

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

December 14, 2016
Harborcreek Township

MINUTES

Municipality	Delegate or Alternate	In Attendance:
City of Erie, Mayor’s representative	Mas Sala	X
City of Erie Council	Casimir Kwitowski	X
County Council	Jay Breneman	
County Executive’s Representative	Kathy Wyrso-dick	X
Franklin Township	Dennis Howard	X
Girard Borough	Dennis McNally	X
Harborcreek Township	Tim May	X
Lawrence Park Township	Lawrence Park	
Millcreek Township	Brian McGrath	X
Summit Township	Nancy Agostine	X
Wesleyville Borough	Jill Merritt	X
Invited guests and others in Attendance:		
EA COG	Jessica Horan-Kunco	X
PA Futures	Alan Kugler	
Senator Toomey’s office	Sheila Sterrett	
Quinn Law Firm	Art Martinucci	X

A. Call to reconvene

Tim May called the meeting to order at 3:10 pm.

Quorum

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

B. Approval of minutes

A motion to accept the minutes as presented from the General Assembly meeting was made by Nancy Agostine, seconded by Dennis McNally, and passed unanimously.

C. Public Comment

There were no public comments.

D. Treasurer's Report:

1. Review of 2015 Financial Statements & Independent Auditor's Report: Sean Sullivan

The auditor presented the 2015 Financial Statements and pointed out three important documents:

1. A one page deficiency letter - This letter states that there is nothing out of the ordinary that the board needs to be aware of.
2. A two page Governance letter which states in summary that the audit went the way it should have and there are no major changes from last year.
3. Lastly, Mr. Sullivan explained the audit report. He explained that everything is fine, there is nothing misleading just a few fixes were made due to moving to quick books.

Some highlights are listed below:

Page 6 - Balance sheet. Sean went over each item and recommend the board consider raising the amount of council restricted money to set aside for future projects.

Page 7 - Income statement. Differed revenue is grant money that has specific projects that it can be used for only. The grant funds may come with rules and matching requirements.

Page 8 - Statement of Cash Flows. Internal Control –Sean didn't find any issues that needed to be reported.

Now that we are using Quick books the COG Delegates will get financial reports in a more timely fashion and the process to create the reports will go more smoothly.

A motion to accept the audit report was made by Nancy Agostine, seconded by Kathy Wyrsoedick, and passed unanimously.

- Each municipality will need to pass a resolution accepting the audited financial statements. A sample resolution will be provided.

2. Resolutions received from member municipalities regarding 2017 proposed budget

Jessica reported that she still is in need of resolutions from

But that if the delegates from those communities have knowledge of their municipalities' feelings on the budget we can still vote on the budget today.

Jessica received a letter from the County related to grant money that comes from gaming review stating that they will not be able to commit to their dues until they know the decision on the gaming revenue

3. Vote to approve 2017 Budget

A motion to accept the 2017 budget was made by Brian McGrath, seconded by Dennis McNally, and passed unanimously.

E. Old Business

Project Updates:

1. Municipal Training Series workshop reports:

The training series include 3 workshops this year. Jessica provided a report that showed that 123 individuals had attended the trainings in 2016. The presenters have done a great job. Jessica has participants fill out a survey upon completion of the presentation. She presented findings and comments from the surveys. The responses were overall very positive. Please begin to think about topics for 2017.

2. Joint Bidding Program reminders:

Gas and Diesel fuel bidding was discussed.

The last set of bids from 3 years ago, only resulted in 3 bidders and only one was properly completed. Jessica would like some help looking at the process to ensure that there are as many qualified bidders as possible to choose from. One participant was not happy with the joint participant fee for non-members of the COG and will not be joint purchasing with us this year. It was recommended to Jessica to send out an email regarding the gas and diesel fuel to get an idea who plans to participate.

3. Resolutions needed from members accepting amended Bylaws:

Some clarifications need to be made by Atty Martinucci to the draft of the Bylaws.

Some duplication related to representation was removed.

We will vote on the By-laws once we receive resolutions back from municipalities. Once the final draft is done Art will send a copy to Jessica and she will send it to the delegates for their review.

4. Resolutions needed from member government accepting 2015 Audited Financials: discussed above

5. Resolutions needed assigning Delegates and up to 2 Alternates per municipality:

Member Governments need to assign a primary delegate and two alternates. Alternates should typically be elected officials but can include a borough manager and in the case of the City and County an employee can be assigned by the executive/mayor.

F. New Business:

1. Greenfield Township & Venango Township have submitted applications & resolutions to join.

A motion to accept Greenfield Township's request to join the EACOG was made by Nancy Agostine, seconded by Jill Merritt and passed unanimously.

A motion to accept Venango Township's request to join the EACOG was made by Kathy Wyrsoodick, seconded by Dennis Howard and passed unanimously.

Art Martinucci recommended that we change the bylaws to eliminate the list of members so that we don't need to continually change the bylaws every time membership changes.

2. Discussion of Officer nominations needed for 2017

We will need a chairperson to be nominated. Tim May has been in this position for 3 years which is the maximum.

3. A draft schedule of General Assembly meetings and Work Sessions for 2017 was discussed, topics and hosts will be needed

Please begin to think about topics and host for the upcoming year.

4. Environment Erie had grant funds available for two communities for MS4 Stormwater Authority feasibility study. Jessica has asked for more information. This is related to long term storm water improvements with \$54,000 available.

Delegates discussed looking for other grant funding sources to help the municipalities with MS4.

G. Adjournment

The meeting was adjourned at 4:35 pm.

EACOG Annual re-organizational meeting February 1, 2017 Summit Township at 3:00pm