

LEET TOWNSHIP BOARD OF COMMISSIONERS
September 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. Commissioners present were Jim Janaszek, Donna Adipietro, Erika Oslick, Carolyn Verszyla and Marty McDaniel.

Also, present:

Betsy Rengers, Manager	Rick Hite, Resident
Dan Slagle, Engineer	Katie and Deb Cheddar, Resident
Steve Chesney, Solicitor	Mitch Soman, Resident
Nathan Turner, Resident	Gary and Barbara Bradel, Residents
Stephanie Popowich, Resident	
Chuck Soman, Resident	

PUBLIC PARTICIPATION

Mitch Soman, resident, submitted a "Letter of Intent" to ask the Township to vacate a paper street located next to his house, so the he could acquire the property adjacent to his in order to build onto his house. Mr. Slagle explained the process and the Board discussed the issue. Right of ways would have to be maintained for utilities. The property would revert to each neighbor, 50/50. The Township will place an 811 call to see what utilities are located there. Mr. Soman would not be able to build in the Township's right of way. The Township may vacate a portion of the property.

MOTION: Mr. Janaszek made a motion to research the utilities located in the Township right of way, seconded by Ms. Oslick, with all in favor.

Step Popowich, resident, asked the Board about Halloween this year due to COVID. The Board had a discussion around the issue and decided to have Halloween on the regularly scheduled day.

Katie Cheddar, resident, complained about her neighbor who built a huge garage with no building permit. Deb Cheddar talked to Betsy Rengers about the issue on the day it happened. The Township issued a stop work order, the police and building inspector went to the property and asked the resident to get a survey and file a permit. Supposedly the garage has a drain to the creek. The Township has a flood plain ordinance, and the homeowner is not in compliance. Mr. McDaniel explained the flood plain ordinance is very restrictive. Variances cannot be granted in the flood plain. The issue is with the building inspector.

APPROVAL OF MINUTES

MOTION: Mr. Janaszek made a motion to approve the minutes of the August 10, 2020 Board of Commissioners Meeting, as submitted, seconded by Ms. Oslick. Mrs. Adipietro, Mr. McDaniel, Ms. Oslick and Mr. Janaszek were in favor of the motion. Mrs. Verszyla abstained from the motion because she did not attend the meeting and was not sure if the minutes were right or wrong.

APPROVAL OF BILLS PAYABLE

MOTION: Mr. Janaszek made a motion to approve Check Detail 08-2020, seconded by Mr. McDaniel, with all in favor.

2020 Budget to Actual Report: Mr. McDaniel reported that the revenues are up compared to last year and expenses are normal.

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Payroll Report

The payroll report was submitted to the Board.

Finance Report: Mr. McDaniel reported:

August 2020

FNB General Fund	\$496,558.27
FNB Capital Reserve	\$88,880.33
FNB Emergency Reserve	\$2,656.34
FNB Escrow Fund	\$377.71
Liquid Fuels Account	\$62,177.10
PLGIT Class	\$17,315.38
PLGIT Tax Refund	\$25,000.05
Fireman's Truck Fund	\$32,663.37

Tax Collectors Report: Ms. Rengers reported that there were \$85,548.23 in uncollected taxes.

Solicitor's Report: Penn Dot Winter Services Agreement: Mr. Chesney explained that the Penn Dot Winter Services Agreement says that the Township must have an integrity policy to enter into the Agreement. Mr. Chesney has reviewed the agreement. The Township is the contractor. Ms. Rengers received a 30-day extension from Penn Dot to turn in the signed agreement.

MOTION: Mrs. Verszyla made a motion to have Mr. Chesney draft an integrity policy for the Penn Dot Winter Services Agreement, seconded by Mr. Janaszek, with all in favor.

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.**
- 2. Ambridge Avenue ADA Sidewalk Project – Work should begin on October 5, 2020.**
- 3. Watson Renovation Site Plan – The demolition is complete, and Mr. Slagle continues to monitor the site work.**
- 4. 2020 OVCOG/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 – Mr. Slagle asked Melee and Melee to hold the bid until next year. Melee is willing to hold the bid, however; after 60 days the bid can be withdrawn by. If the oil prices stay low, they may honor the bid, or if prices go up, they may ask to rebid.**
- 6. Sewickley Borough Act 537 Plan – Mr. Slagle met with LTMA to discuss the project. LMA has received a \$200,000.00 H2O Grant.**
- 7. OVHS Project: The high school has submitted a lot consolidation plan for the next Planning**

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Commission meeting. They are combining 14 lots.

Public Works Report: Mr. A. Wanto reported:

- Completed crack seal/hot asphalt patching for the season.
- Trimmed trees in Quaker Heights/Leet Acres.
- Painted traffic lines for Police Department.
- Cleaned out storm water basins.
- Fixed light switch and ceiling fans at Plum Street Park.
- Handled Dumpster Days event.
- Call out for large trees that fell on August 27th.
- Rented a chipper to clean up debris.

Upcoming Work:

- Start on the 2021 Budget.
- Leaf Season preparations.
- Create plan for Olde Sewickley Highlands detention pond repair.

Manager's Report: Ms. Rengers reported:

- I submitted for the reimbursement of Police Wages through the Cares Act in the amount of \$40,000.00. I am waiting for the disbursement.
- Donna and I met with Fabian O'Connor regarding our General Audit. Fabian is finalizing the Audit and will present it to the Board when it is complete. He repeatedly said the Township needs to watch the daily spending. He also said that the Township is not able to buy any more property at this time.
- The Planning Commission will meet on September 24th to review 2 lot consolidations and a small cell wireless ordinance that we commissioned Cohen Law Group to do.
- Today, we met with Shelly, the FNB Bank Manager, about waiving the 2% early pay off fee on the current mortgage. She said that she would send it up the ladder to see if she could get the fee waived for us.
- I researched e-mail hosting using our domain name. Prices run from 1.99 to 9.00 per month. We would need at least 10 addresses. We will budget for this expense for 2021.
- Donna organized a First Responder Day to be held on Saturday October 10th from 12-5 and it will be hosted by Encompass Health. Activities will include food trucks, a mini touch a truck event and a car show. Donna is working with Encompass Health now to organize the event. Thanks to Donna and Encompass Health for your work on this project. The Township would like to have t-shirts made and will need to pay for these.

MOTION: Mrs. Verszyla made a motion to spend up to \$1,000.00 on First Responder Day, seconded by Mr. Janaszek, with all in favor.

- I will be putting together the fall newsletter. Announcements in the letter will include: The polling place at Watson with a map of the area/advertisement for volunteers to work the polls, leaf pickup, and the First Responders Event at Encompass Health. The fire department has started an auxiliary group and is recruiting members. Please let me know if you would like to have anything included in the Newsletter.

Ms. Oslick will invite a K-9 Unit to give a presentation at the First Responder Day Event.

COMMITTEE REPORTS

Public Safety Report: Mr. Janaszek reported that there were 53 calls in August. Mr. Janaszek listed the calls.

Mr. Janaszek explained the data from the new speed sign is showing the highest speed on Main Street in 30 days was 29 mph. The speed sign is helping deter speeding.

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Mr. Janaszek explained that the Police Department would like to purchase body/dash cams. Ms. Rengers explained that the Township is watching spending heading into the last months of the year. The COVID funds are to reimburse the General Fund and the only way the Township could get reimbursed is by submitting for police wages. Ms. Rengers understanding of the COVID funds is that budgeted items could not be submitted for reimbursement except for Police wages. A discussion was had around the issue. The decision was tabled due to end of the year spending and Mrs. Verszyla will research grants for the purchase.

Mr. McDaniel let the Board know that there are young boys in Quaker Heights with motor bikes and they are driving them on the road and using the field behind Mr. McDaniel's house. He would like to see something in the newsletter regarding the issue. The field is posted with a sign that says "No Motorized Vehicles" but it is not effective.

Fire Department Report: There were 13 calls. The Fire Department received \$25,000.00 through the Cares Act.

Health and Sanitation: No report.

Code Enforcement: Ms. Rengers reported:

1. We had a final Building Permit Inspection fail for a fence installation. The resident put up a 6-foot-high fence on a corner lot when the building permit they submitted was for a 4' fence. I will send them the application for a Zoning Hearing and fee schedule this week.
2. All issues seem to have been resolved with the Landlord at 66 Orchard. He has taken care of all outstanding building permit work and provided parking spaces for his tenants. BIU has issued his Occupancy Permit. BIU made the landlord install a smoke alarm system in the building.

Ms. Verszyla questioned if the high grass issues had been resolved and they have been. There are some outstanding junk car issues.

Building Permits Report: The Building and Occupancy Permit report was included in the Commissioners packets.

Quaker Valley School District: QVSD has submitted the lot consolidation plan to the Planning Commission. Since the School District has formally approached us, Ms. Rengers would like to have the Township Solicitor at all meetings concerning the school district. The District wants to submit their site plan for November and December. The Planning meeting dates will have to be changed to accommodate the school district.

MOTION: Mr. Janaszek made a motion to approve for the Solicitor to attend the Planning Commission meetings, seconded by Mr. McDaniel, with all in favor.

Quaker Valley Council of Governments: No report.

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

UNFINISHED BUSINESS

Approval of Ordinance 2020-01: Debt Ordinance

MOTION: Ms. Oslick made a motion to approve Ordinance 2020-01 (Debt Ordinance), seconded by Mr. Janaszek. A roll call vote was taken with Mr. McDaniel, Ms. Oslick, Mrs. Verszyla, Mrs. Adipietro, and Mr. Janaszek in favor of the motion.

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NEW BUSINESS

Pension Plan Report: Ms. Rengers gave the Board her report from the meeting she had with Ron Bittner, Girard Representative, on September 9, 2020 at 1p.m. (Notes attached)

Approval of 2021 Police Minimum Municipal Obligation (MMO)

We will see a significant increase in our Minimum Municipal Obligation for 2021. This is due to several economic factors starting with the government shutdown in the last quarter of 2018. In 2019, the Feds raised interest rates for a period of time and then the government entered into a trade war with China. This impacted the Actuarial reports. Measurements are taken every two years. The next measurement is in 2021 and will hopefully impact the 2022 MMO's by lowering it. We will budget for these numbers.

MOTION: Ms. Oslick made a motion to approve the 2021 Police Pension Plan MMO in the amount of \$50,825.00, seconded by Mr. McDaniel, with all in favor.

Approval of 2021 Non-Uniformed Minimum Municipal Obligation (MMO)

MOTION: Ms. Oslick made a motion to approve the 2021 Non-Uniformed Pension Plan MMO in the amount of \$65,787.00, seconded by Mr. McDaniel, with all in favor.

Resolution 2020-19: Appointment of Matt Sample to the LTMA Board

MOTION: Mr. Janaszek made a motion to approve Resolution 2020-19, appointing Matt Sample to the LTMA Board, seconded by Ms. Oslick, with all in favor.

Resolution 2020-20: Appointment of Joe Ferrang to the Planning Commission

MOTION: Ms. Oslick made a motion to approve Resolution 2020-20, appointing Joe Ferrang to the Planning Commission, seconded by Mr. McDaniel, with all in favor.

Resolution 2020-21: Appointment of Gloria Vescio to the Planning Commission

MOTION: Mrs. Verszyla made a motion to approve Resolution 2020-21, appointing Gloria Vescio to the Planning Commission, seconded by Mr. McDaniel, with all in favor.

Resolution 2020-22: Appointment of Thomas Jones to the Zoning Hearing Board

MOTION: Ms. Oslick made a motion to approve Resolution 2020-22, appointing Thomas Jones to the Zoning Hearing Board, seconded by Mr. Janaszek, with all in favor.

Resolution 2020-23: Appointment of Chuck Soman to the Zoning Hearing Board

MOTION: Ms. Oslick made a motion to approve Resolution 2020-23, appointing Chuck Soman to the Zoning Hearing Board, seconded by Mr. Janaszek, with all in favor.

Resolution 2020-24: Appointment of Terry Soster to the Zoning Hearing Board

MOTION: Ms. Oslick made a motion to approve Resolution 2020-24, appointing Terry Soster to the Zoning Hearing Board, seconded by Mr. Janaszek, with all in favor.

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Computer Purchase for the Public Works Department

MOTION: Mr. McDaniel made a motion to approve the purchase of a computer for the Public Works Department, in the amount of \$1597.78, seconded by Mr. Janaszek, with all in favor.

CORRESPONDENCE

There was no correspondence.

EXECUTIVE SESSION

MOTION: Mr. Janaszek made a motion to go into Executive Session at 8:40 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 9 p.m. after discussing employee issues, seconded by Ms. Oslick, with all in favor.

ADJOURNMENT

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

Respectfully Submitted:
Betsy Rengers, Manager