

LEET TOWNSHIP BOARD OF COMMISSIONERS
October 12, 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:

Betsy Rengers, Manager	Joseph Martin, Resident
Dan Slagle, Engineer	Mitch Soman, Resident
Steve Chesney, Solicitor	
Nathan Turner, Resident	
Stephanie Popowich, Resident	
Chuck Soman, Resident	

PUBLIC PARTICIPATION

Mitch Soman, resident, inquired about the status of his requests for the Township to vacate the paper street next to his house. Andy Wanto did an 811 call to mark all the utilities located there. A discussion was had about the one call. Mr. Slagle explained that it was probably a design one call and all the utilities were not marked. Mr. Slagle suggested that the Township write a letter to the utility companies stating that the property would be vacated unless they had an issue with it.

Glen Smith, resident, is concerned about a tree in a neighbor's yard near 95 Main that is leaning and may fall.

LOT CONSOLIDATION

Smith Lot Consolidation Plan: Mr. Slagle went over the plan with the Board. The Planning Commission reviewed the plan and recommended approval to the Board.

MOTION: Mr. McDaniel made a motion to approve the Smith Lot Consolidation Plan, seconded by Mr. Janaszek, with all in favor.

Mr. Smith will need to have the plan signed, sealed, and record it with Allegheny County. The Township will need a copy once it is approved by Allegheny County.

PUBLIC PARTICIPATION

Joe Martin, 106 Main Street, submitted a building permit for a fence. The permit was for a 4' fence, which the building inspector approved. The fence was built at 6'. The former inspector left, and the new inspector did a final inspection and it failed due to the height. It sits on a corner lot with an alley behind it. The building inspector gave the Martin's a 30-day extension to resolve the issue.

LOT CONSOLIDATION

Quaker Valley School District Lot Consolidation

Geoff Phillips, Engineer for the school district, explained that the school district is consolidating the lots they purchased to build a new school. The acreage is 108 acres. One of the parcels is in Leetsdale and the line there is subdivided. There are two houses in Leet, along with the Walker Mansion, located on the property. Mr. Phillips explained that the Walker Mansion is not a historical property. The Township is losing \$15,000.00 in tax revenue on these parcels. Mr. McDaniel explained that the Township must decide if the lot consolidation meets the Townships ordinances. The Planning Commission has reviewed the consolidation and recommended it for approval.

MOTION: Mr. McDaniel made a motion to approve the Quaker Valley School District lot consolidation, seconded by Mr. Janaszek, with all in favor.

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The school district will present a site plan to the Planning Commission. This plan will require a Zoning Hearing because it will be a Special Exception. Once it goes through the Zoning Hearing, it will come back to the Planning Commission for review. There is a 90-day time clock for approval by the Planning Commission. The school district can approve a time extension.

The Planning Commission needs to change upcoming meeting dates due to scheduling conflicts.

MOTION: Mrs. Verszyla made a motion to advertise Planning Commission meetings for October 21, 2020 and November 30, 2020 at 6 p.m., seconded by Mr. Janaszek, with all in favor.

The Commissioners are the final reviewing body for the plans. They can listen and gather information at this point but should not render any opinions at this time. The School District will announce that they submitted the site plan at their upcoming meeting.

Zoom Meetings: A discussion was had regarding Zoom Meetings for the upcoming Zoning Hearings for the school district. The Township currently does not have the capability of holding a Zoom meeting at this point. The Township would like for the school district to keep the residents well informed regarding the plan for the new school. The Township has surveyed the residents regarding the district's plan for the school. Of the 24 responses that the Township received, half were in favor, half were not. The Township's responsibility is to make sure the plan meets the ordinances.

APPROVAL OF MINUTES

Mrs. Verszyla made the following changes to the minutes:

Page 1: Approval of Minutes: Mrs. Verszyla abstained from the vote because she did not attend the meeting and did not know if the minutes were right or wrong.

Page 4: add "the discussion was tabled due to concerns of the year end in spending" and add "Mrs. Verszyla will investigate and research grants".

Page 6: add the dollar amount of the computer purchase in the motion.

MOTION: Mr. McDaniel made a motion to approve the minutes of the September 14, 2020 Board of Commissioners Meeting, as amended, seconded by Mr. Janaszek, with all in favor.

APPROVAL OF BILLS PAYABLE

The Check Detail shows billing numbers for the engineers bills but does not give details of the bill. Mr. McDaniel would like the bill to show more detail.

MOTION: Ms. Oslick made a motion to approve Check Detail 09-2020, seconded by Mr. Janaszek, with all in favor.

2020 Budget to Actual Report: There is a discrepancy with the Earned Income number from 2019. Ms. Rengers explained that the Township was overpaid by Keystone Collections from Uber for their Executives. Keystone was refunded the over payment.

The Township receives cable franchise fees quarterly. They are usually about \$4500.00.

Payroll Report: The Board was given a payroll report for the employees.

Rents and Royalties: Leet Township Municipal Authority made a payment of \$10,000.00 in advance for three years rent.

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Finance Report: Mr. McDaniel reported:

September 2020

FNB General Fund	\$516,882.07
FNB Capital Reserve	\$88,916.86
FNB Emergency Reserve	\$2,656.78
FNB Escrow Fund	\$367.71
Liquid Fuels Account	\$56,818.70
PLGIT Class	\$17,526.73
PLGIT Tax Refund	\$24,251.70
Fireman's Truck Fund	\$32,677.09

There were two tax refund payments that were paid out of the PLGIT Tax Refund Account. This money should be refunded to the account because this account is only for Encompass Health Tax refunds.

Tax Collectors Report: Ms. Rengers reported that there were \$85,156.98 in uncollected taxes.

Ms. Phillips reported:

- the Township received \$37,282.54 from the Municipal Cares Act.
- The Quaker Valley Ambulance Authority will keep the same rate for 2021 at \$9.00 per resident.
- The Emergency Fund bank account has gone dormant and we should make a small deposit to prevent fees.

Ms. Rengers filed for an additional \$2700.00 from the Cares Act.

MOTION: Mr. McDaniel made a motion to move \$100.00 into the Emergency Fund, seconded by Mr. Janaszek, with all in favor.

Solicitor's Report: Mr. Chesney prepared the Social Media Policy that will be discussed later in the agenda.

Engineer's Report: Mr. Slagle reported:

Smith Consolidation Plan - The Developer submitted the Smith Consolidation Plan on 9/11/2020 which was recommended for APPROVAL at the last Planning Commission Meeting on September 24, 2020. The plan basically consists of the consolidation of 2 lots along Main Street. The new lot is not buildable because of the way the ordinance is written. This may be something the Board will want to change in the future.

Quaker Valley High School Site Plan - On June 26, 2020, the Manager and members of the Township met with the Superintendent of the Quaker Valley High School to discuss the current status of the QV Site Plan and required procedure through the Township's SALDO. The Quaker Valley High School submitted the Consolidation Plan on 9/11/2020 which was recommended for APPROVAL at the last Planning Commission Meeting on September 24, 2020. Mr. Slagle explained that the preliminary plan is the concept, the final plans includes all the details. He will stay focused on the plan.

2021 QVCOG/ACDD Grant Applications - We prepared/submitted the 2021 QVCOG/ACDD Grant Pre-Application which was due on September 8, 2020 for the Ambridge Avenue Residual Sidewalk Project.

MS4 Annual Report - We have prepared/submitted the next Annual Report. It is due on September 30, 2020.

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Health South Site Plan - The Developer has failed to complete the Final Matters at Health South. We sent a letter on Bonding. Mr. Slagle will work with the Solicitor on this issue.

Ambridge Avenue ADA Sidewalk Project - The Township was awarded a \$65,412 grant from the ACDD/QVCOG. The project was awarded to Independent Enterprises with a bid of \$67,200. ACDD/QVCOG has agreed to fund the entire project. The Contractor scheduled to start the project but contracted COVID-19. They will start as soon as possible. Concrete can be poured at 35 degrees and up. The project should take one week to complete.

Watson Renovation Site Plan – The demolition is complete, and Mr. Slagle continues to monitor the site work.

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.

2020 Paving Project –We will hold the project until next year.

Sewickley Borough Act 537 Plan – the plan is being worked on.

Manager's Report: Ms. Rengers reported:

- The Township received \$37,282.54 from Allegheny County for the Municipal Cares Act. I have filed for an additional \$2,700.00 to make the total \$40,000.00. Ms. Rengers reviewed the webinar regarding the use of Cares Act funds and e-mailed the County to make sure that the way we are using the funds is appropriate.
- The Township received \$1,137.17 in PURTA (Public Utilities Realty Tax) funds.
- I would like to budget funds for work on the island in Olde Sewickley Highlands. Several residents there have expressed an interest in forming a committee to plan and design the island. Any designs would have to be approved by the Board. With the Board's permission, I would like to send the residents a letter about forming a committee. The work on the island may be a multi phased/year plan.

MOTION: Mr. McDaniel made a motion to send letters to residents in Olde Sewickley Highlands about the design of the island, seconded by Mr. Janaszek, with all in favor.

- FNB has agreed to waive the 2% penalty fee for the refinancing of the mortgage loan.
- We are working towards a closing date on the mortgage loan. As part of the process, I went to PNC to open an account for auto payments to be made. We will need to keep about \$2,500.00 a month in this account to avoid fees. We are considering an October 20th closing. Mrs. Verszyla would like to have a proposal from PNC to see about the possibility of moving the accounts.
- Ms. Rengers would like permission to file for a TAN Loan. A short discussion was had about filing for the loan.

MOTION: Ms. Oslick made a motion to allow Ms. Rengers to file for a TAN loan, seconded by Mr. Janaszek, with all in favor.

We will submit the loan for \$150,000.00.

COMMITTEE REPORTS

Public Works Report

The Commissioners received a copy of the report in their packets.

Public Safety Report: Mr. Janaszek reported that there were 31 calls in September. Mr. Janaszek listed the calls. Mr. McDaniel reported that the motor bike issue in Quaker Heights has ceased. There was a discussion about a dog

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barking constantly. There are ordinances regarding this issue and the police department will respond.

Fire Department Report: Chief Turner reported that there were 12 calls last month. Mr. Janaszek thanked the department for their fund-raising efforts.

Health and Sanitation: No report.

Code Enforcement: Ms. Rengers reported:

- I sent the homeowners with the fence that failed the final inspection paperwork to file for a zoning hearing. In the meantime, the building inspector has given them a 30-day extension to resolve the issue.
- We had another issue with a homeowner and a fence. The homeowner is installing the fence with the right-side facing in. The Township was notified and I in turn asked the homeowner to stop work because the fence should face out. They asked for this in writing. The building inspector, Andy, our former building inspector, Steve Chesney, and I have all researched codes. The Township has nothing in writing to say which way a fence should face even though it is the industry standard to face the fence right side out. The homeowner was notified and continued installing the fence.
- A homeowner that is in the process of getting a lot consolidation took it upon himself to go ahead and install a shed, even though the Township had talked to him about not doing this until the lot consolidation was complete. The homeowner had applied for a permit to install the shed, but the permit has not been granted because the lot consolidation is not complete.
- The Township is in the process of reviewing the building permit application for the two-car garage located in the FEMA FIRM Map AE zone on Neely Street. The homeowner submitted the building permit.
- As we are nearing the end of the year, I am requesting payment of \$2500.00 for my work as the Township Code Enforcement Officer. (77 incidences)

MOTION: Mr. McDaniel made a motion to have the Planning Commission review the fence ordinance for amendments, seconded by Mr. Janaszek, with all in favor.

A discussion was had about changing the fence regulations to allow for higher fences on alleys. There is a safety issue because the fence created a blind spot when pulling into the alley.

A discussion was had about the performance of the Code Enforcement Officer and that the Township has made progress in this area.

MOTION: Mr. McDaniel made a motion to pay Ms. Rengers \$2,500.00 for her work as Code Enforcement Officer, seconded by Ms. Oslick. A roll call vote was taken. Mrs. Verszyla voted "no". Mr. McDaniel, Ms. Oslick, Mr. Janaszek and Mrs. Adipietro were in favor of the motion. The motion carried.

Building Permits Report: The Building and Occupancy Permit report was included in the Commissioners packets. Mr. McDaniel would like to have more detail in the report. The handwritten reports were too hard to read, so the packets include the bill. The bill does not give the details of the project- only the project numbers.

Quaker Valley Council of Governments:

The COG is planning the Adapt Dinner. Every year they ask all the municipalities to donate prizes for a giveaway. This year, they would like to collect \$10.00 per Commissioner and purchase the prizes themselves.

The Board was not in favor of spending taxpayer money on prizes.

The Township receives the CDBG Grants through the COG.

MS4 Report: No report.

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UNFINISHED BUSINESS

Approval to purchase Cameras for Police Department

Mrs. Verszyla explained that at the last meeting during the camera purchase discussion, the Board talked about freezing spending at year end because money was short and that we would budget for the purchase next year. Mrs. Verszyla said she would research grants. The day after the meeting, Mrs. Verszyla called Ms. Oslick and texted Mr. Janaszek with information on how to apply for the grants. Chief Wanto also received a letter from Matzie's office regarding the same grant and the deadline was October 15th. Mrs. Verszyla offered to help file for the grant because Ms. Oslick was not familiar with the process. Mrs. Verszyla then texted Ms. Oslick and Mr. Janaszek to follow up on the status of the grant application and neither one answered her text. Mr. Janaszek did respond and let Mrs. Verszyla know that a SAMs number was needed to apply for the grant. Ms. Oslick spoke to her department and they told her it would take months to receive a SAMs number. A discussion was had about the numbers needed to file for the grant and the grant process.

There was a discussion about how to pay for the cameras and the use of COVID funds. The police department has already overspent in the equipment and supplies account. Mr. McDaniel stated that the Township has had yearend deficits in the past and recommended to defer the purchase for a few months when we have a yearend projection. We should keep researching grants. Mrs. Verszyla will continue to work on grants and will speak with Matzie's office. The discussion continued about the cost and need for the cameras.

MOTION: Ms. Oslick made a motion to approve the camera purchase in the amount of \$4,300.00, seconded by Mr. Janaszek. A roll call vote was taken. Mrs. Verszyla and Mr. McDaniel voted no for the reasons stated above. Mr. Janaszek, Ms. Oslick and Mrs. Adipietro voted in favor of the motion. The motion carried.

The funds will come from the Police Capital Reserve Account.

Newsletter Service

A discussion was had about using a newsletter service. The Board does not like the ads the newsletter service would place in the newsletter and decided against using a service.

Approval of Resolution 2020-25: Penn Dot Winter Maintenance Agreement and Policy

Mr. Chesney explained that the Township could use the integrity policy that is in the agreement and it should be posted in the Public Works employee's area.

MOTION: Mr. McDaniel made a motion to approve the Penn Dot Winter Maintenance 5-year Agreement and policy, seconded by Ms. Oslick, with all in favor.

Approval to Advertise October Budget Workshop Meeting

MOTION: Mrs. Verszyla made a motion to advertise a Budget Workshop Meeting for October 27, 2020 at 5 p.m. seconded by Ms. Oslick, with all in favor.

The Commissioners would like to meet with the department heads to review the budget numbers. Mr. McDaniel and Mr. Janaszek will meet with Chief Wanto on October 14th at 10:30 a.m. to review the Police Budget. Mr. McDaniel and Mrs. Verszyla will meet with Foreman Andy Wanto and Ms. Rengers to review the Public Works Budget on October 21st at 11 a.m. Ms. Oslick and Mr. McDaniel will meet with Ms. Rengers on October 26th at 10 a.m. to discuss the Administration budget.

NEW BUSINESS

Resolution 2020-26 (Act 205 Uniformed and Non-uniformed 2020 Pension Payment)

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The Township received \$49,238.33 from the Auditor General for the Act 205 Pension Payment. We will take an additional \$7,907.67 from the General Fund, for a total of \$57,146.00, to be paid to the Non-Uniformed Pension Plan for the 2020 MMO. We will take \$24,006.00 from the General Fund to pay the Police Pension Plan for the 2020 MMO. These numbers were budgeted for.

MOTION: Mrs. Verszyla made a motion to approve Resolution 2020-26 setting forth the payments to be made to the Pension Plans as follows: pay the Non-Uniformed Pension Plan, in the amount of \$57,146.00, and the Police Pension Plan, in the amount of \$24,006.00, for the 2020 Minimum Municipal Obligations as budgeted, seconded by Mr. Janaszek, with all in favor.

Resolution 2020-27 (Act 205 Fireman's Relief Pass thru Payment)

The Township received \$9,115.07 from the Auditor General for the 2020 Act 205 Fireman's Relief payment. This payment has been passed through to the Fair Oaks Fire Department Relief Association Fund and the 706B Form has been filed with the Auditor General.

MOTION: Mrs. Verszyla made a motion to approve Resolution 2020-27 setting forth the payment to be made to the Fair Oaks Fire Department Relief Fund, in the amount of \$9,115.07, seconded by Ms. Oslick, with all in favor.

Resolution 2020-28 (Social Media Policy)

Mr. Chesney explained that this policy gives the Township the ability to regulate some of the content on social media pages. The Township must have a policy to have the ability to remove inappropriate comments. This policy says that the Manager develops and implements Social Media Use Standards and Procedures. Mr. Chesney would have to help the Manager with this process. This policy gives the Manager the ability to delete inappropriate content from Social Media pages.

MOTION: Ms. Oslick made a motion to approve Resolution 2020-28, setting a Social Media Policy, seconded by Mr. Janaszek, with all in favor.

Acceptance of Resignation from the Zoning Hearing Board

Resident Tom Jones has submitted his resignation from the Zoning Hearing Board.

MOTION: Ms. Oslick made a motion to accept the resignation of Tom Jones from the Zoning Hearing Board, seconded by Mrs. Verszyla, with all in favor.

A short discussion was had about an appointment to the Zoning Hearing Board. The Board will ask for Letters of Intent from the residents and appoint someone at the next meeting.

Mini Food Pantry

A discussion was had about the installation of a mini-food pantry from the YMCA. The pantry would allow residents to get different types of pantry items for free. The pantries are going into other areas as well. The Fire Department has started an Auxiliary group. A discussion was had about where to place the pantry.

Acceptance of Public Works Employee Resignation

The resignation was rescinded.

PUBLIC PARTICIPATION

Nate Turner, resident, asked if the Township could change the ordinance regarding chickens to increase the number of chickens allowed. Four chickens is not enough. There are chickens in Quaker Heights that tend to get out of the fence and roam around. The ordinance regulates where the coop can be located on the property. Mr. Chesney will research the chicken ordinance. A short discussion was had around the issue.

MOTION: Mrs. Verszyla made a motion to approve for Mr. Chesney to research chicken ordinances, seconded by Ms. Oslick, with all in favor.

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EXECUTIVE SESSION

MOTION: Mr. Janaszek made a motion to go into Executive Session at 9:27 p.m. to discuss employee issues, seconded by Ms. Oslick, 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 Ms. Oslick, with all in favor.

ADJOURNMENT

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

Respectfully Submitted:
Betsy Rengers, Manager