

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

May 10, 2017
Millcreek 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	AB
County Executive's Representative	Kathy Wyrsoedick	AB
Franklin Township	Dennis Howard	X
Greenfield Township	Steve Rathman	AB
Girard Borough	Rob Stubenbort	X
Harborcreek Township	Tim May	AB
Lawrence Park Township	Tia Rulander	X
Millcreek Township	Brian McGrath	X
Summit Township	Nancy Agostine	X
Venango Township	Eugene Krahe	X
Wesleyville Borough	Jill Merritt	X
City of Erie	Sarah Galloway	X
Invited guests and others in Attendance:		
EA COG	Jessica Horan-Kunco	X
PA Futures	Alan Kugler	X
Senator Toomey's office	Ashley Franklin	X
Quinn Law Firm	Art Martinucci	X
City of Erie Arborist	Sarah Galloway	X
United Way	Josh Jaeger & Del Birch	X

A. Call to reconvene

Chairwoman, Nancy Agostine called the meeting to order at 3:05.

Quorum

Present at the opening of the meeting were Delegates and Alternates for 8 member governments, constituting a quorum.

B. Approval of minutes

A motion to accept the minutes as presented from the February 1, 2017 General Assembly meeting was made by Jill Merritt, seconded by Brian McGrath and passed unanimously.

C. Public Comment

Presentation on 2-1-1 System by Del Birch and Josh Jaeger of the United Way.

The presenters came to discuss an information and referral service that United Way is bringing to Erie, Warren, and Venango. It is the social service equivalent of 911 for non-emergencies. This will be a way to connect residents with all of the available social services in the area. There will be resource navigators to help educate residences on available resources. Everyone in Pennsylvania is covered by this and it will launch on May 23rd, 2017. This could potentially take some of the burden from 911 because those non-emergency calls can be handled elsewhere. Attempts will be made to keep an updated list of all of the area non-profits that are available to provide services. This also allows for data collection to make decisions about gaps in services and to analyze the need for additional programming in the area. Municipalities are encouraged to provide a link to PA211nw.org on their websites. The number for texting is 898-2111.

D. Treasurer's Report:

1. Status of dues collection

The county dues were in a question at our last meeting, the County did not enter into a grant agreement for this year due to the uncertainty with the gaming tax revenue but they have sent two payments (half of their dues) thus far. All other member governments are paid in full.

2. Change in process for calculation of joint bidding participation fees:

We were in a 3 year gas and diesel contract cycle which ends in June. The start of a new cycle allows us to reassess how we charge for participation by non-members in the joint bidding program. In the past, the EACOG charged half of what dues would be if the municipality was a member. This process did not correlate with the cost of administering the bid process. Cog members have indicated a need to come up with a new formula.

- One option would be to track the administrative cost at \$50/hour and divide it among the participants then charge non-members according. An attempt was made by Jessica to calculate the number of hours of time invested in the preparation and administration of each bid packet. This joint bidding cycle will include 12 bid packets. Each packet required a different number of hours to prepare depending on the number of participants and different types of materials and services in the packet. This would cause the charge for bid participation to lack consistency.
- A second option was suggested that it may be the quicker and easier if a flat rate is established.
After much discussion, a motion was made by Nancy Agostine to propose a flat rate of \$175 for single year and \$300 for a three year bid. Dennis Howard seconded it and it passed unanimously.

E. Old Business:

1. Resolutions needed by member governments accepting the By-law amendments
Copies and sample resolutions were sent out. Resolutions are needed from Franklin, Girard Borough, Lawrence Park, Millcreek, Venango and Wesleyville.
2. Report on the 1st Annual EACOG Municipal Officials Assembly

There were 47 people that attended and 20 municipalities were represented. There were

several sessions and presentations. DCED, the Regional Chamber, ECGRA, County Planning, Bridgeway Capital and the Erie County Redevelopment Authority presented information on their programs. \$2200 in sponsorships was raised to make this event possible. The total cost came to \$1500, no COG money was spent sponsorships were obtained by Jake Rouch and Jessica Horan-Kunco.

3. Greater Erie Regional Trail Network update:

This group is discussing community walking trails with signage that are connected through the county. There is a matching grant in which the municipality will pay for one sign and the grant will cover the cost of another. This project needs to advance quickly due to the ECGRA funding deadlines.

4. Joint Bidding Program update:

There were 9 municipalities participating in the bid packets for general materials, 10 participated in the Road and Street materials and services bid packets. There are 14 participants signed up so far for the gas and diesel bid round. EMTA is included in this bid. This bid will need to be advertised within the week. Jessica met with PennDot and went through the bids and they were shocked to see the low cost of gas and diesel fuel and many other materials were for participants in the Cog bids.

F. New Business:

1. ECGRA Multi-municipal grant application approval and MOU signing.

This grant requires a dollar for dollar match. The EACOG is partnering with PA Sea Grant and the City Arborist to administer the grant. The grant will be for shade trees and each \$100 that a municipality pays for services associated with tree maintenance, removal or planting the grant will provide an additional \$85.

A motion was made to apply for this grant and to provide three signatures on the MOU. Motion by Brian McGrath seconded by Casimir Kwitowski and passed unanimously.

2. Role of EACOG in advertising for municipal job openings.

The idea of advertising open municipal jobs through the EACOG website or sharing of employees was discussed. Some more thought will need to be given to this idea.

3. Vendors requesting audience with EACOG members

It was discussed whether vendors should come to COG meetings to promote their products. The group strongly felt that this is not needed.

4. Any other new business: No other news was discussed at this time.

G. Adjournment

The meeting was adjourned at 4:20pm.

Jill Merritt motioned and Casimir Kwitowski seconded.