

QUAKER VALLEY COUNCIL OF GOVERNMENTS  
MONTHLY BOARD OF DIRECTORS MEETING

December 15, 2021

This meeting took place at the Bellevue Borough Building (537 Bayne Avenue, Bellevue, 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:** Art Williams\*

**Avalon:** Michael Packard

**Bell Acres:**

**Bellevue:**

**Ben Avon:** Rick Wagner

**Edgeworth:**

**Emsworth:** Paul Getz

**Sewickley Heights:**

**\*attended via Zoom**

**Glen Osborne:** Barbara Carrier & Dr. Bob Ryan\*

**Glenfield:**

**Haysville:** Amy Paff\*

**Kilbuck:** Jean-Sebastien Valois, President\*

**Leet:**

**Leetsdale:** Jeffrey Weatherby

**Sewickley:** Julie Barnes

**Omnibus Motion:** Executive Director Connors provided a brief update regarding the financial statements and outstanding payments, noting year-end financial highlights.

Mr. Weatherby moved to approve November 17, 2021 meeting minutes and November 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 Managers & Secretaries Meetings** – Executive Director Connors stated that in effort to increase attendance and participation, the QVCOG Managers and Secretaries Meetings will be returning to a “permanent” meeting location in 2022 (Emsworth Borough Building, 171 Center Avenue, Pittsburgh, PA 15202). He highlighted that the meetings will continue to be held on the fourth Wednesday of the month with a new start time of **10:00 a.m.** He noted that in order to ensure universal access meetings will continue to be simulcast over Zoom, though in-person attendance for these meetings is strongly encouraged.

**GIS “Roundtable”** – Executive Director Connors reported that on December 15th at 10:30 a.m. the QVCOG in partnership with Mr. Matt Mercurio of Civic Mapper hosted a

GIS roundtable at the Leet Township Building. He cited the event was open to both in-person and virtual attendance with 7 participants contributing to the meeting. He cited that the new QVCOG GIS Zoning Map was a focus of discussion. Additionally, he noted that participants had an opportunity to discuss their past/present use of the platform as well as their vision for GIS mapping moving forward.

**Joint Police Service Request** – Executive Director Connors reported that on November 16, 2021 officials from Haysville Borough, Glenfield Borough, Glen Osborne Borough and Sewickley Borough met with the QVCOG as well as Senator Devlin Robinson at the Sewickley Borough Building to discuss a joint request for Police Services for Glenfield and Haysville Boroughs. Ms. Amy Paff noted that the group had a productive discussion on the topics of community policing, Route 65 traffic safety, and overall funding strategies. Executive Director Connors stated it is anticipated that Haysville and Glenfield will submit a joint request for services to Sewickley Borough in January of 2022.

### **New Business:**

#### Route 65 Presentation Announcement – Mr. Ray Gastill

Mr. Ray Gastill, Director of the Remaking Cities Institute, reported that on January 26, 2022 members of Carnegie Mellon University & Michael Baker International will present the final report for the Route 65 Study. He noted that the presentation will include a comprehensive summary of the report as well as a list of recommendations moving forward. He highlighted that all are welcome to attend and participate in the event which will be held at the Sewickley Public Library (500 Thorn Street, Sewickley, PA 15143) beginning at 7:00 p.m. Executive Director Connors reported that the meeting will be simulcast over Zoom for those unable to attend in-person. Mr. Gastill noted that a condensed version of the presentation will be provided to the QVCOG Board of Directors at their January 19<sup>th</sup> Regular Meeting. President Valois stated that interested parties may view the report in its entirety by visiting [qvcog.org](http://qvcog.org).

#### Proposed 2022 Meeting Dates and Locations

Executive Director Connors stated that in keeping with the precedent established in 2021, the QVCOG will be conducting Board of Directors meetings within various member communities. He read aloud proposed 2022 meeting locations noting that meetings will remain on the third Wednesday of each month at 7:00 p.m. He noted that all meetings will be simulcast over Zoom and recorded for posterity. He cited that if approved by the Board the 2022 meeting dates and locations will be advertised within the Citizen News prior to the start of the new year.

**January 19, 2022** – Kilbuck Township 343 Eicher Road, Pittsburgh, PA 1523

**February 16, 2022** – Avalon Borough 640 California Avenue, Avalon, PA 15202

**March 16, 2022** – Leet Township 194 Ambridge Avenue, Fair Oaks, PA 15003

**April 20, 2022** – Leetsdale Borough 373 Beaver Street, Leetsdale, PA 15056

**May 18, 2022** – Bell Acres Borough 1153 Camp Meeting Rd, Sewickley, PA 15143

**June 15, 2022** – Aleppo Township 100 North Drive, Sewickley, PA 15143

**July 20, 2022** – Sewickley Public Library – 500 Thorn Street, Sewickley, PA 15143

**August 17, 2022** - Sewickley Borough 601 Thorn Street, Sewickley, PA 15143

**September 21, 2022** - Ben Avon Borough Building 7101 Church Ave, Pittsburgh, PA 15202

**October 19, 2022** – Budget Meeting – Edgeworth Borough 301 Beaver Road, Edgeworth, PA 15143

**November 16, 2022** - Bellevue Borough 537 Bayne Avenue, Bellevue, PA 15202

**December 14, 2022** - Emsworth Borough 171 Center Avenue, Emsworth, PA 15202

**Annual Dinner - September 14, 2022 (Time & Location TBD)**

Mr. Weatherby moved to approve the 2022 Board of Directors Meeting dates and locations as outlined. Mr. Wagner seconded the motion. The motion carried on a unanimous voice vote.

Approval of 2022 Local Government Academy Municipal Intern Program Application

Executive Director Connors stated that the Local Government Academy's Municipal Intern Program connects local governments with enthusiastic undergraduate or graduate students seeking real-world experience working at the grassroots level. He highlighted that eligible placement sites include municipalities, councils of governments, and municipal authorities in Southwestern Pennsylvania. He cited that each year this Program allows municipalities, COGs, etc. to employ an intern for a 12-week internship with 50% of the cost being paid by the LGA.

He reported that in effort to better connect with member communities and organizations within the region, the QVCOG is seeking selection as a 2022 Municipal Intern Program host site in order to secure a talented individual to serve as its first ever Member Liaison. He stated that upon their arrival, the Intern would receive a comprehensive training on the topic of Councils of Governments and intergovernmental collaboration efforts. Next, he stated the Intern would work with himself as well as municipal staff and officials within volunteer member communities in effort to promote current programming and analyze the possibility for future collaborative opportunities. Lastly, he stated the intern would work to develop a strategic plan after engaging with other COGs and like-minded organizations within the region to benchmark existing structures and programming to find efficiencies and opportunity for the organization to better serve its 15 member communities. He continued by citing the following project objectives:

- Build upon community engagement efforts;
- Increase member awareness of existing services and programming;
- Establish Strategic Plan for programming and services (current and prospective) offered by QVCOG;
- Engage with prospective members (associate membership opportunities); and
- Assist Executive Director in various capacities (i.e. development of recycling center, evaluation of data driven code enforcement grant, expand engagement with businesses concerning Section 904 performance grant, etc.).

He highlighted that interns are required to complete between 400 and 480 hours of work during the Program. He cited the Program requires that undergraduate students are paid \$11.00 per hour with graduate students earning \$12.00 per hour. He reported that the Program is estimated to cost the QVCOG approximately \$6,000 (wages, payroll tax, etc.). He noted the application period will be open and closed within January, 2022. He stated that host locations will be notified of their selection in March of 2022 with projects commencing in May lasting throughout the summer. President Valois noted that appropriated funds for the proposed internship are contained within the approved 2022 Budget.

Mr. Wagner moved to approve the QVCOG's application seeking selection as a host location for the 2022 Local Government Academy Municipal Intern Program. Dr. Ryan seconded the motion. The motion carried on a unanimous voice vote.

### 2021 Annual Report

Executive Director Connors stated that in order to encapsulate the events and services rendered within the 2021 calendar year he had prepared an Annual Report for distribution to member communities and affiliated organizations. He proceeded to summarize the report. He noted that the report was provided within the meeting packet and has been posted online at qvcog.org.

### **Old Business:**

#### Glass Recycling Discussion

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. He highlighted 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 noted that these events typically last 5 days and cost \$750.00. he cited that while generally successful and extremely well received by users, these events left a void for much of the year and could confuse some residents due to their unpredictability.

He reported 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 that the location for the proposed site is still under evaluation. He stated that the QVCOG has been in contact with multiple member communities in effort to secure a volunteer host location. He concluded by stating that further information is anticipated to be available in time for the January Board of Directors meeting.

#### Approval of Waste & Recycling Communication Policy

Executive Director Connors stated 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 accountable to a higher level of service. He noted that municipal staff and officials should always be the first line of communication between residents and Waste Management. He highlighted 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 COG will be using an Excel Spreadsheet (sampled included within meeting packets) to report monthly back to Waste Management for their infractions. He emphasized that all communication regarding service issues should be conducted through email ensuring a proper "paper trail" for documentation purposes. He noted the assigned customer service contacts for Waste Management highlighting that their email addresses would be distributed to municipal officials and staff in advance of January 1<sup>st</sup>.

He briefly discussed the Contract Deposit Fund noting that it allows the COG to retain \$20,000 (received check on 11-9-2021) from Waste Management. He noted the QVCOG will be opening a separate fund with Citizens Bank in the coming weeks for this process. 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 then outlined the table of infractions and draft policy. He stated that in order to ensure efficient operations for this process, reports will be sent to Waste Management once per month and payments to participating municipalities will follow shortly thereafter.

Ms. Barnes moved to approve the Waste and Recycling Communications Policy. Ms. Carrier seconded the motion. The motion passed on a unanimous voice vote with Leet Township abstaining.

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

**Other Concerns of the Delegates:** No concerns were raised.

**Adjournment:** Ms. Paff moved to adjourn. The motion was seconded by Mr. Weatherby. The motion carried by unanimous voice vote and the meeting was adjourned at 7:36 p.m.

**The next meeting is scheduled for:** January 19, 2022 at 7:00 p.m. at the Kilbuck Township Municipal Building (343 Eicher Road, Pittsburgh, PA 15237). 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