

LEET TOWNSHIP BOARD OF COMMISSIONERS
May 10, 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, Erika Oslick, Carolyn Verszyla and Marty McDaniel. The meeting started with the Pledge of Allegiance.

Also present:

Betsy Rengers, Manager	Karen Thompson, Resident
Cindy Phillips, Treasurer	Dana Harris, Resident
Stephen Chesney, Solicitor	Julie Charko, Resident
Dan Slagle, Engineer	Charlie Frederick, Resident
Chuck Soman, Resident	Rody Nash, Resident
Tom Jones, Resident	Marlene and Len Chiaverini, Resident
Don Birnie, Resident	JoAnn McDaniel, Resident
Pete Pucci, Resident	Dan Peluso, Resident
Nate and Steph Turner, Residents	
Bonnie Hitchens, Resident	
Paul Magee, Resident	
Joe Ferrang, Resident	
John Stunda, Resident	

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

PUBLIC PARTICIPATION

Bonnie Hitchens, Resident, has heard rumors and comments about Quaker Heights residents regarding defunding the Police and Public Works Department during the election season. She did not hear this from any residents in her neighborhood. She talked about Facebook posts. She attended a candidates' meeting and met the candidates. She talked about Parking on Lawns and other ordinances. She would like to see the Board get along with each other better.

Joanne McDaniel, Resident, stated that the Parking on Lawns ordinance allows for parking on the lawn one day a week. Ms. Rengers explained that the ordinance allows for temporary parking in the yard for pick up and drop off or for a party. Ms. Rengers is the Code Enforcement Officer and will respond to any complaints about parking in yards.

Tom Jones, Resident, is seeking approval to hold a "candidates' night". He laid out the procedure for the night and it would need a committee. He was seeking approval from the Board to hold the event. A discussion was had about the night. Mr. Chesney weighed in on the discussion and stated that it may become complicated because the Township does not want to look bias towards certain candidates. The discussion continued. Mr. Chesney stated that it would not be right to provide benefits for one candidate over the other. He wants to make sure that it is not illegal to hold a meeting without all the candidates involved. Mr. Chesney also saw a problem with proposed questions going to all the candidates.

Bill Wanto, Resident, inquired about the elimination of the Tax Collector position and what the costs would be. He stated that the Township had changed the position in haste and was unaware of the cost. Mr. McDaniel explained there is tax savings involved. There will still be an elected Tax Collector and they will appoint a deputy tax collector. Mr. Wanto asked again about the cost and if the Township had a signed proposal or agreement for Tax Collection Services. The Township will lose the Tax Certification money. Mr. Wanto asked that the Board reconsider the decision.

A short discussion was had about the Deputy Tax Collector.

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APPROVAL OF MINUTES

Mrs. Verszyla had corrections to the minutes. On page one, during Mr. Wanto's discussion, Mr. Wanto stated that he had sent a "confidential" letter to the Board. Mrs. Verszyla wanted the word "confidential" removed because the letter was not stamped "confidential". Mr. Janaszek stated that the letter was for Executive Session and is confidential. Mr. McDaniel stated that Don Birnie was not in attendance at the meeting and should be removed from the attendance list. Mrs. Verszyla stated that on page 4, the public works report should reflect the amounts for each vehicle for the truck repairs. Mrs. Verszyla wanted the amounts to be listed for each truck. Ms. Rengers stated that the minutes were a reflection on the Public Works report as submitted by Foreman Andy Wanto and read by Mrs. Verszyla. On page 7, Mrs. Verszyla wanted the minutes to reflect she asked for an update on the "Police Payroll Audit". Ms. Rengers stated that it was a payroll audit and not a police payroll audit. A discussion was had over the type of audit that was requested. Ms. Rengers will review the tape for the wording on the audit. Mrs. Verszyla asked for a "body" camera policy on page 8. Ms. Rengers will add the word "body". Mrs. Verszyla wanted the dates of the ALOM conference, that we did not budget for it, and that Mrs. Adipietro said she would pay for herself. Ms. Rengers will add that to the minutes. Ms. Rengers will pay for her own conference. Mrs. Adipietro is not satisfied with all of the corrections that have been made.

MOTION: Mr. McDaniel made a motion to approve the minutes of the April 12, 2021 Board of Commissioners Meeting, with corrections, seconded by Mr. Janaszek, with all in favor.

APPROVAL OF BILLS PAYABLE

Mrs. Verszyla asked about the postage meter and why we do not use it for newsletters. Ms. Rengers explained that we have had the postage meter for 8 years and at times she has not used it for large mailings because of the cost of the ink. A short discussion was had about the postage meter.

The Township uses Wine Construction for diesel fuel and a Wex Bank credit card for gasoline.

Ms. Rengers keeps the commercial credit card locked in her office and it is only given out with approval from her.

We bought an office chair for Ms. Phillips.

We have AEDs which are serviced monthly.

Check 7108 for the Fair Oaks Fire Department was a pass through from Donna Adipietro's stipend to the fire department. This should not come directly through the General Fund but should be paid to Mrs. Adipietro who would then give it to the fire department. Mrs. Verszyla would like for this to be corrected and the Solicitor agreed. It was discussed at a previous meeting. Mr. Janaszek stated it was an oversight that the check was cut. The fire department will have to return the money to correct it. Mrs. Adipietro will give the Fire Department the money.

Legal Services: Under Solicitor, we have an extra category for Contract Solicitor. We will use this category for the Zoning Hearing Board Solicitor.

MOTION: Mr. McDaniel made a motion to approve Check Detail 04-2021, seconded by Mr. Janaszek. Roll call was taken with the vote as follows: Mr. McDaniel, yes, Mrs. Verszyla, yes, with the exception of check 7135 to Bill Wanto for Resigning Payout of \$10,000.00 and check 7108 to the Fire Department for a payment pass thru from Mrs. Adipietro, in the amount of \$375.00, Mr. Janaszek, yes, Ms. Oslick, yes and Mrs. Adipietro, yes.

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2021 Budget to Actual Report:

Mr. McDaniel, Finance Commissioner, reported that Revenues are down about \$153,000.00 in property tax. It may be cyclical because of the report date.

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

Cindy Phillips Report:

We received a Comcast franchise payment in the amount of \$4189.13. Ms. Phillips would like to have Board approval to move the Captain category funds in the Budget to the Chief category.

MOTION: Mr. McDaniel made a motion to move the remaining budgeted funds of \$57,946.60 from the 410.113 Captain to 410.10 Chief, seconded by Mrs. Verszyla, with all in favor.

Finance Report: Mr. McDaniel reported:

April 2021

FNB General Fund	\$265,064.52
FNB Capital Reserve	\$163,365.60
FNB Emergency Reserve	\$22,770.50
Liquid Fuels Account	\$74,811.76
Mortgage Acct/PNC	\$2,500.00
PLGIT Class	\$24,600.92
PLGIT Tax Refund	\$25,001.99
Fireman's Truck Fund	\$47,746.02

Tax Collectors Report: Ms. Rengers reported that there were \$754,000.00 in uncollected taxes. Ms. Oslick would like to have a plan for upcoming tax collection services. Mr. McDaniel explained that the elected tax collector will appoint a deputy tax collector. Jordan charges 3.50 per card. The compensation had to be set in January before the election. Ms. Oslick would like the cost for real estate tax collection in writing. Mr. McDaniel will get in touch with Jordan for the cost. A short discussion was had around the issue.

Managers' Report

Ms. Rengers reported:

- I filed the Ag-385 for both Pension Plans and the Act 13 Gas Well report.
- A resident is using the Leet Township Logo. I spoke with Steve about this, and he did a little research on it. Even though the Township had the design made and paid for it, the logo still needs to be copyrighted. I am asking that the Board approve for Steve to register or copyright the logo. The total cost should be under \$1500.00. Mr. Chesney explained a situation that happened in another municipality where the logo was used by others. They decided not to copyright it and once again, someone used the logo. A discussion was had about where the money to pay for the copyright will come from. A discussion was had about residents using the logo and whether it is legal. Mrs. Verszyla asked if it could be done in a less expensive way. Mr. Chesney responded that it may give the impression that the Township endorses certain candidates because the logo is used by a candidate.

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MOTION: Mr. Janaszek made a motion to have Stephen Chesney file for a copyright for the Township logo and Ms. Rengers will assign the category in the budget, seconded by Ms. Oslick. Mrs. Verszyla needs to know what budget line it will come from because the budget is tight. She stated that it was not budgeted for and voted a reluctant yes, Mr. McDaniel, no, Ms. Oslick, yes, Mr. Janaszek, yes, Mrs. Adipietro, yes.

- Jordan Update: I tried to contact Jordan to research the cost of using them for real estate tax collection and they have not gotten back to me.
- Carpet Cleaning: the carpets in the building need to be cleaned. We received a bid from Carpet Appearance to clean the carpets for \$420.00.

MOTION: Mrs. Verszyla made a motion to have the carpets cleaned from the building maintenance fund, seconded by Ms. Oslick.

A discussion was had about the building maintenance and that it is an expected expenditure. The motion was withdrawn.

- Office furniture: We need to replace some office chairs and purchase two lateral filing cabinets. One of the cabinets is for the Sewer Authority and they will reimburse us. I am asking to spend up to \$1000.00. We will look at used equipment.

Mrs. Verszyla would like to see if she can find businesses that are closing and find less expensive or free office furniture.

- Over the weekend, Commissioner Verszyla called out a public works employee. I would ask that in the future, if the Foreman is unavailable, that all call outs go through me. The employee that was called out was out sick with a COVID scare. We had asked the employee to stay home because his roommates and those close to him had been diagnosed with COVID. His test results state that even though he tested negative, the possibility of a false negative should be considered in context to his exposure. Also, being that we are on a tight budget, this could affect overtime and rotations for call outs for the employees. Mr. Janaszek stated that the Police Department was going to sweep the glass off of the road. Mrs. Verszyla received a call from a resident about tons of broken glass at the entrance into Quaker Heights. At 7:51 p.m. she called the Police Department with no answer, and she left a message. At 7:54 p.m. she called Jim Janaszek and his message box was not set up for messages. At 8:01 p.m. she called Andy Wanto in Mexico and had to apologize for the call. She feels that as Public Works Commissioner she should be notified when an employee is on vacation. At 8:02 p.m. she called Cody Blumling to come out. At 8:39 p.m. Cody Blumling called her to say it was resolved. A short discussion was had around the issue.

COMMITTEE REPORTS

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

The Building Inspection report is in the packet. Ms. Rengers sent letters on parking in yards, a trailer and boat in yards, and garbage cans going out early for collection. All issues have been resolved.

Public Safety Report: Mr. Janaszek reported that there were 94 calls in April and listed the calls.

The Police Budget should come in under budget at the end of the year. Mr. Janaszek read a report from Chief

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Molinaro on COVID and injury sick time: After observing the Police Departments 2021 budget to actual report, I noticed that we are at 103% of our part-time budget: $\$16,000.00 - \$16,505.70 = \$505.70$.

The following were unexpected expenditures due to injury and Covid -19:

- 23 days of quarantine between two full-time officers from January to April and 36 sick days due to injury between January to April.
- $\$19.50$ (Part time wage) x 8 = $\$156.00$
- $\$156.00$ x 23 (Covid -19) days = $\$3,588.00$.
- $\$156.00$ x 36 (Injury) Days = $\$5,616.00$.

Bringing it to an unexpected expenditure total of $\$9,204.00$ from January 2021-April 2021.

Also, I observed that we have used 1.4% of our budgeted funds for Court: $\$11,464.52 - \$165.00 = \$11,297.47$.

Between all full-time officers, there is approximately 264 hours of vacation left to cover:

$264 \text{ hours} = 33 \text{ Shifts}$. $\$19.50$ (Part time wage) x 8 = $\$156.00$.

$\$156.00$ x 33 = $\$5,148.00$

Due to District Court being closed the first quarter of the year, we saved a significant amount on our budgeted Court time. It is in my opinion that we will not see an overall budget inflation for the remainder of the year due to the savings. Chief Molinaro

Public Works Report: Mrs. Verszyla reported:

May 2021:

- Mulch work at parks.
- Serviced sprayer equipment.
- Put down fertilizers and weed control applications.
- Grass cutting.
- Delivered free compost to a few residents.
- Olde Sewickley Highlands was paved.

Upcoming Work:

- Stain Plum Street Park Pavilion.
- Replace stop signs in Olde Sewickley Highlands.
- Install sand at Plum Street Park.
- Continue detention pond project.

Plum Street Park rental is free to residents with a $\$60.00$ returnable deposit and a $\$10.00$ alcohol permit fee. Non-residents pay $\$50.00$ for 25 guest and under and $\$100.00$ for 26+ guest.

There is not a drawing for the island landscaping at Olde Sewickley Highlands. Mr. A. Wanto has seeded the island with 30 tons of topsoil. A letter was sent to the residents about the landscaping on the island. The residents responded that they only wanted to see trees and greenery there. The paving project came up sooner than expected and we are waiting for spring plants to come in and we will start planting in the island. The basins have been fixed.

Solicitor's Report: No report.

Fire Department Report: Mrs. Adipietro reported that there were 5 calls in April.

The Fire Department set a proposal for roof replacement to the Commissioners and a second quarter invoice. However, we just paid the first quarter invoice. Mrs. Verszyla wants to have 3 quotes for the roof replacement, and she spoke with Leticia Sinclair in Harrisburg with Loans and Grants about a grant to replace the roof called The Fire Company

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Emergency Grant. Mr. Turner stated that the fire department does receive a grant from them every year and is only allowed to submit for one grant a year. Mr. Turner explained the grants process. Mrs. Verszyla will call Ms. Sinclair back to find out if there is another grant to apply for. She recommended using the American Funds Act monies. Mrs. Verszyla would like to meet with the Fire Department to discuss the issues. Ms. Rengers asked Mr. Turner about the Fire Department Budget, General Fund Audit, 2020 Cares Act monies, and the raffle revenue and expenditures. There were roof repairs about four years ago. There was a short discussion about fire department expenditures and an accounting of the spending there. The fire department owns the building, and it has a leaking roof. A discussion was had about where to take the funds from the Township budget for the Fire Department. Ms. Rengers explained that the Township is recovering financially from previous administrations and did not budget for this. Ms. Phillips suggested using the Fireman's Truck Fund. The discussion continued. Mr. Turner would like to use the Firemen's Truck Fund.

Engineers Report: Mr. Slagle reported:

The next MS4 report is due in September of 2021.

1. **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 & Mele for total of \$101,380. The Township has awarded the project at same unit prices as publicly bid on February 10, 2020. **Construction started on April 15, 2021 and was completed on April 19, 2021. We have enclosed for the Township's review/approval Estimate No.1 in the amount of \$90,506.50.**

MOTION: Mr. McDaniel made a motion to pay Estimate No. I in the amount of \$90,506.50 to Mele and Mele & Sons, seconded by Mrs. Verszyla. A roll call vote was taken with all in favor.

2. **Ambridge Avenue ADA Sidewalk Project PH II** - The Township was awarded a grant in the amount of \$220,000 to replace the sidewalks in the Eckert/Neely area of the Township with new ADA sidewalks. **Bids were received on April 1, 2021, by QVCOG/ACDD and awarded to EL Grande Enterprises in the unit price amount of \$211,395. This project must be completed by 6/30/2021. We have received and recommend for approval the Construction Agreement with QVCOG/ACDD for the Ambridge Avenue ADA Sidewalk Project.**

with **MOTION:** Mrs. Verszyla made a motion to approve the Construction Agreement QVCOG/ACDD for the Ambridge Avenue ADA Sidewalk Project, seconded by Ms. Oslick. A roll call vote was taken with all in favor.

3. **Old Sewickley Detention Basin Repair/Rehabilitation** - We met with the public works department on April 12, 2021 to inspect the damage from the recent rain storm events to the detention basin as well as concerns from Township residents.
4. **American Rescue Plan (ARP)** - We are coordinating with the Township Manager regarding potential uses for the ARP funds which include sewer infrastructure.
5. **Health South Site Plan** - Based on the solicitor's letter to Health South, we received a response from their engineer regarding the status of the site plan indicating that the plan was complete. We performed a follow-up final inspection a on May 10, 2021 and prepared an updated letter of Final Matters.

Mr. Slagle inspected the site and the list of 4 items is not complete. We will continue to work on this.

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6. **Kenny Drive Asphalt Cuts** - We investigated the recent concerns from Township pedestrians regarding 3 asphalt cuts along Kenny drive on April 12, 2021. The Township residents have responded to the repairs. The residents cut through the cartway and a letter was written to the residents. There are curbcuts for drainage. Mr. Slagle was satisfied with the repairs the residents did.
7. **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. **We understand that Gateway Engineers will be reviewing the Quaker Valley High School Traffic Study and that the Site Plan is now proceeding through the Zoning Hearing process as a Special Exception.**
8. **Watson Site Plan** - We are continuing to monitor the construction.
9. **2021 QVCOG/ACDD Grant Applications** - The 2021 QVCOG/ACDD Grant Application was submitted on September 8, 2020 for the Ambridge Avenue Residual Sidewalk Project. No action from QVCOG/ACDD.
10. **Columbia Gas Mound Street Project** - The project started on January 25, 2021. The majority of the work will be in the dilapidated sidewalks which will be restored by Columbia Gas. **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.**
11. **Small Cell Tower and Fence Ordinances** - We met with the Planning Commission on March 25, 2021 to discuss updates to the Township's Small Cell Tower Ordinance to cover the pending 5G Technology within the Township and Fence Ordinance. **The Planning Commission will meet again on May 27, 2021 to further discuss the updates. A discussion was had about 5G mini cell towers.**

Ms. Rengers explained that the Township has received grants to replace all of the sidewalks at this end of Fair Oaks. The Township received \$40,000.00 from the CARES Act and will receive \$156,000.00 from the American Recovery Act. If we can manage the money correctly, we may be able to do a tax decrease for 2022.

MOTION: Mr. McDaniel made a motion to approve the Construction Agreement with QVCOG/ACDD for the Ambridge Avenue ADA Sidewalk Project, seconded by Ms. Oslick. A roll call vote was taken with all in favor.

Health and Sanitation: The Township has nothing in writing for a pick up day from Waste Management. They are supposed to pick up trash no earlier than 7 a.m. Mrs. Adipietro is satisfied with the pickup as it is. A short discussion was had about the contract.

MOTION: Mrs. Verszyla made a motion to keep Monday as the garbage pickup day and to let Waste Management know in writing, seconded by Ms. Oslick, with all in favor.

Quaker Valley Council of Governments:

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Patrick Connors is the new Executive Director for the Quaker Valley COG. He is a very impressive person.

Receipt of 904 Recycling Grant Payment

The Township received \$364.80 for the residential portion of the Act 904 Recycling Grant.

Quaker Valley School District Report

The Zoning Hearings for the school board have been scheduled for the end of June due to advertising requirements. They are expecting to have 8 or 9 hearings regarding the proposed new school.

UNFINISHED BUSINESS

Chicken Ordinance Amendment:

At the last meeting we had a hearing regarding increasing the number of chickens and only one resident commented on it. The rest of the ordinance will remain the same with the placement of the coop, care of the chickens, and the property lines.

MOTION: Ms. Oslick made a motion to advertise Ordinance 2021-03 increasing the number of chickens from four to eight, seconded by Mrs. Verszyla, with all in favor.

NEW BUSINESS

The food trucks that visit Quaker Heights sign an indemnification form. Holly Teegarden is in charge of this. Ms. Rengers will follow up with Mrs. Teegarden for the forms.

Mrs. Verszyla would like to have a work session meeting each month to help with the length of the meetings. Ms. Rengers stated that she is a working Manager and does not have an assistant and the reason for this is because it keeps the cost low. Ms. Rengers will request to be paid overtime if the workload is increased and will need to be paid for extra responsibilities. Mrs. Adipietro stated that historically Leet Township has not had long meetings and would like to investigate what has changed to cause the meetings to go so late. The discussion was ended.

Public Participation rules to be placed on the agenda: Mrs. Adipietro would like to do a resolution for public participation and have Mr. Chesney review it and write it. She liked the Seven Fields Public Participation Resolution.

MOTION: Mr. Janaszek made a motion to have Mr. Chesney review and write a public participation resolution, seconded by Ms. Oslick.

The Commissioners will review the resolution before the vote is taken. The motion was tabled.

Mr. Janaszek stated that a resident said that someone in Quaker Heights told him that Mr. Janaszek lives in Florida. Mr. Janaszek lives in Fair Oaks and addressed the rumors that are circulating that are pitting neighbors against neighbors. Mr. Janaszek has been on the Board for 8 years. The township has always taken a TAN Loan and at one time raised taxes. Mr. Janaszek was against a tax increase at the time and explained we have been working on the finances since 2018 and we are on solid ground financially now, regardless of the rumors. We are building the bank accounts and working on not taking a TAN Loan. A discussion was had about the rumors. Mrs. Verszyla has a letter from a sitting Commissioner that is a terrible letter in the way she was talked to. She will make the letter a matter of public record before she leaves. Mrs. Verszyla feels that none of her and Mr. McDaniel's recommendations are ever materialized and are tabled. She brought up the Payroll Audit and that it was manipulated, and we have not received the results yet. Ms. Rengers stated she was out sick with surgery and was not at any time told about the payroll audit with Mark Turnley. Mrs. Adipietro stated that the Board decided not to use Mark Turnley because of the friendship with Commissioners.

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PUBLIC PARTICIPATION

Dana Harris, Resident, brought up the installation of the fence at Olde Sewickley Highlands. A short discussion was had about the fence.

John Stunda, Resident, complimented the paving job in Olde Sewickley Highlands. He attended a Zoom Meeting in March and with the upcoming issues, he would like to continue with the Zoom meetings. The school hearing will be in person and on zoom. Mrs. Adipietro purchased the Zoom meeting technology for the Township and runs the program during the meetings. A short discussion was had about the Zoom meetings. Mr. Stunda would like to know what is being planted in the island before it is planted. There will be trees and grasses installed.

CORRESPONDENCE

There was no correspondence.

EXECUTIVE SESSION

Mr. McDaniel would like for the audience to know that they do not need to leave for the Executive Session and can stay to hear voting after the session. The session is for the Police Chief contract and personnel issues. There was a letter regarding Executive Session for Mr. McDaniel. Mrs. Adipietro was going to explain to everyone that they may hang out while we are in Executive Session.

MOTION: Mr. Janaszek made a motion to go into Executive Session at 9:45 p.m. to discuss the Chief's contract and personnel issues, seconded by Ms. Oslick, with all in favor.

MOTION: Mr. Janaszek made a motion to come out of Executive Session at 10:31 p.m. after discussing the Chief's contract and personnel issues, seconded by Ms. Oslick, with all in favor.

MOTION: Mr. Janaszek made a motion to have Stephen Chesney review the body camera policy, seconded by Ms. Oslick, with all in favor.

MOTION: Mr. Janaszek made a motion to give Chief Molinaro a pay increase to \$73,000.00 retroactive to March 9, 2021, seconded by Ms. Oslick, with all in favor.

The Board will review the contract for the next meeting, and it will be on the agenda then.

ADJOURNMENT

MOTION: Mr. Janaszek made a motion to adjourn at 10:35 p.m., seconded by Mrs. Verszyla, with all in favor.

Respectfully Submitted:
Betsy Rengers, Manager