

**ERIE AREA COUNCIL OF GOVERNMENTS
GENERAL ASSEMBLY MEETING**

February 3, 2016
Summit Township Building

MINUTES

Delegates and Alternates in Attendance:	
Nancy Agostine	Summit Township
Kim Green	City of Erie, Mayor's representative
Cas Kwitowski	City of Erie Council
Brian McGrath	Millcreek Township
Dennis McNally	Girard Borough
Jill Merritt	Wesleyville Borough
Jean Rodemaker	Lawrence Park Township
Kathy Wyrsoedick	County Executive's Representative
Invited guests and others in Attendance:	
Jessica Horan-Kunco	EA COG
Alan Kugler	PA Futures
Rob Stubenbort	Girard Borough
Sheila Sterrett	Senator Toomey's office
Art Martinucci	Quinn Law Firm

A. Call to reconvene

Vice Chairperson Brian McGrath called the meeting to order at 3:10 pm.

Quorum

Present at the opening of the meeting were Delegates and Alternates for 6 member governments, constituting a quorum.

B. Approval of minutes

A motion to accept the minutes as presented from the November 4 General Assembly meeting and its continuation on December 9, 2015 was made by Nancy Agostine, seconded by Dennis McNally, and passed unanimously.

A motion to accept the minutes from the December 9, 2015 Executive Committee meeting was made by Dennis McNally and seconded by Nancy Agostine and passed unanimously.

C. Public Comment

Although there were no official public comments, we welcomed Rob Stubenbort, Girard Borough manager to his first COG meeting.

D. Treasurer's Report

1. Member dues and joint purchasing fees are coming in in a timely fashion
2. Fairview Township has requested relief from joint purchasing fees for the 3-year Gas and Diesel Fuel contracts assigned to the Fairview School District. The delegates discussed the request. The joint purchasing fees are set at the beginning of the 3-year contract. Fairview was a member of the COG in year 1 of the contract so was not charged a participation fee. The relief they are requesting is for year 2, their first year as a non-member. Fairview School District is a participant and was charged at 50% reduction when Fairview was a member but since Fairview dropped out both are charged the full participation fee that all non-members pay. The delegates discussed that non-members should be charged more than members for joint purchasing. The delegates felt that since the Gas and Diesel bidding is a 3-year contract, that the fee formula is set for the duration of the 3-year contract, and that all participants are informed of the formula that the request for relief from charges should be rejected.

A Motion to reject the proposal from Fairview Township was made by Kim Green, seconded by Dennis McNally, and passed unanimously.

3. Year end 2015 financial reports were reviewed.

A motion to accept was made by Nancy Agostine, seconded by Jill Merritt, and passed unanimously.

The delegates requested that the Executive Administrator begin the process of engaging the auditor.

E. Old Business

1. Strategic Planning update:

The delegates received a draft copy of the Goals and Objectives. The Action Planning process is begin with each delegate being assigned to serve on an Action Plan Committee. Invitations to attend committee meetings will be forth coming.

2. EGov/ IT support Committee update:

Grants are still available to municipalities that are trying to enhance their IT presence or are in need of general IT assistance. We are currently working with Concord and Wesleyville for technical support. We are offering website design and development as well as social media assistance. The grant expires at the end of August.

3. Velocity net has agreed to discuss business agreements with municipalities that have VNET Video subscribers

Velocity net is collecting data on the need for Residential Highspeed Internet expansion via a survey <http://www.vnetfiber.com/> <http://www.vnetfiber.com/fibermap/>

4. Erie County Signing Region Trust is in need of nominees from the municipalities of Lawrence Park and Wesleyville

5. The Erie County Planning Department is hosting an Open House 2/11 3:00 pm

F. New Business

1. In light of the move to the new location, the Executive Administrator requests a Resolution on Adoption of Disposition of Records Policy so that files may be retained or destroyed in accordance with the PA Municipal Records Manual. The draft resolution was presented and modified to include “and all subsequent revisions as approved.” at the end of the resolution.

A motion to accept the Resolution as amended was made by Kathy Wyrosdick, seconded by Casimir Kwitowski, and passed unanimously.

2. If your municipality has not yet sent a list of Delegates and Alternates for 2016 please do so.

3. The following slate of officers has been nominated to serve for 2016:

Tim May, Chairperson

Nancy Agostine, Vice Chairperson

Jill Merritt, Secretary

Dennis “Buzz” McNally, Treasurer

No additional nominations were presented.

A motion to nominate the above slate of officers was made by Nancy Agostine, seconded by Brian McGrath, and passed unanimously. We sincerely appreciate the current and future officers’ willingness to serve.

4. Delegates were presented with a proposed meeting schedule and changed format for 2016 with General Assembly and Work Sessions instead of Executive Committee meetings.

5. Delegates were reminded to attend the Trail project kickoff workshop on 3/23 2:00 at the Erie Conservation District on Wager Road

6. The first in a Municipal Training Series hosted by the Cog will be for Zoning Hearing Board members to be held in April

7. The Joint Purchasing/Bidding Program committee and the delegates have agreed to eliminate the language in the bid packets that extended COG pricing to all municipalities in Erie County and instead request vendors to extend COG pricing to Joint Purchasing participants and all Cog member municipalities.

8. Brian McGrath brought up a concern about a need for a mechanic certified to repair fire apparatus due to the upcoming retirement of the current mechanic. Nancy Agostine will provide information from Summit to assist with filling the need and the Cog can get involved if needed.

G. Adjournment

The meeting was adjourned at 4:40 pm.