

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, July 16th, 2020

Where: West Mead Township Building
1150 Morgan Village Road
Meadville, PA 16335

Time: 11:30 a.m.

AGENDA:

1. Public Comment

2. Administrative Matters

- | | |
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| A. Action - Approve Minutes of January 16 th , 2020 - Enclosed | Hoovler |
| B. Action - Approve Treasurer's Report - Enclosed | Swavey |
| C. Action - Ratify payment of \$119.64 to ProudCity for website hosting
and payment of \$42.34 to GoDaddy for website domain | Swavey |
| D. Action - Ratify payment of \$200 PACOG Dues | Hoovler |
| E. Action - Approve Lyle Hoovler as Delegate
and Dick Deiss as Alternate Delegate for PACOG | Hoovler |
| F. Action - Accept 2019 Audit Report - Enclosed | Dunlap |
| G. Action - Approve 2021 Budget-Enclosed | Swavey |
| H. Action - Advertise 2021 Meeting Schedule Dates - Enclosed | Hoovler |
| I. Action - Authorize Administrative Secretary to send Delegate
Selection Letters in December | Hoovler |

3. Other Business

All

4. Next meeting is on October 15th, 2020 and will be at the Crawford County Career and Technical Center, if available due to the Corona Virus.

French Creek Council of Governments
Meeting of JANUARY 16th, 2020

MINUTES

Present:

Robert Horvat, Vernon Township
Renee Hayes, Woodcock Township
Jill Dunlap, West Mead Township
Debra Merritt, Cambridge Township
Lyle Hoovler, Sadsbury Township
Dick Deiss, East Mead Township
John Leffingwell, Pine Township
Richard Mangus, Hayfield Township
Jennifer McClymonds, Hayfield Township
Frank Schreck, Crawford Central School District
Jeff Miller, Meadville Area Water Authority
Christopher Soff, Crawford County Commissioner
Kevin Buraks, Portnoff Law Associates

Public Comment:

None

Administrative Matters:

Administrative Matters: The delegates for each municipality for 2020 are as follows:

Vernon Township: Fritz Snyder, Robert Horvat (1st Alternate)
City of Meadville: Sean Donahue, Autumn Vogel (1st Alternate)
West Mead Township: John Shartle, Mike Jordan (1st Alternate)
East Mead Township: Dick Deiss, Larry Mattocks (1st Alternate)
Cambridge Township: Kevin Cole, Charlie Bauer (1st Alternate)
Woodcock Township: Renee Hayes, Randy Chess (1st Alternate)
Sadsbury Township: Lyle Hoovler, Kevin VanHonk (1st Alternate)
Greenwood Township: (1st Alternate)
Union Township: Bob Ackerman, (1st Alternate)
Pine Township: John Leffingwell, (1st Alternate)
Crawford Central School District: Frank Schreck, Jan Feleppa (1st Alternate)
Crawford County Commissioners: Christopher Soff, Eric Henry (1st Alternate)
Redevelopment Authority of City of Meadville: Tom Cholak, (1st Alternate)
Meadville Area Sewer Authority: Frank Duda, (1st Alternate)
Meadville Area Water Authority: Jeff Miller, Robert Harrington
Meadville Area Recreation Authority: , (1st Alternate)
Crawford County Solid Waste Authority: Brenda Schmidt, Penny Monahan (1st Alternate)

- A. **Reorganization:** Jill Dunlap noted the nominating committee wished to nominate Lyle Hoovler for Chairman, Kevin Cole for Vice Chairman, Jill Dunlap for Secretary and Lori Swavey for Treasurer. John Leffingwell moved to close the nominations and accept the nominations as presented. Christopher Soff seconded the motion and the motion was unanimously approved.

- B. Subcommittees: Jill Dunlap noted the nominating committee wished to nominate Dick Deiss, Brenda Schmidt, Charlie Bauer and Sean Donahue to serve on the Tire/Electronic Recycling Subcommittee; Rose Mumau, Renee Hayes, Debra Merritt and Yvonne Shaffer to serve on the Audit Subcommittee; Roxie Fucci, Jennifer McClymonds and Jill Dunlap to serve on the Nominating Subcommittee; Lyle Hoovler, Fritz Snyder and Kevin Cole to serve on the Membership Subcommittee and Frank Schreck, Bob Ackerman and John Leffingwell to serve on the Gas and Energy Subcommittee. Christopher Soff moved to close the nominations and accept the nominations as presented. Debra Merritt seconded the motion and the motion was unanimously approved.
- C. Approval of Minutes: Dick Deiss made a motion to approve the October 17th, 2019 minutes as presented. Lyle Hoovler seconded the motion and the motion was unanimously approved.
- D. Treasurer's Report: Robert Horvat presented the Treasurer's Report. Frank Schreck made a motion to accept the Treasurer's Report as presented. Dick Deiss seconded the motion and the motion was unanimously approved.

Accept Hayfield Township as a French Creek COG Member:

Christopher Soff made a motion to accept Hayfield Township as a French Creek COG Member. Renee Hayes seconded the motion and the motion was unanimously approved.

Portnoff Law Associates Presentation:

Kevin Buraks of Portnoff Law Associates provided information and handouts on strategies to increase collections of delinquent municipal accounts. He discussed the PA law that authorized collections and noted all costs go to the property owner and not to the municipal entity. Anyone interested in additional information can contact him directly at kburaks@portnoffonline.com.

Other Business:

Jill Dunlap noted the COG Joint Road Bids and Project Meeting will be held on February 7, 2020 at 9:00 a.m. at the West Mead Township Building.

The next meeting will be held on Thursday, April 16th, 2020, at 11:30 a.m. at the Chamber Office on Diamond Park.

Christopher Soff made a motion to adjourn the meeting at 11:55 a.m. Jill Dunlap seconded the motion and the motion was unanimously approved.

Respectfully Submitted,

Jill Dunlap

Secretary

French Creek Council of Governments

Trial Balance

	July 16, 2020	
	Debit	Credit
Mercer CD	0.00	
Mercer County Bank	0.00	
Mercer County State Bank	4,642.75	
Accounts Receivable	0.00	
Undeposited Funds	0.00	
Accounts Payable	0.00	
Retained Earnings		4,835.73
Grant Receipts		0.00
Member Dues		250.00
Project Donations		0.00
Advertising	81.00	
Dues and Subscriptions	319.64	
Professional Fees	42.34	
Interest Income		0.00
TOTAL	5,085.73	5,085.73

	July 16, 2020	
	Debit	Credit
Assets		
Mercer County State Bank	4,642.75	
		0.00
Liabilities		
Retained Earnings		4,835.73
Net Income		-192.98
		0.00
TOTAL	4,642.75	4,642.75

**French Creek Council of Governments
Auditing Committee**

March 2, 2020

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

Re: 2019 Audit

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 20, 2020 for the period of January 1, 2019 through December 31, 2019.

Financial Reports were prepared on a Cash Basis and are hereby submitted with this report. The records are in good order and there are no findings to report.

Respectfully Submitted on Behalf
of the Auditing Committee,

Debra E. Merritt

Debra E. Merritt
Secretary/Treasurer
Cambridge Township

Auditing Committee:
Rose Mumau, Sadsbury Township
Yvonne Shaffer, MAWA
Renee Hayes, Woodcock Township
Jill Dunlap, West Mead Township
Debra E. Merritt, Cambridge Township

**French Creek Council of Governments
Financial Report
For the Period Ending December 31, 2019
Cash Basis**

Beginning Cash Balance as of 01/01/2019 **\$ 1,363.17**

REVENUES:

CD Transfer to Checking	\$ 3,000.00
Grant Receipts	\$ 2,466.67
Project Donations	\$ 1,525.00
Dues - Pine Township	\$ 250.00
Interest on CD	\$ 18.33

TOTAL REVENUES: \$ 7,260.00

TOTAL AVAILABLE: **\$ 8,623.17**

EXPENDITURES:

Professional Fees - Tire Recycling Project	\$ 3,392.50
Dues & Subscriptions	\$ 319.64
Advertising	\$ 75.30

TOTAL EXPENDITURES: \$ 3,787.44

Ending Cash Balance as of 12/31/2019 **\$ 4,835.73**

Audit Completed 2/20/2019
Rose Mumau, Sadsbury Township
Yvonne Shaffer, MAWA
Renee Hayes, Woodcock Township
Jill Dunlap, West Mead Township
Debra E. Merritt, Cambridge Township

French Creek Council of Governments 2021 Budget

Total Income 2021	\$ 0.00
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2021 Expenses

PACOG Dues	\$200.00
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PACOG Annual Conference	\$ 0.00
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COG Tire Event	\$200.00
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Website	\$200.00
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Advertising Costs	<u>\$100.00</u>
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Total Expenses 2021	\$ 700.00
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COG Meeting Dates for 2021

**THURSDAY – Chamber of Commerce, 908
Diamond Park, Meadville, PA @ 11:30 a.m.**

January 21, 2021

February 18, 2021

March 18, 2021

April 15, 2021

May 20, 2021

June 17, 2021

July 15, 2021

August 19, 2021

September 16, 2021

October 21, 2021

November 18, 2021

December 16, 2021

We will definitely meet quarterly as highlighted above and meet on the other months only if necessary. In the event there is no business to be conducted and the meeting is cancelled, you will be notified.