

**Weed and Seed AID Team  
3/23/09 Meeting  
Minutes**

**Attending:** Mayor John Thompson, Eugenia Moore (Borough Council President), Melanie Hall (Operations Manager, DPW and Code Enforcement), Rev. Linda Law (Board Member WCDC), Fran Carter (Addison Behavioral Care), Ted Johnson (US Probation and Pretrial Service), Marla Marcinko (Borough Manager), Gail Mitchell Hall (Interim Weed and Seed Administrator), Winford Craig (Chair of AID Team, Urban League of Pittsburgh), Bernadette Turner (Addison Behavioral), Rev. Richard A. Payne (Wilksburg Ministerial Association), Joel Segel (Allegheny County Economic Development), Elaine Burns (PA Weed and Seed Site Liaison), Josie Bryant (St. James Outreach), Vanessa McCarthy-Johnson (Councilmember), George Spencer (GPA Mad Dads), Al Merritt (GPA Mad Dads), Ophelia Coleman (Chief – Wilksburg Police Department), Ann Greider (Wilksburg Community Ministry).

**Call to Order**

Roll call was taken to establish a quorum of the AID Team voting body: Mayor John Thompson, Rev. Linda Law, Winford Craig, Rev. Richard Payne, Josie Bryant, and George Spencer in attendance. Chief Owen McAfee and State Troopers, Mungo and Arrington not in attendance.

This emergency meeting was called to discuss the reallocation of funds from the 2008-2009 Quality of Life grant. This is in response to the State's direction that two programs, Wilksburg Police Athletic League (WPAL) and the Neighborhood Network Services Initiative (NNSI), with remaining program funds approximating \$21,000, would no longer be funded.

**Discussion:**

Josie Bryant suggested that organizations be credit worthy in order to be considered for funding through the Weed and Seed program. Chief Coleman commented that this may eliminate, from eligibility, many good organizations that are not creditworthy (based on banking criteria).

There was a brief discussion on programs which have not submitted adequate documentation of expenditures in order to obtain reimbursement. As the fiscal agent, the Borough is responsible for ensuring that expenses are properly documented and justified in order to ensure that the municipality will receive reimbursement from the State for expenses that it approves and pays. Some receipts which have been submitted cannot be authenticated as they are handwritten and not originals.

Bernadette Turner asked inquired of the invoicing procedures for Weed and Seed.

While there is currently not a formal procedure in place, Gail and Marla will work on establishing guidelines and protocols for agencies applying for the 2009-2010 funding cycle as well as helping currently funded agencies follow a procedure.

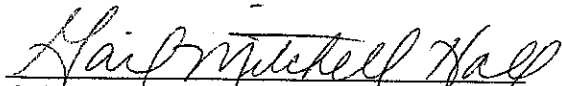
Additionally, they will work on a standardized format for agencies to identify goals, measurable outcomes and sustainability on all program reports for the current grant year and funding requests going forward.

Weed and Seed manuals were provided to the voting members of the AID Team and electronic copies will be made available to any other member requesting same. Requests should be made to Gail Mitchell at [gmitchell@wilkinsburgpa.gov](mailto:gmitchell@wilkinsburgpa.gov). The manuals included the 2002 Revitalization Plan, the 2009-2010 draft Revitalization Plan provided by former AID Team Coordinator LeRoy Hicks, the Four Key Federal Components, Community Profile Guidelines and grant contract for the 2008-2009 Quality of Life grant.

Following discussion, a motion was made by Reverend Payne second by Linda Law to reallocate remaining program funds to blight elimination projects. All voting members voted in favor of the motion. Motion carried.

Being no further business, Mayor Thompson adjourned the meeting at approximately 1:30 PM.

Respectfully submitted,

  
Gail Mitchell Hall, Interim Administrator