

QUAKER VALLEY COUNCIL OF GOVERNMENTS  
MONTHLY BOARD OF DELEGATES MEETING

September 20, 2023

The meeting took place at the Kilbuck Township Municipal Building (343 Eicher Road, Pittsburgh, PA 15237) and was also broadcast and recorded via Zoom and made available on the QVCOG website at the conclusion of the proceedings.

Vice-President Barnes called the meeting to order at 7:00 p.m. followed by the Pledge of Allegiance. Roll call was taken.

The following members were in attendance:

**Aleppo:**

**Avalon:**

**Bell Acres:**

**Bellevue:**

**Ben Avon:** Tavia Washington\*

**Edgeworth:** John Schwend\*

**Emsworth:** Paul Getz

**Sewickley Heights:** Nathan Briggs\*

**Glen Osborne:**

**Glenfield:**

**Haysville:** Amy Paff\*

**Kilbuck:** Daryl Hartman

**Leet:**

**Leetsdale:** Jeff Weatherby

**Sewickley:** Julie Barnes

\*Attended the meeting via Zoom.

**Public Comment:** None.

**Approval of August 16, 2023 Meeting Minutes:**

Mr. Getz moved to approve the August 16, 2023 meeting minutes as presented. Mr. Weatherby seconded the motion. The motion carried on a unanimous voice vote with Ms. Barnes abstaining.

**Approval of August Financial Reports, Payroll, and Unpaid Bills:**

Subsequently, Mr. Getz moved to approve the August financial reports, unpaid bills, and employee payrolls as presented. Mr. Hartman seconded the motion. The motion carried on a unanimous voice vote.

**President's Report:**

With President Carrier absent no report was provided.

**Route 65 Report:**

Mr. Peter Quintanilla of Michael Baker International came before the Board to discuss the final Route 65 "flyer" which was provided within the meeting packet. He provided a brief history of prior Route 65 evaluation and study citing the Strategic Design Guide which was produced in 2022. He then went over the themes within the illustrative tool

including Safety, Placemaking, & Connectivity in regards to Route 65. He concluded by highlighting the next steps including the following:

- Creating a comprehensive plan for Route 65 that embodies our communities' goals;
- Identifying champions who, along with Southwestern Pennsylvania Commission, can help us leverage funding mechanisms to implement change;
- Partnering with transportation and transit providers like PRT, Penn-DOT, BCTA, and rail to facilitate implementation within the corridor; and
- Establishing a working group of community representatives along the corridor to guide implementation.

Executive Director Conners stated that the flyer is anticipated to be an essential tool in bringing awareness to past initiatives and building a consensus for future work regarding the regional corridor.

#### **CDBG Status Report:**

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

#### **Executive Director's Report:**

Annual Dinner Updates – Executive Director Conners reported that the QVCOG's Annual Dinner is set to take place on Thursday, October 5<sup>th</sup> at the Edgeworth Club (511 East Dr, Sewickley, PA 15143). He cited that the event's Keynote Speaker will be Mr. Tom Baker, current Executive Director for North Hills Community Outreach. He stated that for 8 years (2013-2021) Mr. Baker served as a Councilperson for Allegheny County Council District 1 which includes seven QVCOG member communities. He noted that Mr. Baker has also been heavily involved with Big Brothers Big Sisters of Greater Pittsburgh. He continued by reporting that donations will be raised through multiple raffles with proceeds benefiting Animal Friends of Pittsburgh.

Allegheny County Comprehensive Plan Update – Executive Director Conners reported that Allegheny County is seeking input from municipal officials (i.e. staff, elected officials, planning commissions, zoning hearing boards, etc.) for their initiative to update the existing comprehensive plan. He stated that the current plan establishes a vision for the County's future and provides a framework for decision making and cross-collaboration. He noted that it is a tool for finding solutions to problems and needs, pursuing opportunities, and enhancing the lives of residents. He cited the updated plan will seek to answer questions like: What are the County's priorities? What can the County affect directly? What can the County affect indirectly? What should the County spend money on? Interested parties can access the survey by visiting [qvcog.org](http://qvcog.org).

#### **New Business**

##### **Discussion – Tri-Borough Emergency Preparedness Group**

Executive Director Conners reported that following several railroad crossing blockages at the intersection of Route 65 and River Road within Haysville Borough (adjacent to border with Glen Osborne Borough) local officials in Glen Osborne Borough, Haysville Borough, and Glenfield Borough began to convene through an ad-hoc committee to

discuss railroad safety and emergency preparedness. He stated that the committee recently disbanded with the hope of having the QVCOG take over the structural role of organizing future meetings. He noted that the intent of creating an interorganizational committee would be to have the QVCOG serve as a vessel in an effort to continue to bring awareness to the concerns of local residents, elected officials, and business owners on the topic of railroad safety and emergency preparedness.

After some discussion, Mr. Weatherby moved authorize the formation of a Tri-Borough Emergency Preparedness sub-committee comprising of officials from Glenfield Borough, Glen Osborne Borough, and Haysville Borough. Mr. Getz seconded the motion. The motion passed with a unanimous voice vote.

### **Consideration of a Resolution Establishing 2024 Schedule of Dues**

Executive Director Connors stated the Bylaws of the Quaker Valley Council of Governments stipulates that the Board of Delegates shall review and establish a schedule of dues each year. Citing the financial stability of the organization, Executive Director Connors proposed keeping dues at 2023 rates (proposed structure below).

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

Mr. Getz moved to approve a resolution outlining 2024 membership dues for the Quaker Valley Council of Governments. Mr. Hartman seconded the motion. The motion passed with a unanimous voice vote.

### **Approval of 2024 Budget**

Executive Director Connors began the discussion by highlighting the proposed 2024 Budget is based upon membership dues remaining at current levels. He continued by reporting that on August 7<sup>th</sup> he had met with Board President Carrier via Zoom to review the draft Budget. Additionally, he stated that on September 8<sup>th</sup> he reviewed the draft Budget with Board Treasurer Schwend.

He continued by going over the following highlights of the proposed 2024 Budget:

- By using the current and available date, 2023 Regional Asset District (RAD) revenue collections are continuing to rise. 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 2024 Budget, an estimated \$20,000.00 is anticipated to be transferred into the QVCOG's Capital Fund;
- 2023 witnessed yet another organizational record setting grant award through the Act 101 Section 904 Recycling Performance Grant Program. The most recent award was \$26,133.62 (based on 2021 commercial and residential recycling rates). Please note, this is a \$2,441.77 (10.3%) increase year over year. The QVCOG anticipates receiving a similar award amount in the coming year (a \$25,000.00 award has been budgeted). Of the award, it is estimated that \$5,000.00

will be transferred into the Joint Recycling Fund after distributing residential awards to member communities and paying for the drop-off glass recycling program;

- CDBG Project Management income is anticipated to see an increase for 2024. This can be attributed to the QVCOG administering two CDBG project cycles (CD Years 48 & 49) in the coming year. Previous years (2021-2023) witnessed substantial decreases in CDBG administrative funding. This can be attributed to fewer staff within the organization as well as delayed contract awards which correlated with fewer projects being administered within their anticipated timelines. The QVCOG is budgeting \$35,000.00 for CDBG Project Management in 2024;
- No growth has been budgeted for the QVCOG's "Service Fee" revenue stream. This budget line item includes both the Proactive Code Enforcement and Zoning Technical Assistance Programs. Please note, Leet Township is currently the only customer utilizing either of the programs (ZTA). While numerous individual service proposals have been presented to member communities in 2023, no new agreements have been finalized and therefore no change for the 2024 Budget has been made;
- 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, etc.) are expected to remain near or at current levels. However, the "office supplies" line item has been increased to allow for the procurement of a new laptop computer in 2024. The current unit is nearing 3 years old and is experiencing a depleted battery life and performance degradation;
- The conferences and meetings line item has been increased to allow for membership within and admission into the 2024 International City Management Association (ICMA) conference which will be taking place in the city of Pittsburgh; and
- Personnel expenditures for 2024 are budgeted to remain comparable with the 2023 Budget. No major staff changes/additions are being proposed. The Executive Director salary has been budgeted for an increase of 3.5% and a total of \$6,000.00 has been budgeted for a possible 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.

He summarized by stating the proposed budget allows for the continued growth of QVCOG services and programming while remaining conservative towards overall expenditures. He cited that a substantial portion of anticipated revenues (\$25,000.00) are slated to be transferred into the Capital Fund for future collaborative projects. He highlighted 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 2024 fiscal year and beyond.

Mr. Schwend moved to approve the 2024 Budget as presented. Mr. Weatherby seconded the motion. The motion passed on a unanimous voice vote.

### **Approval of Concurring Resolutions - 2023 GEDTF Program**

Executive Director Connors reported that the Quaker Valley Council of Governments has been asked to submit a total of 16 Gaming Economic Development & Tourism Fund (GEDTF) Grant Applications for the 2023 cycle. He stated that the accompanying Resolutions will be relayed through the Allegheny County Application Portal in advance of the announced deadline of September 22, 2023. The requested projects can be found below:

- Glen Osborne Borough - Sanitary Sewer Line Replacement Project - \$223,125.00
- Edgeworth Municipal Authority - Valve Insertion Project - \$220,000.00
- Sewickley Heights Borough - 2023 Park Road Improvement Project - \$381,980.00
- Haysville Borough - Haysville Bridge and Road Repair Project - \$200,000.00
- Fern Hollow Nature Center - Building Addition Project - \$300,000.00
- Bellevue Borough - Bayne Park ADA Restroom Project - \$247,870.00
- Bellevue Borough - Memorial Park Playground Improvement Project - 225,225.00
- Emsworth Borough - Mayernik Park LED Light Replacement Project - \$250,000.00
- Emsworth Borough - Sanitary Sewer Source Flow Reduction Project - \$205,900.00
- Kilbuck Township - Sanitary Sewer Repair Project - \$195,220.00
- Leetsdale Borough - Boat Launch Ramp Project - \$228,600.00
- Leetsdale Borough - Henle Park Upgrade Project - \$203,400.00
- Leetsdale Borough - Washington Street Realignment Project - \$180,000.00
- Leet Township – Stormwater Improvement Project - \$345,180.00
- Leet Township – Salt Storage Improvement Project - \$202,350.00
- Leet Township - Municipal Complex Improvement Project - \$220,800.00

He concluded by citing that any recipients of requested funding will be subject to the QVCOG's utilization fee policy.

Ms. Paff moved to approve a Concurring Resolution for each of the 16 Gaming Economic Development & Tourism Fund (GEDTF) Grants as presented. Mr. Getz seconded the motion. The motion passed on a unanimous voice vote.

### **Annual Dinner Public Service Recognition Nominee**

Executive Director Connors stated that as has been a staple of past QVCOG Annual Dinner events, this year's event will again seek to recognize a regional public servant(s) who has exemplified a commitment to their community and public service as a whole. Ms. Barbara Carrier, Mayor of Glen Osborne Borough and QVCOG Board President has nominated Ms. Diane Vierling, Glen Osborne Borough Secretary for her many years of serving that community. Per Ms. Carrier's nomination email, "*Diane is very respected by*

*the community as someone who listens to inquiries and does her best to help solve situations with kindness and compassion.”*

Mr. Getz moved to recognize Ms. Diane Vierling at the 2023 QVCOG Annual Dinner. Mr. Hartman seconded the motion. The motion passed on a unanimous voice vote.

**Other Concerns of the Delegates:**

Sewickley Borough: Ms. Barnes reported that at the request of Glen Osborne Borough a 4-way stop sign was installed at the boundary between Sewickley and Glen Osborne Borough. She highlighted this as an example of intergovernmental collaboration that has had great feedback from constituents.

**Adjournment:** Mr. Weatherby moved to adjourn. The motion was seconded by Mr. Getz. The motion was carried by unanimous voice vote and the meeting was adjourned at 7:50 p.m.

The next meeting will be hosted by Edgeworth Borough and is scheduled for October 18, 2023 at 7:00 p.m. and will take place at 301 Beaver Road, Sewickley, PA 15143. The meeting will be simultaneously broadcast on the Zoom platform, open to the public, and recorded. Please visit [qvcog.org](http://qvcog.org) for further information.

Respectfully Submitted,

Patrick M. Conners  
Executive Director