

LEET TOWNSHIP BOARD OF COMMISSIONERS

January 6, 2020

Minutes of the Board of Commissioner's Re-organization Meeting

The Re-organization Meeting of the Leet Township Board of Commissioners was brought to order at 7:00 p.m. by Manager Betsy Rengers 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. Roll call was taken.

It was announced that the meeting was being recorded.

Also present:

Betsy Rengers, Manager	Gary Bradel, Resident
Keri Medwid, Resident	Barbara Bradel, Resident
Janice & Henry Laski, Residents	Tom Jones, Resident
Mike Molinaro, Police Captain	Bill Wanto, Chief
John & Elaine Macurak, Residents	Pete Pucci, Resident
John Stephansky, Resident	Wayne Hyjek, Resident
David Kovacs, Resident	Tom Weber, Resident
Jim Charlesworth, Resident	Sonya Charlesworth, Resident
Jimmy Amato, Solicitor	
Joe Ferrang, Planning Commission	

REORGANIZATION

Mr. Janaszek nominated Donna Adipietro for the position of Board President, seconded by Ms. Oslick. Mrs. Verszyla nominated Marty McDaniel for Board President. The nominations were voted on in order. Mr. Janaszek, Ms. Oslick and Mrs. Adipietro were in favor of the nomination for Mrs. Adipietro to be Board President. Mr. McDaniel and Mrs. Verszyla were opposed. The motion carried.

MOTION: Mr. McDaniel made a motion to make the nomination of Mrs. Adipietro unanimous, seconded by Mrs. Verszyla. Roll call was taken with all in favor.

Mrs. Adipietro nominated Mr. Janaszek as Vice President. Ms. Oslick seconded the nomination, with all in favor.

Chairman Committee Appointments

Public Safety: Mr. Janaszek

Grants, Code Enforcement, Sanitation: Ms. Oslick

Code Enforcement was added to this committee. The idea is to have two people to work side by side on code enforcement and work on ideas of how to implement enforcement. Andy Wanto has resigned from the Code Enforcement position.

Public Works: Carolyn Verszyla

Finance: Marty McDaniel

Each committee will have a chair at this point in time. The Solicitor agreed that this was appropriate.

Mrs. Adipietro welcomed Ms. Oslick as the youngest member of the Board. She pointed out that for the first time in Leet history, there are three women on the Board. Mrs. Adipietro made a statement about the former Commissioners and Manager and commented on the tremendous strides that have been made with the fiscal outlook concerning the budget and spending. There were some years where our general budget was left with as little as \$6,000.00 and we relied heavily on the TAN loan. The Manager has made it a priority to watch spending. In 2016, the General Fund ended the year with \$5,800.00, in 2017, we ended the year with \$27,000.00 and in 2018, we ended the year with \$122,834.00. Projected for 2019 is \$105,000. Another comparison is in the month of October. In October of 2016, we had a general fund balance of \$37,186.00, in October of 2017, we had a general fund balance of \$84,000.00 and in October of 2018 we had a general fund balance of \$308,000.00.

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The current payment of invoices has proven to be effective and accurate with paying on time and without delay. It is Ms. Rengers responsibility to make sure the bills are paid in a timely fashion. We are doing pushes on ordinances and resolutions and pushes for fair and equal code enforcement. We are updating technology and training our Police Department and Managerial programs to benefit the Township. The procurement of the Township Building was a unanimous vote. Lead employees helped save the Township thousands of dollars with the move into the new building with the installation of cameras, locks, carpentry, electrical work and the physical move. The Police Department is evolving with the demands of a changing society. We are no longer a Leave it to Beaver community. Every day is a new challenge of uncertainty and the Police Department is keeping up with education. The Township is no longer status quo. We are becoming known as a leading township in the community and we will continue to move forward.

OTHER APPOINTMENTS

Resolution 2020-01 (Manager/Secretary- Betsy Rengers)

A discussion was had about the appointment of Ms. Rengers to the position of Deputy Tax Collector and Code Enforcement Officer. Carolyn Verszyla objected to these appointments for Ms. Rengers. Ms. Rengers explained that since the Manager is in the office during the day and the Tax Collector works a full-time job, the Manager is able to answer questions for the residents regarding taxes. The point was made that the Tax Collector appoints the Deputy Tax Collector. Ms. Rengers has been the Deputy Tax collector for many years. Mrs. Wanto researched the position years ago. Ms. Rengers has been working on Code Enforcement along with Andy Wanto. The Manager's office receives Code Enforcement complaints and responds to them. The discussion was had over contracting an outside agency. Mr. Stephansky, former Commissioner, explained how the position of Code Enforcement was supposed to work when Andy Wanto had the position. The discussion continued. Mr. Amato said the Resolution should be amended by removing the Code Enforcement Officer and the \$2500.00 for the position for Betsy Rengers.

MOTION: Mrs. Verszyla made a motion to amend Resolution 2020-01 by removing the Code Enforcement Officer and reducing the salary by \$2500.00, seconded by Mr. Janaszek. A roll call vote was taken, with all in favor.

Resolution 2020-02 (Assistant Secretary/Treasurer-Cindy Phillips)

Ms. Phillips is bonded in the amount of \$500,000.00, along with Ms. Rengers. Ms. Phillips also has a contract. A question was asked about Ms. Phillips' raise. The raise was decided on during Budget discussions as Ms. Phillips has not had a raise since she started, and she is very talented at her job. She has not had an evaluation.

MOTION: Mrs. Verszyla made a motion to approve Resolution 2020-02, with the amount of Ms. Phillips bond to be included in the Resolution, seconded by Mr. Janaszek, Roll call was taken with all in favor.

Resolution 2020-03 (Auditor-Fabian O'Connor)

The Township received a proposal from Fabian O'Connor over the summer.

MOTION: Mrs. Verszyla made a motion to approve Resolution 2020-03, appointing O'Connor Pagano to the position of Auditor, seconded by Mr. McDaniel, with all in favor.

Resolution 2020-04 (Engineer-Dan Slagle)

Mr. Slagle's rate is \$100.00 per hour.

MOTION: Mr. Janaszek made a motion to approve Resolution 2020-04, appointing Mr. Slagle to the position of Engineer, seconded by Mr. McDaniel, with all in favor.

Resolution 2020-05 (Civil Service Alternate-Keri Medwid)

MOTION: Mr. McDaniel made a motion to approve Resolution 2020-05, appointing Ms. Medwid to the Civil Service Board as Alternate with a 6-year term, seconded by Mrs. Verszyla, with all in favor.

Resolution 2020-06 (Official Depository: First National Bank)

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MOTION: Mrs. Verszyla made a motion to approve Resolution 2020-06, appointing First National Bank as the Township's depository, seconded by Mr. McDaniel, with all in favor.

Resolution 2020-07 (Official Newspaper: Allegheny County Times)

MOTION: Mrs. Verszyla made a motion to approve Resolution 2020-07, appointing the Allegheny County Times as the official newspaper of the Township, seconded by Mr. Janaszek, with all in favor.

Resolution 2020-08 (Chief Administrative Officer for the Pension Plan)

MOTION: Mr. McDaniel made a motion to approve Resolution 2020-08, appointing the Manager as the Police and Non-Uniformed Pension Plans Chief Administrative Officer, seconded by Mr. Janaszek, with all in favor.

Resolution 2020-09 (Emergency Management Coordinator)

MOTION: Mrs. Verszyla made a motion to approve Resolution 2020-09, appointing David Volk to the position of Emergency Management Coordinator, seconded by Mr. Janaszek, with all in favor.

Resolution 2020-10 (Building Inspection Fees)

A short discussion was had over the fees.

MOTION: Mrs. Verszyla made a motion to approve Resolution 2020-10, approving Building Inspection Underwriters Fee Schedule, seconded by Mr. Janaszek, with all in favor.

Resolution 2020-11 (Building Inspector/Zoning Officer)

MOTION: Mr. Janaszek made a motion to approve Resolution 2020-11, appointing Building Inspection Underwriters to the position of Building Inspector and Zoning Officer, seconded by Mr. McDaniel, with all in favor.

Resolution 2020-12 (Solicitor)

MOTION: Mrs. Verszyla made a motion to approve Resolution 2020-12, appointing Amato, Start and Associates to the position of Solicitor, seconded by Mr. Janaszek, with all in favor.

Resolution 2020-13 (Keystone Collections)

MOTION: Mr. Janaszek made a motion to approve Resolution 2020-13, appointing Keystone Collections as EIT/LST Tax Collector, seconded by Mr. McDaniel, with all in favor.

Resolution 2020-14 (QVCOG Delegate/Alternate)

The COG amended the bylaws to allow a municipal Managers to be on the Board and cast votes at the COG Board meetings.

MOTION: Mr. Janaszek made a motion to appoint Erika Oslick as QVCOG Delegate and Donna Adipietro and Jim Janaszek as alternates, seconded by Mrs. Verszyla, with all in favor.

APPROVAL OF MINUTES

A discussion was had over the minutes. Mr. Bradel was instrumental in helping with the purchase of the Building. There was a question about the Dodge Durango. The Board approved to order the car, but we don't have the final price. It is around \$33,000.00. The car was ordered through Co-Stars. A comment was made to include the Civil Service Board appointments in the motion. The Board had gone into an Executive Session to discuss wages for the

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position of Captain. A short discussion was had about the amount of the wages and whether they were budgeted for. A question was raised about asking residents to leave the building during Executive Session or asking them to go home. We should move to another room in the building so the residents do not have to leave the building.

MOTION: Mr. Janaszek made a motion to approve the minutes of the Regular Meeting on December 9, 2019, as submitted, seconded by Mrs. Adipietro. Mr. Janaszek, Mrs. Adipietro, and Ms. Oslick were in favor of the motion. Mrs. Verszyla and Mr. McDaniel abstained from the vote.

APPROVAL OF BILLS PAYABLE

Check Detail 12-19

A discussion was had over the bills being paid in advance of the meeting. The Manager's Ordinance says the manager is the purchasing officer and shall pay the bills and give a full report to the Board. First Class Township Code requires the President or Vice President to sign the checks. The Manager pays the bills in a timely fashion. Some bills are due upon receipt or within two weeks. There is a resolution that the Manager or Commissioners may approve expenditures over \$500.00. Ms. Rengers and Ms. Phillips are both bonded in the amount of \$500,000.00. Ms. Phillips should not need to sign checks. The President of the Board will sign the checks.

MOTION: Mr. Janaszek made a motion to approve Check Detail 12-19, seconded by Ms. Oslick. Roll call was taken with Mr. Janaszek, Ms. Oslick and Mrs. Adipietro in favor of the motion. Mr. McDaniel and Mrs. Verszyla voted no.

The discussion continued. We are getting a TAN loan because in past years Leet Accounts were depleted. We have been trying to end the year with money in the bank so we can fund our Capital Reserve Accounts. We moved \$35,000.00 from the General Fund into Capital Reserve for Paving, as was budgeted for. We are trying to fund the accounts so that if we run into an emergency, we can pay for it. We ended 2019 with approximately \$71,000.00 in the General Fund. We spent \$60,000.00 from the General Fund for the new building. We did have a tax increase in 2019.

The General Fund was not reconciled because of how early in the year it is and because the Treasurer's computer crashed. The Balance sheet shows \$53,000.00 but it is actually around \$71,000.00. It will be reconciled for the next meeting.

MOTION: Mr. Janaszek made a motion to approve the reconciled bank balances, seconded by Ms. Oslick, with all in favor.

UNFINISHED BUSINESS

Approval of BIU Contract: Ms. Rengers negotiated the contract with BIU to keep 30% of the Building Permit fees. Mr. Amato has reviewed the contract. The Township has been happy with the services provided by BIU.

MOTION: Mrs. Verszyla made a motion to approve the BIU contract with a change to page 3 (a), from 80% of the building permit fees to 70%, seconded by Mr. Janaszek, with all in favor.

NEW BUSINESS

Approval to Advertise 2020 Paving Project:

The 2020 Paving Project is for Old Sewickley Highlands.

MOTION: Mr. McDaniel made a motion to approve advertisement of the 2020 Paving Project, seconded by Mr. Janaszek, with all in favor.

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Acceptance of Resignation of Code Enforcement Officer

Mrs. Adipietro read Andy Wanto's Code Enforcement Officer resignation letter aloud.

MOTION: Mr. Janaszek made a motion to accept Andy Wanto's resignation from the position of Code Enforcement Officer, seconded by Mrs. Verszyla, with all in favor.

Manager's Report

- We filed a Worker's Comp Claim for Fireman Dan Charko for a sprained ankle. I believe the issue has resolved itself.
- We received our MS4 NPDES Permit. The permit is valid until December 2024.
- We have not received the closing date for the TAN Loan. The Board has already voted to allow the President and Manager to sign the closing paperwork.
- We ordered a new computer for Cindy Phillips. The computer is old and crashed last week. It took her about three hours to reboot. The new computer and monitor will be around \$1450.00. The police tabletop fax machine is broken and will be replaced.
- I would like to ask permission to replace the hot water tank and have the men's room looked at. The bid for the hot water tank came in around \$1100.00.
- I have returned retirement and DROP paperwork to Girard (our pension plan provider) for both Bob Simmons and Bill Wanto.
- We will have a bid opening on Monday, January 13, 2020 for the Quaker Heights Detention Basin. Dan Slagle has been working with the resident's engineers on this project. A short explanation was given to the Board about the project.

MOTION: Mr. Janaszek made a motion to have the hot water tank replaced, seconded by Ms. Oslick, with all in favor.

Recycling: We have informed residents through our newsletters about recycling. Waste Management will no longer accept glass. Edgeworth Borough has sponsored a few glass recycling events. Waste Management does not take plastic clam shells.

PUBLIC PARTICIPATION

Tom Jones, Resident, spoke about parking issues in Quaker Heights. The Board did pass a no parking in yards ordinance to help alleviate the issue.

Gary Bradel, Resident and former Board President, wished the new Board success.

Tom Weber, Resident, asked the Board about the retirement of Chief Bill Wanto. Chief Wanto explained that his full-time employment does not end until sometime in February. Bob Simmons retired, and Bill was asked by Commissioners to stay part time. The Pension Plan permits this as long as he does not work enough to qualify for the state pension.

John Stephansky, Resident and former Commissioner, asked about the current Treasurer and why she works 32 hours a week and receives health benefits.

We have a job description and a handbook.

There were comments about the Township Credit Card and police wages.

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ADJOURNMENT

MOTION: Mrs. Verszyla made a motion to adjourn, seconded by Mr. Janaszek, with all in favor.

Respectfully Submitted:

Betsy Rengers, Manager