

LEET TOWNSHIP BOARD OF COMMISSIONERS
February 10, 2020
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 Donna Adipietro in the Leet Township Municipal Building, 194 Ambridge Ave., Fair Oaks, PA 15003. Commissioners present were Jim Janaszek, Donna Adipietro, Erika Oslick, Carolyn Verszyla and Marty McDaniel.

Also, present:

Betsy Rengers, Manager	Cindy Phillips, Treasurer
Dan Slagle, Engineer	Tom Jones, Resident
Jimmy Amato, Solicitor	Gary & Barbara Bradel, Residents
David Case, Resident	Dave Kovacs, Resident
Charlie Fredrick, Resident	John Stephansky, Resident
Rick Hite, Resident	Pete Pucci, Resident
Chuck Soman, Resident	
Joe Ferrang and Gloria Vescio, Planning Commission	
William Bubb, War Memorial Committee	
Denise Germanowski and Tom Bradley, Building Inspection Underwriters	

Decorum during Public Participation: President Adipietro addressed the audience regarding public participation. Comments on Agenda items:

- All comments/remarks will be limited to three (3) minutes
- Please state your name and if you are a Leet Township resident
- Please address your remarks to the Chair
- Remarks shall pertain to Agenda items only
- The comments shared are for the Commissioners information – input from our residents proves to be invaluable!

The same shall apply during public participation.

APPROVAL OF MINUTES

Mrs. Verszyla made corrections to the minutes.

MOTION: Mrs. Verszyla made a motion to approve the minutes of the January 6, 2020 Reorganization meeting as amended, seconded by Mr. Janaszek. Roll call was taken with all in favor.

APPROVAL OF BILLS PAYABLE

The bills that were paid throughout the month were on the table for review. The Check Detail included the Check number, date the check was written, name of company check was written to, amount and code in the Chart of Accounts. It does not say what was purchased. A discussion was had over the detail of the Check detail list. Mrs. Verszyla does not want to approve payments that have already been paid. We will add a memo to each check to show what the payment was for.

MOTION: Mr. Janaszek made a motion to approve Check Detail 01-2020, seconded by Mrs. Oslick. Mr. Janaszek, Ms. Oslick, Mr. McDaniel and Mrs. Adipietro were in favor of the motion. Mrs. Verszyla abstained from the vote because the bills were already paid, and she does not agree with the procedure to pay them.

2020 Budget to Actual Report:

The Budget to Actual Report was presented to the Board. There was a question about category 310.22 Earned Income Tax-Prior, which show a negative \$1,000.00. Mrs. Phillips explained that the reason is 2019 is the prior year. A payment was made to the wrong municipality and Keystone took the money back in 2020, so it shows as a negative.

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The Real Estate budgeted number is derived from the Allegheny County assessed number for Leet Township at the date the budget is done. The Township delinquent payments are approximately \$20,000.00 per year. The assessment number fluctuates throughout the year. Leet’s current assessed number skyrocketed because of the assessment for the new Encompass Health Hospital building. Encompass will appeal the assessment with Allegheny County.

Mr. McDaniel would like to have the end of year 2019 Real Estate tax year to date number to compare with the current number. Ms. Phillips prefers to pull the reports directly from QuickBooks. She will run a separate report for these numbers.

MOTION: Mr. Janaszek made a motion to approve the 2020 Budget to Actual, seconded by Ms. Oslick, with all in favor.

Cindy Phillips Report: Ms. Phillips reported:

- We received the 2019 Liquid Fuels Audit for 2018. The results came in and there were no findings or comments.
- The 1099’s have been sent out, and no comments were received, so the 1096 was filed with the IRS.
- I filed the Liquid Fuels MS-965 Annual Report for 2019.
- The Worker’s Comp Audit came in. They look at salaries for all employees. Ms. Phillips caught a mistake in the audit and was able to save the Township about \$1,300.00.
- Ms. Phillips is preparing for the DCED and General Audit.

Finance Report: Mr. McDaniel reported the reconciled bank balances as of January 2020:

FNB General Fund	\$148,211.41	PLGIT	Escrow Fund	\$407.71
FNB Liquid Fuels	\$35,082.01	PLGIT	Encompass Health	\$19,749.87
FNB Emergency Reserve	\$2,650.94	PLGIT	Encompass Stormwater	\$16,218.10
FNB Fireman’s Truck	\$47,450.80	PLGIT	War Memorial	\$10,136.31
FNB Capital Reserve	\$88,376.47	PLGIT	Watson Stormwater	\$2,649.85
PLGIT Class	\$12,420.70		Watson	\$2,789.03

Tax Collector’s Report: No report.

Manager’s Report: Ms. Rengers reported:

- Pension Update: Good News: Both Pension Plans are showing significant 4th quarter gains, especially the Police Pension Plan. I received paperwork for Lou Simpronio to start pension payments next year. Lou has gone from full time to part time this year.
- Banner Community Status-Please let me know if you are interested in attending the Banner Community Recognition Event on Friday, March 6. Donna and Jim attended last year.
- Landlord/Tenant Letters- I sent out 28 Landlord Tenant Letters in January. We are receiving registrations now and landlords have until the end of February to get a valid occupancy permit.

COMMITTEE REPORTS

Public Works Report: Mr. Wanto reported:

Andy has been working hand in hand with Penn Dot on Ambridge Ave regarding a clogged pipe that runs under Taylors on Ambridge Ave. The pipe goes from 36” to 24” to 18” wide and is clogged. We brought in a Vactor Truck to try to open the pipe. Penn Dot is now saying they want nothing to do with the pipe. Leet had a 50/50 deal with Penn

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Dot to maintain the pipe. Andy explained the project and let the Board know that it could be \$3,000.00 to \$5,000.00 to fix. The project's responsibility should be split between Leet, Penn Dot and the property owner. Penn Dot was invited to the meeting but did not show. This will be a three to four-day job and will require a mini-excavator. Penn Dot says that they are only responsible for 10' of the road. A discussion was had around the issue.

V-Box Spreader: The spreader has been fixed.

Hydraulic Pump on Dump Truck: The hydraulic pump broke on the truck and has been sent to the shop to fix. The pump has been taking in air, which makes it useless. The truck is less than 2 years old and only has 9,000 miles on it. We have been down a salt truck and had to use the pickup truck to salt.

Solicitor's Report: No report.

Engineer's Report: Mr. Slagle reported:

1. **Health South Site Plan** - The site work at Health South is nearing completion. We performed a final inspection and prepared a letter of final matters. The Developer has requested the release of the Performance Bond. We are waiting for their written response and follow-up inspection.
2. **Ambridge Avenue ADA Sidewalk Project** – The Township was awarded a \$65,412 grant from the ACDD/QVCOG for the Ambridge Avenue ADA Sidewalk Project from Willow Street approximately 800 feet long along Ambridge Avenue. Bids were opened by ACDD/QVCOG on February 3, 2020 with a low bid of \$67,200 from Independent Enterprises. The project scope will be adjusted to match the available grant. The deadline for completing this project is June 30,2020. Mr. Slagle will decrease the project so we will have no out of pocket expense.

MOTION: Mrs. Verszyla made a motion to accept the low bidder Independent Enterprises in the amount of \$67,200 for the Ambridge Avenue ADA Sidewalk Project, seconded by Mr. Janaszek, with all in favor.

3. **Watson Renovation Site Plan**– The Site Plan was approved on October 14, 2019. We have established the required Bonding amount. We are currently working with the Solicitor and Manager in the preparation of the Developers Agreement.

MOTION: Mr. Janaszek made a motion to enter into a Developers Agreement with the Watson Institute for the proposed Watson renovation project as prepared by the Township Solicitor, seconded by Ms. Oslick, with all in favor.

4. **Quaker Heights Detention Basin Renovation Project** – Mr. Slagle has done extensive research on the ownership of detention basin located on Myrtle Hill Road. This began in 1960 and there were no detention facilities at that time. The stormwater was straight piped. At some point, the detention basin was constructed, but we don't know by who. Around 1987, the Township entered into an agreement with the homeowner for shared maintenance of the facility. There was nothing about reconstruction. They are asking the Township to bring the basin into compliance with Act 167 standards. We have reviewed the historical construction drawings for the Quaker Heights Development and Settlement Agreement and believe that this Detention Basin was constructed by the prior land owner.

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MOTION: Mr. Janaszek made a motion to authorize the Township Solicitor to confirm with the property owner and their legal counsel the true and correct ownership of the Detention Basin, seconded by Ms. Oslick, with all in favor.

5. **2020 Paving Project:** Mr. Slagle opened the bids for the 2020 Paving Project and read them aloud.

	<u>Bidder</u>	<u>Bid Security</u>	<u>Base Bid 1</u> (9.5 Superpave)	<u>Altern. Bid 1</u> (FORTA-FI)	<u>Base Bid 2</u> (9.5 Superpave/Milling)	<u>Altern. Bid 2</u> (FORTA-FI/Milling)
1.	Mele Mele & Sons One Mele Place Braddock, PA 15104	10% Bid Bond	\$86,260.00	\$97,740.00	\$101,380.00	\$112,860.00
2.	Youngblood Paving 2516 State Route 18 Wampum, PA 16157	10% Bid Bond	\$90,274.00	\$101,754.00	\$116,360.00	\$127,840.00
3.	El Grande Industries, Inc. 1600 Meldon Ave Donora PA 15033	10% Bid Bond	\$95,290.00	\$109,476.00	\$113,866.00	\$128,052.00
4.	Shields Paving PO Box 672 Valencia PA 16059	10% Bid Bond	\$95,376.13	\$98,574.13	\$108,659.50	\$111,857.50
5.	A. Foloino Construction 109 Dark Hollow Road Oakmont PA 15139	10% Bid Bond	\$98,220.83	\$114,456.83	\$107,395.92	\$123,583.92
6.	Michael Facchiano Contracting 801 McNeilly Road Pittsburgh PA 15226	10% Bid Bond	\$101,375.00	\$114,865.00	\$122,165.00	\$137,050.00
7.	Redstone Excavating 479 Davidson Siding Road Grindstone PA 15442	10% Bid Bond	\$140,600.00	\$148,800.00	\$197,000.00	\$205,200.00

The Township budgeted \$80,000.00 for the project and all bids were over this amount.

6. **Sewickley Borough Act 537 Plan: Resolution 2020-15** – Sewickley Borough would like to get out of the sewage business. They would like to close their plant and tie in with Leetsdale. Mr. Slagle has been working for Sewickley Borough to see the impact on customers. The Leetsdale plant will be maxed out when Sewickley comes on. The Act 537 Plan indicates a 19% to 27% savings in sewage bills plus a broader base to defray future costs/inflation. Mr. McDaniel explained the history of the Sewickley Sewer Plant and would like to have more discussion on the matter before the Board votes on the resolution to approve Sewickley’s Act 537 Plan. Mr. Slagle explained that Bell Acres was added 3 years ago. Rates have held steady because of the Bell Acres residents. A discussion was had about the rates. Rates have not been raised since 2010. Mr. Slagle will meet with Mr. McDaniel before the next meeting to discuss the project. The resolution was tabled.

MS4 Report: No report.

Public Safety Report: Mr. Janaszek reported that there were 86 calls in January. He then listed the calls.

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The Township has ordered a Dodge Durango for the new police vehicle. A short discussion was had about the car.

Fire Department Report: The Fire Department Report was in the Commissioners packet. A short discussion was had about the Department.

Health and Sanitation: Last year, we had Waste Management attend a meeting because the service was so bad. Since then, the service has been better. Recycling has changed. No glass will be taken and no plastic other than a plastic jar, plastic jug or a plastic bottle.

QVCOG Report: The Program in Review for 2019 was included in the packet. Ms. Oslick and Mrs. Adipietro attended the COG Board meeting.

QVSD Report: The Board discussed having a special meeting for the residents with the School District to update residents on the new high school project. If anyone would like to attend the school board meetings, please let us know.

Mr. Stephansky asked Mr. Slagle about the paving project for Olde Sewickley Highlands. There was an issue with the paving the last time we paved Old Sewickley Highlands. Mr. Slagle took that into consideration, so the current bid includes milling.

Mr. Stephansky asked about the sidewalk project. Mr. Slagle explained the sidewalks will be 4 feet wide and because of that we will be able to go from 600' to 800'.

UNFINISHED BUSINESS

WAR MEMORIAL COMMITTEE

Resident Curt Bubb reported:

Members: Curt Bubb, Mike Molinaro, Andy Wanto, Barry McQuaid.

The War Memorial committee met on January 17th at 9:30 a.m. at the Township Building. Members in attendance were Chief Wanto, Curt Bubb, Betsy Rengers, Andy Wanto and Kevin Bowser from Representative Matzie's office.

Information was obtained from Mr. Bowser as to grant opportunities and how and when to apply. Mr. Bowser suggested tying a grant for the memorial to other parks and recreation projects which would help in the grant selection process.

The committee also looked at several sites in which the memorial could be placed. Three sites were selected: Site# 1: would be near the Gazebo at the old building. Site #2: would be in between the two Township buildings allowing a drive-up access. Site#3: would be in the vegetated area out front of the new Township building. The flood plain was considered.

The committee also established a timeline for construction to be completed by May 2021. The next committee meeting will focus on obtaining design and cost options.

This committee strongly urges Township Officials to get involved with this project as we would like to gain permissions and approvals as we go.

Mrs. Verszyla and Mrs. Adipietro would like to join the committee.

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Approval to Advertise a Comcast Franchise Agreement Hearing: Cohen Law Group has been working on our Franchise Agreement with Comcast. Our next step in the process is to hold a public hearing. The purpose of the hearing is to take comment from our residents regarding Comcast's past performance, to see if the residents have had any issues and to identify cable related future needs. We should not try to resolve any issues. The hearing is informal and may be held during the normally scheduled Board meeting.

MOTION: Mrs. Verszyla made a motion to advertise a hearing for the Comcast Franchise Agreement for the March meeting, seconded by Ms. Oslick, with all in favor.

Resolution 2020-16: Code Enforcement Officer: Mrs. Verszyla invited Denise Germanowski from Building Inspection Underwriters to address the Board about the Code Enforcement position. Ms. Germanowski explained to the Board that they could lower the fee from \$65.00 to \$55.00 per call. Each call would have one free return visit. To attend court would be \$100.00. Complaints would have to be made in writing. Ms. Germanowski explained the process. A discussion was had over the position and the cost involved. Ms. Oslick would like to contact a code enforcement person that she knows. The resolution was tabled.

Resolution 2020-17: Police Car Loan: Mrs. Adipietro read the Resolution aloud:

- Purchase of a 2020 Dodge Durango.
- Price: \$32,035.00.
- Trailer tow option: \$855.00.
- Lights/graphic package from Ibis Tek for \$7,078.00.
- First National Bank Loan for 3 years.

Ms. Rengers called the bank and e-mailed them and was unsuccessful in finding out the interest rate. They have approved a three-year loan. The car will be delivered soon. A discussion was had about keeping the old car and what it would be used for. Ms. Oslick let the Board know that it was appropriate to keep retired police vehicles for court and training purposes. The resolution was amended to say, "prevailing interest rate".

MOTION: Mr. Janaszek made a motion to approve Resolution 2020-17 for the police car loan, seconded by Ms. Oslick, with all in favor.

Tabled motions shall remain numbered.

NEW BUSINESS

Resolution 2020-18 Civil Service Board Appointments: Mrs. Adipietro read the Resolution aloud:

Dave Volk: Member

Chuck Soman: Alternate

The Civil Service Board met on January 28th and reorganized. At that meeting, Chuck Soman wished to become an Alternate and Dave Volk moved up to be a member. The resolution is to document that move. Mike Molinaro was given and passed a non-competitive Captains position test on February 1, 2020, so he is Civil Service protected.

MOTION: Mr. Janaszek made a motion to approve Resolution 2020-18, appointing Dave Volk as a Civil Service Board member and Chuck Soman as an alternate, seconded by Mrs. Verszyla, with all in favor.

Approval for Civil Service to Test to establish a Full-Time Hiring Eligibility List

The Police Department has lost several full-time officers through retirement and will need to establish a list.

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MOTION: Mrs. Verszyla made a motion to approve for Civil Service to test to establish a full-time hiring eligibility list, seconded by Mr. Janaszek, with all in favor.

Retirement party for Gary Bradel/John Stephansky/Bob Simmons/Jeff Besong

MOTION: Mrs. Verszyla made a motion to approve a retirement party for Gary Bradel, John Stephansky, Bob Simmons and Jeff Besong, seconded by Mr. Janaszek, with all in favor.

Spring Conference: MRM Annual Meeting MRM will hold their annual meeting at Seven Springs on Thursday, April 2 at 5 pm. A discussion was had about Mrs. Adipietro, Ms. Oslick and Ms. Rengers attending the ALOM Conference at Seven Springs.

MOTION: Mr. Janaszek made a motion to approve for Mrs. Adipietro, Ms. Oslick and Ms. Rengers to attend the ALOM Conference in April, cost not to exceed \$2500.00, seconded by Ms. Oslick, with all in favor.

Playground Equipment Bid for Quaker Heights Park

We received a quote on playground equipment from a CoStars group for Quaker Heights Park.

MOTION: Mrs. Verszyla made a motion to approve a CoStars approved bid from Play and Park Structures for a "Swirl with Me" handicapped accessible merry go round, in the amount of \$4,015.03, for Quaker Heights Playground, seconded by Mr. Janaszek, with all in favor.

PUBLIC PARTICIPATION

Mr. Ferrang, resident, mentioned that the Quaker Heights sign had been moved from the island. There is a light that was put on it, but it is not working.

Mr. Stephansky, resident, inquired about Ms. Phillips pay for the position of Treasurer. Mrs. Adipietro let Mr. Stephansky know that is a personnel issue and could not be talked about in regular session.

Mr. Bradel, resident, stated that Ms. Rengers and Ms. Phillips do a great job.

EXECUTIVE SESSION

MOTION: Mr. Janaszek made a motion to go into Executive Session at 9:02 pm to discuss personnel issues, seconded by Mrs. Verszyla, with all in favor.

MOTION: Mr. Janaszek made a motion to go into regular session at 9:37 pm, seconded by Ms. Oslick, with all in favor.

ADJOURNMENT

MOTION: Mrs. Verszyla made a motion to adjourn at 9:38 pm, seconded by Ms. Oslick, with all in favor.

Respectfully Submitted:
Betsy Rengers, Manager