

French Creek Council of Governments

Meeting Notice and Agenda

TO: All French Creek Members

You are cordially invited to the next meeting of the French Creek COG

When: Thursday, April 18th, 2024

Where: VERNON TOWNSHIP BUILDING

Time: 11:30 a.m.

AGENDA:

1. Public Comment

2. Administrative Matters
 - A. **Action** - Approve Minutes of January 18th, 2024 - Enclosed Horvat
 - B. **Action** - Accept Treasurer's Report - Enclosed Hayes
 - C. **Action** - Approve payment of \$114.95 Domain Renewal Hayes
 - D. **Action** - Accept 2023 Audit Report - Enclosed Hayes

3. County Fire Commission Update and Schedule Additional COG Meeting Horvat

4. Update on Joint Bidding for Road Projects and Tire Collection Event Dunlap

5. Other Business All

6. Next meeting is on July 18th, 2024 and will be at Woodcock Township Building.

French Creek Council of Governments
Meeting of JANUARY 18TH, 2024

MINUTES

Present:

Roxie Fucci, Union Township
Jill Dunlap, West Mead Township
John Shartle, West Mead Township
Rose Mumau, Sadsbury Township
Joe Christ, Sadsbury Township
Terry Simonette, East Mead Township
Dan Breese, Cochranon Boro
Chris Seeley, Crawford County Commissioner
John Leffingwell, Pine Township
Gretchen Myers, City of Meadville
Kim Mourer, Meadville Area Sewer Authority
Ron Irwin, Crawford Central School District

Public Comment:

None

Administrative Matters:

Meeting called to Order by Secretary Jill Dunlap and the Pledge of Allegiance was said.

Administrative Matters: The delegates for each municipality for 2024 are as follows:

Vernon Township: Fritz Snyder, Robert Horvat (1st Alternate)
City of Meadville: Gretchen Myers, Jaime Kinder (1st Alternate)
West Mead Township: Mike Jordan, John Shartle (1st Alternate)
East Mead Township: Terry Simonette, Robert Gilson (1st Alternate)
Cambridge Township: Kevin Cole, Charlie Bauer (1st Alternate)
Woodcock Township: Renee Hayes, Bill Winters (1st Alternate)
Sadsbury Township: Joe Christ, Rose Mumau (1st Alternate)
Greenwood Township: Richard Murray, Mark McGuire (1st Alternate)
Union Township: Bob Ackerman, Roxie Fucci (1st Alternate)
North Shenango Township: Dan Dickey, Donna Kean (1st Alternate)
East Fallowfield Township: Andy Kosar, Donna Kean (1st Alternate)
Pine Township: John Leffingwell, (1st Alternate)
Hayfield Township: Michael Hoegerl, Jennifer McClymonds (1st Alternate)
Cussewago Township: Steve White, Kaitlin Lopus (1st Alternate)
Cochranon Borough: Dan Breese, (1st Alternate)
Crawford Central School District: Ron Irwin, Monica Hargenrater (1st Alternate)
Crawford County Commissioners: Chris Seeley, Eric Henry (1st Alternate)
Redevelopment Authority of City of Meadville Jan VanTuil, (1st Alternate)
Meadville Area Sewer Authority: Kim Mourer, Mike Wescott (1st Alternate)
Meadville Area Water Authority: Robert Harrington, (1st Alternate)
Meadville Area Recreation Authority: Aaron Rekich, (1st Alternate)
Crawford County Solid Waste Authority: Brenda Schmidt, Penny Monahan (1st Alternate)

- A. Reorganization: Roxie Fucci noted the nominating committee wished to nominate the following slate of officers for 2024 including Rob Horvat for Chairman, Gretchen Myers for Vice Chairman, Jill Dunlap for Secretary and Renee Hayes for Treasurer. Roxie Fucci moved to close the nominations and accept the nominations as presented. Terry Simonette seconded the motion and the motion was unanimously approved.
- B. Subcommittees: Roxie Fucci noted the nominating committee wished to nominate the following slate of members for 2024 including Brenda Schmidt, Charlie Bauer and Terry Simonette to serve on the Tire/Electronic Recycling Subcommittee; Rose Mumau, Kaitlin Lopus and Debra Merritt to serve on the Audit Subcommittee; Roxie Fucci, Jennifer McClymonds and Jill Dunlap to serve on the Nominating Subcommittee; Fritz Snyder, Joe Chriest and Donna Kean to serve on the Membership Subcommittee and John Leffingwell, Bob Ackerman and Kevin Kean to serve on the Gas and Energy Subcommittee. Roxie Fucci moved to close the nominations and accept the nominations as presented. Dan Breese seconded the motion and the motion was unanimously approved.
- C. Approval of Minutes: Gretchen Myers made a motion to approve the October 19th, 2023 minutes as presented. Dan Breese seconded the motion and the motion was unanimously approved.
- D. Treasurer's Report: Jill Dunlap presented the Treasurer's Report and Meadville Tribune bill to pay in the amount of \$87.75. Dan Breese made a motion to accept the Treasurer's Report and pay the Meadville Tribune bill in the amount of \$87.75 as presented. Gretchen Myers seconded the motion and the motion was unanimously approved.
- E. Update Bank Accounts: Jill Dunlap noted with the change in officers, the bank information and signature cards will need changed and updated. Roxie Fucci made a motion to approve the change from Mercer County State Bank to First National Bank and update signature cards on the new account, as presented. John Leffingwell seconded the motion and the motion was unanimously approved.

EMST/LST Tax Presentation:

Gretchen Myers introduced Terri Cunkle of PA Department of Community and Economic Development (DCED) and Bill Leonard of Berkheimer Inc. They provided background information on various local government taxes and the proper procedures for how collections should occur. Terri Cunkle provided a PowerPoint overview of all taxes including Real Estate Taxes, Earned Income Taxes and EMST Taxes and the correct procedures to implement these taxes at the municipal level. Real Estate Taxes are set by each municipality and local elected tax collectors are responsible for collections. Earned Income Taxes (EIT) are set by statute as 1% of each working individuals wages and Berkheimer Inc. are responsible for collections for everyone located in the Crawford County Tax Collection Committee (TCC) District. Emergency and Municipal Services Tax (EMST) Taxes are set by each municipality with an annual limit of \$52.00 per person imposed by statute and responsible parties for collections can vary. Bill Leonard discussed the collection of both EIT and EMST as Berkheimer Inc. collects both taxes for many local governments. State limits are set on most taxes so any changes would require legislator approvals. Gretchen Myers questioned Home Rule requirements, Act 47 Distressed Municipal requirements and other options for EMST increases. Joe Chriest questioned Earned Income Tax versus EMST Tax increases and Bill Leonard provided clarification and sample estimates. Jill Dunlap thanked both speakers and noted that what may be good for one municipality may not be acceptable to another when determining what taxes to

implement or collect. She noted the TCC and earned income taxes have increased due to Berkheimer Inc. collecting the taxes in recent years.

Tire Recycling Event:

Terry Simonette discussed holding a tire collection recycling event in 2024. The Tire Committee has picked a date of September 21, 2024 and will be meeting to finalize all other details. Further information will be forthcoming.

Other Business:

Jill Dunlap noted the COG Joint Road Bids and Project Meeting will be held on Friday, February 2nd, 2024 at 9:00 a.m. at the West Mead Township Building.

The next meeting will be held on Thursday, April 18th, 2024, at 11:30 a.m. at the Vernon Township Building.

Gretchen Myers made a motion to adjourn the meeting at 12:33 p.m. John Leffingwell seconded the motion and the motion was unanimously approved.

Respectfully Submitted,

Jill Dunlap

Secretary

French Creek COG

4/4/2024 11:14 AM

Register: French Creek COG

From 01/01/2024 through 04/04/2024

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
02/09/2024			-split-	Deposit		X	6,349.49	6,349.49
02/15/2024	999	The Meadville Tribune	Accounts Payable		87.75	X		6,261.74
02/29/2024			Investments:Interest-Sa...	Interest		X	2.01	6,263.75
03/26/2024	ACH	GO DADDY	Operations:Website Ho...		115.85	X		6,147.90
03/31/2024			Investments:Interest-Sa...	Interest		X	3.23	6,151.13

**French Creek Council of Governments
Auditing Committee**

February 8, 2024

French Creek Council of Governments
Jill Dunlap, Administrative Secretary
1150 Morgan Village Road
Meadville, PA 16335

Re: 2023 Audit & 2022 Audit (corrected)

Dear COG Members:

As provided under Article VII/Finances of the French Creek COG Bylaws, the financial representatives from Member Governments conducted a financial audit on February 8, 2024 for the period of January 1, 2023 through December 31, 2023.

Financial Reports were prepared on a Cash Basis and are hereby submitted with this report. A revised Financial Report for 2022 is also submitted to correct advertising costs for 2022 and ending bank balance dated 12/31/2022. All records are in good order and there are no further findings to report.

Respectfully Submitted on Behalf
of the Auditing Committee,

Rose A. Mumau

Rose A. Mumau
Secretary/Treasurer
Sadsbury Township

Auditing Committee:
Renee Hayes, Woodcock Township
Rose Mumau, Sadsbury Township
Jill Dunlap, West Mead Township

**French Creek Council of Governments
Financial Report
For the Period Ending December 31, 2022 CORRECTED
Cash Basis**

Beginning Cash Balance as of 01/01/2022 **\$ 5,242.86**

REVENUES:

Tire Recycling Event (Donations and
Grant Proceeds) \$ 3,857.50

TOTAL REVENUES: \$ 3,857.50

TOTAL AVAILABLE: **\$ 9,100.36**

EXPENDITURES:

Tire Recycling Event \$ 3,797.50
Dues & Subscriptions \$ 369.64
Website Hosting \$ 21.17
Advertising **\$ 81.75** *

TOTAL EXPENDITURES: \$ 4,270.06

Ending Cash Balance as of 12/31/2022 **\$ 4,830.30**

*** Advertising cost for 2022 was corrected to invoices paid in 2022 totaling \$81.75**

Audit Completed 2/8/2024
Renee Hayes, Woodcock Township
Jill Dunlap, West Mead Township
Rose Mumau, Sadsbury Township

**French Creek Council of Governments
Financial Report
For the Period Ending December 31, 2023
Cash Basis**

Beginning Cash Balance as of 01/01/2023 **\$ 4,830.30**

REVENUES:

Dues - Cochranon Boro \$ 250.00

TOTAL REVENUES: \$ 250.00

TOTAL AVAILABLE: **\$ 5,080.30**

EXPENDITURES:

Dues & Subscriptions \$ 90.00

Website Hosting \$ 21.17

Advertising \$ 119.64

TOTAL EXPENDITURES: \$ 230.81

Ending Cash Balance as of 12/31/2023 **\$ 4,849.49**

Audit Completed 2/8/2024
Renee Hayes, Woodcock Township
Jill Dunlap, West Mead Township
Rose Mumau, Sadsbury Township

9.21.24



French Creek Council of Governments

Tire Collection & Recycling Event

**Crawford County Fairgrounds
Gate #1 Entrance on Dickson Road**

Saturday, Sept. 21, 2024

8:00 a.m. to Noon

(or until collection capacity is reached)

Only clean car & small truck tires (without rims) will be accepted.

Fee per tire is \$2.00 Limit of 12 tires per vehicle.

Open to Crawford County residents only.

Additional details at www.frenchcreekcog.org.