

# ERIE AREA COUNCIL OF GOVERNMENTS

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## MEETING OF THE GENERAL ASSEMBLY

April 8, 2020 at 3:00 pm

ZOOM Meeting

### Minutes

Municipality	Delegate or Alternate	In Attendance:
City of Erie, Mayor	Joseph Schember	X
City of Erie Mayor's Alternate	Mas Sala	X
City of Erie Council	Kathy Schaaf	X
County Council	Kim Clear	
County Executive's Representative	Honey Stempka	X
Borough of Edinboro	Pat Davis	X
Borough of Edinboro, Mayor	Aaron Gast	X
Borough of Edinboro	Kevin Opple	
Franklin Township	Dennis Howard	X
Girard Township	Lindy Platz	X
Girard Borough	Dennis McNally	X
Greenfield Township	Steve Rathman	
Harborcreek Township	Tim May	X
Lawrence Park Township	Eric Gerardine	
LeBoeuf Township	Michael Porter	
Millcreek Township	Dan Ouellet	X
Summit Township	Jack Lee	X
Venango Township	DJ Austin	X
Union City Borough	Cindy Wells	X
Wesleyville Borough	Regina Julius	
<b>Invited guests and others in Attendance:</b>		
EA COG	Jessica Horan-Kunco	X
Art Martinucci	Quinn Law Firm	X

**A. Call to order:** Welcome and introduction of delegates on the video/audio conference: 3:05

**B. Approval of minutes:** Approval of minutes from Feb 5, 2020 General Assembly meeting

Motion by: Tim May Second by: Dennis Howard passed unanimously

### C. Old Business:

1. Non-member participation in EACOG programs especially as it pertains to the Joint Bidding program. Jessica prepared a document to discuss options for Non-member participation.
  - a. Joint Bidding non-member municipal participation options

### *Member Governments*

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Historically, non-members have always been charged fees to participate. Originally the fees were based on ½ the participant's intended dues. In 2017, the EACOG members approved a flat participation fee per bid round of \$175 per annual bid round and \$ 300 annually for the 3 year gas and diesel bid round for municipalities.

Dennis Howard inquired as to the impact of non-member participation on the aggregate total of products bid in order to ensure bulk pricing discounts. Jessica discussed the amount of fuel included by EMTA and the other non-members. EMTA requests approximately 400,000 gallons, Lake City Borough - 3000 gallons, North East Township - 27,000 gallons, Amity - 10,000 gallons, Girard School District - 28,000 gallons. There would definitely be a loss without the inclusion of EMTA in the bid. If non-member municipalities were not allowed in the bid the total bid of 1.2 million gallons would be reduced by 44,000 gallons.

Tim May pointed out that participation is more beneficial to the non-members than to the organization. Tim May wondered if there is a way to determine what price a municipality is paying that does not bid with us? Atty Martinucci stated that a Right to Know Request could be submitted to get the pricing to show the pricing benefit of joining the COG.

Atty Martinucci indicated that the original intent of allowing non-member participation was to encourage membership in the COG not to be a bargain for them.

Lindy Platz indicated that her position is that the services of the COG should be for members only.

Dennis Howard state that he wants non-members to have a good experience with the organization and the fee should be nominal. This would likely make them want to join.

DJ Austin suggested limiting the length of time a non-member can participate and then requiring them to become a member or no longer participate.

Allowing participation will not necessarily result in membership as these municipalities have been participating for years as non-members.

Atty Martinucci presented the idea of offering an initial deal to entities that have never participated. This would not be extended to repeat participants.

Dennis Howard suggested crafting a tiered fee policy that is as simple as possible.

Dennis Howard suggested that Atty Martinucci and Jessica craft a proposal to present to the members. Jessica expressed concern about delaying the fee decisions due to the current bid cycle.

The current \$300 charge is not keeping pace with the cost of doing business in 2020. Tim May suggested at least covering our costs.

DJ Austin suggested in order to prevent non-members taking advantage of COG pricing a pass code number could be set that COG members would know and be required to relay to vendors in order to secure COG pricing.

Members discussed the annual membership dues increases and felt that increases should be applied to non-member participants as well.

Dennis Howard made the motion and Kathy Schaaf seconded, a fee for 2020 non-member participation in joint purchasing at \$350 for a first-time participant and \$500 for repeat participant. This fee is not fixed for all three years of the gas and diesel contract. The motion passed unanimously.

Atty Martinucci and Jessica will craft a formal structured proposal for the next General Assembly meeting. There should be an annual percentage increase parallel to the dues increases incurred by the COG members.

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b. Non-municipal participants:

Current fees to participate in the Joint Bid is \$500 annually. A non-municipal participant could pay to participate, or we could create an Associate membership option with more benefits to them. This may require an amendment to the By-Laws.

Tim May made a motion and Lindy Platz seconded, to charge non-municipal participant fees to \$750 to participate in the upcoming Gas and Diesel Bid round. The motion passed unanimously.

2. LTAP training available online: Jessica will forward information about upcoming Webinars.

**D. New Business:**

1. Accepting membership application from Union City Borough

Union City Borough Council passed a resolution on February 11, 2020 to join the COG. A motion to accept their application to join was made by Tim May and seconded by DJ Austin and passed unanimously.

2. Open discussion of delegate updates

Please provide your General Material and Gas and Diesel quantities if you have not already done so.

3. Don't forget to Complete your 2020 Census!!!

The Census Outreach Coordinator is tracking the response rates very closely. Please encourage online completion at [my2020census.org](http://my2020census.org).

Flyers are being distributed at the School Lunch and other food distribution locations. If you have ideas of places that could be a point of dissemination of information please let us know.

Please post about the 2020 Census on your Facebook pages, information to post is available on the Erie Area COG on Facebook or on [www.erieareacog.org](http://www.erieareacog.org).

4. PPE needs:

Erie County Emergency Management has alerted Jessica that they will most likely not have enough PPE to distribute to everyone for the duration of the pandemic especially if this continues for months. Logistics Plus is offering several products but requires a \$5000 minimum order. Jessica has distributed a list of masks, shields and gowns with prices. Jessica will reach out the EMAs for the members to find out what their needs are and put together a joint purchase on behalf of the membership.

**E. Adjournment:** 4:30 pm. The Work Session will be on June 10<sup>th</sup> at 3:00 in Edinboro.

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