

QUAKER VALLEY COUNCIL OF GOVERNMENTS
MONTHLY BOARD OF DELEGATES MEETING

January 18, 2023

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 Conners 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: Roberta Williams

Bell Acres:

Bellevue: Dan McKelvey

Ben Avon: Tavia Washington*

Edgeworth:

Emsworth:

Sewickley Heights: Nathan Briggs

Glen Osborne: Barbara Carrier

Glenfield:

Haysville: Amanda Muzichuck*

Kilbuck: Jean-Sebastien Valois*

Leet: Marty McDaniel

Leetsdale:

Sewickley: Julie Barnes

*Attended the meeting via Zoom.

QVCOG 2023 Reorganization (Appointment of Officers):

Executive Director Conners 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 a motion was made by Ms. Barnes to nominate Ms. Barbara Carrier as President of the QVCOG Board of Delegates for 2023. Mr. Valois seconded the motion. After some discussion Mr. McDaniel moved to close nominations for the position of President. Mr. Williams seconded the motion and Ms. Carrier was selected as President of the QVCOG Board of Delegates for 2023 by unanimous voice vote.

QVCOG Board Vice-President

After some discussion a motion was made by Ms. Carrier to nominate Ms. Julie Barnes as Vice-President of the QVCOG Board of Delegates for 2023. Mr. Valois seconded the motion. After some discussion Mr. McDaniel moved to close nominations for the position of Vice-President. Mr. Williams seconded the motion and Ms. Barnes was selected as Vice-President of the QVCOG Board of Delegates for 2023 by unanimous voice vote.

QVCOG Treasurer

After some discussion a motion was made by Mr. McDaniel to nominate Mr. John Schwend as Treasurer of the QVCOG Board of Delegates for 2023. Mr. Williams seconded the motion. After some discussion Mr. McDaniel moved to close nominations for the position of Treasurer. Mr. Valois seconded the motion and Mr. Schwend was selected as Treasurer of the QVCOG Board of Delegates for 2023 by unanimous voice vote.

Public Comment: None.

Approval of December 21, 2022 Meeting Minutes:

Mr. Williams moved to approve the December 21, 2022 meeting minutes as presented. Ms. Barnes seconded the motion. The motion carried on a unanimous voice vote.

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

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

President's Report:

President Carrier thanked the Board for the opportunity to serve as President for another year. She then thanked everyone on the Board for volunteering their time to the organization. She noted some of the accomplishments of the QVCOG in 2022 and cited

her excitement for the year ahead. She concluded by thanking Executive Director Conners for all of his work serving the COG.

Route 65 Report:

Executive Director Conners stated that the QVCOG has recently reached out to Michael Baker International and the Southwest Pennsylvania Commission (SPC) in an effort to rekindle discussions regarding the findings of the Route 65 Corridor study. He noted the QVCOG could utilize a consultant such as Michael Baker International to move forward with some of the recommendations included within the study.

CDBG Status Report:

Executive Director Conners provided brief updates concerning all active CDBG projects.

Executive Director's Report:

GIS Workshop – Executive Director Conners invited all to attend a Geographic Information Systems (GIS) workshop on Thursday, February 16th at 11:00 a.m. He stated the QVCOG in partnership with Civic Mapper will be demonstrating newly generated maps focusing on road ownership and legislative boundaries. He concluded by noting that the workshop will take place at the Sewickley Public Library (500 Thorn Street, Sewickley, PA 15143).

Tree Adoption Event – Executed Director Conners announced that the greater Quaker Valley region has been selected by Tree Pittsburgh for a “tree adoption” event. He noted that the event will provide hundreds of young trees which will be made available free of charge for residents to plant on their private property. He cited that the event will be in conjunction with the Sewickley Civic Garden Council’s annual May Mart event which is scheduled to take place on May 13, 2023. He noted that additional details about the event will be announced in the coming weeks. He encouraged interested parties to visit treepittsburgh.org for more information.

Mobile Fingerprint Scanner – Executive Director Conners announced that the QVCOG has been selected by the PA Chiefs of Police Association to receive a shared Mobile Fingerprint Scanner which would be made available to all QVCOG police departments. He cited that the device must be “hosted” by one of our member police departments. He noted that the Police Chiefs Committee is set to meet on January 26th to discuss selection of a host site among other topics. He continued by noting that the QVCOG was recognized by the PA Chief of Police Association as being the first organization in the state to utilize a shared equipment model (latent fingerprint grant & mobile fingerprint scanner). He concluded by reporting that the mobile fingerprint scanner requires a cellular connection and software maintenance package totaling \$990 annually. He cited the QVCOG has budgeted accordingly to pay for the required services in 2023.

Glass Dumpster Update – Executive Director Conners reported that since the program’s inception in March of 2022 the QVCOG’s glass recycling initiative has collected 68.67 tons of glass. He noted that in an email correspondence dated January 5, 2023 Michael Brothers Hauling informed the QVCOG that dumpster exchange rates will increase from \$270.00 to \$320.00 effective February 1, 2023. He cited that for the coming year the QVCOG is prepared to pay for the increase out of the joint-recycling fund (approximately \$1,300.00 based off of an estimation of 26 dumpster exchanges annually).

LGA Municipal Intern Program Application Period – Executive Director Connors stated that applications are now being accepted for the 2023 Local Government Academy Municipal Intern Program. He cited that applications are due February 15, 2023. He highlighted that interested parties may review past projects and program criteria by visiting localgovernmentacademy.org. He stated that he would be happy to assist any member community with their project proposal. He reported that the Academy anticipates awarding 10 host sites within Allegheny County for the 2023 cycle. He concluded by reading aloud the program’s guidelines.

New Business:

Approval of Concurring Resolution - CDBG Year 49 Admin

Executive Director Connors stated that annually the QVCOG submits a request for funding through Allegheny County Economic Development’s Application Portal as a first step towards the formation of the administrative portion of the yearly contract. He reported the current request totals \$47,500.00 for the Community Block Development Grant (CDBG) Year 49 cycle which runs from July 1, 2023 – June 30, 2024. He noted the application process requires approval of a Concurring Resolution (provided by ACED) by the requesting Agency. He concluded by stating that when CDBG Year 49 begins, the QVCOG may request reimbursement for the administrative costs related CDBG administrative functions (i.e. payroll, office rent, etc. The drawdown typically occurs at the conclusion of the CDBG cycle.

Ms. Barnes moved to approve a Concurring Resolution requesting administrative funding for Community Development Block Grant Year 49. Mr. Williams seconded the motion. The motion carried on a unanimous voice vote.

Approval of Agreement with Case Sabatini to perform 2022 Annual Audit

Executive Director Connors reported that all organizations participating in the Community Development Block Grant (CDBG) Program must be audited on an annual basis. He highlighted 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 cited that at the conclusion of the Audit a formal report is submitted to Allegheny County Economic Development. He noted that since 2014 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 2022 Audit.

Mr. McDaniel moved to approve an agreement with Case Sabatini to perform the annual audit for the 2022 fiscal year. Mr. Williams seconded the motion. The motion carried on a unanimous voice vote.

Old Business:

None.

Other Concerns of the Delegates:

Kilbuck Township: Mr. Valois stated that Kilbuck Township has hired a new manager, Andrew Wright, who will be working in partnership with outgoing manager Harry

Dilmore through the spring. Executive Director Conners noted that Mr. Dilmore would be recognized at an upcoming Managers and Secretaries meeting.

Leet Township: Mr. McDaniel noted that the Quaker Valley Area School District is moving forward with the submission of a land development application in Leet Township. He noted that a recent Common Pleas Court decision involving the proposed high school is currently being appealed in Commonwealth Court. After a discussion regarding a municipal database, he requested that a list of QVCOG elected officials be made available to the Board.

Sewickley Borough: Ms. Barnes noted that she would be attending the Allegheny League of Municipalities (ALOM) conference in April. She highlighted the value of the event and encouraged other QVCOG Delegates to attend.

Adjournment: Ms. Barnes moved to adjourn. The motion was seconded by Ms. Edwards. The motion was carried by unanimous voice vote and the meeting was adjourned at 7:44 p.m.

The next meeting is scheduled for February 15, 2023 at 7:00 p.m. and will take place at the Aleppo Township (100 North Drive, 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