

QUAKER VALLEY COUNCIL OF GOVERNMENTS  
MONTHLY BOARD OF DIRECTORS MEETING

October 27, 2021

This meeting took place at the Avalon Borough Building (640 California Avenue, Pittsburgh, PA 15202) and was also broadcast and recorded via Zoom and made available on the QVCOG website at the conclusion of the proceedings.

Board Vice-President Paul Getz called the meeting to order at 7:00 p.m. followed by the Pledge of Allegiance. Roll call was taken.

The following members were in attendance:

**Aleppo:** Arthur Williams (Zoom)                      **Glen Osborne:**  
**Avalon:** Michael Packard (Zoom)                      **Glenfield:** Curtis Reiner (Zoom)  
**Bell Acres:**    **Haysville:** Amy Paff (Zoom)  
**Bellevue:** Anthony DiTullio (Zoom) **Kilbuck:** Jean-Sebastien Valois (President, Zoom)  
**Ben Avon:** Richard Wagner                              **Leet:**  
**Edgeworth:** John Schwend (via Zoom) **Leetsdale:**  
**Emsworth:** Paul Getz                                      **Sewickley:** Julie Barnes  
**Sewickley Heights:** Nathan Briggs (via Zoom)

**Omnibus Motion:** Executive Director Connors provided a brief update regarding the financial statements and reports that were provided to the Board noting that with the October meeting occurring so late in the month, and to avoid paying late fees, all outstanding bills have been paid in advance of the meeting. President Valois inquired if a more adequate payment date could be established with the Citizens Bank credit card to avoid late fees in the future. Executive Director Connors stated that he would look further into the inquiry.

Ms. Barnes moved to approve September 15, 2021 meeting minutes and September Financial Statements as submitted. The motion was seconded by Ms. Paff. The motion carried by an affirmative voice vote.

**President's Report:** No report.

**Executive Director's Report:**

**Annual Dinner** – Executive Director Connors reported that the QVCOG Annual Dinner had occurred on Wednesday, October 20, 2021 at the Edgeworth Club. He thanked those who were able to attend and also thanked Mr. Kevin Flannery for agreeing to sponsor the event. He highlighted that the keynote speakers for the event were Senator Devlin Robinson (PA-37) & Representative Anita Kulik (PA-45). He

stated that nearly \$500 was raised with proceeds being donated to 412 Food Rescue. He noted that the overall revenue and profits generated by the event should be ready for evaluation in the coming week. The Board thanked Executive Director Connors for his efforts in putting together the event.

**QVCOG Police Chiefs Training** – Executive Director Connors reported that on October 7<sup>th</sup> the Allegheny County Police Department conducted a presentation for QVCOG Police Chiefs and departmental representatives concerning critical incident responses and procedures. He noted that the event occurred at the Bellevue Borough Building. He stated the event was a success highlighting that nearly every QVCOG municipality was represented. He reported that he anticipates quarterly meetings for QVCOG Police Chiefs will occur moving forward with the next one slated to occur at the new Allegheny County 911 Center. President Valois inquired if the COG’s municipal representatives could also be involved with the tour. Executive Director Connors stated that he would look into organizing a separate tour with officials and staff from member municipalities.

**Gaming Economic Development Fund Grant Application** – Executive Director Connors reported that the QVCOG had submitted a Gaming Economic Development Tourism Fund (GEDTF) application on behalf of Ben Avon Borough on October 22, 2021. He noted that this Grant allows municipalities and councils of government (COGs) to carry out important economic development projects for current and future use. He cited that fund is administered by the Redevelopment Authority of Allegheny County (RAAC), and stated the grants provide financial assistance to municipalities in order to facilitate economic development projects within Allegheny County. He stated that a number of COG members have applied for the grant on their own. He noted that he would be putting together a comprehensive list of 2022 projects for distribution for the next cycle of applications in the coming year.

**Traveling Glass Dumpster (Avalon Borough)** – Executive Director Connors reported that from October 30<sup>th</sup> through November 4<sup>th</sup> Avalon Borough will be partnering with the Pennsylvania Resources Council (PRC) in order to provide a glass recycling dumpster which will be located at Avalon’s Public Works Garage (between Frederick Street & New Brighton Road Avalon, PA 15202). He noted that this will be the last travelling glass event for 2021.

**2022-26 Waste & Recycling Contract** – Executive Director Connors reported that the new Waste & Recycling Contract is set to begin on January 1, 2022. He then highlighted that various documentation including an executed resolution and municipal agreement have not been provided by a handful of participating municipalities.

**COG-Wide GIS Zoning Map** – Executive Director Connors reported that an accessible GIS map is available for all QVCOG member municipalities. He noted that this free resource provides a “one stop shop” for residents, staff, and business owners to identify designated zoning classifications for any parcel within any participating community. He provided a brief demonstration of the tool and encouraged those who have not already done so to provide their zoning map data.

**New Business:**

Presentation – Sustainable Sewickley: Executive Director Connors introduced Ms. Suzanne Watters of Sustainable Sewickley. Ms. Watters provided a summary of services and programs that the organization provides including a recent “electric car parade” and composting educational workshops. She stated the goal is to promote sustainable practices and policies within Sewickley Borough and the Quaker Valley region. She concluded by expressing the organization’s desire to see a permanent glass recycling solution established within the QVCOG member communities. The Board thanked Ms. Watters and Sustainable Sewickley for their presentation.

Consideration of Approval for a Concurring Resolution Applying on Behalf of Ben Avon Borough for a 2022 Gaming Economic Development and Tourism Fund (GEDTF) Grant:

Executive Director Connors reported that on October 22, 2021 the Quaker Valley Council of Governments submitted a Gaming Economic Development & Tourism Fund (GEDTF) Grant through the Allegheny County Redevelopment Authority on behalf of Ben Avon Borough. He noted that the presented Resolution will be relayed to County Officials after the deadline which was October 26, 2021. He stated that Ben Avon Borough is seeking **\$200,000** through the fund to perform a comprehensive renovation on their existing municipal facility in order to allow for greater accessibility as well as increased use by all members of the community. He noted that their current municipal building was constructed in 1920 to house the Council Chambers, Police Headquarters and Fire-Fighting services, as well as community activities such as the War Veteran's Club and the Avon Club. He highlighted that the community meeting and activity room is on the second floor. He cited that due to the lack of modern insulation, the room is cold in the winter and hot in the summer, primarily as a result of drafty windows and poorly insulated roof. He stated that the proposed project will include abatement of 2,500 square feet of asbestos underlayment in the roof, abatement of lead-based paint at 15 windows, replacement of 2,500 square feet of slate roof, replacement of 1 overhead door, replacement of 15 windows, including lintels, interior and exterior trim.

He concluded by noting as the “recipient” of the requested funding Ben Avon Borough will be subject to the QVCOG’s utilization fee policy, highlights of which can be found below:

1. All grant applications prepared on behalf of a member municipality for a **\$500 fee**. This fee recovers staff time and other expenses associated with the application. Grant applications may be identified by the COG or the member municipalities. Although every effort will be made to accommodate member requests, the COG Executive Director may decline to complete an application request. Grants awarded to members through applications submitted by the COG **will be subject to a 2% fee**.

- Advertising will be charged back to the municipality for whom the project is being performed. Every effort is made to consolidate advertising based upon the projects submitted. The employee staff time development of the advertisement, placing of ad and documenting the advertising will be billed at an hourly rate of \$25.00 with a not to exceed of \$50.00. Notice to Bidders will be aggregated to achieve savings. The cost of advertising will be aggregated, projects will be prorated and billed back to the municipalities.

Mr. Reiner stated that Glenfield Borough has also applied for a GEDTF grant in the amount of \$355,426 for the Glenfield Borough Street Revitalization Project. He stated that the project seeks to improve the conditions of some of Glenfield’s main roads in the Borough, improve driver/pedestrian safety, and instill a new sense of pride in their community. He inquired if the COG would be willing to provide a letter of support for the project. President Valois stated that the COG should provide a letter for all applicants.

Mr. Wagner moved to approve a Concurring Resolution on behalf of Ben Avon Borough applying for a 2022 Gaming Economic Development and Tourism Fund (GEDTF) Grant. Mr. Schwend seconded the motion. The motion passed on the following roll call vote:

**Ayes:** Aleppo; Avalon; Bellevue; Ben Avon; Edgeworth; Emsworth; Glenfield; Haysville; Kilbuck; Sewickley; and Sewickley Heights.

**Nays:** none.

412 Food Rescue Thank You

Executive Director Connors stated that during the 2021 QVCOG Annual Dinner and with the assistance of the event’s Door Prize Donors (listed below) the QVCOG was able to raise over \$450 in donations for 412 Food Rescue. He stated that 412 Food Rescue strives

to prevent perfectly good food from entering the waste stream by redirecting it to those who are experiencing food insecurity through food banks and the like. He cited that with the assistance of thousands of volunteers called “food rescue heroes”, their model of food recovery and redistribution prevents perfectly good food from entering the waste stream and brings healthy food directly to people who need it most.

He continued by reporting that the winner of the 50/50 cash raffle, Edgeworth Borough Mayor, Dr. Gary Smith, donated his winnings (approx. \$230) to 412 Food Rescue. He thanked all those who attended and participated.

Prize Donations

Robinson Pipe Cleaning Co. – 4 Penguins Tickets

HHM Insurors - \$50 Gift Card

Leet Township – Gift Basket

Approval of 2022 Budget

Executive Director Connors reported that during its September 15<sup>th</sup> Regular Meeting the Board reviewed the 2022 Draft Budget and unanimously approved a 10% Dues increase for the 2022 fiscal year. He highlighted that no additional comments concerning the Budget were received. He proceeded to provide the following highlights of the presented document:

- The presented budget anticipates a decrease in revenues for Project Management (CDBG) of approximately \$10,000 (this decrease is due to lower administrative payroll expenditures compared to previous years);
- The presented budget includes an additional \$10,416 in anticipated revenues received from the newly implemented franchise fee for garbage & recycling services;
- The presented budget anticipates a decrease in the amount of \$14,000 for revenues associated with “Service Fees” (i.e. FASTA Program, Code Enforcement, Zoning Technical Assistance, etc.);
- Due to uncertainties associated with Regional Asset District (RAD) revenues, the presented budget projects that 2022 revenues mirror the amount received in 2021 (approximately \$300). Please note, this is a decrease of nearly \$4,500 from RAD revenues received in 2020; and
- A 10% dues increase for all members of the COG resulting in approximately \$5,000 in additional operating revenue.

He summarized that the proposed budget is conservative regarding anticipated revenues due to the uncertainty associated with many funds (i.e. RAD and Program/Service fees). He stated that revenues and expenditures have been scaled back proportionally. He cited that the proposed Budget is balanced with the assistance of the new garbage/recycling contract franchise fee as well as the 10% dues increase (the first since 2017). He noted that the 2022 Budget does reflect several cost savings associated with administrative functions of the COG including office rent, utilities (internet and phone service), and administrative payroll. He concluded by stating that in his opinion the proposed Budget as presented accurately reflects the COG’s ability to provide a high level of service to all 15 member municipalities for the 2022 fiscal year and beyond.

Ms. Barnes expressed her appreciation for the inclusion of funds for an intern. President Valois noted that per the COG’s bylaws, “at all times, the Board of Directors will ensure cash on hand equal to or greater than the 6 months from the prior budget year with the highest expenditures from the General Fund.” He cited that the upcoming dues increase and the proposed budget ensure that the COG abides by that mandate.

Ms. Barnes moved to approve the 2022 Budget as presented. Mr. Packard seconded the motion. The motion passed on the following roll call vote:

**Ayes:** Aleppo; Avalon; Bellevue; Ben Avon; Edgeworth; Emsworth; Glenfield; Haysville; Kilbuck; Sewickley; and Sewickley Heights.

**Nays:** none.

**Old Business:**

**2022-26 Waste and Recycling Contract Agreement & Resolutions**

Executive Director Connors reported that during its August 18<sup>th</sup> Regular Meeting the Board recommended that the 11 participating municipalities move forward in awarding the 2022-26 Waste & Recycling Contract to Waste Management. He noted that since that time, the QVCOG has received the required executed Resolution & Agreement from the following municipalities: Aleppo Township, Avalon Borough, Ben Avon Borough, Edgeworth Borough, Leet Township, Glen Osborne Borough, & Sewickley Borough. He cited that the following municipalities **have not** provided the required documentation.

- Bellevue Borough
- Emsworth Borough
- Glenfield Borough
- Kilbuck Township

**Traveling Glass Recycling Bin Update**

Executive Director Connors reported that from October 30<sup>th</sup> through November 4<sup>th</sup> Avalon Borough will be partnering with the Pennsylvania Resources Council (PRC) in order to provide a glass recycling dumpster which will be located at Avalon's Public Works Garage (between Frederick Street & New Brighton Road Avalon, PA 15202). He noted that this will be the last travelling glass event for 2021.

**CDBG Status Report:** Executive Director Connors provided brief updates concerning all active CDBG projects.

**Other Concerns of the Delegates:**

Ms. Julie Barnes – Sewickley Borough: Ms. Barnes reported that Sewickley Borough has experienced difficulties with Waste Management concerning the Borough's noise ordinance. She noted that refuse trucks have entered the Borough prior to the permissible 7 a.m. start time. Mr. Getz stated that Emsworth Borough had experience a similar situation in years past. A discussion ensued. Executive Director Connors noted that with the new 5-year agreement, the COG will be responsible for maintaining the Contract Deposit Fund which will be used to ensure that Waste Management remains accountable per the contract specifications. He noted that the fund will only work as well as the communication between the participating municipalities, the COG, and Waste Management. President Valois asked Executive Director Connors to prepare a policy for review concerning the Contract Deposit Fund. Mr. Reiner inquired if a list of Waste Management contacts could be provided. Executive Director Connors stated that he would relay the contact information to the delegates via email.

Mr. Rick Wagner – Ben Avon Borough: Mr. Wagner noted that Zero Waste Wrangler has begun to provide service within Ben Avon & Ben Avon Heights Boroughs.

**Adjournment:** Mr. Wagner moved to adjourn. The motion was seconded by Mr. Getz. The motion carried by unanimous voice vote and the meeting was adjourned at 7:40 p.m.

**The next meeting is scheduled for:** November 17, 2021 at 7:00 p.m. at the Edgeworth Borough Building (301 Beaver Road, Edgeworth, PA 15143). The meeting will be in-person and open to the public as well as broadcast and recorded over Zoom. Please visit [qvcog.org](http://qvcog.org) for further information.

Respectfully Submitted,

Patrick M. Conners  
Executive Director