

FINANCE COMMITTEE

**Erie County Council**

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Public is invited to attend.



Rock Copeland, Chairman  
André R. Horton, Vice Chairman  
Charlie Bayle  
Chris Drexel  
Ellen Schauerma  
Terry M. Scutella  
Jim Winarski

Erie County Courthouse  
140 West 6th Street, Room 114A  
Erie, PA 16501

4:00 PM

August 15, 2024

Join Via Zoom:

<https://us02web.zoom.us/j/83547212987?pwd=U1laQ1pBcGJSjdTTHBMUnUrYmUzd09>

**Meeting ID: 835 4721 2987**

**Passcode: 081524**

Or call in: 1 929 205 6099

**FINANCE AGENDA**

1. Ordinance Number 48, 2024, "Fifth 2024 Public Health Fund Budget Supplemental Appropriation of \$70,000 for Reimbursement from Maternal Child Health Program" (First Read 7/16/24) **Page 2**
2. Ordinance Number 49, 2024, "Amending Ordinance 76, 2010 'Erie County Land & Subdivision Ordinance (SALDO)'" (First Read 7/16/24) **Page 13**
3. Ordinance Number \_\_\_\_, 2024, "\_\_\_\_ 2024 Library Fund Budget Supplemental Appropriation of \$21,197 for Donations from the Friends of the Library" **Page 25**
4. Ordinance Number \_\_\_\_, 2024, "2024 Library Fund Budget Revised Revenue and Expenditures of \$278,420 for Reorganization of Library Staff" **Page 27**
5. Ordinance Number \_\_\_\_, 2024, "2024 General Fund Budget Revised Revenue and Expenditures of \$278,420 for Reorganization of Library Staff" **Page 33**
6. Ordinance Number \_\_\_\_, 2024, "Revised Expenditures of \$\_\_\_\_ for Creation of New Line Item, Election Facilities and Equipment Manager Position" **Page 35**
7. Resolution Number \_\_, 2024, "Approving the County Council Response to the 2025-2027 Erie County Operational & Capital Plan" **Page 38**
8. Resolution Number \_\_, 2024, "In Support of a Forensic Audit of the County of Erie to Provide a Greater Degree of Transparency into the Administration's Finances and a Report Disseminating the Findings of the Audit" **Page 40**
9. Analysis of General Fund Unassigned Fund Balance **Page 41**

**ORDINANCE NUMBER 48, 2024**

Fifth 2024 Public Health Fund Budget Supplemental Appropriation of \$70,000 for  
Reimbursement from Maternal Child Health Program

**BE IT ENACTED** by the County Council of the County of Erie pursuant to Article II, Section 3B1, 3B2(f), and Article VIII, Section 8 of the Home Rule Charter and certified by the County Executive, that the 2024 Public Health Fund budget supplemental appropriation of \$70,000 for reimbursement from the Maternal Child Health Program is hereby approved as outlined on the attached Exhibit A.

This Ordinance shall be effective immediately upon adoption.

I, Karen Chillcott, hereby certify that on the motion of \_\_\_\_\_, seconded by \_\_\_\_\_, this ordinance was ENACTED AND ORDAINED this \_\_\_\_ day of \_\_\_\_\_, 2024 by a vote of \_\_\_\_ to \_\_\_\_.

COUNTY COUNCIL OF THE  
COUNTY OF ERIE, PENNSYLVANIA

Attest:

\_\_\_\_\_  
Karen Chillcott  
County Clerk

\_\_\_\_\_  
Terry M. Scutella, Chair

Date: \_\_\_\_\_

\_\_\_\_\_  
Chris Drexel, Vice Chair

\_\_\_\_\_  
Charlie Bayle

Approved by:

\_\_\_\_\_  
Rock Copeland

\_\_\_\_\_  
Brenton Davis,  
County Executive

\_\_\_\_\_  
André Horton

Date: \_\_\_\_\_

\_\_\_\_\_  
Ellen Schauerma

\_\_\_\_\_  
Jim Winarski

<b>Exhibit A</b> <b>2024 Public Health Fund Budget</b> <b>Supplemental Appropriation of \$70,000</b> <b>For Additional Grant Funds For</b> <b>Maternal Child Health Program</b>
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<u>Account Title</u>	<u>Account Number</u>	<u>Amount</u>
Revenue		
Grant	056-018070-051300	(70,000)
Total Revenue		<u><u>(70,000)</u></u>
Expenditures		
Travel WR	056-018070-002010	1,620
Telephone	056-018070-002280	1,000
Professional Fees	056-018070-002520	59,380
Computer Supplies	056-018070-003090	1,000
All Other Supplies	056-018070-003330	7,000
Total Expenditures		<u><u>70,000</u></u>

**Appendix C****OVERALL BUDGET SUMMARY****Erie County Department of Health****4100095837****July 1, 2023 to June 30, 2026**

<b>CATEGORIES</b>	<b>Original Budget</b>	<b>Amendment (If Applicable)</b>	<b>Total Budget</b>
<b>I. PERSONNEL SERVICES</b>	429,247.15	-	429,247.15
<b>II. CONSULTANT/SUBCONTRACT SERVICES</b>	289,200.00	-	289,200.00
<b>III. PATIENT SERVICES</b>	-	-	-
<b>IV. SUPPLIES/EQUIPMENT</b>	19,402.85	-	19,402.85
<b>V. TRAVEL</b>	15,150.00	-	15,150.00
<b>VI. OTHER COSTS</b>	32,100.00	-	32,100.00
<b>TOTAL</b>	785,100.00	-	785,100.00

## Appendix C BUDGET SUMMARY

**Erie County Department of Health**  
**4100095837**  
**July 1, 2023 to June 30, 2024**

CATEGORIES	Original Budget	Amendment Type & Number	Total Budget
<b>I. PERSONNEL SERVICES</b>	138,000.34	-	138,000.34
<b>II. CONSULTANT/SUBCONTRACT SERVICES</b>	101,200.00	-	101,200.00
<b>III. PATIENT SERVICES</b>	-	-	-
<b>IV. SUPPLIES/EQUIPMENT</b>	6,749.66	-	6,749.66
<b>V. TRAVEL</b>	5,050.00	-	5,050.00
<b>VI. OTHER COSTS</b>	10,700.00	-	10,700.00
<b>TOTAL</b>	261,700.00	-	261,700.00

## Appendix C BUDGET SUMMARY

**Erie County Department of Health**  
**4100095837**  
**July 1, 2024 to June 30, 2025**

CATEGORIES	Original Budget	Amendment Type & Number	Total Budget
<b>I. PERSONNEL SERVICES</b>	141,319.36	-	141,319.36
<b>II. CONSULTANT/SUBCONTRACT SERVICES</b>	98,000.00	-	98,000.00
<b>III. PATIENT SERVICES</b>	-	-	-
<b>IV. SUPPLIES/EQUIPMENT</b>	6,630.64	-	6,630.64
<b>V. TRAVEL</b>	5,050.00	-	5,050.00
<b>VI. OTHER COSTS</b>	10,700.00	-	10,700.00
<b>TOTAL</b>	261,700.00	-	261,700.00

## Appendix C BUDGET SUMMARY

**Erie County Department of Health**  
**4100095837**  
**July 1, 2025 to June 30, 2026**

CATEGORIES	Original Budget	Amendment Type & Number	Total Budget
<b>I. PERSONNEL SERVICES</b>	149,927.45	-	149,927.45
<b>II. CONSULTANT/SUBCONTRACT SERVICES</b>	90,000.00	-	90,000.00
<b>III. PATIENT SERVICES</b>	-	-	-
<b>IV. SUPPLIES/EQUIPMENT</b>	6,022.55	-	6,022.55
<b>V. TRAVEL</b>	5,050.00	-	5,050.00
<b>VI. OTHER COSTS</b>	10,700.00	-	10,700.00
<b>TOTAL</b>	261,700.00	-	261,700.00

**SAP# 4100095837****Appendix A****WORK STATEMENT****I. Specific Tasks****A. Doula Services**

The Provider, through a subcontractor, shall:

1. Provide doula services to a minimum of 30 birthing people and their infants during each year of this Agreement. Doulas shall make visits at a minimum, on a monthly basis or as needed, for up to one year postpartum. Services shall be extended, if necessary.
2. Utilize the Ages & Stages Questionnaires (<https://agesandstages.com>) to provide developmental screenings. Children shall be screened as appropriate during the postpartum period.
3. Screen participants for depression in both the prenatal and postpartum periods utilizing the Edinburgh Postnatal Depression Scale ([https://med.stanford.edu/content/dam/sm/ppc/documents/DBP/EDPS\\_text\\_added.pdf](https://med.stanford.edu/content/dam/sm/ppc/documents/DBP/EDPS_text_added.pdf)) and the Refugee Health Screen – 15 ([https://www.refugeehealthta.org/wp-content/uploads/2012/09/RHS15\\_Packet\\_PathwaysToWellness-1.pdf](https://www.refugeehealthta.org/wp-content/uploads/2012/09/RHS15_Packet_PathwaysToWellness-1.pdf)). Participants shall be screened at a minimum twice prenatally and twice during the postpartum period. Participants with positive screenings shall be referred for mental health services.
4. Screen participants for interpersonal violence (IPV) utilizing the R.A.D.A.R. screening tool ([https://www.etsu.edu/institute/child-family-health/documents/health\\_professional\\_screening\\_tool.pdf](https://www.etsu.edu/institute/child-family-health/documents/health_professional_screening_tool.pdf)). Participants shall be screened upon the initiation of services and as needed after that. Participants with positive screenings shall be referred for IPV counseling and services.
5. Utilize the Institute for Health and Recovery Integrated 5Ps screening tool (<https://ilpgc.org/ILPQC%202020+/MNO-OB/5ps-institute-for-health-and-recovery-integrated-screening-tool.pdf>) to assess participants for substance use. Participants shall be screened once prenatally and once during the postpartum period at minimum. Participants with positive screenings shall be referred for substance use counseling.
6. Track the number of participants with positive depression, IPV, and substance use screenings that are referred to subsequent services and counseling.
7. Assess the client's medical, financial, and social situation at intake and provide referrals to needed services. Medical, financial, and social situations shall continue to be assessed throughout the duration of services.
8. Utilize interpretation services through a consultant as needed.
9. Support families with non-health related costs through the use of an emergency assistance fund. Funds shall be provided per family once each year of this Agreement. Final determination of use of funds shall be made by the Project Officer.

**B. Children with Special Health Care Needs (CSHCN) Program**

The Provider shall:

1. Participate as a member of the Erie County Plans for Safe Care team on a bimonthly basis to address the needs of infants affected by Substance Use or Fetal Alcohol Spectrum Disorders.
2. Provide parenting education and links to community resources to support CSHCN through participation in community events and outreach.
3. Provide program participants with referrals to the Commonwealth Special Kids Network helpline to aid in the identification of service providers and support for CSHCN.
4. Through a subcontractor, develop and implement a plan to provide support to CSHCN and their families by building community partnerships and identifying current gaps.



**C. Community Collaboration**

The Provider shall:

1. Participate in the quarterly Erie County Child Death Review to identify strategies to reduce preventable infant and child deaths.
2. Attend and participate in the biannual Northwest Pennsylvania Neonatal Abstinence Coalition (NPNAC) in an effort to decrease the impact and incidence of Neonatal Abstinence Syndrome (NAS).
  - a. Collaborate with NPNAC coalition members to share best practices and advocate for families affected by NAS and Substance Use.
3. Participate in monthly meetings for the Black and Brown Coalition on Mental Health and Wellness to promote services and resources to women and children of color.
4. Attend monthly Maternal Child Health Task Force Meetings facilitated through Success by 6 and the United Way (<https://www.unitedwayerie.org>).
5. Sponsor and participate in the annual Safe IPV Conference.
6. Attend trainings related to maternal and child health topics, as needed.

**D. Client Satisfaction Data**

1. The Department will collect feedback from Providers, to improve the services for Pennsylvania's maternal, infant, child and adolescent population. The content, format and frequency of Provider satisfaction data collection will be established by the Department. Any changes by the Department to the content, format or frequency of the client satisfaction data collection will be provided at least 30 calendar days prior to the change taking effect.
  - a. The Provider shall participate in data collection with the Department regarding their satisfaction with the Department's customer relationships and services using forms, surveys, focus groups or other methods provided by the Department.
  - b. The Provider shall request, in writing, approval from the Department at least 30 calendar days prior to any changes or additions to the format or frequency of the Provider satisfaction data collection as identified. Any changes to the Department's satisfaction data collection by the Provider shall not be implemented without Department written approval.
2. The Provider will collect feedback from Provider's clients, to improve the services for Pennsylvania's maternal, infant, child and adolescent population. The Provider shall collect, at a minimum, client satisfaction data from its clients as identified by the Department. The content, format and frequency of client satisfaction data collection will be established by the Department. Any changes by the Department to the content, format or frequency of the client satisfaction data collection will be provided at least 30 calendar days prior to the change taking effect.
  - a. The Provider shall collect client satisfaction data measuring the quality of customer relationships and service using forms, surveys, focus groups or other methods approved and provided by the Department.
  - b. The Provider shall request, in writing, approval from the Department at least 30 calendar days prior to any changes or additions to the format or frequency of the client satisfaction data collection as identified. Any changes to the Department's client satisfaction data collection by the Provider shall not be implemented without Department written approval.
3. The Department may request additional data from the Provider when the Provider collects client satisfaction data independent of the minimum data collection established by the Department (as directed above). The Provider shall make the data available to the Department upon the Department's request in a format mutually agreed upon by the Department and the Provider.

- E. The Department is committed to the mitigation and elimination of health disparities in Pennsylvania's maternal, infant, child, and adolescent population. Healthy People 2020 defines a health disparity as "a particular type of health difference that is closely linked with social, economic, or environmental disadvantage. Health disparities adversely affect groups of people who have systematically experienced greater obstacles to health based

on their racial or ethnic group; religion; socioeconomic status; gender; age; mental health; cognitive, sensory, or physical disability; sexual orientation or gender identity; geographic location; or other characteristics historically linked to discrimination or exclusion.

1. The Provider shall develop a plan to identify, address and eliminate health disparities in the populations served by Title V.
  2. The Provider shall align its work plan with the goals and strategies of the *National Stakeholder Strategy for Achieving Health Equity*.
  3. The Provider shall participate in local, regional and statewide efforts and initiatives to mitigate or eliminate health disparities as requested by the Department. Participation may be in person, via telephone or via webinar and may include presentations.
  4. The Provider shall include in all required reports to the Department a brief summary of work plan activities conducted during required reporting periods.
- F. Pursuant to Executive Order 2021-06, Worker Protection and Investment (October 21, 2021), the Commonwealth is responsible for ensuring that every Pennsylvania worker has a safe and healthy work environment, and the protections afforded them through labor laws. To that end, Contractors and Grantees of the Commonwealth must certify that they are in compliance with all applicable Pennsylvania state labor and workforce safety laws. Such certification shall be made through the Worker Protection and Investment Certification Form (BOP-2201).

## II. Timelines

- A. The tasks included in Paragraph I (A-C) above shall be completed throughout the term of this Agreement.
- B. The tasks included in Paragraph I (B) 4. above, plan development, shall be completed by June 30, 2024. The implementation shall be completed over years 2 and 3 of the Agreement.
- C. The task included in Paragraph I (D)1.a. above shall be determined by the Department in accordance with the methodology of the tool(s) and shall occur during the term of the Agreement.
- D. The task included in Paragraph I (D)1.b. above shall be completed at least 30 calendar days prior to any changes or additions.
- E. The task included in Paragraph I (D)2.a. above shall be completed at a minimum annually, by December 31<sup>st</sup> of each year.
- F. The task included in Paragraph I (D)2.b. above shall be completed at least 30 calendar days prior to any changes or additions.
- G. The task included in Paragraph I (D)3. Above shall be completed within 30 calendar days of the request from the Department.
- H. The task included in Paragraph I(E)1. above shall be developed within the first year of this Agreement or no later than by the end of the Calendar year in which the Agreement was amended. The plan shall be reviewed and updated annually.
- I. The tasks included in Paragraph I(E) 2.-4. above shall be updated over the course of the Agreement.

## III. Reporting Requirements

- A. Quarterly Reports. The Provider shall report to the Department the information identified in Appendix A and in accordance with the format prescribed by the Department in Attachment 1 to this Appendix A. The report shall be submitted electronically in Microsoft Excel format. Specifically, the report shall include the number of prenatal and postpartum people, children/youth, and CSHCN served through programs. The report is due 30 calendar days following the last day of each quarter.
- B. Annual Report. The Provider shall submit to the Department a narrative report of the activities completed with the Agreement funding and in accordance with the format prescribed by the Department in Attachment 2 to this Appendix A. The report shall be submitted electronically to the Project Officer no later than 60 calendar days following the end of each calendar year. Specifically, the report shall include a narrative detailing all activities that have been completed with Agreement funding, along with data regarding the

- number of people served, demographic data for those served, and data required to evaluate the program as outlined in the evaluation component.
- C. Reporting Client Satisfaction Data. The Provider shall report its findings to the Department electronically as requested by the Department. Reports shall be provided in the format(s) identified by the Department with all identifying participant information removed.
  - D. Additional reporting requirements may be added at the discretion of the Department.

#### **IV. Evaluation**

- A. Percent of infants (among mothers who enrolled in doula services prenatally before 37 weeks) who are born preterm following program enrollment.
- B. Percent of primary caregivers enrolled in doula services who are screened for depression using a validated tool within three months of enrollment (for those not enrolled prenatally) or within three months of delivery (for those enrolled prenatally).
- C. Percent of primary caregivers enrolled in doula services who are screened for IPV within six months of enrollment using a validated tool.
- D. Percent of primary caregivers enrolled in doula services with positive screens for IPV (measured using a validated tool) who receive referral information for IPV.
- E. Number of people served by the doula services program.
- F. Percent of participants enrolled in services who are referred for behavioral health services, following a positive screening.

ERIE COUNTY ORDINANCE RATIONALE REQUEST

To: \_\_\_\_\_

From: \_\_\_\_\_

Date to be placed on Finance Agenda: \_\_\_\_\_

Subject: \_\_\_\_\_

\*\*Rationale summary should include the reason for ordinance request and the dollar amount.

**Rationale**

Department  
Name \_\_\_\_\_

Date \_\_\_\_\_

Name(s) Attending Finance Meeting  
\_\_\_\_\_  
\_\_\_\_\_

**ORDINANCE NUMBER<sup>49</sup>, 2024**

Amending Ordinance 76, 2010 “Erie County Land & Subdivision Ordinance  
(SALDO)”

An ordinance of the County of Erie to amend certain provisions of the County of Erie Ordinance 76 of 2010, also known as the Erie County Subdivision and Land Development Ordinance.

**Whereas**, the County of Erie first adopted the Erie County Subdivision and Land Development Regulations on November 10, 1965 and has administered such regulations since January 3, 1966; and

**Whereas**, such regulations were last updated on May 28, 2019 in accordance with the Pennsylvania Municipalities Planning Code, Act 247 of 1968, as amended, and in response to the changing needs of Erie County; and

**Whereas**, it is the duty and function of the Erie County Planning Commission to prepare and recommend subdivision and land development regulations in Erie County, Pennsylvania; and

**Whereas**, the Erie County Planning Commission determined that development and adoption of Ordinance Amendments are necessary to promote the use of solar energy and to provide for the land planning, installation, construction and decommissioning of solar energy facilities, subject to reasonable conditions that will protect public health, safety and welfare; and

**Whereas**, on April 13, 2023, the Erie County Planning Commission recommended adoption of Ordinance Amendments; and

**Whereas**, the Erie County Department of Planning and Community Development recommends adoption of the Ordinance Amendments; and

**Whereas**, a 30-day review and comment period was held in accordance with Act 247 of 1968, as amended, and no adverse public comments were received; and

**Whereas**, pursuant to public notice, Erie County Council held a public hearing regarding the Ordinance Amendments on July 16, 2024; and

**Whereas**, Erie County Council, after consideration of comments received (or lack thereof, as the case may be), has determined that the Ordinance Amendments should not be substantially revised in whole or in part.

**BE IT ENACTED** by the County Council of the County of Erie pursuant to Article II, Section 3B1 and 3B2 (f) of the Home Rule Charter and in accordance with the provisions of the Pennsylvania Municipalities Planning Code, Act 247 of 1968, as amended, that County of Erie Ordinance 76, 2010, also known as the Erie County Subdivision and Land Development Ordinance, is hereby amended, as follows:

**Section 102, Purpose** is hereby amended to add the following purpose.

To promote the use of solar energy and to provide for the land planning, installation, construction and decommissioning of solar energy facilities, subject to reasonable conditions that will protect public health, safety and welfare.

**Section 602.1 – Waiver Eligibility Criteria** is hereby amended to add the following:

Land development plan submittal shall not be waived for a new solar energy facility, unless specifically exempted from this ordinance. See Section 612.2

**Renumbering of Ordinance Sections** – In order to provide for the insertion of solar energy facilities regulations as Section 612, the following sections shall be renumbered.

Section 612 Acceptance and Maintenance of Improvements shall be renumbered as Section 613.

Section 612.1 Acceptance of Improvements shall be renumbered as Section 613.1.

Section 612.2 Maintenance of Improvements shall be renumbered as Section 613.2.

**Article 6, Land Development Standards**, shall be amended to add Section 612, Solar Energy Facilities, to provide as follows:

**Section 612 – Solar Energy Facilities**

Solar energy facilities (SEF) shall be considered a land development. Site plans shall be submitted as a land development and shall comply with the requirements of this section as well as all other applicable provisions of this ordinance.

**612.1 – Applicability**

- A. This section applies to all land development plans which provide for freestanding or ground-mounted solar energy facilities to be constructed or installed after August 20, 2024, unless specifically exempted from this ordinance.
- B. No land development plan providing for the construction or installation of a freestanding or ground-mounted solar energy facility shall be approved unless such plan has complied with the requirements of this ordinance.
- C. Any physical modification or alteration to an existing and permitted freestanding or ground-mounted solar energy facility that materially alters the size, type or components shall require land development approval under this ordinance. Like-kind replacements shall not require a new land development approval.

## **612.2 – Exemptions**

- A. Solar energy facilities with a solar project area of less than one (1) acre are exempt from this ordinance.
- B. Solar energy facilities constructed prior to August 20, 2024 shall not be required to meet the requirements of this ordinance; provided that any physical modification or alteration to an existing freestanding or ground-mounted SEF that materially alters the size, type or components of the SEF shall comply with the provisions of this ordinance. Routine maintenance or like-kind replacements shall not require a new land development approval.

## **612.3 – Definitions Specific to Solar Energy Facilities**

The following words, terms and phrases, when used in this ordinance, unless the context indicates otherwise, shall have the following meanings ascribed to them:

Accessory Solar Energy Facility (ASEF): A solar energy facility used to capture solar energy, convert it to electrical energy or thermal power and supply electrical or thermal power primarily for on-site use. An accessory solar energy facility is intended to primarily reduce on-site consumption of utility power or fuels.

Facility Owner: The individual, group, entity or entities having an equity interest in the solar energy facility, including their respective successors and assigns.

Ground-Mounted Solar Energy Facility: A solar energy facility that includes a solar energy system that is anchored to the ground via a pole or other mounting system, detached from any other structure.

Non-Participating Landowner: Any landowner except those on whose property all or a portion of a solar energy facility is located pursuant to an agreement with the facility owner or operator.

Principal Solar Energy Facility (PSEF): A solar energy facility principally used to capture solar energy, convert it to electrical energy or thermal power and supply electrical or thermal power primarily for off-site use.

Solar Energy Facility (SEF): An area of land used for a solar energy system used to capture solar energy, convert it to electrical energy or thermal power and supply electrical or thermal power for either on-site or off-site use. Solar energy facilities consist of one (1) or more free-standing, ground-mounted, or roof or wall mounted solar collector devices, solar related equipment and other accessory structures and buildings including light reflectors, concentrators, and heat exchangers, substations, electrical infrastructure, transmission lines and other appurtenant structures.

Solar Energy System: A solar photovoltaic cell, module/panels, or array, or solar hot air or water collector device, which relies upon solar radiation as an energy source for

collection, inversion, storage, and distribution of solar energy for electricity generation or transfer of stored heat.

1. Solar Array: A grouping of multiple solar modules or panels with the purpose of harvesting solar energy.
2. Solar Cell: The smallest basic solar electric device which generates electricity when exposed to light.
3. Solar Module: A grouping of solar cells with the purpose of harvesting solar energy.
4. Solar Panel: That part or portion of a solar energy system containing one or more receptive cells or modules, the purpose of which is to convert solar energy for use in space heating or cooling, for water heating and cooling, and/or for electricity.

Solar Project Area: The total area of land including the solar energy system, the space between solar arrays, stormwater management area, access drives, solar related equipment, fencing and internal access roads. The solar project area does not include any area set aside exclusively for agricultural uses and designed to be adequate for the maneuverability of typical farm equipment.

Solar Related Equipment: Items including a solar photovoltaic cell, module, panel, or array, or solar hot air or water collector device panels, lines, pumps, batteries, mounting brackets, framing and possibly foundations or other structures used for or intended to be used for collection of solar energy.

#### **612.4 – Additional Plan Requirements**

The land development plan, in addition to the other requirements of this ordinance shall contain the following:

- A. A narrative describing the proposed solar energy facility, including an overview of the project; the project location; the approximate generating capacity of the SEF; the approximate number, representative types and height or range of heights of the panels or other solar related equipment to be constructed or installed, including their generating capacity, dimensions and respective manufacturers, and a description of ancillary facilities.
- B. An affidavit or similar evidence of agreement between the landowner(s) of the real property on which the solar energy facility is to be located and the facility owner, demonstrating that the facility owner has the permission of the landowner(s) to apply for necessary permits or approvals for construction and operation of the solar energy system.
- C. Identification of the property, properties or portions thereof on which the proposed SEF will be located, and the properties adjacent to where the SEF will be located.



- D. A site plan showing the planned location of solar related equipment, property lines, setback lines, access road and turnout locations, substation(s), electrical cabling from the solar energy system to the substation(s), ancillary equipment, buildings, and structures, including associated distribution and/or transmission lines, and layout of all structures within the geographical boundaries of any applicable setback.
- E. The facility owner shall provide written confirmation that the public utility company to which the SEF will be connected has been informed of the facility owner's intent to install a grid connected system, and has approved such connection.
- F. The facility owner shall provide the name and phone number of a person responsible for the public to contact with inquiries and complaints related to the SEF. The facility owner shall make reasonable efforts to respond to the public's inquiries and complaints.
- G. An affidavit by the facility owner acknowledging that approval of the land development plan shall not and does not create in the property owner(s), its, his, her or their successors and assigns in title or, create in the property itself: (a) the right to remain free of shadows and/or obstructions to solar energy caused by development of adjoining or other property or the growth of any trees or vegetation on such property; or (b) the right to prohibit the development on or growth of any trees or vegetation on such property.
- H. Documents related to decommissioning, including a decommissioning agreement with the local municipality or the County, a schedule for the decommissioning, and financing security.
- I. Other relevant studies, reports, certifications and approvals as may be reasonably requested by the County to ensure compliance with this ordinance.

#### **612.5 – Design and Installation**

- A. The layout, design and installation of the solar energy facility shall conform to applicable industry standards, such as those of the American National Standards Institute (ANSI), Underwriters Laboratories (UL), the American Society for Testing and Materials (ASTM), ), Institute of Electrical and Electronics Engineers (IEEE), Solar Rating and Certification Corporation (SRCC), Electrical Testing Laboratory (ETL), Florida Solar Energy Center (FSEC) or other similar certifying organizations, and shall comply with the PA Uniform Construction Code and with all other applicable fire and life safety requirements. The manufacturer specifications for the key components of the facility shall be submitted as part of the application.
- B. The SEF shall comply with all applicable municipal ordinances, including but not limited to, municipal zoning ordinances, solar ordinances, and stormwater management ordinances.

- C. All on-site utility, transmission and plumbing lines shall be placed underground to the extent feasible.
- D. Solar energy systems shall not be placed within any legal easement or right-of-way location, or be placed within any storm water conveyance system or in any other manner that would alter or impede storm water runoff from collecting in a constructed storm water conveyance system.

#### **612.6 – Stormwater Management**

- A. The applicant shall provide written confirmation from the local municipality that the SEF complies with the municipal stormwater management ordinance. If a stormwater management plan is required, a copy of the approved plan shall be submitted with the application.
- B. Facility owners are encouraged to use low maintenance and low growing vegetative surfaces under the system as a best management practice for storm water management.
- C. Unless specified otherwise by an applicable municipal ordinance, the area beneath the ground mounted solar arrays shall be considered pervious cover. However, use of impervious construction materials under the system may cause the area to be considered impervious and subject to stormwater management requirements and the impervious surfaces limitations within the underlying municipal zoning district.

#### **612.7 – Setback Requirements**

- A. Property setback lines shall be as specified by the local municipality's zoning ordinance, solar ordinance, or other applicable municipal ordinance.
  - 1. Principal solar energy facilities (PSEF) shall comply with the setback requirements for principal structures within the underlying zoning district, unless specified otherwise by a municipal ordinance.
  - 2. Accessory solar energy facilities (ASEF) shall comply with the setback requirements for accessory structures within the underlying zoning district, unless specified otherwise by a municipal ordinance.
- B. Where no local municipal zoning ordinance, solar ordinance, or other applicable ordinance is in effect, the following standards shall apply.
  - 1. Front setback lines shall not be less than fifty (50) feet.
  - 2. Side setback lines shall not be less than forty (40) feet.
  - 3. Rear setback lines shall not be less than forty (40) feet.
  - 4. Required fences shall not be located within the required minimum setback areas.
  - 5. If the solar energy facility occupies two or more contiguous properties, setbacks between the contiguous properties shall be waived along the

shared property boundaries so that the facility may be installed continuously and make the most efficient use of the project area.

6. Batteries and other electricity storage equipment shall be located a minimum of one hundred and fifty (150) feet from the property line of a non-participating landowner's property.

### **612.8 – Buffer and Screening Requirements**

Freestanding or ground mounted solar energy facilities shall be buffered and screened from adjacent residential zoning districts, residential uses on surrounding properties, platted residential lots, and public roads in accordance with the following requirements:

- A. Vegetative buffering shall be installed to screen and buffer adjacent residential zoning districts, residential uses on surrounding properties, platted residential lots, and public roads from the SEF. The County Planning Commission may waive or modify this requirement in areas where it determines that the retention of existing trees within the vegetative buffering area may constitute the required vegetative buffer or where the Commission determines that the solar panels cannot be viewed from adjacent residential zoning districts, residential uses on surrounding properties, platted residential lots, and public roads.
- B. The vegetative buffering shall be installed along the exterior side of the fencing. All required vegetative buffering shall be located within fifty (50) feet of the required fencing.
- C. Vegetative buffering should be designed to emulate the mix of native species and appearance of existing tree lines, hedge rows, and wooded areas already in existence within the landscape where the SEF is proposed. The Applicant shall access the species mix and characteristics found in existing tree lines, hedge rows, and wooded areas surrounding the SEF and document that the vegetative buffering is designed to emulate these characteristics.
- D. Vegetative buffering shall be selected to provide year-round buffering and shall be of sufficient height, density, and maturity to screen the facility from visibility, as set forth herein within thirty-six (36) months of the installation of the SEF.
- E. A combination of natural topography and vegetation may serve as a buffer, provided that the SEF will not be visible from adjacent residential zoning districts, residential uses on surrounding properties, platted residential lots, and public roads. Earthen berms may not be created to serve as a buffer.
- F. The buffering requirements of this section shall supersede the provisions of Section 607.4 (A) Types of Screening, and Section 607.4 (B) General Design Standards of this Ordinance as they may pertain to SEF.
- G. The requirements of Section 607.4 (C) Planting Requirements, Section 607.4 (D) Landscaping and Buffer Yard Maintenance, and Section 607.4 (E) Relief from Buffer Requirements of this Ordinance shall apply, as applicable.

**612.9 – Access**

- A. Stabilized access drives, with a dust-free surface, shall be installed from a state or local road in order to allow maintenance and emergency management vehicles to access the SEF site. The minimum cartway width shall be fourteen (14) feet. The SEF developer shall obtain a permit from the appropriate jurisdiction for the construction of the access road.
- B. Solar arrays and other solar related equipment shall be setback a minimum of twenty (20) feet from the inside of the perimeter fencing to allow for maintenance and emergency access.
- C. Spacing between solar array rows shall allow access for maintenance and emergency vehicles.

**612.10 – Public Safety**

- A. The applicant shall provide a copy of the project summary and site plan to local emergency services, including paid or volunteer fire department(s) and the Erie County Department of Public Safety.
- B. Upon request, the applicant shall cooperate with emergency services and emergency management to develop and coordinate implementation of an emergency response plan for the SEF.
- C. Freestanding or ground mounted SEF shall be enclosed by a fence of a minimum eight (8) feet in height, to prevent or restrict unauthorized persons or vehicles from entering the property.
- D. A clearly visible warning sign, informing individuals of potential voltage hazards, shall be placed at the base of all pad-mounted transformers and substations and on the fence surrounding the SEF.

**612.11 – Use of Public Roads**

- A. The facility owner shall provide a construction transportation plan that shows all roadways that will be utilized to access the site. The plan shall address conditions for repair or replacement if damage to municipal roads occurs during construction activities. The plan shall be provided to the municipality for review and comment.
- B. The local municipality may require that the facility owner bond the road in compliance with state and local regulations. In the event that the municipality declines to require bonding, the facility owner shall submit a copy of a letter from the municipality indicating the municipality's decision not to require said bonding.
- C. In the event that the municipality declines to require that the facility owner bond the road, the County may require that the facility owner bond the road.
- D. Any road damage caused by the facility owner or its contractors shall be promptly repaired at the facility owner's expense.
- E. The facility owner shall demonstrate that it has appropriate financial assurance to ensure the prompt repair of damaged roads.

**612.12 - Decommissioning**

- A. Prior to final approval of any plans for a SEF, the facility owner shall enter into a legally binding decommissioning agreement with the local municipality outlining the responsibility of parties under this agreement as to the decommissioning of the SEF. The decommissioning agreement shall be in a form suitable for execution by the municipality, and should include the following:
1. The facility owner is required to notify the local municipality immediately upon cessation or abandonment of the operation. The SEF shall be presumed to be discontinued or abandoned if no electricity is generated by such system for a period of twelve (12) continuous months. The SEF is not presumed to be discontinued or abandoned if the facility owner has temporarily ceased its operation, but is in the process of transferring ownership and management of the SEF.
  2. If it is determined that the SEF has permanently ceased its operation, or has been abandoned, the facility owner shall then have twelve (12) months in which to dismantle and remove the SEF including all solar related equipment or appurtenances related thereto, including but not limited to buildings, cabling, electrical components, roads, foundations and other associated facilities from the property.
  3. To the extent possible, the materials shall be re-sold or salvaged. Materials that cannot be re-sold or salvaged shall be disposed of at a facility authorized to dispose of such materials by federal or state law.
  4. Any soil exposed during the removal shall be stabilized in accordance with applicable erosion and sediment control standards.
  5. Any access drive paved aprons from public roads may remain for future use unless directed otherwise by the landowner.
  6. The SEF site area shall be restored to its pre-development condition, suitable for its prior use Except in the case that the landowner authorizes, in writing any buffer landscaping or access roads installed to remain.
  7. Any necessary permits, such as Erosion and Sedimentation and NPDES permits, shall be obtained prior to decommissioning activities.
  8. At the time of issuance of approval for the construction of the SEF, the facility owner shall provide financial security in the form and amount acceptable to the municipality and in favor of the municipality, to secure its obligations under this Section.
  9. The facility owner shall, at the time of the land development plan application, provide the municipality with an estimate of the cost of performing the decommissioning activities required herein. The facility owner shall provide financial security of 110% of the estimated cost of decommissioning. The estimate may include an estimated salvage and resale value, discounted by a factor of 10%. The decommissioning cost estimate formula shall be: gross

cost of decommissioning activities minus 90% credit of salvage and resale value equals the decommissioning cost estimate.

10. On every 5th anniversary of the date of providing the decommissioning financial security, the facility owner shall provide an updated decommission cost estimate, utilizing the formula set forth above with adjustments for inflation and cost and value changes. If the decommissioning security amount increases, the facility owner shall remit the increased financial security to the municipality within 30 days of the approval of the updated decommissioning security estimate by the municipality. If the decommissioning security amount decreases by greater than 10%, the municipality shall release from security any amount held in excess of 110% of the updated decommission cost estimate.
  11. Decommissioning security estimates shall be subject to review and approval by the municipality, and the facility owner shall be responsible for administrative, legal, and engineering costs incurred by the municipality for such review.
  12. The decommissioning security may be in the form of cash deposit, surety bond, irrevocable letter of credit, cashier's check, or escrow amount from a federal or Commonwealth chartered lending institution in the amount of 110% of the total proposed decommission cost estimate and in a form satisfactory to the municipality and its solicitor.
- B. In the event that the municipality indicates its desire not to participate or enter into a binding decommissioning agreement with the facility owner, then the County may enter into a decommissioning agreement with the facility owner. In such a case, the facility owner shall submit a copy of a letter from the municipality indicating the municipality's desire not to enter into said agreement.

The Erie County Department of Planning and Community Development is authorized to prepare and disseminate updated copies of the Erie County Subdivision and Land Development Ordinance reflecting the amendments enacted by this Ordinance.

**ORDINANCE NUMBER<sup>49</sup> , 2024**

This Ordinance shall be effective immediately upon adoption.

I, Karen Chillcott, hereby certify that on the motion of \_\_\_\_\_, seconded by \_\_\_\_\_, this ordinance was ENACTED AND ORDAINED this \_\_\_\_ day of \_\_\_\_\_, 2024 by a vote of \_\_\_\_ to \_\_\_\_.

COUNTY COUNCIL OF THE  
COUNTY OF ERIE, PENNSYLVANIA

Attest:

\_\_\_\_\_  
Karen Chillcott  
County Clerk

\_\_\_\_\_  
Terry M. Scutella, Chair

Date: \_\_\_\_\_

\_\_\_\_\_  
Chris Drexel, Vice Chair

\_\_\_\_\_  
Charlie Bayle

Approved by:

\_\_\_\_\_  
Rock Copeland

\_\_\_\_\_  
Brenton Davis,  
County Executive

\_\_\_\_\_  
André Horton

Date: \_\_\_\_\_

\_\_\_\_\_  
Ellen Schauerman

\_\_\_\_\_  
Jim Winarski

ERIE COUNTY ORDINANCE RATIONALE REQUEST

To: \_\_\_\_\_

From: \_\_\_\_\_

Date to be placed on Finance Agenda: \_\_\_\_\_

Subject: \_\_\_\_\_

\*\*Rationale summary should include the reason for ordinance request and the dollar amount.

**Rationale**

Department  
Name \_\_\_\_\_

Date \_\_\_\_\_

Name(s) Attending Finance Meeting  
\_\_\_\_\_  
\_\_\_\_\_



**ORDINANCE NUMBER     , 2024**

\_\_\_ 2024 Library Fund Budget Supplemental Appropriation of \$21,197 for  
Donations from the Friends of the Library

**BE IT ENACTED** by the County Council of the County of Erie pursuant to Article II, Section 3B1, 3B2(f), and Article VIII, Section 8 of the Home Rule Charter and certified by the County Executive, that the supplemental appropriation of \$21,197 for donations from the Friends of the Library is hereby approved as outlined on the attached Exhibit A.

This Ordinance shall be effective immediately upon adoption.

I, Karen Chillcott, hereby certify that on the motion of \_\_\_\_\_, seconded by \_\_\_\_\_, this ordinance was ENACTED AND ORDAINED this \_\_\_\_ day of \_\_\_\_\_, 2024 by a vote of \_\_\_\_ to \_\_\_\_.

COUNTY COUNCIL OF THE  
COUNTY OF ERIE, PENNSYLVANIA

Attest:

\_\_\_\_\_  
Karen Chillcott  
County Clerk

\_\_\_\_\_  
Terry M. Scutella, Chair

Date: \_\_\_\_\_

\_\_\_\_\_  
Chris Drexel, Vice Chair

\_\_\_\_\_  
Charlie Bayle

Approved by:

\_\_\_\_\_  
Rock Copeland

\_\_\_\_\_  
Brenton Davis,  
County Executive

\_\_\_\_\_  
André Horton

Date: \_\_\_\_\_

\_\_\_\_\_  
Ellen Schauerman

\_\_\_\_\_  
Jim Winarski

<b>Exhibit A</b> <b>2024 Library Fund Budget</b> <b>Supplemental Appropriation of \$21,197</b> <b>For Grant Funds Received from Friends</b> <b>of The Library.</b>
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<u>Account Title</u>	<u>Account Number</u>	<u>Amount</u>
Revenue		
Friends of the Library	054-017100-098590	(21,197)
Total Revenue		<u><u>(21,197)</u></u>
<u>Expenditures</u>		
Friends Programming	054-017100-006833	21,197
Total Expenditures		<u><u>21,197</u></u>

**ORDINANCE NUMBER     , 2024**

2024 Library Fund Budget Revised Revenue and Expenditures of \$278,420  
for Reorganization of Library Staff

**BE IT ENACTED** by the County Council of the County of Erie pursuant to Article II, Section 3B1 and 3B2(b) and (f) of the Erie County Home Rule Charter that this 2024 Library Fund Budget Revised Revenue and Expenditures of \$278,420 is hereby approved as outlined on the attached Exhibits A and B.

This Ordinance shall be effective immediately upon adoption.

I, Karen Chillcott, hereby certify that on the motion of \_\_\_\_\_, seconded by \_\_\_\_\_, this ordinance was ENACTED AND ORDAINED this \_\_\_\_ day of \_\_\_\_\_, 2024 by a vote of \_\_\_\_ to \_\_\_\_.

COUNTY COUNCIL OF THE  
COUNTY OF ERIE, PENNSYLVANIA

Attest:

\_\_\_\_\_  
Karen Chillcott  
County Clerk

\_\_\_\_\_  
Terry M. Scutella, Chair

Date: \_\_\_\_\_

\_\_\_\_\_  
Chris Drexel, Vice Chair

\_\_\_\_\_  
Charlie Bayle

Approved by:

\_\_\_\_\_  
Rock Copeland

\_\_\_\_\_  
Brenton Davis,  
County Executive

\_\_\_\_\_  
André Horton

Date: \_\_\_\_\_

\_\_\_\_\_  
Ellen Schauerman

\_\_\_\_\_  
Jim Winarski

<b>Exhibit A</b> <b>2024 Library Fund Budget</b> <b>Revised Revenue &amp; Expenditures of \$ 278,420</b> <b>For Reorganization Structure Savings to be</b> <b>Returned to Fund Balance</b>
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<u>Account Title</u>	<u>Account Number</u>	<u>Amount</u>
<u>Revenue</u>		
General Fund Transfer In	054-017100-099010	278,420
Total Revenue		<u>278,420</u>
<u>Expenditures</u>		
Non-bargaining Wages	054-017100-001010	(133,839)
Bargaining wages	054-017100-001020	(38,226)
Fica	054-017100-001200	(13,672)
Life Insurance	054-017100-001210	(290)
Hospitalization	054-017100-001220	(44,701)
Prescription Drugs	054-017100-001221	(12,082)
Workers Compensation	054-017100-001230	(601)
Retirement	054-017100-001240	(31,937)
Other Health & Welfare	054-017100-001250	(2,616)
Unemployment Compensation	054-017100-001260	(456)
Total Expenditures		<u>(278,420)</u>

**\*This Ordinance will need to pass with the Companion Ordinance of General Fund**

**Exhibit B**  
**2024 Library Fund Budget**  
**Revised Revenue & Expenditures of \$ 278,420**  
**For Reorganization Structure Savings to be**  
**Returned to Fund Balance**

Effective

**Change from:**

Title	Position Number	Grade	Hourly Rate	Annual Hours	Budgeted 2024 Wages
Asst. Director of Library Branches	17300-031	NB15	26.05	1,950	50,798
Asst Direct. Literacy Services	17100-007	NB15	24.32	1,950	47,424
Asst. Director of Collections	17100-008	NB15	28.69	1,950	55,946
Operations Manager	17100-030	NB12	22.47	1,950	43,817
Branch Supervisor	17300-030	NB15	26.85	1,950	52,358
Branch Supervisor	17300-029	NB15	24.32	1,950	47,424
Communications Outreach Coordinator	17100-011	NB15	25.05	1,950	48,848
Collection Coordinator	17100-021	NB15	24.32	1,950	47,424
Assistant Director	17100-004	NB17	32.13	1,950	62,654
Branch Manager	17300-028	NB15	24.32	1,950	47,424
Librarian I	17100-068	AP13	21.02	1,950	40,989
Library Clerk	17100-049	AC04	12.44	1,040	12,938
					<u>558,041</u>

**To: New Grade /Rate**

Title	Position Number	Grade	Hourly Rate	Annual Hours	Remaining 2024 Wages
Asst. Director of Library Branches	17300-031	NB16	27.65	675	18,664
Asst Direct. Literacy Services	17100-007	NB16	25.78	675	17,402
Asst. Director of Collections	17100-008	NB16	30.41	675	20,527
Operations Manager	17100-030	NB15	26.51	675	17,894
Branch Supervisor	17300-030	NB13	26.85	675	18,124
Branch Supervisor	17300-029	NB13	21.64	675	14,607
Communications Outreach Coordinator	17100-011	NB14	25.05	675	16,909
Collection Coordinator	17100-021	NB14	22.94	675	15,485
					<u>139,610</u>

**Old Grade/ Rate Payout**

Asst. Director of Library Branches	17300-031	NB15	26.05	1,275	33,214
Asst Direct. Literacy Services (vacant 5/22/24)	17100-007	NB15	24.32	825	20,064
Asst. Director of Collections	17100-008	NB15	28.69	1,275	36,580
Operations Manager	17100-030	NB12	22.47	1,275	28,649
Branch Supervisor	17300-030	NB15	26.85	1,275	34,234
Branch Supervisor-(vacant all year )	17300-029	NB15	24.32	0	-
Communications Outreach Coordinator	17100-011	NB15	25.05	1,275	31,939
Collection Coordinator (vacant 6/18/24)	17100-021	NB15	24.32	900	21,888
					<u>206,567</u>

**Eliminating but Payout for 2024**

Assistant Director (VACANT) 5/11/24	17100-004	NB17	32.13	750	24,098
Branch Manager (VACANT) all year	17300-028	NB15	24.32	0	-
Librarian I (VACANT) 4/1/2024	17100-068	AP13	21.02	525	11,036
Library Clerk (VACANT) 5/9/2024	17100-049	AC04	12.44	375	4,665
					<u>39,798</u>

Total Increase (172,065) \*\*

\*\*Indicates savings

Library Fund

Reason:  
Library Reorganization

Effective :

2024 Budgeted amounts																	Total Wages & Fringes
From:	Fund/Position #	Grade	Hr. Rate	hrs	Wages	Fica	Pension	Work Comp	Unemploy	Hospital	Drug	Life	LTD	Dental	Vision	Total Fringes	
Asst. Director of Library Branches	17300-031	NB15	26.05	1,950	50,798	3,886	9,078	171	228	16,956	4,236	87	99	698	76	35,514	86,311
Asst Direct. Literacy Services	17100-007	NB15	24.32	1,950	47,424	3,628	8,475	159	228	16,956	4,236	87	99	698	76	34,641	82,065
Asst. Director of Collections	17100-008	NB15	28.69	1,950	55,946	4,280	9,997	188	228	16,956	4,236	87	99	698	76	36,845	92,790
Operations Manager	17100-030	NB12	22.47	1,950	43,817	3,352	7,830	147	228	16,956	4,236	87	99	698	76	33,709	77,525
Branch Supervisor	17300-030	NB15	26.85	1,950	52,358	4,005	9,356	176	228	7,652	1,530	87	99	299	29	23,462	75,819
Branch Supervisor	17300-029	NB15	24.32	1,950	47,424	3,628	8,475	159	228	7,652	1,530	87	99	299	29	22,186	69,610
Communications Outreach Coordinator	17100-011	NB15	25.05	1,950	48,848	3,737	8,729	164	228	16,956	4,236	87	99	698	76	35,010	83,857
Collection Coordinator	17100-021	NB15	24.32	1,950	47,424	3,628	8,475	159	228	16,956	4,236	87	99	698	76	34,641	82,065
Assistant Director	17100-004	NB17	32.13	1,950	62,654	4,793	11,196	211	228	16,956	4,236	87	99	698	76	38,579	101,233
Branch Manager	17300-028	NB15	24.32	1,950	47,424	3,628	8,475	159	228	16,956	4,236	87	99	698	76	34,641	82,065
Librarian I	17100-068	AP13	21.02	1,950	40,989	3,136	7,325	138	228	7,652	1,530	87	99	299	29	20,522	61,511
Library Clerk	17100-049	AC04	12.44	1,040	12,938	990	2,312	43	228	16,956	4,236	87	99	698	76	25,725	38,662
Total					558,041	42,690	99,722	1,875	2,736	175,559	42,715	1,044	1,188	7,179	767	375,475	933,516

To:

Ordinance Proposed Amounts																	Total Wages & Fringes
Old grade/ rate Payout	Fund/Position #	Grade	Hr. Rate	hrs	Wages	Fica	Pension	Work Comp	Unemploy	Hospital	Drug	Life	LTD	Dental	Vision	Total Fringes	
Asst. Director of Library Branches	17300-031	NB15	26.05	1,275	33,214	2,541	5,935	112	228	11,304	2,824	44	50	465	50	23,552	56,766
Asst Direct. Literacy Services (vacant 5/22/24)	17100-007	NB15	24.32	825	20,064	1,535	3,585	67	228	7,065	1,765	44	50	465	50	14,854	34,918
Asst. Director of Collections	17100-008	NB15	28.69	1,275	36,580	2,798	6,537	123	228	11,304	2,824	44	50	291	32	24,229	60,809
Operations Manager	17100-030	NB12	22.47	1,275	28,649	2,192	5,120	96	228	11,304	2,824	44	50	465	50	22,372	51,021
Branch Supervisor	17300-030	NB15	26.85	1,275	34,234	2,619	6,118	115	228	11,304	1,020	44	50	199	19	21,715	55,949
Branch Supervisor-(vacant all year )	17300-029	NB15	24.32	0	0	0	0	-	0	0	0	0	0	0	0	0	0
Communications Outreach Coordinator	17100-011	NB15	25.05	1,275	31,939	2,443	5,707	107	228	11,304	2,824	44	50	465	50	23,223	55,162
Collection Coordinator (vacant 6/18/24)	17100-021	NB15	24.32	900	21,888	1,674	3,911	74	228	8,478	2,118	44	50	349	38	16,963	38,851
<b>New rate/grade</b>																	
Asst. Director of Library Branches	17300-031	NB16	27.65	675.00	18,664	1,428	3,335	63	0	5,652	1,412	44	50	233	25	12,241	30,904
Asst Direct. Literacy Services	17100-007	NB16	25.78	675.00	17,402	1,331	3,110	58	0	5,652	1,412	44	50	233	25	11,914	29,316
Asst. Director of Collections	17100-008	NB16	30.41	675.00	20,527	1,570	3,668	69	0	5,652	1,412	44	50	233	25	12,722	33,249
Operations Manager	17100-030	NB15	26.51	675.00	17,894	1,369	3,198	60	0	5,652	1,412	44	50	233	25	12,042	29,936
Branch Supervisor	17300-030	NB13	26.85	675.00	18,124	1,386	3,239	61	0	2,551	510	44	50	100	10	7,949	26,073
Branch Supervisor	17300-029	NB13	21.64	675.00	14,607	1,117	2,610	49	0	5,652	1,412	44	50	233	25	11,192	25,799
Communications Outreach Coordinator	17100-011	NB14	25.05	675.00	16,909	1,294	3,022	57	0	5,652	1,412	44	50	233	25	11,787	28,696
Collection Coordinator	17100-021	NB14	22.94	675.00	15,485	1,185	2,767	52	0	5,652	1,412	44	50	233	25	11,419	26,903
<b>Eliminating</b>																	
Assistant Director (VACANT) 5/11/24	17100-004	NB17	32.13	750	24,098	1,843	4,306	81	228	7,065	1,765	36	41	291	32	15,688	39,786
Branch Manager (VACANT) all year	17300-028	NB15	24.32	0	0	0	0	-	0	0	0	0	0	0	0	0	0
Librarian I (VACANT) 4/1/2024	17100-068	AP13	21.02	525	11,036	844	1,972	37	228	2,551	510	29	33	100	10	6,313	17,349
Library Clerk (VACANT) 5/9/2024	17100-049	AC04	12.44	375	4,665	357	834	16	228	7,065	1,765	36	41	291	32	10,664	15,329
Total					385,976	29,527	68,974	1,297	2,280	130,858	30,633	754	858	5,110	549	270,840	656,816

Difference/Savings	(172,065)	(13,163)	(30,748)	(578)	(456)	(44,701)	(12,082)	(290)	(330)	(2,069)	(218)	(104,635)	(276,700)
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ERIE COUNTY PUBLIC LIBRARY INTEROFFICE MEMORANDUM

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**TO:** ERICKA KNIGHT  
**FROM:** JESSICA STEFANO, DIRECTOR  
**SUBJECT:** ORDINANCE REQUEST  
**DATE:** 8/7/2024

I am submitting a request for an exhibit of ordinance to approve a Library Organizational Chart restructure. The new restructure eliminates two vacant full time non-bargaining positions, one vacant full time bargaining and one vacant part time bargaining positions. In addition, the new restructure re-classes eight current positions. At an annual level, the restructure will save \$280,000 in wages and fringes.

1. **Eliminate VACANT position 017100-004 NB17 Library Assistant Director, line item reduced**
2. **Eliminate VACANT position 017300-028 NB15 Librarian II- Branch Manager , line item reduced**
3. **Eliminate VACANT position 017100-068 AP13 Librarian I, line item reduced**
4. **Eliminate VACANT position 017100-049 AC04 Library Clerk, part time, line item reduced**
5. **Re-class position 017100-008 NB15 Librarian II Tech Services to NB16 Librarian III, with title Assistant Director of Collections. Line item increased**
6. **Re-class position 017100-031 NB15 Librarian II Branch Manager to NB16 Librarian III, with title Assistant Director of Branch Services. Line item increased**
7. **Re-class position 017100-007 NB15 Librarian II Youth Services Manager to NB16 Librarian III, with title Assistant Director of Literacy Services. Line item increased**
8. **Re-class position 017100-030 NB12 Library Operations Administrator to NB15 Librarian II with title of Operations Manager. Line item increased**
9. **Re-class position 017100-021 NB15 Librarian II, Adult Services Manager to NB14 with title, Collections Coordinator. Line item reduced**
10. **Re-class position 017100-011 NB15 Librarian II, Outreach Manager to NB14 with title Communications Outreach Coordinator. No line item change.**
11. **Re-class position 017300-029 NB15 Librarian II, Branch Manager to NB13 with title, Branch Supervisor. Line item reduced.**
12. **Re-class position 017300-030 NB15, Branch Manager to NB13 with new title, Branch Supervisor. No line item change.**

Thank you for your help. Please let me know if you need any additional information.



**ORDINANCE NUMBER \_\_, 2024**

2024 General Fund Budget Revised Revenue and Expenditures of \$278,420  
for Reorganization of Library Staff

**BE IT ENACTED** by the County Council of the County of Erie pursuant to Article II, Section 3B1 and 3B2(b) and (f) of the Erie County Home Rule Charter that this 2024 General Fund Budget Revised Revenue and Expenditures of \$278,420 is hereby approved in accordance with Ordinance \_\_, 2024 and as outlined on the attached Exhibit A.

This Ordinance shall be effective immediately upon adoption.

I, Karen Chillcott, hereby certify that on the motion of \_\_\_\_\_, seconded by \_\_\_\_\_, this ordinance was ENACTED AND ORDAINED this \_\_\_\_ day of \_\_\_\_\_, 2024 by a vote of \_\_\_\_ to \_\_\_\_.

Attest:

COUNTY COUNCIL OF THE  
COUNTY OF ERIE, PENNSYLVANIA

\_\_\_\_\_  
Karen Chillcott  
County Clerk

\_\_\_\_\_  
Terry M. Scutella, Chair

Date: \_\_\_\_\_

\_\_\_\_\_  
Chris Drexel, Vice Chair

\_\_\_\_\_  
Charlie Bayle

Approved by:

\_\_\_\_\_  
Rock Copeland

\_\_\_\_\_  
Brenton Davis,  
County Executive

\_\_\_\_\_  
André Horton

Date: \_\_\_\_\_

\_\_\_\_\_  
Ellen Schauerman

\_\_\_\_\_  
Jim Winarski

<b>Exhibit A</b> <b>2024 General Fund Budget</b> <b>Revised Revenue and Expenditure of \$278,420</b> <b>To Return to Fund Balance from Savings</b> <b>Due to the Library's Reorganization.</b>
--

<u>Account Title</u>	<u>Account Number</u>	<u>Amount</u>
Revenue		
Appropriation To Fund Balance	001-000990-099500	278,420 *
Total Revenue		<u>278,420</u>
<u>Expenditures</u>		
Transfer to Library	001-020000-008540	(278,420)
Total Expenditures		<u>(278,420)</u>

\* Indicates money going back into Fund Balance

**\*\*This Ordinance will need to pass with the Companion Ordinance of the Library Fund**

**ORDINANCE NUMBER     , 2024**

**Revised Expenditures of \$\_\_\_\_\_ for Creation of New Line Item, Election Facilities and Equipment Manager Position**

**BE IT ENACTED** by the County Council of the County of Erie pursuant to Article II, Section 3B (1) and 3B (2)(b) and Article VIII, Section 8 of the Home Rule Charter of Erie County, the Revised Expenditures of \$\_\_\_\_\_ For Creation of New Line Item, Election Facilities and Equipment Manager Position, is hereby approved as outlined on the attached Exhibit A.

This Ordinance shall be effective August 1, 2024.

I, Karen Chillcott, hereby certify that on the motion of \_\_\_\_\_, seconded by \_\_\_\_\_, this ordinance was ENACTED AND ORDAINED this \_\_\_\_ day of \_\_\_\_\_, 2024 by a vote of \_\_\_\_ to \_\_\_\_.

COUNTY COUNCIL OF THE  
COUNTY OF ERIE, PENNSYLVANIA

Attest:

\_\_\_\_\_  
Karen Chillcott  
County Clerk

Date: \_\_\_\_\_

\_\_\_\_\_  
Terry M. Scutella, Chairman

\_\_\_\_\_  
Chris Drexel, Vice Chairman

\_\_\_\_\_  
Charlie Bayle

Approved by:

\_\_\_\_\_  
Rock Copeland

\_\_\_\_\_  
Brenton Davis,  
County Executive

Date: \_\_\_\_\_

\_\_\_\_\_  
André Horton

\_\_\_\_\_  
Ellen Schauerma

\_\_\_\_\_  
Jim Winarski

**Title and Position**

Election Facilities and Equipment Manager

**Pay Grade**

NB15

**Job Description**

Under direction of the County Clerk, the Election Facilities and Equipment Manager is responsible for duties related to the conduct of elections, the upkeep, maintenance, repair, and programming of the County voting machines and election equipment; the maintenance and security of the County warehouse facility and also the supervision of temporary staff. The Election Facilities and Equipment Manager must be able to work independently as the warehouse facility is located offsite.

The Election Facilities and Equipment Manager will also work with the County Clerk's office and the Elections office. The Manager must exhibit teamwork skills in order for the bureaus to function in an efficient, friendly and productive manner. Preparing and conducting an election is a long process with many details, deadlines and unexpected changes. To instill confidence in our elections a team effort is required.

Because this position combines responsibilities offsite and within the Election Office, the Manager must possess the ability to supervise the voter's warehouse as well as work at the Election Office when necessary.

**Nature & Scope of Work****Duties & Responsibilities**

Administer federal, state, and municipal elections in Erie County in accordance with federal and state law, rules and regulations.

Maintain a comprehensive knowledge of applicable laws and directives regarding elections in order to interpret, apply and ensure compliance with statutory mandates.

Maintains an awareness of new trends and advances in the profession; reads professional literature.

Supervise and maintain the voting machine warehouse and its contents.

Prepare, assign, and program all voting machines and poll pads.

Inspects machines for problems, identify areas requiring repair, and perform maintenance repairs within the scope of capability and arrange for warranty repair as appropriate.

Perform pre-election testing of all voting equipment: precinct scanners, ballot marking devices, and electronic poll books to confirm the accuracy of the programming and ensure the equipment is functioning correctly.

Oversees and supervises all inventory operations including the maintenance and inspections of the department equipment and supplies.

Oversees the distribution, packaging, and storage of ballots and other elections materials.

Coordinates the delivery of voting machines, signs, supplies, and equipment to the polling places.

Travel to voting locations on Election Day to ensure smooth and efficient election process.

Research and resolve questions from staff, citizens and stakeholders. Provide technical support to election officials and precincts. Resolve questions and problems concerning election procedures and voting equipment.

Direct the acquisition and implementation of new technology, including the development of new or revised procedures and necessary communications and training.

Lead and develop training materials and curriculum for poll workers. Train poll workers in machine operation, election law, and procedures prior to each election. Improve work processes, procedures and instructions.

Maintains contact with precinct officials, keeps them informed of changes concerning their duties.

Assists with implementing changes in policies and procedures from the Department of State. Develop, organize, and complete special projects and related duties as assigned.

Maintain election records and departmental files in accordance to regulations. Perform work related computer work which includes accurate data entry, retrieving and editing records, spreadsheet development, creating correspondence, and report development.

Review documents for proper format, accuracy, completion, and other legal guidelines. Receive and respond to public record requests.

Contact community organizations to locate convenient and accessible polling places. Conducts analysis to ensure polling locations are American Disability Act (ADA) compliant. Responsible for publishing/posting election notices and information as required.

Oversee and assign work to full time, part time, and temporary/seasonal workers engaged in voting machine testing and preparation work and other such work located at the warehouse.

Identify opportunities for improving service delivery methods and procedures; identify resource needs; review with appropriate management staff; implement improvements

Assist with all duties required to carry out an election, creating and proofing of the ballot, and preparation for canvass day following the election

Assist with post-election audits and recounts.

Assists with post-election reconciliation activities.

Reviews and evaluates the effectiveness of election programs and provides recommendations on how to improve policies and procedures, results, efficiency, and service delivery.

Performs other duties as assigned.

#### **Knowledge, Skills & Abilities**

Ability to acquire advanced knowledge of Pennsylvania election and voter registration laws, requirements and procedures.

Ability to acquire advanced knowledge of required procedures for voting machine preparation and programming.

Ability to provide maintenance, preparation, security and delivery of voting machines for use on Election Day.

Ability to use barcoding and inventory principles and procedures.

Skill in the use of computers and technology for the programming of voting machines and electronic poll books.

Skill in planning, organizing, and prioritizing work.

Skill in performing work with accuracy and attention to detail.

Skill in communicating effectively with people from a variety of backgrounds.

Ability to flourish in a team environment, collaborate with different people on projects and assignments, and work towards a common goal.

Ability to work on a variety of tasks and responsibilities independently and effectively.

Ability to read and interpret state statutes.

Ability to evaluate, analyze, and resolve problems.

Ability to work independently at offsite location.

Ability to make independent decisions within established guidelines.

**RESOLUTION NUMBER --, 2024**

Approving the County Council Response to the 2025-2027 Erie County Operational & Capital Plan

**WHEREAS**, pursuant to the Home Rule Charter, the County Executive shall submit a Operational & Capital Plan for Council's review prior to July 1<sup>st</sup>. The 2025-2027 Operational & Capital Plan was received July 12<sup>th</sup>; and

**WHEREAS**, Erie County Council is required to formally respond to the County Executive's Three Year Operational and Capital Plan by September 1<sup>st</sup> of each year; and

**WHEREAS**, Erie County Council has constructed a response to the County Executive's proposed Operational & Capital Plan, which includes certain recommendations for the course of County government over the next three years.

**NOW, THEREFORE, BE IT RESOLVED**, by the County Council of the County of Erie that the response to the County Executive's 2025-2027 Operational & Capital Plan, attached hereto as Exhibit A, is hereby approved.

On the motion of \_\_\_\_\_, seconded by \_\_\_\_\_, this resolution was passed on this \_\_\_\_\_ day of \_\_\_\_\_, 2024 by a vote of \_\_\_\_ to \_\_\_\_.

APPROVED BY:

\_\_\_\_\_  
Terry M. Scutella, Chairman  
Erie County Council

\_\_\_\_\_  
Brenton Davis,  
County Executive

Date: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Karen Chillcott  
Erie County Clerk

Date: \_\_\_\_\_



# COUNTY OF ERIE

## ERIE COUNTY COUNCIL

Terry M. Scutella,  
Chairman

Chris Drexel,  
Vice Chairman

Charlie Bayle, Rock Copeland, André R. Horton,  
Ellen Schauerma, Jim Winarski

### **Erie County Council Response to 2025-2027 Operational and Capital Plan**

The Erie County Home Rule Charter calls for the annual creation of a Three-Year Plan and a response by Erie County Council to that document. We have reviewed the plan and the goals therein, and pledge our vigorous efforts to aid in the completion of this process for Erie County residents in a transparent manner, with integrity and professionalism.

#### **Mission:**

To perform the legislative responsibilities of County government and assure that all county services are provided in an equitable and cost effective manner; further, to ensure that Erie County continues to be the choice of our citizens for work, leisure, and family.

#### **Recommendations:**

After thorough review of the 2025-2027 Three Year Plan, Erie County Council, as the legislative body for the County and in the best interest of taxpayers, recommends the following:

1. Prioritize the Capital Projects based on urgency and importance.
2. Address livable wages for employees and develop a comprehensive plan for an enjoyable environment to ensure a desirable and fulfilling workplace culture.
3. Restore food services in the Courthouse for employees and the public to ensure ease of access and affordability.
4. Perform analysis of space and storage for County departments to utilize owned space and create new space possibilities.
5. Develop the IT Department for better online record keeping and updates within 48 hours for public consumption to ensure transparency.

#### **Conclusion:**

Erie County Council hereby accepts the 2025-2027 Three-Year Plan of County Executive Brenton Davis. It is the premise from which Council will diligently and transparently fund mandated and non-mandated services at the most reasonable cost possible.

While this response includes input from all current members of Erie County Council, it does not reflect the totality of their views; nor does this response affirm a commitment to any particular set of policies by all members. It is based solely on current information and recommendations by the Administration, and therefore is subject to change as warranted.

Erie County Council hereby adopts the 2025-2027 Three-Year Plan subject to statements contained herein. Erie County Council will continue to keep the interests of the taxpayers primarily in mind as it conducts the business of County government. We ask all County Employees and Elected Officials in all branches of County Government to join us in this pursuit.

**RESOLUTION NUMBER     , 2024**

In Support of a Forensic Audit of the County of Erie to Provide a Greater Degree of Transparency into the Administration's Finances and a Report Disseminating the Findings of the Audit

**WHEREAS,** the County of Erie County Executive's finances appear to reflect a lack of transparency and honesty in their accounting; and

**WHEREAS,** the County Executive's expenditures have outpaced revenues, requiring reductions in services to Erie County citizens and an incredible tax hike; and

**WHEREAS,** the County Executive has weakened the fiscal credibility of Erie County government by willfully and knowingly disregarding the Home Rule Charter and Administrative Code of the County of Erie. The Council cannot in good conscience continue to spend increasing amounts of taxpayer money without a greater level of accountability; and

**WHEREAS,** the Council must receive more detailed information regarding the County's finances including, but not limited to, all expenditures, revenues, and accounting of all fund balances.

**WHEREAS,** the cost of the forensic audit will not exceed \$25,000 but is essential to good governance.

**THEREFORE, BE IT RESOLVED,** by the County Council of the County of Erie that a forensic audit of the County of Erie shall be conducted for a complete picture of the County's finances and to address any improprieties, negligence, or misuse of such funds with a report of the findings submitted to the County Council and citizens of the County of Erie.

On the motion of \_\_\_\_\_, seconded by \_\_\_\_\_, this resolution was passed on this \_\_\_\_\_ day of \_\_\_\_\_, 2024 by a vote of \_\_\_\_ to \_\_\_\_.

APPROVED BY:

\_\_\_\_\_  
Terry M. Scutella, Chairman  
Erie County Council

\_\_\_\_\_  
Brenton Davis,  
County Executive

Date: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Karen Chillcott  
Erie County Clerk

Date: \_\_\_\_\_



County of Erie  
Analysis of General Fund Unassigned Fund Balance  
FYE 12/31/2024  
As of  
8/31/2024

2023 Unassigned Fund Balance -Audited

52,970,933

**Less: Appropriations from Unassigned Fund Balance**

Ordinance #5 Computer Software in Register of Wills	(60,000)
Ordinance #6 Computer Software in Prothonotary	(133,000)
Ordinance #10 For Correction of Budget Oversight in the Courts with Court Solicitor wages	(9,270)
Ordinance #32 Supplemental Appropriation of 1,979,640 for Prison roof replacement	(1,979,640)
Ordinance #40 Release of Restricted fund balance	(74,879)
Ordinance #41 Release of Restricted fund balance	(92,017)
Ordinance #42 Release of Restricted fund balance	(174,859)
Ordinance #43 Release of Restricted fund balance	(308,973)
Ordinance #	
Ordinance #	
Ordinance #	
Ordinance #	
Ordinance #	
Ordinance #	
Ordinance #	
Ordinance #	
Ordinance #	
Ordinance #	
Ordinance #	

Total Appropriations from Unassigned Fund Balance

(2,832,638)

**Plus: Appropriations to Unassigned Fund Balance**

Ordinance # To Return Savings from Library's Reorganization back to Fund Balance	278,420
Ordinance #	
Ordinance #	
Ordinance #	
Ordinance #	
Ordinance #	
Ordinance #	
Ordinance #	

Total Appropriations to Unassigned Fund Balance

278,420

Estimated General Fund Unassigned Fund Balance to date

50,416,715

**Summary**

Total Budgeted General Fund Expenditures and Transfers	134,066,743
Less: Pass Thru Grants Originally Budgeted in the General Fund	(135,506)
Net Budgeted General Fund Expenditures and Transfers	<u>133,931,237</u>
Two Month's Expenditures and Transfers	22,321,873
Difference between Estimated GF Unassigned Fund Balance and Two Months of Expend & Transfers	<u>28,094,842</u>