

LEET TOWNSHIP BOARD OF COMMISSIONERS

August 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, and Marty McDaniel.

Absent: Commissioner Carolyn Verszyla

Also, present:

Betsy Rengers, Manager	Charlie Fredrick, Resident
Cindy Phillip, Treasurer	Dan Slagle, Engineer
Steve Chesney, Solicitor	Mitch Soman, Resident
Nathan Turner, Resident	Pete Pucci, Resident
Stephanie Popowich, Resident	
Chuck Soman, Resident	

PUBLIC PARTICIPATION

Charlie Fredrick, resident, thanked the Board for the traffic mirrors and removing the tree from Big Sewickley Creek. A short discussion was had about the issue. A sign was also posted to restrict parking on Ambridge Ave.

Mitch Soman, resident, inquired about buying a right of way from the Township. Mr. Slagle reported that the piece of land is a paper street. After 20 years, if not used as a street and it can revert to the property owners. However, this property was used by the Township. The Township can vacate the street. The homeowner would have to pay for the legal cost. Mr. Slagle explained that Mr. Soman may submit a *Letter of Intent* to the Township to start the process.

APPROVAL OF MINUTES

MOTION: Mr. Janaszek made a motion to approve the minutes of the July 13, 2020 Board of Commissioners Meeting, as submitted, seconded by Ms. Oslick, with all in favor.

APPROVAL OF BILLS PAYABLE

MOTION: Mr. Janaszek made a motion to approve Check Detail 07-2020, seconded by Ms. Oslick, with all in favor.

2020 Budget to Actual Report: January -July, 2020

QuickBooks created a secondary account for full time police wages. Ms. Phillips will work to fix the issue. Mr. McDaniel explained that the expenses were similar to last year. Ms. Rengers explained that she has asked the Public Works and Police Department to be careful about spending. Ms. Rengers attended two webinars regarding loss in revenues due to COVID-19. Allegheny County is predicting up to an 8 to 10% loss in revenues for 2020. Liquid Fuels tax, Regional Asset District tax and the like will be affected. The Township should be mindful of their spending for the rest of the year. Ms. Phillips stated that there is an escrow account that is no longer used. There is a small amount of money in the account. Ms. Phillips recommended closing this account and moving the money into the General Fund. Ms. Phillips would also like to use more of the funds from the Liquid Fuels Accounts. Mr. McDaniel and Ms. Rengers will discuss the Liquid Fuels spending.

MOTION: Mr. McDaniel made a motion to accept the 2020 Budget to Actual Report, seconded by Mr. Janaszek, with all in favor.

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Payroll Report

Mr. Janaszek and Ms. Rengers have been reviewing the payroll numbers and presented a report to the Board.

Finance Report: Mr. McDaniel reported:

July 2020

FNB General Fund	\$551,244.95
FNB Capital Reserve	\$88,835.06
FNB Emergency Reserve	\$2,655.78
FNB Escrow Fund	\$387.71
Liquid Fuels Account	\$65,456.87
PLGIT Class	\$17,248.65
Fireman’s Truck Fund	\$32,647.03

Tax Collectors Report: Ms. Rengers reported that there were \$88,472.89 in uncollected taxes.

Solicitor’s Report: No report.

Engineer’s Report: Mr. Slagle reported:

- 1. Health South Site Plan - The Developer has requested the release of the Performance Bond. We performed a follow-up final inspection and updated the letter of final matters. The site work at Health South is nearing completion. Mr. Slagle has placed pressure on Encompass/Health South to finish their project. The Township is still holding a cash bond and a performance bond. The Township does have a Developer’s Agreement. Mr. Slagle would like the Board’s approval to have the Solicitor’s assistance, if necessary, to have the work finished at the Encompass site.**

MOTION: Mr. McDaniel made a motion to allow the Solicitor to assist Mr. Slagle with the Encompass/Health South project, seconded by Mr. Janaszek, with all in favor.

- 2. Ambridge Avenue ADA Sidewalk Project – Work should begin later this month.**
- 3. Watson Renovation Site Plan – The demolition is complete, and Mr. Slagle continues to monitor the site work.**
- 4. 2020 OYCOG/ACDD Grant Applications: Congratulations on the multiphases ADA sidewalk grant project for the Ambridge Ave. area in the amount of \$220,000.00. We are currently preparing the design drawings and contract documents. The money must be spent by June of next year.**
- 5. 2020 Paving Project - The Commissioners are considering the award of the 2020 paving project to Mele & Mele. Mr. Slagle talked to the contractor about paying the budgeted amount this year and then paying the balance next year. The options for the Commissioners are to table the discussion until the next meeting, accept the bid or reject all bids. A discussion was had around the issue. The Board decided to table the discussion until the next meeting.**
- 6. Sewickley Borough Act 537 Plan – LTMA has requested a meeting to discuss the plan.**
- 7. OVHS Project: The next step is a lot consolidation plan.**

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August 10, 2020

Minutes of the Board of Commissioner's Regular Meeting

Manager's Report: Ms. Rengers reported:

- Mrs. Verszyla and I visited Watson Institute to look at the area for the polling place. It is a great facility and offers separate entrance and exit areas with convenient parking. There is also a long hallway that will allow for social distancing. I notified Allegheny County Board of Elections and they will be in contact with Watson.
- The Quaker Valley COG is sponsoring a glass recycling event at Quaker Valley High School now through August 13th.
- Phil Fraga from Cohen Law Group has been negotiating our Verizon Franchise Agreement. We should expect the final franchise packet at the end of August for consideration at the September Meeting.
- Sewickley Borough contacted me to see if we would be interested in participating in a glass recycling event around the holidays. The event would be held at Quaker Valley High School November 20-27th. We would split the cost with Sewickley. A discussion was had around the issue. The Board decided to stay with the Quaker Valley COG Events.
- I am waiting to hear from the bank manager at FNB to discuss our mortgage loan.

A question was raised about the school district and if the Township will receive any monies since the school district is moving into Leet Township. There will be improvements in Leet because of the development.

COMMITTEE REPORTS

Public Works Report: Mr. Wanto stated that he has been looking at detention basins and talking with the Engineer and Manager about upcoming projects. The basin at Olde Sewickley Highlands needs work along with drainage issues on Mound Street. We may do the Mound street project in phases to get the water contained. The merry go round was installed at Quaker Heights Park. We had Dumpster Days and it was successful. The tree was removed from Big Sewickley Creek, but the stump remains. We will try to get that handled when possible. The wood from the tree is on the bank and some residents wanted to use it for firewood. Mrs. Adipietro thanked Andy and the Public Works crew for the work they are doing.

Crack Seal: We will need to crack seal this year and it will cost about \$2,500.00.

MOTION: Mr. Janaszek made a motion to spend up to \$2,500.00 for crack seal, seconded by Ms. Oslick, with all in favor.

Public Safety Report: Mr. Janaszek reported that there were 35 calls in July. Mr. Janaszek listed the calls. The park was rented every weekend day in July. The Police Department has ordered a speed sign that will be able to be located in different areas to monitor speed.

Fire Department Report: The Fire Department is raffling a smoker and has more tickets to sell. Turkey Bingo was cancelled due to COVID-19, so the Fire Department is doing other fund raisers. There were 11 calls in July.

Code Enforcement: Ms. Rengers reported:

There was not much activity with Code Enforcement. There were one or two door tags and a few letters sent. We are unable to enforce our occupancy permits right now due to a moratorium on evictions during COVID-19.

Building Permits Report: The Building and Occupancy Permit logs were presented in the Commissioners packets. Ms. Rengers stated that the BIU Bill reflects the pass-through amount for the Watson Permit at \$34,603.50. The total BIU bill is for \$42,264.25. BIU reviews the permits and assesses the fees. The fees are passed thru by us. Watson will be tax exempt and it is reflected in our exonerations on the Tax Collectors Report. Once the Building Permits are closed, they are sent to Allegheny County. Allegheny County then reassesses the property.

LEET TOWNSHIP BOARD OF COMMISSIONERS
August 10, 2020
Minutes of the Board of Commissioner's Regular Meeting

Quaker Valley Council of Governments: Ms. Oslick reported that the COG is hosting a virtual dinner due to COVID 19.

Quaker Valley School District: No report.

MS4 Report: The MS4 Annual Report is due in September.

UNFINISHED BUSINESS

Approval to Advertise Ordinance 2020-01: Debt Ordinance

A discussion was had about the preparation of the debt statement.

MOTION: Mr. Janaszek made a motion to advertise Ordinance 2020-01: Debt Ordinance, seconded by Ms. Oslick, with all in favor.

Corona Virus Relief Fund Agreement

The County has sent the agreement for the Corona Virus Relief Funds through the Municipal Cares Act. The easiest way for the Township to recoup these funds is to requests reimbursement of Police wages. It cannot be used for expenditures that were already budgeted for, except for police funds. The Fire Department will receive their own funds.

MOTION: Mr. Janaszek made a motion to enter into the Corona Virus Relief Fund Agreement with Allegheny County and request a reimbursement of Police wages from March 1- July 31, 2020, seconded by Mr. McDaniel, with all in favor.

Grant Opening: CD. 47 Allegheny County Community Development Block Program

Mr. Slagle explained that the grant has opened and has a deadline of September 11th. Ms. Rengers explained that the Township has applied for Phase I and II of the sidewalk project and would like to continue with Phase III. This would include Main, Orchard, Mound and Plum Street. A discussion was had around the issue. Mr. Slagle will work on the application for Phase III.

Insurance Renewal: Terrorism Insurance

MOTION: Mr. Janaszek made a motion to deny the Terrorism Insurance Policy, seconded by Mr. McDaniel, with all in favor.

NEW BUSINESS

Approval for Solicitor to create a Social Media Policy

A discussion was had around the creation of a Social Media Policy. Mr. Chesney explained that there are First Amendment rights to be aware of. The Commissioners should have Township e-mail addresses to conduct Township business.

MOTION: Mr. Janaszek made a motion to approve for the Solicitor to create a social media policy for the Township, seconded by Ms. Oslick, with all in favor.

Walker Park Stream Bank Stabilization

Edgeworth applied for a permit to do stream bank stabilization at Walker Park.

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August 10, 2020

Minutes of the Board of Commissioner's Regular Meeting

Planit Scheduling Software Renewal

A short discussion was had about Planit Software.

MOTION: Mr. Janaszek made a motion to renew the Planit Software Agreement, seconded by Ms. Oslick, with all in favor.

Interware Development Credit Card Service Renewal

A short discussion was had about Interware Development Credit Card Services.

MOTION: Mr. McDaniel made a motion to renew the Interware Development Credit Card Services Agreement, seconded by Mr. Janaszek, with all in favor.

Participation in Allegheny County Side Yards Program

A short discussion was had about participating in the Allegheny County Side Yards Program.

MOTION: Mr. Janaszek made a motion to participate in the Allegheny County Side yards Program, if the Township does not have to incur cost for advertising, seconded by Ms. Oslick, with all in favor.

Tentative 2021 Budget Schedule

The tentative 2021 Budget Schedule was discussed. Committees will be formed to review the draft budgets.

CORRESPONDENCE

There was no correspondence.

PUBLIC PARTICIPATION

Chuck Soman, resident, reported that there is a glass collection at Quaker Valley High School. He talked to the Board about a Telephone pole in front of his house that he would like to have removed. There is also a streetlight out. There was a short discussion about dog stations.

Captain Molinaro spoke to the Board about purchasing dash cams and body cams for the police department. He had obtained bids on the equipment. Once we purchase cameras, we will need a corresponding policy. The Board will take a closer look at the bids at the next meeting.

ADJOURNMENT

MOTION: Mr. Janaszek made a motion to adjourn at 8:35 p.m., seconded by Ms. Oslick, with all in favor.

Respectfully Submitted:
Betsy Rengers, Manager