

QUAKER VALLEY COUNCIL OF GOVERNMENTS
MONTHLY BOARD OF DIRECTORS MEETING

November 17, 2021

This meeting took place at the Edgeworth Borough Building (301 Beaver Road, Edgeworth, PA 15143) and was also broadcast and recorded via Zoom and made available on the QVCOG website at the conclusion of the proceedings.

Board President Jean Sebastien Valois called the meeting to order at 7:40 p.m. followed by the Pledge of Allegiance. Roll call was taken. *Note, due to the lack of a meeting quorum, roll call was not taken until a quorum was achieved at 7:40 p.m.

The following members were in attendance:

Aleppo:

Avalon: Michael Packard

Bell Acres:

Bellevue:

Ben Avon:

Edgeworth: John Schwend

Emsworth:

Sewickley Heights: Nathan Briggs (via Zoom)

Glen Osborne: Barbara Carrier

Glenfield:

Haysville: Amy Paff (Via Zoom)

Kilbuck: Jean-Sebastien Valois, President

Leet:

Leetsdale: Jeffrey Weatherby (Via telephone)

Sewickley: Julie Barnes

Omnibus Motion: Executive Director Connors provided a brief update regarding the financial statements and outstanding payments, noting an invoice from the Edgeworth Club for the 2021 Annual Dinner is included within the November Bills.

Mr. Schwend moved to approve October 27, 2021 meeting minutes and October Financial Statements as submitted. The motion was seconded by Ms. Barnes. The motion carried by an affirmative voice vote.

President's Report: No report.

Executive Director's Report:

2022-26 Waste & Recycling Contract – Executive Director Connors reported that at its August 18th Regular Meeting the Board recommended that the 11 participating member 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 all participating municipalities. He cited that the new Waste and Recycling Contract will commence on January 1, 2021. He highlighted that Municipal Staffs & residents should begin to receive their respective 2022 collection calendars beginning November 1, 2021. He asked that should a

participating municipality have any questions concerning the new Agreement, availability of calendars, educational materials, or the new complaint reporting process, that they contact him as soon as possible.

COG-Wide GIS Zoning Map – Executive Director Conners reported that an accessible GIS map is available for all participating QVCOG member municipalities. He noted the tool is a free resource that offers a “one stop shop” for residents, staff, and business owners to identify designated zoning classifications for any parcel within a participating community. Additionally, he noted that users can access the zoning regulations (if available), Allegheny County Parcel info, Google Street View, and more. He cited that to date, 12 member municipalities have contributed their zoning information or are in the process of doing so. He concluded by inviting interested parties to contact him in order to set up individual tutorials regarding this tool. More info can be found at qvcog.org/cog-wide-gis.

2022 Meeting Dates and Locations – Executive Director Conners stated that in order to maintain the precedent established in 2021, the QVCOG will be seeking volunteer communities to host both the Managers & Secretaries meetings (fourth Wednesday of each month) and Board of Directors Meetings (third Wednesday of each month at 7:00 p.m.). He stated that the Managers & Secretaries meeting time (usually 9:15 a.m.) may move to better accommodate the schedules of municipal staff. A discussion ensued. He stated that should a community be willing & able to host one or both of these meetings, that they reach out to him at their earliest convenience.

CDBG Year 48 Final Applications – Executive Director Conners stated that throughout the month of November the QVCOG has worked to submit all outstanding information (i.e. concurring resolutions passed by the participating community, site photos, etc.) through ACED’s application portal. He cited that the deadline for “final” CDBG Year 48 applications is November 19, 2021. He provided an outline of all CD Year 48 projects as submitted:

- MPR003 - Avalon Borough - California Avenue Park Rehabilitation
- MRB031- Bell Acres - Borough Park ADA Parking Project
- MPD024 - Bellevue Borough - Blight Remediation Projects
- MRB034 - Leet Township - Orchard, Beech, & Plum ADA Sidewalk Project
- MRB033 - Leetsdale Borough - Henle Park ADA Parking & Walkway Project
- MRB032 - Sewickley Borough - Centennial Avenue ADA Sidewalk Project

Act 101 Section 904 Performance Grant – Executive Director Conners stated that in the coming weeks, the QVCOG will be working to aggregate residential and commercial recycling data for all 15 member communities. He proceeded to provide a brief summary regarding the Act 101 Section 904 Recycling Performance Grant. He noted that in the past, the COG has partnered with Pennsylvania Resources Council (PRC) to collect this data prior to submission to the Pennsylvania Department of Environmental Protection (DEP). He stated that in order to save on administrative fees (\$5,000 paid to PRC) as well as to ensure that all available data is collected within

member communities, the QVCOG will be bringing this operation in-house for 2021. He noted that the deadline for this Grant is December 30, 2021.

GIS “Roundtable” – Executive Director Connors reported that on December 15th at 10:30 a.m. the QVCOG will host a GIS roundtable at the Leet Township Building (194 Ambridge Avenue, Ambridge, PA 15003). He noted the event will take place immediately after the Managers & Secretaries Meeting. He stated the event will be open to both in-person and virtual attendance. He cited that the new QVCOG GIS Zoning Map will be a focus of the discussion. Additionally, he noted that participants will have an opportunity to discuss their past/present use of the platform as well as their vision for GIS mapping moving forward. He concluded by citing the demonstration/discussion will be facilitated by Mr. Matt Mercurio of Civic Mapper.

New Business:

Presentation – Ms. Joy Ruff - Local Government Academy:

Ms. Joy Ruff, Executive Director of the Local Government Academy, came before the Board to discuss upcoming programming that would be organized and hosted by the organization. She provided a brief summary of the organization including its history and Board structure. She then highlighted availability for the upcoming Newly Elected officials Course is quickly running out. She noted that the comprehensive series of courses will focus on immersing newly elected officials within the ever changing and complex world that is Local Government. Ms. Barnes inquired if there is a course/webinar offered by LGA that focuses on local government leadership and process for Public Meetings. Ms. Ruff stated that such a course is not available yet, but that she would look further into the matter. Next, she discussed the 2022 Municipal Intern program citing that project proposals and applications would be due in January of 2022. Executive Director Connors provided a brief summary of a potential intern project which would involve shared oversight of the intern amongst interested member communities. He stated the intern would seek to evaluate current COG programming, further engage with member communities, and benchmark against other Allegheny County COGs and their program offerings. A discussion ensued. President Valois inquired regarding the overall outcomes of a potential project. Ms. Ruff noted the goal of the project should be comprehensive and long-lasting. She cited that the most effective internships create program, policy, or outcome that has the capacity to live on after the project concludes. The Board thanked Ms. Ruff for her presentation.

Presentation - Sarah Alessio Shea - Pennsylvania Resources Council:

Ms. Sarah Alessio Shea, Deputy Director for the Pennsylvania Resources Council, came before the Board to discuss various cooperative programming between the PRC and QVCOG, both past and present. She noted the success of the Hard to Recycle collection events (typically held at the Quaker Valley High School) as well as other collection events facilitated by PRC including household hazardous chemical collection drives. She then discussed the “pop up” glass collection events that the QVCOG has worked to organize and promote over the last few years, citing various collection data from each location. She continued by discussing a joint-proposal for the establishment

of permanent glass locations throughout the Pittsburgh region. A discussion concerning establishing a permanent site(s) within the QVCOG ensued.

Approval of Waste & Recycling Communication Policy:

Executive Director Conners reported that with the assistance of the Contract Deposit Fund included within the new 5-Year Waste and Recycling Contract, the COG will have greater leverage to work with participating municipalities to hold Waste Management to a higher level of service. He highlighted that municipal staff and officials should always be the first line of communication between residents and Waste Management. He stated that when service issues & complaints arise, Waste Management should be notified with the QVCOG being subsequently notified (or cc'd on the original email). He reported that the QVCOG will be using a basic Excel Spreadsheet to report monthly back to Waste Management for their infractions. He cited that all communication regarding service issues should be conducted through email, ensuring a proper "paper trail" for documentation purposes. He proceeded to provide contact information for Waste Management.

He continued by noting that written within the new contract is a provision which has the COG retain \$20,000 (received check on 11-9-2021) from Waste Management within a Contract Deposit Fund. He cited that the QVCOG will be opening a separate fund with Citizens Bank in the coming weeks for this process. He stated that per the new Agreement, "The Fund shall remain in the control of the Quaker Valley COG throughout the term of the Contract. The Fund shall be used by QVCOG participating municipalities solely for the satisfaction of payments, charges, and penalties provided for under the terms of the Contract. QVCOG participating municipalities will submit documentation to the Contractor and to QVCOG of the inability to resolve Contractor's performance which qualifies for the request for liquidated damages. QVCOG shall disburse funds from the Contract Deposit Fund to QVCOG participating municipalities During the term of the Contract the Fund shall be replenished by the Contractor to its original amount of \$20,000 should the amount drop below \$5,000, within 30 days notification by the Quaker Valley COG). Upon termination of the Contract, any money remaining in the fund shall be returned to the Contractor. QVCOG participating municipalities that pay the Contractor for services may, upon notification to the Contractor, deduct liquidated damages from payments due the Contractor instead of using the Contract Deposit Fund."

He highlighted that a table of infractions can be found within the meeting packet as well as within the 5-Year Waste and Recycling Contract Bid Specifications. He stated that to ensure efficient operations for this process, payments to participating municipalities will be sent once every other month (6 times annually). He summarized the communications & compliant reporting policy proposal as follows:

1. All liquid damages, fines, and omissions outlined within Section 1500 of aforementioned Agreement shall be adopted into this policy.

2. If a customer/resident issues a complaint to a Participating Municipality, it shall be the responsibility of the Participating Municipality to report the issue to the Selected Hauler;
3. It shall not be the responsibility of the QVCOG to report complaints/service issues to the Selected Hauler;
4. Each service issue shall be brought to the Selected Hauler's attention through email. The QVCOG shall annually provide Participating Municipalities with up-to-date contact information. After the matter has been brought to the attention of the Selected Hauler, Participating Municipalities will submit documentation through email to the QVCOG. If the service issue is not remedied within the stated amount of time as prescribed within the Agreement, the Participating Municipality may request liquidated damages as outlined within the Agreement;
5. Using the Contract Deposit Fund, the QVCOG shall issue payments one every-other-month (6 times per annually) directly to the Participating Municipalities;
6. The QVCOG shall be reimbursed for fees & charges associated with liquid damage payments through the Contract Deposit Fund; and
7. Should the Participating Municipalities neglect or opt not to enforce a penalty for any given offense on any given date or time, it shall not remove the ability of the Participating Municipalities to enforce such penalty retroactively or in the future.

Members of the Board noted their approval for the proposed policy. Executive Director Connors stated that he would prepare for formal approval of the policy at the December Board Meeting.

Old Business:

Glass Recycling Update:

Executive Director Connors stated that finding solutions to responsibly recycle glass for municipalities has remained a challenge since waste & recycling haulers removed the commodity from many single stream recycling collection agreements (approximately 5 years ago). He noted that in recent years, the QVCOG has worked in partnership with Pennsylvania Resources Council (PRC) to host temporary "pop up" glass collection events within member communities. He highlighted that these events would typically last 5 days and would cost the host municipality \$750.00. He noted that while these events were generally successful and extremely well received by users, they would leave a void for much of the year and could confuse some residents due to their unpredictability.

He stated that in an effort to provide a permanent solution for its members, the QVCOG is seeking to establish a permanent site for a 25-yard glass recycling receptacle (provided by Pennsylvania Resources Council). He noted the location for this site is still under consideration. He stated that the cost per municipality would be based on one of two calculations tied to each member community's population as of the 2010 Census. *Population data for all member communities is not yet available through the 2020 Census. He noted that the Board was provided with two different cost considerations to evaluate.

He stated that this pilot program would be used to gauge the overall interest in establishing an additional location(s) within the COG in order to spread the impact and increase user convenience. Highlights of the recycling receptacle are as follows:

- 25-yard capacity container (photos included within PRC flyer)
- Gable-topped roof with access windows to block TVs and bulky items
- Informational decals and PRC contact info for residents' issues or questions
- Collects 4-6 tons of glass per load
- Container dimensions: app. 22 feet x 8 feet

He cited the initial setup cost proposed by PRC totals \$1,000 which includes delivery of the 25-yard recycling receptacle, education and outreach assistance, and logistical support. He stated that all transportation would be handled through Michael Brothers Hauling. He noted that the QVCOG would assume responsibility for coordinating service calls. He cited that each pickup/delivery would amount to \$400. He stated that according to PRC, it is estimated that the vessel would need to be emptied approximately 2 times per month based on "pop up" event usage. He proposed that the QVCOG absorb a portion of the monthly costs (approximately 12%) as well as the startup fee by using its recycling fund (generated through Act 101 Section 904 performance revenue). He stated that the QVCOG is seeking a host community who is able to provide a secure and convenient location for the receptacle. He asked for member communities that have the capacity and that are interested in hosting a site to contact him as soon as possible. After a question from President Valois, a discussion concerning a permanent recycling facility ensued. Executive Director Connors stated that using the feedback from the meeting he would prepare a formal correspondence seeking a host location for the site. The Board stated their desire to continue this discussion at the next meeting.

2021 Annual Dinner Update:

Executive Director Connors provided a financial summary of the 2021 Annual Dinner citing that over \$2,000 in profit was generated from the event.

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

Other Concerns of the Delegates: No concerns were raised.

Adjournment: Mr. Schwend moved to adjourn. The motion was seconded by Ms. Carrier. The motion carried by unanimous voice vote and the meeting was adjourned at 8:36 p.m.

The next meeting is scheduled for: December 15, 2021 at 7:00 p.m. at the Bellevue Borough Building (537 Bayne Avenue, Pittsburgh, PA 15202). The meeting will be in-person and open to the public as well as broadcast and recorded over Zoom. Please visit qvcog.org for further information.

Respectfully Submitted,

Patrick M. Connors
Executive Director