

January 2, 2024

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

**January 2, 2024**

It was noted that Brian Cooper presented his Oath of Office to the Board prior to meeting.

Ron Bole moved to appoint Jan Dennis as temporary Chairman of the Board and 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 2, 2024 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 Denis, 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.

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

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

**MINUTES**

Ron Bole moved to approve minutes of the December 7, 2023 meeting, second by Brian Cooper 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, 2023 subject to audit and approve payment of bills from the Treasurer Report of December 31, 2023, 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 \$24.00, 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 \$24.00 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 \$19.40, 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 at \$24.25 and Jarred Jeska at \$24.00, 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 \$20.90 per hour, set the wage of a Laborer without a CDL license at \$17.00 per hour, and set the wage of a Laborer with a CDL for snowplowing operations at \$22.50 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 \$24.00, 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.

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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 \$60,000, 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 2024, second by Ron Bole and passed by unanimous roll call vote.

Ron Bole moved to appoint Joel M. Snavely from the Quin Law Firm as Solicitor to the Zoning Hearing Board at a rate of \$165.00 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 Edward Hess to the Planning Commission with terms expiring January 2028, second by Brian Cooper and passed by unanimous roll call vote.

Brian Cooper moved to enact the following resolution:

**RESOLUTION NO. 1622**

**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 Ken Stanley to serve as member of the McKean Township Zoning Hearing Board for a three year term expiring January 2027.

Enacted this 2<sup>nd</sup> day of January, 2024  
By the Board of Supervisors

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Janice T. Dennis

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Brian P. Cooper

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Ronald Bole

ATTEST:

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Janice T. Dennis, Secretary

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

Ron Bole moved to appoint David Little as McKean Township Sewer Authority member with a term expiring January 2029, second by Brian Cooper and passed by unanimous roll call vote.

Brian Cooper moved to appoint Tenderrlee Little as McKean Township Water Authority member with a term expiring January 2029, 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.

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.

Jan Dennis moved to appoint Ronald Bole 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.

#### **OTHER PERTINENT BUSINESS**

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

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

Jan Denis moved to enact the following resolution:

#### **RESOLUTION NO. 1623**

**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, 2024 and

January 2, 2024

**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, 2024.

Enacted this 2<sup>nd</sup> day of January, 2024  
By the Board of Supervisors

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Janice T. Dennis

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Brian P. Cooper

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Ronald T. Bole

ATTEST:

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Janice T. Dennis, Secretary

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

Jan Dennis 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 June and August 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, 2024 at 9:00 a.m. Regular monthly meetings will commence on February 1, 2024 and authorize publication, second by Brian Cooper and passed by unanimous roll call vote.

Jan Dennis moved to enact the following resolution:

**RESOLUTION NO. 1624**

**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 2<sup>nd</sup> day of January, 2024  
By the Board of Supervisors

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Janice T. Dennis

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Brian P. Cooper

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Ronald T. Bole

ATTEST:

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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**

None

**CORRESPONDENCE**

None

**UNFINISHED BUSINESS**

Jan Dennis moved to enact the following resolution:

**RESOLUTION NO. 1625**

A RESOLUTION OF McKEAN TOWNSHIP, ERIE COUNTY,  
PENNSYLVANIA AUTHORIZING THE APPOINTMENT OF A  
FIRM OF CERTIFIED PUBLIC ACCOUNTS TO MAKE AN

January 2, 2024

EXAMINATION AND AUDIT OF ALL THE ACCOUNTS OF  
THE TOWNSHIP FOR FISCAL YEAR 2023.

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 Buseck, Barger, Bleil & Co. 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 Buseck, Barger, Bleil & Co. 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 2023.

2. Buseck, Barger, Bleil & Co. 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, Buseck, Barger, Bleil & Co. 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 2023 fiscal year.

4. Buseck, Barger, Bleil & Co. 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.

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5. The compensation of Buseck, Barger, Bleil & Co. for the duties set forth herein shall be \$4,000.

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 2<sup>nd</sup> DAY OF JANUARY, 2024

By the Board of Supervisors

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Janice T. Dennis

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Brian P. Cooper

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Ronald T. Bole

ATTEST:

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Tenderrlee Little, Assistant 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. 1626**

**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 - 2016
  - 1. Bids, Contracts, and Agreements – 2016
  - 2. Ethics Commission Statements of Financial Interest – 2018
  - 3. Oaths of Municipal Officials – 2017
  - 4. Insurance Policies expired – 2017
  - 5. Certificates of Insurance expired
  - 6. Legal advertisements – 2013
  - 7. Public Utility Realty Reports – 2016
  - 8. Survey of Financial Condition Forms – 2016
  - 9. Right-to-Know (Request for Public Records)—2021
  - 10. Liquid Fuels Tax Records—2016
  - 11. Treasurers' Bond Certifications--2016
- B. Payroll Records
  - 1. Cancelled Payroll Checks – 2016
  - 2. Withholding Allowance Certificates (W-4) – 2019
  - 3. Quarterly Statements of State and Local Taxes Withheld – 2019
  - 4. Pay Period Reports, Time Cards and Attendance Records – 2019
  - 5. Wage and Tax Statements (W-2 Forms) – 2019
- C. General Financial and Purchasing Records
  - 1. Treasurer's Report--2016
  - 2. Accounts Payable Files and Ledgers – 2016
  - 3. Accounts Receivable Accounts and Ledgers – 2016
  - 4. Balance Sheets – 2016
  - 5. Bank Statements and Reconciliations – 2016
  - 6. Cancelled Checks – 2016
  - 7. Check Registers – 2016
  - 8. Daily Cash Records – 2016
  - 9. Deposit Slips – 2016
  - 10. Employee Expense Reports – 2016
  - 11. General Ledger Analyses – 2016
  - 12. Invoices – 201
- D. Tax Collection and Assessment Records
  - 1. Public Utility Realty Reports – 2016
  - 2. Tax Duplicates – 2016
- E. Non-Real Estate Taxes
  - 1. Withholding Quarterly and Final Returns – 2016
  - 2. Individual Taxpayer Account Files – 2016
  - 3. Ledgers and Journals of Collectors – 2016

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- 4. Tax Account Audits - 2013
- F. Public Works/Engineering Records
  - 1. Driveway Permits – 2019
  - 2. Road Occupancy Permits – 2019
- G. Waste Management and Sewage Disposal Records
  - 1. Discharge Monitoring Reports (CV and WWTP) – 2018
  - 3. Yearly Waste Load Management Reports (CV) – 2021
  - 4. Yearly Waste Load Management Reports (WWTP) – 2021

Enacted this 2<sup>nd</sup> day of January, 2024  
By the Board of Supervisors

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Janice T. Dennis

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Brian P. Cooper

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Ronald T. Bole

ATTEST:

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Janice T. Dennis, Secretary

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

Jan Dennis moved to approve Change Order No. 1 for the Greenlee Road Culvert No. 1 Rehabilitation Project, second by Ron Bole. Discussion followed and Brian stated that the culvert had been stabilized which would allow the construction on the culvert to be moved to a later date when school is not in session. Motion passed by unanimous roll call vote.

Jan Dennis moved to enact the following resolution:

**RESOLUTION NO. 1627**

**SOUTH HILL ROAD CULVERT NO. 1 REPLACEMENT PROJECT**

**WHEREAS**, the Federal government through the American Rescue Plan Act legislation allows for a broad range of necessary investments in projects that improve access to clean drinking water, and improve wastewater and stormwater infrastructure systems, and provide access to high-quality broadband service; and

**WHEREAS**, the Federal government has provided guidance on eligible uses of the funding through the U.S. Department of the Treasury to the County of Erie; and

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**WHEREAS**, the County of Erie has provided information to all Erie County municipalities on the activities that are eligible for grant funding and the process to request grant funding; and

**WHEREAS**, McKean Township has reviewed the Erie County Municipal Infrastructure Gap Funding Program guidelines and completed the application process provided by the County of Erie; and

**WHEREAS**, the McKean Township Board of Supervisors has reviewed the completed application prior to submission to the County of Erie and finds it to be in good order; and

**WHEREAS**, the McKean Township Board of Supervisors agrees to the terms and conditions set forth in the application portal.

**IT IS HEREBY RESOLVED**, by the McKean Township Board of Supervisors, Erie County, Pennsylvania that it approves the filing of an application for the Erie County Municipal Infrastructure Gap Funding Program.

Enacted this 2<sup>nd</sup> day of January, 2024  
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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Tenderrlee Little, Assistant Secretary

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

It was noted that Ordinance No. 1-24 was publicized in accordance with the Second Class Township Code.

Ron Bole moved to enact Ordinance No. 1-24 which is an ordinance between McKean Township and the PA Department of Transportation for the Old 99 bridges replacement project, second by Brian Cooper and passed by unanimous roll call vote.

## **PUBLIC PARTICIPATION**

James Neuburger, Neuburger Road

Mr. Neuburger asked about the full time employees benefits.

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Henry Tomasik, East Stancliff Road

Mr. Tomasik questioned when the Supervisors employed wage rates are set.

**ADJOURNMENT**

With no objections, the meeting adjourned at 8:00 p.m.

Respectfully submitted,

Janice T. Dennis, Secretary