

QUAKER VALLEY COUNCIL OF GOVERNMENTS

MONTHLY BOARD OF DIRECTORS MEETING

August 17, 2016

Board President Jean-Sebastien Valois called the meeting to order at 7:00 p.m. at the Leetsdale Municipal Building, 373 Beaver Street, Leetsdale, PA 15056. 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: Kathy Coder Sewickley: Susan Aleshire
Ben Avon:
Edgeworth:
Emsworth:
Glenfield:
Glen Osborne: Barbara Carrier
Haysville:

Public Comment: Paul Cusick, Mayor of Bellevue, spoke about his concerns regarding the hiring of a new Executive Director and his concerns about communication between the QVCOG and the membership.

Motions:

Omnibus Motion was made by Jeffrey Weatherby to approve the July 20th, 2016 meeting minutes. Seconded by Betsy Rengers. Motion Carried.

Motion was made by Matt Doebler to approve, Reconciliation of all bank accounts and Statement of Revenue and expenses as reported. Motion seconded by Tom Lloyd. Motion carried.

Motion was made by Kathy Coder to ratify payment of general operation bills for August as submitted. Motion was seconded by Matt Doebler. Motion Carried.

Discussion: Add Staples invoice, Issue refund of \$10.00 to Plavchak Construction for overpayment of bid documents. Added invoice for SHACOG Purchasing Alliance \$898.24 for 2014.

Committees:

President's Report – Jean-Sebastien Valois

Employment Agreement appointing Susan Hockenberry as the Executive Director of Quaker Valley Council of Governments is ready for execution. Motion was made by Susan Aleshire to accept the agreement hiring of the Executive Director. Seconded by Matt Doebler. Motion Carried.

Discussion: Matt Doebler commented on how well the contract was written.

Roll Call vote taken: Those in favor: Aleppo, Avalon, Bellevue, Glen Osborne, Kilbuck, Leet, and Sewickley. Jeffrey Weatherby, Leetsdale Borough was not in favor. Motion Carried.

Insurance Policy - \$104.00 Fee charged for data recovery and \$317.00 for auto liability.

Motion was made by Betsy Rengers to review the Inland Marine and Automobile insurance coverage.

Motion was seconded by Betsy Rengers.

Discussion: The QVCOG will develop off site location for computer backups. The QVCOG does not own any automobiles are rents any automobile.

Motion was amended by Betsy Rengers to abolish the Inland Marine and Automobile coverage. Seconded by Jeffrey Weatherby. Motion carried.

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. I started compiling the information requested by Liberty Mutual. I have not been able to locate the fully executed Performance Bond nor the Maintenance Bond. I reached out to Brad Hazelwood, Borough Engineer to see what information he could provide. Brad replied that he would look to see if he could provide the date of completion. Typically our former director did not cc Mr. Hazelwood on anything. I spoke with Cynthia Mellon Balmer of Liberty Mutual today and one thing she stated was that the contractor should have been notified and given the opportunity to remedy the problem before any additional work was done. And also that the rework had been re-engineered.

CD40-3.11.4 Safe Neighborhood Demolition – We received the change order approval from ACED today for the two demolitions on Marie Avenue, Avalon. I will now submit the final payment request to [ACED. AW](#) McNabb has been paid in full for their work on the 45 First Street demolition project. Still waiting for Continental Construction to re-submit for the third time, correct maintenance bonds to release payment for 10 Rapp Street and for Avalon's demolitions.

CD41-3.11.4 Safe Neighborhood Demolition – Continental Construction has returned our Contractor Agreements Bell Acres and Leet Township, however the required Performance and Payments Bonds were not included. The fully executed Contractor Agreement will be returned to Continental Construction upon receipt of the required bonds. I spoke with Ron Borczyk requesting for the second time Bellevue's single bid acceptance. He is going to see where it ended up. Mark Scully, Avalon's engineer was to present this to Avalon at last night's council meeting. Avalon and Bellevue's Contractor Agreements to Continental Construction will be issued as soon as their acceptance letters are received.

CD41-7.7 Public Improvement Contract is in process.

CD41 Bellevue Streetscape – The ACED CDBG contract for this project has been fully executed. Two bids were received on Monday, July 25th. Both bids significantly exceeded the budget for this project. So we are now combining the CD42 Phase IV into CD41 Phase III. We are in the process of re-bidding. Bid openings will occur on Thursday, September 1st. A refund check for the amount of Ten Dollars (\$10.00) has been cut to Plavchak Construction for over payment of bid documents. Baiano Construction is requesting a refund of Forty Dollars for the re-bid specs because they paid for the last specs and were the low bidder. And Ronald

Baldoza of Construct Connect wants to know if they still have to pay the \$10.00 mailing fee if they provide a FedEx account number.

CD41-7.7 CDBG Administrative/Delivery Cost Report – Meeting was held at the COG office last Wednesday, August 10 to review the costs submitted. A timeline of John Jakiela's departure is requested so that the costs related to the Executive Director can be justified. I can only submit 50% of my time spent related to CDBG work instead of 60% as submitted because I was not formally appointed as the Executive Director. We also became aware at this meeting that the remaining % of costs can be submitted in the \$7,500 grant from Allegheny County. The cost report will be re-submitted with all corrections and extend through the end of the contract period, which was June 30, 2016.

CDBG42-7.1.7 Public Improvements

Still waiting on photographs for Avalon.

CD42-3.11 We should be receiving the Safe Neighborhood Contract from ACED soon. We have only one demolition this year. We are waiting on Legal Clearance to proceed.

Citizens Debit Account - Account has been opened. Petty cash was deposited into the debit account.

Selective Insurance – Our policy S1380315 is up for renewal, effective August 27th. I have included the premium breakdown sheet from HHM Insurors. These are minimum premiums.

SHACOG Purchasing Alliance – We have received and invoice for 2014 expenses associated with the joint bid process for the amount of \$898.24. We had also received 2013 expense invoice in January for the amount of \$541.90. My question to you is: Shouldn't this be divided and invoiced to all participating municipalities?

Refuse bids – All participating municipalities have received copies of the refuse bids. Managers are to respond with a letter stating their acceptance or rejection of bids received. Also include the indorsed bid option that you are accepting. Response due date is October 12th, 2016.

New Business:

MS4 Stormwater – Betsy Rengers reported that Sewickley will rent a tent for us at the Harvest Festival to be held on September 10th. We will place a color contest ad in the Sewickley Herald and the Citizen. The contest coloring form will also be set up at the festival. A banner will be purchased. A municipal engineer looked over our plans for the stormwater initiative with a positive response.

Old Business:

Recycling Day: Was postponed until the spring of 2017. Avalon was not able to do the recycling on September 24.

Annual Dinner: The board was asked by President, Jean Sebastien Valois to come up with a venue for an annual dinner for the next meeting.

Adjournment:

Motion: Jeffrey Weatherby made a motion to adjourn the meeting, seconded by Tom Lloyd, with all in favor. Meeting was adjourned at 8:15 pm.

The next meeting will be held on: September 21, 2016 at 7:00 PM, at the Emsworth Municipal Building, 171 Center Avenue, Emsworth, PA 15202.

