

SEWICKLEY HILLS BOROUGH
Tuesday, October 24, 2017 Council Work Meeting Minutes

CALL TO ORDER: Mrs. Phillips called the meeting to order with the Pledge of Allegiance at 7:30 p.m. at the Sewickley Hills Borough Municipal/Recreational Building, located at 349 Magee Road, Sewickley, PA 15143-9117.

PRESENT: Cynthia Phillips, Lucille Guttendorf, Joseph H. Hajnas, Wayne Hyjek (Treasurer), Diana Steele (Secretary)

MEMBERS EXCUSED: Natasha Brandenburg, Jack Faulkner

CITIZENS ATTENDED: Craig Rowland, Don Fogel, Betsy Rengers and Susan Hockenberry (Representatives of Quaker Valley COG)

CITIZENS & GUESTS: Mrs. Phillips asks if there is anything to discuss that is not on the agenda, stating further the purpose of this Work Meeting is to discuss the budget for 2018.

Mrs. Phillips introduces Ms. Rengers (Vice-President), and Ms. Hockenberry, Executive Director to address Council of the benefits of joining the Quaker Valley COG (QVCOG). Ms. Hockenberry states that in the year that she has served as Executive Director the QVCOG is working on refining programs that have value to our members, cleaning up problems, providing financial and technical assistance. The services offered include GIS (Geographical Information System), recyclable grant programs, liaison with the DEP, PennDOT, and the DCED, the QVCOG would complete grants for the Borough for an additional fee. Other services include cooperation with neighboring communities. The cost for Sewickley Hills Borough to become a member is \$2,200/year.

Ms. Hockenberry stated they do provide treasurers duties for an additional fee of \$32/hour, it is a cloud based service that prepares reports, they do not provide payroll service, do not deposit checks, the invoices coming to the Borough accounts payable would have to be coded for payment, the QVCOG then prepares the checks and send them back to the Borough for signatures. Ms. Hockenberry stated further that the QVCOG requires the Borough to sign up for "Positive Pay", it protects the Borough from fraud by segregation of duties. Ms. Hockenberry suggested looking into payroll services such as ADP to prepare reports and payroll. The cost to the Borough for financial services through QVCOG would be an additional \$5,400 to \$6,000/year.

Mrs. Phillips asked what the next step in joining the COG, Ms. Hockenberry stated the Borough would adopt a resolution for membership, assign a delegate and an alternate delegate to attend a monthly meeting.

At 8:23 p.m. Mrs. Phillips thanked Ms. Hockenberry and Ms. Rengers for attending the Council meeting and providing information regarding membership to the QVCOG.

TREASURER'S REPORT: Mr. Hyjek stated the Liquid Fuels audit was completed on Monday, October 23, 2017 for 2015-2016 and all went well. Mrs. Phillips stated that she and Mr. Hyjek completed the proposed budget on Wednesday, it was sent to Council members on Monday, October 23, 2017. Mrs. Phillips stated the budget proposal was based on last year's tax rate, thus incurring no tax increase for 2018.

MOTION: A motion is made to advertise the budget as amended by Mr. Hajnas, seconded by Mrs. Guttendorf, motion is carried with all in favor.

MOTION: A motion is made by Mrs. Guttendorf to keep the millage rate and advertise at 2.84 mills, seconded by Mr. Hajnas, motion is carried with all in favor.

ADJOURNMENT: **MOTION: A motion is made by Mrs. Phillips to adjourn the meeting at 9:02 p.m., seconded by Mr. Hajnas, motion carried with all in favor.**

Respectfully submitted
Diana Steele-Secretary

