

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

Nov 7, 2018

Summit Township

MINUTES

<b>Municipality</b>	<b>Delegate or Alternate</b>	<b>In Attendance:</b>
City of Erie, Mayor	Joseph Schember	X
City of Erie Mayor's Alternate	Mas Sala	X
City of Erie Council	Casimir Kwitowski	X
County Council	Kathy Fatica	ex
County Executive's Representative	Amy Murdock	X
Franklin Township	Dennis Howard	ex
Girard Township	Bill Felege	X
Girard Borough	Dennis McNally	ex
Greenfield Township	Steve Rathman	ex
Harborcreek Township	Tim May	ex
Lawrence Park Township	Jan Cabaday	X
LeBoeuf Township	Michael Porter	ex
Millcreek Township	John Groh	X
Summit Township	Jack Lee	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
Tony Davis	Summit Township	X
Sheila Sterrett	Senator Toomey's Office	X
Katie Hillman	State Senator Laughlin's office	X
Jeff Keeler	County Data Center	X
Ramona Junkins	Franklin Township	X

**A. Call to reconvene**

Jill Merritt called the meeting to order at 3:08 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 9, 2018 General Assembly meeting was made by Eugene Krahe and seconded by Jan Cabaday and passed unanimously.

**C. Public Comment:**

None

**Presentation: Jeff Keeler, Data Center Coordinator, Erie County Data Center**

Jeff presented information on the plans for the Data Center. He explained that it will be a public facing tool to provide information and data on the Erie Region. It will be an economic development portal. It will be designed with a planner in mind including: GIS mapping of traffic patterns, customer locations, workforce data, commercial property availability. Data will be pulled quarterly to keep it up to date. Municipalities can also review it and provide local information to Jeff once it is live. We will also receive a link to promote on our websites when it is ready.

**D. Treasurer's Report:**

1. Delay on 2017 Financial Statements & Independent Auditor's Report  
Our Auditor, Sean Sullivan is at the Cleveland Clinic for a valve replacement surgery. He indicates that he will be home in mid-November and will have the audit done by early December.
2. Presentation of 2019 proposed membership dues  
Jessica provided the 2019 draft membership dues. Finance Committee members' Gene Krahe and Mas Sala discussed the committee's recommendation for a 3% dues increase. This is needed to keep up with rising costs, budget for the annual assembly and provide a 3% salary increase. A motion was made to accept the new membership dues by John Groh and seconded by Jack Lee and passed unanimously.
3. Presentation of proposed 2019 Draft Budget  
Jessica provided the 2019 draft budget for review. Jessica presented the projected actuals for 2018 as basis for the 2019 proposal. The line items that are increasing include: a consultant/assembly line item of \$2000; office supplies from \$250 to \$425; memberships from \$500 to \$750 for membership in VisitErie; and health insurance is estimated to increase by 11.9%. A motion to accept the 2019 budget proposal wa made by Gene Krahe and seconded by Jack Lee and passed unanimously
4. Review of hourly rate increase for administering the ECSRT of 5% from \$41.70 to \$43.68  
In conjunction with budget proposal Jessica presented a request to the delegates to increase the hourly administrative services charged to the Erie County Signing Region Trust. This fee was last raised in 2017 and would be something to consider every 2 years. The proposed increase is 5%. A motion to increase the rate to \$43.68/ hr was made by Joe Schember and seconded by Bill Felege and passed unanimously.

**E. Old Business:**

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

Emergency Medical Service Agencies

- A Sample Ordinance was tweaked by Art Martinucci and provided to all delegates. Delegates were asked to review it with their solicitors and to report back if they decide to pass it.

2. By-Law Amendment: re: Approved Alternates

A By-Law Amendment updating the Representation section of the By-Laws stating that “a municipal Secretary, of municipal Treasurer, appointed pursuant to the local governments authorizing statute may be appointed annually as one of the Alternate Delegates by resolution of the legislative body,” was presented. On a motion by Jack Lee, seconded by Bill Felege, the motion passed unanimously.

3. Recruitment and Retention Committee 1<sup>st</sup> meeting

The first meeting of the Committee met on November 5, 2018. The next meeting will be held on December 4 at 3:30. The chairman of the committee is Brandon Kramer and the Vice Chair is Jessica. The committee will be seeking such information from municipalities, fire departments and emergency medical services as: relationships between departments and with host municipalities, number of staff on rosters, number of staff responding to calls, number and type of apparatus, locations and coverage areas.

John Groh pointed out that it is very difficult to get independent fire departments in one community to work together none the less regional! He says that Millcreek is hard a work trying to fix this in their community.

4. Resolutions of each municipality or letters from Executives needed on:

- Approving or disapproving of the 2019 budget
- Approving or disapproving By-Law Amendment

Jessica will send out sample resolutions to be enacted by all member governments. If you do not have time before the December 5<sup>th</sup> meeting then delegates are asked to present the drafts to get consensus of their colleagues so that they can cast their municipalities vote. Resolutions will still be needed after the fact.

**F. New Business:**

1. December meeting date change from Dec 12<sup>th</sup> to Dec 5<sup>th</sup>.

Due to Jessica’s medical leave starting on December 17.

2. Additional check signer needed

All EACOG checks require 2 signatures. In order to make it easier it is good to have 3 signers on record. Jack Lee has agreed to be a signer in addition to Tim May and Jill Merritt.

3. Consider serving as an EA COG officer in 2019

Let Jessica know if you are interested in service as an officer.

4. Open discussion on delegate updates

Jill Merritt informed the delegates that in follow-up to our presentations from PA DCED Local Government Services Representative, Ed Fosnaught, Wesleyville has decided to participate in the Early Intervention Program. Joe Schember indicated that the City of Erie is

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pursuing it as well. John Groh noted that Millcreek had participated in an Early Intervention study of its finances and found it to be very helpful.

**G. Adjournment:** the meeting adjourned at 4:06 pm.

**Next meeting Dec 5, 2018 3:00 pm Harborcreek**  
Voting on 2019 Budget  
Presentation from Erin Wiley-Moyers on DCNR Grants