**KANE BOROUGH COUNCIL**

**DECEMBER 14, 2022**

**CALL TO ORDER**

The regular monthly meeting of Kane Borough Council was called to order at 6:30 P. M. by President Tom Kase. The meeting was held at the Kane Borough Building, 112 Bayard Street, Kane, PA 16735. Members were notified of the meeting on December 12, 2022.

**INVOCATION**

Pastor Carol Sharp led Council in prayer, followed by the Pledge of Allegiance. A moment of silence was also taken in recognition of the passing of Mrs. Shirley E. James, wife of long time Mayor Edgar “Jesse” James.

**ROLL CALL**

Present: Brandy Schimp (Mayor), Tom Kase (President), Gary Schul (Vice President), Melanie Clabaugh, Jack Zelina, Katie Johnson, Don Payne (Secretary), Tony Alfieri (Solicitor), Jo Beth Brinkley (Recording Secretary), Joe Geer (Code Compliance), Mick O’Rourke (Street Department Manager)

Excused: Scott Rudolph, Linda Kerek, Matt Bressler (Fire Chief), Heath Boyer (Police Chief)

**VISITORS**

Pastor Carol Sharp, Steve Dyne

**STATEMENT OF CITIZENS ON AGENDA ITEMS**

None

**APPROVAL OF MINUTES**

A motion was made by Mr. Schul, seconded by Mr. Zelina, to approve the minutes of the November 9, 2022 regular monthly meeting. Motion carried.

A motion was made by Mrs. Johnson, seconded by Mrs. Clabaugh, to approve the minutes of the December 7, 2022 special meeting. Motion carried.

**UNFINISHED BUSINESS**

2023 Proposed Budget – General and State Liquid Fuels

The 2023 Proposed Budgets (General and State Liquid Fuels) were presented to Council with Total Revenue and Expenditures totaling $1,873,649.74. A motion was made by Mr. Schul, seconded by Mr. Zelina, to approve the 2023 Proposed Budget as presented. Motion carried.

Ordinance #A-1064 – Amending Chapter 40

A motion was made by Mr. Zelina, seconded by Mr. Schul, to amend Chapter 40 of the Borough Code for Borough Manager. The amendment will eliminate any language of the Borough of Kane Authority, compensation from the Sewer Fund, and annual reviews of the Sewer Department. Motion carried.

Ordinance #A-1065 – Setting the Tax Rate for 2023

A motion was made by Mrs. Johnson, seconded by Mrs. Clabaugh, to approve Ordinance #A-1065 setting the 2023 tax rate with no increase. Motion carried.

**CORRESPONDENCE**

Ms. Dominique “Nikki” O’Rourke submitted a letter of interest regarding the vacancy for the Friends’ Memorial Public Library Borough Representative.

A motion was made by Mr. Schul, seconded by Mrs. Johnson, to approve appointing Ms. Dominique O’Rourke as the Friend’s Memorial Public Library Borough Representative. Motion carried.

**MONTHLY REPORTS**

Budget – Report submitted to Council

A motion was made by Mrs. Clabaugh, seconded by Mr. Schul, to approve the Budget Report, as presented. Motion carried.

Tax Collector – Balance on duplicate = $100,588.94

A motion was made by Mrs. Clabaugh, seconded by Mrs. Johnson, to approve the Tax Collector’s Report, as presented. Motion carried.

**BILLS FOR PAYMENT**

Check detail in the amount of $72,160.88 was presented to Council for approval. A motion was made by Mrs. Johnson, seconded by Mr. Zelina, to approve the Bills for Payment. Motion carried.

**STAFF REPORTS**

Office – Mr. Payne announced the Borough was awarded additional American Rescue Plan dollars from the McKean County Commissioners. These funds are restricted to projects related to infrastructure, blight remediation, community development, or parks and recreation. The total dollar amount awarded is $78,637 and must be used within 2 years.

Solicitor – Mr. Alfieri stated he completed the Sales Agreement for 522 Biddle Street, and he also has one item for Executive Session.

Code Compliance

Police Department Reports submitted

Street Department

Fire Department

Assessment Permits

Health Board – no report submitted

A motion was made by Mrs. Clabaugh, seconded by Mr. Zelina, to approve the Staff Reports, as presented. Motion carried.

**COMMITTEE REPORTS**

None

**NEW BUSINESS**

Re-appointments to Boards and Commissions

A motion was made by Mr. Schul, seconded by Mr. Zelina, to approve all re-appointments to various Boards and Commissions. Motion carried.

McKean County Tax Claim Bureau – Re-authorization of Treasurer

A motion was made by Mrs. Clabaugh, seconded by Mr. Schul, to re-authorize the appointment of Mrs. Jo Beth Brinkley as the Borough of Kane Treasurer. Motion carried.

2023 Council Meeting Dates, Workshop Dates, and Parks Commission Dates

A motion was made by Mrs. Clabaugh, seconded by Mr. Zelina, to approve the 2023 various meeting dates with one correction. The November 22, 2023 meeting of the Parks Commission will be cancelled due to the holiday. Motion carried.

McWaPEC Meeting – Kane hosts February 23, 2023

After discussion, it was the consensus of Council to coordinate with Ms. Kate Kennedy and reserve space at Six&Kane for the dinner and meeting location. Mr. Joel Morrison, West Penn Power Sustainable Energy Fund Executive Director, will be invited to be the evening’s speaker. Mrs. Johnson will coordinate catering for the event, sending options, pricing, and the contract.

**MAYOR’S REPORT**

Mayor Schimp added to her report that over 20 organizations and 8 volunteers participated in the More the Merrier Mayor Mixer and there were 24 participants at the seminar for nonprofits.

**STATEMENT OF CITIZENS**

None

**OTHER COMMENTS**

Mr. Zelina requested a parking advisory group be formed to focus on parking issues within the Borough. Member requirements will not be limited to citizens living within the Borough limits. Mr. Zelina offered to head this informal group of 3 – 5 citizens and report any findings and recommendations to Council.

Mrs. Clabaugh announced that the SPARKS Whole Group Meeting will be held on January 25, 2023. This meeting will be 2 hours and will feature a keynote speaker. Seven groups will form after the speech to focus on the Seven Attributes of an Attractive Community. Mrs. Clabaugh also requested these attributes be reviewed and discussed at the January 4, 2023 Council Workshop.

**EXECUTIVE SESSION**

Council entered Executive Session at 7:15 P. M. regarding Personnel.

**REGULAR SESSION**

Council re-entered Regular Session at 8:11 P. M.

Increase to Treasurer’s Bond

A motion was made by Mrs. Johnson, seconded by Mr. Zelina, to increase the Borough’s Treasurer Bond from $1.5MM to $4.5MM due to the sale of the Sewer System. Motion carried.

Payroll – Sick Day Payouts account

A motion was made by Mrs. Clabaugh, seconded by Mrs. Johnson, to fund a new Borough account with PLGIT utilizing Sewer System Sale dollars. This account will refund the Borough’s General Fund when employees retire or terminate employment requiring payout of accumulated sick days.

Sewer System Sale accounts

A motion was made by Mrs. Johnson, seconded by Mrs. Clabaugh, to open two new accounts with PLGIT for the money received from the Sewer System Sale. One account will contain restricted funds to build interest. The second account will receive the interest from the restricted funds and will only be permitted to spend with Council approval.

**ADJOURNMENT**

Being no further business, a motion was made by Mrs. Clabaugh, seconded by Mr. Zelina, to adjourn the meeting. Motion carried. The meeting was adjourned at 8:15 P. M.

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 Jo Beth Brinkley, Recording Secretary