

LEET TOWNSHIP BOARD OF COMMISSIONERS  
December 14, 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 via Zoom and phone. Commissioners present were Jim Janaszek, Donna Adipietro, Erika Oslick, Carolyn Verszyla, and Marty McDaniel.

Also, present:

Andy Wanto, Foreman	Cindy Phillips, Treasurer
Betsy Rengers, Manager	Charlie Fredrick, Resident
Steve Chesney, Solicitor	
Chuck Soman, Resident	
Devon Murdoch, Resident	

Mrs. Adipietro gave the Solicitor's Statement and asked that the meeting attendees speak one at a time and direct all questions to her. A roll call vote will be taken throughout the meeting.

**APPROVAL OF MINUTES**

**MOTION:** Mr. McDaniel made a motion to approve the minutes of the November 9, 2020 Board of Commissioners Meeting, as presented, seconded by Mr. Janaszek. Roll call was taken with all in favor.

**APPROVAL OF BILLS PAYABLE**

Mr. Janaszek questioned check 6810 on page 7 of the check detail, regarding shower items. Mr. A. Wanto stated that they had purchased items for a shower at the Public Works building that they would like to install. There are many times the workers are covered mud and/or chemicals and need to rinse off.

Page 1 and Page 8 reflect Sprint bills that look identical. The bills are for two different months.

Commissioner Carolyn Verszyla joined the meeting.

**MOTION:** Mr. McDaniel made a motion to approve Check Detail 11-2020, seconded by Mr. Janaszek. Roll call was taken with all in favor.

**2020 Budget to Actual Report:**

Mr. McDaniel reported that the revenues are good except for the earned income tax. Some of the revenues will be adjusted during the Audit. We received COVID monies and building permit monies from Watson Institute. We should come in close to the budgeted revenue number.

**MOTION:** Mr. Janaszek made a motion to approve the 2020 Budget to Actual Report, seconded by Mr. McDaniel. Roll call was taken with all in favor.

**Payroll Report:** The Board was given a payroll report in their packets.

**Approval to fund Capitol Reserve Accounts:** Ms. Rengers asked the Board for permission to move money to fund Capital Reserve Accounts, as was budgeted for in the 2020 Budget and talked about at the October 27, 2020 Budget Meeting for the 2021 Budget.

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The first amount is \$67,500.00 from the General Fund to Capital Reserve Paving. There is \$17,500.00 in the PLGIT Credit Card Savings account. There is \$35,000.00 in Capital Reserve earmarked for paving. This will total \$120,000.00 in savings for the 2021 Paving Program. Mr. McDaniel summarized: transfers will be moved into the Capital Reserve Accounts: Paving, Fireman's Truck fund and Emergency Reserve. We are estimating ending the year with \$150,000.00 in the General Fund and this may allow us to not take the TAN loan.

**MOTION:** Mrs. Verszyla made a motion to move \$67,500.00 from the General Fund to Capital Reserve Paving, seconded by Mr. McDaniel. Roll call was taken with all in favor.

The Township agreed to put \$300.00 into each employee's 457 account. The employee must put money into the account to receive the contribution.

**MOTION:** Mr. Janaszek made a motion to make the Township contribution of \$300.00 for each employee active in the Nationwide 457 Plan, seconded by Ms. Oslick. Roll call was taken with all in favor.

The Township has an agreement with the Fire Department to deposit \$15,000.00 a year into the Fireman's Truck Fund. The reconciled balance today is \$32,698.99. This deposit will increase the account to \$47,698.99.

**MOTION:** Mrs. Verszyla made a motion to put \$15,000.00 into the Fireman's Truck Fund, seconded by Mr. Janaszek. Roll call was taken with all in favor.

In 2020, the Township budgeted to put \$20,000.00 into the Emergency Reserve Account. The balance on the account today is \$2,757.69. Ms. Phillips explained the number has always been low and no funds have been spent out of that account.

**MOTION:** Mr. Janaszek made a motion to move \$20,000.00 from the General Fund to the Capital Reserve Emergency Fund, seconded by Mr. McDaniel. Roll call was taken with all in favor.

The Township budgeted to move \$10,000.00 into the Capital Reserve account earmarked for Public Works. The account balance as of today is \$35,000.00.

**MOTION:** Mr. Janaszek made a motion to move \$10,000.00 from the General Fund into the Capital Reserve account for the Public Works, seconded by Mrs. Verszyla. Roll call was taken with all in favor.

Cindy Phillips Report: Ms. Phillips reported that Ms. Rengers gave her report because she had problems connecting via Zoom.

**Finance Report:** Mr. McDaniel reported:

November 2020

FNB General Fund	\$347,364.47
FNB Capital Reserve	\$88,976.43
FNB Emergency Reserve	\$2,757.69
Liquid Fuels Account	\$51,604.30
PLGIT Class	\$17,712.76
PLGIT Tax Refund	\$25,000.73
Fireman's Truck Fund	\$32,698.99

**Tax Collectors Report:** Ms. Rengers reported that the November Tax Collector's Report reflected \$61,668.65 in unpaid taxes.

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**Managers' Report**

Ms. Rengers reported that she is working with an AT&T representative to get prices on a new cell phone plan. AT&T has an emergency responder plan that if all cell phones fail, the phone would go to a higher frequency and would not fail. We will get prices from Verizon as well.

**Code Enforcement Report:** Ms. Rengers sent a letter to a resident with an overfull bagster in their front yard. We are still waiting for the resident on Neely to comply with the Flood Plain Ordinance. The resident on Main with the fence issue will need to file for a zoning variance.

**Public Works Report**

Mr. A. Wanto reported:

Leaf pick up ends this week and notices regarding this are being distributed to residents. We had the truck repaired and we paid for the parts out of the Liquid Fuels accounts. The total amount was around \$7100.00. The Public Works helped on Election Day at Watson with signs and organizing the parking lot. We will send a letter from the Board of Commissioners to thank Watson for the use of their facility during the election. A French drain was installed on Mound street to stop the flow of water from a natural spring. The drain was successful in capturing all of the water. The Public Works Department was tested for COVID. Everyone was negative. We have a minimum of 150 tons of salt to buy for the 2020/2021 season. We lowered the minimum because we had salt in storage. The salt in storage has since been delivered.

**Solicitor's Report:** No report.

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

We will need to make a motion for the final payment to Independent Enterprises for the Ambridge Ave. Sidewalk Project in the amount of \$3,360.00. The sidewalk has been inspected and everyone is happy with the work.

**MOTION:** Mr. McDaniel made a motion to approve Final Estimate No. 2, in the amount of \$3,360.00, made payable to Independent Enterprises for the Ambridge Avenue ADA Sidewalk Project, seconded by Mr. Janaszek. Roll call was taken with all in favor.

**MS4 Report:** Mr. A. Wanto reported that they are collecting the data to give to the Engineer for MS4 Reporting. He will include this in a meeting packet when it is complete.

**COMMITTEE REPORTS**

**Public Safety Report:** Mr. Janaszek reported that there were 52 calls in November. Mr. Janaszek listed the calls.

**Fire Department Report:** Mrs. Adipietro reported that there were 14 calls in November.

**Health and Sanitation:** No report.

**Building Permits Report:** The report was given to the Commissioners in their packets.

**Quaker Valley Council of Governments:**

Ms. Rengers will e-mail the report to the Board tomorrow.

**QVHS Report:** No report.

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**UNFINISHED BUSINESS**

**Approval of Ordinance 2020-02 and 02A (2021 Budget and Millage)**

The Ordinance was advertised, and the Budget has been on display for 20 days.

The Budget was read aloud at the November 9, 2020 meeting. Mr. McDaniel appreciated the work that was done to put the budget together. 2020 was a better year since the last few years were deficit years. We still need to be careful because it is a lean operation due to lack of growth. We need to have budget discipline throughout the year. There was a property tax increase a few years ago and we are at 7.7 mills. We need to do creative thinking on how services are provided and do a comprehensive finance plan regarding spending. We need to have a fresh look at how we spend moving forward. Mrs. Adipietro responded that she keeps hearing the word "deficit". In 2018, we were in the positive \$122,835.00 and in 2019, we were \$78,776.00 in the positive as stated in the Budget to Actual Reports. A Comprehensive Plan with a finance aspect is a great idea. Ms. Rengers started a finance plan when she came on board. Mrs. Verszyla stated that the Budget should be followed, and spending stopped in the last quarter of the year. Mrs. Adipietro stated there is a spending limit that must be approved. The discussion continued.

**MOTION:** Mr. Janaszek made a motion to approve Ordinance 2020-02 (2021 Budget) and 2020-02A (2021 Millage at 7.7), seconded Mr. McDaniel. Roll call was taken with the vote as follows: Ms. Oslick, yes, Mr. McDaniel, yes, Mrs. Verszyla, no, Mr. Janaszek, yes, Mrs. Adipietro, yes. The motion carried.

A discussion was had about the audits and that they show deficits. The Budget can only be reopened in a Municipal election year.

**Resolution 2020-30 (Appointment of Zoning Hearing Board Member)**

Mr. McDaniel reported that a member resigned from the Zoning Hearing Board several months ago. Since then, we have had qualified residents send in letters of interest to serve on the Board. We can appoint an alternate and a regular member.

**MOTION:** Mrs. Verszyla made a motion to approve Resolution 2020-30, appointing David Kovacs as a regular member of the Zoning Hearing Board and Daphne Homer as an alternate member, seconded by Ms. Oslick. Roll call was taken with all in favor.

**Vacating a Paper Street:** a discussion was had about vacating a paper street and the utilities that run through it. A homeowner would like to build a garage, but he may need a variance. He has been asked to present a building permit with a survey to see if a variance is needed.

**NEW BUSINESS**

**Resolution 2020-31 (Police Pension Plan Contribution Elimination)**

This resolution is a requirement of the pension plan.

**MOTION:** Mr. Janaszek made a motion to approve Resolution 2020-31, to eliminate employee contributions to the Police Pension Plan, seconded by Ms. Oslick. Roll call was taken with all in favor.

**Resolution 2020-32 (Non-Uniformed Pension Plan Contribution Elimination)**

This resolution is a requirement of the pension plan.

**MOTION:** Mrs. Verszyla made a motion to approve Resolution 2020-32, to eliminate employee contributions to the Non-uniformed Pension Plan, seconded by Ms. Oslick. Roll call was taken with all in favor.

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**Resolution 2020-33 (Allegheny County Vacant Lot Recovery Program)**

This is a program offered by Allegheny County that allows a resident who lives next door to a vacant, tax delinquent property to purchase the property. This will put the lot back on the municipal tax rolls. This property has not had taxes paid on it since 1996. The taxes will be exonerated through the courts.

**MOTION:** Ms. Oslick made a motion to approve Resolution 2020-33, for vacant property know as lot/blk816-A-00326 located on Skrabut Road, seconded by Mrs. Verszyla. Roll call was taken with all in favor.

**Approval of 2021 Board of Commissioners Meeting Dates and Advertisements**

A discussion was had about having a work session meeting, the meeting packets, and dates and times. Mr. Chesney stated that these meetings are advertised, and votes can be taken. A quorum would need to be present. Questions were raised about additional costs, and if the Engineer or Solicitor would need to be present. The Board will continue to discuss the idea of the work session at the next meeting.

**MOTION:** Mrs. Verszyla made a motion to advertise Zoom meetings for the January 11, 2021 and February 8, 2021 Board of Commissioners meetings, seconded by Mr. Janaszek. Roll call was taken with all in favor.

**Approval of 2021 Planning Commission Meeting Dates and Advertisements**

Mr. Ferrang, Planning Commission Chairman, asked the Board to advertise the first two meetings of the year as Zoom meetings due to COVID.

**MOTION:** Ms. Oslick made a motion to advertise Zoom meetings for the January 28, 2021 and February 25, 2021 Planning Commission meetings, seconded by Mr. Janaszek. Roll call was taken with all in favor.

**Approval to Advertise Ordinance 2021-01 (Verizon Franchise Agreement)**

**MOTION:** Mrs. Verszyla made a motion to advertise Ordinance 2021-01, Verizon Franchise Agreement, seconded by Ms. Oslick. Roll call was taken with all in favor.

**Approval to Engage Gateway Engineers**

A discussion was had about the engagement of Gateway Engineers to review the geotechnical and traffic study aspects of the Quaker Valley High School Project. This is a massive project and there are concerns about the slopes, red bed soils and the possibility of landslides. Traffic on Camp Meeting Road is also a concern. The school district will have to pay for the engineer's review.

**MOTION:** Mrs. Verszyla made a motion to approve the Gateway Engineer's proposal based on a final review of the agreement by Solicitor Chesney, seconded by Ms. Oslick. Roll call was taken with all in favor.

**Dynergy Proposal**

The Board received a proposal from Dynergy for electric rates.

**MOTION:** Mrs. Verszyla made a motion to shred the Dynergy proposal, seconded by Ms. Oslick. Roll call was taken with all in favor.

**Christmas Card for employees from Commissioners**

A discussion was had about giving gift cards to the employees from the Commissioners for Christmas.

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**MOTION:** Mrs. Verszyla made a motion to give the employees a \$25.00 gas card, seconded by Mr. Janaszek. Roll call was taken with all in favor.

**CORRESPONDENCE**

There was no correspondence.

**PUBLIC PARTICIPATION**

Chuck Soman, resident, asked about giving the 20 volunteer fire fighters a gift card, talked about a budget cut of \$125.00 for the fire department and the expense of outfitting a fireman at \$9,000.00. Mr. Soman asked to require the Zoning Hearing Board alternate to attend every meeting in case she is needed. He also talked about the Walker Mansion located on the High School property and that it is a historical house with an historical designation plaque.

**EXECUTIVE SESSION**

**MOTION:** Mrs. Verszyla made a motion to go into Executive Session at 9:08 p.m. to discuss employee issues, seconded by Mr. Janaszek. A roll call vote was taken with all in favor.

**MOTION:** Mr. Janaszek made a motion to go into Regular Session at 10 p.m. after discussing employee issues, seconded by Mr. McDaniel, A roll call vote was taken with all in favor.

**MOTION:** Mrs. Verszyla made a motion to retain Auditor Mark Turnley to conduct a payroll audit, not to exceed \$1900.00, seconded by Mr. McDaniel.

The Solicitor stated an audit would either verify the findings or reveal problems and offer ways to resolve the issues. It is a Board decision whether to audit or not. Mrs. Adipietro questioned the motion on the floor that included the current auditor. Mr. Chesney stated the motion could be amended to remove Mark Turnley. Mr. Janaszek would like to have two motions: one to do the audit and one for the Auditor. Mr. Janaszek asked the motion to be amended. Mrs. Verszyla asked that the motion be voted on.

Roll call was taken with the vote as follows: Ms. Oslick, no, Mr. Janaszek, no, Mrs. Verszyla, yes, Mr. McDaniel, yes, Mrs. Adipietro, no. The motion failed.

**MOTION:** Mr. Janaszek made a motion to audit the payroll, seconded by Mrs. Verszyla. A roll call vote was taken with Ms. Oslick, no, Mr. Janaszek, yes, Mrs. Verszyla, yes, Mr. McDaniel, yes and Mrs. Adipietro, yes. The motion carried.

A discussion was had about auditors. The motion to select an auditor was tabled until auditors could be researched.

**MOTION:** Mrs. Verszyla made a motion to discontinue the Public Works Contracts, seconded by Mr. McDaniel. A roll call vote was taken with Ms. Oslick, yes, Mr. Janaszek, yes, Mr. McDaniel yes, Mrs. Verszyla, yes, Mrs. Adipietro, no. The motion carried.

Mr. McDaniel stated that the benefits would remain the same for the Public Works even though the contracts were cancelled. They will be put in a different format.

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**ADJOURNMENT**

**MOTION:** Mr. Janaszek made a motion to adjourn at 10:16 p.m., seconded by Mr. McDaniel, with all in favor.

Respectfully Submitted:  
*Betsy Rengers, Manager*

DRAFT