Quaker Valley Council of Governments
Board of Directors Regular Meeting

Emsworth Borough Building

171 Center Avenue, Emsworth, PA 15202

Wednesday, September 15, 2021
7:00 p.m.

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Public Comment/Guests
5. Omnibus: Approval of August 18, 2021 Meeting Minutes, August Income Statement, August Balance Sheet, Budget to Actual, Bill Payment List, Unpaid Bills List, and Payroll Summary, Bank Reconciliations, CC Card Account Detail
6. President's Report
7. Executive Director's Report
8. New Business
   A. Presentation – Waste Wrangler
   B. 2022 Budget Update
   C. Action concerning Proposed Resolution Regarding 2022 Membership Dues
9. Old Business
   A. Update - 2022-26 Waste and Recycling Contract
   B. Traveling Glass Recycling Bin Update
   C. Executive Director Site Visits Update
10. CDBG Status Report
11. Other Concerns by Delegates
12. Adjournment

QUAKER VALLEY COUNCIL OF GOVERNMENTS
MONTHLY BOARD OF DIRECTORS MEETING

August 18, 2021

This meeting took place at the Aleppo Township Municipal Building (100 North Avenue, 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 Jean-Sebastien Valois 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: Arthur Williams
Avalon: Michael Packard
Bell Acres:
Bellevue: Anthony DiTullio
Ben Avon: Richard Wagner
Edgeworth: John Schwend (via Zoom)
Emsworth: Paul Getz
Sewickley Heights:
Glen Osborne: Barbra Carrier
Glenfield:
Haysville:
Kilbuck: Jean-Sebastien Valois (President)
Leet:
Leetsdale:
Sewickley: Julie Barnes

Omnibus Motion: Executive Director Conners provided a brief update regarding the financial statements and reports that were provided to the Board.

Mr. Getz moved to approve July 21, 2021 meeting minutes and July Financial Statements as submitted. The motion was seconded by Ms. Barnes. The motion carried by an affirmative voice vote.

President's Report: President Valois reported that he and Executive Director Conners attended the July 27, 2021 Regular Meeting of the Bellevue Borough Council. He noted that during the meeting Mr. Conners was introduced as the new Executive Director of the QVCOG. He also noted a discussion concerning the COG's role in allocating CDBG funds through the Allegheny County Department of Economic Development.

Executive Director's Report:
CDBG Year 48 Pre-Application Now Being Accepted – Executive Director Conners reported that beginning on August 9, 2021, Allegheny County Economic Development (ACED) will be soliciting pre-applications for construction-related projects for its 2022 (Year 48) Community Development Block Grant Program (CDBG), which is funded by the U. S. Department of Housing and Urban Development (HUD). He highlighted that all pre-applications must be submitted through the Quaker Valley COG. He noted that every QVCOG member community is eligible to apply for CDBG funding for

“non-income based” projects such as ADA accessibility improvement projects and blight remediation. He cited that project requests must total at least $20,000 and municipalities may submit multiple applications each year for consideration. He continued by stating projects that do not receive funding for CD Year 48 may be reconsidered the following year. He reported that interested parties may request a fillable Pre-Application form which has been used by the COG in the past to solicit potential CDBG projects. He continued by highlighting that in order to meet the County's deadline of September 10, 2021 prospective municipalities must submit their Pre-Applications to the COG by end of business on Friday, September 3, 2021. He encouraged interested participants to email him for any questions concerning the pre-application process.

5-Year Refuse and Recycling Contract – Executive Director Conners reported that on July 22, 2021 at 11:00 a.m. bids were received and read aloud at the Kilbuck Township Municipal Building for the 5-year waste and recycling contract with both Waste Management and Noble Environmental providing bids. He cited that after initial review of the provided documentation, Waste Management was the apparent low bidder submitting a quote in the amount of $13,669,921.92 (Options A & B) which was 65.3% less than the proposal submitted by Noble Environmental. He stated that interested parties may request a PDF copy of received bids or associated documentation concerning the process by sending him an email.

Traveling Glass Dumpster (Glenfield and Haysville Boroughs) – Executive Director Conners stated that from July 31st – August 5th Glenfield & Haysville Boroughs partnered in sponsoring a traveling glass dumpster provided by the Pennsylvania Resources Council (PRC). He highlighted that the dumpster was located within the Quaker Valley High School parking lot. He stated that this series of events will continue with Bellevue Borough sponsoring the next event which will take place at their municipal parking lot (between Meade Avenue and S. Sprague Avenue) from August 28th through September 2nd.

Hybrid Meetings – Executive Director Conners stated that due to the recent success and buy-in from participants regarding “hybrid” COG meetings (simultaneous in-person and virtual meetings) this format is set to remain in place through 2021 for both the Board of Directors and the Managers & Secretaries Committee. He stated that meeting dates and locations, along with Zoom links, can be found by visiting qvcog.org. He concluded by thanking all member municipalities who have volunteered their facilities for the aforementioned meetings.

2019 & 2020 Audit Reports – Executive Director Conners reported that later on during the meeting, Mr. Ed Gardner of Case Sabatini, will be presenting a summary of the 2019 Audit Report. He stated that a similar summary concerning the 2020 Audit is expected to occur soon. Once approved, the Report(s) will be made available on the COG’s webpage and will also be made available by request.

Haysville Traffic Signal Discussion – Executive Director Conners stated that Ms. Amy Paff of Haysville Borough has invited interested parties to attend a meeting hosted by

State Rep. Gaydos along with representatives of PennDOT to discuss the Haysville – Glen Osborn light on Route 65. He stated that Haysville Borough is seeking the installation of a turning arrow for residents, school buses, and local employees trying to cross the intersection. He noted the meeting will take place in-person on August 23rd at 10:00 a.m. behind Pittsburgh Stage, Inc. (2 South Ave, Sewickley, PA 15143). He stated that he would be in attendance and encouraged any interested QVCOG Delegate to do the same. President Valois asked Executive Director Conners to draft a letter in support of Ms. Paff's request.

2021 Annual Dinner: Executive Director Conners reported that the 2021 QVCOG Annual Dinner is set to occur on October 20, 2021. He highlighted that he had met with representatives of the Edgeworth Club and was provided with sponsorship and reduced rates for the event. He expressed his desire to form a Committee to assist with preparations for the event. Mr. Schwend stated that he would volunteer his services for the committee. Executive Director Conners stated that he would send out an email to all Delegates to solicit additional volunteers for the Committee.

2022 Budget Preparation: Executive Director Conners stated that he would work to bring forth a draft budget for consideration in advance of the September 15, 2021 Board Meeting citing that the "Budget Meeting" is scheduled for October 27, 2021. President Valois stated that all Board Officers should be on the Budget Committee. Mr. Getz and Mr. Schwend both volunteered their services. Executive Director Conners stated that he would send out an email to all Delegates to solicit additional volunteers for the Committee.

New Business:

2019 Audit Presentation – Case Sabatini: Mr. Ed Gardner of Case Sabatini came before the Board to provide a comprehensive summary of the 2019 Audit. He proceeded to go over the Draft Audit Report which was provided to the Board in advance of the meeting. President Valois inquired regarding the COG's internal controls. Mr. Gardner noted that the internal controls were sufficient per the 2019 Draft Audit. At the conclusion of the presentation Mr. Gardner stated that after approval by the Board, the Final 2019 Audit would be sent to Allegheny County Department of Economic Development.

After some discussion, Mr. Getz moved to approve the 2019 Audit as presented. Mr. Williams seconded the motion. The motion passed by a unanimous voice vote.

Refuse and Recycling Committee recommendation regarding 2022-26 Waste and Recycling Contract:

Executive Director Conners Reported that on July 2, 2021 the QVCOG's Refuse and Recycling Committee conducted a mandatory pre-bid meeting for prospective bidders regarding the 5-year waste and recycling contract. He cited that representatives from Waste Management and Noble Environmental were in attendance. He continued by stating that a

revised bid specification document with addendum was sent to the prospective bidders on July 9, 2021. He continued by highlighting that on July 22, 2021 final bids for the 5-year Waste and Recycling Contract were received and read aloud at the Kilbuck Township Municipal Building noting that both Waste Management and Noble Environmental submitted bids. Upon review of the received bids, Executive Director Conners reported that both bidding agencies have submitted the required documentation as per the Bid Checklist within the Bid Specifications dated July 9, 2021.

He then provided the following highlights of the Waste Management bid:

- Waste Management currently provides waste and recycling service for 11 participating QVCOG member municipalities. The current contract with Waste Management expires on December 31, 2021;
- Waste Management's proposal ranges from a 21% savings to a 16% cost increase depending on the community and its current service package;
- Waste Management's proposal includes a flat 4% annual increase through years 1 – 5 of the Agreement; and
- Waste Management's overall combined proposal (Options A & B = $13,669,921.92) is 65.3% less than Noble Environmental's proposal.

He then provided the following highlights of the Noble Environmental bid:

- Noble Environmental's proposal ranges from a 20.8% - 114% cost increase depending on the community and its current service package.
- Noble Environmental's proposal includes a flat 3% annual increase through years 1 – 5 of the Agreement.
- Noble Environmental's overall combined proposal (Options A & B = $22,598,966.04) is 65.3% higher than Waste Management's proposal.

He proceeded to report that based on the significant price difference between the two received bids, the QVCOG Refuse and Recycling Committee recommends that each participating member community move forward in awarding the 2022-2026 Waste and Recycling Contract to Waste Management, Inc. He advised that each participating municipality have their solicitor review the provided bid(s) prior to awarding the contract. He also recommended that each municipality verify its current pricing as compared within the Bid Analysis attachment(s). He concluded by highlighting that given the individualized nature of dumpster service no formal recommendation has been provided in that regard.

After some discussion, Mr. Schwend moved to recommend that all 11 participating municipalities move forward with awarding the 2022-2026 Waste and Recycling Contract to Waste Management, Inc. Mr. Wagner seconded the motion. The motion passed on the following roll call vote:

Ayes: Aleppo, Avalon, Ben Avon, Edgeworth, Emsworth, Glen Osborne, Kilbuck, & Sewickley

Nays: Bellevue

Property and Liability Insurance Coverage Renewal: Executive Director Conners reported that in effort to find the most competitive property and liability insurance coverage(s) for the QVCOG, Mr. Mark Mustio of HHM Insurors, marketed the COG's existing policies and recommended moving the Directors and Officers coverage from Selective Insurance Group, Inc. to United States Liability Insurance Co. (USLI). He noted that both agencies are highly rated insurance companies with good coverage forms, but cited that by moving the Directors & Officers coverage there will be an overall premium savings of nearly 9% from the expiring premium. He noted that the aforementioned change would reduce the premium to $1,749 from $1,986. He highlighted the employee dishonesty policy as a separate coverage with a premium of $280. As has been past practice, he noted that he verbally agreed to this change and renewal on August 13, 2021. He highlighted that the existing policy with Selective Insurance Inc. is set to expire on August 27, 2021 with the new policy set to begin thereafter.

Mr. Getz moved to approve the updated insurance policy through USLI for the 2021-22 coverage period. Mr. Wagner seconded the motion. The motion passed on a unanimous voice vote.

Old Business:

Remaining 2021 Board of Directors Meeting Locations: Executive Director Conners reported that the remaining 2021 Board of Directors Regular Meetings would be hosted at the following locations:

September 15, 2021 at 7:00 p.m. at the Emsworth Borough Building (171 Center Avenue, Pittsburgh, PA 15202)

October 27, 2021 (Budget Meeting) at 7:00 p.m. at the Avalon Borough Building (640 California Avenue, Pittsburgh, PA 15202)

November 17, 2021 at 7:00 p.m. at the Edgeworth Borough Building (301 Beaver Road, Edgeworth, PA 15143)

December 15, 2021 at 7:00 p.m. at the Bellevue Borough Building (537 Bayne Avenue, Pittsburgh, PA 15202)

Traveling Glass Recycling Bin Schedule: Executive Director Conners stated that to date Kilbuck Township, Aleppo Township, Glenfield and Haysville Boroughs have sponsored and hosted the PRC travelling glass dumpster. He highlighted the dumpster would be within the following municipalities on the following dates:

- Bellevue Borough Municipal Parking Lot – August 28 – September 2
- Sewickley Riverfront Park – September 25 – 30
- Avalon Public Works Garage – October 30 – November 4

Executive Director Site Visits: Executive Director Conners stated that in order to better understand the challenges and opportunities that each member community faces, he has worked to visit the staff and officials within each COG municipality. He noted that to date he has visited many of the COG's members and anticipates the site visits and appearances at meetings will continue throughout the summer.

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

Other Concerns of the Delegates:

Michael Packard - Avalon Borough: Mr. Packard reported that he was recently appointed to fill a vacancy on the Avalon Borough Council. He noted that he was also appointed to be the COG's delegate for Avalon. He stated that he is excited to work with the COG and its member communities moving forward.

Jean-Sebastien Valois - Kilbuck Township: Mr. Valois stated that he would be advising the Kilbuck Township Board of Supervisors to move forward in directly paying Waste Management for the upcoming Waste and Recycling Contract (Contract Option A). He highlighted the savings to residents citing that property owners can write off any potential taxes associated with the service through their annual tax return. A discussion ensued.

Julie Barnes - Sewickley Borough: Ms. Barnes reported that Sewickley Borough hired a new Manager, Ms. Donna Kaib, who formerly worked for Reserve Township. She noted that over 20 Applicants applied for the position. She continued by reporting that Sewickley "light up night" would be returning in 2021 and would take place on December 3rd. She also noted that "Harvest Fest" would be taking place on September 11th citing the involvement of the Kiwanis Club.

Rick Wagner - Ben Avon Borough: Mr. Wagner reported that Ben Avon's "Fall Festival" would be taking place on September 25th.

Barbara Carrier - Glen Osborne Borough: Ms. Carrier reported that a municipal boundary dispute between Glen Osborne Borough and Haysville Borough was recently settled. She highlighted that as a result of the settlement, a Route 65 traffic light is now under the ownership of Glen Osborne. She also noted that due to a recent policy change made by the Osborne Elementary School, the Glen Osborne Borough Council is in search of a new meeting location.

Adjournment: Mr. Getz moved to adjourn. The motion was seconded by Mr. Wagner. The motion carried by unanimous voice vote and the meeting was adjourned by President Jean-Sebastien Valois at 8:15 p.m.

The next meeting is scheduled for: September 15, 2021 at 7:00 p.m. at the Emsworth Borough Building (171 Center Avenue, Pittsburgh, PA 15202). The meeting will be

in-person and open to the public as well as broadcast and recorded over Zoom. Please visit qvcog.org for further information.

Respectfully Submitted,

Patrick M. Conners
Executive Director

QUAKER VALLEY COG

Statement of Activity

January - August, 2021

	01 GENERAL	05 CDBG	TOTAL
Revenue			
4001101 Membership Dues	48,400.00		$48,400.00
4002101 Project Management	10,392.00		$10,392.00
4003101 Interest Income	10.19		$10.19
4005100 CDBG		252,316.50	$252,316.50
4005101 Grant Revenues	23,125.00		$23,125.00
4005102 General Funds CDBG	7,500.00		$7,500.00
4006101 Annual Dinner			$0.00
4006105 Dinner Donations	70.00		$70.00
Total 4006101 Annual Dinner	**70.00**		**$70.00**
4006106 Recycling Income	18,502.74		$18,502.74
4006107 Utilization Fee	4,240.42		$4,240.42
4006108 Service Fees- Revenue	16,273.50		$16,273.50
4006110 Transaction Fees Bill.com	207.20		$207.20
4007101 Regional Asset Tax	263.65		$263.65
4008101 Commission/Dividends	91.70		$91.70
4010101 Miscellaneous Income	15.77		$15.77
GIS Subscription/Services	2,375.00		$2,375.00
Program Revenue	2,062.50		$2,062.50
Sales	2,045.60		$2,045.60
Total Revenue	**$135,575.27**	**$252,316.50**	**$387,891.77**
GROSS PROFIT	**$135,575.27**	**$252,316.50**	**$387,891.77**
Expenditures			
6001000 Advertising			$0.00
6001102 Advertising - General	368.08		$368.08
6006101 Advertising - CD	-167.41		$ -167.41
Total 6001000 Advertising	**200.67**		**$200.67**
6001101 Administration Payroll			$0.00
6001099 Executive Director Salary	46,641.96		$46,641.96
6001100 Administrative Assistant Salary	9,336.60		$9,336.60
6001107 Employee Payroll	2,008.50		$2,008.50
6001109 Contractor Code Enforcement	2,342.50		$2,342.50
6001111 Contractor Financial Services	1,173.00		$1,173.00
6002102 Payroll Taxes	1,820.31		$1,820.31
6002104 Unemployment Compensation Tax	648.48		$648.48
6002110 Employer Paid Taxes	244.52		$244.52
Total 6001101 Administration Payroll	**64,215.87**		**$64,215.87**
6001203 CD Grant Distribution		185,116.50	$185,116.50
6004101 Travel Expense	303.00		$303.00
6008101 Office Supplies & Maintenance	2,741.78		$2,741.78
6008102 Dues, Memberships, Subscriptions	800.00		$800.00

QUAKER VALLEY COG

Statement of Activity

January - August, 2021

	01 GENERAL	05 CDBG	TOTAL
6008103 Miscellaneous Expenditures	179.00		$179.00
6008104 Recycling	11,598.00		$11,598.00
6010100 Bank Fees	307.67		$307.67
6010101 Legal and Accounting	3,712.50		$3,712.50
6012101 Telephone Expense	1,899.31		$1,899.31
6014101 Insurance Expense	600.40		$600.40
6016101 Office Rent Expense	2,580.00		$2,580.00
6016103 Data Processing	16,361.68		$16,361.68
6016104 Purchases for Resale	2,488.20		$2,488.20
6017101 Conference & Meetings	350.00		$350.00
6019101 SHACOG Joint Purchasing	1,207.20		$1,207.20
608107 Garbage Contracting	3,500.00		$3,500.00
Uncategorized Expenditure	200.00		$200.00
Total Expenditures	**$113,245.28**	**$185,116.50**	**$298,361.78**
NET OPERATING REVENUE	**$22,329.99**	**$67,200.00**	**$89,529.99**
NET REVENUE	**$22,329.99**	**$67,200.00**	**$89,529.99**

QUAKER VALLEY COG

Statement of Financial Position

As of August 31, 2021

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1001104 Citizens Checking 1378	85,438.01
1020101 Community Development 0710	0.01
1031103 Citizens Savings 2218	76,475.24
1041101 PayPal	0.00
1072 Bill.com Money Out Clearing	-0.01
1073 ADP Clearing	0.00
Total Bank Accounts	**$161,913.25**
Accounts Receivable	
1200 Accounts Receivable	6,691.50
12002 DCED Grant Receivable (A/R)	0.00
Total 1200 Accounts Receivable	**6,691.50**
Total Accounts Receivable	**$6,691.50**
Other Current Assets	
12000 Undeposited Funds	0.00
Total Other Current Assets	**$0.00**
Total Current Assets	**$168,604.75**
TOTAL ASSETS	**$168,604.75**
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
200.20 Accounts Payable	5,368.95
Total Accounts Payable	**$5,368.95**
Credit Cards	
7772 Staples	0.00
8320 Citizens Business CC	-223.82
8361 Citizens CC SH	517.18
8379 Citizens CC JW	224.94
Total 8320 Citizens Business CC	**518.30**
Sales tax Refund	5.39
Total Credit Cards	**$523.69**
Other Current Liabilities	
200.21 Emp Deferred Comp Payable	-1,156.90
200.22 904 Recycling Grant - for future projects	0.00
Total Other Current Liabilities	**$ -1,156.90**
Total Current Liabilities	**$4,735.74**
Total Liabilities	**$4,735.74**
Equity	
3000 Open Bal Equity	138,061.61

	TOTAL
3900 Retained Earnings	-92,990.65
3900.22 Reserve for Future Recycling	10,521.06
3900.23 RAD Reserve for Future Capital	18,747.00
Net Revenue	89,529.99
Total Equity	**$163,869.01**
TOTAL LIABILITIES AND EQUITY	**$168,604.75**

QUAKER VALLEY COG

Budget vs. Actuals: FY_2021_By_Class - FY21 P&L Classes

January - December 2021

	01 GENERAL				TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue								
4001101 Membership Dues	48,400.00	44,770.00	3,630.00	108.11 %	$48,400.00	$44,770.00	$3,630.00	108.11 %
4001102 Associate Memberships		1,000.00	-1,000.00		$0.00	$1,000.00	$ -1,000.00	0.00%
4002101 Project Management	10,392.00	49,000.00	-38,608.00	21.21 %	$10,392.00	$49,000.00	$ -38,608.00	21.21 %
4002106 Prior Year Proj Management		0.00	0.00		$0.00	$0.00	$0.00	0.00%
Total 4002101 Project Management	**10,392.00**	**49,000.00**	**-38,608.00**	**21.21 %**	**$10,392.00**	**$49,000.00**	**$ -38,608.00**	**21.21 %**
4003101 Interest Income	10.19	25.00	-14.81	40.76 %	$10.19	$25.00	$ -14.81	40.76 %
4005101 Grant Revenues	23,125.00		23,125.00		$23,125.00	$0.00	$23,125.00	0.00%
4005102 General Funds CDBG	7,500.00	7,500.00	0.00	100.00 %	$7,500.00	$7,500.00	$0.00	100.00 %
4006101 Annual Dinner					$0.00	$0.00	$0.00	0.00%
4006102 Dinner Registration		1,500.00	-1,500.00		$0.00	$1,500.00	$ -1,500.00	0.00%
4006103 Dinner Sponsorship		7,500.00	-7,500.00		$0.00	$7,500.00	$ -7,500.00	0.00%
4006105 Dinner Donations	70.00		70.00		$70.00	$0.00	$70.00	0.00%
Total 4006101 Annual Dinner	**70.00**	**9,000.00**	**-8,930.00**	**0.78 %**	**$70.00**	**$9,000.00**	**$ -8,930.00**	**0.78 %**
4006106 Recycling Income	18,502.74	13,418.00	5,084.74	137.89 %	$18,502.74	$13,418.00	$5,084.74	137.89 %
4006107 Utilization Fee	4,240.42	14,000.00	-9,759.58	30.29 %	$4,240.42	$14,000.00	$ -9,759.58	30.29 %
4006108 Service Fees- Revenue	17,434.00	20,000.00	-2,566.00	87.17 %	$17,434.00	$20,000.00	$ -2,566.00	87.17 %
4006110 Transaction Fees Bill.com	207.20		207.20		$207.20	$0.00	$207.20	0.00%
4007101 Regional Asset Tax	263.65	5,000.00	-4,736.35	5.27 %	$263.65	$5,000.00	$ -4,736.35	5.27 %
4008101 Commission/Dividends	91.70	91.00	0.70	100.77 %	$91.70	$91.00	$0.70	100.77 %
4010101 Miscellaneous Income	15.77		15.77		$15.77	$0.00	$15.77	0.00%
4012102 Advertising Reimbursement		700.00	-700.00		$0.00	$700.00	$ -700.00	0.00%
GIS Subscription/Services	2,375.00		2,375.00		$2,375.00	$0.00	$2,375.00	0.00%
Program Revenue	2,437.50		2,437.50		$2,437.50	$0.00	$2,437.50	0.00%
Sales	2,045.60		2,045.60		$2,045.60	$0.00	$2,045.60	0.00%
Total Revenue	**$137,110.77**	**$164,504.00**	**$ -27,393.23**	**83.35 %**	**$137,110.77**	**$164,504.00**	**$ -27,393.23**	**83.35 %**
GROSS PROFIT	**$137,110.77**	**$164,504.00**	**$ -27,393.23**	**83.35 %**	**$137,110.77**	**$164,504.00**	**$ -27,393.23**	**83.35 %**
Expenditures								
6001000 Advertising					$0.00	$0.00	$0.00	0.00%
6001102 Advertising - General	368.08	100.00	268.08	368.08 %	$368.08	$100.00	$268.08	368.08 %
6006101 Advertising - CD	-167.41		-167.41		$ -167.41	$0.00	$ -167.41	0.00%
Total 6001000 Advertising	**200.67**	**100.00**	**100.67**	**200.67 %**	**$200.67**	**$100.00**	**$100.67**	**200.67 %**
6001101 Administration Payroll					$0.00	$0.00	$0.00	0.00%
6001099 Executive Director Salary	46,641.96	57,600.00	-10,958.04	80.98 %	$46,641.96	$57,600.00	$ -10,958.04	80.98 %
6001100 Administrative Assistant Salary	9,336.60	34,500.00	-25,163.40	27.06 %	$9,336.60	$34,500.00	$ -25,163.40	27.06 %
6001107 Employee Payroll	2,008.50	9,200.00	-7,191.50	21.83 %	$2,008.50	$9,200.00	$ -7,191.50	21.83 %
6001108 Employer Deferred Compensation		1,650.00	-1,650.00		$0.00	$1,650.00	$ -1,650.00	0.00%
6001109 Contractor Code Enforcement	2,342.50		2,342.50		$2,342.50	$0.00	$2,342.50	0.00%
6001111 Contractor Financial Services	1,173.00		1,173.00		$1,173.00	$0.00	$1,173.00	0.00%
6002102 Payroll Taxes	1,820.31		1,820.31		$1,820.31	$0.00	$1,820.31	0.00%
6002104 Unemployment Compensation Tax	844.33	800.00	44.33	105.54 %	$844.33	$800.00	$44.33	105.54 %
6002110 Employer Paid Taxes	244.52	3,000.00	-2,755.48	8.15 %	$244.52	$3,000.00	$ -2,755.48	8.15 %
6003103 Workmen’s Comp. Insurance		150.00	-150.00		$0.00	$150.00	$ -150.00	0.00%
Total 6001101 Administration Payroll	**64,411.72**	**106,900.00**	**-42,488.28**	**60.25 %**	**$64,411.72**	**$106,900.00**	**$ -42,488.28**	**60.25 %**
6004101 Travel Expense	303.00	25.00	278.00	1,212.00 %	$303.00	$25.00	$278.00	1,212.00 %
6008101 Office Supplies & Maintenance	2,741.78	1,000.00	1,741.78	274.18 %	$2,741.78	$1,000.00	$1,741.78	274.18 %
6008102 Dues, Memberships, Subscriptions	800.00	1,000.00	-200.00	80.00 %	$800.00	$1,000.00	$ -200.00	80.00 %
6008103 Miscellaneous Expenditures	179.00	300.00	-121.00	59.67 %	$179.00	$300.00	$ -121.00	59.67 %
6008104 Recycling	11,598.00	13,418.00	-1,820.00	86.44 %	$11,598.00	$13,418.00	$ -1,820.00	86.44 %
6010100 Bank Fees	307.03	400.00	-92.97	76.76 %	$307.03	$400.00	$ -92.97	76.76 %
6010101 Legal and Accounting	3,712.50	5,000.00	-1,287.50	74.25 %	$3,712.50	$5,000.00	$ -1,287.50	74.25 %
6012101 Telephone Expense	1,981.40	1,000.00	981.40	198.14 %	$1,981.40	$1,000.00	$981.40	198.14 %
6013101 Annual Dinner Expense		4,500.00	-4,500.00		$0.00	$4,500.00	$ -4,500.00	0.00%
6014101 Insurance Expense	600.40	2,000.00	-1,399.60	30.02 %	$600.40	$2,000.00	$ -1,399.60	30.02 %
6016101 Office Rent Expense	2,780.00	3,000.00	-220.00	92.67 %	$2,780.00	$3,000.00	$ -220.00	92.67 %
6016103 Data Processing	16,561.88	17,000.00	-438.12	97.42 %	$16,561.88	$17,000.00	$ -438.12	97.42 %
6016104 Purchases for Resale	2,488.20	7,561.00	-5,072.80	32.91 %	$2,488.20	$7,561.00	$ -5,072.80	32.91 %
6017101 Conference & Meetings	350.00	100.00	250.00	350.00 %	$350.00	$100.00	$250.00	350.00 %
6019101 SHACOG Joint Purchasing	1,207.20	1,200.00	7.20	100.60 %	$1,207.20	$1,200.00	$7.20	100.60 %
608107 Garbage Contracting	3,500.00		3,500.00		$3,500.00	$0.00	$3,500.00	0.00%
Uncategorized Expenditure	200.00		200.00		$200.00	$0.00	$200.00	0.00%
Total Expenditures	**$113,922.78**	**$164,504.00**	**$ -50,581.22**	**69.25 %**	**$113,922.78**	**$164,504.00**	**$ -50,581.22**	**69.25 %**

QUAKER VALLEY COG

Budget vs. Actuals: FY_2021_By_Class - FY21 P&L Classes

January - December 2021

	01 GENERAL				TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
NET OPERATING REVENUE	**$23,187.99**	**$0.00**	**$23,187.99**	**0.00%**	**$23,187.99**	**$0.00**	**$23,187.99**	**0.00%**
NET REVENUE	**$23,187.99**	**$0.00**	**$23,187.99**	**0.00%**	**$23,187.99**	**$0.00**	**$23,187.99**	**0.00%**

QUAKER VALLEY COG

Bill Payment List

August 1 - September 9, 2021

DATE	NUM	VENDOR	AMOUNT
1072 Bill.com Money Out Clearing			
08/04/2021		PSAB	-304.15
08/04/2021		W.A Petrakis Contracting LLC	-185,116.50
08/13/2021		Pennsylvania Resources Council	-2,250.00
08/23/2021		Kilbuck Township^	-200.00
08/23/2021		Citizens Bank CC	-934.61
Total for 1072 Bill.com Money Out Clearing			**$ -188,805.26**

QUAKER VALLEY COG

Unpaid Bills

All Dates

DATE	TRANSACTION TYPE	NUM	DIVISION	DUE DATE	PAST DUE	AMOUNT	OPEN BALANCE
Case, Sabatini							
412-881-4411							
07/31/2021	Bill	88211	01 GENERAL	09/17/2021	-3	3,100.00	3,100.00
Total for Case, Sabatini						**$3,100.00**	**$3,100.00**
Citizen (The)							
4127666679							
08/30/2021	Bill	11706	01 GENERAL	09/30/2021	-16	56.05	56.05
Total for Citizen (The)						**$56.05**	**$56.05**
Citizens Bank CC							
08/31/2021	Bill	8320-08-31-2021	01 GENERAL	09/27/2021	-13	509.33	509.33
Total for Citizens Bank CC						**$509.33**	**$509.33**
Civic Mapper							
3157297869							
08/16/2021	Bill	1326	01 GENERAL	09/15/2021	-1	500.00	500.00
08/31/2021	Bill	1329	01 GENERAL	10/01/2021	-17	500.00	500.00
Total for Civic Mapper						**$1,000.00**	**$1,000.00**
Kilbuck Township^							
09/06/2021	Bill	9-1-2021	01 GENERAL	09/30/2021	-16	200.00	200.00
Total for Kilbuck Township^						**$200.00**	**$200.00**
MRM Workers' Compensation Pooled Trust							
412-934-1595							
08/31/2021	Bill	2122PRJ6002	01 GENERAL	09/30/2021	-16	207.90	207.90
Total for MRM Workers' Compensation Pooled Trust						**$207.90**	**$207.90**
Pennsylvania Resources Council							
4124887490							
09/10/2021	Bill	GC-67-2021	01 GENERAL	10/31/2021	-47	1,500.00	1,500.00
Total for Pennsylvania Resources Council						**$1,500.00**	**$1,500.00**
PSAB							
717-236-9526 x1032							
09/07/2021	Bill	2021-3QTR UC	01 GENERAL	11/01/2021	-48	195.85	195.85
Total for PSAB						**$195.85**	**$195.85**
Racunas Law Group, LLC							
07/01/2021	Bill	1355	01 GENERAL	09/17/2021	-3	612.50	612.50
Total for Racunas Law Group, LLC						**$612.50**	**$612.50**
Selective Insurance Co. of America							
08/20/2021	Bill	419-577-420-9-10-2021	01 GENERAL	09/10/2021	4	946.00	946.00
08/06/2021	Bill	8-6-21-621-177-717	01 GENERAL	09/17/2021	-3	276.00	276.00
Total for Selective Insurance Co. of America						**$1,222.00**	**$1,222.00**
United States Liability Insurance Company							
08/17/2021	Bill	08/17/2021	01 GENERAL	09/06/2021	8	324.40	324.40
Total for United States Liability Insurance Company						**$324.40**	**$324.40**
TOTAL						**$8,928.03**	**$8,928.03**

QUAKER VALLEY COG

Pledges and Received Payments

August 2021

DATE	TRANSACTION TYPE	MEMO/DESCRIPTION	NUM	AMOUNT
Edgeworth Borough				
08/18/2021	Payment		8203	1,000.00
07/27/2021	Pledge	ARC GIS Annual Subscription Renewal 2020 and 2021	2327	1,000.00
Emsworth Boro				
08/18/2021	Payment		4715	682.50
Proactive Code Enforcement-Emsworth				
05/13/2021	Pledge	Code Enforcement March and April 2021	2309	682.50
Michael Baker, Intl				
08/10/2021	Payment			2,312.50
06/25/2021	Pledge		2326	2,312.50

Payroll Summary

Check Date	Name	Hours	Total Paid	Tax Withheld	Deductions	Net Pay	Check No	Employer Liability	Total Expense
Pay Frequency:	Semimonthly								
08/31/2021	Conners, Patrick M	0.00	3,041.66	735.30	0.00	2,306.36	DD	232.68	3,274.34
08/31/2021	Local Level Consulting Services LLC	0.00	1,554.00	0.00	0.00	1,554.00	DD	0.00	1,554.00
08/13/2021	Asciolla, Anthony	0.00	650.00	0.00	0.00	650.00	DD	0.00	650.00
08/13/2021	Conners, Patrick M	0.00	3,041.66	735.28	0.00	2,306.38	DD	232.68	3,274.34
Pay Frequency Totals: Semimonthly		0.00	$8,287.32	$1,470.58	$0.00	$6,816.74		$465.36	$8,752.68
Total Net Pays for Semimonthly frequency: 4									
Company Totals:		0.00	$8,287.32	$1,470.58	$0.00	$6,816.74		$465.36	$8,752.68
Total Net Pays for Company: 4									

QUAKER VALLEY COG

1020101 Community Development 0710, Period Ending 08/31/2021

RECONCILIATION REPORT

Reconciled on: 09/09/2021

Reconciled by: Patrick Conners

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

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	0.01
Uncleared transactions as of 08/31/2021	0.00
Register balance as of 08/31/2021	0.01

Additional Information

Uncleared checks and payments as of 08/31/2021

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
08/04/2021	Journal			-185,116.50
Total				-185,116.50

Uncleared deposits and other credits as of 08/31/2021

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
03/10/2021	Transfer			0.00
03/23/2021	Transfer			0.00
08/02/2021	Deposit		Allegheny County ACED	185,116.50
Total				185,116.50

QUAKER VALLEY COG

1001104 Citizens Checking 1378, Period Ending 08/31/2021

RECONCILIATION REPORT

Reconciled on: 09/09/2021

Reconciled by: Patrick Conners

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

Summary USD

Statement beginning balance	89,077.64
Checks and payments cleared (9)	-12,558.86
Deposits and other credits cleared (6)	5,385.77
Statement ending balance	81,904.55
Uncleared transactions as of 08/31/2021	3,533.46
Register balance as of 08/31/2021	85,438.01
Cleared transactions after 08/31/2021	0.00
Uncleared transactions after 08/31/2021	344.41
Register balance as of 09/09/2021	85,782.42

Details

Checks and payments cleared (9)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
08/04/2021	Journal			-304.15
08/06/2021	Expense	585149655	ADP, LLC	-58.88
08/13/2021	Journal	052104		-2,956.38
08/13/2021	Journal	052103		-967.96
08/13/2021	Journal			-2,250.00
08/20/2021	Expense	586070040	ADP, LLC	-58.54
08/23/2021	Journal			-1,134.61
08/31/2021	Journal	052106		-3,860.36
08/31/2021	Journal	052105		-967.98
Total				-12,558.86

Deposits and other credits cleared (6)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
07/01/2021	Receive Payment		Kilbuck Township	875.00
07/01/2021	Receive Payment		Sewickley Heights Borough	500.00
08/10/2021	Receive Payment		Michael Baker, Intl	2,312.50
08/18/2021	Receive Payment	8203	Edgeworth Borough	1,000.00
08/18/2021	Receive Payment	4715	Emsworth Boro	682.50
08/24/2021	Deposit		Comcast	15.77
Total				5,385.77

Additional Information

Uncleared checks and payments as of 08/31/2021

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
03/25/2019	Check	50031	ICMA-RC	-245.00
08/27/2021	Expense	586999253	ADP, LLC	-58.54
Total				-303.54

Uncleared deposits and other credits as of 08/31/2021

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
01/01/2017	Journal	op bal adjust 3		779.50
03/10/2021	Transfer			0.00
03/23/2021	Transfer			0.00
08/18/2021	Deposit			1,682.50
08/20/2021	Deposit			1,375.00
Total				3,837.00

Uncleared checks and payments after 08/31/2021

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
09/15/2021	Journal	052107		-967.97
09/15/2021	Journal	052108		-2,787.62
Total				-3,755.59

Uncleared deposits and other credits after 08/31/2021

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
09/03/2021	Receive Payment	7489	Bellevue Borough	375.00
09/03/2021	Deposit		Bellevue Borough	375.00
09/06/2021	Receive Payment		DCED	3,350.00
Total				4,100.00

QUAKER VALLEY COG

1031103 Citizens Savings 2218, Period Ending 08/31/2021

RECONCILIATION REPORT

Reconciled on: 09/09/2021

Reconciled by: Patrick Conners

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

Summary

	USD
Statement beginning balance	76,473.94
Checks and payments cleared (0)	0.00
Deposits and other credits cleared (1)	1.30
Statement ending balance	76,475.24
Register balance as of 08/31/2021	76,475.24

Details

Deposits and other credits cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
08/31/2021	Deposit		Citizens Bank	1.30
Total				1.30

QUAKER VALLEY COG

8320 Citizens Business CC, Period Ending 08/31/2021

RECONCILIATION REPORT

Reconciled on: 09/09/2021

Reconciled by: Patrick Conners

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

Summary

	USD
Statement beginning balance	2,506.20
Finance charge	14.52
Charges and cash advances cleared (9)	495.45
Payments and credits cleared (2)	-2,506.84
Statement ending balance	509.33
Register balance as of 08/31/2021	509.33
Cleared transactions after 08/31/2021	0.00
Uncleared transactions after 08/31/2021	282.29
Register balance as of 09/09/2021	791.62

Details

Charges and cash advances cleared (9)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
07/30/2021	Expense	4760775182849	Amazon.com	179.00
07/31/2021	Expense	3949823709	Google	38.52
07/31/2021	Expense	3957747566	Google Voice Inc	15.13
07/31/2021	Expense	1456134538	Adobe, Inc.	14.99
08/01/2021	Expense	#963168	Powr, Inc	11.99
08/06/2021	Expense	9884792801	Verizon Wireless	82.09
08/19/2021	Expense	21081760999	BILL.com	59.63
08/21/2021	Expense	255991575	Spica International	8.50
08/28/2021	Expense	10001115015642	Intuit	85.60
Total				495.45

Payments and credits cleared (2)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
07/26/2021	Bill	06/30/2021	Citizens Bank CC	-1,572.23
07/31/2021	Bill	Bill #July 31, 2021	Citizens Bank CC	-934.61
Total				-2,506.84

Additional Information

Uncleared charges and cash advances after 08/31/2021

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
09/01/2021	Expense	9886961984	Verizon Wireless	82.09
09/01/2021	Expense	797309256610816883	Weebly, Inc	154.08
09/01/2021	Expense	3963851018	Google	36.00
09/02/2021	Expense	3974844213	Google Voice Inc	10.12
Total				282.29

QUAKER VALLEY COUNCIL OF GOVERNMENTS
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Executive Director's Report – September 2021

CDBG Year 48 Pre-Applications Received – On September 9th a total of 8 pre-applications for CD Year 48 were submitted to the Allegheny County Department of Economic Development for review. 6 QVCOG member municipalities submitted applications. A list of projects can be found below. Thank you to all who participated!

- Bellevue Borough - Glaser & Meade Avenue Blight Remediation
- Sewickley Borough - Centennial Avenue ADA Ramps
- Leetsdale Borough - Beaver Street Hillside Drainage Project
- Leetsdale Borough - Henle Park ADA Parking & Sidewalk Project
- Leet Township - Orchard, Beech & Plum Street ADA Sidewalk Replacement
- Bell Acres Borough - Park ADA Parking
- Avalon Borough - Jackman Avenue Road Rehabilitation
- Avalon Borough - California Avenue Park Rehabilitation

Traveling Glass Dumpster (Sewickley Borough) – From September 25th – 30th Sewickley Borough will be partnering in sponsoring a traveling glass dumpster provided by the Pennsylvania Resources Council (PRC). The dumpster will be located in Sewickley's Riverfront Park (357 Chadwick Street, Sewickley, PA 15143).

Haysville Traffic Signal Discussion - On August 23rd at Pittsburgh Stage, Inc. (2 South Ave, Sewickley, PA 15143) representatives from PennDOT, Haysville Borough, Glenfield Borough, and other COG communities were in attendance to discuss the left hand turn off of Ohio River Boulevard (across the railroad tracks) within Haysville Borough. This forum allowed community stakeholders to discuss their concerns with PennDOT and other local elected officials. A main point of discussion included the need for enhanced traffic enforcement along the aforementioned portion of State Route 65. On September 7th Executive Director Conners along with representatives from Haysville Borough, Glenfield Borough, and Senator Develin Robinson met with the Township Manager and Police Chief from Ohio Township to discuss the possibility of soliciting a quote for shared police services. A similar meeting is anticipated to occur with officials of Sewickley Borough on September 23rd.

Annual Dinner - The QVCOG Annual Dinner is scheduled to occur on Wednesday, October 20, 2021 at the Edgeworth Club (511 East Drive, Edgeworth, PA 15143). The QVCOG would like to thank Mr. Kevin Flannery for sponsoring the event. Additional details concerning the event are anticipated to be announced and distributed in the coming week.

Return of GIS Roundtable - On September 7th the QVCOG hosted its first GIS roundtable since 2019. The hybrid-event included representatives from 7 COG member communities. Participants had an opportunity to discuss past/present use of the technology as well as their vision for the program moving forward. The demonstration/discussion was facilitated by Matt Mercurio of Civic Mapper. This event will be returning on a quarterly basis with all being welcomed to attend!

EDA American Rescue Plan Grant Webinar - On September 8th the Southwestern Pennsylvania Commission hosted a webinar on the topic of Federal Grant Dollars through the American Rescue Plan which will be available through the Economic Development Administration (EDA). Over 3 billion dollars in grant funding will be made available through the program. Applications are anticipated to flow through the Southwestern PA Commission and must have a "Regional" focus. Project possibilities that were highlighted during the webinar included water and sewer system improvements. Further direction from the Southwestern PA Commission is anticipated to be announced in the coming weeks. A recording of the webinar is available upon request.

Request for 2022 Projects - The office of Senator Devlin Robinson (PA 37th District) is requesting a list of viable projects for the 2022 calendar year. Items such as infrastructure related projects, police/fire department needs, park and rec initiatives, etc. will be considered. Please relay any ideas along with a comprehensive budget for the project(s) to District Director Alicia McGhee via email at amcghee@pasen.gov. Suggestions are due by September 30, 2021.

Act 152 Awards - On August 31, 2021 two QVCOG member municipalities were awarded $72,940 in funding to remove blighted structures within their communities. The Act 152 Allegheny County Blight Removal Program provides funding for demolition and blight remediation planning. Below you will find the projects and grant award amounts. The next funding round will open in Spring 2022 and will be announced via press release by the Allegheny County Department of Economic Development. Avalon Borough - 933 McKinley Avenue - $42,250 & Sewickley Borough - 929 & 932 Crescent Avenue - $30,690.

QUAKER VALLEY COUNCIL OF GOVERNMENTS

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Agenda Item 8-A: Presentation – Waste Wrangler

Mr. Kyle Winkler, the owner of Zero Waste Wrangler (an organization that collects and recycles food waste and other organic materials) will be presenting his Pilot Program to the Board and will also discuss his vision for the organization. This Program is already establishing a presence within QVCOG member communities such as Edgeworth, Sewickley, and Glen Osborne.

Attachments:
PowerPoint Presentation

Curbside Food Scraps Collection

Stepping Stone to Zero Waste?

Pilot Program

- Weekly food scraps collection in 5 gallon buckets with compost distribution (started 7/15)
- Launched via Kickstarter- Density and 1 year “contract”
- Addons since launch- bucket cleanouts, liner bags, additional capacity, special events

ZERO
WASTE
WRANGLER

Pilot Program

- 90 Customers and growing
- 500-900 lbs/ week
- Reminders/ Contamination feedback via email
- Individual resident impact tracked and available via customer portal

ZERO WASTE WRANGLER

Future Project Directions

- Waste reduction education
- Business organics
- Yard debris co-collection
- Food scraps drop-offs
- Municipal yard debris partnerships
- AD with wastewater treatment plant

ZERO WASTE WRANGLER

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Agenda Item 8-B: – 2022 Budget Update

On September 7th the Budget Committee convened to review the attached Draft 2022 Budget as well as to discuss the financial position of the QVCOG. It is anticipated that the Budget Committee will meet again in advance of the October 27th Budget Meeting. QVCOG Delegates are encouraged to review the Draft Budget and provide comments to Executive Director Conners via email before/during/after the September 15th Regular Meeting. Highlights of the Draft Budget can be found in the bulleted list below.

Highlights

- A decrease in revenues for Project Management (CDBG) of approximately $10,000;
- An additional $10,416 in anticipated revenues received from the newly implemented franchise fee for garbage & recycling services;
- An anticipated decrease in the amount of $14,000 for revenues associated with "Service Fees" (i.e. FASTA Program, Code Enforcement, Zoning Technical Assistance, etc.);
- Due to uncertainties associated with RAD revenues, the anticipated 2022 revenue mirrors the amount received in 2021 (approximately $300). Please note, this is a decrease of nearly $4,500 from RAD revenues received in 2020; and
- A proposed 10% dues increase for all members of the COG resulting in approximately $5,000 in operating revenue.

In summary, the proposed budget is conservative regarding anticipated revenues due to the uncertainty associated with many funds (i.e. RAD and Program/Service fees). Revenues and Expenditures are scaled back proportionally and the proposed budget is balanced with the assistance of the new garbage/recycling contract franchise fee and proposed 10% dues increase (the first since 2017). The 2022 Budget does reflect several cost savings associated with administrative functions of the COG including office rent, utilities (internet and phone service), and administrative payroll. It is the opinion of the Executive Director that the Draft Budget as presented accurately reflects the COG's ability to provide a high level of service to member municipalities for the 2022 fiscal year and beyond.

Attachments:
Draft 2022 Budget

General Fund	2020 budget	2020 Actual	2021 Budget	8-31-2021	Proposed 2022 budget			
Revenue								
4001101 Membership Dues	44,770.00	44,770.00	44,770.00	48,400.00	**53,240.00**			
4002101 Project Management	44,000.00	22,624.56	49,000.00	10,392.00	**39,660.00**			
4003101 Interest Income & Insurance Dividend	25.00	15.28	25.00	8.89	25.00			
4005101 Grant Revenues	20,000.00	27,000.00	0.00	23,125.00	**0.00**			
4005102 General Funds CDBG	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00			
4006101 Annual Dinner	6,000.00	6,500.00	9,000.00	0.00	6,000.00			
4006102 Recycling Income	13,418.00	13,131.47	13,418.00	18,502.74	**18,000.00**			
4006103 Utilization Fee	14,400.00	9,580.16	14,000.00	4,240.42	**14,000.00**			
4006104 Associate Members	2,500.00	0.00	1,000.00	0.00	1,000.00			
4006108 Service Fees - Revenue	18,200.00	25,413.20	20,000.00	19,780.50	**6,000.00**			
4007101 Regional Asset Tax	5,000.00	5,000.12	5,000.00	263.65	300.00			
4008101 Commission/Dividends	200.00	91.00	91.00	91.70	91.00			
4012102 Advertising Reimbursement		0.00	700.00	341.00	**200.00**			
Sales				$ 2,045.60	**$ 0.00**			
0000000 Garbage Contract Franchise Fee					**$ 10,416.00**			
Total Revenue	**$ 176,013.00**	**$ 167,470.74**	**$ 164,504.00**	**$ 134,691.50**	**$ 156,432.00**			
Gross Profit	**$ 176,013.00**	**$ 167,470.74**	**$ 164,504.00**	**$ 134,782.50**	**$ 156,432.00**			
Expenditures								
6001000 Advertising								
6001102 Advertising - General	500.00	97.17	100.00	368.08	**400.00**			
6006101 Advertising - CD		167.40		173.60	200.00			
Total 6001000 Advertising	$ 500.00	$ 264.57	$ 100.00	$ 541.68	**$ 600.00**			
6001101 Administration Payroll								
6001099 Executive Director Salary	57,600.00	57,600.00	57,600.00	46,641.96	**75,190.00**			
6001100 Administrative Assistant Salary	33,000.00	35,680.80	34,500.00	9,336.60	0.00			
6001109 Contractor Code Enforcement				2,342.50	3,000.00			
6001111 Contractor Financial Services				1,173.00	2,000.00			
Intern Salary					6,000.00			
6001107 6001101Employee Payroll	9,200.00	9,200.00	9,200.00	2,008.50	9,200.00			
6001108 Employer Deferred Compensation	1,650.00	815.10	1,650.00	0.00	**3,760.00**			
6003103 Workmen's Comp. Insurance	700.00	-132.19	150.00	0.00	150.00			
Total 6001101 Administration Payroll	$ 102,150.00	$ 103,163.71	$ 103,100.00	$ 61,502.56	**$ 99,300.00**			
6002110 Employer Paid Taxes		1,969.28		244.52				
6002102 Payroll Taxes	3,000.00	977.19	3,000.00	1,820.31	3,000.00			
6002104 Unemployment Compensation Tax	1,960.00	500.00	800.00	648.48	800.00			
Total 6002110 Employer Paid Taxes	$ 4,960.00	$ 3,446.47	$ 3,800.00	$ 2,247.95	$ 3,800.00			
6004101 Travel Expense	100.00	10.00	25.00	303.00	**400.00**			
6008101 Office Supplies & Maintenance	2,980.00	3,902.59	1,000.00	2,741.78	**1,000.00**			
6008102 Dues, Memberships, Subscriptions	2,600.00	1,401.77	1,000.00	1,100.00	**1,100.00**			
6008103 Miscellaneous Expenditures	300.00	0.00	300.00	0.00	**532.00**			
6008104 Recycling	8,800.00	11,511.71	13,418.00	11,598.00	**15,000.00**			
6010100 Bank Fees	300.00	537.63	400.00	257.48	400.00			
6010101 Legal and Accounting	5,000.00	6,200.00	5,000.00	3,712.50	**6,500.00**			
6012101 Phone and Internet Expense	3,000.00	3,664.22	1,000.00	1,981.40	1,000.00			
6013101 Annual Dinner Expense	4,600.00	1,063.78	4,500.00	0.00	**5,000.00**			
6014101 Insurance Expense	2,125.00	2,199.82	2,000.00	600.40	2,000.00			
6016101 Office Rent Expense	7,260.00	7,356.80	3,000.00	2,980.00	**2,400.00**			
6016103 Data Processing	17,798.00	18,086.81	17,000.00	16,561.88	**12,500.00**			
6017101 Conference & Meetings	280.00	171.47	100.00	350.00	**500.00**			
6019101 SHACOG Joint Purchasing	1,000.00	1,148.33	1,200.00	1,207.20	1,200.00			
6017104 Purchases for Resale	2,500.00	8,159.58	7,561.00	2,563.10	0.00			
6008108 Planning Grant Expense	0.00	1,581.27						
6008109 Green Light Go	0.00	27,000.00						
608107 Garbage Contract Consultant	0.00	0.00	0.00	3,500.00	0.00			
Total Expenditures	**$ 166,553.00**	**$ 202,980.87**	**$ 164,504.00**	**$ 113,922.78**	**$ 156,432.00**			
Net Operating Revenue					**$ 0.00**			
Net Revenue Increase/(Decrease) Fund Balance					**$ 0.00**			

QUAKER VALLEY COUNCIL OF GOVERNMENTS

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Agenda Item 8-C: – Action Concerning Proposed Resolution Regarding 2022 Membership Dues

The current Bylaws state that dues for Full Members will be set by Resolution (attached) of the QVCOG Board of Directors by September 30 of the preceding year. The proposed 2022 Draft Budget (Agenda Item 8-B) as outlined expresses a conservative outlook regarding anticipated revenues due to uncertainties associated with annual funding streams including that of Regional Asset District (RAD) funding, CDBG Program Management, and the loss of the Financial Services Program (Crescent & Kilbuck FASTA). Additionally, QVCOG dues have not been adjusted since 2017. In that same time period, the Consumer Price Index has risen by 8% (January 2017 – January 2021, Bureau of Labor Statistics). Per the COG's Bylaws, "at all times, the Board of Directors will ensure cash on hand equal to or greater than the 6 months from the prior budget year with the highest expenditures from the General Fund." This proposed increase in revenues along with proportional reductions in proposed expenditures for 2022 will help ensure that the COG meets this fiscally responsible requirement. Below you will find the proposed 2022 dues table as well as the proposed cost per member municipality in 2022. Note, the average dues increase per QVCOG municipal resident is an additional $0.15 per year. It is the recommendation of the Budget Committee that the annual dues are evaluated yearly along with the annual Budget to ensure that the cost of COG administrative services and Programs are sustainably funded by local revenue streams that ensure the fiscal responsibility of the organization as well as equity of services and access for all member communities.

Municipalities with a population less than 250 residents	$1,331
Municipalities with a population less than 251 - 1,000 residents	$2,662
Municipalities with a population less than 1001 – 4,000 residents	$3,993
Municipalities with a population less than 4,001 + residents	$5,324
Associate (non-voting) Members	$550

Municipality	2021 Dues	10% Increase	Proposed 2022 Dues
Aleppo	$3,630	$363	$3,993
Avalon	$4,840	$484	$5,324
Bell Acres	$3,630	$363	$3,993
Bellevue	$4,840	$484	$5,324
Ben Avon	$3,630	$363	$3,993
Edgeworth	$3,630	$363	$3,993
Emsworth	$3,630	$363	$3,993
Glenfield	$1,210	$121	$1,331
Glen Osborne	$2,420	$242	$2,662
Haysville	$1,210	$121	$1,331
Kilbuck	$2,420	$242	$2,662
Leet	$3,630	$363	$3,993
Leetsdale	$3,630	$363	$3,993
Sewickley	$3,630	$363	$3,993
Sewickley Heights	$2,420	$242	$2,662
Totals	$48,400	$4,840	$53,240

*Based upon 2010 Census Data

Executive Director Recommendation: Approval of Recommendation
Budget Committee Recommendation: Approval of Recommendation

Resolution 2021 -____

Quaker Valley Council of Governments

Adoption of Dues

WHEREAS the Bylaws of the Quaker Valley Council of Governments stipulate the Board of Directors set dues by September 30th of the preceding year;

NOW BE IT RESOLVED, by the Quaker Valley Council of Governments Board of Directors adopt this dues structure for 2022:

Municipalities with a population less than 250 residents	$1,331
Municipalities with a population less than 251 - 1,000 residents	$2,662
Municipalities with a population less than 1001 – 4,000 residents	$3,993
Municipalities with a population less than 4,001 + residents	$5,324
Associate (non-voting) Members	$550

***Based upon the 2010 Census**

This Resolution adopted by the Quaker Valley Council of Governments at the Regular Meeting of the Board of Directors this 15th day of September 2021.

QUAKER VALLEY COUNCIL OF GOVERNMENTS

ATTEST:

_____ _____

Patrick M. Conners
Executive Director

Jean-Sebastien Valois
President

QUAKER VALLEY COUNCIL OF GOVERNMENTS

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Agenda Item 9-A **2022-26 Waste and Recycling Contract**

Background

On August 18th, the QVCOG Board of Directors formally recommended that the 11 participating municipalities award the 2022-26 Waste and Recycling Contract to Waste Management. The full bids provided by Waste Management and Noble Environmental have been provided to all QVCOG delegates as well as the managers/secretaries of participating municipalities. A Dropbox link containing both bids is also available upon request. It is recommended that each participating municipality's solicitor review the Agreement, Resolution, and bid(s) prior to formally executing the Agreement and Resolution. It is the expectation that this matter will be brought up for consideration during your respective September or October meeting(s). Should your Board/Council approve the contract, I have provided a Sample Resolution and Agreement (which has already been signed by Waste Management). The Sample Resolution simply provides you with a template. Feel free to use your municipality's formatting as you see fit. When and if approved by your Board/Council, please send me the executed Resolution and Agreement. I will then forward the executed documents to Waste Management. The QVCOG Waste and Recycling Committee will be meeting with representatives of Waste Management in the coming weeks to establish a reporting and communications policy concerning the Contract Deposit Fund. This Fund's purpose is to hold the selected contractor accountable for responsible customer service and refuse collection. Should you have any questions please contact Executive Director Conners by phone at 412-766-7458 or via email at pconners@qvcog.org.

Attachments

- Sample Resolution & Agreement
- Bid Analysis (with percentages) – Waste Management

Municipality Name

ALLEGHENY COUNTY, PENNSYLVANIA
RESOLUTION No.

A RESOLUTION OF THE (ENTER NAME OF MUNICIPALITY) ENTERING INTO A SERVICE AGREEMENT WITH WASTE MANAGEMENT TO PROVIDE SOLID WASTE AND DISPOSAL SERVICES beginning January 1, 2022 until December 31, 2026

WHEREAS the (Municipality Name) desires to participate in the 5-year (2022-26) Solid Waste and Recycling Contract

NOW THEREFORE be it resolved by the Council/Board of (Municipality Name) does hereby select the following service package for the aforementioned contract:

1. The (Municipality Name) selects Option A/B;
2. The (Municipality Name) selects Weekly Curbside/Backdoor Waste Collection in the amount of $_____/month;
3. The (Municipality Name) selects (every other week curbside recycling collection/weekly curbside recycling collection) in the amount of $_____/month; and
4. The (Municipality Name) selects to opt-in/opt-out from the Household and Hazardous & E-Waste Waste Collection in the amount of $_____/month;

Total monthly charges shall be in the amount of $_____ for Year 1 of the Agreement

Total monthly charges shall be in the amount of $_____ for Year 2 of the Agreement

Total monthly charges shall be in the amount of $_____ for Year 3 of the Agreement

Total monthly charges shall be in the amount of $_____ for Year 4 of the Agreement

Total monthly charges shall be in the amount of $_____ for Year 5 of the Agreement

*Bidder shall notify all residents of the backyard service option no later than the first pickup day of each Municipality as specified in Instructions to Bidder.

_____ _____
Date Municipality

_____ _____
Manager/Secretary Signature President Signature

ARTICLES OF AGREEMENT

The Contractor agrees, under the conditions set forth in a bond, which is attached and made a part of this Agreement, to furnish all necessary materials, labor, plant, machinery and equipment, and at its own risk and expense, and to complete such work and or furnish such materials, for the prices as shown on the attached proposal. For the purpose of this Agreement, the Bid Document and its addendums, issued by the QVCOG Participating Municipalities, including such instructions, specifications, and or conditions of agreement; and also the proposal submitted by the Contractor including the forms, narratives and any Exhibits; all of which are attached hereto, shall comprise the full and complete understanding between the Contractor and QVCOG Participating Municipalities.

MADE AND ENTERED INTO on _____ 2021 by and between QVCOG Participating Municipality and the Contractor.

A signature page for each municipality with their selected services and their resolution to award the contract will be attached.

MUNICIPALITY

Council/Board President _____ _____
Signature Date

Mayor _____ _____
Signature Date

Manager _____ _____
Signature Date

WITNESSED:

AND

Company Waste Management of Pennsylvania Inc.

Authorized Contractor Michael Magee

Signature of Authorized Contractor Michael Magee

Date July 22, 2021

NOW, THEREFORE, THIS AGREEMENT WITNESSED:

Michael Christ

Tracey L. Davies Notary Public

State of Pennsylvania

County of Allegheny

Commonwealth of Pennsylvania - Notary Seal
Tracey L. Davies, Notary Public
Allegheny County
My commission expires May 2, 2025
Commission number 1276393
Member, Pennsylvania Association of Notaries

PRC'S TRAVELING GLASS RECYCLING BIN

PRESENTED BY

Pennsylvania Resources Council
Working to protect the environment since 1939

SPONSORS

Quaker Valley Council of Governments

Borough of Sewickley

Owens-Illinois, Inc.

CAP Glass

Support this and other PRC programs by becoming a member today at **www.prc.org/membership**

NOT ACCEPTED:

cut glass
glass bakeware
mirrors
porcelain and ceramics
stemware
light bulbs
TVs
window glass
all other materials including recyclables

Sat., Sep. 25 - Thu., Sep. 30, 2021
7 a.m. – Sundown daily, self-serve drop-off

Sewickley Riverfront Park
357 Chadwick Street, Sewickley PA 15143
Location under video surveillance

Brought to you by Quaker Valley Council of Governments

TYPES OF GLASS ACCEPTED:

All colors of glass bottles, jars and jugs ONLY

- Caps, lids and labels are acceptable
- Empty all containers

For a complete schedule of PRC's Traveling Glass Recycling Bin locations, visit
prc.org/glassrecycling

QUAKER VALLEY COUNCIL OF GOVERNMENTS

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Agenda Item 9-C: Executive Director Site Visits Update (September 2021)

In order to better understand the challenges and opportunities that each member community faces, I have worked to visit the staff and officials within each COG municipality. I have managed to visit most municipal staffs and intend to make an appearance with the remaining member communities below. This will be the last "site visit" update memo.

Sites Visited	Sites Without Visit Scheduled
Kilbuck Township	Sewickley Borough
Avalon Borough	Haysville Borough
Edgeworth Borough	
Emsworth Borough	
Glenfield Borough	
Bellevue Borough	
Bell Acres Borough	
Aleppo Township	
Leet Township	
Glen Osborne Borough	
Sewickley Heights Borough	
Ben Avon Borough	
Leetsdale Borough	

Meetings Attended	Need to Attend Meeting
Sewickley Borough	*Aleppo Township
Emsworth Borough	Sewickley Heights Borough
Bellevue Borough	Kilbuck Township
Avalon Borough	*Ben Avon Borough
Leetsdale Borough	Haysville Borough
Glen Osborne Borough	Glenfield Borough
	Belle Acres Borough.
	*Leet Township
	*Edgeworth Borough

* A meeting date has been scheduled with the Board/Council

QUAKER VALLEY COUNCIL OF GOVERNMENTS

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Agenda Item 10: CDBG Status Report – August 2021

CD Year 46 Projects

No Action Needed

- CD 45-3.11.22 – Leetsdale Brough – 240 Beaver Street Demolition Project (Blight Remediation)
    - Notice to proceed has been issued to contractor and Asbestos Survey was reviewed and approved by Allegheny Health Department. "Ten Day" waiting period will conclude on 9/12/21 and demolition can occur anytime after.
- CD 46-7.4a – Leet Township - Eckert, Willow & Neely ADA Sidewalk Project
    - Notice to proceed awarded on 5/24/21. Contractor anticipates beginning project in mid-late September.
- CD46-7.4b - Kilbuck Township - ADA Parking & Walkway Project
    - Majority of work has been completed by contractor. Still awaiting installation of accessible signage and asphalt patching. Once completed a final inspection must be conducted by Township Engineer.
- CD46-3.12.13 – Edgeworth Municipal Authority - Waterline Beaver to Ambridge Avenue
    - Project nearing completion. Payment Request No. 2 under review by Allegheny County Department of Economic Development.

ACTION NEEDED

- CD46-3.11.9 - Bellevue Borough - 529 Tingley Ave Demolition (Blight Remediation)
    - Awaiting Borough Engineer to notify surrounding property owners of demo and put project out to bid.
- CD46-3.11.10 - Bellevue Borough – 255 Dakota Ave Demolition (Blight Remediation)
    - Awaiting Borough Engineer to begin abatement process and to notify surrounding property owners of demo + put project out to bid.

CD Year 47 Projects

No Action Needed

- CD47-7.4c – Leetsdale Borough - Kohlmeyer Park ADA Parking Project
    - Waiting for project to be entered into CD 47 Public Improvements Contract by Allegheny County Department of Economic Development.
- CD 47-7.4b - Leet Township - Eckert, Willow, & Neely Street ADA Sidewalk Project
    - Waiting for project to be entered into CD 47 Public Improvements Contract by Allegheny County Department of Economic Development.
- CD 47 -3.11.6 - Bellevue Borough - Dakota Ave Blight Remediation
    - Waiting for Allegheny County Department of Economic Development to order asbestos survey and complete an environmental review. Once completed the project can be entered into CD 47 Contract.
- CD 47-7.4a - Bellevue Borough - Bayne Park Retaining Wall
    - Waiting for project to be entered into CD 47 Public Improvements Contract by Allegheny County Department of Economic Development.