

TOWNSHIP OF LEET
WORKSHOP MEETING MINUTES
MARCH 27, 2023

The Workshop Meeting of the Leet Township Board of Commissioners was called to order at 4:00 p.m. by President Martin C. McDaniel at the Leet Township Municipal Building, 194 Ambridge Ave., Fair Oaks, PA 15003. Roll Call: Commissioners present were Martin C. McDaniel, Carolyn Verszyla, Dan Peluso, and John Stephansky. Commissioner Rody Nash joined the meeting at 4:11 pm. The meeting started with the Pledge of Allegiance.

Also present:

Betsy Rengers, Manager	LSSE Engineers Kevin Brett, and John Valinsky
Donna Adipietro, Resident	Interim Chief Brian Jameson
Peggy Adams, Resident	
Curt Bubb, Resident	
Jeff Besong, Resident	

PUBLIC PARTICIPATION

There was no public participation at that time.

UNFINISHED BUSINESS

Building Renovations/Site Plan Discussion with LSSE

Mr. McDaniel explained that the Township received two quotes for space planning design drawings for the municipal building at 194 Ambridge Ave. Mr. Peluso would like a better understanding of the project. Mrs. Verszyla would like to have an overall picture of the renovation plan and then put the renovation work into phases. She said that the two quotes the Township received were about \$3,000.00 apart and she asked Leet Township Engineer Brett to explain why his quote was more expensive than Mr. Campbell's.

LSSE Engineer Kevin Brett explained the reason for the LSSE pricing: LSSE has Architect Steve Paxton on staff that will meet with the Board and department heads for a needs analysis of the existing building. Mr. Paxton would look at the needs versus the space in the building, including spaces for IT, security, police, and the meeting room size to determine if the spaces are being used to their full potential. He may determine that the meeting room space can be downsized. Mr. Paxton is working with Center Township to renovate the municipal building. The conceptual design will have cost estimates, anywhere between \$75,000 and \$100,000. LSSE will look for grants but grants for municipal buildings are difficult to obtain. They will determine if the staff needs to vacate the building during the renovation. The Center Township project is a complete renovation and they moved out of the building during that time. The electrical, HVAC, plumbing, and different contractors will be bid out at the same time. LSSE will manage the project, contracts, and bids. The schematic phase is \$10,000.00 then the Board of Commissioners will determine the final project according to price. The priorities of the renovation will come from the Board. Mr. Brett feels the building is big enough to accommodate the needs.

Mrs. Verszyla said the police department will be the biggest part of the project. Mr. Peluso asked Mr. Brett about the schematic phase of the project and if it would include concept drawings. Mr. Brett said that it would include concept drawings and ADA compliance. He

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spoke about the entrance to the building and hardening it for security purposes so residents could be buzzed in. If the Board authorizes Mr. Brett to proceed, he will set up meetings with the department heads, the Board of Commissioners, and the Sewer Authority to assess their needs. LSSE has worked on many municipal building renovations.

Mr. Nash would like to have a campus site plan that includes the public works building, the administration/police building, and the fire department. The War Memorial may be included in the plan.

Mr. McDaniel spoke about the quote from Denny Campbell and that it included garage space. Interim Chief Jameson spoke with Mr. Campbell and presented a wish list for the design that included garage bays. Mrs. Verszyla would like a secure building with bulletproof glass and security doors.

Mr. Peluso explained that one more architect was going to give a quote on the design. The discussion continued. The Property Committee will review the quotes and make a recommendation to the Board at a subsequent meeting. The discussion continued.

War Memorial Committee Update

The War Memorial Committee has been working on the design of the memorial. Mr. Bubb spoke with Rome Monument, and they presented him with three grades of granite. The project will need to be bid out. Mr. Brett has landscape architects to help decide the layout. Mrs. Verszyla asked if natural stone material was cheaper than granite. Mr. Brett stated that stone can be soft and not last as long as granite. Ms. Rengers spoke with Mr. Valinsky about the location of the memorial. He said it can stay in the original area. The Board approved for LSSE to do the design work on the memorial at the Board of Commissioners Regular Meeting on March 13, 2023. The War Memorial Committee will meet this Wednesday to start the design discussions and touch base. Once they are organized, they will meet with the landscape designer. Mr. Besong suggested having Veteran Banners hung up along Ambridge Ave. There was a short discussion about banners.

Interim Chief Updates:

Handicapped Parking Update

Interim Chief Jameson reported that Mr. Chesney is working on the handicapped parking ordinance. A resident requested a space and put his own sign up in front of it. We will wait for the ordinance to approve the resident's handicapped space.

Part-time Police Officer Wages: The Leet Township Collective Bargaining Unit approved the wage increase to \$25.00 per hour for part-time police officers. The letter was in the Commissioners' meeting packet.

Camera Status and Possible Live Stream Camera Installation

Interim Chief Jameson spoke with the resident who has Leet Township cameras on Orchard and Main and they are functioning. Interim Chief Jameson researched internet camera services and thought it would be a good idea to put live stream cameras into each location.

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Mrs. Adipietro believes the cameras were installed at Orchard and Main to watch foot and vehicular traffic in that area. Interim Chief Jameson is researching locations for the cameras. There is a bus stop at Orchard and Main, so it is a great area for cameras. There was a discussion about the different types of cameras that are available. Interim Chief Jameson will look for affordable camera options with live streaming. The current location of the cameras is good, and we may install one at the entrance to Quaker Heights. We may have some grant money available to help with the costs.

Mrs. Verszyla asked if the Officers are trained for an active shooter situation at the school. Interim Chief Jameson stated that all full-time officers are trained in active shooter scenarios and one part-time officer is not trained. Mr. Besong said it is important to know the layout of the high school if something like this occurs. The high school would have to agree to allow Leet Township Officers to train there. There is mandatory police training every year and active shooter training is a part of that. Interim Chief Jameson has attended multiple training sessions on this topic.

Mrs. Verszyla asked if the officers had been in the high school. Interim Chief Jameson stated that some have, and some haven't. This is a current discussion at the QVCOG Police Chief's meeting. Quaker Valley is looking at putting an officer in every school. The school district should hold the training.

NEW BUSINESS

Establishing Protocol for the Purchasing of Firearms

Mr. Stephansky researched officers' uniform purchases from 2017-2022. He felt that some of the purchases were questionable. Interim Chief Jameson reported that the purchases were approved by the former manager and police chief and were for off-duty weapon purchases and accessories. There is the question of whether these purchases were for personal use or off-duty use. The purchases were registered in the officer's name, not the Township. These purchases were authorized by the previous manager and Chief. Mr. Stephansky would like the Public Safety Committee to establish a protocol and directive, with the assistance of Interim Chief Jameson and the Solicitor, for the purchase of firearms. This will become a part of public safety policies. He has seven recommendations for the purchase of firearms for the committee to review. All firearms purchased with taxpayers' money will be the property of the Township and registered to the Township.

Mr. Stephansky's seven recommendations to the Public Safety Committee were:

1. All firearm purchases must be approved by the Board of Commissioners before the purchase is made.
2. The firearm purchase shall be authorized with a purchase order signed by Manager Rengers.
3. All firearms purchased with taxpayer funds will be registered to Leet Township.
4. All firearms will be charged to equipment purchases only and no longer be under the uniform allowance.

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5. All firearms are to be inventoried and the serial numbers registered including the date of purchase, cost, caliber, and make. The list will be maintained by the Chief of Police and the Manager.
6. Any firearm that is property of the Township and is retired from service for any reason shall be disposed of in a manner as determined by the current Board on the recommendation of the Chief of Police.
7. If the procedures are not followed, the purchase of the firearm or ancillary equipment for the firearm will be denied by the Board.

Mr. Stephansky will turn the list over to the Public Safety Committee. Some officers who still work here have purchased weapons using the uniform allowance. Mr. McDaniel would like to ask for the equipment to be returned. Interim Chief Jameson stated that the weapons may have been purchased for off-duty carry. Two officers who still work here made these purchases. Interim Chief Jameson implemented a duty weapon policy, and the Township will supply duty weapons starting this year. Interim Chief Jameson has the master list with serial number, cost, make, model, and caliber. The weapon will be returned to the Township when the officer leaves the position. Before this year, the Township did not provide the officers with duty weapons. We will put the policy on the next agenda for approval. There was a discussion about the uniform allowance and what it entails. There was one officer that purchased two guns with his uniform allowance that no longer works here.

Mr. Nash asked Interim Jameson about the disciplinary policy. Interim Chief Jameson found significant issues with the policy and rewrote it. Mr. Chesney has the policy now and is working on it. There was language in the policy that didn't apply to Leet. The policy will come before the Board of Commissioners once the policy is approved by the solicitor and bargaining unit.

Approval to Open an FNB Fire Escrow Account for 20 Myrtle Hill

Ms. Rengers explained that on February 2, 2023, there was an insurance fire claim at 20 Myrtle Hill Road. The structure suffered significant damage from the fire. In turn and due to the amount of damage, the Township's Fire Escrow Ordinance 2015-04 was triggered. The ordinance allows the insurance company to submit a quote from a qualified contractor to remediate the property. Ms. Rengers received a quote from the insurance company to tear the structure down to grade level, cap the water and sewer line, backfill, seed, and straw and haul away the debris in the amount of \$58,000.00. She will need to open an escrow account once the funds are received from the insurance company. The insurance agent informed her that the structure will be rebuilt. When the structure is finished and approved by Leet Township Building Code Officials, the escrow account will be closed, and the money will be returned to the homeowner. Interest payments on this account will remain with the Township. This is the first time the ordinance has been used.

MOTION: Mr. Nash made a motion to authorize Manager Betsy Rengers to open an FNB Escrow Account for 20 Myrtle Hill Road in the amount of \$58,000.00, seconded by

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Mrs. Verszyla. Roll call was taken with a vote as follows: Mr. Stephansky; yes, Mrs. Verszyla; yes, Mr. McDaniel; yes, Mr. Nash; yes, and Mr. Peluso; yes. The motion carried.

Amendment to the Agenda for Purchase of Public Works Trailer

Mrs. Verszyla received two quotes from Mr. Wanto for the purchase of a trailer to haul the lawn tractor. One was not CoStar's pricing, and the other one of the quotes was a CoStar price of \$5,500.00 for an 18' 10,000lb trailer.

MOTION: Mrs. Verszyla made a motion to amend the agenda to vote on the purchase of an 18' 10,000lb. trailer for the Public Works Department, seconded by Mr. Nash. Roll call was taken with a vote as follows: Mr. Stephansky; yes, Mrs. Verszyla; yes, Mr. McDaniel; yes, Mr. Nash; yes, and Mr. Peluso; yes. The motion carried.

MOTION: Mrs. Verszyla made a motion to purchase an 18' 10,000lb. trailer from Turner Tractor in the amount of \$5,500.00, seconded by Mr. Stephansky. Roll call was taken with a vote as follows: Mr. Stephansky; yes, Mrs. Verszyla; yes, Mr. McDaniel; yes, Mr. Nash; yes, and Mr. Peluso; yes. The motion carried.

Correspondence

There was no correspondence at that time.

Public Participation

Resident Donna Adipietro asked Interim Chief Jameson if there was an emergency management plan for the Township office. He was not aware of one, but that is something that should be worked on. The Manager, Emergency Management Coordinator, Interim Police Chief, and Fire Chief were assigned to work on this task.

Adjournment

Mr. Peluso made a motion to adjourn the meeting at 5:29 pm, seconded by Mr. Nash, with all in favor of the motion.

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 /s/ Betsy Rengers

 /s/Martin McDaniel

Betsy Rengers, Manager

Martin C. McDaniel, President

April 10, 2023

Date