

LEET TOWNSHIP BOARD OF COMMISSIONERS
November 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, Carolyn Verszyla and Marty McDaniel.

Commissioner Erika Oslick was absent.

Also, present:

Andy Wanto, Foreman	Cindy Phillips, Treasurer
Betsy Rengers, Manager	Rick Hite, Resident
Mitch Soman, Resident	Daphne Homer, Resident
Steve Chesney, Solicitor	Katie and Deb Cheddar, Residents
Chuck Soman, Resident	Charlie Fredrick, Resident
Devon Murdoch, Resident	

APPROVAL OF MINUTES

MOTION: Mr. Janaszek made a motion to approve the minutes of the October 12, 2020 Board of Commissioners Meeting, as presented, seconded by Mrs. Verszyla, with all in favor.

Mrs. Verszyla commented on the October 27, 2020 Budget Meeting Minutes: After reading aloud the excerpt regarding Ms. Rengers education, experience and second job, Mrs. Verszyla asked to amend the meeting minutes to include an excerpt from the employee handbook. A discussion was had over whether the minutes could be amended to reflect the handbook excerpt. Mr. Chesney asked that any employee discussions were to be held in Executive Session. Mr. Chesney explained that the minutes reflect the accuracy of what happened at the meeting. Mr. McDaniel suggested that the last sentence of the meeting minute excerpt is struck from the minutes. Mrs. Verszyla read Section 4.2 of the Leet Township Employee Handbook dated August 8, 2016 into the minutes.

4.2 OUTSIDE EMPLOYMENT

Employees are permitted to engage in outside work or to hold other jobs, subject to certain restrictions as outlined below.

Activities and conduct away from the job must not compete with, conflict with or compromise the Township's interests or adversely affect job performance and the ability to fulfill all job responsibilities. Employees are prohibited from performing any services for customers on nonworking time that are normally performed by Leet Township. This prohibition also extends to the unauthorized use of any Township tools or equipment and the unauthorized use or application of any confidential information. In addition, employees are not to solicit or conduct any outside business during paid working time.

Employees are cautioned to carefully consider the demands that additional work activity will create before accepting outside employment. Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel or refusal to work overtime or different hours. If Leet Township determines that an employee's outside work interferes with performance, the employee may be asked to terminate the outside employment.

Employees who have accepted outside employment may not use paid sick leave to work on the outside job. Fraudulent use of sick leave will result in disciplinary action up to and including termination.

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Mrs. Verszyla felt she had the right to ask about Ms. Rengers second job and would like it made a matter of the minutes.

MOTION: Mr. Janaszek made a motion to approve the minutes of the October 27, 2020 Budget Meeting, seconded by Mr. McDaniel. A roll call vote was taken. Mrs. Verszyla voted no because the meeting minutes do not read accurately. Mr. McDaniel voted no because the last line of the excerpt in question “Ms. Rengers is not required to discuss her personal life with the Board” should be stricken. Mr. Janaszek voted yes. Mrs. Adipietro voted yes and as the Board President she would like the motion to carry.

MOTION: Mr. McDaniel made a motion to amend the October 27, 2020 Budget Meeting minutes by striking the line “Ms. Rengers is not required to discuss her personal life with the Board”. (tape inaudible as to second and vote)

Mrs. Adipietro stated that both motions passed.

APPROVAL OF BILLS PAYABLE

Mr. McDaniel questioned a check made payable to Nichols and Slagle for the Smith Lot Consolidation. Ms. Rengers explained that this is a pass-through check. Mr. Smith paid for all engineering fees.

MOTION: Mr. Janaszek made a motion to approve Check Detail 10-2020, seconded by Mr. McDaniel, with all in favor.

2020 Budget to Actual Report:

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

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

Finance Report: Mr. McDaniel reported:

October 2020

FNB General Fund	\$376,119.36
FNB Capital Reserve	\$88,949.75
FNB Emergency Reserve	\$2,757.22
FNB Escrow Fund	\$10.00
Liquid Fuels Account	\$53,507.91
PLGIT Class	\$17,712.15
PLGIT Tax Refund	\$25,000.52
Fireman’s Truck Fund	\$32,689.18

Tax Collectors Report: Ms. Rengers explained that there is a discrepancy on the Tax Collectors report because of the Assessed Valuation Number. When the 2020 Budget was formulated in October, the valuation number was lower. In December 2019, Encompass Health was assessed and brought the valuation number up. The Budget’s valuation number is lower than the Tax Collectors. The current report states that there were \$68,570.16 in uncollected taxes. The Budget to Actual reflects \$20,519.40.

Ms. Phillips informed the Board that the PNC Mortgage Account will be an automatic withdrawal. The Board agreed that a small amount of money should be kept in the account every month to cover the payment. The money will be transferred from the General Fund. No interest is paid to that account.

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Managers' Report

Ms. Rengers reported that she would be out of the office from November 16th through November 27th. Ms. Phillips would be in the office during that time.

Public Works Report

Ms. Rengers reported that the 2015 dump truck had an exhaust issue along with other repairs that cost a little over \$7,000.00. The other dump truck is also having issues with the knock sensors and is in the shop. The parts are ordered for the 2015 Truck.

MOTION: Mrs. Verszyla made a motion to repair the exhaust system on the 2015 truck, seconded by Mr. Janaszek, with all in favor.

Mr. A. Wanto discussed with the Board fixing the diesel trucks and looking into the possibility of trading them in or selling them and replacing them with gasoline trucks. The trucks are very valuable at this point.

Solicitor's Report

Mr. Chesney will report during unfinished business.

Engineer's Report: The Engineer's Report was in the meeting packet because Mr. Slagle was not in attendance at the meeting. Ms. Rengers reported:

There are two motions that need to be made, however, there is an issue with one of the new sidewalks. It has a high spot in it and needs to be looked at by Mr. Slagle.

MOTION: Mr. Janaszek made a motion to approve Estimate No. 1, in the amount of \$63,840.00, made payable to Independent Enterprises for the Ambridge Avenue ADA Sidewalk project, contingent on Mr. Slagle's approval, seconded by Mr. McDaniel, with all in favor.

We also need to approve Resolution 2020-29 to request CDBG grant funds in the amount of \$61,000.00, for the Ambridge Avenue Residual Sidewalk Project and for QVCOG to administer the project. We have already been granted \$220,000.00 for the next phase of the project and this resolution would help finish all sidewalks on this side of Fair Oaks.

MOTION: Mr. McDaniel made a motion to approve Resolution 2020-29, requesting \$61,000.00 in CDBG Grant funds for the Ambridge Avenue Residual Sidewalk Project and for QVCOG to administer the project, seconded by Mrs. Verszyla, with all in favor.

QVHS Site Plan: Mr. McDaniel read the excerpt from the November Engineers report:

1. Quaker Valley High School Site Plan - The Quaker Valley High School submitted the Conceptual Site Plan on 10/13/2020 for review/comment at the last Planning Commission Meeting on October 22, 2020. The Planning Commission Meeting recommended that the Developer gain approval from the Township's Zoning Hearing Board for a Special Exception to the Township's AAA-Residence District. Upon approval from the Township's Zoning Hearing Board for the Special Exception, the Developer will complete the required Township's Site plan application.

Mr. McDaniel asked for an update on the plan. Ms. Rengers reported that the school district is working with the Township's Zoning Hearing Board Attorney about items needed to present at the hearing. The school district wants to present the traffic study only. Ms. Rengers and Mrs. Adipietro were reviewing the Municipal Planning Code to see if additional items are required for a zoning hearing. The Zoning Hearing Board Attorney said that there were no plans at this time for the school district to present anything.

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MS4 Report: Mr. A Wanto and Mr. Blumling attended MS4 classes.

COMMITTEE REPORTS

Public Safety Report: Mr. Janaszek reported that there were 51 calls in October. Mr. Janaszek listed the calls.

Fire Department Report: No Report.

Health and Sanitation: No report.

Code Enforcement: Ms. Rengers reported:

The resident at the end of Neely Street with the unpermitted garage submitted his building permit, which failed. We have asked the resident to comply with the Flood Plain Ordinance and we are waiting for the information. I spoke with PEMA about the floodplain ordinance. Once we receive the flood plain ordinance requirements, he will need to file for a Zoning Hearing. The resident with the high fence was given a 30-day extension to apply for a zoning hearing, but the Township has not heard from them.

Building Permits Report: Ms. Rengers put more detail on the Building Inspector report.

Quaker Valley Council of Governments:

Ms. Rengers does not know when the COG meets. Mr. McDaniel would like to attend the virtual meetings.

Public Works/Christmas Lights

Mr. A. Wanto will decorate the building and the island at Quaker Heights. The Township will not have the QVHS Chorus perform this year due to COVID.

UNFINISHED BUSINESS (33.34)

Mr. Janaszek would like to make an amendment to a motion made at the October 27, 2020 Budget Meeting. The motion read: "Mr. McDaniel made a motion to make the Manager's pay \$56,579.00, seconded by Ms. Oslick. Mr. McDaniel, Ms. Oslick and Mrs. Verszyla were in favor of the motion. Mr. Janaszek and Mrs. Adipietro voted no." The motion passed but there was a comment that that it would be discussed at a subsequent meeting. This comment was not included in the approved minutes. Mrs. Verszyla explained that the minutes were already approved, and a new motion should be made. A discussion was had over the salary amounts for the Manager. Mrs. Adipietro stated that the raise was for 3% but Mr. Janaszek's motion would raise it to 5% to \$57,600.00 for the 2021 Budget. Mrs. Verszyla asked if the Township could afford this wage.

MOTION: Mr. Janaszek made a motion to increase the Managers pay raise from 3% to 5%. Mr. McDaniel seconded the motion in order to have a discussion about it.

Mr. McDaniel is disappointed in the way this was presented. As Finance Commissioner, he was never consulted about this raise. Mr. McDaniel explained that the Township had deficits in 2018 and 2019. The Township received \$40,000.00 from Allegheny County for COVID money, which belongs to the taxpayer. The Township is in a fragile financial position and we cannot spend more than we bring in. We are the second highest millage in the valley at 7.7 mills. The Auditor asked that the Township be very careful with spending. Because of COVID, our revenues are down. Mr. McDaniel would like to have an appraisal system concerning the raises and feels that everyone should have received 3%. Mr. McDaniel felt the raise was fair and once again was disappointed in the way that it was presented tonight. Mrs. Verszyla stated that the Township had \$80,000.00 in the General Fund from the Paving Project and this will stop us from ending the year in the red. The benefit package is unbelievable here and pays 100%. Mrs. Verszyla feels we cannot afford the salary with our tax base. Mrs. Adipietro explained that the Township formally ended the years with \$6,000.00 and \$7,000.00 in the General Fund and this year we are projecting ending the year with \$150,000.00. Mrs. Verszyla feels there is unnecessary spending and we do not follow our budget. Ms. Rengers stated that at the end of 2018, the Township paid a tax refund to Encompass Health

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in the amount of \$25,000.00 and funded the Capital Reserve accounts with \$20,000.00 for Public Works and \$20,000.00 for the Police Department. In 2019, the Township purchased 194 Ambridge Avenue, which was an unforeseen expenditure. We took \$50,000.00 from the General Fund for a down payment on the building and we were able to put \$35,000.00 into Capital Reserve for the 2020 Paving Project and end the year with \$66,000.00 in the General Fund. In 2020, we discussed at the Budget meeting that we will put \$67,500.00 from the General Fund into Capital Reserve for the 2021 Paving Project along with \$17,000.00 from another savings account. We should still end the year with at least \$65,000.00 in the General Fund. Mrs. Verszyla stated that this is because we got \$40,000.00 from Allegheny County for COVID funds, otherwise we would end the year with \$20,000.00. The discussion continued. Mr. Janaszek rescinded the motion. A discussion was had about advertising the Budget and the 20-day inspection period.

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

The Board received three candidates for the open position on the Zoning Hearing Board. The candidates should be interviewed. If the entire Board is present, it would have to be done in public. Two Commissioners may form a committee and interview the candidates. Mr. McDaniel volunteered to coordinate the interviews and we will discuss it at the December Meeting. We should consider appointing alternates, as well.

MOTION: Mrs. Verszyla made a motion to hold interviews for the Zoning Hearing Board position and for the interviews to be coordinated by Mr. McDaniel, seconded by Mr. Janaszek, with all in favor.

Review of Chicken Ordinance

Mr. Chesney reviewed several chicken ordinances. Franklin Park allows five chickens and more if you have over two acres. A discussion was had about keeping chickens. Mr. McDaniel believes in strong zoning and some of the lots in Township are very small. Mr. McDaniel suggests holding a public hearing to take resident's comments before deciding. The discussion continued. We will put something in the newsletter regarding the issue.

MOTION: Mr. McDaniel made a motion to advertise a public hearing regarding the chicken ordinance in the next newsletter, seconded by Mr. Janaszek, with all in favor.

Update on Township Right of Way (Ambridge Ave)

Mr. Chesney did research on right of ways. If utilities are located in the right of way, we cannot vacate the right of way. We need to determine exactly what is located there before we proceed. A discussion was had around the issue. There is a sewer line and a gas line located there. Mr. A. Wanto explained that the utilities are not located near Mr. Soman's house and he may just need a zoning variance to build a garage. The discussion continued. Mr. Chesney suggested Mr. Soman file for a building permit and see if he needs a variance. A One Call was placed, and Mr. Janaszek and Mr. McDaniel will look at it once the utilities are marked.

NEW BUSINESS

Solvency Fee

We are a reimbursable Township for unemployment compensation if we pay the state in advance.

MOTION: Mr. McDaniel made a motion to pay the Solvency Fee for 2021, seconded by Mr. Janaszek, with all in favor.

CORRESPONDENCE

There was no correspondence.

PUBLIC PARTICIPATION

Deb and Katie Cheddar, residents, asked if they could review the minutes. There is a minute book at the building and the approved minutes are on line. They asked about their neighbor, who built a garage with no permit. He submitted a permit and it failed because both his accessory structures are too close to the property line. The Township is waiting for him to comply with the Flood Plain Ordinance. Once a Zoning Hearing is scheduled, we will notify the residents.

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Chuck Soman, resident, asked about an ordinance stopping residents from parking on the new sidewalks. The Township put out a notice to the residents, but it did not work. The police will have to respond.

Charlie Fredrick, resident, asked if the curbs will be replaced during the next phase. The answer is yes, we believe so.

We need to take a look at the ADA curbs and make sure they are good. The Township used all the grant money and was able to go a little further because a few residents had already replaced their sidewalks.

EXECUTIVE SESSION

MOTION: Mr. Janaszek made a motion to go into Executive Session at 8:31 p.m. to discuss employee issues, seconded by Mrs. Verszyla, with all in favor.

MOTION: Mr. Janaszek made a motion to go into Regular Session at 9:35 p.m. after discussing employee issues, seconded by Mr. McDaniel, with all in favor.

Reading of the Budget

Ms. Rengers read the 2021 Budget aloud.

GENERAL FUND

SUMMARY OF RECEIPTS

TOTAL REVENUES	<u>\$1,723,930.04</u>
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SUMMARY OF EXPENDITURES

GENERAL GOVERNMENT	<u>\$ 333,578.85</u>
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PUBLIC SAFETY	<u>\$ 682,363.38</u>
(Police, Fire, Code, Planning, Crossing Guard)	

Public Works	<u>\$ 524,827.93</u>
Culture and Recreation	<u>\$ 23,000.00</u>
Sewer Authority	<u>\$ 700.00</u>

DEBT SERVICE	
Tax Anticipation Note	\$ 150,000.00
Tax Anticipation Note Interest	<u>\$ 1,440.98</u>
TOTAL DEBT SERVICE	\$ 151,440.98

OTHER EXPENSE	<u>\$ 1,239.02</u>
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INTERFUND TRANSFERS	<u>\$ 0</u>
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TOTAL EXPENDITURES \$1,717,150.16

The millage will remain at 7.7 mills.

Approval to Advertise Ordinance 2020-02 and 02A (2021 Budget and Millage)

MOTION: Mr. Janaszek made a motion to advertise Ordinance 2020-02 and 02A for the 2021 Budget and Millage and the 20-day inspection period, seconded by Mr. McDaniel, with all in favor.

ADJOURNMENT

MOTION: Mr. Janaszek made a motion to adjourn at 9:40 p.m., seconded by Mr. McDaniel, with all in favor.

Respectfully Submitted:
Betsy Rengers, Manager