

QUAKER VALLEY COUNCIL OF GOVERNMENTS
MONTHLY BOARD OF DELEGATES MEETING

November 16, 2022

The meeting took place at the Bellevue Borough Building (537 Bayne Avenue, Pittsburgh, PA 15202) 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 7:05 p.m. followed by the Pledge of Allegiance. Roll call was taken.

The following members were in attendance:

Aleppo:	Glen Osborne: Barbara Carrier*
Avalon: Roberta Edwards*	Glenfield:
Bell Acres: Carmee Murphy-Horton*	Haysville: Amanda Muzichuck*
Bellevue: Sabreena Miller*	Kilbuck: Jean-Sebastien Valois*
Ben Avon: Tavia Washington*	Leet: John Stephanksy*
Edgeworth:	Leetsdale:
Emsworth:	Sewickley: Julie Barnes
Sewickley Heights:	

*Attended the meeting via Zoom.

Public Comment: None.

Approval of October 19, 2022 Meeting Minutes:

Ms. Muzichuck moved to approve the October 19, 2022 meeting minutes as presented. Mr. Valois seconded the motion. The motion carried on a unanimous voice vote with Ms. Barnes abstaining.

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

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

President's Report:

President Carrier thanked the Budget Committee and Mr. McDaniel for their efforts reviewing the proposed 2023 Budget as well as for engaging with Executive Director Connors for a performance review and planning evaluation. She proceeded to note a few goals for 2023 including the establishment of a Fire Chiefs Committee, more in-person engagement with the Board of Delegates, and the construction of a contingency plan for day-to-day administrative operations.

Route 65 Report:

No Report was provided.

CDBG Status Report: Executive Director Connors provided brief updates concerning all active CDBG projects. He then highlighted that the QVCOG is finalizing the submission of 7 “Final” Applications for CDBG Year 49 (2023-24) on behalf of member communities and affiliated organizations. He cited the final requirement is approval of a concurring resolution for each project.

Executive Director’s Report:

Active Shooter Training – Executive Director Connors reported that on November 21st and 22nd QVCOG police departments will be participating in a comprehensive active shooter training course. He cited that the event will be facilitated by the Ohio Township Police Department and the SRT tactical operating unit and will take place at the Ross Township Police SRT Training Facility.

Shared Fingerprint Scanner – Executive Director Connors stated that at its November 1st meeting the QVCOG Police Chief’s Group agreed to move forward with an application through the Pennsylvania Chiefs of Police Association for a mobile fingerprint scanner which would be shared amongst our region’s police departments. He noted that if awarded, the device itself would be free, however, there is an annual charge of \$1,025.00 which covers a no-fault maintenance agreement, administrative costs, and the secure data connection. He highlighted that the QVCOG has established a line item within the proposed 2023 Budget for shared programming, etc. for the Police Chiefs Group which would cover the aforementioned cost.

Remaining 2022 Managers and Secretaries Meetings – Executive Director Connors reported that at its October 26th meeting the QVCOG’s Managers and Secretaries Committee agreed to combine the November and December meeting dates into one which will occur on December 7th at 11:00 a.m. at the Aleppo Township Municipal Building. He noted that the meeting will be in-person exclusively and lunch will be provided to the group.

Letter of Support Concerning Municipal Advertising Requirements – Executive Director Connors stated that at its October 19th meeting the QVCOG’s Board of Delegates voted unanimously to send correspondence to all state representatives and senators that represent member communities requesting their support for the re-introduction of House Bill 955 of 2021 (or the introduction of similar legislation). He noted that the proposal would amend Title 45 of the Pennsylvania Consolidated Statutes concerning municipal advertisement requirements allowing for digital notice of public meetings, etc. He cited that a formal correspondence outlining the request was sent to the offices of Senator Devlin Robinson (PA 37) Senator Wayne Fontana (PA 42), Representative Valerie Gaydos (PA 44), Representative Robert Matzie (PA 16), Representative Emily Kinkead (PA 20), and Representative Anita Kulik (PA 45). He encouraged all member communities to send similar requests to their respective elected officials.

GIS Roadway Infrastructure Map – Executive Director Connors provided an update concerning an ongoing GIS initiative. He requested that all member communities forward the names of any private streets within their boundaries. He noted that this information will be used to create a new illustrative map which will outline road/infrastructure ownership (i.e. PennDOT, County, Municipal, or Private).

Executive Director Conners concluded by providing brief updates concerning the Yard Waste Drop-Off program and future initiatives of the Police Chiefs Group.

New Business:

CDBG Year 49 Concurring Resolution Approvals:

Background

Executive Director Conners reported that the Quaker Valley Council of Governments has been asked to submit a total of 7 CDBG Year 49 Grant Applications. He stated that if approved by the Board of Delegates the Concurring Resolutions will be signed and submitted through Allegheny County Economic Development's application portal in advance of the CDBG Year 49 application deadline of November 18, 2022.

The requested projects can be found below:

- Bellevue Borough Blight Remediation Project (134 Meade Avenue and 325 Glaser Avenue) - \$44,687.00
- Leet Township Orchard, Plum, and Beech Streets ADA Sidewalk Replacement Project - \$145,000
- Leetsdale Borough Building ADA Parking Pads - \$27,000.00
- Leetsdale Borough Blight Remediation Project (189 & 300 Beaver Street) - \$36,000.00
- Sewickley Borough ADA Sidewalk Ramp Project - \$110,670.00
- Edgeworth Municipal Authority Big Sewickley Creek Road Water Line Replacement - \$1,010,275.00
- Sewickley Borough Water Authority Center-South Waterline Replacement Project – \$185,000.00

As the “recipient” of requested funding, all participating municipalities will be subject to the QVCOG’s utilization fee policy, highlights of which can be found below:

1. All grant applications prepared on behalf of a member municipality for a **\$500 fee**. This fee recovers staff time and other expenses associated with the application. Grant applications may be identified by the COG or the member municipalities. Although every effort will be made to accommodate member requests, the COG Executive Director may decline to complete an application request. Grants awarded to members through applications submitted by the COG **will be subject to a 2% fee**.
2. Advertising will be charged back to the municipality for whom the project is being performed. Every effort is made to consolidate advertising based upon the projects submitted. The employee staff time development of the advertisement, placing of ad and documenting the advertising will be billed at an hourly rate of \$25.00 with a not to exceed of \$50.00. Notice to Bidders will be aggregated to achieve savings. The cost of advertising will be aggregated, projects will be prorated and billed back to the municipalities.

Mr. Valois moved to approve each of the seven concurring resolutions for CDBG Year 49 applications submitted on behalf of member communities and affiliated organizations. Mr. Stephanksy seconded the motion. The motion carried on a unanimous voice vote.

Executive Director Performance Review:

Background

President Carrier reported that at its October 19, 2022 meeting, the QVCOG Board of Delegates voted to table consideration of the 2023 Budget in an effort to conduct an internal performance review with the organization's Executive Director. She cited that on November 1, 2022 she as well as Vice President Julie Barnes and Delegate Marty McDaniel met with Executive Director Connors via Zoom for a performance review and goal setting session for the year ahead. She in partnership with Vice President Barnes proceeded to provide a summary of the session. Executive Director Connors thanked the group for the insightful meeting. He highlighted his excitement for the new opportunities as well as the challenges ahead for the organization.

Old Business:

Consideration of 2023 Fiscal Budget:

Ms. Barnes moved to take the item off of the table. Ms. Miller seconded the motion. The motion passed on a unanimous voice vote and the group began discussing the proposed 2023 Budget.

Executive Director Connors cited that the 2023 Budget is based upon membership dues remaining at current levels (approved at October Board meeting). He highlighted that on October 24th the QVCOG's Budget Committee re-convened to review the proposed budget. He then proceeded to provide a summary of the proposed 2023 Budget.

Highlights

- 2022 Regional Asset District (RAD) revenues saw a substantial increase (based on 2021 revenue collections). By using current and available revenue data for the 2022 calendar year, another windfall is expected (estimated at \$25,000.00). Please note, 70% of RAD revenues are pledged to the QVCOG's Capital Fund while the remaining 30% are deposited into the General Operating Fund. For the 2023 Budget, an estimated \$15,500.00 is expected to be transferred into the QVCOG's Capital Fund;
- 2022 set the tone for the future of the QVCOG's recycling programming with a record setting Act 101 Section 904 Recycling Performance Grant award (based on 2020 commercial and residential recycling rates). The QVCOG anticipates receiving a similar award amount (\$20,000.00 budgeted for 2023). Of the award, it is estimated that \$10,000.00 will be transferred into the Joint Recycling Fund. The remaining amount will be distributed to participating communities as well as used for collaborative recycling initiatives such as the glass recycling and yard waste drop off programs;
- There is projected to be a decrease of approximately \$5,000 for CDBG Project Management. This continued decrease is due to a more accurate understanding of the time requirements associated with the administration of CDBG funding as well as lower administrative payroll expenditures when compared to previous years;
- No growth is expected within the QVCOG's "Service Fee" revenue stream. To summarize, in 2022 Emsworth Borough ended its service agreements for both the

Proactive Code Enforcement and Zoning Technical Assistance Programs. Please note, in 2022 Leet Township entered into a service agreement with the QVCOG for the Zoning Technical Assistance Program.

- The 5-year Waste and Recycling Contract (2022-26) includes a franchise fee (\$1 for each household serviced in the participating communities). An expected \$10,416.00 will be deposited over the course of 4 quarterly payments into the general fund;
- General operating costs (i.e. rent, telephone, software, and technology expenditure) are expected to remain near or at current levels;
- Personnel budget expenditures for 2023 are projected to remain identical when compared to the 2022 Budget. The Executive Director salary has increased by 6.3% (\$4,810.00) while the employer matching contribution has been eliminated for the coming year (a savings of up to \$5,600.00). A total of \$6,000.00 has been budgeted for a seasonal intern through the Local Government Academy's Municipal Intern Program. If selected as a host site, 50% of the intern's wages would be reimbursed through the Program.
- A new line item is being proposed to establish an annual budget for the QVCOG's Police Chiefs Committee. A total of \$2,500.00 is being allocated towards the establishment of collaborative programming and training.

He concluded by stating that the proposed budget allows for the continued growth of QVCOG services and programming while remaining conservative towards overall expenditures. He noted that a substantial portion of anticipated revenues (\$25,500.00 or 14%) are slated to be transferred into the Capital Fund for future collaborative projects. He cited that both he and the Budget Committee believe that the proposed Budget accurately reflects the QVCOG's ability to provide a high level of service to each of its 15 member municipalities and their residents for the 2023 fiscal year and beyond.

After a brief discussion concerning the Executive Director's compensation package, a motion was made by Ms. Barnes to approve the 2023 Budget as presented. Ms. Miller seconded the motion. The motion was approved on a unanimous voice vote.

Other Concerns of the Delegates:

Avalon Borough: Ms. Edwards highlighted the joint light-up-night between Avalon Borough & Bellevue Borough that will take place of December 3rd.

Bellevue Borough: Ms. Miller inquired regarding the correspondence which was put together and sent to the region's elected officials. Executive Director Connors reported that the letter was sent to each of the QVCOG's 4 representatives and 2 senators. He noted that a copy of the letter was sent to the Managers and Secretaries group for distribution to each municipality's elected officials. Ms. Miller asked that a copy of the correspondence be sent to the entirety of the Board of Delegates.

Glen Osborne Borough: President Carrier highlighted an ongoing issue regarding a traffic signal that borders both Glen Osborne and Haysville Boroughs. She noted a

crosswalk and affiliated signal were added and since that time the timing of the traffic signal has been adversely impacted. A brief discussed ensued.

Leet Township: Mr. Stephansky commended the organization for considering the launch of a Fire Chiefs Committee.

Sewickley Borough: Ms. Barnes reported that Sewickley Borough would be celebrating light-up-night on December 2nd. She thanked all participating QVCOG communities that donated to the event.

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

The next meeting is scheduled for December 21, 2022 at 7:00 p.m. and will take place at the Kilbuck Township Building (343 Eicher Road, Pittsburgh, PA 15237). 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