

January 5, 2026

ORGANIZATION AND REGULAR MEETING OF MCKEAN TOWNSHIP SUPERVISORS

It is noted that Tenderrlee Little presented her Oath of Office to the Board prior to the meeting.

Brian Cooper moved to appoint Tenderrlee Little as temporary Chairman of the Board and Tenderrlee Little as temporary Secretary of the Board, second by Ron Bole 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 5, 2026 by Brian Cooper at 7:30 p.m. as previously advertised and took place at the McKean Township Municipal Bldg.

ROLL CALL

Members present were Tenderrlee Little, Brian Cooper and Ron Bole via telephone.

PUBLIC COMMENT – AGENDA

None

ORGANIZATION

Ron Bole moved to elect Tenderrlee Little Chair of the Board, second by Brian Cooper and passed by unanimous vote.

Brian Cooper moved to elect Brian Cooper Vice Chairman of the Board, seconded by Tenderrlee Little and passed by unanimous roll call vote.

Brian Cooper moved to appoint Tenderrlee Little as Secretary 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.

Tenderrlee Little moved to appoint Jessica Temple as Treasurer 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.

MINUTES

Brian Cooper moved to approve the minutes of the December 4, 2025 meeting, second by Ron Bole and passed by majority roll call vote with Tenderrlee Little abstaining.

TREASURER REPORT

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Brian Cooper moved to accept the Treasurer's Report as of December 31, 2025 subject to audit and approve payment of the bills from the Treasurer's Report of December 31, 2025, second by Ron Bole and passed by majority roll call vote with Tenderrlee Little abstaining.

ROADMASTER APPOINTMENT

Tenderrlee Little moved that Brian Cooper, and Jeffrey Brooks be employed as full-time 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.

Tenderrlee Little moved that Ron Bole be employed in accordance with Section 602 of the Commonwealth of Pennsylvania Second Class Township Code as amended in an on-call as needed basis by a full time Roadmaster or the Board of Supervisors, second by Brian Cooper and passed by majority roll call vote with Ron Bole abstaining.

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 \$20.00 per hour, second by Ron Bole and passed by unanimous vote.

Tenderrlee Little moved to appoint Jessica Temple as Assistant Secretary and that the compensation for the Assistant Secretary shall be at an hourly rate of \$20.00 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 John Proverb and Dave Confer as Senior Laborers and set the hourly wage rate for John Proverb at \$24.00 and Dave Confer at \$23.50, second by Ron Bole and passed by unanimous roll call vote.

Brian Cooper moved to to appoint the following Laborers: Steve Danylko, John Wozniak, and to set the wage of a Laborer with a CDL license at \$ 22.00 per hour and set the wage of a Laborer without a CDL license at \$18.00 per hour and set the wage of a Laborer with a CDL for snowplowing operations at \$23.25, second by Ron Bole and passed by unanimous roll call vote.

Brian Cooper moved to appoint Jessica Temple as Zoning Administrator at an hourly rate of \$20.00, 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.

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

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Brian Cooper moved to appoint Douglas Burdick and set the yearly compensation of the Sewage Treatment Plant Operator at \$63,000, second by Ron Bole and passed by unanimous roll call vote.

Brian Cooper moved to appoint Hugh Wolcott and set the hourly rate of \$19.00 as In-Training Sewage Treatment Plant Operator, second by Ron Bole 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 2026, second by Tenderrlee Little and passed by unanimous roll call vote.

Brian Cooper moved to appoint Joel M. Snavely from the Marshall Dennehey Firm as Solicitor to the Zoning Hearing Board at a rate of \$190.00 per hour subject to acceptance by the Zoning Hearing Board, second by Ron Bole 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.

It is noted that there will be a vacancy on the Planning Commission due to James Bentze leaving and Brian Cooper resigning as necessary.

Tenderrlee Little moved to enact the following resolution:

RESOLUTION 1680

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 2029.

Enacted this 5th day of January, 2026
By the Board of Supervisors

Tenderrlee Little, Chair

Brian P. Cooper, Supervisor

Ronald T. Bole, Supervisor

ATTEST:

Tenderrlee Little, Secretary

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

Brian Cooper moved to appoint Keith Lawson as McKean Township Sewer Authority member with a term expiring January 2031, second by Ron Bole and passed unanimous roll call vote.

Brian Cooper moved to appoint Janice Dennis as a McKean Water Authority member with a term expiring January 2031, second by Ron Bole and passed by unanimous roll call vote.

Brian Cooper moved to appoint Tenderrlee Little as a McKean Recreational Authority member with term expiring December 2030, second by Ron Bole and passed by unanimous roll call vote.

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

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

Brian Cooper moved to appoint Tenderrlee Little as Delegate and Ronald Bole as Alternate to the West Erie County Emergency Management Agency, seconded by Ron Bole and passed by unanimous roll call vote.

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

Brian Cooper moved to appoint Tenderrlee Little as the Chief Administrative Officer of the McKean Township Pension Plan, second by Ron Bole and passed by unanimous roll call vote.

Brian Cooper moved to appoint Tenderrlee Little as Voting Delegate to the Erie Area County Council of Governments, 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.

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.

Tenderrlee Little moved to enact the following resolution:

RESOLUTION NO. 1681

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

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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, for the fiscal year ending December 31, 2026 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, 2026.

Enacted this 5th day of January, 2026
By the Board of Supervisors

Tenderrlee Little, Chair

Brian P. Cooper, Supervisor

Ronald T. Bole, Supervisor

ATTEST:

Tenderrlee Little, Secretary

Motion was seconded 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, 2026 at 9:00 a.m. Regular monthly meetings will commence on February 5, 2026 and authorize publication, second by Ron Bole and passed by unanimous roll call vote.

Tenderrlee Little moved to enact the following resolution:

RESOLUTION NO. 1682

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

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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 5th day of January, 2026
By the Board of Supervisors

Tenderrlee Little, Chair

Brian P. Cooper, Supervisor

Ronald T. Bole, Supervisor

ATTEST:

Tenderrlee Little, Secretary

Motion was seconded by Ron Bole an passed by unanimous roll call vote.

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

REPORTS OF BOARDS, COMMISSIONS, COMMITTEES

Planning Commission Minutes of December 18, 2025 meeting were noted.

REPORTS OF OFFICERS

None

CORRESPONDENCE

Charter Communications Upcoming Changes

County of Erie Voter Registration and Election Office Notification

UNFINISHED BUSINESS

Tenderrlee moved to enact the following resolution:

RESOLUTION NO. 1683

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**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 2025.**

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 2025.

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 2025 fiscal year.

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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.

5. The compensation of Buseck, Barger, Bleil & Co. for the duties set forth herein shall be \$4,300.

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 5th DAY OF JANUARY, 2026

By the Board of Supervisors

Tenderrlee Little, Chair

Brian P. Cooper, Supervisor

Ronald T. Bole, Supervisor

ATTEST:

Jessica Temple, Assistant Secretary

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

NEW BUSINESS

Brian Cooper and Tenderrlee Little presented their letters 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.

Ronald Bole presented his letter to the Board requesting continued participation in their respective supplemental Medicare insurance plans.

Brian Cooper moved to enact the following resolution:

RESOLUTION NO. 1684

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 - 2018
 - 1. Bids, Contracts, and Agreements – 2018
 - 2. Ethics Commission Statements of Financial Interest – 2020
 - 3. Oaths of Municipal Officials – 2019
 - 4. Insurance Policies expired – 2019
 - 5. Certificates of Insurance expired
 - 6. Legal advertisements – 2015
 - 7. Public Utility Realty Reports – 2018
 - 8. Survey of Financial Condition Forms – 2018
 - 9. Right-to-Know (Request for Public Records)—2023
 - 10. Liquid Fuels Tax Records—2018
 - 11. Treasurers’ Bond Certifications--2018
- B. Payroll Records
 - 1. Cancelled Payroll Checks – 2018
 - 2. Withholding Allowance Certificates (W-4) – 2021
 - 3. Quarterly Statements of State and Local Taxes Withheld – 2021
 - 4. Pay Period Reports, Time Cards and Attendance Records – 2021
 - 5. Wage and Tax Statements (W-2 Forms) – 2021
- C. General Financial and Purchasing Records
 - 1. Treasurer’s Report--2018
 - 2. Accounts Payable Files and Ledgers – 2018
 - 3. Accounts Receivable Accounts and Ledgers – 2018
 - 4. Balance Sheets – 2018
 - 5. Bank Statements and Reconciliations – 2018
 - 6. Cancelled Checks – 2018
 - 7. Check Registers – 2018
 - 8. Daily Cash Records – 2018
 - 9. Deposit Slips – 2018
 - 10. Employee Expense Reports – 2018
 - 11. General Ledger Analyses – 2018
 - 12. Invoices – 2018
- D. Tax Collection and Assessment Records
 - 1. Public Utility Realty Reports – 2018
 - 2. Tax Duplicates – 2018
- E. Non-Real Estate Taxes

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1. Withholding Quarterly and Final Returns – 2018
 2. Individual Taxpayer Account Files – 2018
 3. Ledgers and Journals of Collectors – 2018
 4. Tax Account Audits - 2015
- F. Public Works/Engineering Records
1. Driveway Permits – 2021
 2. Road Occupancy Permits – 2021
- G. Waste Management and Sewage Disposal Records
1. Discharge Monitoring Reports (CV and WWTP) – 2020
 3. Yearly Waste Load Management Reports (CV) – 2023
 4. Yearly Waste Load Management Reports (WWTP) – 2023

Enacted this 5th day of January, 2026
By the Board of Supervisors

Tenderrlee Little, Chair

Brian P. Cooper, Supervisor

Ronald T. Bole, Supervisor

ATTEST:

Tenderrlee Little, Secretary

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

Tenderrlee Little moved to approve Douglas Burdick to operate Middleboro's sewage treatment plant at a yearly compensation of \$17,000, seconded by Ron Bole and passed by unanimous roll call vote.

PUBLIC PARTICIPATION

Patty Almeda asked about Supervisor insurance coverage.

ADJOURNMENT

With no objections, the meeting adjourned at 8:15 p.m.

Respectfully Submitted,

Tenderrlee Little, Secretary