

QUAKER VALLEY COUNCIL OF GOVERNMENTS
MONTHLY BOARD OF DIRECTORS MEETING
September 21, 2016

Board President Jean-Sebastien Valois called the meeting to order at 7 p.m. at the Emsworth Municipal Building, 171 Center Avenue, PA 15202. 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: Jeffrey Weatherby
Bellevue: Tom Fodi	Sewickley: Susan Aleshire
Ben Avon:	
Edgeworth: John Schwend	
Emsworth: Jolene Bennett	
Glenfield: Bill Monski	
Glen Osborne:	
Haysville:	

Public Comment:

Motions:

Omnibus Motion was made by Bill Monski to approve the August 17, 2016 meeting minutes. Seconded by Tom Lloyd. Motion was made by Susan Aleshire to elaborate more on the public participation comments. Motion was seconded by Jolene Bennett Motion Carried.

Motion was made by Bill Monski to approve items b through g, Bills to be paid, Reconciliation of all bank accounts and Statement of Revenue and expenses as reported. Motion seconded by Tom Lloyd. Jolene Bennett abstained. Motion carried.

Comments – Susan Hockenberry added balance sheet and income statement to the financials. John Schwend suggested that an income statement, balance sheet and checks to be paid be the financials. Jean-Sebastien Valois stated that he would like to continue to see the bank statements. The previous Allegheny County Economic Development administrative income amount of \$49,402.00 has been credited by \$27,591.14 leaving a balance of \$21,810.06. This is directly related to having no executive director salary to submit for payment.

Committees:

President's Report – Jean-Sebastien Valois

Meetings with the municipalities – is to establish communications. The meeting with Bellevue went very well. Susan Hockenberry distributed the municipal meeting schedule. Susan Hockenberry is asking all

delegates to cheerlead the completion of the survey that has been or will be presented to all member municipalities. The survey consists of three questions: 1. What are your top three concerns for your community? 2. What is your time frame? 3. What does success look like to you?

Executive Director's Report - Susan Hockenberry

Municipal Outreach - Along with President, Jean-Sebastien Valois, meetings are in the process with each municipality to provide information on the COG's current status, background and education on intergovernmental cooperation as facilitated by the COG's and other means and share successful Council of Governments from around PA.

Community Outreach - A sign-up for the QVCOG Newsletter is available at <http://tinyurl.com/qvcognl>. Delegates are asked to become aware of opportunities within their communities to re-introduce QVCOG and discuss the potential for intergovernmental cooperative ventures.

Financial Planning for 2017 - The finance committee should draft a 2017 budget. Factor's will be considered to set a fair and sustainable dues structure.

MAP Grant Application - To request support from the Commonwealth this fiscal year we would need to make an application for DCED funding / Municipal Assistance Program in October 2016. This funding is highly competitive, due diligence is necessary in identifying mutual needs to inform strong project proposals. A 50% match would need to be raised as we think about our dues structure as potentially leveraging additional funds.

Committee Structure - Suggested committee re-structures
Current: Legal and Grants Committee / Revised: Legal, Compliance, Audit
Personnel and Finance / No revision
Joint Purchasing and Special Projects / Revised: Programs
New: Outreach, Publicity, Development

By-laws: Discussed today during the manager's meeting was the potential to improve the By-Laws and establish more disciplined approach towards agreements between member communities and the COG, and Memorandums of Understanding regarding participation in programs (voluntary) so that remaining members do not disproportionately bear the expense when a heretofore project or program participant withdraws.

Motion was made to the extent that a bylaws committee does not exist, move to form a by-laws committee. Seconded by Tom Lloyd. Motion Carried.

Motion was made by Matt Doebler to amend the previous motion that the by-laws committee is a board committee. Seconded by Jeffrey Weatherby. Motion Carried.

By-Laws Committee: Jean-Sebastien Valois, Matt Doebler, Bill Monski and Tom Lloyd.

Board Development Sessions - It is suggested the QVCOG Board engage in some board development and training. The proposed Regular meeting time would be revised to 7:30 p.m. and the QVCOG BOD would convene at 6:45 p.m. Training programs or seminars designed solely to inform agency members about their official responsibilities may be closed to the public.

An ad hoc committee of the Board is requested to discuss conducting a strategic planning session on a Saturday morning to conduct SWOT analysis.

Motion was made by Susan Aleshire to advertise the regular monthly meeting start time changed to 7:30 p.m. for the rest of the year. Seconded by Tom Fodi. Motion Carried.

Administrative Assistant Report – Janet Wenger

Community Development

CD39-2.2.3 Lincoln Avenue Streetscape – We have received some additional correspondence from Ron Borczyk, Director of Administrative Services, Maintenance Bond Call in for the failure of the concrete crosswalks. Mr. Borczyk was to contact their project engineer for any additional information.

CD40-3.11.4 Safe Neighborhood Demolition – We received the corrected maintenance bonds from Continental Construction and Demolition, LLC for all CD40 demolition projects on Monday, September 19th, 2016. The payment of \$15,000 Fifteen Thousand Dollars was released to Continental Construction for the demolition of 10 Rapp Street. Payment request #6 was submitted to ACED for payment, however an original invoice (signed in blue ink) by Continental Construction and Chester Engineering was requested by ACED to process the payment request. The original invoice was delivered on Monday also and was mailed to ACED yesterday. This is the final payment request in process. Upon receipt of \$36,000 payment from ACED and payment to Continental Construction will close out all CD40 projects.

CD41-3.11.4 Safe Neighborhood Demolition – Continental Construction has returned all four of our Contractor Agreements without the required Performance and Payments Bonds. A copy of the Contractor Agreement was given to Continental Construction on Monday, September 19th to present to their insurance company to issue the necessary bonds. All four municipalities have accepted the single bids for their projects. Contractor Agreements to Continental Construction will be released upon receipt of the required Performance Bonds and Payment Bonds.

CD41-7.7 Public Improvement Contract is in process.

CD41-2.2.3 Lincoln Avenue Streetscape - CD42 Phase IV has now been combined into CD41 Phase III. The re-bid opening occurred on September 1, 2016. Plavchak Construction's bid was incomplete omitting some dollar amounts from the bid and was not accepted. Eisler Landscaping will be awarded the contract.

CD41-7.7 CDBG Administrative/Delivery Cost Report – The cost report has been re-submitted with all corrections and extend through the end of the contract period on September 12th. All of the former Executive Director’s Salary only was remove from the cost report because his salary was used in the \$7500 General Funds Grant from Allegheny County.

CDBG42-7.1.7 Public Improvements

All necessary documents and photographs have been submitted to ACED as of Friday, September 16, 2016. We can expect the contract soon and will begin the bid process.

CD42-3.11 We should be receiving the Safe Neighborhood Contract form ACED as soon as we receive the necessary legal clearance from Avalon. I spoke with Loraine on Monday. Avalon’s solicitor stated that it will take approximately thirty days to process the Legal Clearance to proceed.

Citizens Debit Account – Executive Director’s response – use of credit card.

SHACOG Purchasing Alliance – Gentlemen’s agreement from 1980’s is according to Lou Gorski. Executive Director’s response.

New Business:

Resignation of Treasurer: Jolene Bennett announced her resignation as the QVCOG Treasurer.

Motion was made by Susan Aleshire to accept Jolene Bennett’s resignation as treasurer. Seconded by Tom Lloyd. Motion Carried.

Motion was made by Tom Lloyd to appoint Susan Aleshire as treasurer. Seconded by Jolene Bennett. Motion carried.

Renaming of the Quaker Valley Council of Governments:

Motion was made by Matt Doebler to rename the COG. Seconded by Tom Lloyd. Motion carried.

Motion was made by Susan Aleshire to table the renaming of the COG. Seconded by Matt Doebler. Motion carried.

Old Business:

Verizon Franchise: **Motion** was made by Betsy Rengers for all those wishing to participate respond by November 1st deadline. Seconded by Jolene Bennett. Motion carried.

Annual Dinner: Motion was made by Tom Lloyd to cancel the dinner for 2016. Seconded by Matt Doebler. Motion Carried.

Adjournment:

Motion: Tom Lloyd made a motion to adjourn the meeting, seconded by Jeffrey Weatherby, with all in favor. Meeting was adjourned at 9:37 pm.

The next meeting will be held on: October 19, 2016 at 7:30 PM, at the Emsworth Municipal Building, 171 Center Avenue, Emsworth, PA 15202.