

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

Feb 6, 2019  
Millcreek Township

**MINUTES**

<b>Municipality</b>	<b>Delegate or Alternate</b>	<b>In Attendance:</b>
City of Erie, Mayor	Joseph Schember	
City of Erie Mayor's Alternate	Mas Sala	X
City of Erie Council	Casimir Kwitowski	X
County Council	Kathy Fatica	X
County Executive's Representative	Amy Murdock	
Borough of Edinboro	Pat Davis	X
Franklin Township	Dennis Howard	X
Girard Township	Bill Felege	X
Girard Borough	Dennis McNally	X
Greenfield Township	Steve Rathman	X
Harborcreek Township	Tim May	X
Lawrence Park Township	Eric Gerardine	
LeBoeuf Township	Michael Porter	
Millcreek Township	John Groh	X
Summit Township	Jack Lee	X
Venango Township	Eugene Krahe	
Wesleyville Borough	Jill Merritt	X
<b>Invited guests and others in Attendance:</b>		
EA COG	Jessica Horan-Kunco	X
Sheila Sterrett	Senator Toomey's Office	X
Katie Hillman	State Senator Laughlin's office	
Art Martinucci	Quinn Law firm	X

**A. Call to reconvene**

Dennis McNally called the meeting to order at 3:05 pm. All delegates and alternates were welcomed.

An application for membership from the Borough of Edinboro was presented. A motion to accept the Borough of Edinboro as a new member was made by Casimir Kwitowski and seconded by Dennis Howard and passed unanimously.

**Quorum**

Present at the meeting were Delegates and Alternates for 11 member governments, constituting a quorum.

## **B. Approval of minutes**

A motion to accept the minutes as presented from the Dec. 5, 2018 General Assembly meeting was made by John Groh seconded by Dennis Howard and passed unanimously.

## **C. Public Comment:**

### **Presentation: Niki Knopsnyder, Public Health Educator, Erie County Health Department, Young Lungs at Play**

A Tobacco Free Program for public parks, playgrounds and recreation fields.

Goals: reduce litter, reduce pollution, protect children from 2<sup>nd</sup> hand smoke exposure, improve overall health, promote tobacco free lifestyle.

Step 1: Create an Enforcement Statement or plan for your municipality (templates provided)

- Can be voluntary compliance, no enforcement personnel needed
- Niki can help with public meetings to adopt the programs

Step 2: Signage for Parks. An order form is enclosed in the packet.

- All signs are free

School districts, municipality, organizations eligible.

Could customize per municipality that have pavilions, rentals etc. Niki can help to look into options.

Summit has YLAP and lots of pavilions for rent and no problem renting them.

City is considering a program that will exclude special events.

State Parks have a separate program that they implement.

82% of Pennsylvania's do not smoke indicating that the majority of the public is supportive of this type of program.

Public health issue, smoking is not a protected right. The Health Department also provides assistance to help people to quit.

Not expensive to enforce because it is self-enforcing, most people will honor the signs. But if someone is not complying and causing a problem the police could get involved if an ordinance is on the books.

Niki will assist any municipalities that would like to become part of the program.

Jessica will provide any additional documents electronically as requested.

Vaping, e-cigarettes included in this program although not currently part of the Clean Indoor Air Act. This will require an amendment to state law.

## **D. Treasurer's Report:**

1. Membership dues and other invoices status report  
Joint Purchasing Invoices from 2018 program are all paid. Dues were invoiced in January and payments are coming in on schedule.

## **E. Old Business:**

1. Nomination and election of officers for 2019

Slate of officers proposed by Tim May:

Chairman: Dennis Buzz McNally

Vice Chairman: Jill Merritt

Treasurer: Gene Krahe

Secretary: John Groh

Nominations from the floor requested, hearing none, Tim May made a motion to approve the slate as presented and Bill Felege seconded, the slate of officers passed unanimously.

2. Resolutions or letters needed assigning Delegates and at least 2 Alternates per municipality  
A list of delegates and alternates is provided. If you have not sent in your list of assigned delegates please do so.
3. Some resolutions still needed for 2017 EACOG Audited financial report  
Needed from: Wesleyville, Millcreek, Girard Township, Venango Township, Harborcreek, LeBoeuf, and Greenfield
4. Final 2019 Schedule of meetings and work sessions  
Update meeting schedule provided with topics.  
Edinboro has offered to host us in the future.
5. Project updates:
  - Greater Erie Regional Trails: brochures will be available at Interstate and Erie County Welcome Centers due to our membership with VisitErie.  
The website is live at [erietrails.org](http://erietrails.org). the website gets a surprising amount of traffic averaging 250 new visitors to the site per month.  
We have had some interest from Port Huron, Michigan, Saint Clair County Community Foundation on how our trail network has come together.  
Please let Jessica know if you have any webpage changes. We are in the process of designing the signs for trailheads so let Jessica know if you need any.  
Brochures are available if you would like some for your municipal offices.
  - Multi-municipal Traffic Signal Preemption Project  
Millcreek and Summit: 14 Emergency Traffic Signal project. This is a partnership that will share expertise and installation between the two municipalities.  
Currently out for bid with a scheduled opening on Feb 20.

#### **F. New Business:**

1. Welcome Table: provided brochures for distribution at municipal buildings with new Americans and immigrant populations to describe what to do in case someone comes to their door in a public safety capacity. Any municipalities with new immigrant populations are being asked to display this brochure. If your community needs them let Jessica know.
2. Emergency Management Coordination Letter of Intent for a meeting with DCED  
A couple of municipalities have expressed a need for some assistance with Emergency Management. By state law every municipality is required to have an EM Coordinator, EM plan and an EOC. Considering possibilities for a shared approach like Harborcreek and Greenfield or West

County EMA. Jessica has called PA DCED to request assistance with studying the current operations and making recommendations for the communities that want to participate. The study would be free and findings non-binding. In order to proceed we must complete a Letter of Intent to meet to discuss the study. If you are interested, please complete the LOI at your municipal meeting and forward it to Jessica. Jessica will send the LOI electronically. Once enough municipalities have agreed to meet, we will invite everyone to discuss this project with experts from DCED, PEMA, Erie County EMA and West County EMA.

3. Annual Municipal Officials Assembly: planning for April or May 2019 Shrine Club

Topic needed for this year's assembly.

Jessica listed some topic ideas, delegates brainstormed on topics of mutual interest.

Fire Recruitment is a serious issue but we are not prepared to present solutions yet.

We are looking for an inspiring topic:

Tim suggested "vacationing in your backyard" everything there is to do in Erie County.

Partner with VisitErie to teach municipal officials and support staff all there is to do in the Erie region. Dennis Howard suggested including Western Pennsylvania Conservancy to talk about natural attractions. Cas Kwitowski suggested including historical attractions as well.

Kathy Fatica suggested VisitErie to discuss tourist attractions.

Please avoid scheduling the Assembly during the PSATS conference April 14<sup>th</sup> – 17<sup>th</sup>.

4. Workshop Training Series recommended topics:

- Hacking, spoofing, spam prevention.
- Fair Housing – HRC would like to do educational events
- Social Media for municipalities
- Blight removal options and the legal processes for small or rural municipalities to deal with burned out structures, demolition processes. In partnership with the County Land Bank to share resources that could help teach municipalities what they need to have in place to deal with blight. An overview of what you can and cannot do.
- Grant writing

5. Open discussion of delegate updates: no new topics for discussion

6. Adjournment: Motion to adjourn 4:42 pm.

**EACOG Work Session on Joint Bidding program March 6, 2019, Harborcreek Township**