

# ERIE AREA COUNCIL OF GOVERNMENTS

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## MEETING OF THE GENERAL ASSEMBLY

Aug 4, 2021 at 3:00 pm

Summit Township and ZOOM

Minutes

<b>Municipality</b>	<b>Delegate or Alternate</b>	<b>In Attendance:</b>
Albion Borough	Greg Hemmis	X
Albion Borough, Manager	Gary Wells	X
City of Erie, Mayor	Joseph Schember	EX
City of Erie Mayor's Alternate	Mas Sala	X
City of Erie Council	Liz Allen	X
County Council	Mary Rennie	X
County Executive's Representative	Honey Stempka	EX
Borough of Edinboro	Pat Davis	X
Borough of Edinboro, Manager	Jason Spangenberg	X
Fairview Township	Mark Gennuso	X
Franklin Township	Dennis Howard	X
Girard Township	Lindy Platz	X
Girard Borough	Dennis McNally	X
Greenfield Township	Steve Rathman	
Greene Township	John Bartnicki	X
Harborcreek Township	Tim May	
Lawrence Park Township	Eric Gerardine	
LeBoeuf Township	Catherine Wise	X
Millcreek Township	Dan Ouellet	X
North East Township	Robert Mazza	X
Summit Township	Tony Davis	X
Venango Township	DJ Austin	X
Union City Borough	Cindy Wells	X
Union Township	Earl Brown	X
Wesleyville Borough	Regina Julius	
<b>Invited guests and others in Attendance:</b>		
Buseck, Barger, Bliel, CPAs	Valerie Hartley	X
Quinn Law Firm	Art Martinucci	X
EACOG	Jessica Horan-Kunco	X

### *Member Governments*

Boroughs of: Albion • Edinboro • Girard • Union City • Wesleyville • City of Erie • County of Erie

Townships of: Fairview • Franklin • Girard • Greene • Greenfield • Harborcreek • Lawrence Park • LeBoeuf •

Millcreek • North East • Summit • Union • Venango

**A. Call to order:** Roll call of delegates on the virtual and in person meeting at 3:05 pm.

**B. Approval of minutes:** A motion to approve the minutes of the May 5, 2021 General Assembly meeting was made by Dennis McNally and seconded by DJ Austin and passed unanimously.

**C. Public Comment:** none

**D. Treasurer's Report:**

1. Valerie Hartley, Auditor, Buseck, Barger, Bleil, CPAs: Review of 2020 Audited Financial Statements

Valerie reviewed the 2020 Audit. There were no audit findings.

Chairman Dennis Howard inquired as to the comment regarding omission of the Management Discussion and Analysis report. Valerie indicated that we have not included one in the past. Dennis asked that Valerie provide Jessica with samples to complete for the next audit.

The comparison between 2019 and 2020 show a decline in both Assets and Liabilities due to completion of Grant funded projects. Once the funds are fully spent the project is complete.

The EACOG's operating fund is consistent and increasing year to year. The operating fund sufficient to cover the operational costs of the organization. Chairman Howard inquired about a way to indicate that in the Notes section. Overall, it is a clean audit.

- A motion to approve the Audited Financial Statements was made by Bob Mazza and a second by Dan Ouellet and passed unanimously.

**E. Old Business:**

1. PA Greenways and Trails Conference 9/19-9/21 Bayfront Convention Center  
<https://weconservepa.org/greenways-trails-summit/> : Reminder to register for this conference.

2. American Rescue Plan Act: update on process and funding guidelines: Jessica provided ARPA Guidance and Revenue Loss Calculation Documents via email.

- a. Sam.gov annual renewal: When municipalities requested their ARPA funds they were required to have a DUNS and Sam number. The SAM number must be renewed annually. You will receive email reminders. There is no cost to Sam so disregard all the soliciting emails that you get offering to help you for a fee. Jessica can provide assistance if needed.
- b. Preliminary report timeline: For non-entitlement units (NEUs) if you spend any of your ARPA funds before 9/30/21 a report will be due to the US Treasury by 10/31/21. For the City, County and Millcreek they have a different reporting schedule. Remember to track all use of the ARPA funds separately and maintain your records for at least 5 years. The reporting portal for NEUs is not open yet but Jessica will share it when she gets word that it is.
  - o DCED is willing to come to our next meeting to assist with understanding ARPA Grant Guidance and the Revenue Loss Calculator. The delegates discussed holding that meeting in person at Summit Township on September 8.
- c. County municipal assistance funding:  
The County has reserved 1.3 million of their ARPA funding for Public Safety Grants. The County has reserved funds to use as gap funding for municipal water, sewer and broadband projects.  
The county is creating a "Recovery Center" to help with the use of and leverage of other grant funding for the greatest impact.

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3. Project and Assembly updates:

- a. Fire, EMS and Municipal Leadership Seminar Report: Jessica reported on the July 20 Assembly.  
There were 74 people in attendance. The speakers included: Jerry Ozog, PA FESI, Chief Nick Sohyda, Mt. Lebanon Fire Dept, and Lou DePalma, EMS Captain Cranesville VFD. The cost of the out of town speakers travel and lodging was covered by Erie County. Jessica applied for and received a sponsorship from ECGRA to cover the cost of the dinner and refreshments. The attendees spoke very positively about the program.
- b. Glass Recycling update: At 6 months into the pilot: 136 tons of glass has been collected from 15 municipal locations. The most utilized locations are: the West 8<sup>th</sup> St. by the Erie Plaza in Millcreek, North East Township, Girard Borough by the AF Dobler Fire Station, Harborcreek Township and Glenwood Park in the City of Erie. Some containers have been moved within a general area to encourage greater utilization. New locations with smaller containers are under consideration.
- c. Egov IT projects update: New websites are underway for Girard and Summit Townships.
- d. Erietrails.org update: brochures and website traffic.
  - i. The trails website continues to get a lot of traffic. It is available directly and also through VisitErie's HelloErie app. Janice Friedrichsmeyer at VisitErie provided a report of visits to the site through the app and click throughs from the app. We are averaging 2358 views a month with a 4% Click through Rate.
  - ii. The Welcome Center on I90 is requesting more brochures, they just received an order in June.

**F. New Business:**

1. Plan for upcoming meetings: The September meeting will include speakers from DCED and the County on the ARPA guidelines and grants. Administrative staff are welcome to attend in addition to COG delegates. Jessica will invite non-member municipalities as well.
2. Open discussion of delegate updates: Delegates discussed special upcoming events.

**Next Work Session Sept 8, 2021 3:00pm**

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