

LEET TOWNSHIP BOARD OF COMMISSIONERS

June 14, 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. Commissioners present were Jim Janaszek, Donna Adipietro, Carolyn Verszyla and Marty McDaniel. The meeting started with the Pledge of Allegiance.

Commissioner Oslick was absent.

Also present:

Betsy Rengers, Manager	Tom Jones, Resident
Stephen Chesney, Solicitor	Bonnie Hitchens, Resident
Charlie Frederick, Resident	Larry Kroner, Resident
Chuck Soman, Resident	Maureen Daily, Resident
Marlene Chiaverini, Resident	Shirley Balcerek, Resident
Nathan Turner, Resident	Bob Gulish, Resident
Cindy Phillips, Non-resident	Katie and Deb Cheddar
Joanne McDaniel, Resident	Karen Thompson, Resident
Rody Nash, Resident	Bill Jasper, Leetsdale Resident

Mrs. Adipietro welcomed everyone to the meeting and gave the rules of public participation.

**PUBLIC PARTICIPATION**

Bob Gulish, Resident, explained that there was a stop sign on the corner of Mound and Oak coming down the hill and he is requesting that it be put back up. There are 14 children that live between Oak and Ledge and play on the street. He does not feel safe at the intersection because you cannot see around the corner. The stop sign was taken down after November 1<sup>st</sup> and put back in April. The alley behind his house is being used by children riding bikes and they come out on Mound.

Tom Jones, Resident, stated that two years ago, he was surprised when five people ran for two vacant positions. Four of the candidates said that we needed change. He proposed a group interview for the candidates this year. There was not a single Commissioner who offered help with that. He believes that a group candidate interview would allow for a more informed choice. He asked again and the Commissioners did not vote. He will bring it up again. Mr. Janaszek gave him a list of voters, but he didn’t feel it was helpful.

Deb Cheddar, Resident, asked the Board about the status of the hearing for her neighbor. She read a statement about the flood plain ordinance study for hydraulics that her attorney requested. She asked the Board about the time frame for turning in the report. Ms. Rengers emailed the Zoning Hearing attorney to email Mrs. Cheddar’s attorney regarding the matter. Mrs. Cheddar can attend and speak at the hearing. We will advertise the hearing and post the property when the hearing date is set. Mr. Chesney said that the Zoning Hearing Board Attorney Mr. Restauri will ask for more information if needed. This can be a process at times. Mr. Chesney will attend the hearing. At the hearing, we can object to the paperwork being turned in late. Mr. Restauri will act as the judge during the process, and it is up to him to accept or not. He will set briefing schedules for the attorneys.

**APPROVAL OF MINUTES**

Mrs. Verszyla made the following corrections: Page 2, Check 7108 for the fire department add “Mrs. Verszyla would like for this to be corrected and the solicitor agreed, and it was talked about at a previous meeting. Mr. Janaszek stated that it was an oversight”. On Page 4, add “Commissioner Verszyla” to the call out for a public works employee. On the last page, bottom paragraph: Mrs. Verszyla read the statement about the payroll audit and challenged Ms. Rengers on her statement. It went on to say the Mrs. Adipietro stated that it was decided not to use Mr. Turnley because of his friendship with Commissioners. Mrs. Verszyla thought this was an inaccurate statement, that he was not used because of a lower bid from another firm. Ms. Rengers explained that she was out on surgery

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and not included on any of the e-mails between Mrs. Verszyla, Ms. Phillips, and Mr. Turnley. Mrs. Adipietro stated that the Board did not engage Mark Turnley. Mrs. Adipietro was specifically told not to include Ms. Rengers in the discussion about the auditor. Mrs. Verszyla stated that she did not want to bother Ms. Rengers while she was out sick. Mrs. Adipietro stated that it was prior to that.

Mr. Jones asked if the minutes reflected the exact wording from the Solicitor regarding his request. Mrs. Adipietro explained that minutes are not verbatim. Ms. Rengers read the excerpt aloud regarding Mr. Chesney’s statements. Mr. Chesney explained that the building should not be used to host a political event because it could be viewed that the Township is favoring a candidate. It also presents liability issues for the Township to allow the building to be used for something other than a public function.

**MOTION:** Mr. McDaniel made a motion to approve the minutes of the May 10, 2021 Board of Commissioners Meeting, with corrections, seconded by Mrs. Verszyla, with all in favor.

**APPROVAL OF BILLS PAYABLE**

Mr. McDaniel would like to see more details on the check detail list.

**MOTION:** Mr. Janaszek made a motion to approve Check Detail 05-2021, seconded by Mr. McDaniel. Roll call was taken with all in favor. Mrs. Verszyla voted yeas based on Mr. McDaniel’s review.

**2021 Budget to Actual Report:**

Mr. McDaniel, Finance Commissioner, reported that there was a large tax deposit at the beginning of June that will reflect in the next report. Some departments spent a little more than last year, but it was within range.

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

April 2021

FNB General Fund	\$715,770.04
FNB Capital Reserve	\$72,883.86
FNB Emergency Reserve	\$20,673.10
Liquid Fuels Account	\$71,462.71
Mortgage Acct/PNC	\$2,500.00
PLGIT Class	\$26,022.24
PLGIT Tax Refund	\$25,002.21
Fireman’s Truck Fund	\$47,753.71
War Memorial Fund	\$10,172.28

There are six escrow accounts that contain Developer’s money for different projects. Ms. Rengers explained that we have collected most of our Real Estate tax money. Mr. McDaniel explained that most of our revenue is collected through real estate.

**Tax Collectors Report:** No Report.

**Managers’ Report**

Ms. Rengers reported:

- ★ I mailed approximately 670 notices to residents in Leet and Leetsdale concerning the QVSD hearing. The hearing has been advertised twice and the property has been posted. I have had calls asking for the procedure of the hearing. Vince Restauri, Leet ZHB Solicitor, and the Chairman of the zoning hearing board will meet here tomorrow to discuss the process. We will post the process on the website. Ms. Rengers has requested that the Leet Township taxpayers be the first to speak and have a seat in the room.

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- ★ A resident asked to see the 2017 Encompass Health Traffic study. I put it on the homepage of the website.
- ★ With the help of Chief Molinaro, we were able to apply for the SAMS number. I filed for the American Recovery Act monies, and we are slated to receive \$83,000.00 this year and then again next year for a total of \$166,000.00.
- ★ We received the GASB 67 reports on both Pension Plans from the Girard.
- ★ I contacted the Auditor about the payroll audit. It is complete and they would like to set up a meeting to report the findings. I called Fabian today to set up the meeting and he did not return my call. Mrs. Verszyla would like for him to attend a public meeting. Ms. Rengers spoke with Mr. O'Connor and the audit will reflect the findings and his suggestions on how to resolve the issues.

Fairview Street is located on Leet Acres and a new house is being built there.

**COMMITTEE REPORTS**

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

The Building Inspection report is in the packet. I sent out 20 notices concerning a rodent problem on Main and Beech. We had occupancy permit issues, garbage issues and I will send a letter about the boats across the street. We had an accessory structure in Quaker Heights, and I have asked them to remove it.

**Public Safety Report:** Mr. Janaszek reported that there were 100 calls in May and listed the calls.

Mr. Janaszek explained that we are seeing the drug activity increase and to look out for suspicious activity.

**Public Works Report:** Mrs. Verszyla reported:

June 2021:

- Replaced stop signs in Olde Sewickley Highlands.
- Put playground mulch and sand around play structures.
- Began weed killer applications.
- Cut and trimmed all parks and properties.
- Purchased and began planting trees/flowers.
- Trimmed bushes.
- Set up Plum Street Park for 11 rentals.
- Picked up litter on Camp Meeting.
- Assisted P.D. with installing security cameras.
- Repaired Lunak gate from tree damage.
- Checked on remodeled detention pond for efficiency during a rain event.
- Began Phase II of OSH detention pond project.
- Treated all catch basins for West Nile virus.
- Painted basketball courts.

**MOTION:** Mr. McDaniel made a motion to accept the reports as submitted, seconded by Mrs. Verszyla, with all in favor.

We are still waiting for signs to install at Kenney Drive field. Mr. Wanto is installing a decorative entrance at the field.

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Mrs. Verszyla would like to talk to Mr. Wanto before the meetings for updates.

**Solicitor's Report:** Mr. Chesney reported that he reviewed all of the Police Policies. Chief Molinaro has updated all of the current policies. The law has changed, especially with the "Search and Seizure" policy. The current body camera policy has been updated, but Mr. Chesney would like to have a policy in place for discipline incase an officer violates the body camera policy. Chief Molinaro has asked for a 6-month grace period while the officers get used to using the new cameras. Mr. Chesney would like to have a punitive measure for not following the policy. The department has three cameras, and they are kept in the station when not in use. The officer is required to wear the camera during the shift and the camera is downloaded at the end of the shift. The policies are a part of the Police Policy Manual, and the Commissioners should approve it. The "Search and Seizure" policy is the biggest policy change.

**Fire Department Report:** Mrs. Adipietro stated that there were 14 calls between May 3rd and May 29<sup>th</sup>. Chief Turner reported that they will celebrate their 100<sup>th</sup> anniversary on July 24<sup>th</sup>. Chief Turner is requesting \$26,000.00 from the Fireman's Truck fund to repair the station roof and fix one of the trucks. The driveway also has repair issues. Mr. Janaszek would like for there to be oversite when the driveway is repaired and maybe the Engineer can have an inspector there. The Fire Department submitted 3 bids for the roof repair. The lowest was \$19,000.00. The bids, roof material and work were discussed. The truck needs to be repaired and the parts are \$4,200.00.

**MOTION:** Mr. Janaszek made a motion to take \$26,000.00 from the Fireman's Truck Fund and give to the Fire Department for roof and truck repair, seconded by Mr. McDaniel, with all in favor.

A discussion was had about using the American Recovery Act Funds to pay for the roof since it is an emergency repair. Chief Turner stated that the Fire Department is a separate entity from the Township, and the funds should not be used. A short discussion was had over changing the name of the Fireman's Truck Fund to Fire Services Capital Reserve. We will look at a name change during budgeting season.

**Engineers Report:** No Report.

**Health and Sanitation:** No report

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

**Quaker Valley School District Report**

The Zoning Hearings for the school board have been scheduled for June 28 and June 30, 2021.

**UNFINISHED BUSINESS**

**Ordinance 2021-03 Chicken Ordinance Amendment:**

**MOTION:** Mr. Janaszek made a motion to approve Ordinance 2021-03 increasing the number of chickens from four to eight, seconded by Mrs. Verszyla. A roll call vote was taken with all in favor.

**TAN Loan Payoff**

**MOTION:** Mr. Janaszek made a motion to pay off the TAN loan in the amount of \$150,608.79, seconded by Mr. McDaniel. A roll call vote was taken with all in favor.

The TAN loan is a tax anticipation note that is taken against the tax revenues to get the Township through the first three month of the year if the General Fund is too low at the end of the year. It must be paid back within the year. We have been working to not take the loan. Mrs. Adipietro stated that is has been a big change with increased amounts in

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our accounts. Mr. Janaszek asked Ms. Rengers to cut spending to get rid of the loan. Ms. Rengers explained that we are working towards a small tax reduction for next year if the numbers work during budgeting season.

**NEW BUSINESS**

**Approval to engage Book Minders for Bookkeeping Services**

The estimated monthly cost for Book Minders is \$1674.25 and the start up cost will be about \$3500.00 to \$4000.00. Mr. McDaniel is familiar with the company, and they charge on a transactional basis. We will need to use one account and change how we do things slightly. Mr. McDaniel researched them years ago and they were the clear winner. A short discussion was had around the issue. Using this company will create a separation of duties.

**MOTION:** Mr. McDaniel made a motion to engage Book Minders for Township bookkeeping services according to their letter dated June 14, 2021 at a monthly cost of \$1674.25 and a startup fee up to \$4000.00, subject to the Solicitor's review and approval of the Agreement, seconded by Mr. Janaszek, with all in favor.

**Approval of Mini-Cobra Services Agreement**

The Township does not have an agreement with Breitsman, our insurance carrier, for Cobra administration services. The fees are 5% based on the premium and Mr. Chesney has reviewed the agreement and approved it.

**MOTION:** Mrs. Versyla made a motion to approve the agreement for Cobra administration services with CW Breitsman Associates, seconded by Mr. McDaniel, with all in favor.

**Approval of Covenant Agreement**

A resident in Quaker Heights would like to build a retaining wall in the Township's stormwater right of way. Mr. Chesney worked with Ms. Rengers on the covenant, and it would be recorded on the deed. The retaining wall will only be a few feet on the right of way on either side. The resident will be responsible for all costs to remove the wall if the Township had to access the site. Mr. McDaniel would like for the Engineer to approve the covenant. Mr. Chesney explained that the homeowner wants to make an improvement and the covenant would bind the homeowner to the agreement. Existing fences do not fall under this agreement. A short discussion was had around the issue.

**MOTION:** Mr. McDaniel made a motion to approve the covenant agreement subject to the Township Engineers approval, seconded by Mrs. Verszyla, with all in favor.

**CORRESPONDENCE**

Jordan Tax Service sent a letter regarding their fees to the Township for tax collection services next year. The Tax Collector will appoint the deputy tax collector.

Cargill Letter: Ms. Rengers e-mailed the letter to the Board regarding a one-year extension to the contract at an adjusted price of \$78.82 per ton. The term is from July 1, 2021 to June 30, 2022.

LTMA/QVSD Letter: We were copied on a letter from Leet Township Municipal Authority to Quaker Valley School District for sewer services for the proposed new high school.

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Bill Jasper, Leetsdale Resident, spoke to the Board about his 100-year-old house that sits on the border of the school property, and he would like to speak at the Zoning Hearing. He has spoken to the ZHB Solicitor and would like to attend the procedural meeting between the Solicitor and Chairman. He will be directly impacted by the project. Ms. Rengers sent out 40 certified letters to the residents of Leetsdale to make sure they were aware of the hearing. The meeting will be available by Zoom. The school district did not submit a stormwater plan to the Board. The ZHB will decide the land use and if it is an appropriate use of the land. The Planning Commission will review the entire plan and we have hired independent engineers to review the geo tech plan. Mr. Jasper has had water issues from that property for 30 years.

Rody Nash, Resident, asked the Board what their opinion of the proposed school was. The Board responded that they must stay neutral at this point. A short discussion was had around the issue.

Mr. Nash asked the Board about the Commissioner censure. Mr. Chesney explained that it is a public reprimand. It will be discussed in Executive Session and if the Commissioners decide to bring it to a vote, they will.

The improvements to be made at the entrance to Kenney Drive Park is for decorative purposes only.

**EXECUTIVE SESSION**

Mrs. Adipietro asked for a motion to go into Executive Session to discuss personnel issues and the Commissioner Censure.

**MOTION:** Mr. Janaszek made a motion to go into Executive Session to discuss personnel issues and the Commissioner Censure. Mrs. Adipietro called for a second. There was none. Mrs. Adipietro passed the gavel to the Vice President and seconded the motion. There was a tied vote. The motion failed.

**ADJOURNMENT**

**MOTION:** Mr. Janaszek made a motion to adjourn at 8:40 p.m., seconded by Mrs. Verszyla, with all in favor.

Respectfully Submitted:  
*Betsy Rengers, Manager*