

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

February 7, 2018
Millcreek Township

MINUTES

Municipality	Delegate or Alternate	In Attendance:
City of Erie, Mayor	Joseph Schember	X
City of Erie Mayor's Alternate	Mas Sala	X
City of Erie Council	Casimir Kwitowski	X
City of Erie Council Alternate	Liz Allen	X
County Council	Kathy Fatica	X
County Council Alternate	Carl Anderson	X
County Executive's Representative	Amy Murdock	X
Franklin Township	Dennis Howard	X
Girard Township	Bill Felege	X
Girard Township	Lindy Platz	X
Girard Borough	Dennis McNally	X
Greenfield Township	Steve Rathman	X
Harborcreek Township	Tim May	X
Lawrence Park Township	Jan Cabaday	Ex
Millcreek Township	John Groh	X
Summit Township	Jack Lee	X
Venango Township	Eugene Krahe	X
Wesleyville Borough	Jill Merritt	Ex
Wesleyville Borough Alternate	Paul Bills	X
Invited guests and others in Attendance:		
EA COG	Jessica Horan-Kunco	X

A. Call to reconvene

Dennis McNally called the meeting to order at 3:05 pm.

Quorum

Present at the opening of 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 13, 2017 General Assembly meeting was made by Gene Krahe, seconded by John Groh, and passed unanimously.

C. Public Comment: None

All delegates and alternates in attendance were welcomed and introduced themselves. The agenda order was adjusted to nominate the slate of officers for 2018 first.

D. Old Business:

1. Nomination of officers:

Tim May proposed a slate of officers for 2018:

Dennis “Buzz” McNally, Chairperson

Dennis Howard, Vice Chairperson

Eugene Krahe, Treasurer

Jill Merritt, Secretary

The slate accepted nomination.

Nominations from the floor were opened and hearing none were closed and the proposed slate was motion by Tim May and seconded by John Groh and passed unanimously.

E. Treasurer’s Report:

1. Status of dues and joint purchasing fee collection

Joint Purchasing fees from 2017 are coming in, non-member participants are charged \$175 per bid round. All participants share in the cost of the classified advertisement. The only outstanding participant is the Borough of Edinboro. Jessica will follow up with them. Membership dues were invoiced on 1/16/18 and are coming in steadily. Members may pay in full or in quarterly installments.

2. 2017 unaudited financial statements:

EACOG members reviewed the draft 2017 Balance Sheet, Statement of Financial Activities and Statement of Activities separated by grant program.

A motion to accept the financial reports subject to audit was made by Joe Schember and seconded by Tim May passed unanimously.

The delegates discussed the annual EACOG Audited Financial Review and requested that Jessica seek quotes for this service this year. Delegates suggested obtaining quotes from: our current auditor, Sean Sullivan, Monahan & Monahan, Felix & Gloekler and Maloney and Scarpitti and McGill, Power and Bell.

D. Old Business (con’t):

2. Sub - Committee assignments:

The delegates were informed of the three Sub-committees to serve on. Job descriptions of each were provided. The committees are:

Executive and Governance Committee: made up of the Officers, deals with issues of personnel, bylaws, policies and procedures

Finance Committee: Chaired by the Treasurer, reviews financial reports, budget proposals

Advocacy Committee: discusses and selects issues of regional importance for the EACOG to advocate, train or host events around

Delegates were asked to select a sub-committee to serve on. Mas Sala and Gene Krahe agreed to

serve on the Finance Committee. Other delegates were asked to make their selection and let Jessica know at the next meeting.

3. Resolutions needed assigning delegates and at least 2 alternates per municipality

Each member must officially assign delegates and alternates so that there will be a quorum and they will be able to vote at all General Assembly meetings. The EACOG By-Laws state that the delegates and alternates must be elected officials except in the case of the Mayor and County Executive, who can assign their alternate to be a staff member. The other exception is in the case of a paid City Manager in which the legislative body can assign the City Manager as an alternate. Bill Felege brought up the situation in which a township has volunteer supervisors and asked if in that case the municipal secretary or treasurer could be assigned as alternate. The delegates discussed his recommendation and agreed to request that the Executive/ Governance Committee form a By-Law Committee with the help of our solicitor to evaluate this possible amendment.

4. Final schedule of meetings and work sessions

Delegates and alternates received a tentative schedule of General Assembly meetings and Work Sessions for 2018. Jessica asked for input on the proposed topics and for those who are willing to host to confirm the date and location.

We discussed the Annual Assembly and its topic for this year will be the County Land Bank.

Project updates:

1. Greater Erie Regional Trail network project update

- a. The second round of sign installations is ready to go as soon as spring arrives. There will be 7 locations with signs in this round.
- b. The website is live at erietrails.org. We are still working on it but feel free to check it out and offer input.

2. Multi-Municipal Shade Tree Planting Project update

Eighty-eight trees have been planted so far in 4 municipalities and there are 176 more that will be planted in the spring. A 2nd round of trees will be put out to bid in the Fall 2018. If you municipality would like to participate please let Jessica know.

3. Multi-municipal Workshop Training Series update

NIMS and ICS for Elected Officials Workshop:

To be held at the Erie County Department of Public Safety on 2/15 from 5:00- 8:30 with dinner. Cost is \$10 Cog members and \$20 non-members. Don't forget to register.

As of 2/7/18 18 people were registered.

F. New Business:

1. Annual Municipal Officials Assembly: Tentative plan for discussion

April 12, 2018 2:00 – 5:00 Panel presentations 5:00 – 6:00 Refreshments

“Preparing your municipality to effectively utilize the services of the Erie County Land Bank to fight blight.” This assembly will provide the step-by-step planning process a municipality needs complete in order to be ready and eligible for the services of the County Land Bank when it is

up and running.

Jessica informed the delegates of the tentative plan. Jessica will keep the delegates informed as details are finalized.

2. Any other New Business:

a. Costars salt ordering: Just a reminder that your salt order for next year is due to Costars on March 15, 2018.

b. PA LEEF: reached out to the EACOG to inform us of their role in holding workshops to inform the public on water quality, water policies, and plans for maintaining/ improving water quality. Marti Martz is the administrator and she is interested in finding out what water issues are of most importance to municipalities.

She has requested that we complete a quick survey so that they can tailor upcoming workshops to municipal interests. Please return your survey to Jessica when you have completed it.

c. Group workcamp Iroquois Schools: a volunteer group will be working this summer to do home repairs for needy residents. They are looking for donations. The EACOG delegates discussed that although it is a good project that we do not have the funds to provide financial support. The Wesleyville and Lawrence Park delegates instead will help to get the word out about the opportunity to their residents. Anyone with a business contact that would like to donate food or drinks is most welcome.

d. Delegate and Alternate Orientation: due to the high number of new members and delegates the EACOG hosted an Orientation on January 30, 2018. 10 new delegates and alternates were in attendance.

e. Delegate updates and topics for discussion:

- Relco: Delegates discussed the utilization of the Relco system. Delegates indicated that some ambulance drives do not use the system and others do not have emitters in the ambulances to activate the system. Kathy Fatica mentioned that she is doing some research on Relco and potential sources of funding for the system and will update us in the future.
- Fort Presque Isle – Historical and Cultural Center Project: Carl Anderson informed the group about efforts to create a Historical Center that celebrates the regional heritage including the War of 1812, Fort of Presque Isle, the Washington Trail through Waterford Borough and LeBoeuf Township and the connection of forts throughout the northwest region. He will keep us updated as plans materialize.
- Comedy Night benefitting NAMI and MHA – John Groh is organizing a fundraiser on Mar 21, 2018 with comedy from elected officials and news personalities. We hope that you will attend and support this worthwhile event.

H. Adjournment

A motion to adjourn was made by John Groh and seconded by Kathy Fatica the meeting at 4:30 pm.

Next Work Session will be held on 3/7/18 at 3:30 at Harborcreek on the Joint Bidding Program and an update on the Household Hazardous Waste Pick up proposal.