

LEET TOWNSHIP BOARD OF COMMISSIONERS  
May 26, 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, and Marty McDaniel.

Absent: Commissioner Carolyn Verszyla

Also, present:

Betsy Rengers, Manager	Mr. Hite, Resident
Mr. Pucci, Resident	Charlie Fredrick, Resident
Steve Chesney, Solicitor	Dave Volk, Civil Service Board

**Civil Service Board and Testing**

Dave Volk, Civil Service Board member, addressed the Commissioners and audience to inform them of the recent procedures that were followed for the testing of the candidates for the position of full-time officer.

**MOTION:** Mr. Janaszek made a motion to go into Executive Session to discuss the candidates for the position of full-time police officer, seconded by Ms. Oslick, with all in favor.

**MOTION:** Mr. Janaszek made a motion to go into regular session after discussing the candidates for full time police officer, seconded by Ms. Oslick, with all in favor.

**MOTION:** Mr. Janaszek made a motion to hire James Lema to the position of full time police officer, under the terms of the offer letter, starting on June 1, 2020 and to hire Charles Galzarano to the position of full time police officer, under the terms of the offer letter, starting on June 2, 2020, seconded by Ms. Oslick, with all in favor.

Mr. Janaszek introduced Officer Lema to the Commissioners and reported an arrest that Officer Lema had made over the weekend. Officer Lema was presented with a Citation of Excellence for his work.

**COMCAST HEARING**

Mrs. Adipietro opened the Comcast Hearing. The purpose of the Hearing is to take testimony from the residents regarding their experience with Comcast, pursuant of Section 626 of the Federal Cable Act. Mr. Janaszek commented that Comcast is expensive, and everyone agreed. There were no other comments.

**Public Comment**

Mr. Fredrick, resident, asked about the soap purchase that was discussed at the last meeting. Ms. Rengers stated that there was a misstatement. Mr. Wanto purchased 8 soap dispensers and four gallons of hand soap. The bulk of the purchase was for a commercial grade sewer deodorizer and it is purchased every year.

Mr. Hite, resident, asked about the Police Department and if we are down officers. He noticed cars parked at the building. Mr. Janaszek explained that we have part timers and only two full time officers. Mr. Janaszek explained that there is a lot that goes on in the neighborhood that the residents are not aware of.

**APPROVAL OF MINUTES**

**MOTION:** Mr. Janaszek made a motion to approve the minutes of the March 9, 2020 Board of Commissioners Meeting, as submitted, seconded by Ms. Oslick, with all in favor.

LEET TOWNSHIP BOARD OF COMMISSIONERS  
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Minutes of the Board of Commissioner's Regular Meeting

**APPROVAL OF BILLS PAYABLE**

**MOTION:** Mr. Janaszek made a motion to approve Check Detail 03-2020 and 04-2020, seconded by Ms. Oslick, with all in favor.

**2020 Budget to Actual Report**

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

**Finance Report:** Mr. McDaniel liked the report that Ms. Phillips prepared showing April expenditures and deposits.

**DCED Audit:** The DCED Audit is complete and there are some adjustments that need to be done.

**Real Estate Tax Collection:** Ms. Rengers ran reports from January 1 thru May 26, 2019 and for the same dates in 2020. The Township collected significantly more in real estate taxes in 2020 for the same time period. Earned income tax collection was down about \$5,000.00 for the same time period.

Mr. Hite, resident, asked the Board if they knew how many residents were out of work due to COVID and if the Board was anticipating a tax increase. Mr. Janaszek has asked Ms. Rengers to explore the possibility of reducing taxes for next year. Mr. Janaszek, Ms. Oslick, Ms. Adipietro and Ms. Rengers have been discussing strategic planning for the Township and it is on the agenda for the next meeting.

**Tax Collectors Report:** As of April 31<sup>st</sup>, the Township has collected \$361,957.19 in real estate taxes.

**Manager's Report:** Ms. Rengers reported:

- I filed for and we have been granted tax exempt status on all the properties that we acquired last fall- Bradel lots and the Jehovah's Witness Hall.
- We have extended our Cargill Salt Contract for a one-year term at \$78.82 per ton.
- We have received our annual dividend checks from Municipal Risk Management. The Worker's Comp dividend is in the amount of \$7,945.59. The Property and Liability Trust dividend is in the amount of \$541.33.
- The COG has informed us that we have been approved for Phase Two of our sidewalk project in the amount of \$120,092.00. We will continue to put in new sidewalks on this end of town. Phase One is Willow to the end of Ambridge Ave.

Mr. Hite asked if sidewalks that have been replaced will be torn out. Ms. Rengers answered that new sidewalks will not be torn out and that Mr. Slagle is designing the sidewalks to integrate with the existing ones. A short discussion was had around the issue.

- A resident asked if the Board would consider extending the tax collection period due to COVID-19. The taxes go into penalty after July 15<sup>th</sup>. A discussion was had around the issue. We will continue the discussion at the June 8<sup>th</sup> meeting.

Mr. Fredrick asked for clarification on the sidewalk project. Ms. Rengers stated that this year, sidewalks from Willow to the end of Ambridge Ave. in poor condition will be replaced. The next phases of the grant

LEET TOWNSHIP BOARD OF COMMISSIONERS

May 26, 2020

Minutes of the Board of Commissioner's Regular Meeting

will include the rest of the sidewalks on this end of town. The next phase is a \$300,000.00 project and has been split into two phases.

**COMMITTEE REPORTS**

**Public Works Report:** Ms. Rengers reported:

- There was a minor flood at Plum Street Park and the damage has been fixed.
- The Ambridge Ave. pipe has been opened and we have not had any flooding issues since then.
- The new municipal building had a few issues that needed to be fixed to become handicapped compliant. Handicapped accessible ramps were built at the police station and at the back-door exit.

**Mound Street Water Issue**

There is a natural spring that popped up at the top of Mound Street. In the winter it caused icy conditions, and in the summer, it is growing algae. Andy hired a vactor truck to try to get a nearby storm drain opened to funnel the spring, but the attempt was not successful. Andy will have to get the water piped into a drain before winter and he is working on a plan.

Mr. Hite asked if there was anything in the report about the trees that fell across Big Sewickley Creek. Mr. Janaszek is concerned. Mr. Volk had been notified about the trees. Mr. Fredrick said that someone took out a tree on the horseshoe bend and asked how they got permission to remove the tree. The Township was not notified about any tree removal. Mr. Volk is concerned about flooding. Ms. Rengers called the Army Corp of Engineers about it last year. They will not do anything about it. The Township does not have the equipment or permitting to get in the creek to cut the tree out. A discussion was had around the issue.

Mr. Pucci informed the Board about work that the Public Works performed on a neighbor's property and about a resident who took out trees at the creek and sprayed weed killer on the banks of the creek.

**Solicitor's Report:** Steve Chesney introduced himself to the Board. He was filling in for Mr. Amato.

**Engineer's Report:** Ms. Rengers reported:

1. **2020 Paving Project:** Mrs. Adipietro stated that the project should be moved to the forefront of next year due to the COVID pandemic and the uncertainty of times with the collection of tax dollars. A discussion was had about the budgeted amount for the project. Melee and Melee was the lowest bidder, but it still came in over the budgeted amount. Mr. Slagle went back to Melee and asked them to split the project and the numbers were presented to the Board. The Board will wait until the next meeting to decide.
2. **Sewickley Borough Act 537 Plan**– Mr. Slagle will meet with Board members to discuss the project. If there is a quorum, the meeting will need to be advertised.

**MS4 Report:** No report.

**Public Safety Report:** Mr. Janaszek reported that there were 36 calls in March and in April there were 53 calls. Mr. Janaszek listed the calls.

Mr. Hite stated that it is difficult to see when pulling onto Ambridge Ave. from Eckert Street and asked if the Township

LEET TOWNSHIP BOARD OF COMMISSIONERS

May 26, 2020

Minutes of the Board of Commissioner's Regular Meeting

could get mirrors.

**Fire Department Report:** Mrs. Adipietro reported that there were 6 calls in April.

**Code Enforcement:** Ms. Oslick listed the code enforcement letters sent since March. Ms. Rengers reported on code enforcement issues and gave a code enforcement report from 2019.

Mr. Hite asked Ms. Rengers if she only responded to complaints or if she was patrolling. Ms. Rengers has been patrolling to try to get issues resolved. A short discussion was had about the issues.

**QVCOG Report:** No report.

**QVSD Report:** Mr. McDaniel reported that the school district has posted a comprehensive report about the planned high school project. To renovate the current school, the estimated cost is \$70 million. The district believes they can build a new school for \$90 million. The district will build stormwater facilities.

**UNFINISHED BUSINESS**

**Capital Reserve Account**

The Township received the Encompass Health tax payment in the amount of \$92,052.14. We would like to put a portion of this money in savings to pay a tax refund when Encompass fights their assessment through Allegheny County and is awarded a reduction in valuation.

**MOTION:** Mr. Janaszek made a motion to open a reserve account for tax refunds, in the amount of \$25,000.00, seconded by Ms. Oslick, with all in favor.

**Mortgage Rates for Building Loan Refinance**

Mortgage rates have dropped, and the Township has investigated rates from different banks. A short discussion was had about seeking advice from Attorney John Salopek regarding the refinance.

**TAN Loan Repayment**

**MOTION:** Mr. Janaszek made a motion to pay off the TAN Loan, seconded by Mr. McDaniel, with all in favor.

**NEW BUSINESS**

**Approval of Electric Quote for Building Improvements**

The building was built in 1982 and several of the light fixtures need to be replaced.

**MOTION:** Mr. Janaszek made a motion to approve the quote from Dawson Electric, in the amount of \$2120.00, seconded by Mr. McDaniel, with all in favor.

**Approval of Tree Removal Quote**

The Board would like to receive more quotes for tree work in the island at Olde Sewickley Highlands.

**Approval of Dumpster Days**

**MOTION:** Mr. Janaszek made a motion to approve having a township dumpster day and to secure two 20-yard dumpsters from Sewickley Hauling at \$400.00 each, seconded by Mr. McDaniel, with all in favor.

LEET TOWNSHIP BOARD OF COMMISSIONERS

May 26, 2020

Minutes of the Board of Commissioner's Regular Meeting

**Approval of Carpet Appearance Quote for Carpet Cleaning**

**MOTION:** Mr. McDaniel made a motion to approve the quote from Carpet Appearance to clean carpets at 194 Ambridge Ave., in the amount of \$420.00, seconded by Mr. Janaszek, with all in favor.

**Approval of Portnoff Addendum**

**MOTION:** Mr. Janaszek made a motion to approve the Portnoff Delinquent Tax Collection Addendum for a two-year extension, seconded by Ms. Oslick, with all in favor.

**Air Conditioning Repair**

We have not received any quotes, so we will table this until the next meeting.

**CORRESPONDENCE**

Mrs. Adipietro reported on correspondence from Penn Dot on roadway construction on Big Sewickley Creek Road and Little Sewickley Creek Road. Information on the Little Sewickley Creek Road Project is on the home page of the Leet Township website.

Mr. Pucci said that the American Flag should be moved to the right side of the stage.

**ADJOURNMENT**

**MOTION:** Mr. McDaniel made a motion to adjourn, seconded by Ms. Oslick, with all in favor.

Respectfully Submitted:  
*Betsy Rengers, Manager*