

MINUTES
PACOG Board Meeting
Tuesday, March 18, 2025 3:00pm via Zoom

1. Call to Order

An Lewis called the meeting to order at 3:03 pm.

2. Roll Call

Board Members Present:

- a. Ben Estell (Centre Region COG)
- b. John McHugh, (Western Chester County COG)
- c. Gary Myers (Capital Region COG)
- d. Amanda Settelmaier (Turtle Creek Valley COG)
- e. Chair An Lewis (Steel Rivers COG)

A quorum was established.

Management Team Present

Joy Ruff, LGA
Debby Grass GRS

PA DCED Representatives Present

Kathy Wyrosdick, Executive Director
Terri Cunkle, Local Government Policy Specialist
Bethany Williams, Local Government Policy Manager

3. Motion to Approve Minutes of February 18, 2024 Board Meeting

Motion to Approve Minutes of the 2/18/24 Board meeting as presented.
Gary corrected the time of adjournment.

- a. Motion: Gary Myers
 - b. Second: Amanda Settelmaier
- Motion passed 5-0 with no abstentions

4. Motion to Accept the Financial Report as presented

Debby gave an overview of payments and outstanding invoices associated with PACOG in a consolidated report. Of note is the transfer of funds to PLIGIT account to achieve interest earnings.

- a. Motion to Approve: John McHugh
 - b. Second: Ben Estell
- Motion passed 5-0 with no abstentions

5. Management Team Report

Joy provided a formal management team report, covering the ongoing webinar series, the website, newsletter, and first regional meeting held

March 6 at Mercer County COG. An and Amanda shared their feedback on the meeting participation both online and in person.

6. Consideration of Auditor Proposal

The request for proposals for auditing services was sent to four auditing firms. No proposals were received. The Management Team recommends a direct negotiation with Turnley Associates and the firm based in Harrisburg that previously worked with PACOG to request a quote for auditing services.

a. Motion to Approve: Ben Estell

b. Second: Gary Myers

Motion passed 5-0 with no abstentions

7. 2025 Regional Meeting Update

Joy and Debby discussed the success of their first regional meeting, which was a hybrid event with both in-person and online participants. They noted the high attendance and engagement from both groups, and the meeting's effectiveness in fostering a sense of community. Feedback from the meeting highlighted the need for education on funding and grant management.

8. Motion to Approve the Contract for the Annual Conference – Tuesday, September 30 and Wednesday, October 1 at the Graduate by Hilton.

Debby reviewed the preliminary plans for a 2025 PACOG conference tentatively scheduled for the Graduate Hotel in State College. The estimated costs and potential programming topics were discussed. The Management Team is asking for approval for An to sign the contract and to issue the deposit to secure the venue.

a. Motion to Approve: Amanda Settelmaier

b. Second: Ben Estell

Motion passed 5-0 with no abstentions

9. DCED Contract – Discussion

The group discussed the management contract for DCED, which ends in June. DCED has reviewed the work completed and understands the need for continuing the contract. An updated scope of work will be submitted to DCED for consideration. The Board made a motion to approve the Local Government Academy to file an extension of the management contract.

a. Motion to Approve: Amanda Settelmaier

b. Second: Gary Myers

Motion passed 4-0 with no abstentions (John McHugh left the meeting)

10. Other Business

Gary Myers shared his appreciation for everyone involved in PACOG and the work completed to revive the association in an efficient and effective manner.

Amanda Settelmaier discussed possible legislation related to code-enforcement at the state level and suggested there was a role for PACOG.

11. Adjournment

Motion to adjourn by An Lewis at 3:52pm.

X
Amanda Settelmaier Secretary/Treasurer