

TOWNSHIP OF LEET
WORKSHOP MEETING MINUTES
AUGUST 28, 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 (by phone), Dan Peluso, and John Stephansky. The meeting started with the Pledge of Allegiance.

Absent: Commissioner Rody Nash

Also present:

Betsy Rengers, Manager

LSSE Engineer John Valinsky

Dave Pecharka, Architect

Interim Chief Brian Jameson

PUBLIC PARTICIPATION

Interim Chief Jameson explained that the PlanIt Police Scheduling Software had a significant price increase. The plan expires on August 31, 2023. The cost for the year 2022-2023 was \$1,483.00, and the price is increasing to \$2,650.00 for the year 2023-2024. Officer Wilson researched different scheduling software and found a comparable software called Connecteam (with one t). Municipalities with under ten officers can use the software for free. Interim Chief Jameson spoke to Solicitor Steve Chesney about switching to the new program. Mr. Chesney asked him to make sure the PlanIt information was backed up. Interim Chief Jameson has backed up the information, and he asked the Board for permission to discontinue using the PlanIt software. He has been using the Connecteam software for the last two weeks, and it has worked well so far. Mrs. Verszyla asked if Interim Chief Jameson knew of any other municipalities using the software. He did not know anyone using the software. Mr. McDaniel asked the Interim Chief to check with other municipalities using the software to see how they liked it. Mr. Stephansky was not happy last year when PlanIt raised their prices. He asked how much the Connecteam software would cost once the municipality added more than ten officers. The cost would be \$588.00 per year. Interim Chief Jameson explained that the premium level of the software included a GPS tracking system. The software has a phone app for notifications to the officers. Mrs. Verszyla concurred with Mr. McDaniel's idea of checking references, and Interim Chief Jameson will do so.

UNFINISHED BUSINESS

Approval of Building Renovations Plan

Mr. Peluso invited Architect David Pecharka to attend the meeting to discuss the proposed floor plan for the renovation of 194 Ambridge Ave. Property Committee members Mr. Peluso and Mr. Stephansky met Mr. Pecharka earlier in the summer to formulate the floor plan. Mr. Pecharka taped off the meeting room before the meeting to show the dimensions of the rooms as shown on the floor plan. The Property Committee decided to stay within the limits of the building and not put on any additions. Mr. Pecharka was told that the public meeting space was larger than it needed to be, so he captured space from the meeting room to add offices. A private conference room was added for the Commissioners to meet. He moved the sewer authority office into the manager's office by splitting the room in half. The breakroom could

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be made smaller to add a door for the staff to enter through. A handicapped-accessible toilet was added so that the existing restrooms did not require renovations. Mrs. Verszyla asked for ADA compliance and the addition of an accessible restroom. The mechanical room is noted on the plan. There was a discussion about the size of the police squad room and the possibility of adding a canopy/carport for the police cars to park under. Interim Chief Jameson disagreed with the size of the locker room because the lockers would not allow for the storage of equipment, and the room was too small. There was a discussion about the size of the Chief's office and secure storage room. The squad room did not allow a desk for each officer, but Mr. McDaniel questioned why each officer needed their own desk. Mrs. Verszyla asked if the doorways were disabled accessible, and they were. The size of the meeting room was discussed, and the room was made smaller to add space to the police department. There should be a sign-in table in the meeting room. The file cabinets will be in the "store/print" room. The discussion continued about the police locker room. It was decided to take two feet from the meeting room to add to the Chief's office and locker room. The Chief's office and locker room would be rotated to add more space. There was a discussion about the hallway leading into the meeting room and the vestibule/lobby. The sewer authority office is not staffed daily and is located next to the manager's office. Mrs. Verszyla asked that the manager's office be larger than the sewer authority's office. The sewer authority office has two desks. They have their own copier that should be in their office. The authority rents office space from the Township.

The meeting room is smaller, but the meeting could be moved to the fire hall if a large crowd was expected. Mr. Pecharka suggested moving the door to the meeting room into the hallway. The restrooms are located off the hallway. The discussion continued, and the addition of a carport for the police cars was considered. Mrs. Verszyla suggested getting a new landscaping plan for the building. Mr. McDaniel asked Mr. Pecharka if he could come up with the amount of money needed for the renovation. Mr. Pecharka does not do that type of work. Once finalized, the floor plan can go to a contractor to determine the price of the renovation. Mr. Valinsky will need the floor plan schematic to determine the amount of grant money needed. He suggested using a cost-per-square-foot unit price. Mr. Peluso stated that grant monies would be needed to proceed with the renovation plan.

There was a discussion about the noise of the renovations and whether the offices could function in the building during the renovations. Mr. Pecharka stated that the contractor should work with the municipality regarding the schedule. Mr. Pecharka will make the changes that were discussed to the floor plan and have it back to the Board by Thursday.

Hiring of Part-time Officers

Two candidates were tested for the position of part-time police officer. Public Safety Committee members Rody Nash and Carolyn Verszyla recommended that candidate John Adams be hired for the position. Mr. Adams introduced himself. Mr. McDaniel and Mr. Stephansky asked Mr. Adams a few questions about working in the position.

MOTION: Mrs. Verszyla made a motion to hire John Adams to the position of Leet Township Part-time Police Officer at a rate of \$25.00 per hour, starting on August 28, 2023,

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pending passing a psychological and drug test, seconded by Mr. Peluso. A roll call vote was taken with the vote as follows: Mr. McDaniel, yes; Mrs. Verszyla, yes; Mr. Stephansky, yes; and Mr. Peluso, yes. The motion carried.

Beech Street Speed Table Discussion

Mr. Valinsky informed the Board that he met with Leet Foreman Andy Wanto, Interim Chief Brian Jameson, LSSE Traffic Engineer Micheal Babusci, and Leetsdale Representatives Chief Dan Raible and Street Commissioner Doug Ford on August 17, 2023, at Beech Street to discuss the installation of speed tables. The placement of the speed table was determined and noted on the LSSE Memo dated August 23, 2023. Leet would install a speed table, and Leetsdale would install one. Warning signs were noted on the plan. The lifespan of the temporary speed table would depend on how well it was maintained. The consensus of the group was to put temporary speed tables in to determine if a permanent one was needed. Scott Township may have a used speed table for sale. The cost of the speed table ranged from \$4,500.00 to \$10,000.00. Foreman Wanto had concerns about snow removal with the plow and suggested the table be removed during the wintertime. There was a discussion over a temporary speed table versus a permanent one. Mrs. Verszyla said the Beech Street residents agreed that they all wanted a speed table.

Approval to Apply for Grants through the QVCOG:

\$50,000.00 Community Block Development Grant (CBDG) Application for the Fair Oaks ADA Sidewalk Replacement Initiative

On August 25, 2023, Ms. Rengers had a Zoom meeting with QVCOG Executive Director Patrick Connors and LSSE Engineer John Valinsky to discuss the opening of several grant application periods. They discussed the best types of grants to apply for while considering the type of project. They created a list of grants to recommend to the Board for approval. The list is as follows:

- \$50,000.00 Community Block Development Grant (CBDG) Application for the Fair Oaks ADA Sidewalk Replacement Initiative.

Ms. Rengers explained to the Board that this grant would be a continuation of the Fair Oaks Sidewalk Replacement Initiative. Mr. Connors suggested capping the ask at \$50,000 to ensure that the Township was awarded.

- *\$150K+ Gaming Economic Development Tourism Fund (GEDTF)* for the following:
 - Salt shed replacement.
 - Renovation, roof, and door replacement of 198 Ambridge Ave.
 - Township-wide Stormwater Projects: Watson Street stormwater inlet replacement/QH open space water drainage improvements.

Ms. Rengers explained that the Township had previously applied for the above grants, but they were not awarded.

Mr. Stephansky stated that the existing salt shed was never built properly. The Township used jersey barriers to build the shed and put a cover on it. Mr. Valinsky said a new shed would have

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precast panels for walls with a cover on top of it. The deadline to apply for the CDBG grant was September 9th, and the GEDTF grant closes September 22nd. Some resolutions will need to be adopted at the September meeting. There was a discussion about the stormwater drainage on Watson Street and the resident who has a drainage problem in her yard due to a clogged or collapsed stormwater pipe. It is the resident's responsibility to fix the pipe. Adding stormwater inlets on Watson will not resolve the entire issue in her yard but will improve it.

MOTION: Mr. Stephansky made a motion to apply for the following grants: \$50,000.00 Community Block Development Grant (CBDG) Application for the Fair Oaks ADA Sidewalk Replacement Initiative and \$150K+ Gaming Economic Development Tourism Fund (GEDTF) for the following: salt shed replacement, renovation, roof, and door replacement of 198 Ambridge Ave, and Township Wide Stormwater Projects: Watson Street stormwater inlet replacement/QH open space water drainage improvements, seconded by Mr. Peluso. A roll call vote was taken with the vote as follows: Mr. McDaniel, yes; Mrs. Verszyla, yes; Mr. Stephansky, yes; and Mr. Peluso, yes. The motion carried.

Ms. Rengers explained that the Local Share Account Grant would be used to apply for the inside renovation of 194 Ambridge Ave and Public Works equipment purchases. The application will be discussed at a later meeting because the grant is open until November.

Approval for Solicitor Chesney to Work on the Short-Term Rental Ordinance

Mr. Chesney is working with the Planning Commission on a short-term rental ordinance.

MOTION: Mr. Peluso made a motion to allow Mr. Chesney to write a short-term rental ordinance for the Planning Commission, seconded by Mr. Stephansky. A roll call vote was taken with the vote as follows: Mr. McDaniel, yes; Mrs. Verszyla, yes; Mr. Stephansky, yes; and Mr. Peluso, yes. The motion carried.

Mr. Pecharka came back into the meeting after looking at the parking area behind the police station. He measured the area and talked to the Board about the possibility of adding a carport. He will add the sketch to the floor plan design.

NEW BUSINESS

There was no new business.

ADJOURNMENT

MOTION: Mr. Peluso made a motion to adjourn the meeting at 5:49 p.m., seconded by Mr. Stephansky, with all in favor of the motion.

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/s/Betsy Rengers
Betsy Rengers, Manager

/s/Martin C. McDaniel
Martin C. McDaniel, President

September 11, 2023

Date