

**LEETSDALE BOROUGH COUNCIL** met in Workshop Session and 2024 Strategy Planning at 7:00 PM on Thursday, February 1, 2024 in Council Chambers.

Council President Napolitano called the meeting to order and announced the meeting was being recorded.

### **PLEDGE OF ALLEGIANCE**

### **ROLL CALL**

**PRESENT:** Council President M. Napolitano; Councilors A. Awad, B. Carroll, B. Frederick, P. Lee and S. Zahner

**ALSO PRESENT:** Mayor S. Ford

**EXCUSED:** Councilor R. Nanni

**MOTION BY** Mr. Frederick to accept the Civil Service Certified List to hire Full-time Officer Celina Kelly, second by Mr. Awad

**MOTION CARRIES**

**MOTION BY** Mr. Frederick to hire Full-time Officer Celina Kelly with a start date of February 1, 2024, second by Mr. Zahner

**MOTION CARRIES**

Mayor S. Ford sworn in Officer Kelly

### **REPORTS RECEIVED**

**MINUTES:** January Regular Session

**TREASURER'S:** December

### **LIST OF BILLS**

Moment of silence for Stella Wasco who passed away at 106 years old, she was the secretary for the Leetsdale Municipal Authority

Newly elected Allegheny County Executive Innamorato and her team have composed a comprehensive survey for residents to complete. The survey seeks to hear the thoughts of residents on the topics of housing, healthcare, safety, reducing pollution, small business support, and other critical topics facing our region. The link for the survey will be on the borough website, social media pages, etc.

### **AUDIENCE ADDRESSING COUNCIL ON AGENDA ITEMS**

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None

### **SOLICITOR**

**D. Conlon, Esq.**

- Mr. Conlon will provide a monthly update next meeting

### **ENGINEER**

**D. Slagle, P.E.**

- Mr. Slagle will review the monthly report next meeting

### **MAYOR'S REPORT**

**Sandra J. Ford**

- Senior Events
  - February 14: Senior Pizza Lunch, Highrise (outside sponsorship)
  - June: Senior Picnic, Highrise
  - August: Senior Picnic, Highrise

- December: Senior Christmas Party, Highrise
- Borough-wide events
  - April 27: clean-up day
  - September: Labor Day picnic
  - November: Veterans Appreciation Luncheon
- Food Pantry
  - Keep up the service for the current recipients
  - Actively recruit volunteers
  - Removable Ramp: apply for a grant to purchase (GPFB, Sewickley Valley)
  - Delivery Day: 3<sup>rd</sup> March of every month
- Expect to approve budget requests piecemeal, prior to each event

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**FINANCE/BUDGET/TAXES****Scott Zahner, Chairperson**

- Work with Borough Secretary/Treasurer to better understand treasurer's report
- Show constituents how to read financial statements
  - Track over/under spending for each month
- Budget Presentation: more accurate, complete, and granular
- Review processes with Treasurer, making sure that Finance Committee approves every action taken
- Prepare public list of bills
- Budget Goals for 2025:
  - Aim to save money and lower taxes
  - Talk to each committee about their needs throughout the year
  - Keep funds given to committees where allocated; approve before any fund transfer between budget categories

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**ORGANIZATION ADMINISTRATION****Patricia Lee, Chairperson**

- Borough Manager
  - Consistency and continuity in borough operations
  - Responsive and proactive in exploring opportunities (grants, etc)
  - Will clarify pathway
- Borough Clerk
  - Part-time position
  - Standalone process or coordinated with Borough Manager process
- Best Practices
  - Code Enforcement: develop guidelines and process
  - Role of Council Committees: partner/refer to appropriate committees
  - Employee Handbook: policy updates
  - Purchasing/Reimbursement rules for Borough employees, council, mayor and volunteers
- Borough Building Enhancements:
  - Community Room: update to increase use
  - Communication plan to attract local businesses
  - Earmark percentage of revenues for Park & Rec, Senior Programs
- Intern
  - Apply for grant: done
  - Proposed projects are aligned with committee goals
  - Summer supervision: Owner – M. Napolitano
- Communication System for Borough Chambers
  - OWL: price out, examine use, and recommend purchase if applicable

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**PUBLIC SAFETY/POLICE****Benjamin Frederick, Chairperson**

- Hire new full-time officer – done
- Trade 9 yr old vehicle for new vehicle – in progress
  - Old vehicle: 2016 Dodge Charger
  - New vehicle: 2024 Dodge Durango
- Update in-car mobile computers (MDTs)
  - Current Inventory: 3 computers, all 9 y.o. or older
  - Need: 1 additional / 4 total, one per vehicle
  - Recommendation: purchase/replace 4 OR purchase 1/year for the next 4 years
  - Grants are available to cover cost; competitive application
- Mobile Video Recorder for vehicle
  - Currently have 3
  - Need: 1 more, 1 per vehicle
- Update Firearms
  - All current firearms are over 20 years old
  - Handguns: Switch to 9 mm pistols from the current .40 caliber
  - Update patrol rifles and shotguns (currently have 1, should have 4)
  - Each vehicle should have both long guns
  - Grant funds available to cover cost; competitive application
- License Plate Reader on SR 65 – in process (QVCOG grant)
- Training for Personnel
  - Mission-critical and required for compliance with certifications
  - Some training is free (actual cost to borough – pay for 1 day of work)
  - Some training cost a fee

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**PUBLIC SAFETY/FIRE****Roger Nanni, Chairperson**

- Municipal Facilities
  - Police garage floor/loft FD area: steel substructure damaged, water leaks into and below concrete slab, damage to corrugated steel structure, rust flakes observed. Evaluate structure and obtain estimates
  - Restore masonry work around exterior of garage and building in general
  - Borough matching grant for exhaust handling system for garage/station. System uses flexible hoses that connect to the truck exhaust, pulls contaminants out through central vent or stack
- Knox Box Ordinance – in progress
- Recruitment and retention of volunteers
  - Host trainings
  - Social media support
  - Feature young members
  - Possible: better tax breaks (wages, real estate), pay for lost wages for training

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**STREET DEPARTMENT/BOROUGH PROPERTY****Osman Awad, Chairperson**

- Garage Clean-up
  - Sort stored items, get rid of junk, sell some if applicable
- Equipment Audit
  - Sell used equipment on Municibid
  - Owner – D. Ford
- Cameras in Henle Park
  - Install and begin usage in Spring/Summer

- A motion will be considered at the next meeting to accept the contact with Mr. John to place a port-a-john at the boat launch with a recurring monthly charge of \$223.00 from May 1, 2024 until October 1, 2024
- A Motion will be considered at the next meeting to ratify the COSTAR purchase of a new 2024 F-550 Plow/Salt Spreader in the amount of \$10,535.00
- Awarded the Gaming Economic Development and Tourism Fund Grant in the amount of \$228,000.00 to replace the existing deteriorated and hazardous Leetsdale Boat Launch Ramp

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**PARKS, RECREATION AND COMMUNITY****Scott Zahner, Chairperson**

- New Equipment
  - For both Henle Park and Kohlmeyer Park
  - Choose equipment (coordinate with PC and Comprehensive Plan)
  - Apply for grants
  - Solicit private sponsorship (industrial park investors)
- Parks Programs
  - Investigate whether original county grant is still available (owner – O. Awad)
  - Aim to bring back drop-off programs
- Splash Pad Cost
  - Network with QVCOG to investigate options
  - Solicit sponsorship (owner: B. Carroll)
- Programs as Fundraisers
  - Food truck / Park programs
- Solar Project
  - Explore making Leetsdale a capstone community for solar power = solar field + ecosystem
  - Establish relationship with a prominent company with local connection (owner: B. Carroll)
- 4<sup>th</sup> of July
  - Assist with soliciting sponsorships from companies and municipalities
- Park and Recreation Board
  - Recruit 2 more members
  - Regular meetings, reorganization, work on activities year-round

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**PLANNING/ZONING & CODE ENFORCEMENT****Maria Napolitano, Chairperson**

- Hiring
    - Zoning officer: select between Harshman Group and QVCOG
    - Building inspector: select between Harshman Group and BIU
      - Contract deadline: April 2024
      - Hiring deadline: February/March 2024
    - Code enforcement: select between Harshman Group, BIU, and independent provider
      - Contract deadline: November 2024
      - Hiring deadline: September/October 2024
      - New code enforcement program/guidelines, and job description to be ready in Summer
    - Owners: CPZ committee, council
  - Zoning ordinance update
    - Patch update – complete late winter/early spring
    - Comprehensive update – by Fall 2024
    - Coordinate and edit with SALDO
    - Owners: PC, CPZ committee, Engineer, Solicitor
  - Historic Preservation Ordinance
    - Basic ordinance
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- Function: gateway to better data collection, grant funding, development planning
  - Owners: PC, intern, CPZ committee
  - Consultant help possible
- QVHS application review
  - Will apply to the Leetsdale portion of the property
  - Expected in late Spring after Leet PC process is complete
  - Owners: Engineer, Solicitor, PC, Council
- Pilsie/Rize Sports
  - Oversee compliance with approval conditions
  - Bond
  - Owners: CPZ committee, Council
- Other ordinance updates
  - Chickens – review setback requirements?
  - Break retarders
  - Knox box ordinance
    - With direction from Fire Department and Public Safety/Fire Committee
  - Parking trailers in alleys
  - Shade Tree Ordinance
    - With input from Shade Tree Commission
- Goals for Planning Commission, Shade Tree Commission
  - Meet regularly
  - Work on applications and research ordinance updates

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## SPECIAL PROJECTS

### Henle Park updates

Working Group: M. Napolitano, B. Carrol, O. Awad

- Goal: update Henle Park playground
- Prepare a preliminary playground design based on surveys and feedback from Comprehensive Plan
- Split desired updates into Phase I and Phase II, if applicable
- Apply for DCNR Small Communities Grant
  - Owner: M. Napolitano
  - Deadline April 2024
  - Need playground design and budget write-up
    - Owner: Engineer
- Apply for additional funding with QVCOG
  - Meet with Patrick Conners to explore funding options
  - Meet with Ambridge Borough Manager to learn from their experience
- Start meeting with playground equipment providers
- Letters of support (Val Gaydos, Devlin Robinson, Suzanne Filiaggi)
- Goal: prepare to put project out for bid Fall 2024/Winter 2025

### Washington St Alternate Exit

Working Group: B. Carroll, O. Awad, Mayor Ford, W. James; M. Napolitano – auxiliary support

- Goal: fund and prepare to conduct feasibility study
- Resolution – done
- Hussey Copper permission -obtain
  - Owner: Mayor Ford
- Meet with Patrick Conners to explore funding option through GEDTF
- Letters of support (Val Gaydos, Devlin Robinson, Suzanne Filiaggi)
- Prepare to apply for a study grant by Fall 2024

- Owner: Engineer
- Interview engineering firms and obtain estimates

**Blight Remediation**

Working Group: M. Napolitano, B. Carroll, O. Awad; finalize group with auxiliary members

- Examine list of properties at risk for blight
- Figure out remediation strategies
  - Shortlist abandoned properties
  - Owner: group, Solicitor
- Establish relationship with Tri-Cog Land Bank
  - Owner: group, council
  - Introduce and involve QVSD
- Explore Tiny House developments on unbuildable lots
  - Invite company representative for a meeting, establish relationship

**OTHER BUSINESS**

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- Washington Street Alternative Exit update
- One vacancy on the Zoning Hearing Board, Alternate, term ending 2023
- Two vacancies on the Parks & Rec Board, terms ending 2024
- Two vacancies on the Planning Commission, terms ending 2027 and 2028

**CORRESPONDENCE**

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- Received the QVCOG Monthly Report from Patrick Conners, Executive Director
- Motion will be considered to authorize M. Napolitano to attend 2024 PSAB Annual Conference in Hershey PA
- Motion will be considered to appoint M. Napolitano as a voting delegate at the 2024 PSAB Annual Conference

**AUDIENCE ADDRESSING COUNCIL**

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None

**ADJOURNMENT**

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Council adjourned at 9:02 P.M.

Respectfully submitted,

*Jennifer Simek*



Jennifer Simek  
Borough Secretary/Treasurer