports – 2015

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- 11. General Ledger Analyses – 2015
- 12. Invoices – 2015
- D. Tax Collection and Assessment Records
 - 1. Public Utility Realty Reports – 2015
 - 2. Tax Duplicates – 2015
- E. Non-Real Estate Taxes
 - 1. Withholding Quarterly and Final Returns – 2015
 - 2. Individual Taxpayer Account Files – 2015
 - 3. Ledgers and Journals of Collectors – 2015
 - 4. Tax Account Audits - 2012
- F. Public Works/Engineering Records
 - 1. Driveway Permits – 2018
 - 2. Road Occupancy Permits – 2018
- G. Waste Management and Sewage Disposal Records
 - 1. Discharge Monitoring Reports (CV and WWTP) – 2017
 - 3. Yearly Waste Load Management Reports (CV) – 2020
 - 4. Yearly Waste Load Management Reports (WWTP) – 2020

Enacted this 3rd day of January, 2023
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. 1594

A Resolution of the Township of McKean, Erie County, Pennsylvania, amending the “Policies of the Township of McKean” for the execution of legislative, executive and administrative powers pursuant to the provisions of the Second Class Township Code.

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WHEREAS, the Township of McKean, Erie County, Commonwealth of Pennsylvania (the "Township") is a municipal corporation duly organized and existing under the laws of the Commonwealth of Pennsylvania as a Township of the Second Class having its principal business office at 9231 Edinboro Road, P.O. Box 62, McKean, Pennsylvania, 16426; and

WHEREAS, pursuant to the Second Class Township Code, 53 P.S., §65 101 *et seq.* (the "Code") the Board of Supervisors of the Township is charged with the general governance of the Township; and

WHEREAS, by Resolution Number 971, adopted on May 3, 2001 and thereafter amended by Resolution Number 976, adopted on December 6, 2001, amended by Resolution No. 999, adopted on May 16, 2002, amended by Resolution No. 1003, adopted on November 7, 2002, amended by Resolution No. 1009, adopted on December 31, 2002, amended by Resolution No. 1043, adopted on December 4, 2003, amended by Resolution No. 1055 adopted on March 4, 2004, amended by Resolution No. 1059 adopted on June 3, 2004, amended by Resolution No. 1094 adopted on March 3, 2005, amended by Resolution No. 1097, adopted on June 2, 2005, amended by Resolution No. 1135 adopted on November 2, 2006, amended by Resolution No. 1150, adopted on February 1, 2007, amended by Resolution No. 1153 adopted March 15, 2007, amended by Resolution No. 1179, adopted on March 6, 2008, amended by Resolution No. 1201, adopted November 24, 2008, amended by Resolution No. 1211, adopted January 5, 2009, amended by Resolution No. 1221 adopted May 7, 2009, amended by Resolution No. 1248, adopted on March 3, 2010, amended by Resolution No. 1283 on May 5, 2011, amended by Resolution No. 1320 on May 16, 2013, amended by Resolution No. 1331 on December 3, 2013, amended by Resolution No. 1334 adopted November 7, 2013, amended by Resolution No. 1353 on July 17, 2014, amended by Resolution No. 1421 on January 3, 2017, amended by Resolution 1423 on February 1, 2017 the Board of Supervisors of the Township established "Policies of the Township of McKean" for the general governance of the Township, for the execution of legislative, executive and administrative powers, and for the maintenance of township-owned equipment and facilities; and

WHEREAS, the Board of Supervisors intends and desires to exercise its power and discharge its responsibility by amending the said "Policies of the Township of McKean" according to this Resolution

NOW THEREFORE, BE IT RESOLVED AND ENACTED, and it is hereby resolved and enacted by and through the action of the duly elected Board of Supervisors of the Township of McKean, Erie County, Commonwealth of Pennsylvania, taken at a duly convened public meeting, as follows:

Amend the following policy statement as follows:

26. MAILBOX REPLACEMENT

The township shall pay for the replacement of a mailbox and/or post, upon a furnished receipt, at a cost not to exceed \$60.00, only if directly damaged beyond repair from the township's equipment.

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Enacted this 3rd day of January, 2023
By the Board of Supervisors

Janice T. Dennis

Brian P. Cooper

Ronald T. Bole

ATTEST:

Janice T. Dennis, Secretary

Jan Dennis moved to enact the following resolution:

RESOLUTION NO. 1595

**RESOLUTION OF THE SUPERVISORS OF McKEAN TOWNSHIP,
ERIE COUNTY, PENNSYLVANIA (hereinafter “the municipality”)**

WHEREAS Section 5 of the Act of January 24, 1966, P.L. 1535, known as the “Pennsylvania Sewage Facilities Act”, as Amended, and the Rules and Regulations of the Pennsylvania Department of Environmental Protection (Department) adopted thereunder, Chapter 71 of Title 25 of the Pennsylvania Code, require the municipality to adopt an Official Sewage Facilities Plan providing for sewage services adequate to prevent contamination of waters of the Commonwealth and/or environmental health hazards from sewage wastes, and to revise said plan whenever it is necessary to determine whether a proposed method of sewage disposal for a new land development conforms to a comprehensive program of pollution control and water quality management, and

WHEREAS Derek Bone has proposed the development of a parcel of land identified as Index No. 31-11-22-17.01 on Rick Road and described in the Sewage Facilities Planning Module, and proposes that such subdivision be served by a Small Flow Treatment Facility.

WHEREAS, McKean Township finds that the subdivision described in the Sewage Facilities Planning Module conforms to applicable sewage related zoning and other sewage related municipal ordinances and plans, and to a comprehensive program of pollution and water quality management.

NOW, THEREFORE, BE IT RESOLVED that the Supervisors of McKean Township hereby adopt and submit to the Department of Environmental Protection for its approval as a revision to the “Official Sewage Facilities Plan” of the municipality the above referenced Sewage Facilities Planning Module.

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Enacted this 3rd day of January, 2023
By the McKean Township Supervisors

Janice T. Dennis, Chair

Brian P. Cooper, Supervisor

Ronald T. Bole, Supervisor

ATTEST:

Janice T. Dennis

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

Brian Cooper moved to enact the following resolution:

RESOLUTION NO. 1596

SMALL FLOW TREATMENT SYSTEM FOR DEREK BONE

The McKean Township Board of Supervisors reviewed and approved the Planning Module for a Small Flow Treatment System for Derek Bone, Index No. 31-11-22-17.01 on Rick Road in McKean Township.

Enacted this 3rd day of January, 2023
By the McKean Township Supervisors

Janice T. Dennis, Chair

Brian P. Cooper, Supervisor

Ronald T. Bole, Supervisor

ATTEST:

Janice T. Dennis

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

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Jan Dennis moved to authorize execution of the Transmittal Letter for Sewage Facilities Planning Module and the Maintenance Agreement Form for the Derek Bone SFTF, second by Ron Bole and passed by unanimous roll call vote.

PUBLIC PARTICIPATION

None

ADJOURNMENT

With no objections, the meeting adjourned at 7:47 p.m.

Respectfully submitted,

Janice T.Dennis, Secretary