

Quaker Valley Council of Governments
Board of Directors Monthly Meeting
March 16, 2016

Board President Jean-Sebastien Valois called the meeting to order at 7 p.m. at the Bellevue Municipal Building, 537 Bayne Avenue, Bellevue, PA 15202. Mr. Valois then led the Pledge of Allegiance.

Roll call was taken with the following members in attendance:

Aleppo: Joanne Schollaert	Kilbuck: Jean-Sebastien Valois (President)
Avalon:	Leet: Betsy Rengers (Vice President)
Bell Acres:	Leetsdale: Jeffery Weatherby
Bellevue: Tom Fodi & Kathy Coder	Sewickley: Susan Aleshire
Ben Avon: Richard J. White	
Edgeworth:	
Emsworth: Jolene Bennett	
Glenfield:	
Glen Osborne: Bill Monski	
Haysville:	

Motions:

Motion was made by Betsy Rengers to approve the February 17th, 2016 meeting minutes with changes. Remove Betsy Rengers from the Executive Search Committee and add Susan Aleshire. Add description to the Executive Session. Motion seconded by Jeffery Weatherby. Motion opposed by RJ White. Motion abstained by Jolene Bennett. Motion carried.

Motion was made by Betsy Rengers to accept the February 2016 statements of revenues and expenses. Motion seconded by Kathy Coder. Motion opposed by RJ White. Motion abstained by Jolene Bennett. Motion carried.

Motion was made by Tom Fodi to ratify payment of the general operating bills for March, 2016 as submitted. Motion seconded by Jolene Bennett. Motion opposed by RJ White. Motion abstained by Jolene Bennett. Motion carried.

Discussion: The Verizon telephone/internet is a verbal two year agreement, expires May 2017. Credit card forms were received from Chase that would make the authorized officer responsible for the credit card, contact John Jakiela to close account completely. Open a new credit card account in the QVCOG's name using our EIN. Municipal Benefits Services/change form was signed by John Jakiela and faxed to MBS to cancel the Dental/Vision insurance coverage effective January 1, 2016.

Committees:

President's Report – Jean-Sebastien Valois

Discussion on the 2014 and 2015 audits, Scott Grant from Case Sabatini will be available in April and should be able to complete audits by the end of April.

Discussion on the formulation of five committees consisting of four members: By-Laws, Executive Director Search, CDBG Management, Finance Management, Special Events (Recycling Day, Annual Dinner), and Joint Purchasing. Jean-Sebastien suggested that the committees would meet prior to the monthly meetings.

Motion was made by Tom Fodi to dissolve all previous committees. Motion seconded by Jolene Bennett. Motion carried.

Motion to form the five committees was made by Tom Fodi. Motion seconded by Kathy Coder. Motion opposed by RJ White, wants the Special Events Committee removed. Motion was not seconded. First motion opposed by RJ White. Motion carried.

The CDBG 38, 39, 40 audit letter was discussed at the Allegheny County Economic Development meeting. There was no formal response last year. What they wanted was a response letter from QVCOG within 30 days. Jean-Sebastien drafted a letter and sent it to our solicitor Harlan Stone, with no feedback. The letter was then sent to ACED. We acknowledge what was found in the audit with no dispute. One board member stated that the letter should have been approved by the board as a whole. Another member stated that it was acceptable for the President to respond as he did. Mr. Valois stated that there was no negative feedback from ACED. He will make sure all members receive a copy of the letter (which has been in the google drive file since it was drafted). If there are any changes to be made, we will forward a second reply.

The hiring of a LGA's intern for the summer of 2016. We are approved. It is suggested that the intern could work on the recycling day. Managers want to move recycling day to September. It was also suggested that the intern could produce a map as to where fund could be most beneficial to the municipalities. Filing was also suggested, including digital filing. Also work on the website.

Motion was made by Jolene Bennett to continue the process of hiring an LGA intern not to exceed the cost of Two Thousand Five Hundred Dollars (\$2,500). Motion seconded by Tom Fodi. Motion opposed by RJ White. Motion carried.

Discussion: How much will this cost? We will need a job description. Applications will be received.

EXECUTIVE SESSION to discuss the executive search and strategies for the COG related to personnel 7:35 – 7:40.

RJ White would like the record show that the budget was presented in the Executive Session and his objection. So noted.

Budget- Betsy Rengers presented two draft budgets. One budget includes the secretary salary and the second draft budget does not. This will help guide the search committee.

Joint Purchases: Betsy Rengers was not able to attend the last garbage bid meeting. The COG was to approve the advertising for the garbage bids. The managers have finalized the bid specs, however the board and solicitor did not have the opportunity to review the garbage bid specs. The board will review the bid specs and vote at the next board meeting.

Verizon Agreement Update – Betsy Rengers. Harry Dilmore contacted Dan Cohen (Agreement Negotiator) for better pricing. Mr. Cohen sent a letter with no different pricing, but did have different categories. The administrative assistant is to send the participating municipalities listing to Dan Cohen.

Motion was made by Betsy Rengers for the participation municipalities to move forward with Dan Cohn to participate with the Verizon Agreement. Motion seconded by Jolene Bennett. Jeffery Weatherby abstained. Motion carried.

Administrative Assistant Report – Janet Wenger

Community Development

CD40-3.11.4 Safe Neighborhood Demolition – Continental Construction has provided the Performance Bonds and Payment Bonds for all projects. The Maintenance Bond will be submitted with their invoice. All of Continental Construction’s physical demolition projects are complete except Bellevue.

45 First Street demolition in Leetsdale Borough. I received the signed agreement from AW McNabb today at 2:15. The insurance certificate, Performance Bond and Payment Bonds were not submitted. Mark McNabb stated that the engineer had told him the bonds were not required. My reply to Mr. McNabb was that only the bid bonds were not required. **The agreements are ready to be signed by our COG President.** One copy will be returned to A.W. McNabb, LLC upon receipt of all necessary documents.

CD40-7.7 Public Improvements, Both the Leet and Leetsdale projects are completed. The payments have been received from ACED. Payments to Joe Palmieri Construction have been made with the exception of Twenty Four Hundred (\$2400) for the local share. The municipality has been invoiced.

CD41-3.11.4 Safe Neighborhood Demolition – We had received the contract from ACED and was execution by the COG. The contract is now being amended to remove the lien requirement. Municipal agreements will be sent upon return of the fully executed agreement from the county. When all the agreements are fully executed and the bid packages are received we can begin the bidding process.

CD41-7.7 Public Improvement Contract is pending, should receive clarification on the Leetsdale project (Leetsdale, Kohlmeyer Park Gazebo, Henle Park Pavilion). There is a discussion occurring between ACED and HUD authorities concerning the eligibility of park funding. This is not just for our COG.

CD41 Bellevue Streetscape – The ACED CDBG contract for this project has been fully executed. The municipal agreement has been sent and received by Ron Borczyk. Council president is currently out sick.

CDBG42

Waiting of listing of documents from ACED that was not submitted with applications to proceed with the contract.

RAD TAX – Missing from my original listing was Glen Osborne because they are still listed under Osborne. After clarify this matter, I have verified that no funds are due from Glen Osborne because their tax amount was less than 2014. This is why not all municipalities, if their 2015 tax was less than 2014 there would be no tax due.

Bank Signatures – We ask that our treasurer stop into the Bellevue Branch and sign bank card. A copy of your driver’s license will be needed.

Community Development Account: There are no statements for the months of January and February because the bank had closed the account do to no activity. I had to deposit 1 penny to keep the account open. ACED payment was deposited in March, so we will have a statement for March.

Copier lease: Copier belongs to the COG. WPS billing is for maintenance and supplies (Toner, staples).

Personnel Directory updates – For those whom have not submitted their updates, please do so as soon as possible so that we have current contact/personnel information for your municipality.

Municipal Benefits Services – Mr. Jakiela stopped by the office last week to pickup his belongings. While he was there I asked him to sign the Member Enrollment/Change Form to cancel coverage effective January 1, 2016. The form was faxed to Municipal Benefits Services on March 9th, 2016. This was for the dental and vision insurance premiums.

Chase Credit Card – I asked Mr. Jakiela to speak with customer service to remove his name from the account. They have sent documents for his signature. Look for a different credit card that will use the COG’s EIN.

Old Business:

New Business:

Adjournment:

Motion: Jolene Bennett made a motion to adjourn the meeting, seconded by Jeffery Weatherby, with all in favor. Meeting was adjourned at 8:25 pm.

The next meeting will be held on: April 20, 2016 at 7:00 PM, at the Leetsdale Municipal Building, 373 Beaver street, Leetsdale, PA 15056.