

QUAKER VALLEY COUNCIL OF GOVERNMENTS
BOARD OF DIRECTORS – MONTHLY MEETING
FEBRUARY 17, 2016

Board President Jean-Sebastien Valois called the meeting to order at 7 p.m. at the Edgeworth Municipal Building, 301 Beaver Road, Edgeworth, PA 15143. Mr. Valois then led the Pledge of Allegiance.

Roll call was taken with the following members in attendance:

Aleppo:	Kilbuck: Jean-Sebastien Valois (President)
Avalon:	Leet: Betsy Rengers (Vice President)
Bell Acres:	Leetsdale: Jeffery Weatherby
Bellevue:	Sewickley: Susan Aleshire
Ben Avon: Richard J. White	
Edgeworth: John Schwend	Guest: Michael Foremen
Emsworth:	
Glenfield:	
Glen Osborne: Bill Monski	
Haysville:	

Guest Presentation:

Michael Foreman with the Center of Local Government Services is offering technical assistance for the selection of municipal managers, finance directors and executive directors for COGS. As an impartial facilitator, Mr. Foreman will take the committee through the process to allow the cream to rise to the top that will meet our needs, based on their qualifications, experiences and services. The Letter of Intent has been approved by Mr. Foreman's boss in Harrisburg. He will provide assistance with the Job Description, Job Advertisement, Sample places to publish the advertisement, Review each resume' received and identify the qualifications each individual holds. He could facilitate the interviews and provide round one and two interview questions. The second interview is to verify and validate the initial interview of the individual. He would then provide the forms necessary to perform background checks. Then you can discuss compensation with the favorite candidate. Then you come to the terms and conditions of employment. There is no cost for this service except your time, commitment, sincerity, energy and coming up with the best process as possible. It was asked "how long this process should take". Mr. Foreman stated that it should take three to four months. "how long do you post the ad". Mr. Foreman stated normally no more than two to three weeks. Mr. Foreman stated that you need to make this process public, openly and competitively. It was asked what part publicly, because when we review qualifications we do not know if we are dealing with personal information for an applicant that should not be released to the public. Mr. Foreman stated that the process is an Executive Session that is not made public until you have made an appointment at a public meeting. "What the cost was for background checks". Mr. Foreman stated that there is a company downtown Pittsburgh that does it for a couple of hundred dollars. Susan Aleshire asked what that includes. Mr. Foreman stated it includes Federal, State, County and Local searches, criminal, academic, credit report, child predator, and anything else they can come up with. The results will be shared with one person in our organization. "Are we obligated to pay for transportation for someone coming to an interview?" Mr. Foreman stated that we are not obligated, but that we could offer it. Mr. Valois asked for feedback on our decision on who is going to be part of this process. Mr. Foreman stated round one is for the committee who has credibility, integrity and trust. Round two can be opened up to all members to vote on. Round one and two interviews should be around one hour. All candidates would be asked the same questions. I hope to have a job sample advertisement and list of publications to you by the close of business Friday. He stated the various cost in different publications. Overall we may end up spending around \$2,000.00.

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Motions:

Motion was made by Jeffery Weatherby to approve the December 15, 2015 meeting minutes. Motion seconded by Bill Monski. Motion carried.

Motion was made by Bill Monski to approve the January 20, 2016 meeting minutes. Motion seconded by Jeffery Weatherby. Motion carried.

Correction was made by Richard White to the February 3, 2016 Special Meeting minutes, page three, item #2. Richard White opposed the motion. Motion was made by John Schwend to approve the February 3, 2016 Special Meeting minutes as corrected. Motion seconded by Betsy Rengers. Motion carried.

Motion was made by Jeffery Weatherby to accept the December 2015 and January 2016 statements of revenues and expenses. Motion seconded by Betsy Rengers. Motion carried.

Motion Discussion: RAD Tax was discussed as to how the amounts are determined and why some municipalities did not have the tax to pay. Janet Wenger, the COG's Administrative Assistant will look into and clarify the process.

Motion was made by Susan Aleshire to ratify payment of the general operating bills for February, 2016 as submitted. Motion seconded by John Schwend. Motion carried.

Motion Discussion: The use of a credit card was discussed. It was determined that with proper monitoring that it would be acceptable to continue using a credit card.

Committees:

Formulation of various committees will be voted on at the next meeting after review of rules. Request for committee volunteers was made by President, Jean-Sebastien Valois.

Joint Purchases: Betsy Rengers stated that after attending the Managers/Secretary meeting there was a timeline. There will be a Pre-bid meeting on April 20th and bids are due by July 13th, 2016. Kevin Flannery, Sewickley Borough Manager, is the point of contact for anyone who may have questions. There was a question as to the opt-in procedure for each municipality and when each municipality should submit their desired collection day.

Recycling Day: Discussion as to when, where and by whom will hold recycling events. Do to the time necessary to hold a recycling event the board decided to hold an event this year in the fall. For the spring event it was suggested that we refer residence to utilize the county recycling event in May. It was also suggested that the QVCOG setup the vendors and administer the documentation and the host municipality would setup the physical event.

Motion was made by Betsy Rengers to hold a recycling day event in late fall. Motion was seconded by John Schwend. Motion carried.

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Administrative Assistant Report – Janet Wenger

CD40-7.7 Public Improvements

Payment requests for both Leet Township and Leetsdale projects have been submitted.

CD40-3.11.4 Safe Neighborhood Demolition – the demolitions have begun

Leetsdale- the building is down

Sewickley is scheduled next, followed by Kilbuck, Avalon and Bellevue.

We have received the Performance Bond from Continental Construction for Leetsdale, Sewickley & Kilbuck demolitions. Still waiting on the Labor & Materials Bond and the Maintenance Bond for all the agreements and the Performance Bond for Avalon and Bellevue.

CD40-7.7 Public Improvements, Both the Leet and Leetsdale projects are completed. The payment requests have been submitted to ACED and are in process.

CD41-3.11.4 Safe Neighborhood Demolition – We have received the contract from ACED for execution by the COG. The 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 within the next three weeks. (Leetsdale, Kohlmeyer Park Gazebo, Henle Park Pavilion).

CD41 Bellevue Streetscape – The ACED CDBG contract for this project has been fully executed. Will send municipal agreement to begin process.

CDBG42

Glenfield – Dawson Avenue Reconstruction has been classified as ineligible. Rob Frank, Project Manager explained that HUD will not allow grant funds to be used for any project that generates income. This project leads to a park that is rented out.

Leetsdale – Beaver Street Drainage has also been classified as ineligible. Dan Slagle, the borough engineer has spoken with ACED Bud Schubel, Manager of Operations concerning the project ineligibility. The beneficiaries cannot be determined. The application did not contain a completed Household Summary Sheet and Summary Chart used to determine the percent of low/moderate incomes benefiting from this project. This application **will not** be considered for funding during 2016 CDBG 42.

Rob Frank is to provide a listing of additional documentation required to complete process.

Discussion on current responsibilities/CD Funding: The Executive Director's salary will be lost from the funding for this year but will be available for next year. CD41 Cost Reports need to be submitted for payment against the ACED Administrative Contract.

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Bank Signatures updates: Finance Committee -Betsy Rengers and Jeffrey Weatherby, Treasurer-Jolene Bennett, President- Jean-Sebastien Valois and Administrative Assistant- Janet Wenger are the signers on all accounts.

Copier lease: Copier is outdated. Parts are no longer available. WPS has sent a new proposal.

Allegheny County Economic Development Meeting: Jean-Sebastien Valois and Betsy Rengers attended a meeting this morning with ACED. The audit needs to be answered within thirty days. Project deadlines were discussed. CD funding is getting ready to change; demos will be reduced to 30% of CD Funds. ACED would like to come and talk to COG members about forthcoming changes. They will educate us as to what can and cannot be funded. They asked us to push for the bonds from the contractor for the demos. The COG decides where the funds are disbursed. John Paylo of Steel Rivers COG was suggested as contact person to assist with CD administration. Mr. Paylo has offered his assistance.

Old Business:

Executive Director Search: Executive Director Job Description

RJ White suggested that the examples with the exception of hiring and supervising employees be removed from under “Organizational Duties”. The initial wording should be made stronger. Under the summary of duties wording should be inserted to say that he or she shall assist the board with performing strategic duties (Page 1). Mr. White also suggested removing paragraph two beginning with “COG Executive Director is the regional champion because it seems like the bullet points flow together quite well. It is suggested that the Executive Director Description should be review on an annual basis.

Motion was made by Jeffery Weatherby to accept the Executive Director Description as amended. Motion seconded by Betsy Rengers. All in favor none opposed. Motion carried.

Approval of managers/secretaries’ nominations: Betsy Rengers reported that Harry Dilmore (Avalon Borough Manager) and Gwen Patterson (Aleppo Township Manager) were nominated by Kevin Flannery (Sewickley Borough Manager). Jean-Sebastien Valois reported that Harry Dilmore declined his nomination. Mr. Dilmore felt that it would be inappropriate because of his close working relationship with Mr. Valois. It was also stated that Bellevue’s Manager Ron Borczyk would not be able to participate due to time constraints. John Schwend offered to help with the interview process.

Motion was made by RJ White to dissolve the current Executive/Nomination Committee be dissolved, reason being is that the committee as it stands is made up of the president, vice president, secretary and treasurer. Motion seconded by Betsy Rengers. All in favor none opposed. Motion carried.

Motion was made by RJ White to form a new Executive Search Committee consisting of members appointed in accordance with our by-laws. Motion seconded by John Schwend. All in favor none opposed. Motion carried.

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The Executive Search Committee will consist of Jean-Sebastien Valois, Susan Aleshire, Jeffery Weatherby and William Monski.

New Business:

Google Share Drive and Calendar:

Jean-Sebastien asked if anyone had any problems accessing their Google drive to let him know.

Personal Days: Mr. Valois stated that we discovered two additional personal days that were not paid.

Motion was made by RJ White that the solicitor be authorized to pay Mr. Jakiela for two personal days if the agreement stipulates the same. Motion seconded by John Schwend. Susan Aleshire abstained. Motion carried.

EXECUTIVE SECTION to discuss personnel matters 9:10-9:25.

Motion was made by Betsy Rengers to give Janet Wenger a Five Hundred Dollar bonus for the month of January. Motion seconded by Susan Aleshire. Motion carried.

Motion was made by Betsy Rengers to pay Janet Wenger three days bereavement for the amount of Three Hundred Thirty Six Dollars. Motion seconded by Jeffery Weatherby. Motion carried.

Adjournment:

Motion: RJ White made a motion to adjourn the meeting, seconded by Susan Aleshire, with all in favor. Meeting was adjourned at 9:30 pm.

The next meeting will be held on: March 16, 2016 at 7:00 PM, at the Bellevue Municipal Building, 537 Bayne Avenue, Pittsburgh, PA 15202.