

LEET TOWNSHIP BOARD OF COMMISSIONERS

June 11, 2018

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 President Bradel in the Leet Township Municipal Building, 198 Ambridge Ave., Fair Oaks, PA 15003. Commissioners present were Gary Bradel, John Stephansky, Jim Janaszek, Jeff Besong and Donna Adipietro.

Also present:

Betsy Rengers, Manager

Zane Madden, Solicitor

Cindy Phillips, Treasurer

J.R. Henry, Quaker Valley Ambulance

PUBLIC PARTICIPATION

Quaker Valley Ambulance

Quaker Valley Ambulance Executive Director/Chief J. R. Henry gave the Board a PowerPoint Presentation on the Authority. Commissioner Donna Adipietro has been a QVAA Board member since 2003. Mr. Henry thanked Donna for her service. The authority was formed in 1974 and was a pioneer in intergovernmental cooperation. Valley was the first in the country to form a multiple municipal ambulance authority. The Authority serves 14,000 residents including Edgeworth, Aleppo, Bell Acres, Glenfield, Leet Township, Leetsdale, Haysville, Glen Osborne, Sewickley, Sewickley Heights and Sewickley Hills and is about 28 square miles. The authority takes about 2400 ambulance calls and 1900-wheel chair calls. There is an agreement between Valley and Quaker Valley. There are post locations where ambulances sit in between calls. The Authority shares services with Valley Ambulance and has a combined fleet of seven ambulances, three wheelchair vans, ALS response vehicle, with a total of 22 average calls per day. Only about 75% of callers are transported. The Authority is staffed with 5 daytime ambulances and 2 nighttime ambulances. They also provide a non-emergency ambulance and wheelchair van services for trips to the doctor, which cost about \$50.00 per trip. A discussion was had about ambulance trips. The Authority takes the insurance payment as payment in full. There is no out of pocket costs for any emergency services even if you have no insurance. There is very little money that comes from the State. The Authority has 70 employees. The average pay for a paramedic is \$18.00 per hour and leads to a high turn over in employees. The Authority has a one-million-dollar budget and is funded with an \$8.00 per capita annual budget subsidy, donations, van service and ambulance service insurance payments. Leet Township residents do not get billed for ambulance services since the Township pays the per capita fee. We will add the Authority to our website and newsletter.

APPROVAL OF MINUTES

MOTION: Mr. Besong made a motion to approve the minutes of the May 14, 2018 Board of Commissioners Meeting, as submitted, seconded by Mrs. Adipietro, with all in favor.

APPROVAL OF BILLS PAYABLE

MOTION: Mr. Stephansky made a motion to approve the 5-2018 bill list, seconded by Mr. Janaszek, with all in favor.

The Board reviewed the 2018 Budget to Actual report and everything seemed in line.

Finance Report: Ms. Phillips reported as of 5-31-2018:

All funds are with First National Bank.

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| FNB General Fund | \$491,963.90 |
| FNB Liquid Fuels | \$43,914.62 |
| FNB Escrow Fund | \$5,906.91 |
| FNB Emergency Reserve | \$1,131.49 |
| FNB Fireman’s Truck | \$16,780.95 |
| FNB Capitol Reserve | \$12,398.83 |

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| PLIGIT Class | \$1,155.94 |
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Ms. Phillips made a correction to the FNB Escrow Fund: \$28,406.91. Ms. Phillips asked the Board for input on the draft budget and asked the Board if an interim audit was required with the change in Treasurer's position. The Board asked the Solicitor to investigate the issue.

Manager's Report: Betsy Rengers reported:

1. The bonding we were waiting on has been received from HealthSouth. They are reviewing the Developer's Agreement and it will be on its way back soon.
2. I went to Watson Institute to talk about the trees at Quaker Heights. Watson Reps met me at the park and they wanted all of the trees that are diseased and dying to come down. They use Tracy Fennel Tree Service and they called him for a bid. Tracy came back with a bid of \$5100.00 for six trees including stump grinding. We accepted the bid with our portion at 2,550.00. This money is budgeted for.
3. I am bidding out our liability and worker's comp insurance to see if we can get a better price.
4. I am meeting with Comcast to see if we can get a better deal on phones and internet.
5. If possible, I would like to have Cindy here three days a week as we transition. Cindy is a computer expert and is going to help us set up the new computer, more professional e-mail addresses, recover data from my hard drive and we are going to start working on the Budget over the summer months. We had a computer person look at our computers including the police department, which needs some updating. Cindy can take a test and get certified, so she can work on the police computers.

MOTION: Mr. Besong made a motion to allow Cindy Phillips to work as need for the rest of the calendar year, seconded by Mr. Janaszek, with all in favor.

6. I will begin the newsletter this week and try to have it out in early July. Please let me know if there is anything you would like for me to add to it. I will include the Allegheny County Side Yards Program to see if anyone is interested in participating.
7. Side Yards Update: 3 Ambridge Ave: Bayne's applied for this but never responded to the closing paperwork. This will be closed out and once again offered through the side yards program. The Popwich's have applied for 12 Ambridge Ave. owned by the Aquinos.
8. TAN Loan: The payoff amount on the TAN Loan is \$150,365.25 as of today. The daily interest is \$10.42. I would like a motion to allow me to pay off the Tan Loan in the amount of \$150,386.09. A discussion was had about the loan. We will hold on to the loan and discuss it again in August.

COMMITTEE REPORTS

Public Works Report: Mr. Stephansky read aloud the Public Works Report for June as submitted by Andy Wanto, Foreman:

Activities:

- Finished the playground at Pilgrim Drive Park;
- Swept Streets;
- Applied pesticides to all parks and roads;
- Officially opened Plum Street Park for the Season;
- Hung Flags for Memorial Day;
- Beech Street pave job is complete;
- Assisted Police with installing security cameras at Orchard Street.

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Upcoming Work:

- Crack seal;
- MSDS safety video/test and reorganization;
- Code enforcement push;
- Finish mulch and sand in Parks.
- Continue tree trimming.

Mr. Besong thanked the Public Works Department for a job well done.

MS4 Report: No report.

Public Safety Report: Mr. Janaszek reported that there were 71 calls for the month of May and listed the various calls.

(tape is inaudible)

Health and Sanitation: No report.

QVCOG: Ms. Rengers gave the Board a copy of the QVCOG report from Susan Hockenberry. Ms. Rengers attended a Budget Committee meeting for the COG.

Tax Collector: We collected over \$400,000.00 in May.

Solicitor's Report: Mr. Madden drafted a MSDS Policy and Procedure for the Employee Manual.

Engineer's Report: No Report

Fire Department Report: Mr. Bradel reported:

- There were 6 calls in May.
- Three training drills were held.
- The department participated in the Sewickley Memorial Day Parade and attended the fire works held in Bell Acres at Sewickley Heights Golf Club.

QV School District Report: No report.

UNFINISHED BUSINESS

Resolution 2018-15 (Treasurer Appointment)

MOTION: Mr. Janaszek made a motion to approve Resolution 2018-15 appointing Cindy Phillips to the position of Treasurer, seconded by Mr. Besong, with all in favor.

Resolution 2018-16 (Appointing Treasurer as QuickBooks Administrators)

MOTION: Mr. Janaszek made a motion to approve Resolution 2018-16 appointing Leet Township Treasurer as an Administrator of QuickBooks, seconded by Mr. Besong, with all in favor.

Resolution 2018-17 (Appointing Manager and Treasurer as ADP Administrators)

MOTION: Mr. Janaszek made a motion to approve Resolution 2018-17 appointing the Manager and the Treasurer as Administrators for ADP Payroll, seconded by Mr. Besong, with all in favor.

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Resolution 2018-18 (Planning Commission Appointment)

MOTION: Mr. Stephansky made a motion to approve Resolution 2018-18 appointing Donna Adipietro to the Planning Commission for a four-year term, seconded by Mr. Besong with all in favor.

Resolution 2018-19 (Vacating School Tax Collector Seat and Appointing Jordan)

MOTION: Mr. Janaszek made a motion to approve Resolution 2018-19 appointing Jordan to the position of QVSD Tax Collector, seconded by Mr. Stephansky, with all in favor.

Auditor's RFP: Ms. Rengers will contact Auditing Firms with a request for proposals for 2019 Auditing Services.

Beech Street Paving Payment

MOTION: Mr. Stephansky made a motion to pay up to \$25,000.00 for the 2018 Paving Project for Beech Street, seconded by Mr. Besong, with all in favor.

NEW BUSINESS

Pension Plan Report: Ms. Rengers reported:

1. I met with Ron Bittner from Univest on May 24, 2018. Ron met with Bob Simmons, Andy Wanto, Lou Simpronio and Betsy Rengers to discuss and review details of the pension plans.
 - The Police Pension Plan falls under Act 600 which states:
Section 1. (a) (1) Each borough, town and township of this Commonwealth maintaining a police force of three or more full-time members and each regional police department shall, and all other boroughs, towns or townships may, establish, by ordinance or resolution, a police pension fund or pension annuity to be maintained by a charge against each member of the police force, by annual appropriations made by the borough, town, township or regional police department, by payments made by the State Treasurer to the municipal treasurer from the moneys received from taxes paid upon premiums by foreign casualty insurance companies for purposes of pension retirement for policemen, and by gifts, grants, devises or bequests granted to the pension fund pursuant to section two of this act. Mr. Bittner was not sure that legally the Township can give the Police the \$300.00 contribution because of Act 600. We should investigate this.
2. The Police Pension Plan is over funded, and the Non-Uniformed Plan is funded at about 80%.
3. Leet Twp. changed the retirement age on the non-uniformed plan to 57-year-old but did not change the DROP Ordinance to match this number- DROP Ordinance 2013-03, Section 2-A should be amended to match.
4. Last year the Police Plan made 14% and the Non-Uniformed was at 13.76%. This is likely to correct by next summer.
5. Every two years the plans are reassessed for the Municipal Minimum Obligation (MMO).
In 2019, the MMO is looking at a \$20,000.00 hit. However; the State will review this number and assess aid so the MMO may not be this high. They will notify Univest in August.
6. I reviewed the Plan Summary with Ron, Mike and Angel and Andy, Lou and Cody so that everyone was clear on exactly what the Pension Plans entail.

Duquesne Light Street Light Conversion

We budgeted for in Liquid Fuels and are seeking permission to replace ten old street lights with new LED lights at a cost of \$1,090.00. The Police Chief and the Foreman will pick the lights.

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MOTION: Mr. Besong made a motion to spend \$1,090.00 from the Liquid Fuels account to convert ten street lights to LED, seconded by Mr. Janaszek, with all in favor.

EXECUTIVE SESSION

MOTION: Mrs. Adipietro made a motion to go into Executive Session to discuss personnel issues, seconded by Mr. Besong, with all in favor.

MOTION: Mr. Stephansky made a motion to come out of Executive Session after discussing personnel issues, seconded by Mr. Besong, with all in favor.

MOTION: Mr. Stephansky made a motion to authorize Ron Bittner/Univest to make pension payments to Kevin Roland as set forth in Pension Paperwork Option 1, seconded Mr. Besong, with all in favor.

MOTION: Mr. Stephansky made a motion to approve Cindy Phillip's contract, subject to the changes discussed, seconded by Mr. Besong, with all in favor.

ADJOURNMENT

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

Respectfully Submitted:

Betsy Rengers, Manager