

LEET TOWNSHIP BOARD OF COMMISSIONERS
October 9, 2023
Minutes of the Board of Commissioner's Regular Meeting

President Martin C. McDaniel called the Regular Meeting of the Leet Township Board of Commissioners to order at 7:00 p.m. at the Leet Township Municipal Building, 194 Ambridge Ave., Fair Oaks, PA 15003. Roll Call: Commissioners present were Martin C. McDaniel, Carolyn Verszyla, and Rody Nash. The meeting started with the Pledge of Allegiance.

Absent: Commissioners Dan Peluso and John Stephansky

Also present:

Betsy Rengers, Manager

Brian Jameson, Interim Police Chief

Steve Chesney, Solicitor

John Valinsky, LSSE Engineer

Donna Adipietro, Resident

Joe Ferrang, Planning Commission Chairperson

Jennifer Dugan, Part-time Administrative Assistant Candidate

Special Counsel Harland Stone

Peggy Adams, Resident

Dave Kovacs, Resident

Marty Zimmel, Resident

Don Birnie, Resident

EXECUTIVE SESSION

Commissioner John Stephansky and Manager Betsy Rengers previously interviewed part-time Administrative Assistant Candidate Jennifer Dugan. They invited Mrs. Dugan to attend tonight's meeting to meet with the Board of Commissioners for an interview in the Executive Session.

MOTION: Mrs. Verszyla made a motion to go into Executive Session to interview Part-time Administrative Assistant Candidate Jennifer Dugan at 7:02 p.m., seconded by Mr. Nash, with all in favor of the motion.

MOTION: Mrs. Verszyla made a motion to come out of the Executive Session at 7:14 pm after interviewing Part-time Administrative Assistant Candidate Jennifer Dugan, seconded by Mr. Nash, with all in favor of the motion.

PUBLIC PARTICIPATION

Leet Township Special Counsel Harland Stone introduced himself to the Board. The Board of Commissioners hired Mr. Stone to oversee the Quaker Valley School District Land Development Application process for a proposed new high school. Mr. Stone is currently the solicitor for Leet Township Municipal Authority, and his father was the Leet Township Solicitor many years ago. Mr. Stone explained that the Township had received the preliminary site plan from the school district. The plan will be reviewed at the October 26, 2023, Planning Commission meeting if the review comments are received from the Township Engineer and Allegheny County by then. The Township has not received comments from Allegheny County regarding the plan yet, and there will be more activity with comments going back and forth between the engineering firms. The school district may ask for an extension to the 90-day plan

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review time limit that begins with the Planning Commission meeting review. The district may present the final plan to be reviewed at the same time as the preliminary plan. The plans will be posted online to satisfy any right-to-know request. The Planning Commission will review the plan to see if it meets the requirements of the ordinances and render an opinion for the Board of Commissioners. They are purely advisory to the Board of Commissioners.

The Board of Commissioners will make the final decision on whether the school complies with all ordinances and State regulations. There is an appeal in Commonwealth Court regarding the ruling made by Judge James against the Leet Township Zoning Hearing Board's decision to deny the plan unless an emergency access road was added. The Court may uphold Judge James' decision at the hearing tomorrow to allow the school land development application to move forward.

Mrs. Verszyla received a flyer in her mailbox and had concerns about the statements in it regarding the school. Mr. Stone said the resident who sent out the flyer also made a right-to-know request. The person has been invited to attend the Planning Commission meeting.

During the Planning Commission's review of the plan, Mr. Stone said he would carefully weigh comments made about the plan. He will not infringe on someone's First Amendment rights. If someone comes to the meeting and makes a claim that the plan does not meet the ordinances, they should bring proof of why they are making the claim. He will insist the comments are kept to the ordinances.

Mr. Nash asked about the details of the plan and how they would be reviewed since the district had only submitted the preliminary site plan and traffic study. Mr. Stone stated that the school district decided to do more core borings in August, and that delayed the filing of the final plan. After the Zoning Hearing Board ruling, the ordinance gave a one-year deadline to submit a land development application. To meet the one-year deadline, they submitted the preliminary plan. The preliminary and final plans will be reviewed at the same time in one process. Mr. Nash wanted to be sure that the Planning Commission would not make decisions on just parts of the plan.

Mrs. Verszyla was concerned about the flyer that was circulated in the Township and the validity of its claims. Mr. Stone thought there would be more comments in the future. Mrs. Verszyla asked Mr. Stone to review the comments with her so she could feel informed. Mr. Stone said that the person was invited to the Planning Commission meeting, and the items in the flyer would be discussed there, such as insurance and hillside stability. There were legitimate questions raised in the flyer.

APPROVAL OF MEETING MINUTES

Approval of the September 11, 2023, Board of Commissioners Regular Meeting Minutes

Mrs. Verszyla made the following corrections to the minutes: On page 1, under Public Participation, the word Joseph is misspelled. Paragraph 3, delete the word "that" and change the word "parked" to "parks" because it is present tense. Page 2, the motion has Mrs. Verszyla as the first and second to the motion. Change "the motion was seconded" to the correct person.

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Page 5, change "at which time there are over ten officers" to "in the event that there are over ten officers."

MOTION: Mrs. Verszyla made a motion to approve the minutes of the September 11, 2023, Board of Commissioners Regular Meeting, with corrections, seconded by Mr. Nash. A roll call vote was taken with the vote as follows: Mrs. Verszyla, yes; Mr. McDaniel, yes; and Mr. Nash, yes. The motion carried.

Mrs. Verszyla asked Ms. Rengers if she had notified the residents about the finding of chemicals in the drains after the LSSE testing of the outfalls. Ms. Rengers said she published it in the newsletter that was sent out recently.

FINANCE REPORT

The Board of Commissioners announced that they had an Executive Session at the beginning of the meeting to meet with Part-time Administrative Assistant Candidate Jennifer Dugan. They were ready to vote on the hiring.

MOTION: Mrs. Verszyla made a motion to amend the agenda to hire Part-time Administrative Candidate Jennifer Dugan, seconded by Mr. Nash. A roll call vote was taken with the vote as follows: Mrs. Verszyla, yes; Mr. McDaniel, yes; and Mr. Nash, yes. The motion carried.

MOTION: Mrs. Verszyla made a motion to hire Jennifer Dugan for the position of Part-time Administrative Assistant for twenty hours a week between the hours of 10 am to 2 pm, Monday through Friday. The pay rate for the position will be \$20.00 per hour versus the previous rate of \$16.80 per hour. Mr. Nash seconded the motion. A roll call vote was taken with the vote as follows: Mrs. Verszyla, yes; Mr. McDaniel, yes; and Mr. Nash, yes. The motion carried.

MOTION: Mrs. Verszyla made a motion to have Mrs. Dugan start the position on October 16, 2023, after the successful completion of a drug test. Mr. Nash seconded the motion. A roll call vote was taken with the vote as follows: Mrs. Verszyla, yes; Mr. McDaniel, yes; and Mr. Nash, yes. The motion carried.

MOTION: Mrs. Verszyla made a motion to approve payment of the bill list and invoices presented in the amount of \$263,661.19, seconded by Mr. Nash. A roll call vote was taken with the vote as follows: Mrs. Verszyla, yes; Mr. McDaniel, yes; and Mr. Nash, yes. The motion carried.

Circulate Department Reports

The Department Reports were circulating in the meeting room. There will be a vote to approve the reports later in the meeting.

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UNFINISHED BUSINESS

Public Works

Installation of Beech Street Speed Tables

Mr. Valinsky reported that Pleasant Hills Borough had two temporary/removable speed tables for sale. The Pleasant Hills Borough Council Meeting was on October 10, 2023, and the Council would decide on the purchase price of the speed tables. Mr. Valinsky will bring the information to the Board of Commissioners meeting on November 13, 2023.

Personnel Committee

Appointment of Tax Collector

No one applied for the vacant position of Tax Collector, so the appointment was tabled.

Approval to Use ADP to Create an Employee Handbook

Ms. Rengers presented the price of using the ADP Handbook Wizard to create an Employee Handbook. Mrs. Verszyla said she was waiting to hear from another company about their prices for a handbook. The discussion was tabled until the quote from the other company was received.

Mr. Nash asked Interim Chief Jameson about the payment of Motorola Invoice for body-worn cameras. The Interim Chief explained that we had already received the grant monies for the invoice payment.

NEW BUSINESS

Finance Committee

Approval to Pass through the 2023 Auditor General's Volunteer Fire Relief Program Payment of \$9,987.10 to the Fair Oaks Fire Department Relief Association

MOTION: Mrs. Verszyla made a motion to pass through the 2023 Auditor General's Volunteer Fire Relief Program Payment of \$9,987.10 to the Fair Oaks Fire Department Volunteer Relief Association, seconded by Mr. Nash. A roll call vote was taken with the vote as follows: Mrs. Verszyla, yes; Mr. McDaniel, yes; and Mr. Nash, yes. The motion carried.

Approval of 2023 Uniformed Pension Minimum Municipal Obligation Payment

The Township received \$69,934.65 from the Auditor General to pass through to the pension plans.

MOTION: Mr. Nash made a motion to pay the 2023 Minimum Municipal Obligation (MMO) payment to the Police Pension Plan for \$73,524.00, seconded by Mrs. Verszyla. A roll call vote was taken with the vote as follows: Mrs. Verszyla, yes; Mr. McDaniel, yes; and Mr. Nash, yes. The motion carried.

Approval of 2023 Non-Uniformed Pension Minimum Municipal Obligation Payment

MOTION: Mrs. Verszyla made a motion to pay the 2023 Minimum Municipal Obligation (MMO) payment to the Non-uniformed Pension Plan for \$54,799.00, seconded by Mr. Nash. A

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roll call vote was taken with the vote as follows: Mrs. Verszyla, yes; Mr. McDaniel, yes; and Mr. Nash, yes. The motion carried.

There are three non-uniformed members and five uniformed members receiving retirement payments from the plans.

Approval to Open a Burk's Lawn and Saw Account for \$750.00

MOTION: Mrs. Verszyla made a motion to open a credit account at Burk's Lawn and Saw for up to \$750.00, seconded by Mr. Nash. A roll call vote was taken with the vote as follows: Mrs. Verszyla, yes; Mr. McDaniel, yes; and Mr. Nash, yes. The motion carried.

Approval to Start 2024 TAN Loan Application for \$150,000.00

MOTION: Mrs. Verszyla made a motion to approve Ms. Rengers to begin the paperwork with First National Bank of Sewickley to take a 2024 Tax Anticipation Note application for \$150,000.00, seconded by Mr. Nash. A roll call vote was taken with the vote as follows: Mrs. Verszyla, yes; Mr. McDaniel, yes; and Mr. Nash, yes. The motion carried.

Status of Plum Street Park Cameras

Interim Chief Jameson contacted Knighthawk Security and another camera vendor for a quote to install four cameras at Plum Street Park. The other supplier had a camera system with built-in WIFI. The cameras would give a 360-degree view with motion sensors. The cameras could be viewed on a cell phone app and would send a notification to the officer on duty when a motion sensor was activated. A pre-recorded message could be added, and once the sensor was activated, the message could say that the police were on the way. Mr. Chesney asked if the cameras would be used for surveillance so all the proper agreements could be in place before they were installed. The cameras would not record audio. Further information will be made available in the future.

War Memorial Committee Update

Township Engineer John Valinsky reported Planner Joanne Shelly met with the War Memorial Committee and was designing a plan for the memorial accordingly. Once it is finished, it will be sent to the War Memorial Committee for their review.

Leetsdale Comprehensive Plan Response

Leetsdale sent a copy of their draft comprehensive plan to the Board of Commissioners for review and comments, if any.

MOTION: Mr. Nash made a motion to send a letter to the Leetsdale Borough Council members stating there was no objection from the Leet Township Board of Commissioners regarding the Leetsdale Comprehensive Plan and wishing them luck with the project, seconded by Mrs. Verszyla. All were in favor of the motion.

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DEPARTMENT REPORTS

Department Reports

The Public Works Department did not submit a report. Mr. McDaniel asked Ms. Rengers to make sure the reports were submitted in a timely manner in the future. The Jordan Tax Service collection report did not appear to tie into the financial report. The financial report was dated until the end of September. Ms. Rengers will talk to the accountant about the report to see why the numbers do not match. The Township received a \$5,000.00 check from the school district to cover expenses for the land development review. Ms. Rengers deposited the check into the General Fund because it will be used to pay for LSSE's review of the plan. The Liquid Fuels balance will carry over until next year. We could use the funds for a paving project. The Township is currently paying for streetlights from the Liquid Fuels Account.

MOTION: Mrs. Verszyla made a motion to accept the Department Reports as submitted. Mr. Nash seconded the motion, with all in favor.

PUBLIC PARTICIPATION

There was no public participation at that time.

EXECUTIVE SESSION

Mr. McDaniel announced that there would be no voting after the Executive Session.

MOTION: Mrs. Verszyla made a motion to go into Executive Session at 8:17 p.m. to discuss personnel issues, seconded by Mr. Nash, with all in favor of the motion.

MOTION: Mrs. Verszyla made a motion to come out of the Executive Session at 8:30 p.m. after discussing personnel issues, seconded by Mr. Nash, with all in favor of the motion.

ADJOURNMENT

MOTION: Mrs. Verszyla made a motion to adjourn the meeting at 8:30 p.m., seconded by Mr. Nash, with all in favor of the motion.

TOWNSHIP OF LEET

/s/Betsy Rengers

/s/Martin C. McDaniel

BETSY RENGERS, MANAGER

MARTIN C. MCDANIEL, PRESIDENT

Date: November 13, 2023