

REGULAR MEETING OF McKEAN BOROUGH COUNCIL

CALL TO ORDER

A regular meeting of the McKean Borough Council was called to order on February 12, 2024 at 6:00 p.m. by President Dolores Oblinski as previously advertised.

PLEDGE OF ALLEGIANCE

ROLL CALL

Members present were Dodi Oblinski, Lance Aylsworth and Eric Morgan. Rose Scouten and Joe Cimino were absent. Mayor Weslee Clapper-Krepps and Secretary Teri Dillen were present.

CITIZEN COMMENT – AGENDA-None

MINUTES

Lance Aylsworth moved to approve minutes of the January 2, 2024 organization and regular meeting, second by Eric Morgan and passed by unanimous roll call vote.

TREASURER REPORT

Eric Morgan moved to approve Treasurer's Reports of December 2023 and January 31, 2024 subject to audit, second by Lance Aylsworth, and passed by unanimous roll call vote.

Lance Aylsworth moved to approve payment of bills from the Listing of Bills February 2024, second by Eric Morgan and passed by unanimous roll call vote.

CORRESPONDENCE

2024 McKean Hose Company Installation Dinner/Feb. 17 @ 6 p.m., St. Francis Ushers Club-Mayor and Dodi Oblinski will attend. Mayor Clapper-Krepps will be officiating the Installation.

REC Authority-Minutes/Treasurers Report-meeting every other month-Noted

Middleborough Sewer Authority-Minutes/Treasurers Report January 2022-requested updated billing report-noted

McKean Whole Home Repair Referrals-noted and calls will be made to suggested applicants

REPORTS OF COMMITTEES AND MAYOR

Roads-none

Ways and Means-none

Finance-Wix.com 3-year website subscription-\$432.00/March 2024-27, Total Jan. interest \$1014.00

Mayor-none

Zoning-Sign permit 9107 Main Street

UNFINISHED BUSINESS

Lance Aylsworth moved that following guidance from Solicitor Kennedy, Gift Cards are not permitted to be purchased by Council as payment or “thank you” for donated/community service work, second by Eric Morgan and passed by unanimous roll call vote.

NEW BUSINESS

Eric Morgan moved to enact Resolution 3-24, second by Lance Aylsworth and passed by unanimous roll call vote.

RESOLUTION 3-24

RESOLVED by the McKean Borough Council, County of Erie, Pennsylvania, that

WHEREAS, by virtue of Resolution No. 3-17, adopted August 14, 2017, the Borough 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 McKean Borough Council of the Borough 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
 - 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 Reports – 2016
 - 8. Survey of Financial Condition Forms – 2018
 - 9. Right-to-know (Request for Public Records) -2021
 - 10. Liquid Fuel Tax Records – 2016
 - 11. Treasurers Bond Certificates – 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 and Ledgers – 2016
 - 4. Balance Sheets – 2016
 - 5. Bank Statement and Reconciliations – 2016
 - 6. Cancelled Checks – 2016
 - 7. Invoices – 2016
- 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. Tax Account Audits – 2013

Enacted this 12th day of February, 2024
By the McKean Borough Council

President

ATTEST:

Teri Dillen, Secretary

Lance Aylsworth moved to enact Resolution 4-24, second by Eric Morgan and passed by unanimous roll call vote.

RESOLUTION NO. 4-24

BE IT RESOLVED, that we, the officials of McKean Borough, Erie County, Pennsylvania, in Regular Session, do hereby make application to the County Council for an allocation of County Liquid Fuels Tax Funds.

Project Description: 2024 Street Light
Total Estimated Project Cost: \$6600.00
Allocation Requested: \$1830.00

It is certified by the Borough and the officers who execute this application that all materials used and work done hereunder shall conform to the current Pennsylvania Department of Transportation Specifications and that all work will be done within the legal right of way or with permission of the abutting property owners.

Enacted this 12th day of February, 2024
By the McKean Borough Council

ATTEST

Teri Dillen, Secretary

Lance Aylsworth moved that the Settlement for the 2023 Tax Duplicate has been submitted by Mary Goetz, Tax collector for the total accountable taxes in the amount of \$21,124.85 which includes exonerations and interim billing, second by Eric Morgan and passed by unanimous roll call vote.

Lance Aylsworth moved to warrant the Tax collector to collect for 2024 Real Estate Taxes with adjustments as authorized through the Erie County Assessment Office by means of interim tax billing, exonerations, and refunds, second by Eric Morgan and passed by unanimous roll call vote.

Lance Aylsworth moved to approve \$3250.00 as requested by the REC Authority for the 2024 Budget Allocation for REC Park, second by Eric Morgan and passed by unanimous roll call vote.

Eric Morgan moved to approve Council Member Joe Cimino's immediate resignation due to moving out of state and sincerely thank him for his willingness to serve his community, second by Lance Aylsworth and passed by unanimous roll call vote.

Council Member Appointment-Request consideration: Matt Jonas, Molly Davies, Jackie Tirpak-March 2024 meeting.

Lance Aylsworth moved to approve the Ordinance Complaint Form to be used for formal Resident complaints, second by Eric Morgan and passed by unanimous roll call vote.

Lance Aylsworth moved to approve Teri Dillen as Delegate to the West Erie County Emergency Management Agency, second by Eric Morgan and passed by unanimous roll call vote.

Lance Aylsworth moved to approve sending a letter of support for 2024 PA One Call Safe Digging Month Campaign in April, second by Eric Morgan and passed by unanimous roll call vote.

PUBLIC PARTICIPATION-Tim Weaver noted that the light is still out on the South side of the building.

Without any objections the meeting was adjourned at 6:45 p.m.

IMPORTANT DATES

Regular Borough Meeting: March 11, 2024, 6:00 p.m.

Sewer Authority Meeting: March 25, 2024, 7:00 p.m.