



**Quaker Valley Council of Governments  
Board of Delegates Regular Meeting**

The June meeting will occur virtually on  
the Zoom Platform

Wednesday, June 15, 2022  
7:00 p.m.

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Public Comment/Guests
5. Omnibus: Approval of May 18, 2022 Meeting Minutes, May Financial Reports, Unpaid Bills List, and Payroll Summary
6. President's Report
7. Executive Director's Report
8. New Business
  - A. Introduction – Ms. Anna Richard – QVCOG Municipal Intern
9. Old Business
  - A. Glass Recycling Update
10. Route 65 Update
11. CDBG Status Report
12. Other Concerns by Delegates
13. Adjournment

QUAKER VALLEY COUNCIL OF GOVERNMENTS  
MONTHLY BOARD OF DELEGATES MEETING

May 18, 2022

The meeting took place at the Big Sewickley Creek Volunteer Fire Hall (1850 Big Sewickley Creek Road Sewickley, 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 Carrier 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:**

**Avalon:** Roberta Edwards\*

**Bell Acres:**

**Bellevue:** Sabreena Miller\*

**Ben Avon:** Tavia Washington\*

**Edgeworth:**

**Emsworth:** Paul Getz

**Sewickley Heights:**

**Glen Osborne:** Barbara Carrier

**Glenfield:**

**Haysville:**

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

**Leet:** John Stephansky\*

**Leetsdale:** Jeff Weatherby

**Sewickley:** Bridget Bates\*

**\*attended via Zoom**

**Public Comment:** None.

**Omnibus Motion:** Executive Director Connors provided a brief update regarding the financial statements and outstanding payments.

Ms. Carrier moved to approve April 20, 2022 meeting minutes, April financial statements, and unpaid bills as submitted. The motion was seconded by Ms. Miller. The motion carried by an affirmative voice vote.

**President's Report:** President Carrier noted the success and general positive feedback received from the launch of the QVCOG's Glass Recycling Program highlighting her enthusiasm for the prospective second site in Avalon Borough. She also cited positive momentum concerning the pursuit of a comprehensive Master Plan for Route 65. She concluded by praising the QVCOG for facilitating a discussion amongst police chiefs within member communities on the topic of an update Mutual Aid Agreement.

**Executive Director's Report:**

**Flagger Safety Training** – Executive Director Connors reported that on May 26<sup>th</sup> at 8:00 a.m. the QVCOG in partnership with Municipal Risk Management (MRM) will be conducting a Flagger Safety Course. He highlighted that the event will take place at the

Avalon Borough Public Works Garage - 629 New Brighton Road, Pittsburgh, PA 15202. He noted that the training consists of a classroom PowerPoint presentation (approx. 2 hours) which will be facilitated by Mr. Tyler Lukart of MRM. He stated that at the conclusion of the training attendees will be issued a 20-point quiz. Should they receive a “passing” score, they will receive a certification that will last for 3 years. He cited that communities which are members of MRM’s Workers Comp Trust can attend and receive certification free of charge. He reported that for those interested in attending, but that do not work for a MRM municipality, the cost is \$45 per participant. He asked that all interested parties RSVP for the event via email by May 19<sup>th</sup>.

**Cyber Security Training** – Executive Director Connors reported that in an effort to provide a proactive solution for an increasingly important facet of the workplace environment, the QVCOG has purchased access for a Cyber-Security webinar that will be hosted by the Pennsylvania State Association of Boroughs. He stated that training would be virtual and will take place on June 15, 2022 at 12:00 p.m. He cited that attendees will learn how to spot fraudulent emails, links, or texts as well as how to recover from a ransomware attack. He encouraged anyone that is interested to take advantage of the free webinar. He noted that a recording of the webinar will be available upon request.

**SHACOG Estimated Salt Purchase Requirement Survey** – Executive Director Connors reported that in an email dated May 2, 2022 the South Hills Area Council of Governments (SHACOG) sent out a survey for the 2022 Rock Salt Bid. He stated that the survey is to be completed online and is accessible through the Purchasing Alliance portal at [www.shacog.com](http://www.shacog.com). He noted that the QVCOG is a member of the SHACOG Purchasing Alliance. He highlighted that all QVCOG member communities are included within this consortium. He cited the deadline to complete the survey is June 1, 2022. He reported that municipalities that do not complete the survey cannot participate within the new salt purchasing agreement.

**WM Facility Tour** – Executive Director Connors stated that due to weather and flooding, the Waste Management Material Recovery Facility (MRF) tour originally scheduled for May 4<sup>th</sup> has been rescheduled for June 1<sup>st</sup> at 11:00 a.m. The address for the Greenstar Recycling Facility is 4100 Grand Avenue, Pittsburgh, PA 15225.

**Municipal Intern Program** – Executive Director Connors reported that the QVCOG has selected Ms. Anna Richard of W & J College as their Municipal Intern for the summer. He stated that over the course of the 12-week program Ms. Richard will be conducting an analysis of the QVCOG’s programs and services as compared to our contemporary organizations in the region and abroad. He noted that during the project, she will be conducting site visits to member communities and will attend many of the COG’s monthly meetings.

**Police Chiefs Meeting** – Executive Director Connors stated that after a directive from the Board of Delegates at its April 20<sup>th</sup> meeting, the QVCOG will be facilitating a discussion with the region’s Police Chiefs to review the most recent Mutual Aid Agreement which was approved in 2009. He reported that the meeting will take place at the Kilbuck Township municipal building on May 19<sup>th</sup> at 10:00 a.m.

**New Business:**

**Presentation – Robert Gerlach, Allegheny County Department of Emergency Services** – Executive Director Conners stated that in order to be compliant with Federal funding requirements in the event of a state of emergency declaration, each municipality within Allegheny County is responsible for appointing an Emergency Management Coordinator as well as the adoption of an Emergency Operations Plan. He proceeded to introduce Mr. Robert Gerlach, Allegheny County Emergency Management Specialist and Training & Exercise Coordinator, stating that he will be providing a brief presentation on these requirements as well as the responsibilities involved for each respective municipality concerning the emergency preparedness process.

Mr. Gerlach provided a brief history of emergency preparedness and municipal requirements to the group. He then discussed the role and responsibility of municipal emergency managers. He then discussed the roles of elected officials during emergency events, emergency declarations, etc. He concluded by citing statistics for the QVCOG and its member communities in regards to legislative approvals, emergency manager appointments, and approval of emergency management plans. He encouraged any interested officials to reach out to him if they have questions or concerns about their respective municipality's emergency preparedness. The group thanked Mr. Gerlach for his presentation.

**2020 Act 101 Section 904 Recycling Award Distribution** – Executive Director Conners reported that 14 of the QVCOG's 15 member communities participated in the joint application for the 2020 Act 101 Section 904 Recycling Performance Grant. He noted Total Grant Award for the 2020 cycle was \$23,691.55. He cited that of that total of \$6,961.10 would be distributed to member communities with the remainder being allocated to the joint recycling fund.

Mr. Weatherby moved to approve recycling performance payments to participating municipalities for the 2020 cycle. Mr. Getz seconded the motion. The motion passed on a unanimous voice vote.

**Establishment of Second Glass Recycling Site - Avalon Borough** – Executive Director Conners stated that in order to ensure that all residents within QVCOG member communities have easy access to recycle glass, the QVCOG asked for nominations for a second glass recycling site to accompany the first location in Sewickley Riverfront Park. He cited that in a correspondence dated February 22, 2022 Avalon Borough nominated a space within their community at 637 New Brighton Road, Avalon, PA 15202 (across from the Public Works and Fire Department building). He noted the site served as a “pop up” glass recycling location from October 30<sup>th</sup> to November 4<sup>th</sup> last year collecting 1.09 tons of glass.

He highlighted that according to the correspondence provided by Avalon Borough, “The area is well lit and monitored by cameras mounted on the building. This is a high traffic area for residents and neighbors entering Avalon and utilizing Avalon Community Park Avalon Public Works employees are available Monday – Friday. The fire and police departments have a daily presence as well.”

He stated that other member communities had suggested interest in hosting a site, but nothing was ever formally received as far as a site recommendation, maintenance plan, etc. He reported that Avalon Borough has requested that the site be established in advance of Memorial Day in order to ensure the most viability amongst its residents and patrons of its Community Park. He reported that a delivery date of Friday, May 27<sup>th</sup> from Michael Brothers Hauling is being proposed with an official “launch” date of Saturday, May 28<sup>th</sup>.

Mr. Valois inquired as to how the QVCOG is getting recognition for the glass recycling initiative. Executive Director Connors reported that there have been write ups within the Sewickley Herald and Bellevue’s Citizen. He also noted his efforts on getting NPR to discuss the program. A discussion concerning signage ensued.

Mr. Getz moved to award the second glass recycling site to Avalon Borough (637 New Brighton Road, Avalon, PA 15202). Ms. Edwards seconded the motion. The motion carried by a unanimous voice vote.

**Approval of Financial Contributions and Resolution for Joint Glass Recycling**

**Program** – Executive Director Connors reported that in order to ensure the long-term sustainability of the glass recycling program, a cost sharing model is being proposed which will be based upon each community’s population size as of the 2020 Census. He cited that based on previous glass recycling events in the QVCOG, and the current usage at the Sewickley Borough Riverfront Park location, it is estimated that once established the two sites will generate approximately 26 combined “pulls” each calendar year. He stated that currently, each pull from Michael Brothers Hauling is \$270.00. He noted that there is no contract commitment required from the hauler. He continued by highlighting that in order to allow participating municipalities to accurately budget for this program in 2022 it is being proposed that any additional pulls (14 estimated for July - December) or cost increases (i.e. fuel upcharge) will be paid for by the QVCOG out of its joint recycling fund. He concluded by stating that the program will be evaluated annually to ensure that the cost structure is fair and equitable for all parties.

Mr. Weatherby moved to approve the glass recycling cost sharing model and sample Resolution as proposed. Mr. Getz seconded the motion. The motion was approved by a unanimous voice vote.

**Advertisement of June 15, 2022 Board of Delegates Meeting - Virtual Participation**

– Executive Director Connors reported that with many delegates taking family vacations, etc. during the month of June, it is requested that the June 15, 2022 Board of Delegates meeting that was slated to take place at the Aleppo Township Building be shifted to an entirely virtual platform (Zoom). He provided a proposed advertisement which if approved would be placed in the QVCOG’s paper of record, the Citizen newspaper in advance of June’s scheduled meeting.

Mr. Getz moved to approve the proposed advertisement as well as conduct the June 15, 2022 Board of Delegates meeting exclusively on the Zoom platform. Mr. Weatherby seconded the motion. The motion carried by a unanimous voice vote.

### **Old Business:**

**Waste & Recycling Contract Deposit Fund Strategic Discussion** – Executive Director Connors highlighted that in recent months he was made aware of multiple waste and recycling service issues within member communities. He reminded those in attendance that per the 2022-26 Waste and Recycling Agreement, the selected hauler (WM) is obligated to participate in the Contract Deposit Fund. He cited that the Contract Deposit Fund is intended to hold the service provider accountable to the specifications outlined within the Agreement, as well as to a high level of customer service. He noted that in order for this mechanism to work effectively, communication is essential. He stated that any service issues should be reported via email directly from the municipality to their designated WM dispatcher(s) with the QVCOG being cc'd. He highlighted that this process will ensure a paper trail and allow the QVCOG to levy a fine on the service provider when the Agreement is not being followed. He cited that all fines are sent to the impacted municipality(s).

He concluded by encouraging Staff within participating communities to adhere to the QVCOG's waste and recycling communication policy (approved on 11-17-2021) and encouraged communication when/if their community faces a recurring service issue.

**Route 65 Update:** Executive Director Connors reported that in recent months the QVCOG has attempted to coordinate with its counterpart, the Beaver County Regional Council of Governments (BCRCOG) to move the initial Route 65 study forward. He stated that he was made aware that the BCRCOG's Executive Director has moved to a new role within DCED and the position is currently vacant. He noted that he has been in communication with Mr. Mario Leone, Borough Manager for Ambridge, who expressed their interest in facilitating communication between the two organizations. He concluded by citing a discussion with PennDOT District 11 representatives that occurred on April 25, 2022.

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

### **Other Concerns of the Delegates:**

**Bellevue Borough:** Ms. Sabreena Miller expressed her concerns regarding hiring part-time summer staff for their community pool. She inquired if there were any suggestions from the group. A discussion concerning the labor market ensued. Executive Director Connors stated that he could relay any hiring advertisements through the Delegates and Managers email groups.

**Kilbuck Township:** Mr. Jean-Sebastien Valois stated that he proactively contacted WM concerning potential fuel adjustment related price increases for waste collection. He cited

that WM does not foresee a price increase highlighting that much of their fleet uses natural gas for fuel.

**Adjournment:** Mr. Weatherby moved to adjourn. The motion was seconded by Mr. Getz. The motion carried by unanimous voice vote and the meeting was adjourned at 8:02 p.m.

The next meeting is scheduled for June 15, 2022 at 7:00 p.m. The meeting will be virtual on the Zoom platform, open to the public, and recorded. Please visit [qvcog.org](http://qvcog.org) for further information.

Respectfully Submitted,

Patrick M. Conners  
Executive Director

# QUAKER VALLEY COG

Budget vs. Actuals: 2022 Budget - FY22 P&L Classes

January - December 2022

	01 GENERAL				TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Revenue</b>								
1001113 Waste & Recycling Contract Deposit Fund	20,000.00		20,000.00		\$20,000.00	\$0.00	\$20,000.00	0.00%
4001101 Membership Dues	53,240.00	53,240.00	0.00	100.00 %	\$53,240.00	\$53,240.00	\$0.00	100.00 %
4001102 Associate Memberships		1,000.00	-1,000.00		\$0.00	\$1,000.00	\$ -1,000.00	0.00%
4002101 Project Management		39,660.00	-39,660.00		\$0.00	\$39,660.00	\$ -39,660.00	0.00%
4003101 Interest Income	7.46	25.00	-17.54	29.84 %	\$7.46	\$25.00	\$ -17.54	29.84 %
4005101 Grant Revenues	23,691.55		23,691.55		\$23,691.55	\$0.00	\$23,691.55	0.00%
4005102 General Funds CDBG		7,500.00	-7,500.00		\$0.00	\$7,500.00	\$ -7,500.00	0.00%
4006101 Annual Dinner		6,000.00	-6,000.00		\$0.00	\$6,000.00	\$ -6,000.00	0.00%
4006106 Recycling Income		18,000.00	-18,000.00		\$0.00	\$18,000.00	\$ -18,000.00	0.00%
4006107 Utilization Fee		14,000.00	-14,000.00		\$0.00	\$14,000.00	\$ -14,000.00	0.00%
4006108 Service Fees- Revenue	8,773.00	6,000.00	2,773.00	146.22 %	\$8,773.00	\$6,000.00	\$2,773.00	146.22 %
4007101 Regional Asset Tax	37,836.05	300.00	37,536.05	12,612.02 %	\$37,836.05	\$300.00	\$37,536.05	12,612.02 %
4008101 Commission/Dividends		91.00	-91.00		\$0.00	\$91.00	\$ -91.00	0.00%
4009998 Garbage Contract Franchise Fee.		10,416.00	-10,416.00		\$0.00	\$10,416.00	\$ -10,416.00	0.00%
4010101 Miscellaneous Income	10.06		10.06		\$10.06	\$0.00	\$10.06	0.00%
4012102 Advertising Reimbursement		200.00	-200.00		\$0.00	\$200.00	\$ -200.00	0.00%
<b>Total Revenue</b>	<b>\$143,558.12</b>	<b>\$156,432.00</b>	<b>\$ -12,873.88</b>	<b>91.77 %</b>	<b>\$143,558.12</b>	<b>\$156,432.00</b>	<b>\$ -12,873.88</b>	<b>91.77 %</b>
<b>GROSS PROFIT</b>	<b>\$143,558.12</b>	<b>\$156,432.00</b>	<b>\$ -12,873.88</b>	<b>91.77 %</b>	<b>\$143,558.12</b>	<b>\$156,432.00</b>	<b>\$ -12,873.88</b>	<b>91.77 %</b>
<b>Expenditures</b>								
6001000 Advertising					\$0.00	\$0.00	\$0.00	0.00%
6001102 Advertising - General		400.00	-400.00		\$0.00	\$400.00	\$ -400.00	0.00%
6006101 Advertising - CD	1.55	400.00	-398.45	0.39 %	\$1.55	\$400.00	\$ -398.45	0.39 %
<b>Total 6001000 Advertising</b>	<b>1.55</b>	<b>800.00</b>	<b>-798.45</b>	<b>0.19 %</b>	<b>\$1.55</b>	<b>\$800.00</b>	<b>\$ -798.45</b>	<b>0.19 %</b>
6001101 Administration Payroll					\$0.00	\$0.00	\$0.00	0.00%
6001099 Executive Director Salary	36,186.23	75,190.00	-39,003.77	48.13 %	\$36,186.23	\$75,190.00	\$ -39,003.77	48.13 %
6001108 Employer Deferred Compensation		3,760.00	-3,760.00		\$0.00	\$3,760.00	\$ -3,760.00	0.00%
6001109 Contractor Code Enforcement	2,312.50	3,500.00	-1,187.50	66.07 %	\$2,312.50	\$3,500.00	\$ -1,187.50	66.07 %
6001110 Contractor Zoning Enforcement	1,443.00	3,000.00	-1,557.00	48.10 %	\$1,443.00	\$3,000.00	\$ -1,557.00	48.10 %
6002102 Payroll Taxes	3,457.26	5,000.00	-1,542.74	69.15 %	\$3,457.26	\$5,000.00	\$ -1,542.74	69.15 %
6002104 Unemployment Compensation Tax	292.00	800.00	-508.00	36.50 %	\$292.00	\$800.00	\$ -508.00	36.50 %
6003103 Workmen's Comp. Insurance		200.00	-200.00		\$0.00	\$200.00	\$ -200.00	0.00%
<b>Total 6001101 Administration Payroll</b>	<b>43,690.99</b>	<b>91,450.00</b>	<b>-47,759.01</b>	<b>47.78 %</b>	<b>\$43,690.99</b>	<b>\$91,450.00</b>	<b>\$ -47,759.01</b>	<b>47.78 %</b>
6001112 Intern Wages		6,000.00	-6,000.00		\$0.00	\$6,000.00	\$ -6,000.00	0.00%
6004101 Travel Expense	9.08	400.00	-390.92	2.27 %	\$9.08	\$400.00	\$ -390.92	2.27 %
6008101 Office Supplies & Maintenance	721.09	2,982.00	-2,260.91	24.18 %	\$721.09	\$2,982.00	\$ -2,260.91	24.18 %
6008102 Dues, Memberships, Subscriptions	270.00	1,300.00	-1,030.00	20.77 %	\$270.00	\$1,300.00	\$ -1,030.00	20.77 %
6008103 Miscellaneous Expenditures		300.00	-300.00		\$0.00	\$300.00	\$ -300.00	0.00%
6008104 Recycling	8,040.08	14,500.00	-6,459.92	55.45 %	\$8,040.08	\$14,500.00	\$ -6,459.92	55.45 %
6010100 Bank Fees	76.68	400.00	-323.32	19.17 %	\$76.68	\$400.00	\$ -323.32	19.17 %
6010101 Legal and Accounting	3,100.00	7,000.00	-3,900.00	44.29 %	\$3,100.00	\$7,000.00	\$ -3,900.00	44.29 %
6010102 Engineering		1,000.00	-1,000.00		\$0.00	\$1,000.00	\$ -1,000.00	0.00%
6012101 Telephone Expense	488.72	1,000.00	-511.28	48.87 %	\$488.72	\$1,000.00	\$ -511.28	48.87 %
6013101 Annual Dinner Expense		5,000.00	-5,000.00		\$0.00	\$5,000.00	\$ -5,000.00	0.00%
6014101 Insurance Expense	530.60	2,200.00	-1,669.40	24.12 %	\$530.60	\$2,200.00	\$ -1,669.40	24.12 %
6016101 Office Rent Expense	1,000.00	2,400.00	-1,400.00	41.67 %	\$1,000.00	\$2,400.00	\$ -1,400.00	41.67 %
6016103 Data Processing	5,842.08	17,500.00	-11,657.92	33.38 %	\$5,842.08	\$17,500.00	\$ -11,657.92	33.38 %
6017101 Conference & Meetings	467.00	1,000.00	-533.00	46.70 %	\$467.00	\$1,000.00	\$ -533.00	46.70 %
6019101 SHACOG Joint Purchasing		1,200.00	-1,200.00		\$0.00	\$1,200.00	\$ -1,200.00	0.00%
<b>Total Expenditures</b>	<b>\$64,237.87</b>	<b>\$156,432.00</b>	<b>\$ -92,194.13</b>	<b>41.06 %</b>	<b>\$64,237.87</b>	<b>\$156,432.00</b>	<b>\$ -92,194.13</b>	<b>41.06 %</b>
<b>NET OPERATING REVENUE</b>	<b>\$79,320.25</b>	<b>\$0.00</b>	<b>\$79,320.25</b>	<b>0.00%</b>	<b>\$79,320.25</b>	<b>\$0.00</b>	<b>\$79,320.25</b>	<b>0.00%</b>
<b>NET REVENUE</b>	<b>\$79,320.25</b>	<b>\$0.00</b>	<b>\$79,320.25</b>	<b>0.00%</b>	<b>\$79,320.25</b>	<b>\$0.00</b>	<b>\$79,320.25</b>	<b>0.00%</b>



# QUAKER VALLEY COG

## Statement of Financial Position

As of May 31, 2022

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
1001104 Citizens Checking 1378	59,984.05
1020101 Community Development 0710	0.01
1031103 Citizens Savings 2218	118,893.26
1041101 PayPal	0.00
1072 Bill.com Money Out Clearing	0.00
1073 ADP Clearing	0.00
4003536 Contract Deposit Account - 3536	19,997.00
<b>Total Bank Accounts</b>	<b>\$198,874.32</b>
Accounts Receivable	
1200 Accounts Receivable	18,816.50
12002 DCED Grant Receivable (A/R)	0.00
<b>Total 1200 Accounts Receivable</b>	<b>18,816.50</b>
<b>Total Accounts Receivable</b>	<b>\$18,816.50</b>
Other Current Assets	
12000 Undeposited Funds	975.00
<b>Total Other Current Assets</b>	<b>\$975.00</b>
<b>Total Current Assets</b>	<b>\$218,665.82</b>
<b>TOTAL ASSETS</b>	<b>\$218,665.82</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
200.20 Accounts Payable	-80,695.64
<b>Total Accounts Payable</b>	<b>\$ -80,695.64</b>
Credit Cards	
8320 Citizens Business CC	48.56
Sales tax Refund	5.39
<b>Total Credit Cards</b>	<b>\$53.95</b>
Other Current Liabilities	
200.21 Emp Deferred Comp Payable	-1,156.90
200.22 904 Recycling Grant - for future projects	0.00
<b>Total Other Current Liabilities</b>	<b>\$ -1,156.90</b>
<b>Total Current Liabilities</b>	<b>\$ -81,798.59</b>
<b>Total Liabilities</b>	<b>\$ -81,798.59</b>
Equity	
3000 Open Bal Equity	274,578.09
3900 Retained Earnings	-82,084.35
3900.22 Reserve for Future Recycling	10,521.06
3900.23 RAD Reserve for Future Capital	18,747.00

	TOTAL
Net Revenue	78,702.61
<b>Total Equity</b>	<b>\$300,464.41</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$218,665.82</b>

# QUAKER VALLEY COG

## Statement of Activity

May 2022

	TOTAL
Revenue	
4003101 Interest Income	1.81
4006108 Service Fees- Revenue	4,644.25
4010101 Miscellaneous Income	10.06
<b>Total Revenue</b>	<b>\$4,656.12</b>
GROSS PROFIT	<b>\$4,656.12</b>
Expenditures	
6001101 Administration Payroll	
6001099 Executive Director Salary	5,486.95
6001109 Contractor Code Enforcement	406.25
6001110 Contractor Zoning Enforcement	1,443.00
6002102 Payroll Taxes	1,258.23
<b>Total 6001101 Administration Payroll</b>	<b>8,594.43</b>
6008101 Office Supplies & Maintenance	549.99
6008104 Recycling	6,980.08
6010100 Bank Fees	-21.92
6016101 Office Rent Expense	200.00
6016103 Data Processing	2,217.85
<b>Total Expenditures</b>	<b>\$18,520.43</b>
NET OPERATING REVENUE	<b>\$ -13,864.31</b>
NET REVENUE	<b>\$ -13,864.31</b>

## Payroll Summary

Check Date	Name	Hours	Total Paid	Tax Withheld	Deductions	Net Pay	Check No	Employer Liability	Total Expense
<b>Pay Frequency:</b> Semimonthly									
05/31/2022	Conners, Patrick M	80.00	3,132.92	778.89	0.00	2,354.03	DD	239.67	3,372.59
05/31/2022	Local Level Consulting Services LLC	0.00	1,443.00	0.00	0.00	1,443.00	DD	0.00	1,443.00
05/13/2022	Asciolla, Anthony	0.00	406.25	0.00	0.00	406.25	DD	0.00	406.25
05/13/2022	Conners, Patrick M	80.00	3,132.92	778.90	0.00	2,354.02	DD	239.67	3,372.59
<b>Pay Frequency Totals: Semimonthly</b>		160.00	\$8,115.09	\$1,557.79	\$0.00	\$6,557.30		\$479.34	\$8,594.43
<b>Total Net Pays for Semimonthly frequency: 4</b>									
<b>Company Totals:</b>		160.00	\$8,115.09	\$1,557.79	\$0.00	\$6,557.30		\$479.34	\$8,594.43
<b>Total Net Pays for Company: 4</b>									

# QUAKER VALLEY COG

## Unpaid Bills

All Dates

DATE	TRANSACTION TYPE	NUM	DIVISION	DUE DATE	PAST DUE	AMOUNT	OPEN BALANCE
Citizens Bank CC							
05/31/2022	Bill	5-31-2022	01 GENERAL	06/27/2022	-20	1,923.11	1,923.11
<b>Total for Citizens Bank CC</b>						<b>\$1,923.11</b>	<b>\$1,923.11</b>
Civic Mapper 3157297869							
05/31/2022	Bill	1369	01 GENERAL	06/30/2022	-23	500.00	500.00
<b>Total for Civic Mapper</b>						<b>\$500.00</b>	<b>\$500.00</b>
Kilbuck Township^							
06/01/2022	Bill	6-6-2022	01 GENERAL	06/30/2022	-23	200.00	200.00
<b>Total for Kilbuck Township^</b>						<b>\$200.00</b>	<b>\$200.00</b>
<b>TOTAL</b>						<b>\$2,623.11</b>	<b>\$2,623.11</b>

QUAKER VALLEY COG

8320 Citizens Business CC, Period Ending 05/31/2022

RECONCILIATION REPORT

Reconciled on: 06/06/2022

Reconciled by: Patrick Conners

Any changes made to transactions after this date aren't included in this report.

Summary

USD

Statement beginning balance.....	2,237.97
Finance charge.....	25.23
Charges and cash advances cleared (12).....	1,958.30
Payments and credits cleared (4).....	-2,298.39
Statement ending balance.....	<u>1,923.11</u>
Uncleared transactions as of 05/31/2022.....	33.57
Register balance as of 05/31/2022.....	1,956.68
Cleared transactions after 05/31/2022.....	0.00
Uncleared transactions after 05/31/2022.....	83.32
Register balance as of 06/06/2022.....	2,040.00

Details

Charges and cash advances cleared (12)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
04/29/2022	Expense	325277	Michael Brothers Hauling, Inc.	270.00
04/30/2022	Expense	4113667925	Google	18.00
04/30/2022	Expense	4120285427	Google Voice Inc	14.61
04/30/2022	Expense	2162328055	Adobe, Inc.	14.99
05/03/2022	Expense	26067228	ESRI	489.00
05/04/2022	Expense	SOP.3349-7182-0837-50	Google	1.99
05/19/2022	Expense	22055108317	BILL.com	57.72
05/21/2022	Expense	319320024	Spica International	4.50
05/21/2022	Expense	INV33077567	DocuSign	335.07
05/26/2022	Expense	17FD897-0014	Insightly	83.93
05/26/2022	Expense	1122146738519	Best Buy	588.49
05/28/2022	Expense	10001161198920	Intuit	80.00

Total 1,958.30

Payments and credits cleared (4)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
03/31/2022	Bill	3-31-2022	Citizens Bank CC	-1,119.61
04/30/2022	Bill	4-30-2022	Citizens Bank CC	-1,118.36
05/27/2022	Credit Card Credit	5-27-2022	DocuSign	-21.92
05/27/2022	Credit Card Credit	035384	Best Buy	-38.50

Total -2,298.39

Additional Information

Uncleared charges and cash advances as of 05/31/2022

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
05/31/2022	Expense	4156491544	Google	18.96
05/31/2022	Expense	4157733977	Google Voice Inc	14.61

Total 33.57

Uncleared charges and cash advances after 05/31/2022

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
06/01/2022	Expense	9907247119	Verizon Wireless	81.33
06/04/2022	Expense	SOP.3349-7182-0837-50	Google	1.99

Total 83.32

QUAKER VALLEY COG

1001104 Citizens Checking 1378, Period Ending 05/31/2022

RECONCILIATION REPORT

Reconciled on: 06/07/2022

Reconciled by: Patrick Connors

Any changes made to transactions after this date aren't included in this report.

Summary

USD

Statement beginning balance.....	63,901.18
Checks and payments cleared (9).....	-33,919.90
Deposits and other credits cleared (3).....	34,818.36
Statement ending balance.....	<u>64,799.64</u>

Uncleared transactions as of 05/31/2022.....	0.00
Register balance as of 05/31/2022.....	64,799.64
Cleared transactions after 05/31/2022.....	0.00
Uncleared transactions after 05/31/2022.....	5,863.46
Register balance as of 06/07/2022.....	<u>70,663.10</u>

Details

Checks and payments cleared (9)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
05/04/2022	Journal	052147		-50.00
05/06/2022	Expense	604767197	ADP, LLC	-58.54
05/13/2022	Journal	052148		-1,018.57
05/13/2022	Journal	052149		-2,760.27
05/20/2022	Expense	605872264	ADP, LLC	-58.54
05/20/2022	Journal	052150		-8,427.94
05/24/2022	Transfer			-16,730.45
05/31/2022	Journal	052152		-3,797.03
05/31/2022	Journal	052151		-1,018.56

Total -33,919.90

Deposits and other credits cleared (3)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
05/04/2022	Deposit		COMMONWEALTH PA	2,672.06
05/06/2022	Receive Payment		Commonwealth of Pa.	23,691.55
05/18/2022	Deposit			8,454.75

Total 34,818.36

Additional Information

Uncleared deposits and other credits as of 05/31/2022

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
04/28/2022	Expense			0.00
04/29/2022	Transfer			0.00

Total 0.00

Uncleared checks and payments after 05/31/2022

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
06/02/2022	Journal	052153		-500.00
06/03/2022	Expense	606643149	ADP, LLC	-58.54

Total -558.54

Uncleared deposits and other credits after 05/31/2022

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
06/01/2022	Deposit			2,429.00
06/07/2022	Deposit			3,993.00

Total 6,422.00

QUAKER VALLEY COG

1031103 Citizens Savings 2218, Period Ending 05/31/2022

RECONCILIATION REPORT

Reconciled on: 06/07/2022

Reconciled by: Patrick Conners

Any changes made to transactions after this date aren't included in this report.

Summary

USD

Statement beginning balance.....	102,161.00
Checks and payments cleared (0).....	0.00
Deposits and other credits cleared (2).....	16,732.26
Statement ending balance.....	<u>118,893.26</u>

Uncleared transactions as of 05/31/2022.....	0.00
Register balance as of 05/31/2022.....	118,893.26

Details

Deposits and other credits cleared (2)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
05/24/2022	Transfer			16,730.45
05/31/2022	Deposit		Citizens Bank	1.81
Total				16,732.26

Additional Information

Uncleared deposits and other credits as of 05/31/2022

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
04/29/2022	Transfer			0.00
Total				0.00



QUAKER VALLEY COG

4003536 Contract Deposit Account - 3536, Period Ending 05/31/2022

RECONCILIATION REPORT

Reconciled on: 06/07/2022

Reconciled by: Patrick Conners

Any changes made to transactions after this date aren't included in this report.

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Summary

USD

Statement beginning balance.....	19,997.00
Checks and payments cleared (0).....	0.00
Deposits and other credits cleared (0).....	0.00
Statement ending balance.....	<u>19,997.00</u>
Register balance as of 05/31/2022.....	19,997.00

QUAKER VALLEY COG

1020101 Community Development 0710, Period Ending 05/31/2022

RECONCILIATION REPORT

Reconciled on: 06/07/2022

Reconciled by: Patrick Conners

Any changes made to transactions after this date aren't included in this report.

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Summary

USD

Statement beginning balance.....	0.01
Checks and payments cleared (0).....	0.00
Deposits and other credits cleared (0).....	0.00
Statement ending balance.....	<u>0.01</u>
Register balance as of 05/31/2022.....	0.01

**QUAKER VALLEY COUNCIL OF GOVERNMENTS**

**343 Eicher Road, Pittsburgh, PA 15237**

**412-766-7458 | [www.qvcog.org](http://www.qvcog.org)**



**Executive Director's Report – June 2022**

**Second Glass Recycling Center Opens** – On Saturday, May 28th the QVCOG opened its second glass recycling drop off site. Residents within participating member communities are invited to use the additional site located in Avalon Borough (629 New Brighton Road, Pittsburgh, PA 15202). The Rules and Regulations remain the same as for the glass dumpster within Sewickley Borough's Riverfront Park. For more information, please visit [qvcog.org](http://qvcog.org).

**Shared Glass Recycling Resolution** – In order to ensure the financial sustainability of the shared glass recycling program, the QVCOG Board of Delegates has approved a cost sharing model (based on a community's population as of the 2020 Census) as well as a resolution which is to be approved by participating municipalities. Any additional costs (i.e. increased shipping costs, unanticipated dumpster pulls, etc.) will be absorbed by the QVCOG and its joint recycling fund. Member communities are asked to approve the prepared resolution which has been provided to QVCOG Delegates as well as all managers/secretaries. Once approved, each community will be billed on a quarterly basis based upon their designated rate (based on population). For any questions, please contact Executive Director Conners.

**Cyber Security Training** – In an effort to provide a proactive solution for an increasingly important workplace environment, the QVCOG has purchased access for a Cyber-Security webinar that will be hosted by the Pennsylvania State Association of Boroughs which will take place on June 15, 2022 at 12:00 p.m. Attendees will learn how to spot fraudulent emails, links, or texts and how to recover from a ransomware attack as well as what insurance policies will and won't cover. All member communities are encouraged to take advantage of this free webinar. Those who are interested in attending the webinar are asked to request the login credentials via email ([pconners@qvcog.org](mailto:pconners@qvcog.org)). A recording of the webinar will also be available upon request.

**Welcome Ms. Anna Richard** – On June 1<sup>st</sup> Ms. Anna Richard of W & J College began her journey with the QVCOG. Anna will be working to increase engagement, both in-person and virtually, with member communities. Additionally, she will be assisting in the promotion of existing QVCOG programs and services. Anna's "capstone" project will include an internal organizational analysis as well as a list of recommendations for future programs and initiatives based upon an evaluation of other regional COGs and feedback from member communities.

**Route 65 Committee Meeting** – On June 29, 2022 at 2:00 p.m. the Route 65 Committee will be meeting at Sewickley Borough building (601 Thorn Street Sewickley, PA 15143) to continue the discussion concerning the initial findings of the Route 65 Study as well as next steps, including the formation of an Intergovernmental Collaboration Agreement and the push towards a more comprehensive Master Plan to implement selected findings of the initial study.

**PRC Hard to Recycle Event** – On July 23<sup>rd</sup> the Pennsylvania Resources Council (PRC) will be hosting a hard to recycle event at the Quaker Valley High School ([625 Beaver St, Leetsdale, PA 15056](https://www.qvcog.org)). The event will take place between 9 a.m. - 1 p.m. PRC's Hard to Recycle Collection events are registration based and timeslots are limited. Participants may drop off items such as cell/home phones, computer towers, and peripheral equipment (keyboards, laptops, mice, etc.) free of charge. For a fee, individuals can drop off televisions and computer monitors, printers, fluorescent tubes, small Freon appliances and tires (with and without rims). The fee schedule and registration information can be found by visiting [prc.org](http://prc.org).

**Website Renovation** – The QVCOG's website has undergone several enhancements in an attempt to improve accessibility and increase effectiveness. These renovations can be found on the front page of <https://QVCOG.org> and include a section highlighting events in the QVCOG's member communities, an upcoming events section, a gallery of photos, and an interactive calendar. These updates allow for increased awareness of what events and projects are occurring in the QVCOG. Members of the COG are encouraged to send in any upcoming events to be highlighted on the website. Notices of events can be emailed to [pconners@qvcog.org](mailto:pconners@qvcog.org)

# QUAKER VALLEY COUNCIL OF GOVERNMENTS

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## **Agenda Item 8-A:** – Introduction – Ms. Anna Richard – QVCOG Municipal Intern

On June 1<sup>st</sup> Ms. Anna Richard of W & J College began her journey with the QVCOG. Anna will be working to increase engagement, both in-person and virtually, with member communities. Additionally, she will be assisting in the promotion of existing QVCOG programs and services. Anna’s “capstone” project will include an internal organizational analysis as well as a list of recommendations for future programs and initiatives based upon an evaluation of other regional COGs and feedback from member communities.

Ms. Richard will be in attendance to speak further concerning her experience thus far as well as the future of her project(s).

# QUAKER VALLEY COUNCIL OF GOVERNMENTS

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## **Agenda Item 10:** Route 65 Committee Update

On June 29, 2022 at 2:00 p.m. the Route 65 Committee will be meeting at the Sewickley Borough Building ([601 Thorn Street, Sewickley, PA 15143](#)) to continue the discussion concerning the initial findings of the Route 65 Study as well as next steps, including the formation of an Intergovernmental Collaboration Agreement and the push towards a more comprehensive Master Plan to implement selected findings of the initial study.

# QUAKER VALLEY COUNCIL OF GOVERNMENTS

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## Agenda Item 10: CDBG Status Report – June 2022

### CD Year 46 Projects

- **CD 44-2.2.3** – Bellevue Borough Lincoln Avenue Streetscape Phase VII – Due to the time elapsed from the original project award, Allegheny County Economic Development is re-arranging the documentation associated with the project to ensure adequate funding. Once given the greenlight, the QVCOG will be working with CEC to construct the bid packet and facilitate bids through the PennBid platform in the coming weeks.
- **CD46-3.11.9** - Bellevue Borough - 529 Tingley Ave Demolition & **CD46-3.11.10** - Bellevue Borough – 255 Dakota Ave Demolition (Blight Remediation). On April 20, 2022 Allegheny County Economic Development issued the notice to proceed for both projects. It is anticipated that the contractor, Wreckcrew Demolition, will begin the demolitions within the month of June.
- **CD 46-7.4a** – Leet Township - Eckert, Willow & Neely ADA Sidewalk Project  
The project is 100% complete. On March 30<sup>th</sup> payment request No. 4 in the amount of \$13,987.00 was submitted to ACED. The final payment request is still pending with ACED.

### CD Year 47 Projects

- **CD47-7.4c** – Leetsdale Borough - Kohlmeyer Park ADA Parking Project  
Per an email from Leetsdale Borough Engineer Dan Slagle dated May 3<sup>rd</sup> the project has been completed. The QVCOG submitted the first & final cost reimbursement to ACED in the amount of \$27,150.00. The payment request is still pending with ACED.
- **CD 47-7.4b** – Leet Township Eckert, Willow, & Neely Street ADA Sidewalk Project  
On February 14<sup>th</sup> Leet Township formally awarded the bid to Independent Enterprises in the amount of \$65,050.00. The QVCOG received the notice to proceed from ACED on 3/29/2022. The contractor executed the project agreement with the QVCOG on 3/29/2022. It is anticipated that the contractor, Independent Enterprises, is expected to begin work within the month of June.
- **CD 47-7.4a** - Bellevue Borough - Bayne Park Retaining Wall  
After a reduction of the original project scope and cost, at its April 26th meeting Bellevue Borough’s Council awarded the project to Quigley Development, Inc. in the amount of \$65,767.20. The QVCOG submitted a notice to proceed request for the project which is still under review by ACED.
- **CD 47-3.11.6** – Bellevue Dakota Ave. Blight Remediation Project  
At its April 26th meeting Bellevue Borough’s Council awarded the project to Wreckcrew Demolition, LLC in the amount of \$69,000.00. The QVCOG submitted a notice to proceed request for the project which is still under review by ACED.

**\*Please note, Allegheny County Economic Development has not yet awarded CDBG Year 48 projects. Once the project awards are announced those who applied for funding will be notified.**