

QUAKER VALLEY COUNCIL OF GOVERNMENTS  
MONTHLY BOARD OF DIRECTORS MEETING  
July 20, 2016

Board President Jean-Sebastien Valois called the meeting to order at 7 p.m. at the Aleppo Township Municipal Building, 100 North Drive, Sewickley, PA 15143. Mr. Valois then led the Pledge of Allegiance.

Roll call was taken with the following members in attendance:

Aleppo: Matthew Doebler	Kilbuck: Jean-Sebastien Valois (President)
Avalon: Tom Lloyd	Leet: Betsy Rengers (Vice President)
Bell Acres:	Leetsdale: Jeffery Weatherby
Bellevue: Tom Fodi	Sewickley: Susan Aleshire
Ben Avon:	
Edgeworth: John Schwend	
Emsworth:	
Glenfield:	
Glen Osborne: Bill Monski	
Haysville:	

**Motions:**

**Omnibus Motion** was made by Matthew Doebler to approve the June 15<sup>th</sup>, 2016 meeting minutes with the word federal corrected to several and the meeting adjournment time, approval of the accounts payable, Reconciliation of all bank accounts and Statement of Revenue and expenses as reported. Motion seconded by Tom Fodi. Motion carried.

**Committees:**

**Executive Session:** 7:05-8:18 – To discuss the Executive Director’s search.

**President’s Report** – Jean-Sebastien Valois

Audit – Case Sabatini, sent 2014-2015 audits were sent. Soft copy is in the google drive.

Financial situation- We received a notice from Allegheny County Economic Development requesting verification of some items submitted for payment. A meeting is scheduled with ACED for August 10<sup>th</sup> to review/clarify some information that was submitted. The financial committee should review future payment request for administration.

Allegheny County & Western PA Association of Townships Joint Fall Conference – Matt Doebler reiterated previous attendance of the conference and suggested that this would be the ideal to try to set some time to attend this conference. It is a great opportunity to network for the COG and municipalities. Jean-Sebastien stated that we would not necessarily need to attend all three days of the conference. Matt Doebler will try to obtain the conference antenarry to determine the best days for attending the conference.

Video Recording- Matt Doebler talked about the use of a video digital recorder to record all of Aleppo Townships meeting which is then streamlined to U-Tube. The recordings are automatically saved to U-tube. The videos can be use to record minutes. The use of video recording has opened communications 200% for Aleppo Township. This system can increase communications between the board and our member municipalities. The equipment costs are about three hundred twenty seven dollars for a cheap web cam, laptop computer and microphone and cables. Jean-Sebastien and Matthew Doebler will review the equipment necessary for video recording of meetings.

**Administrative Assistant Report** – Janet Wenger  
Community Development

CD39-2.2.3 Lincoln Avenue Streetscape – Maintenance Bond Call in for the failure of the concrete crosswalks.

CD40-3.11.4 Safe Neighborhood Demolition – Payment request has been submitted to ACED for the demolition of 10 Rapp Street. Waiting on the change order for the two demolitions on Marie Avenue, Avalon to submit the final payment request to ACED. Waiting for the local share on the 45 1<sup>st</sup> Street emergency demo, Leetsdale to pay the contractor A.W. McNabb. Waiting for Continental Construction to re-submit for the third time, correct maintenance bonds.

CD41-3.11.4 Safe Neighborhood Demolition – We received a single bid for all CD41 demolitions from Continental Construction. The singles bids were submitted to ACED and was approved July 13. Bell Acres and Leet Township have submitted their acceptance as well. I will issue a second request to Avalon and Bellevue for their single bid acceptance. Agreements will be issued to Continental Construction for Bell Acres and Leet Township Demolitions tomorrow or early next week. Avalon and Bellevue’s agreements to Continental Construction will be issued as soon as their acceptance letters are received.

I received an email from Dan Slagle questioning the amount and duration of our current maintenance bond requirements. We currently require 100% of the contract amount for a period of two years for demotion projects. I spoke with An Lewis of Steel Rivers COG and their demolition maintenance bonds require 100% of the contract amount for one year. I recommend the same for our agreements.

**Motion** was made by Susan Aleshire to require Maintenance Bonds be for 100% of the contract amount for a period of one year for demolitions only. Motion seconded by Matthew Doebler. Motion carried.

CD41-7.7 Public Improvement Contract is in process. We received the Environmental Review for the Henle Park Project. We should receive the ACED contract soon and will begin the bid process.

CD41 Bellevue Streetscape – The ACED CDBG contract for this project has been fully executed. The project has been put out for bid. Bids are due on Monday, July 25<sup>th</sup> at 10:00 a.m. Bid openings will occur at 10:01.

CD41-7.7 CDBG Administrative/Delivery Cost Report – Meeting to be scheduled to review cost submitted.

CDBG42-7.1.4 Public Improvements

Waiting on photographs for Avalon and Mound Street.

CD42-3.11.4 We should be receiving the Safe Neighborhood Contract form ACED soon. We have only one demolition this year.

**Chase Credit Card** – Account has been closed. Citizens Bank Signature Card needs to be signed to open a new account for debit card use only. This will replace the use of petty cash also.

**Selective Insurance** – Our policy S1380315 is up for renewal, effective August 27<sup>th</sup>. Jean-Sebastien had asked that I review the policy. I had not been able to fully review the policy at this time. The previous premium for the package was \$1,922.00 Billed by Selective Insurance.

	Premium	Limit – Up to 1 Billion		
Terrorism Premium	\$21.00			
Federal Share of terrorism losses		84% beginning January 1, 2016 83% beginning January 1, 2016		
Coverage Schedule:	Premium	Limit	Co-Insurance	Deductable
Inland Marine Coverage:				
Electronic Information Systems	\$15.00			
EIS Minimum Adjustment	\$85.00			
Location 1 Equipment		\$7,500.00		
Location 1 Data		\$ 500.00		
Prop at any unnamed premises		\$ 800.00		
Property in transit		\$ 800.00		
Virus or harmful code		\$ 50,000 any one occurrence \$ 150,000 any one policy year		
Property				\$500.00
Commercial Property Coverage:				
Business Personal Property		\$29,358	90%	\$250 Repl Cost
Business Income		\$10,000		
General Liability:				
Limits of Insurance	\$1,000.00	\$1,000,000 Per Claim Limit \$1,000,000 Aggregate Limit		\$2,500 per claim
Sub-limits of Insurance				
Loss of Wages “Per Claim”		\$10,000		
Annual Aggregate		\$75,000		

The renewal for the Crime (Includes Burglary) is \$276.00 that will be billed by HHM Insurors.

Coverage Schedule:

Employee Theft            \$100,000 Limit    \$1,000 Deductable

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**New Business:**

**Personnel Committee- Executive Director Search:**

Motion was made by Susan Aleshire to offer the position of the Executive Director to Susan Hockenberry according to the terms of the engagement letter. Motion was seconded by Tom Fodi. Roll call vote was taken. Those in favor: Aleppo, Avalon, Bellevue, Glen Osborne, Kilbuck, Sewickley. Those opposed: Edgeworth, Leet and Leetsdale. Motion carried.

**Old Business:**

**Recycling Day:** Avalon has offered to hold the recycling event however September 24<sup>th</sup> is scheduled for their touch a truck event. We will check into a new date. Susan Aleshire inquired into accepting old small batteries.

**Annual Dinner:** Tom Lloyd inquired as to whether or not we will be having a banquet this year. It was suggested that we hold an Executive Director Dinner after the holidays, sometime in January.

**Adjournment:**

**Motion:** Tom Lloyd made a motion to adjourn the meeting, seconded by Bill Monski, with all in favor. Meeting was adjourned at 9:00 pm.

**The next meeting will be held on:** August 17, 2016 at 7:00 PM, at Leetsdale Municipal Building, 373 Beaver Street, Leetsdale, PA 15056.