

LEET TOWNSHIP BOARD OF COMMISSIONERS
February 12, 2018
Minutes of the Board of Commissioner's Regular Meeting

The Regular Meeting of the Leet Township Board of Commissioners was brought to order at 7:00 p.m. by President Bradel in the Leet Township Municipal Building, 198 Ambridge Ave., Fair Oaks, PA 15003. Commissioners present were Gary Bradel, John Stephansky, Jim Janaszek, and Donna Adipietro.

Also present:

Betsy Rengers, Manager
Zane Madden, Solicitor
Tim Jones, Resident
Bill Wanto, Chief

Andy Wanto, Foreman

APPROVAL OF MINUTES

MOTION: Mr. Janaszek made a motion to approve the minutes of the January 2, 2018 Re-organization Meeting, as submitted, seconded by Mr. Stephansky, with all in favor.

APPROVAL OF BILLS PAYABLE

Bill List: The bill list has been printed straight out of QuickBooks and reflects the date, check number and the fund from which the check was written. A vendor list showing what has been paid to each vendor will be printed for the next meeting.

MOTION: Mr. Janaszek made a motion to approve the December 2017 and January 2018 bill list, seconded by Mr. Stephansky, with all in favor.

Fund Transfer List: The Fund Transfer list has been printed with the date, amount of transfer, and account from which the transfer occurred. Of note was a \$39,374.50 transfer in December from Liquid Fuels to the General Fund. This was to help pay for truck repairs, and paving costs. Another item of note is a \$20,453.00 transfer from the Fireman's Truck Fund. This transfer was used to pay an invoice from the fire department for a new fire hose and apparatus for the new fire truck.

MOTION: Mr. Janaszek made a motion to approve the Fund Transfers from December 1, 2017 through January 31, 2018, seconded by Mr. Stephansky, with all in favor.

Approval of Resolution 2018-11 (Credit Card)

Debit Card: The debit card has several issues:

1. It only requires only one signature,
2. It has a pin number which would allow someone to withdraw cash from an ATM,
3. It requires transfers from the General Fund.

A credit card is a better solution allowing us to create a paper trail with payment by check with two signatures required, no cash withdraws, setting a credit limit of \$5,000.00 with the balance to be paid monthly, and we can set controls for the card, such as, it can't be used at restaurants and other places of business not necessary.

MOTION: Mr. Janaszek made a motion to approve Resolution 2018-11, setting forth the procedure for the credit card, seconded by Mrs. Adipietro, with all in favor.

Staples Credit Card: The Police Department budgeted for new computers. Due to new software that requires an updated operating system (64 bit), the Police Department needed a new computer. We researched new computers and went to Staples to purchase it. The credit card expired due to none use, so we applied for another card. The credit limit at \$2500.00 and the bill is to be paid in full upon receipt. The laptop was ordered and security software and Microsoft office were purchased in the amount of \$718.00.

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Signature Cards: Susan Barness has been removed from all accounts and Donna Adipietro has been added. Everyone will need to sign the new sheets.

Manager's Report: Betsy Rengers reported:

- We signed paperwork and received proceeds, in the amount of \$150,000.00, from the TAN loan on January 2nd.
- I was successful at canceling the RA Services Contract.
- I worked with Allegheny County and HealthSouth to create three new addresses at the property located on Camp Meeting Road. Allegheny County requested that the fire station, water tower and new parcel all have addresses. I spoke with Mark Brooks and Leah Laffey, Health South Administrator. They are in agreement with the addresses. All entities have been notified.
- Jeff Besong and Andy Wanto will attend the Seven Springs ALOM Conference. A discussion was had around the issue.
- **Bob Simmons/Pension DROP:** Bob Simmons has gone on the DROP Pension Plan as of February 1st 2018.

MOTION: Mrs. Adipietro made a motion to give Betsy Rengers permission to send Univest, in writing, authorization to commence benefit accruals to Robert Simmons's DROP Account effective Feb. 1, 2018, seconded by Mr. Janaszek, with all in favor.

- The following reports have been filed:
 - Univest Pension Survey
 - DCED Survey of Financial Condition
 - DCED Report of Elected and Appointed Officials
 - Liquid Fuels 965 Report
- We had two vehicle accidents this month: one with the Police Car on Camp Meeting Road during an ice storm and one in Fair Oaks when a Public Works truck backed into a car.
- Wayne Hyjek and I have both been bonded in the amount of \$500,000.00 as requested by the Auditor.

COMMITTEE REPORTS

Garage Inventory: At the request of the Auditor, we did an Inventory of all garage equipment.

Paving Schedule: The Paving Schedule has been updated and the cost of each paving project will be added.

Public Works Report: Mr. Stephansky read aloud the Public Works Report for January/February as submitted by Andy Wanto, Foreman:

Activities:

- Wrapped up leaf season;
- Took down Christmas decorations;
- 22 snow callouts;
- Ordered 110 tons of salt between January and February;
- Called in for flood detail;
- Picked up Christmas trees;

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- Responded to 3 fire calls;
- Wrapped up 2017 Code Enforcement Files.

MS4 Report: Andy Wanto reported:

- **Flood Report:** On January 12th, we had flooding in Fair Oaks. No major damage was reported. There was minimal damage at Plum Street Park. Little Sewickley Creek washed out at Seven Road. A discussion was had around the issue.
- **2017 Yearend MS4 Report:** In 2017 we had a mock inspection of our MS4 work. We have been doing an exemplary job in record keeping. We are taking water samples quarterly from different areas. We have hazardous material spill kits in the garage and police cars. The Public Works has attended education classes and received certificates.
- **Keep Leet Neat Day:** We will have a garbage pickup day for Earth Day on April 21st. We will ask for volunteers and we are trying to get a food truck or two to attend. We checked with our insurance company and no additional event insurance would be needed.

Public Safety Report: Mr. Janaszek reported that there were 67 calls in January. Mr. Janaszek listed the various calls.

- Officer Wilson attended POSIT (Police Supervisory Training) in January. The training was a week long and conducted through Penn State University. Other Department officers will be afforded the same opportunity as available.
- Officer Moore attended a Grant Writing course for three days near Harrisburg. The training focused on correctly writing grant applications and she has already applied for funds for new vests.
- Officer Molinaro recently completed several courses on investigations. All officers are currently undergoing state mandatory training.
- The department will begin focusing on illegally parked vehicles on sidewalks and in intersections. Also, as the weather begins to warm up we will target junk or abandoned vehicles throughout the Township.
- The new police computer was purchased and is operational. There is also a mobile data terminal in the office which allows calls and correspondence to go directly to the computer.
- The Department is planning a crime prevention meeting for late spring.

Finance Report: Ms. Rengers reported as of January 31st:

All funds are with First National Bank.

FNB General Fund	\$94,429.62
FNB Liquid Fuels	\$7,048.63
FNB Escrow Fund	\$6,686.91
FNB Emergency Reserve	\$1,129.58
FNB Fireman's Truck	\$16,735.41
FNB Capitol Reserve	\$12,363.95
FNB Debit Card Fund	\$469.79
PLGIT Class	\$1,074.84

A discussion was had over the Budget to Actual

Health and Sanitation: Mrs. Adipietro reported:

Issues with Garbage Collection/Bill update: We looked into the issue with the 5% discount with Waste Management. The issues we are having with billing and pick up were reported at the COG Managers Meeting. Mike Christ from Waste Management will address the Managers at the March meeting. We reviewed the contract to see if we could impose a penalty, but with the way the contract is written, it would be hard to do. A discussion was had around the issue.

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QVCOG: Ms. Rengers reported:

- I was reappointed as Vice President of the COG.
- Donna and I attended the Strategic Planning Meeting on Feb 3. We reviewed programs and barriers to using the programs. We were impressed with the GIS Mapping System.
- We received a bill for our portion of the Regional Asset District Tax which is a 1% sales tax that is distributed to municipalities. The program requires that 25% of an increase in revenues is contributed towards intergovernmental cooperation (Act 180-Intergovernmental Cooperation Act). Last year we had no increase and paid nothing. The amount of the bill is \$633.93. A short discussion was had around the issue.
- Draft of Bylaws: A discussion was had about the bylaws.

Tax Collector: Ms. Rengers reported:

Unpaid taxes for the year 2017: \$24,481.44.

Solicitor's Report: Zane Madden reported to the Board the we received a letter from the subcontractors for R&B Paving regarding the fact that R&B did not pay them for work on the second phase of Quaker Heights. We have releases from R&B that they have been paid in full. Engineer Slagle has taken care of the issue.

Engineer's Report: No report at this time

Fire Department Report: Mr. Bradel noted the January Fire Department Report.

QV School District Report: Ms. Rengers reported:

Joe Marrone stopped in on Thursday, Feb. 8 and gave the following information:

1. They are still in the process of closing on the property.
2. They will have the engineers drill 400 more core samples for the best placement of the school.
3. They are working with the County on improvements to Camp Meeting Road.

A discussion was had around the issue.

UNFINISHED BUSINESS

Approval to Advertise Ordinance 2018-01: Occupancy Permit Ordinance

MOTION: Mr. Stephansky made a motion to advertise Ordinance 2018-01, establishing the requirement for an Occupancy Permit with each and every change on occupancy, seconded by Mr. Janaszek, with all in favor.

Approval of Resolution 2018-10: (Appointment to LTMA Board)

MOTION: Mr. Stephansky made a motion to approve Resolution 2018-10, appointing Matthew Sample to the Leet Township Municipal Authority Board for a one year term, seconded by Mr. Janaszek, with all in favor.

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NEW BUSINESS

Approval of Engagement Letter from Auditor for DCED Audit and Leet Twp Audit

Request for Proposal for the Position of Auditor: A discussion was had around the issue of the current audits and the request for proposal for bids for Auditor. The DCED Audit is already in process, so we will revisit the request for proposal for Auditors in July in time for Budgeting.

MOTION: Mr. Stephansky made a motion to approve the Engagement Letter for O'Connor, Pagano and Associates, seconded by Mr. Janaszek, with all in favor.

Request from Monark Transportation to put Information and Employment Ad in our Newsletter

Monark is welcome to hang information on the bulletin board at the Municipal Building.

PUBLIC PARTICIPATION

There was no public participation.

EXECUTIVE SESSION

MOTION: Mrs. Adipietro made a motion to go into Executive Session to discuss personnel issues, seconded by Mr. Janaszek, with all in favor.

MOTION: Mrs. Adipietro made a motion to come out of Executive Session after discussing personnel issues, seconded by Mr. Janaszek, with all in favor.

MOTION: Mr. Stephansky made a motion to instruct the Worker's Comp Attorney to negotiate a settlement with Kevin Roland, per his recommendations, seconded Mr. Janaszek, with all in favor.

Public Works Contracts: A short discussion was had about the Public Works Contracts concerning the purchase of safety clothing.

Correspondence: A resident in Quaker Heights sent a letter thanking Ms. Rengers and the Police Department for a quick response for a water leak. A short discussion was had around the issue.

ADJOURNMENT

MOTION: There being no further business, Mr. Janaszek made a motion to adjourn. The motion was seconded by Mrs. Adipietro, with all in favor.

Respectfully Submitted:
Betsy Rengers, Manager