

QUAKER VALLEY COUNCIL OF GOVERNMENTS
MONTHLY BOARD OF DELEGATES MEETING

January 15, 2025

The meeting took place at the Sewickley Public Library (500 Thorn Street, Sewickley, PA 15143) and was also broadcast and recorded via Zoom and made available on the QVCOG website at the conclusion of the proceedings.

Executive Director Connors 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:

Bell Acres: Matt Horton

Bellevue: Dan McKelvey*

Ben Avon: Rick Wagner & Tavia Washington*

Edgeworth:

Emsworth: Paul Getz*

Sewickley Heights: Nate Briggs*

Glen Osborne: Barbara Carrier

Glenfield:

Haysville: Amy Paff*

Kilbuck: Daryl Hartman

Leet: Donna Adipietro*

Leetsdale: Maria Napolitano*

Sewickley: Julie Barnes

*Attended the meeting via Zoom.

Introduction of new QVCOG Board Delegates: Executive Director Connors introduced Mr. Matthew Horton, who is the newly appointed Delegate for Bell Acres Borough. Mr. Horton proceeded to provide a brief background on his professional career and public service. Executive Director Connors proceeded to thank all QVCOG Delegates for serving on the Board for 2025.

QVCOG 2025 Reorganization (Appointment of Officers):

Executive Director Connors reported that per the QVCOG's Bylaws:

The Board of Directors will elect the following officers from within the Board of Directors: 1. **President**, 2. **Vice President**, and 3. **Treasurer**.

The President of the QVCOG Board of Directors will: (1) approve the agenda for meetings of the Board of Directors; (2) preside over the meetings of the Board of Directors; and (3) sign checks;

If the President is unwilling or unable to perform his or her duties, the Vice President will serve as Acting President. He noted the Vice President will sign checks; and

The Treasurer of the QVCOG Board of Directors will: (1) sign checks; and (2) provide oversight over financial reports and audits.

He highlighted that Officers of the QVCOG Board of Directors will be selected annually for a term of one year at its first meeting of the year as its first action item. He noted that the Executive Director will preside over the meeting until the newly selected President has been selected. He reported that once the President has been selected, he or she will assume control over the meeting and conduct selection of all other officers.

He continued by stating that for selection of each officer: a) nominations for officers will come from the other Directors; b) nominations for officers require a second; c) the officers will be selected from the nominated candidates by secret ballot. (1) To be selected as an officer, a nominated candidate must receive more votes than any other candidate. (2) In the event of a tie: (a) the delegates will caucus and vote again by secret ballot. (b) If the second vote still results in a tie, the President will be selected by pulling lots.

QVCOG Board President

After some discussion, Ms. Barnes nominated Ms. Barbara Carrier to serve as President of the QVCOG Board of Delegates for 2025. With no further nominations, Ms. Barnes moved to appoint as QVCOG Board of Delegates President for 2025. Mr. Hartman seconded the motion. The motion passed on a unanimous voice vote.

QVCOG Board Vice-President

After some discussion, Ms. Carrier nominated Ms. Julie Barnes to serve as Vice-President of the QVCOG Board of Delegates for 2025. With no further nominations, Mr. Hartman moved to appoint Ms. Julie Barnes as QVCOG Board of Delegates Vice-President for 2025. Ms. Paff seconded the motion. The motion passed on a unanimous voice vote.

QVCOG Treasurer

After some discussion, Ms. Barnes nominated Mr. Daryl Hartman as Treasurer of the QVCOG Board of Delegates for 2025. With no further nominations, Ms. Barnes moved to appoint Mr. Daryl Hartman as QVCOG Treasurer for 2025. Mr. Getz seconded the motion. The motion passed on a unanimous voice vote.

Public Comment: None.

Approval of December 18, 2024 Meeting Minutes:

Mr. Hartman moved to approve the December 18, 2024 meeting minutes as presented. Ms. Paff seconded the motion. The motion carried on a unanimous voice vote.

Approval of December Financial Reports, Payroll, and Unpaid Bills:

Subsequently, Ms. Paff moved to approve the December financial reports, unpaid bills, and employee payrolls as presented. Ms. Adipietro seconded the motion. The motion carried on a unanimous voice vote.

President's Report:

President Carrier thanked everyone for their support in her nomination for serving as President of the Board of Delegates for the 2025 Calendar Year. She noted her desire to build a routine for Board members to meet following future meetings. She noted that Caliente Pizza and Draffhouse could be a potential meeting point, which is just across the street from the Sewickley Public Library. Additionally, President Carrier cited the COG's GIS projects and asked that Executive Director Connors briefly demonstrate how to access the maps. Executive Director Connors proceeded to outline the available GIS resources which can be accessed by visiting qvcog.org. Lastly, President Carrier highlighted that the QVCOG's waste and recycling contract will expire at the end of 2026. She noted that a committee will be formed later this year to begin the planning process regarding the future bid specifications. She encouraged anyone interested in assisting with the planning process to volunteer. Mr. Wagner noted that he would be interested in helping with a waste and recycling planning committee. He also cited that he had recent discussions with the leadership within Ben Avon Heights Borough regarding potential partnerships between the QVCOG and the Borough.

Route 65 Report:

Executive Director Connors reported that all fifteen QVCOG member communities have approved the Route 65 Intergovernmental Agreement. He stated that the Route 65 Committee would be convening in the coming weeks to discuss the goals for the 2025 calendar year regarding the Boulevard.

Emergency Preparedness Committee Report:

No report was provided.

Grant Status Report:

Executive Director Connors provided brief updates concerning all active CDBG & GEDTF projects.

Executive Director's Report:

Internship Opportunity – Executive Director Connors reported that the Bond/WAPMM Local Government Internship Program is a partnership between the Western Association of Pennsylvania Municipal Management (WAPMM) and the Graduate School of Public and International Affairs (GSPIA), University of Pittsburgh. He cited that it is funded by an endowment through the University of Pittsburgh established by former Municipal Manager and GSPIA Alumnus, Marshall W. Bond. He reported that it is available at no financial cost to the successful municipal applicant, municipalities are encouraged to supplement the endowment stipend. He highlighted that this opportunity has been developed to help identify, encourage, and train up future municipal managers. He encouraged those that may have a challenging summer project(s) to consider making an application. He stated that additional details about this opportunity, including Program Guidelines can be found by visiting qvcog.org.

ACCD Environmental and Social Mapping Resource – Executive Director Connors reported that through a grant from the Arconic Foundation, Allegheny County Conservation District is developing a new environmental and social mapping resource. He stated that the resource is meant to be a one-stop-shop for grant applicants to view spatial data and identify areas that meet various grant eligibility criteria. He highlighted

that municipal officials and staff are the primary audience for the resource. He continued by encouraging QVCOG member communities to participate in a brief survey to help ACCD better understand the specific data and mapping needs of municipalities in the region. He cited that the survey has 5-6 questions which should take about 5-10 minutes to complete. He concluded by stating that survey responses by Friday, January 24th, which can be accessed by visiting qvcog.org.

Elected Officials Rosters – Executive Director Conners asked that QVCOG member communities relay rosters of their community’s elected officials to ensure that records and contact information remains accurate for the 2025 calendar year. He stated that the rosters should include the first and last name of the elected official, email address, term expiration, and position (i.e. president, vice-president, QVCOG delegate, etc.). He highlighted that keeping an accurate roster is essential for QVCOG operations.

Updated PA 2025 Bid Thresholds – Executive Director Conners reported that the PA Department of Labor and Industry has released the 2025 bid thresholds for public contracts and purchases. He proceeded to read aloud the updated bidding thresholds for contracts and purchases for most public agencies:

- Contracts or purchases under \$12,900 require no formal bidding or price quotations;
- Contracts or purchases between \$12,900 and \$23,800 require three written/telephonic price quotes; and
- Contracts or purchases **greater than \$23,800** require formal bidding and public notice.

New Business:

Approval of Agreement with Case Sabatini to perform 2024 Annual Audit:

Executive Director Conners stated that all organizations that participate in the Community Development Block Grant (CDBG) Program must be audited on an annual basis. He cited that in addition to being a requirement for the CDBG Program, an annual audit is a best practice for organizations of any size and sector. He reported that at the conclusion of the annual audit, a formal report is submitted to Allegheny County Economic Development. He reported that beginning with the 2013 Audit, Case Sabatini has performed this function on behalf of the QVCOG. He stated that Case Sabatini has submitted an engagement letter outlining their responsibilities if selected to perform the 2024 Audit. He highlighted that the proposed quote is \$4,000.00, which is an increase of \$150 from the 2023 Audit.

Mr. Hartman moved to accept the proposal of Case Sabatini to conduct the the 2024 audit. Ms. Barnes seconded the motion. The motion carried on a unanimous voice vote.

Old Business:

None.

Other Concerns of the Delegates:

Bellevue Borough: Mr. McKelvey reported that he was recently appointed Vice-President of Borough Council. He also highlighted that the Borough is considering security measures along Lincoln Avenue in light of the recent tragedy in New Orleans.

Ben Avon Borough: Mr. Wagner reported that Ben Avon Borough began their police service agreement with Avalon Borough on January 1, 2025. He also cited ALCOSAN billing issues for Ben Avon Borough residents, citing that the issue is being resolved in partnership with Jordan Tax Services.

Emsworth Borough: Mr. Getz noted that Emsworth Borough Council will have six seats up for election in November of 2025.

Glen Osborne Borough: Ms. Carrier reported that two members of Glen Osborne Borough Council have resigned. She cited that two new members are anticipated to be appointed at the Borough's January meeting.

Haysville Borough: Ms. Paff reported that the Borough's GEDTF project, which seeks to repair a bridge within the Borough, is nearing 75% completion.

Leet Township: Ms. Adipietro reported that she will be assisting the Township with emergency management duties in 2025.

Leetsdale Borough: Ms. Napolitano reported that Leetsdale Borough will be working on and planning for a large renovation to Henle Park in 2025. She also highlighted a grant opportunity through America250PA. She cited that the Semiquincentennial Grants are intended to create, uplift, improve, and expand programming, projects, and events from eligible Pennsylvania communities and organizations, which contribute to a full calendar of activities, engaging every single Pennsylvanian, around the 250th Anniversary of the signing of the Declaration of Independence.

Sewickley Heights Borough: Mr. Briggs reported that he will be meeting with Representative Valerie Gaydos in the coming weeks to review landslide prone areas in the Borough in an effort to secure future grant funding.

Adjournment: Ms. Barnes moved to adjourn. The motion was seconded by Mr. Hartman. The motion was carried by unanimous voice vote and the meeting was adjourned at 7:47 p.m.

The next meeting is scheduled for February 19, 2025 at 7:00 p.m. and will take place at the Sewickley Public Library (500 Thorn Street, Sewickley, PA 15143). The meeting will be simultaneously broadcast on the Zoom platform, open to the public, and recorded. Please visit qvcog.org for further information.

Respectfully Submitted,

Patrick M. Conners
Executive Director