

LEET TOWNSHIP BOARD OF COMMISSIONERS  
May 14, 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

Dan Slagle, Engineer

Andy Wanto, Foreman

Tom Jones, Resident

Bryan Ward, Health South General Contractor

**APPROVAL OF MINUTES**

**MOTION:** Mr. Stephansky made a motion to approve the minutes of the April 9, 2018 Board of Commissioners Meeting, as submitted, seconded by Mr. Janaszek, with all in favor.

**APPROVAL OF BILLS PAYABLE**

**MOTION:** Mr. Stephansky made a motion to approve the 4- 2018 bill list, seconded by Mrs. Adipietro, with all in favor.

The Commissioners reviewed the Year to Date Budget numbers:

- 422.39 Police Misc. Supplies: Budget amount \$0.00 but expenditure amount \$340.00. Items were placed in there between January and February as a mistake.
- Revenue 389, page 3: Budget amount-\$500.00/YTD: \$2559.65: Settlement from UPMC
- Fireman's Support Fund; 411.53 Page 5: This category has \$31,453.00 spent out of it. This fund is for quarterly payments to the fire department in the amount of \$11,000.00 to equal \$44,000.00 per year. Wayne put the payment for fire apparatus in the amount of \$20,000.00 this category. Mr. Stephansky would like to move this to the Fireman's Truck Fund.

**Finance Report:** Ms. Rengers reported as of 4-30- 2018:

All funds are with First National Bank.

FNB General Fund	196,942.50
FNB Liquid Fuels	\$45,774.91
FNB Escrow Fund	\$5,906.91
FNB Emergency Reserve	\$1,130.96
FNB Fireman's Truck	\$16,768.13
FNB Capitol Reserve	\$12,389.36
FNB Debit Card Fund	closed
PLIGIT Class	\$917.25

**Manager's Report:** Betsy Rengers reported:

- Cohen Law Group is negotiating the Verizon Franchise Agreement and will let us know of their progress along the way.
- We received a dividend check from MRM Workers Comp, in the amount of \$1912.35, which is a 10% return.
- I have included a copy of the 2016 Liquid Fuels Audit in your packet for your review.

## LEET TOWNSHIP BOARD OF COMMISSIONERS

May 14, 2018

### Minutes of the Board of Commissioner's Regular Meeting

- The Sewickley Public Library is partnering with the School District and United Way to host a program for children this summer. Program Participants will board a school bus that makes 4 stops: The YMCA, The Sewickley Community Center, Henley Park Splash Pad in Leetsdale and a last stop at Plum Street Park where they will have drinks and snacks and receive a free book from the library. This event will be held at Plum Street Park during the day on Wednesday, June 27 and then again on Wednesday, August 1<sup>st</sup>.
- Paving is set to begin on Beech Street this week, weather permitting. Notices were handed out to residents on Beech Street, Plum Street and Orchard. A resident from Beech Street would like to have speed bumps installed to slow traffic.
- Dave Volk, Bill Wanto and I have begun to update our Emergency Management requirements.
- My computer crashed and was backed up off site so I was able to recover the information. We are bring in a tech company to look at the computers tomorrow.
- Tomorrow night we will have the McKay Zoning Hearing, Wednesday Night the COG will meet here and Thursday Night the Planning Commission will start working on the Marcellus Shale Ordinances. A discussion was had around the issue.

### COMMITTEE REPORTS

**Public Works Report:** Mr. Stephansky read aloud the Public Works Report for May as submitted by Andy Wanto, Foreman:

#### *Activities:*

- Began hauling leaf compost;
- Switched all equipment from winter operations;
- Spring cleanup at all parks and began grass cutting and maintenance;
- Patched holes on Beech Street, Ambridge Ave., Little Sewickley Creek and all of Sewickley Highlands.
- Held Keep Leet Neat- low turnout.

#### *Upcoming Work:*

- Finish Pilgrim Drive Playground equipment.
- Sweep Streets.
- Attend PA One Call Training in Moon.

**MS4 Report:** Andy Wanto reported:

- A low turnout for Keep Leet Neat Day.
- Andy took water samples from Big and Little Sewickley Creek and sent them to the lab for testing.

**Public Safety Report:** Mr. Janaszek reported that there were 35 calls for the month of April and listed the various calls.

**Health and Sanitation:** No report.

**QVCOG:** Ms. Rengers gave the Board a copy of the QVCOG report from Susan Hockenberry. Mrs. Adipietro and Ms. Rengers attended the last QVCOG Board meeting.

**Tax Collector:** No report.

**Solicitor's Report:** Mr. Madden discussed the material safety data sheet (MSDS) training for safety handling chemicals with the Board. He can draft a policy regarding this material and training for the employee manual. The material contains information on chemicals and what they can mix with and the Public Works should take a training course on-line. We have new employees that should be trained in case of an emergency.

LEET TOWNSHIP BOARD OF COMMISSIONERS

May 14, 2018

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**MOTION:** Mr. Stephansky made a motion to have Zane Madden write a policy for the MSDS forms for the employee manual, seconded by Mr. Janaszek, with all in favor

**Engineer's Report:** Dan Slagle reported:

1. MS4 (Municipal Separate Storm Sewer System): The next MS4 Annual Progress Report is due on May 30, 2018.
2. Dan has been appointed as the Leet Township Municipal Authority Engineer.
3. Quaker Valley High School Site Investigation: Nothing new to report.
4. SALDO (Subdivision and Land Development Ordinance): We have prepared draft construction standards and Marcellus Shale Ordinances for the Planning Commission to review.
5. Health South Site Plan: The Developer's Agreement has been reviewed with the Solicitor and required bonding has been calculated. The Commissioners are happy with the agreement and it is ready to be sent.
6. 2018 Paving Project: Leetsdale Borough's 2018 Paving Project was awarded to Victor Paving. The Leet Township portion of this project will be around \$22,000.00 for Beech Street. The paving company should start this week, weather permitting.
7. Health South Tie In: Health South is requesting to tie in a French drain to an inlet on Watson Street. This will generate a very slow trickle of water from ground water. The retention pond is tied into another point of the road. Watson is a private street and not owned by Leet Township; however we do have a 25' right of way there to the center of the road. This road has always been maintained by the Township. There should be a deeded right of way. A long discussion was had about who owned the road and maintenance of the road and the drainage. Health South should go to the property owner where the water will drain and request permission to drain the water there.
8. The Developer's Agreement includes the bonding needs for the project but does not set noise controls. The Board agreed that construction noise is between the hours of 7 a.m. and 6 p.m. externally Monday through Saturday at the discretion of the Commissioners. Health South has all of their permits but the grading bonds are not in place. The bond that they placed was incorrect and they are working on getting it corrected and will have them in place this week.

**Fire Department Report:** Mr. Bradel reported:

Eight calls were responded to in March with 6 training drills. Two business meetings were held.

The Fire Department will participate in an inspection by FEMA of the emergency responder decontamination site at the Ambridge Fire Department on May 2<sup>nd</sup>.

**QV School District Report:** No report.

**NEW BUSINESS**

**Bartlett Tree Service Proposal**

John, Andy and Betsy met with Jim Edson regarding the contract for tree work. After our discussion, we took some of the items off the bid-like planting trees in Quaker Heights Park. Jim reworked the bid. Andy and Betsy took bids on a tree that needs to be removed across the street and were able to get the price down \$700.00.

There is a tree on Fairview Street that needs to be removed because it is leaning. It is located in a 50' right of way. We will get a bid to take that tree down.

A resident in the audience complained about trees on Neely and Eckert. We will write a letter to the property owner that needs to trim their tree.

**MOTION:** Mr. Stephansky made a motion to accept the tree proposal from Bartlett Tree for Plum Street Park, seconded by Mr. Janaszek, with all in favor.

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**Portnoff Addendum:**

**MOTION:** Mr. Stephansky made a motion to accept the Portnoff Addendum, seconded by Mr. Janaszek, with all in favor.

**PUBLIC PARTICIPATION**

Tom Jones, Resident, asked about other tree work. The Township will create a plan for tree work this summer to be budgeted for in 2019.

**EXECUTIVE SESSION**

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

**MOTION:** Mr. Stephansky 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 for the Manager to make a verbal offer to the candidate of choice for the Treasurer's position, seconded by Mrs. Adipietro, with all in favor.

**UNFINISHED BUSINESS**

**Resolution 2018-14 (Appointing Manager as QuickBooks Administrator)**

**MOTION:** Mr. Janaszek made a motion to approve Resolution 2018-14 appointing the Manager as QuickBooks Administrator, seconded by Mr. Besong, with all in favor.

**Resolution 2018-13: (Appointment of Planning Commission Member)**

**MOTION:** Mr. Stephansky made a motion to approve Resolution 2018-13, appointing Mike Faddoul to the Leet Township Planning Commission, seconded by Mrs. Adipietro, with all in favor.

The Manager will wait until the Board gives direction to send out the rejection letter to the candidates for Treasurer that were not picked.

**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*