

LEET TOWNSHIP BOARD OF COMMISSIONERS  
February 8, 2021  
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, and Marty McDaniel.

Absent: Commissioner Carolyn Verszyla

Also present:

Betsy Rengers, Manager	Dave Volk, Resident
Cindy Phillips, Treasurer	Don Birnie, Resident
Stephen Chesney, Solicitor	Donna, no information given.
Dan Slagle, Engineer	Erin Cosgrove, Resident
Daphne Homer, Resident	Hadley Hoss
Joe Ferrang, Resident	John Stunda, Resident
Erin Leghorn, Resident	

**SOLICITOR'S STATEMENT**

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. She then gave the public participation rules.

**PUBLIC PARTICIPATION**

Don Birnie, resident, thanked the Board for the opportunity to speak and Mrs. Adipietro for taking the lead in implementing Zoom technology for meetings during the pandemic so that residents could participate in the meetings without having to be concerned about contracting COVID-19. Mr. Birnie commented on living in Leet Township, the quality of life in Leet and his support for the proposed new high school and the quality of education Quaker Valley School District provides.

Mrs. Adipietro thanked Mr. Birnie for his comments.

Erin Cosgrove, resident, thanked the Board for the Zoom Meeting. She has been a resident since 2012. Her main reason for moving to the area was for the school district. Her children attended Quaker Valley and she feels that they received a tremendous benefit from the education, but the building is over 100 years old and has many issues. She feels a new building would be a tremendous asset and is supportive of the proposed new school.

Daphne Homer, resident, had no comments.

Dave Volk, resident, had no comments.

Joe Ferrang, resident, had no comments.

Mr. Stunda thanked Mrs. Adipietro for holding a Zoom Meeting.

Erin Leghorn, resident, was a student of Quaker Valley and supports the proposed new high school. It is a great opportunity for Leet Township.

Hadley Hoss is not a resident and is concerned about the high school project.

Donna had no comments.

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**APPROVAL OF MINUTES**

**MOTION:** Mr. McDaniel made a motion to approve the minutes of the January 11, 2021 Board of Commissioners Meeting, as presented, seconded by Mr. Janaszek. Roll call was taken with all in favor.

**APPROVAL OF BILLS PAYABLE**

**MOTION:** Mr. McDaniel made a motion to approve Check Detail 1-2021, seconded by Mr. Janaszek. Roll call was taken with all in favor.

**2021 Budget to Actual Report:**

Finance Commissioner Marty McDaniel compared the current year with the prior year in January. There was one extra payroll last year. There is nothing out of the ordinary other than we had more expenditures than income because of the time of year with the bulk of tax revenues being received in the middle of May. We may have to do some short-term borrowing later in the year and pay it back when the tax revenues come in.

**MOTION:** Mr. McDaniel made a motion to approve the 2021 Budget to Actual Report, seconded by Ms. Oslick. Roll call was taken with all in favor.

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

**Cindy Phillips Report:** Ms. Phillips reported that we are watching expenditures for the first two months of the year because tax monies will not come in until later in the year. She completed the paperwork for the TAN loan, and we are waiting for the closing date from the bank. Once received; we will have money to pay bills. She filed the MS-965 Report to receive the 2021 Liquid Fuels disbursement in March. Ms. Phillips completed the 1099-NECs and the 1099-R, and they are filed along with the 1096s.

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

January 2021

FNB General Fund	\$102,237.26
FNB Capital Reserve	\$166,541.73
FNB Emergency Reserve	\$22,761.98
Liquid Fuels Account	\$41,313.04
Mortgage Acct/PNC	\$2500.00
PLGIT Class	\$18,864.12
PLGIT Tax Refund	\$25,001.30
Fireman's Truck Fund	\$47,718.65

**Tax Collectors Report:** Ms. Rengers reported that the January Tax Collector's Report reflected \$52,996.43 in unpaid taxes.

**Managers' Report**

Ms. Rengers reported:

- Cargill had a fuel surcharge increase of \$0.47 per ton of salt starting today.
- The newsletters should go out by the end of the week.

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**COMMITTEE REPORTS**

**Building Inspector/Code Enforcement Report:** Ms. Rengers reported:

- The report is in the Commissioners packet.
- We had one resident apply for a Zoning Hearing. We have since learned that he has two unpermitted structures on his property. He has granted the Zoning Hearing Board an extension for the hearing.

**Public Safety Report:** Mr. Janaszek reported that there were 36 calls in January and listed the calls. Captain Molinaro saved a resident's life last week. Mrs. Adipietro and Mr. Janaszek thanked Captain Molinaro for a great job.

**Public Works Report:** Ms. Rengers reported:

February 2021:

- Took MS4 water samples.
- Cleaned out storm water pit on Ambridge Avenue.
- Crew participated in a webinar for playground equipment maintenance, as required by our insurance company.
- Took care of snow/icy roads several times.
- Ordered 60 tons of salt.
- Worked on the shower project.
- Pothole patching.
- Picked up Christmas trees.

**Upcoming Work**

- Patch hole in backhoe bucket.
- Tree work at Township Building.
- Crew is attending PA One Call Class.
- Plow and spreader maintenance.

**Solicitors Report:** No Report

**Engineers Report:** Mr. Slagle reported:

1. **Quaker Valley High School Site Plan** - We are waiting for the Traffic Study from the Quaker Valley High School Traffic Engineer. We will coordinate with Gateway Engineers when we receive the Traffic Study. The Site Plan is now proceeding through the Zoning Hearing process for a Special Exception and this will give the citizens the opportunity to speak and voice concerns and comments. Once this goes through the Zoning Hearing process it will come back to the Planning Commission.
2. **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. We are holding up the Final Estimate until the Final Close-Out have been submitted by the Contractor. Because the bids were so favorable to the Township, we were able to extend the sidewalk 120 feet. The Township has been awarded \$220,000.00 for Phase II of the project to replace the sidewalks on Willow and Neely area.
3. **2020 Paving Project** - Bids were received February 10, 2020 for the 2020 paving project with a low bid of \$42,660 (Spencer Lane) and \$58,720 (Chaucer Court) from Mele &

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Mele. The project was tabled pending resolution of project financing. We contacted the contractor who has agreed to honor his bid at the same unit prices publicly bid on February 10, 2020. Based on the foregoing, the Township can either proceed with bids in hand or with the project back out for public bid. There is an alternate bid with a product called FORTI-FI. Mr. Slagle suggested using the FORTI-FI product. This is a longer wearing product and may extend the life of the road three to five years. A discussion was had about the project and the FORTI-FI product. The Township has \$120,000.00 in Capital Reserve to fund this project.

**MOTION:** Mr. Janaszek made a motion to award the 2020 Paving Project to Mele and Mele for the base or alternate bid, seconded by Mr. McDaniel. Roll call was taken with all in favor.

**4. Columbia Gas Mound Street Project** - The project January 25, 2021. The majority of the work will be in the dilapidated sidewalks which will be restored by Columbia Gas. No restoration will be allowed until the Spring. Columbia Gas has requested to piggyback on the Township's 2021 paving project. The paving contractor (Mele and Mele) is agreeable to the additional work at the same unit prices bid back in 2020.

**5. Oil and Gas Ordinance** - We met with the Planning Commission on January 28, 2021 to discuss modifications to the Township's Oil and Gas Ordinance to stop unauthorized fracking within the Township from adjoining municipalities. We have prepared supporting language for the Commissioners review and consideration as recommended by the Planning Commission regarding feeder lines from neighboring communities. The feeder lines branch out at least a mile. We cannot restrict it but can control it. If the well pad is located elsewhere, the company would have to come before the Planning Commission for approval. Mr. Chesney explained that Act 13 prohibits the Township from banning the process but allows us to regulate it.

**MOTION:** Mr. Janaszek made a motion to authorize the Solicitor to craft a feeder line ordinance, seconded by Mr. McDaniel. Roll call was taken with all in favor.

**MS4 Report:** No report.

**Fire Department Report:** No report.

**Health and Sanitation:** No report.

**Quaker Valley Council of Governments:** No Report.

**QVHS Report:** No report.

**UNFINISHED BUSINESS**

**Approval of Ordinance 2021-02 (Tax Collector's Wage for 2022)**

**MOTION:** Mr. Janaszek made a motion to approve Ordinance 2021-02 setting the Tax Collector's wage for 2022 at \$1,000.00 per year, seconded by Ms. Oslick. A roll call vote was taken with all in favor.

**Resolution 2021-01 (TAN Loan)**

**MOTION:** Mr. McDaniel made a motion to approve Resolution 2021-01 setting forth the terms of the Tan loan as follows: The Township of Leet hereby approves the President and Manager to sign the closing

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paperwork for a Tax Anticipation Note (TAN), in the amount of \$150,000.00, at an approximately 2.29% interest rate for a twelve-month period, from First National Bank (FNB), seconded by Mr. Janaszek. A roll call vote was taken with all in favor.

Ms. Rengers stated that in mid-January 2021, we had a balance of \$189,000.00 in the General Fund. This is the highest balance we have ever had in the month of January without taking a TAN loan. This balance resulted after we funded the 2021 Paving Capital Reserve account with \$67,500.00 and we were able to leave \$18,683.52 in the PLGIT Credit Card Savings Account. We also funded a \$25,000.00 Capital Reserve Account for tax refunds and put \$10,000.00 into our Emergency Reserve Account. I have worked since 2018 to build these accounts. I have also worked to change the spending habits here. We will keep working towards a better fiscal future.

**NEW BUSINESS**

**PGH Phone Renewal Agreement**

**MOTION:** Mr. McDaniel made a motion to approve the one-year agreement with PGH networks for the Avaya phone system, seconded by Ms. Oslick. A roll call vote was taken with all in favor.

**War Memorial Committee**

Ms. Rengers would like to schedule a War Memorial Committee Meeting. Kurt Bubb is the Committee Chairman.

**Grading, Excavating and Fill Ordinance/Colonial Drive**

Mr. McDaniel explained that there is a possibility of a new home being built on Colonial Drive. Several residents have contacted him with concerns about this. This lot was not developed by Ryan Homes and it has a Township drainage easement on it. Mr. McDaniel explained that the Township has a strict grading ordinance, and the property is very steep and has a stormwater outlet. No permit has been granted there and the owner will have to comply with our fill ordinance. Mr. Slagle stated that the Township has no knowledge of what was placed there. The owner will need to work closely with his builder and our building inspector for this project. Mr. Slagle suggests that the issue be left with the owner, builder and building inspector. Mr. Chesney agreed with Mr. Slagle. The owner has asked about moving a head wall. Mr. Slagle noted that there is an easement on the property and if the owner wants to build on top of the easement, they will need to approach the Township to vacate the easement. The Building Inspector is aware of the project. Mr. Ferrang stated that fill has been put in the lot and is at least 3/4s fill. They may need an engineer's study on the stability of the lot.

**Approval to Advertise Board of Commissioners Zoom Meeting for March 8<sup>th</sup>**

**MOTION:** Ms. Oslick made a motion to advertise the March 8, 2021 Board of Commissioners meeting via Zoom, seconded by Mr. McDaniel. A roll call vote was taken with all in favor.

**Approval to Advertise Planning Commission Zoom Meeting for February 25<sup>th</sup>**

**MOTION:** Ms. Oslick made a motion to advertise the February 25, 2021 Planning Commission meeting via Zoom, seconded by Mr. Janaszek. A roll call vote was taken with all in favor.

**CORRESPONDENCE**

There was no correspondence.

**PUBLIC PARTICIPATION**

There were no comments.

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**EXECUTIVE SESSION**

**MOTION:** Mr. Janaszek made a motion to go into Executive Session at 8:05 p.m. to discuss police contracts, seconded by Mr. McDaniel. Roll call was taken with all in favor.

**MOTION:** Mr. Janaszek made a motion to return to Regular Session at 8:40 p.m. after discussing police contracts in Executive Session, seconded by Mr. McDaniel, with all in favor.

**ADJOURNMENT**

**MOTION:** Mr. McDaniel made a motion to adjourn at 8:43 p.m., seconded by Mr. Janaszek, with all in favor.

Respectfully Submitted:  
*Betsy Rengers, Manager*