

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

November 1, 2017

Summit Township

MINUTES

<b>Municipality</b>	<b>Delegate or Alternate</b>	<b>In Attendance:</b>
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 Wyrsochick	X
Franklin Township	Dennis Howard	AB
Greenfield Township	Steve Rathman	AB
Girard Borough	Dennis McNally	X
Harborcreek Township	Tim May	X
Lawrence Park Township		AB
Millcreek Township	Brian McGrath	X
Summit Township	Nancy Agostine	X
Venango Township	Eugene Krahe	X
Wesleyville Borough	Jill Merritt	X
<b>Invited guests and others in Attendance:</b>		
EA COG	Jessica Horan-Kunco	X
PA Futures	Alan Kugler	X
Senator Toomey's office	Sheila Sterrett	AB
Quinn Law Firm	Art Martinucci	AB

**A. Call to order:**

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

**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 May 10, 2017 General Assembly meeting was made by Brian McGrath, seconded by Eugene Krahe, and passed unanimously.

**C. Public Comment**

No Public comments were made.

**D. Treasurer's Report:**

1. Review of 2016 Financial Statements & Independent Auditor's Report:

Jessica reviewed the Auditor's financial statement and report page by page. The auditor reported no instances of noncompliance.

A motion to accept the 2016 Financial Statements & Independent Auditor's Report was made by Tim May seconded by Casimir Kwitowski and passed unanimously.

2. Presentation of 2018 proposed membership dues

The 2018 proposed dues will include a 3% increase on all municipal members. The County pays a flat dues amount.

A motion to accept the proposed membership dues for 2018 was made by Eugene Krahe and seconded by Kathy Wyrosdick and passed unanimously.

- Implementation of new Non-member joint purchasing charges.

At the May Cog meeting, the delegates discussed charging a flat rate for nonmember participation in Joint Bidding. Delegates voted to charge \$175 for annual bids and \$300 for each of the three-years of the gas and diesel bid. This created an increase for those that participated in all three bids. Pricing for EMTA and school districts was discussed and it was suggested to charge \$500 a year as opposed to \$1000 a year, as was charged in the past, for the gas and diesel bid. Jessica presented a spreadsheet to show how much each nonmember participant would be charged. After discussion of the members a motion to accept the proposal for the next 3 years and then reevaluate it, was made by Brian McGrath and seconded by Tim May.

3. Presentation of proposed 2018 Draft Budget

Chairwoman Nancy Agostine reviewed the draft budget proposals. Nancy recommended approval of budget Draft 2 which included the 3% dues increase and a 3% raise in the Executive Director's salary.

A motion to accept the Draft 2 budget was made by Tim May, seconded by Eugene Krahe and passed unanimously.

4. Approval of new check signer: Jill Merritt, Wesleyville Borough Councilwoman

A motion to accept was made by Brian McGrath seconded by Tim May and passed unanimously.

**E. Old Business:**

**Project updates:**

1. Greater Erie Regional Trail network project update

The domain name for the website is erietrails.org or erietrails.com and the title is Greater Erie Regional Trail Network. The website is in development to be live by the end of the year. There are currently 15 parks included and all are encouraged to participate. If there are other parks that need signage and want to join the network they should contact Jessica. Phase one of the project is almost complete. Phase two will begin with work on signage inside the trails themselves to guide hikers and shares programming ideas. A question was raised about how maintenance of the

website will be paid for. It was suggested to consider membership fees to support it. Another suggestion was to pair network membership with COG membership as an added benefit.

2. Multi-Municipal Shade Tree Planting Project update: Notice of Award

The grant received from ECGRA is being administered through a partnership between the COG, PA Seagrant and the City of Erie arborist. Bids were advertised and opened and Brooks Landscape was the lowest bidder for fall planting. There will be another round of planting in the spring.

3. Municipal Training Series upcoming workshops:

One training was held in 2017 and the members were asked for their suggestions for 2018 training topics. Kathy suggested to do another workshop for Planning Commissioner and Zoning Hearing Boards because the last ones were well attended and there is a continued need.

Two Workshops are already being planned:

- G402 – ICS 100/200 Overview of Emergency Management for Elected Officials – late January 2018
- Municipal Budgeting – Fall 2018

**F. New Business:**

1. Act 172 of 2016 Incentives for Municipal Volunteers in Fire Companies and Non-Profit Emergency Medical Service Agencies

The Cog delegates review the PSATS Sample Ordinance and Guidelines for Implementation. Delegates agree that this would be a great opportunity to collaborate on uniform ordinances, implementation process, tracking process, participation formula. Delegates discussed getting some advice from DCED and organizing a subcommittee to undertake the effort. Delegates all expressed their support of the Earned Income tax credit as a reasonable incentive to attract/reward volunteers. Delegates agreed that it would work best multi-municipally as often volunteers live across municipal boundaries.

2. Resolutions needed for December meeting

All member municipalities need to present resolutions to their legislative bodies on:

- 2016 Audited Financials
- 2018 budget

A letter of approval is required from the Mayor and County Executive.

3. Jessica informed the group that a recent grant application for recycle bins under Keep America Beautiful was not awarded but a new grant round is currently open. She offered to apply again if there is municipal interest. The Cog delegates recommended that Cog Grant writing services should be reserved for members only.

**G. Adjournment**

The meeting was adjourned at 4:40 pm.