

**TURTLE CREEK VALLEY COUNCIL OF GOVERNMENTS
REGULAR BOARD MEETING
January 22, 2015
6:30 pm**

VOTING DELEGATES:

Timothy Bridge, Dennis Simon, Max Spencer, William Price, Sylvia Martinelli, John Prucnal, Jack Wilson, Paige Trice, Diana Yankes, Darrell Rapp, Sam Juliano, Mark Swinney

ALTERNATE DELEGATES:

Joe Costa, Pamela Macklin, George Thompson

STAFF:

Amanda Settelmaier, Barb Fallon and Liz Kozub

GUESTS: Domenick Carroll from Congressman Mike Doyle's office, Sandy Smith from Wilmerding Borough

MEETING CALLED TO ORDER AT 6:33

APPROVAL OF MINUTES

Motion by Joe Costa seconded by Sam Juliano to approve the November 20, 2014 Minutes and Treasurer's Report. Motion passed unanimously.

2013 AUDIT APPROVAL

Amanda announced that the audit for 2013 has been completed with no findings. Motion to accept the 2013 audit made by Dennis Simon, seconded by Lucky Price. Motion passed unanimously.

VECTOR DATA COLLECTION

Darrell Rapp wanted to have a conversation about the COG Vector program. He was wondering what data was being collected by the vector operator and was interested in the possibility of collecting additional data so that municipal officials can make better informed decisions on when to clean or repair catch basins. One option may be to have the vector operator inspect the condition and take a picture while draining the catch basin. The data from the inspection and the maintenance of catch basins can be collected and mapped using GIS. Darrell was wondering if the engineers can determine useful information for the vector operator to collect while conducting visual inspections. This data could be a way to be smarter about sewer planning and maintenance. This could mean catch basins are cleaned based on need as opposed to a calendar basis which is what is happening in many communities.

Amanda commented that the vector operator can likely collect data with regards to a visual inspection. The COG is already tracking the maintenance data. However in order to collect inspection data the COG would need to invest in technological upgrades including tablets and a database.

Lucky advised that the public works department should be looking at what infrastructure needs improvement. Sam agreed that the public works department and engineers work together to determine what infrastructure needs improvements and create a plan for repairs.

Darrell commented that having public works inspect the basins makes sense, however if the vector operator is already maintaining the catch basins there may be an opportunity to collect additional useful data.

Amanda said the COG vector operator has hours in which additional work can be performed. She suggested that if the data is collected by the municipal public works already, the COG can map the data so that municipalities can make better decisions. The COG could also help municipalities create a maintenance plan. Dennis commented that East Pittsburgh has a similar protocol as Rankin and North Versailles.

BID OPENINGS

On January 5th there was one bid opening for a Wilkinsburg Borough emergency demolition. Tim advised we need a motion from a Wilkinsburg delegate that to accept the bid. Paige Trice made a motion to accept bid opened on Jan 5th pending Wilkinsburg Council and engineer's approval. Motion seconded by Joe Costa. Motion passed unanimously

There was a motion made by Tim to accept the bid opened on January 7th for a North Braddock emergency demolition, pending council and solicitor's approval. The motion was seconded by Lucky. Motion approved unanimously.

UTILITY BILLING SOFTWARE CHANGE

Amanda had some exciting news that over the holidays we negotiated the price down with Muni-Link and we received the approval from our executive board to enter into a contract with the company. This is very exciting and a big change for the COG. Muni-Link is a cloud based, state-of-the-art technology that will allow municipal managers to look at constituent accounts and reports. It will also allow residents to look at their accounts and pay bills electronically. However the change is still a risky move and we need more customers in order to make this sustainable. If municipalities outside of the COG would like to free up staff time we would be happy to provide our billing services. We think it's a great solution for our member municipalities.

Pamela asked if this new software could be used by municipal code enforcement departments if they need to bill for citations. Amanda responded that we cannot offer that at this time. However we have been having conversations with the people at Muni-Links and are hoping we can work with them to develop software that would allow the COG to produce code violation data and bills.

Diana asked if there were any towns using the software now. Amanda responded that we have non billing accounts, all of which will be moved to Muni-Link. Amanda also advised the COG will be sharing a booth with Muni-Link at the ALOM conference to drum up more clients. While Muni-Link provides the technology, there still needs to be someone to manage the accounts. The COG provides excellent service for our

municipalities and their constituents and we hope other communities take our experience into consideration.

STATEMENT OF FINANCIAL INTEREST

Amanda asked that the COG members provide a completed Statement of Financial Interest to the COG. This is the first year we are asking for this document. Our solicitor is under the opinion that we should collect them for all COG Delegates. Amanda would like to have a completed Statement of Financial Interest by May 1st

Paige asked if the document she completed as a council member can be sent to the COG. Amanda responded that it would be best to ask your individual solicitor. She has found different solicitors have different opinions about using the same copy.

SEVEN SPRING HOSPITALITY ROOM/FUNDRAISING

Tim expressed our desire to have a hospitality room at the ALOM conference at Seven Springs. A motion to have a hospitality room was made by Sam Juliano and seconded by Mark Swinney. Motion approved unanimously

Amanda explained that anything the delegates could do in terms of fundraising would be appreciated. The hospitality room is expensive but the COG does a lot of work to make sure costs are low. All the money for the room is fundraised.

Paige asked about details for the annual dinner. Amanda advised the dinner will take place on Friday Feb 27th at 5:30 pm. We are still waiting for confirmation from an invited speaker. Invitations will be sent out shortly after.

DIRECTOR'S REPORT

See attached report.

Amanda announced that the Woodland Hills School District passed a resolution to join the land bank. She thanked those in the audience who were directly involved in getting it approved. Dennis asked if other school districts are planning on joining. Amanda responded that there are some school boards who are still actively considering joining. We are currently waiting for the County to finish with their review process. The County engaged the Center for Community Progress to review our business plan. The process of engaging county council has not started yet.

OPEN DISCUSSION

Joe asked if the COG needed delegates to volunteer to help with the hospitality room. If you are interested in volunteering please let us know. We would love for everyone who attends ALOM to come down to the room and enjoy a drink and good conversation.

Domenick Carroll from Congressman Mike Doyle's office wanted to introduce himself. Domenick is the Community Development Representative for the Congressman. If any of the delegates had questions or concerns Domenick is happy to arrange a time to discuss those.

Lucky announced that Chief Wooten, of Rankin Borough is having a fundraiser this coming Saturday. A little girl was in a car accident on the Rankin Bridge. The money raised will be given to the family to pay for medical bills and expenses related to the accident.

Darrell Rapp wanted to discuss the issue of shredding documents. It was raised as a concern in Swissvale for police and tax records. He asked if there was value in sharing a mobile shredder for municipal and police records. Darrell asked if there are other municipalities that are interested in exploring the requirements for holding onto paper copies for the different municipal departments. Amanda said she can try and put something together on how often documents need to be shredded and distribute to the group.

Motion to adjourn made by Lucky and seconded by Sam. Motion approved unanimously.