

QUAKER VALLEY COUNCIL OF GOVERNMENTS
MONTHLY BOARD OF DIRECTORS MEETING
November 15, 2017

Board President Jean-Sebastien Valois called the meeting to order at 7:30 p.m. at the Sewickley Municipal Building, 601 Thorn Street, Sewickley, PA 15143. Mr. Valois then led the pledge of allegiance.

The following members in attendance:

Aleppo: Matthew Doeblor	Kilbuck: Jean-Sebastien Valois (President)
Avalon:	Leet: Betsy Rengers
Bell Acres:	Leetsdale: Jeffrey Weatherby
Bellevue: Kathy Coder	Sewickley: Susan Aleshire
Ben Avon:	Sewickley Heights:
Edgeworth:	
Emsworth: Paul Getz	
Glen Osborne: Holly Merriman	
Glenfield:	
Haysville:	

Public Comment:

Motions:

Omnibus Motion was made by Betsy Rengers to approve the September 20th, 2017 meeting minutes, Accounts Payable (Bills to Pay) for the period as of September and October, 2017, Bank Reconciliations September and October 2017, September and October 2017 Statement of Revenue and Expense and Balance Sheet, Year to Date Budget to Actual Seconded by Susan Aleshire, Motion Carried.

Discussion: Susan Hockenberry reviewed the financials. Balance sheet and income statements. Revenues posted, all annual dues for this year were collected. \$31,000 received for project management from Allegheny County. A DCED grant invoicing was posted and will be drawn down when received. The annual dinner income and expenses were posted. Receipts totaled \$8,360 and expenses totaled \$6,535 leaving a net revenue for this year's annual dinner. \$7,500 general funds was received from Allegheny County Executive Account. Fees for service income was received for GIS mapping and financial services. On the expense side, the lion's share is payroll, rent, data processing \$12,000 of which is for GIS online subscriptions. We allocated \$13,000 for net operating cost, at 10 months we are at \$8,000 net operating expense. Ed Gardner of Case Sabatini is expected to reduce the fund balance as of 12/31/2015 by \$7,000 due to posting of a receivable at the end of 2015 to Allegheny County because the full amount was not received for project management. The 2017 budget approved ending balance of \$112,335 would be reduced by \$7000. The annual dinner was held on October 18th, the board of directors meeting scheduled for this date was cancelled.

President's Report: On August 25th, 2017 we resigned from providing financial services to the Borough of Heidelberg. The manager of Heidelberg was not working the system the way it was supposed to be and became upset when he was needing a check, wanting to break the process. The manager began to say that we did not do a good job with the contract. Mr. Valois went to Heidelberg's meeting to explain what had happened from our point of view and present all correspondence to their board but was not permitted to speak. An invoice had been issued on August 28th, 2017 for services provided. The invoice had been accepted by the borough manager. Two weeks ago Heidelberg stated that they would only paid \$700.00 of the invoice.

Motion: Jeffrey Weatherby made a motion to send a demand for payment letter to the Borough of Heidelberg. Seconded by Betsy Rengers.

Motion: Jeffrey Weatherby amended the motion, If our invoice is not approved for full payment at Heidelberg's November meeting Harland will be contacted to draft an appropriate response. Seconded by Betsy Rengers. Matthew Doebler sustained. Motion carried.

Executive Director's Report: Susan Hockenberry reviewed the Executive Director's Report (attached). Update on recycling performance grant. Glenfield won the recycling challenge and will received an award from Waste Management to be given to any community organization of their choice. CDBG 44 Pre-applications were submitted, seventeen have been approved for full application submittals.

Old Business: 2018 Budget, Revenues expected to be \$185,494.30 / Expenditures \$184,593.80. The proposed office lease would increase from \$560.00 to \$605.00 per month. The landlord will make conference room space available for our use on the third floor. The proposal is for a three year lease.

Motion: Motion was made by Matthew Doebler to approve the 2017 Budget. Kathy Coder Seconded. Motion carried.

Motion: Motion was made by Kathy Coder to approve the dues schedule for 2018. Seconded by Susan Aleshire. Motion Carried.

Motion: Motion was made by Susan Aleshire to accept the 2018 Fees Schedule and 2018 Programs. Seconded by Kathy Coder. Motion carried.

Personnel Committee:

Bylaws: Matthew Doebler reported the By-Laws draft is finished. Recommended Bylaws to be presented to the board for review by the board. Requested a special meeting to be held January 31, 2018. Mr. Doebler suggested that we change the name of the COG. A strategic planning meeting is scheduled for February 3, 2018.

New Business:

Motion: Motion was made by Jeffrey Weatherby to approve the 2018 Meeting Schedule. Seconded by Betsy Rengers. Motion carried.

Motion: Motion was made by Betsy Rengers to submit the application for CDBG Funding. Seconded by Jeffrey Weatherby. Motion carried.

Motion: Motion was made by Paul Getz to submit a single \$30,000 application to DCED for outreach and engagement. Seconded by Jeffrey Weatherby. Motion Carried.

Motion: Motion was made by Betsy Rengers for \$15,000 to development of document management. Seconded by Kathy Coder. Motion carried.

Motion: Motion was made by Jeffrey Weatherby for Kathy Coder to pick the location for the December 20th, 2017 meeting.

Adjournment:

Motion: Kathy Coder made a motion to adjourn the meeting, seconded by Betsy Rengers, with all in favor. Meeting was adjourned at **9:13** pm.

The next meeting will be held on: January 17,2017 at 7:30 PM, at the Avalon Municipal Building, 640 California Avenue, Avalon, PA 15202

Respectfully Submitted,

Susan G. Hockenberry
Executive Director