

LEET TOWNSHIP BOARD OF COMMISSIONERS
January 7, 2019
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 Gary 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
Tom Jones, Resident
Angel Moore, Patrol Officer

APPROVAL OF MINUTES

MOTION: Mr. Janaszek made a motion to approve the minutes of the December 10, 2018 Board of Commissioners Meeting, as submitted, seconded by Mr. Stephansky, with all in favor.

APPROVAL OF BILLS PAYABLE

MOTION: Mr. Janaszek made a motion to approve the Check Detail 12-18, seconded by Mr. Besong, with all in favor.

2019 Budget Impact Report:

MOTION: Mr. Janaszek made a motion to approve the 2019 Budget Impact Report, seconded by Mr. Besong, with all in favor.

Ms. Rengers reported on the following loss of revenue impacts to the 2019 Budget:

- Valuation Decrease/Health South: \$18,510.99
- School District Property: \$14,073.01
- Police Pension Plan: \$22,000.00
- Paving Project: \$35,000.00 into savings
- Gas price increase

The total of these expenditures is \$89,584.00 no including gas.

Budget to Actual End of Year Report:

Mr. Stephansky questioned Ms. Phillips' hours worked due to being over budget on her hours. Ms. Phillips responded that she did work extra hours during the Budget period and for computer issues, with the Board permission. There was a question about the motion to allow her to work extra hours. Ms. Rengers pulled the minute book to find the motion. Ms. Rengers read aloud the reason for the motion from the June 11, 2018 approved meeting minutes and the motion itself: "**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."

Approval of Capital Reserve and Fireman's Truck Fund Payments

Ms. Rengers asked for permission to move \$40,000.00 into the Capital Reserve Account to be earmarked for the Police and Public Works and to move \$15,000.00 into the Fireman's Truck Fund.

MOTION: Mrs. Adipietro made a motion to move \$40,000.00 into the Capital Reserve Fund to be earmarked evenly between the Police and Public Works and \$15,000.00 into the Fireman's Truck Fund, seconded by Mr. Janaszek, with all in favor.

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Finance Report: Mr. Besong reported the reconciled bank balances as of 12-2018:

All funds are with First National Bank.

FNB General Fund	\$82,591.26
FNB Liquid Fuels	\$17,941.37
FNB Escrow Fund	\$28,406.91
FNB Emergency Reserve	\$1,435.93
FNB Fireman's Truck	\$16,895.21
FNB Capitol Reserve	\$12,483.25
PLGIT Class	\$2,425.59

Ms. Phillips reported that with the approval of the Capital Reserve and Fireman's truck payment, the Fireman's Truck Fund will now be will go to \$31,895.21 and the Capital Reserve will be \$52,483.25.

Tax Collector's Report: Ms. Rengers reported that there is \$8,777.00 in delinquent taxes.

Approval of Health South Tax Refund: Ms. Rengers sought approval from the Board to pay the Health South 2017 and 2018 tax refund in the amount of \$25,607.40.

MOTION: Mr. Stephansky made a motion to pay the Health South 2017/2018 tax refund in the amount of \$25,607.40, seconded by Mr. Janaszek, with all in favor.

Manager's Report: Betsy Rengers reported:

- In your packets you will find a copy of the 2017 Liquid Fuels Audit. No deficiency's or findings were found.
- I have sent out 27 Landlord Letters with invoices. Checks are coming in now.
- It has come to my attention that a resident on Ambridge Ave. is running an Air BNB out of her house. This property is in the A Residence Zoning District which only allows motels with a special exception. I will send her a letter asking her to come into compliance with the ordinance by filing with the Zoning Hearing Board for a Special Exception. My question is: do we want the Planning Commission to work on an ordinance addressing this issue. We also need to add a definition of motel to the ordinance. A discussion was had around the issue.
- Code Enforcement issues: Bill and Andy are citing owners with junk cars. They will send registered letters giving the property owner 10 days to remove the cars. If not removed within 10 days, we will file with the Magistrate.
- A resident called today from Quaker Heights about people parking in their yards. He said that because one homeowner is doing it that now others have started. He has spoken with many people in Quaker Heights and they would like an ordinance for their district only preventing parking in the grass. Is this something you would like for the Planning Commission to look at? A discussion was had around the issue. The Solicitor will investigate wording for an ordinance.
- We are closing on the TAN loan this Wednesday at 11 am. The 2018 TAN loan had a closeout fee of \$84.00.
- I have filed the following reports:
2018 Survey of Financial Condition;
2019 Municipality Report of Elected and Appointed Officials;
2019 Municipal Tax Information Form.

COMMITTEE REPORTS

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Public Works Report: Mr. Stephansky read aloud the Public Works Report for January 2019, as submitted by Andy Wanto, Foreman:

Activities:

- Picked up 11 more loads of leaves.
- Due to the weather being very mild and the number of residents still placing leaves out and/or calling to inquire about them, we decided to leave the truck in service until the first week after the holidays.
- Ordered a load of salt.
- Called out for oil spill at Main Street and Ambridge Ave. The spill happened on the weekend and Lou Simpronio was called out to help clean up.
- Called out for a tree down on Frank Street.

Upcoming Work:

- Pick up Christmas trees;
- Sign work;
- Put salt spreader on leaf truck;
- Patch potholes on Camp Meeting.

Solicitor's Report: No report.

Engineer's Report: No report.

MS4 Report: No report.

Public Safety Report: Mr. Janaszek reported that there were 58 calls for the month of December and listed the various calls.

Fire Department Report: The Report was presented to the Board.

Health and Sanitation: The news has been reporting impending changes to the way we recycle. There are issues with the way the Waste Management bills read. Ms. Adipietro has received complaints about a nearby neighbor. The Township is aware of the issues and has had several dealings with the resident. A discussion was had around the issue.

QVCOG: Ms. Rengers reported: Over the summer and through the fall, I attended several Budget Committee Meetings for the COG in which we discussed strategies for lowering the expenditures. There was only one way to do this which was to cut the administration cost by 17%. When this was announced the Executive Director resigned from the full-time position and the COG Board agreed to contract her for the Executive Director position. A discussion was had around the issue. At one time, Leet was not a member of the COG.

QVSD Report: Ms. Rengers reported: The new Superintendent is taking it over the school project. I have heard that if all goes accordingly, the school will be operational in 7 years, if not, 10 years.

UNFINISHED BUSINESS

Highmark Rebate: Ms. Phillips presented the Board with worksheets on the Highmark Rebate. She took the numbers of what each officer paid into the insurance (they are required to pay 5%) and then looked at the entire amount paid by the Township and reimbursement from the state. What she found was that three of the officers slightly underpaid on the 5%. Two of the officers slightly overpaid. A discussion was had around the issue. There was a question about the reimbursement from the state. Since the Township pays the entire premium, the reimbursement should not factor into the calculation. A discussion was had around the issue. We will investigate whether the State is due a rebate. Ms. Phillips will look at the issue once again for the next meeting.

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Approval to hire Fixed Valuation Company for Depreciation Schedule

Ms. Rengers reported: Ms. Phillips contacted the Auditor about the Depreciation schedule. The Auditor provided a schedule but asked that the Township hire a professional company to determine depreciation for the General Audit. The trucks and police cars should be depreciated so we can track what we need to save for each year to replace these vehicles. A discussion was had about leasing cars. We currently order vehicles through Costars.

Pension Plan: The Pension is re-evaluated every two years. At one time, we only had one officer on the Police Pension Plan, and it was over funded, so no payment was due. This year, we have a \$22,000.00 hit.

NEW BUSINESS

Approval of Resolution 2019-01 (Secretary/Treasurer) and Contract

A question was made, and a discussion was had as to the contract terms as to why Ms. Phillips is needed in the office 32 hours a week. The terms of the contract were voted on at the last meeting and in the approved minutes.

MOTION: Mrs. Adipietro made a motion to approve Resolution 2019-01 and Contract, setting the terms for Cindy Phillips as Secretary/Treasurer, seconded by Mr. Janaszek. Mrs. Adipietro, Mrs. Janaszek and Mr. Bradel were in favor of. Mr. Stephansky and Mr. Besong were opposed.

Acceptance of Civil Service Commission Resignation

MOTION: Mr. Janaszek made a motion to approve Rich Guerri's resignation from the Civil Service Commission, seconded by Mr. Besong, with all in favor.

Resolution 2019-02 (Civil Service Commission Appointment)

MOTION: Mr. Janaszek made a motion to approve Resolution 2019-02, appointing Liesa Besong to the Civil Service Board, seconded by Mrs. Adipietro, with all in favor except for Mr. Besong, who abstained from the vote due to being related to Mrs. Besong.

Ms. Rengers commented that throughout the year of 2018, we were very careful with spending which allowed us to end the year with a reconciled balance of \$82,591.26 in the General Fund, pay a \$25,000.00 tax refund to Health South, put \$40,000.00 in Capital Reserve to be split between Public Works and the Police Department and put \$15,000.00 in the Fireman's Truck Fund. We will continue to work towards saving in order to get out of the TAN loan business and to fund the Emergency Reserve Account.

PUBLIC PARTICIPATION

Resident Tom Jones made a comment about Waste Management regarding the recycling restrictions. Nothing has changed at this point.

ADJOURNMENT

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

Respectfully Submitted:
Betsy Rengers, Manager