

LEET TOWNSHIP BOARD OF COMMISSIONERS

March 9, 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:

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| Betsy Rengers, Manager | Cindy Phillips, Treasurer |
| Dan Slagle, Engineer | Tom Jones, Resident |
| Jimmy Amato, Solicitor | Gary & Barbara Bradel, Residents |
| Pat Murphy, Resident | Dave Kovacs, Resident |
| Charlie Fredrick, Resident | John Stephansky, Resident |
| Rick Hite, Resident | Paul Goerman, Resident |
| Shirley Balcerek, Resident | Bonnie Hitchens, Resident |
| Joyce Cortese, Resident | JoAnn McDaniel, Resident |
| Marlene Chiaverini and Len, Residents | |
| Wayne Hyjek, Resident | Lynn Harvey, Resident |
| Stephanie Popowich, Resident | Scott and Karen McKay, Residents |
| Mitch Soman, Nathan Turner, Justin Miller, Fair Oaks Fire Department | |

Mrs. Adipietro thanked everyone for attending the meeting.

APPROVAL OF MINUTES

Corrections to the Minutes

One correction was made to the minutes: Page 4, Section 6, sentence 2: change the word "with" to "for".

MOTION: Mr. Janaszek made a motion to approve the minutes of the February 10, 2020 Board of Commissioners Meeting, as amended, seconded by Ms. Oslick, with all in favor.

APPROVAL OF BILLS PAYABLE

Questions about the bill list:

1. Aflac: Aflac is a supplemental insurance that the employees may voluntarily enroll in. The payment is a pass through from the employee's pay. The Township pays for employees' long term and short-term disability.
2. Credit Card: The Township has one credit card that is in possession of the Manager. The Manager approves expenditures on the card. The Treasurer's computer was ordered on the card to take advantage of savings on the purchase through a website. The card has a \$5,000.00 limit. There is a late fee on the card which should be removed. The bank fee is for equipment rental for a check deposit machine.
3. Soap and Dispensers: Mr. A. Wanto purchased 8 new dispensers and soap for the new building and Plum Street Park. A discussion was had over the cost.
4. The Township has a credit card that allows gas to be purchased from any gas station.
5. Contributions from Payroll: Employees may choose to participate in a 457 Plan. Employees contributions to the plan are passed through to the plan by the Township.
6. Officer's Uniforms: Officers can purchase uniforms from the store of their choice.
7. The building improvement loan for 198 Ambridge Ave. was paid in full.

A short discussion was had over the bills being paid before the meetings.

MOTION: Mr. Janaszek made a motion to approve Check Detail 02-2020, seconded by Mrs. Oslick. Mr. Janaszek, Ms. Oslick, Mr. McDaniel and Mrs. Adipietro were in favor of the motion. Mrs. Verszyla

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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: Ms. Phillips reported that on page 4, there is an asterisk next to a category that was inadvertently left off the Budget. In order to have the cell show, Ms. Phillips put a penny in the category. It will be discussed later in the meeting.

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

Cindy Phillips Report: Ms. Phillips reported:

- We paid off the loan for 198 Ambridge Ave.
- Last year Health South paid \$34,948.00 in taxes. This year, the bill is \$93,930.00. Ms. Phillips recommended taking a portion of that money for savings because Encompass will fight the assessment and we are anticipating that we will have to refund tax monies to them. The \$93,930.00 was not included in the Budget because the building had not been assessed as of October 2019.
- Ms. Phillips met with Mr. McDaniel regarding the financial reports. Mr. McDaniel made some suggestions for changes to the reports. Ms. Phillips would like to review them with Mrs. Adipietro.
- Ms. Phillips is working on the DCED Audit. The Auditor will meet with the Board when the Audit is complete. Mr. McDaniel would like to meet with the Auditor. The Auditor has worked for the Township for many years. The Township had issues with the former Auditor not filing the DCED Audit in a timely fashion, so they changed Auditors.

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

| | |
|-----------------------|--------------|
| FNB General Fund | \$100,961.89 |
| FNB Liquid Fuels | \$86,090.18 |
| FNB Emergency Reserve | \$2652.16 |
| FNB Fireman’s Truck | \$47,505.40 |
| FNB Capital Reserve | \$88,478.16 |
| PLGIT Class | \$12,836.90 |

PLGIT Class are monies paid to the Township through the credit card portal.

Tax Collector’s Report: As of January 2020, there were \$43,290.28 in unpaid taxes for 2019.

Manager’s Report: Ms. Rengers reported:

- The Watson Developer’s Agreement has been fully executed and the bonds are in place.
- We had a mini Liquid Fuels Audit in February. The Audit went well.

Residents would like to see the Health South/Watson polling place reopened. Ms. Rengers will call Watson to discuss.

COMMITTEE REPORTS

Public Works Report: Mr. A. Wanto reported on his MS4 report:

- We will be behind on our purchase of salt because of the mild winter. We are under contract to purchase a certain amount by July and will need a place to store it.

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- The Ambridge Ave pipe may become a property owner issue because the pipe needs to be replaced before it can be jettied.
- The 135 Mound Street water issue is being worked on. There is an extra drain and we will do exploratory digging to see if we can tie into it.
- The Myrtle Hill issue is being handled by the Engineer.

Mrs. Adipietro approved for Mr. A Wanto to proceed with trying to fix the Ambridge Ave. pipe. It was discussed at the last meeting, but no action was taken, and no expenditures were approved.

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 in order to release the bonds.
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 along Ambridge Avenue. A preconstruction meeting was attended, and the County will fully fund the project. The project should be completed by summer. Mr. Slagle will do a walk through with Mr. Stephansky.
3. **Watson Renovation Site Plan**– The Site Plan was ~~approved~~ on October 14, 2019. With all bonding in place, the project is up and running. Periodic inspections will be performed.
4. **Quaker Heights Detention Basin Renovation Project** – The Solicitors have been in contact and we will discuss this in Executive Session at a later date.
5. **Quaker Valley Grant Applications:** We have prepared/submitted for the 2020 QVCOG/ACDD Grant Final Application for a multi phased ADA sidewalk replacement project.
6. **2020 Paving Project:** Mr. Slagle is working with Melee and Melee to see if they can split the project up. A short discussion was had over fully funding the project from savings. The bid deadline is 30 to 60 days and the asphalt plants do not open to April 15th, so we have time to decide.
7. **Sewickley Borough Act 537 Plan: Resolution 2020-15** – Mr. Slagle will meet with Board members to discuss the project. If there is a quorum, the meeting will need to be advertised. Sewickley is trying to get out of the sewage business and would like to tie into the Leetsdale Sewage Plant. This should result in savings to the residents. A discussion was had about the plan cost, savings and having Sewickley pay to tie in.
8. **Quaker Valley High School:** On February 18, 2020, the Manager, President, and Engineer met with the School District to discuss the status of the site plan. The school district has done their due diligence on the property. The preliminary site plan is being prepared. This will be presented to the Planning Commission sometime in July. They are currently designing stormwater facilities. A secondary road will come down Camp Meeting Road. They are looking at different ways to fund the project. The School District was invited to attend a Township meeting, but they were unable to attend due to scheduling conflicts.

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9. **Ambridge Ave. Stormwater Project:** We met with the Foreman on February 18, 2020 to inspect the Ambridge Ave. Stormwater pipe which has severely deteriorated. PennDOT only assumes responsibility for the State right of way. Based on the foregoing, the pipe is out of their jurisdiction. The pipe is made a several different materials and sizes. The issue of replacement will be cost. A discussion was had about the project.
10. **Oil and Gas Ordinance:** The Planning Commission is working on wording to protect the Township from subsurface fracking.
11. **Mound Street Water Issue:** Mr. Slagle has been working with the Foreman to figure out how to pipe spring water that is running down Mound Street.

MS4 Report: Mr. A. Wanto reported the Municipal Separate Storm Sewer is a DEP mandated program with 6 parts that includes public education on keeping storm water clean. The first two parts of the program are done in house. We put out flyers, newsletter articles and Keep Leet Neat are all a part of the education element. The next two parts of the program involve public works. We clean out our catch basins and storm sewers. The last two parts are our ordinances that regulate pre and post construction. We do lab samples and water testing several times during the year. Our audit was great, and we have shared our program model with other municipalities.

Public Safety Report: Mr. Janaszek reported that there were 42 calls in February. The new officers are doing a great job.

Code Enforcement: Ms. Oslick developed an idea for a Code Enforcement Plan that would include Ms. Rengers sending the initial report and a letter for nuisance code issues. If the problem is not corrected, the Township will send a certified letter. If the problem is not corrected, then we will contact BIU to proceed with filing with the magistrate. A discussion was had around the issue and the cost of engaging BIU to handle code enforcement and sidewalk issues. The Township has already secured a \$65,000.00 grant for sidewalks and is working on another grant to replace sidewalks. The Commissioners have had many discussions about sidewalks over the years. The discussion continued.

Fire Department Report: No report.

Health and Sanitation: No report.

QVCOG Report: No report.

QVSD Report: No report.

Public Participation: Gary Bradel, resident, spoke about Chief Wanto and the fact that Mr. Bradel asked Mr. Wanto to stay on part time as Chief. A discussion was had about how information from the Township is disseminated.

JoAnn McDaniel, resident, has a concern with Code Enforcement. Mrs. McDaniel does not know all the codes and feels like the Township expects the residents to be the Code Enforcement Officer by reporting complaints. She also expressed that complainants are not kept confidential. The discussion continued over Code Enforcement.

Pat Murphy, resident, asked about a local landlord and what the status is. Solicitor Amato let Mr. Murphy know that this will be discussed later in the meeting.

Mr. Bradel, resident, stated that the light at the Quaker Heights sign is burned out.

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UNFINISHED BUSINESS

Approval to Advertise Civil Service Test for Part/Full time Police Officers

MOTION: Mrs. Verszyla made a motion to approve the advertisement for the Civil Service Board to test to establish an eligibility list for full and part time officers, seconded by Ms. Oslick, with all in favor.

Resolution 2020-16: Code Enforcement Officer

Mrs. Adipietro read the Resolution aloud. A discussion was had about the issue and the cost with using BIU. Mrs. Adipietro re-read the Resolution and put Ms. Rengers name in the Resolution as Code Enforcement Officer. A discussion was had over the budgeted amount of money and if Ms. Rengers would be paid for the position. A suggestion was made to see how the year goes, and at the end of the year give Ms. Rengers a performance review after a probationary period and decide on payment at that time.

MOTION: Mr. Janaszek made the motion to approve Resolution 2020-16, appointing Betsy Rengers as Code Enforcement Officer, seconded by Ms. Oslick. Mrs. Adipietro, Mr. Janaszek, Ms. Oslick and Mr. McDaniel were in favor of. Mrs. Verszyla voted no.

NEW BUSINESS

2020 Liquid Fuels Allocation

The Township received \$48,472.77 for the 2020 Liquid Fuels Allocation. The Township pays for street lighting and some truck payments from the account. The account currently has \$86,090.18 in it. The Township would have to contact our Liquid Fuels representative to get permission to use funds from the account for a paving project. The Township moved \$35,000.00 into Capital Reserve for paving at the end of 2019. The Township has been working to save money and fund the Capital Reserve Accounts.

Banner Community: The Township applied for and received a Citation of Recognition as a Banner Community in Allegheny County. The Township must participate in and commit to certain activities to receive this award.

Fair Oaks Fire Department Capital Reserve Monies for SCBA Packs

The Township maintains a Fireman's Truck Fund which is a Capital Reserve Account. Township Code allows a Capital Reserve Account to be used for other purposes if the purchase is found to be more urgent than what the fund was created for. The Fire Department was mandated to replace their SCBA Packs and need a release of funds from the account.

MOTION: Mr. Janaszek made a motion to approve the release of \$15,000.00 for the purchase of SCBA Packs and \$7,500.00 for turn out gear from the Fireman's Truck Fund, seconded by Mr. McDaniel, with all in favor.

CORRESPONDENCE

First Responder Response Changes: We received a letter from Big Sewickley Creek Fire Department and from Fair Oaks Fire Department regarding a change to the QRS Response Team. Fair Oaks Fire Department will be using Leetsdale QRS moving forward.

Building Loan: Mr. Amato let the Board know that we are moving forward with receiving rates for the refinance of the building loan.

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PUBLIC PARTICIPATION

Lynn Harvey, resident, is having issues with parking on Orchard Street and would like to know what the Township Right of Way is in the alley behind her house. There is a rooming house across the street from her that is making parking impossible. She currently has a parking pad behind her house but prefers to park in front because of the distance to her door. She talked about the rental property across the street. Resident Pat Murphy complained about the tenants and parking on Plum Street and Orchard, as well. The tenants have also been putting their garbage in with other residents' garbage.

MOTION: Mr. Janaszek made a motion to have the Solicitor get involved with the Landlord/Tenant issue on Orchard and Plum Street, seconded by Ms. Oslick, with all in favor.

Katherine Longwell, resident, talked about a pancake breakfast and car seat inspection at Bell Acres Fire Department. There will also be a blood drive event. These are free services to the community. Ms. Longwell had flyers for the Board.

Mr. Stephansky, resident, talked about the Fireman's Truck Fund that he helped establish in the 80's. The Board may want to consider budgeting more money for the fire department. A discussion was had around the issue.

The Manager noted that the Township did not budget Capital Reserve expenditures for the Fire Department. Once the monies are distributed from the Capital Reserve account, it will skew the budget and make it look like expenditures are out of control, even though the money comes from Savings.

The Board will need to discuss and decide on how to fund the Public Works Health Insurance category since it was left out of the Budget.

EXECUTIVE SESSION

Mrs. Verszyla requested to have an Executive Session with the Board and the Solicitor only to discuss personnel matters.

ADJOURNMENT

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

Respectfully Submitted:
Betsy Rengers, Manager