



September 22, 2021 Meeting of the
AVNCOG Board of Directors
To be held at 7:00 p.m. in the
Harmar Township Municipal Building

MEETING AGENDA

- I. CALL to ORDER / PLEDGE OF ALLEGIANCE
- II. ROLL CALL
- III. PRESENTATION/GUEST: Mr. Joe Giuffre, of the Office of the Allegheny County D.A., on “Fraud, Scams and Abuse of Seniors”
- IV. APPROVAL of the JULY 2021 MINUTES (no meeting held in August 2021)
- V. FINANCIAL REPORT and BILLS
- VI. REPORT of the EXECUTIVE DIRECTOR
- VII. COMMITTEE REPORTS
- VIII. OLD BUSINESS
 - A CDBG Yr. 47/FY 2021 Program Status
 - B. ACT 152 Blight Removal Program
 - 1.) Funded projects list released on September 3, 2021 (non-funding letters received on Sept. 7, 2021)
 - C. Other Business, at the wish of the Board
- IX. NEW BUSINESS
 - A. CDBG Yr.47/FY 2021 Bids are underway
 - 1.) Revised Bid Schedule
 - B. CD Yr 48/FY 2022 Application Cycle is underway.
 - 1.) Pre-Apps were submitted on or before September 17, 2021 (deadline was extended one week, due to problems with the ACED application’s mapping sub-routines)
 - 2.) Full Apps are due by November 12, 2021 (ACED indicated the full application approvals will be issued in approximately two weeks)
 - C. Gaming Economic Development Tourism Fund Application Cycle is underway; this year, the GEDTF application has been moved “online,” to the ACED Applications Portal
 - 1.) Applications opened on September 10, 2021; submission deadline is Friday, October 15, 2021
 - D. Other Business, at the wish of the Board
- X. ADJOURNMENT



**MINUTES of the JULY 28, 2021
MEETING of the BOARD of DIRECTORS
Meeting Held in the
Harmar Township Municipal Building**

I. CALL TO ORDER

President Taliani called the meeting of the AVNCOG to order at 7:00 pm with the Pledge of Allegiance.

II. ROLL CALL

BOARD OF DIRECTORS:

Brackenridge Borough	Tim Connelly	Oakmont Borough	-----
Cheswick Borough	Frank Meledandri	Springdale Borough	-----
East Deer Township	Anthony Taliani	Springdale Township	Anthony Rizzano
Frazer Township	-----	Tarentum Borough	Carrie Fox
Harmar Township	Harry Lenhart	Verona Borough	Dave Matlin
Harrison Township	Chuck Dizard		

STAFF:

John G. Arch	Solicitor
Thomas J. Benecki	Executive Director
Susan D. Kephart	Administrative Assistant
Gordon Taylor	Senate Engineering Co., Coordinating Engineer

III. PRESENTATIONS: None

IV. APPROVAL OF MINUTES

President Taliani reported that the June 2021 minutes had been forwarded to the Board for review and asked for the wish of the **Board**. **Mr. Connelly** moved to accept the minutes as written. Seconded by **Ms. Fox** and carried unanimously.

V. FINANCIAL REPORT AND BILLS

President Taliani asked for a motion to pay the regular bills for July, 2021 as listed. **Mr. Connelly** moved to pay all bills as presented. Seconded by **Ms. Fox** and carried unanimously.

UPARC (Rent 7-2021 paid 6-25-2021 ck#7613)	\$ 493.42
(Phone 5-2021 paid 6-25-2021 ch#7613)	87.20
MEIT (AD&D/Life/Dental 8-2021 paid 7-7-2021 ch#7614)	171.57
UPMC Health Plan (Benefits 8-2021 pd 7-7-2021 ch#7615)	1,546.34
Senate Engineering Company (7-2021 Retainer)	275.00
Doing Better Business (Copier maintenance/overage #1374979)	7.48
PA UC Fund (2 nd Qrt Unemployment Ins., pd. 7-21-2021 ch#7531)	14.50
Earthlink (Internet Service Provider)	100.00
Travel & Reimbursements (Admin. Assistant)	125.47
Simpson Tire Service Inc. (4 tires for Skid Loader)	<u>1,173.36</u>
Total: July Bills	\$ 3,994.34

VI. REPORT OF THE EXECUTIVE DIRECTOR

The following items of special interest were processed since last month's meeting:

1.) CDBG Program Year 47/FY 2021's Consolidated Annual Plan Release.

The CDBG Program Yr. 47/FY 2021 Allegheny County Annual Plan was released to the COGs on April 15, 2021, listing an expected CD 47/FY 2021 CDBG allocation to Allegheny County of \$13,,878,721. The 2021 Annual Action Plan included only summary categorical funding allocations (e.g.: for Public Improvements (improvements to streets, sidewalks and stormwater infrastructure); for Water & Sewer; for Parks & Recreation; for Safe Neighborhoods Demolition; for Removal of Architectural Barriers; for Business Development; and for the Allegheny Together program).

On June 1, 2021, ACED distributed individual funded projects award letters, and a summary sheet of the AVNCOG's individual, funded projects by municipality. That summary sheet information was later adapted and incorporated into our usual Funded Projects Listing, which is organized into the applicable ACED funding program groups (Water & Sewer Projects, Safe Neighborhood Demolition Projects and the COG-wide Public Improvement Projects), and adds CDBG #s, Total Project Estimates, Project Engineer names, and assigned Bid Cycle (yet to be determined). Some of this information will be refined or changed as time progresses; a copy is attached to this report.

Also, the tentative CDBG Yr 47/FY 2021 Bid Cycle Schedule was presented to the Board last month. As usual, two primary cycles are defined, and opening dates in September and October were scheduled. As the release of the individual awards was nearly two months later than usual, these dates may well be delayed a bit, and the addition of third cycle is possible, if required. Copies of both the Funded Projects and Tentative Bid Cycles Schedule have been appended to this report for your convenience.

2.) CDBG Program Year 48/FY 2022 Application Cycle is slated to begin on

Monday, August 9, 2021. An e-mail announcement was issued yesterday, noting that the CDBG Program Year 48/FY 2022 application cycle would begin on Monday, August 9, 2021, with the release of the Pre-Application. Allegheny County Economic Development (ACED) will be soliciting pre-applications for construction-related projects for its 2022 (Year 48) Community Development Block Grant Program (CDBG), funded by the U. S. Department of Housing and Urban Development. Pre-applications will be due on Friday, September 10, 2021 Please note that this allows only five weeks total from release to submission at ACED, and as the COG requests the Pre-Apps be submitted to the COG one week earlier, the applicant (or their engineer, in most cases, will only have four (4) weeks to complete the Pre-Apps.

On August 9, 2021, ACED will make the pre-application available for access by going to our application portal at <https://funding.alleghenycounty.us/>. You must create an account, if you have never accessed the portal, in the past; most everyone in the AVNCOG community who need to (municipal engineer and/or secretary/managers), has already done so. If your municipality is a Council of Governments (COG) member, all applications should be submitted through the appropriate COG. A quick check of the ACED website this morning found that the Pre-App has not yet been released.

Agencies applying for CDBG funds may obtain technical assistance by viewing the Help & Training videos. Those can be found by visiting <https://funding.alleghenycounty.us/help.aspx>. If you still need assistance you may contact the ACED CDBG Program line by phone at (412)350-1196. You may also contact your local COG.

Please note that a pre-application is only required when applying for funds for public improvement projects. This includes any activity that involves construction. Examples include but are not limited to sewer and water, street construction, building improvements, sidewalk improvements, catch basins, demolition, and ADA improvements. This preliminary review provides an opportunity for the agency and ACED to verify project eligibility and service area before the submission of the full application. I am assuming the electronic Pink/Blue Card notification system will remain in place, which authorizes the COG to create the “blank” full Application.

Pre-applications for construction projects must be submitted, in the application portal, by Friday, September 10, 2021, at the end of the business day, to be considered for eligibility for the full application phase. I anticipate that we will ask the municipalities, as usual, to complete their Pre-Apps by the preceding Friday, September 3, 2021, for, at this time, who will actually submits the Pre-Application is not known. Please make sure your application is complete with all required attachments before submitting it. Also note that application attachments such as Household Survey Summary Sheets (required with full applications) are available in the Manage File Attachments section of the pre-application, within the portal, in preparation for full application preparation.

A separate notice is to be sent with information regarding the full Applications.

3.) PA Act 152 of 2016 Allegheny County’s Blight Removal Program. The initial Application Round for this new program closed on April 30, 2021. In addition to demolition, the program will also fund Blight Removal/Feasibility Studies and Asbestos Surveys. The program imposes a \$15K minimum, and \$250K maximum grant, with a prevailing state wage requirement for all grants above \$25K.

Five (5) conventional demolition applications were submitted through the Allegheny Valley North COG (one of which was funded through the CDBG 47/FY 2021 program. A specific time-line for making funding awards has not yet been announced, but ACED hired three new municipal division project managers, with one to be assigned to assist Mr. Scullion with the Act 152 Blight Removal program

VII. COMMITTEE REPORTS None presented.

VIII. OLD BUSINESS

A. CDBG Year 47/FY 2021 Project Status. Mr. Benecki gave a brief report on the status of the individual CD 47 project funding grants announcements that made on June 1, 2021. Participating members are in the process of scheduling projects in the CDBG Year 47/FY 2021 Bid Cycles.

a.) AVNCOG CDBG Yr 47 Projects Listing by Program (attached)

B. Act 152 Blight Removal Program. No announcement of funded projects have yet been made, the demolitions project manager has announced, however, that no second application cycle for 2021 will be scheduled.

C. Other Business, at wish of the Board. Mr. Rizzano reported that the Springdale Township ADA Park project would like to change the concrete walkways to asphalt, and asked if that would pose a problem. Mr. Benecki didn’t believe that it should, but that the change should be reviewed with the Township engineer, and possibly change order may be required.

IX. NEW BUSINESS

A. Participant Assignments to be CD Year 47/FY 2021 Bid Cycles Schedule are Underway

1.) Environmental Reviews & Approvals - Secured for all CD 47/FY 2021 COG-wide Projects; COG-wide contract under preparation.

B. CD Year 48/FY 2022 Application Cycle begins on August 9, 2021

1.) Pre-applications will be due on Friday, September 10, 2021, and Full applications will be due on Friday, November 12, 2021.

C. Other - Mr. Meledandri inquired as to when the Low Grade Road project will get underway. Mr. Benecki reported he would inquire as to the contract preparation status with ACED's Economic Development Division.

President Taliani reported that work continues at the former PPG property. Ms. Fox asked if the owner would permit a tour of the brewery & sample room when the time comes. President Taliani noted that while Pittsburgh Brewing had hoped to begin production by the end of 2021, no date had been set, but he will see what he can do for the COG Board.

X. ADJOURNMENT

Mr. Dizard moved to adjourn the meeting at 7:35. Seconded by **Ms. Fox** and carried unanimously.

AVNCOG
REGULAR BILLS
AUGUST, 2021

UPARC (Rent 8-2021 paid 8-1-2021 ck#7623)	\$ 493.42
(Phone 6-2021 paid 8-1-2021 ch#7623)	86.56
MEIT (AD&D/Life/Dental 9-2021 paid 8-16-2021 ch#7623)	171.57
UPMC Health Plan (Benefits 9-2021 pd 8- 17-2021 ch#7624)	1,546.34
Senate Engineering Company (8-2021 Retainer)	275.00
Doing Better Business (Copier maintenance/overage #1392840)	8.66
Sams Club (Supplies paid 8-23-2021 ch7443)	83.81
Travel & Reimbursements (Admin. Assistant)	<u>126.54</u>
August Bills	\$2,791.90

CD BILLS:

Authorization for Executive Director to process CD invoices/billings as approved by the municipal engineer(s) and or municipalities.

AVNCOG
REGULAR BILLS
SEPTEMBER, 2021

UPARC (Rent 9-2021 paid 9-1-2021 ck#7572)	\$ 493.42
(Phone 7-2021 paid 9-1-2021 ch#7572)	90.79
MEIT (AD&D/Life/Dental 10-2021 paid 9-8-2021 ch#7632)	171.57
UPMC Health Plan (Benefits 10-2021 pd 9-16-2021 ch#7633)	1,546.34
MRM Trust Workers Comp Fund (10-1-2021 to 9-30-2022)	318.60
Senate Engineering Company (9-2021 Retainer)	<u>275.00</u>
September Bills	\$ 2,895.72

CD BILLS:

Authorization for Executive Director to process CD invoices/billings as approved by the municipal engineer(s) and or municipalities.

ALLEGHENY VALLEY NORTH COUNCIL OF GOVERNMENTS
OPERATING STATEMENT
 MONTH OF: August 31, 2021

<u>INCOME</u>	<u>CURRENT</u>	<u>YTD</u>
ANNUAL DUES		\$90,958.00
CD YEAR 44		31,867.00
CD YEAR 45 *	\$76,100.00	95,700.00
CD YEAR 46		134,854.55
CITF FUNDS		1,847.20
GEDF FUNDS		
LOCAL MATCHES (municipal)**	9,000.00	28,940.26
PROJECT MANAGEMENT		73,073.00
PROJECT ADMIN. FEES		
REIMBURSEMENTS/REFUND		1,454.94
ANNUAL DINNER DONATIONS		
ANNUAL DINNER RESERVATIONS		
OTHER INCOME		
TOTAL INCOME	\$85,100.00	\$458,694.95

* 45-3.11.23 Harrison Twp. Demolition - \$16,100.00

45-3.11.23 Tarentum Boro. Demolition - \$60,000.00

**46-3.11.23 Tarentum Boro. Local Match Demolition - \$9,000.00

<u>EXPENDITURES</u>	<u>CURRENT</u>	<u>YTD</u>
SALARIES	\$6,407.93	\$63,109.47
PAYROLL TAXES	616.40	5,547.60
BENEFITS	1,717.91	13,743.28
WORKERS' COMP.		
IRA		

<u>EXPENDITURES (Continued):</u>	<u>CURRENT</u>	<u>YTD</u>
BANK FEES	89.27	632.50
ADVERTISING		799.80
OFFICE SUPPLIES	83.81	421.85
OFFICE COPIER/MAINTENANCE	8.66	59.10
OFFICE EQUIPMENT		
POSTAGE		220.00
OFFICE RENT/UTILITIES	493.42	3,947.36
TELEPHONE	86.56	705.11
CELL PHONE		210.00
ON-LINE SERVICES		200.00
TRAVEL/REIMBURSEMENTS	126.54	837.36
ENGINEERING FEES	275.00	2,200.00
LEGAL FEE		
CD CONTRACTORS/LOCAL	85,100.00	293,209.01
AUDITING		
INSURANCE/BONDING		3,074.00
P.O. BOX FEE		119.00
MEMBERSHIP DUES		
UNEMPLOYMENT		591.22
SPRING/FALL COMMODITIES		1,207.20
ANNUAL DINNER		
OTHER EXPENDITURES		50.00
TOTAL EXPENDITURES	\$ 95,005.50	\$377,799.59

ALLEGHENY VALLEY NORTH COUNCIL OF GOVERNMENTS

BALANCE SHEET

MONTH OF: AUGUST 31, 2021

ASSETS

GENERAL FUND ACCOUNT	\$85,520.47
COMMUNITY DEVELOPMENT ACCOUNT	948.89
PAYROLL ACCOUNT	5,013.19
EQUIPMENT ACCOUNT	<u>4,403.68</u>
TOTAL ASSETS	\$95,886.23

LIABILITIES AND FUND BALANCE

LIABILITIES

BILLS PAYABLE	- 0 -
<u>FUND BALANCE</u>	
CASH	<u>\$95,886.23</u>
	\$95,886.23