

LEET TOWNSHIP BOARD OF COMMISSIONERS  
October 9, 2017  
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 Vice President Stephansky in the Leet Township Municipal Building, 198 Ambridge Ave., Fair Oaks, PA 15003. Commissioners present were John Stephansky, Jim Janaszek, and Jeff Besong.

Also present:  
Wayne Hyjek, Manager  
Betsy Rengers, Assistant Manager/Sec.  
Zane Madden, Solicitor  
Fabian O'Connor, Auditor

**APPROVAL OF MINUTES**

**MOTION:** Mr. Janaszek made a motion to approve the minutes of the Regular Meeting on September 11, 2017, as submitted, seconded by Mr. Besong, with all in favor.

**2016 AUDIT**

Leet Township Auditor Fabian O'Connor reviewed the 2016 Audit Report with the Board: the Management's Discussion and Analysis is on pages 4-14 takes the financial data in the rest of the report and puts it into a narrative for the average person to understand, pages 15- 22 becomes more complex because two different types of accounting are reconciled together, pages 23-48 contains notes with explanations of certain assets and a note on your debt. There are supplementary notes in the report, as well. The Township should have an appraiser come in to ascertain the assets for a more accurate assessment. On page 8 you will see the total net position. Page 9 shows a negative position because of overspending. Mr. O'Connor recommended watching over spending throughout the next year. Page 16 shows the revenues and liabilities. Page 10 is an easier way to read these numbers. Page 11 reflects assets that Wayne, Betsy and Andy came up with. The Auditors Opinion is on page 2. With an appraisal of the assets you may see a big increase in the asset number. Page 11, A7 shows long term liability. Page 12-14 shows fund accounting and shows what actually happens during the year. Page 15 gives a statement of net position. Pages 21-22 are fiduciary funds (Pension Funds). Page 23-48 are footnotes. Pages 49-50 are the Budget versus Actual. Page 50-56 is required information in the Audit. The discussion continued. Mr. Stephansky thanked Mr. O'Connor for an excellent job on the Audit.

**APPROVAL OF BILLS PAYABLE**

**MOTION:** Mr. Janaszek made a motion to pay the bills listed on Bill List 10-2017, seconded by Mr. Besong, with all in favor.

**COMMITTEE REPORTS**

**Public Works Report:** Mr. Stephansky read the Public Works Report for October as submitted by Andy Wanto, Foreman: 570 Man Hours

*Activities:*

Cleaned up both leaf dumps;  
Picked up leaves;  
Cleaned out some catch basins;  
Usual grass cutting;

*Upcoming Work:*

Finish cleaning and repairing catch basins and fall cleanup at the parks.

**MS4 Report:** No report at this time.

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**Public Safety Report:** Mr. Janaszek reported that there were 68 calls in September. Mr. Janaszek listed the various types of calls.

At the next meeting, we will recognize our Officers for life saving measures.

**Finance Report:** Mr. Hyjek reported that as of 9/30/2017:

FNB General Fund	\$134,962.83
FNB Liquid Fuels	\$66,154.50
FNB Escrow	\$8,046.88
FNB Emergency Reserve	\$1,128.24
FNB Fireman's Truck Fund	\$22,147.29
FNB Capitol Reserve	\$9,342.34
FNB Debit Card Fund	\$503.51
PLGIT Class	\$7,158.57

**Treasurers/Manager's Report:** We received at real estate transfer tax revenue on Friday for \$43,000.00. We also issued a \$39,000.00 Building Permit.

**Health and Sanitation:** No report at this time.

**OVCOG:** A discussion was had around the Act 172 Ordinance. The Township only receives .05% of Earned Income Tax with the school district receiving the other .05%. The discussion will be tabled until the next meeting.

Mrs. Barness and Ms. Rengers met with the school district regarding the Tull Property. There is nothing to report at this time.

**Tax Collector:** Mr. Hyjek reported:

Taxes Collectable: \$770,648.51

Year to date collected: \$709,151.69

Unpaid Taxes: \$45,892.64

**Solicitor's Report:**

**Health South:** The Solicitor is working on a Developer's Agreement for Health South. All bonding has been received for the grading plan, but not all permits have been issued.

**Homestead Act:** The ballot will have a referendum for the Homestead Act that would make the Homestead Exemption 100% rather than 50%. The Township never adopted the Homestead Exemption- it is only offered through the county.

**Engineer's Report:** No report at this time

**Fire Department Report:** Mr. Stephansky read the Fire Department Report as submitted by Mark Brooks, Fire Chief:

- The 2017 Fund Drive is prepared and will be mailed to all properties in Leet Township in October.
- Took delivery of the new engine on September 16<sup>th</sup>, have been training drivers and equipping the truck.
- An Open House for the general public will be held at the station on October 28<sup>th</sup> from 10 am to 2 pm.

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**UNFINISHED BUSINESS**

**Resolution 2017-09 (Purchase of 2017 Ford F 550 Dump Truck)**

A discussion was had about how the truck was ordered. We will have the old truck appraised before we put it out to bid. The Leet Township Sewer Authority is also interested in the old truck. A discussion was had around the value of the old truck. Mr. Hyjek would like to apply for the line of credit while getting the loan for the truck.

**MOTION:** Mr. Besong made a motion to approve Resolution 2017-09 to purchase a 2017 Ford F 550 Dump Truck in the amount of \$78,272.00 utilizing a 5 year loan with an interest rate of 2.98%, seconded by Mr. Janaszek, with all in favor.

**Resolution 2017-10 (Allegheny County Side Yard Program)**

A discussion was had around the Allegheny County Side Yards Program Application submitted for 3 Ambridge Ave.

**MOTION:** Mr. Janaszek made a motion to approve Resolution 2017-10 approving that the acquisition and subsequent disposition of numerous parcels of vacant property known as 3 Ambridge Avenue would be in accord with the Comprehensive Plan of Allegheny County, seconded by Mr. Besong with all in favor.

**Resolution 2017-12 (Appointment of Crossing Guard)**

**MOTION:** Mr. Besong made a motion to approve Resolution 2017-12 appointing Elaine Zassick to the position of Crossing Guard, seconded by Mr. Janaszek, with all in favor.

**NEW BUSINESS**

**Chicken Ordinance/Sidewalks**

A resident on Ambridge Ave. has chickens with no permit. The chickens are roaming freely in the neighborhood. The resident was contacted and refused to get a permit. The chicken ordinance carries no penalties so we need to correct the ordinance. A discussion was had around the issue.

A discussion was had over the state or repair of the sidewalks in Fair Oaks. The ordinance is not specific enough regarding the conditions of the sidewalks. The Township would be secondarily liable if someone tripped on the sidewalk and was hurt. There may be some grants available for sidewalk replacement. The Solicitor will update these ordinances.

The Public Works Department fixed a hole in the ground next to the sidewalk on Mound Street.

**PUBLIC PARTICIPATION**

There was no public participation.

**EXECUTIVE SESSION**

**MOTION:** Mr. Janaszek made a motion to go into Executive Session to discuss personnel matters and the Police Contract, seconded by Mr. Besong, with all in favor.

**MOTION:** Mr. Janaszek made a motion to go into Regular Session after discussing personnel matters and the Police Contract, seconded by Mr. Besong, with all in favor.

**ADJOURNMENT**

**MOTION:** There being no further business, Mr. Janaszek made a motion to adjourn. The motion was seconded by Mr. Besong, with all in favor.

Respectfully Submitted:  
*Betsy Rengers, Secretary*