



**October 27, 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** None Scheduled.
- IV. APPROVAL of the SEPTEMBER 2021 MINUTES**
- V. FINANCIAL REPORT and BILLS**
- VI. REPORT of the EXECUTIVE DIRECTOR**
- VII. COMMITTEE REPORTS**
- VIII. OLD BUSINESS**
 - A. CDBG Yr. 47/FY 2021 Bids**
 - 1.) Listing of Bid Document Recipients (opening scheduled for Friday, October 29, 2021)
 - B. CD Yr 48/FY 2022 Full Application Cycle is underway.**
 - 1.) Listing of Pre-Apps submitted on or before September 17, 2021, with ACED "Pink/Blue Card" decisions noted.
 - 2.) Review of completed online Full Apps by COG scheduled to begin on November 3, 2021, and are due to be submitted to ACED by November 12, 2021.
 - C. 2021 Gaming Economic Development Tourism Fund (GEDTF) Application Cycle completed.**
 - 1.) Applications submission deadline to ACED was Friday, October 22, 2021
 - a.) Listing of GEDTF Applications Submitted
 - D. Other Business, at the wish of the Board**
- IX. NEW BUSINESS**
 - A. 2022 Draft COG Operating Budget**
 - B. Other Business, at the wish of the Board**
- X. ADJOURNMENT**



MINUTES of the SEPTEMBER 22, 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 Board of Directors to order at 7:00 pm with the Pledge of Allegiance.

II. ROLL CALL

BOARD OF DIRECTORS:

Brackenridge Borough	Tim Connelly	Oakmont Borough	John Arnold
Cheswick Borough	-----	Springdale Borough	-----
East Deer Township	Anthony Taliani	Springdale Township	Anthony Rozzano
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

Guest: **Joe Giuffre** - Office of the Allegheny County District Attorney

III. PRESENTATIONS:

Mr. Joe Giuffre, formerly serving as the Mayor of Aspinwall, a member of the Aspinwall Borough Council, and their representative to the AVNCOG, is now with the Office of the Allegheny County District Attorney, and came to speak on "Fraud, Scams and the Abuse of Seniors." Mr. Giuffre reviewed an extensive packet of information distributed to the Board on the topic, and answered questions during the discussion that ensued. He also offered to attend any Borough or Township meetings to discuss programs directly with each municipality, at their request.

IV. APPROVAL OF MINUTES

President Taliani reported that the July 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 September, 2021 as listed. **Mr. Connelly** moved to pay all bills as presented. Seconded by **Ms. Fox** and carried unanimously.

September 2021 Monthly Bills

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 9-20-2021 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)	275.00
Travel/Reimbursements (Admin. Assistant)	<u>98.42</u>
September Bills	\$ 2,994.14

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 Status. The tentative CDBG Yr 47/FY 2021 Bid Cycle Schedule was presented to the Board in June 2021. As usual, two primary cycles were defined, and opening dates in September and October were scheduled. As the release of the individual awards was nearly two months later than usual, it was noted that these dates could well be delayed a bit, and the addition of third cycle made, if required. In actual fact, the CDBG Yr. 47 Bid Schedule was combined into a single bid cycle. A copy of both the CDBG Yr. 47 Revised CDBG Yr. 47 Bid Schedule have been appended to this report for your convenience.

2.) CDBG Program Year 48/FY 2022 Application Cycle is underway. The CDBG Program Year 48/FY 2022 application cycle began on Monday, August 9, 2021, with the release of the first "on-line" Pre-Application by the Allegheny County Economic Development (ACED) department on their Applications Portal. Pre-applications were originally due on Friday, September 10, 2021, but a breakdown in the application's mapping sub-routines resulted in a delay of one week, until Friday, September 17, 2021.

This preliminary review of project "pre-applications" provides an opportunity for the agency and ACED to verify project eligibility and service area before the submission of the full application. ACED will be abandoning the electronic "pink/blue cards" (originally, these were actually colored post cards sent by USPS mail that relayed critical information for project's full Application) which authorized the submission of the full Applications, and in recent years, for the COG to create the "blank" full Applications online at the Applications portal. ACED has indicated they hope to have the new "spreadsheet" summaries of the old "pink/blue cards" prepared and transmitted to the COGs by the first week of October 2021, though the delay in Pre-application submissions may impact this delivery point.

This year's new, online Pre-application represented a considerable deviation from the paper-and-pencil forms previously submitted. Essentially, the Pre-application now utilizes the same online forms as the full Application has for the last several years, but only requires the preparation of two maps: "census tract" and "footprint," and mapping tools resident within the online application assist in the preparation of both. All other attachments, such as: concurring resolutions, professional certifications, agency certifications, agency SAM verifications, photographs (min. of 6), engineering estimates, GIS maps, site drawings, etc., are deferred to the filing of the full Application. Additionally, all information that had been entered in the Pre-Applications- subject to ACED requested changes- is transferred electronically to the full Application.

The CDBG Yr. 48 full Applications must be submitted to ACED by the COGs by Friday, November 12, 2021; as customary, to allow sufficient time for review- and to make any necessary corrections- the COG will ask the membership to have their online full Applications completed for review by Monday, November 1, 2021.

3.) The PA Act 152 of 2016 Allegheny County's Blight Removal Program Grant

Awards were received on September 3, 2021. 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.

Although five conventional demolition applications were submitted to the ACT 152 program through the Allegheny Valley North COG; as one of these five was also submitted and funded through the CDBG 47/FY 2021 program on June 1, 2021, only four (4) applications were eligible for funding. Two of the four eligible applications were actually funded, and are highlighted in **BOLD type** below.

2021 Application Submissions for the Allegheny County Blight Removal Program

<u>Member</u>	<u>Project Name</u>	<u>Grant Req.</u>	<u>Awarded Amt.</u>
Brackenridge	ACT 152 Demolitions	\$ 174,000	\$ 60,300
Frazer	Demolition Project	\$ 23,000	\$ ---
Harrison	2021 Act 153 Blight Removal Demolitions	\$ 250,000	\$ 25,476
Verona	North Ave. Union St. & 4 th St. Demolitions	\$ 40,250	\$ ---

You will note that for both applications awarded grant funding, only a fraction of the requested amount was awarded. Additionally, the award letters specified the specific individual properties being funded, and precluded any substitutions.

4.) The GEDTF Program Year 2021 Application Cycle is underway; like the CDBG program, the application process is now "ON-LINE" at the ACED application portal. Gaming Economic Development Tourism Fund (GEDTF) grants allow municipalities, authorities, councils of government (COGs), non-profit and for-profit businesses to carry out important economic development for current and future use. Administered by the Redevelopment Authority of Allegheny County (RAAC), these grants provide financial assistance to entities to facilitate economic development projects in Allegheny County. Of particular note is that these grants, unlike the CDBG program, do NOT have economic eligibility restrictions for the benefit population, but all projects must adhere to the GEDTF Program Guidelines, available online. Please review the guidelines before submitting your application. Finally, Pennsylvania prevailing wage requirements and other procurement guidelines and specific insurance requirements apply to all projects.

The GEDTF application cycle opened on September 10, 2021, and must be submitted to ACED by October 22, 2021. Therefore, to allow adequate time for review- and to make any necessary corrections, if needed- **the COG requests that completed Applications be available for review online by no later than Friday, October 15, 2021.** Applications completed after that date will still be submitted, but may not have been reviewed by the COG (or corrected, if needed) prior to submission.

As with the online CDBG application process, only the COG can create a GEDTF application within the COG's listings on the ACED's application portal, if you plan to apply through the COG. Therefore,

as is the case for the CDBG program, you must notify the COG- by E-MAIL- that you require a blank application(s) to be created. Each request should:

- a.) list the municipality or authority for which it is being prepared; and
- b.) provide a project name or title (this can be changed, by the applicant, if needed).

Also, a "TEST" GEDTF application has been created within the COG's application portal listings, for your review and familiarization.

Please note that Allegheny County is no longer accepting "paper-and-pencil" hard copies of the GEDTF application, as in past years. Applications MUST be submitted using ACED's online application portal.

5.) Lower Valley Ambulance Service Municipal Funding Solicitation. Mr. Frank Meledandri- our Cheswick Borough representative- requested the addition of an agenda item yesterday for this evening's COG Board meeting. Mr. Meledandri notes that the Lower Valley Ambulance Service recently solicited financial assistance from the communities it serves, which includes six municipalities within the COG. It was his hope the Board will discuss the matter briefly tonight to discern if there is a consensus among the affected communities regarding a response to this request. If such a consensus does exist, he requests that the COG once again facilitate the scheduling of a meeting between the impacted COG members and the ambulance service to explore their request, as it had several years ago, when a similar financial crisis had arisen.

A PDF file containing: the ambulance service's cover letter to the COG members within their service; a delineation of their anticipated costs and revenues for next year; and a copy of the state legislature's 2008 amendment to the borough code regarding emergency services, was forwarded to you all yesterday. Even though the other COG members' emergency medical services provider may not be at the same critical juncture currently, they have all faced similar funding challenges in recent years, and the extraordinary costs the ongoing pandemic has imposed, in particular. Therefore, the discussion should prove of interest to all our members.

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 CD Year 47 bid cycle.

B. Act 152 Blight Removal Program

- 1.) Funded projects list released on September 3, 2021. Mr. Benecki gave a brief report on the two applications funded of the four submitted. See Executive Directors report for a listing of the funded projects.

IX. NEW BUSINESS

A. CD Year 47/FY 2021 Bids are Underway

- 1.) Revised Bid Schedule - See Executive Directors report.

B. CD Year 48/FY 2022 Application Cycle Underway

1.) Pre-applications were due on Friday, September 17, 2021, and Full applications will be due at Allegheny County on Friday, November 12, 2021 (applicants requested to complete their applications for review by Wednesday, November 3, 2021).

C. Gaming Economic Development Tourism Fund Application Cycle. Program is underway; this year, the GEDTF application has been moved “online,” to the ACED Application Portal.

1.) Applications opened on September 10, 2021; submission deadline for the COG’s review is Friday, October 15, 2021; Applications are due at the Allegheny County on Friday, October 22, 2021.

D. Lower Valley Ambulance Service Solicitation of Support. Mr. Benecki reported that Mr. Frank Meledandri, Cheswick Borough representative, requested the addition of an agenda item for this evening Board meeting. Mr. Meledandri, who could not attend this evening, noted that the Lower Valley Ambulance Service recently solicited financial assistance from the communities it serves, which includes six municipalities within the COG. It was his hope the Board will discuss the matter briefly to discern if there is a consensus among the affected communities regarding a response to this request. If such a consensus does exist, he request that the COG once again facilitate the scheduling of a meeting between the impacted COG members and the ambulance service to explore their request, as it had several years ago, when a similar financial crisis has arisen. Discussions ensued and was requested that Mr. Benecki facilitate a meeting with the ambulance service.

E. Other. President Taliani reported that the officers had looked into moving the COG offices, but has found that the rent (inclusive of all utilities) that we are currently paying at UPARC would hard to beat. He asked Mr. Benecki to look into getting broadband internet service in the COG offices. President Taliani also asked Mr. Benecki to prepare the draft 2022 Budget for the October Board meeting.

X. ADJOURNMENT

Mr. Dizard moved to adjourn the meeting at 8:10 pm. Seconded by **Ms. Fox** and carried unanimously.

AVNCOG
REGULAR BILLS
OCTOBER, 2021

UPARC (Rent 10-2021 paid 10-1-2021 ck#7640)	\$ 493.42
(Phone 8-2021 paid 10-1-2021 ch#7640)	84.45
MEIT (AD&D/Life/Dental 11-2021 paid 10-18-2021 ch#7641)	171.57
UPMC Health Plan (Benefits 11-2021 pd 10-18-2021 ch#7642)	1,546.34
PA Association of Boroughs (2022 membership dues)	225.00
Senate Engineering Company (10-2021 Retainer)	275.00
Pittsburgh Post Gazette (Advertising cost for 9 projects)	458.80
Springdale Floral & Gift Shop (T.Connelly pd. 10-4-2021 ck#7648)	58.85
Doing Better Business (Copier maintenance/overage)	<u>11.50</u>
October Bills	\$ 3,324.93

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: September 30, 2021

<u>INCOME</u>	<u>CURRENT</u>	<u>YTD</u>
ANNUAL DUES		\$ 90,958.00
CD YEAR 44		31,867.00
CD YEAR 45		95,700.00
CD YEAR 46		134,854.55
CITF FUNDS		1,847.20
GEDF FUNDS		
LOCAL MATCHES (municipal)*	173.83	29,114.09
PROJECT MANAGEMENT		73,073.00
PROJECT ADMIN. FEES		
REIMBURSEMENTS/REFUND		1,454.94
ANNUAL DINNER DONATIONS		
ANNUAL DINNER RESERVATIONS		
OTHER INCOME**	<u>167.05</u>	<u>167.05</u>
TOTAL INCOME	\$ 340.88	\$459,035.83

* 46-3.12.1 East Deer Parsonage Street Waterline - \$173.83

** PA Dept. Of Labor - refund on unemployment

<u>EXPENDITURES</u>	<u>CURRENT</u>	<u>YTD</u>
SALARIES	\$6,407.93	\$ 69,517.40
PAYROLL TAXES	616.40	6,164.00
BENEFITS	1,717.91	13,743.28
WORKERS' COMP.	318.60	318.60
IRA		

<u>EXPENDITURES (Continued):</u>	<u>CURRENT</u>	<u>YTD</u>
BANK FEES	97.08	729.58
ADVERTISING		799.80
OFFICE SUPPLIES	115.71	537.56
OFFICE COPIER/MAINTENANCE		59.10
OFFICE EQUIPMENT		
POSTAGE		220.00
OFFICE RENT/UTILITIES	493.42	4,440.78
TELEPHONE	90.79	795.90
CELL PHONE		210.00
ON-LINE SERVICES		200.00
TRAVEL/REIMBURSEMENTS	98.42	935.78
ENGINEERING FEES	275.00	3,270.90
LEGAL FEE		
CD CONTRACTORS/LOCAL	173.83	293,382.84
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	\$ 10,405.09	\$ 388,204.68

ALLEGHENY VALLEY NORTH COUNCIL OF GOVERNMENTS

BALANCE SHEET

MONTH OF: SEPTEMBER 30, 2021

ASSETS

GENERAL FUND ACCOUNT	\$ 73,544.00
COMMUNITY DEVELOPMENT ACCOUNT	945.89
PAYROLL ACCOUNT	5,096.92
EQUIPMENT ACCOUNT	<u>4,375.06</u>
TOTAL ASSETS	\$ 83,961.87

LIABILITIES AND FUND BALANCE

LIABILITIES

BILLS PAYABLE	- 0 -
<u>FUND BALANCE</u>	
CASH	<u>\$83,961.87</u>
	\$83,961.87