

LEET TOWNSHIP BOARD OF COMMISSIONERS

June 13, 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 7:00 p.m. by President Bradel in the Leet Township Municipal Building, 198 Ambridge Ave., Fair Oaks, PA 15003. Commissioners present were Gary Bradel, Susan Barness and Jim Janaszek.

Also present:

Bill Rodgers, Solicitor

Dan Slagle, Engineer

Wayne Hyjek, Mgr. /Treasurer

Betsy Rengers, Assistant Manager/Sec.

Andy Wanto, Public Works

Tom Jones, Resident

APPROVAL OF MINUTES

MOTION: Mrs. Barness made a motion to approve the minutes of the May 9, 2016, as submitted, seconded by Mr. Janaszek, with all in favor.

APPROVAL OF BILLS PAYABLE

The Health Insurance amount is for one month. Portnoff has been collecting back taxes.

MOTION: Mrs. Barness made a motion to pay the bills listed on Bill List 06-16, seconded by Mr. Janaszek, with all in favor.

COMMITTEE REPORTS

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

Total Man Hours: 596

Fuel Purchased: 258

Activities:

- 126 hours cutting grass.
- 46 hours on tree work.
- 6 hours putting down weed control.
- 11 hours on mulch.
- 26 hours at the park and playground.
- 7 hours keeping catch basins lids clear of debris and storm drains open.
- 6 hours patching ruts and potholes.
- 10 hours on MS4 work.

General Information

- US Flags were put up on the poles for the holiday.
- Flowers were planted.
- New swing seats were installed at Mound Street Playground.

Upcoming Work:

- Continue Tree Trimming Work.
- Drains will be treated for West Nile virus as needed.

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- Traffic line painting.

MS4 Report: Mr. Wanto explained that he and Ms. Rengers have put together a MS4 Manual with all the documentation of our MS4 Program. Mr. Slagle provided the MS4 Report that he submitted to the DEP. We are trying to put the "Keep Leet Neat" Committee back together for public education and outreach. We are documenting our activities for each and everything we do for MS4. We will promote "Keep Leet Neat" for Earth Day in 2017. Mrs. Barness stated that we can get the bags and other items for the clean-up donated. A discussion was had around the issue.

QVCOG will participate in the MS4 outreach program. Ms. Rengers wrote a Stormwater Management Outreach Initiative for the COG and is waiting for approval on it. In 2017, the COG will start a Stormwater Management fund for each municipality to contribute to.

Mr. Slagle and Mr. Wanto explained the testing process.

Public Safety Report: Mr. Janaszek reported that there were 66 calls and listed the various types of calls.

Finance Report: No report at this time.

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

- The tentative start date for paving in Leet Acres is July 18th, weather permitting.
- The Quaker Valley Rotary planted a tree in Quaker Heights Park. Mr. Hyjek thanked the Public Works Department for their assistance.
- We received a check for \$290.66 from the State Police Fines and Penalties.
- Our current liability insurance will renew on Sept. 1st. In addition to our current carrier, Higbee Insurance, Mr. Hyjek has requested a bid from Municipal Risk Management (MRM) Insurance.
- Mr. Hyjek and Ms. Rengers attended a meeting with MRM to review how to file Workers Comp claims and meet the people who handle the claims.
- \$130,000.00 was transferred into the Capitol Reserve Account for the 2016 paving project.
- Mr. Hyjek, Andy Wanto, Bill Wanto and Mrs. Rengers have started the Leet Township Progress Committee to start a 5 year plan for the Township that includes services and revenue streams for the Township.
- The salt contract the SHACOG with Cargill has been renewed with no price increase. Our remaining purchase on the 2015/16 contract of 14 tons needs to be made by December 31, 2016.
- Mr. Hyjek recommends that when we do our regular DCED Audit next year, that we engage the auditor to do a full audit on the Leet Township records. This will be an additional cost of \$4,000.00. Mr. Hyjek feels this is a prudent choice because we have never had any such type of audit done. It will cover the year 2016 and the Real Estate Taxes will also be audited.

Health and Sanitation: No report at this time.

Tax Collector: Mr. Hyjek reported that for the month of May:

Total Tax Collectable: \$769,405.89

Current Month: \$354,361.06

Current Month Discounts: \$7179.01

Unpaid Taxes: \$182,638.33

Solicitor's Report: Mr. Rodgers has nothing new to report.

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Engineer's Report:

1. Municipal Separate Storm Sewer System (MS4) – Document all activity.
2. 2016 ACDD Grant Applications - The ACDD/QVCOG awarded a Grant for the Mound Street Park Project for the ADA sidewalk only.
3. 2015 ACDD Grant Applications - The ACDD/QVCOG awarded a Grant for the Maple Alley Storm Sewer Project. We met with the county over a year ago and we have not received any contracts yet.
4. Case Subdivision – This property was sold.
5. Subdivision and Land Development Ordinance (SALDO) – Mr. Slagle provided the Planning Commission information on the PRD.
6. Three Rivers Trust Edgeworth Estate – A discussion was had over the Grading Permit and escrow accounts for this development. Mr. Slagle stated that there is a cash bond that they posted of \$7000.00 and a performance bond that is the escrow deposit. The Township will charge legal fees to the project, as well. The building permit was issued today and the Grading Permit has not been issued yet. They are supposed to enter into a Developer's Agreement. They are currently cutting trees at this point. We have not received the Master Plan, yet. A discussion was had around the issue. There is a consolidation plan that will go before the Planning Commission. They will build a sugar Shack
7. Columbia Gas/NiSource Gas line Replacement Project – We will send them a copy of the invoice and then dock their account.
8. 2014 Paving Project –Notice to proceed has been issued.
9. 2015/2016 Paving Project – The project is getting underway and will probably take place at the same time as the Leet Acres Paving Project
10. 132 Mound Street Demolition Project – This is going out for bid.
11. Three Rivers Trust Lot Consolidation Plan: The Plan was submitted today and goes on a time clock of 60 to 90 days. This plan will be sent to Kay Pierce at Allegheny County for review.
12. ACCD Memorandum of Understanding: Mr. Rodgers will review the Memorandum to see if the Township should enter into the agreement.

Fire Department Report: Mr. Bradel reported:

- The Touch-a-Truck fundraiser is scheduled for August 27th at Watson Institute.
- The Department received a generous donation of \$5,000.00 from the Ohio Township Grange to be used toward the purchase of the new truck.
- Turkey Bingo will be held November 14th, 15th, 21st and 22nd.
- The Department will assist Ambridge with fireworks in July and attend the Leetsdale 4th of July Parade activities.

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UNFINISHED BUSINESS

Approval of Ordinance 2016-03 (Amendment to Recreation Fees from \$200.00 to \$800.00)

MOTION: Mr. Janaszek made a motion to approve Ordinance 2016-03 to amend the Recreation Fees from \$200.00 per unit to \$800.00 per unit, seconded by Mrs. Barness, with all in favor.

Approval of Ordinance 2016-04 (Amendment to release the Township from collection of Trash Fees)

MOTION: Mrs. Barness made a motion to approve Ordinance 2016-04 to release the Township from collecting garbage fees, seconded by Mr. Janaszek, with all in favor.

NEW BUSINESS

Recommendation for Approval from the Planning Commission to amend Language to Subdivision and Land Ordinance (SALDO)

MOTION: Mr. Janaszek made a motion to approve Mr. Rodgers to write an ordinance amending certain language to the SALDO, as recommended by the Planning Commission, seconded by Mrs. Barness, with all in favor.

Signature Authority

MOTION: Mrs. Barness made a motion to add Betsy Rengers as a signatory on all of the Leet Township accounts, seconded by Mr. Janaszek, with all in favor.

PUBLIC PARTICIPATION

Tom Jones, Quaker Heights resident, complained about the tree branches obstructing the view at the turn into Quaker Heights. The Township has already contacted the County and the property owners and will follow up with them.

ADJOURNMENT

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