

LEET TOWNSHIP BOARD OF COMMISSIONERS  
February 8, 2016  
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 p.m. by President Bradel in the Leet Township Municipal Building. Commissioners present were Gary Bradel, Jeff Besong, Jim Janaszek, Susan Barness and John Stephansky.

Also present:

Bill Rodgers, Solicitor  
Wayne Hyjek, Mgr. /Treasurer  
Betsy Rengers, Assistant Manager/Sec.  
Cindy Wanto, Tax Collector  
Tom Jones, Resident  
Andy Wanto, Public Works

**APPROVAL OF MINUTES**

**MOTION:** Mr. Janaszek made a motion to approve the minutes of the January 4, 2016 Reorganization Meeting and Regular Meeting, as submitted, seconded by Mr. Stephansky, with all in favor.

A short discussion was had about the Committee appointments.

**APPROVAL OF BILLS PAYABLE**

**MOTION:** Mr. Janaszek made a motion to pay the bills listed on Bill List 02-16, seconded by Mr. Stephansky, with all in favor.

**COMMITTEE REPORTS**

**Public Works Report:** Mr. Stephansky read the Public Works Report as submitted by Richard Watach, Public Works Foreman:

Total Man Hours: 531

*Activities:*

- 55 hours on snow removal, crews out 10 times so far this winter.
- 31 hours working on equipment.
- 4 hours responding to PA One Calls.
- Delivered the Winter Newsletter.

*Upcoming Work:*

- Snow removal.
- Installation of privacy fence in upper parking lot.

**Public Safety Report:** Mr. Janaszek reported that there were a total of 71 calls responded to in January with 27 different types of calls.

**Finance Report:** Mrs. Barness gave the following report:

FNB General Fund	\$107,703.00
FNB Liquid Fuels	\$18,931.45
FNB Escrow Fund	\$17,660.46
FNB Emergency Reserve	\$1,124.32
FNB Fireman's Truck Fund	\$131,794.22

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Minutes of the Board of Commissioner's Regular Meeting

FNB Capitol Reserve	\$62,379.90
FNB Debit Card Fund	\$276.74

A short discussion was had about the 2015 Budget overages.

**Treasurers/Manager's Report:** Mr. Hyjek reported:

- Ken Rotz from Keystate Publishers recently passed away so they are winding down their business. They have given us the names of three other publishers. We will try to get the PDF version of the Ordinances so we can post them on our website.
- The 2016 DCED Reports have been filed.
- We will receive \$43,195.00 in Liquid Fuels monies this year.
- The Flood Plain and PURTA Reports have been filed.
- The Civil Service Tested four officers and the results have been posted.
- The Solid Waste Ordinance need to be amended in three sections.
- We need authorization to buy and sell the police cars.
- QVRA request a letter of support for a grant they are seeking to install a soccer field.
- The 2015 records are with the Auditor.
- We received a list of delinquent tax payers and will post it to the website. The list needs to be cleaned up because it has deceased residents and companies that are no longer in business on it.

**MOTION:** Mrs. Barness made a motion to authorize the Solicitor to prepare amended language for the Solid Waste Ordinance, seconded by Mr. Janaszek with all in favor.

**Health and Sanitation:** No report at this time.

**QVCOG Report:** The Managers are currently working on the Garbage Bids and specs. The Board of Directors is forming an Executive Director Search Committee to find a new executive director.

**Tax Collector:** Mrs. Wanto reported that \$12,423.13 was collected in January. The delinquents have been turned over to Portnoff.

**Solicitor's Report:** No report at this time.

**Engineer's Report:** No report at this time.

**Fire Department Report:** Mr. Bradel reported that he performed the Backflow Test for the Fire Department at no charge. The Department has received a total of 173 donations in the amount of \$11,346.00. The total calls for the year were 61.

Fire Chief Mark Brooks contacted Ms. Rengers about the purchase of a new fire truck. They will use the Fireman's Truck Fund in the amount of \$131,000.00 as a down payment for the purchase. The Township will have some advertising requirements when the time comes to buy the truck. Ms. Rengers invited Mr. Brooks to come speak with her and Mr. Hyjek when they are closer to the purchase.

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**UNFINISHED BUSINESS**

**Resolution 2016-4 (Purchase of Police Car):**

**MOTION:** Mrs. Barness made a motion to accept Resolution 2016-4 for the purchase of the police car, seconded by Mr. Janaszek, with all in favor.

**Approval of Advertisement to Receive Bids for Purchase of 2011 Expedition Police Car:**

**MOTION:** Mr. Stephansky made a motion to approve the advertisement of the 2011 Ford Expedition Police Car, seconded by Mr. Janaszek, with all in favor.

**Resolution 2016-5 (Sale of old trailer):**

**MOTION:** Mr. Janaszek made a motion to approve Resolution 2016-5 for the sale of an old trailer, seconded by Mrs. Barness, with all in favor.

**Resolution 2016-6 (Fees):**

Keystate Publishers consolidated the fee schedule and combined the old schedule with the new one. Ms. Rengers, Mr. Hyjek and Joe Luff reviewed the Resolution and updated it.

**MOTION:** Mr. Stephansky made a motion to approve Resolution 2016-6 setting the fee schedule, seconded by Mr. Janaszek, with all in favor.

**Approval of Advertisement for Public Hearing regarding the Codification of Ordinances on March 14 at 6:30 p.m.:**

**MOTION:** Mr. Janaszek made a motion to approve the advertisement for the Public Hearing regarding the Codification of Ordinances on March 14 at 6:30 p.m., seconded by Mr. Stephansky, with all in favor.

**Approval of Advertisement for Adoption of Ordinance 2016-01 (Adoption of Code of Ordinances):**

**MOTION:** Mr. Janaszek made a motion to approve the advertisement of Ordinance 2016-01 to adopt the Code of Ordinances, seconded by Mrs. Barness, with all in favor.

**Approval of Advertisement of Ordinance 2016-02 (Amendment to the Non-Uniformed Pension DROP Ordinance):**

**MOTION:** Mr. Stephansky made a motion to advertise Ordinance 2016-02 amending the Non-Uniformed Pension Drop retirement age from 60 to 57, seconded by Mr. Janaszek. The motion carried with a vote as follows: Mr. Stephansky, Mr. Janaszek, Mr. Bradel and Mr. Besong in favor of. Mrs. Barness was opposed.

**NEW BUSINESS**

**PODS, Bagsters and Dumpsters:**

Mr. Wanto is having issues with residents who are purchasing Bagsters and leaving them laying around for months. We currently have no wording on the books to address the issue. Mr. Rodgers will look into language to address the issue.

LEET TOWNSHIP BOARD OF COMMISSIONERS

February 8, 2016

Minutes of the Board of Commissioner's Regular Meeting

**Landlord/ Tenant Update:**

Ms. Rengers sent out 43 letters to Landlords regarding 2016 registration and occupancy permits. Of the 43, 5 properties are no longer rentals, 8 residents did not respond and the other 30 have responded. Ms. Rengers only had one or two complaints about the process. A discussion was had about making the requirement for the Occupancy Permits to be every three years. The purpose of the Ordinance is to prevent blight and the Commissioners agreed that the Occupancy Permit requirement should stand as it is now to be received yearly or with every change in occupancy.

**Hiring of Part Time Summer Help for Public Works Dept.:**

A discussion was had about hiring part time summer help to help cover vacations. Summer help has been budgeted for in the amount of \$15,900.00. The position will be advertised.

**Commissioner Stipend:**

Commissioner Besong would like to donate his stipend to the Fire Department. A short discussion was had regarding the issue.

**MOTION:** Mr. Besong made a motion to donate \$1500.00 in quarterly payments for the year 2016 to the Fair Oaks Fire Department, seconded by Mr. Janaszek, with all in favor.

**Code Enforcement Warning Notices:**

Mrs. Barness had a complaint from a new resident concerning a warning notice she received for not shoveling her sidewalks after a recent snow storm. Mr. Wanto explained that he had issued courtesy notices to residents about their sidewalks and this resident in particular is right in front a bus stop. The property next to hers is vacant and Mr. Wanto is in constant contact with that owner regarding the maintenance of her sidewalks. Mrs. Barness suggested giving new residents a packet with the necessary information regarding Township Rules and Regulations.

**Salary for the Code Enforcement Officer:**

A discussion was had about how to pay for Code Enforcement. \$2,500.00 has been budgeted for Code Enforcement. Mr. Rodgers will look into the issue.

**CORRESPONDENCE**

Chapman Business Properties and the tenants of the Leetsdale Industrial Park sent a letter to the Police Department thanking them for their help during the Industrial Park fire on November 17<sup>th</sup>.

**PUBLIC PARTICIPATION**

Tom Jones, Quaker Heights, would like for the Police Reports to be more detailed. Mr. Janaszek offered to go over the report with Mr. Jones following the meeting.

**ADJOURNMENT**

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