

LEET TOWNSHIP BOARD OF COMMISSIONERS  
April 8, 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, Jim Janaszek, John Stephansky, Jeff Besong and Donna Adipietro.

Also, present:

Betsy Rengers, Manager

Zane Madden, Solicitor

Cindy Phillips, Treasurer

Matt Noble, First National Bank Representative

First National Bank Representative Matt Noble presented the Board with a rate sheet for a commercial loan and addressed the Board regarding general information for financing a commercial loan:

- The bank will finance up to 80% of the appraised value.
- The bank will only accept their own appraisal.
- Twenty years is the longest loan term you can take.
- There may be prepayment penalties.
- A 15-year loan guarantees the rate.
- The rates for 20-year loans are reassessed every 5 years.
- There is a 2% prepayment penalty.
- There is no ceiling to the maximum interest rate on the 20-year loan.

**APPROVAL OF MINUTES**

**MOTION:** Mr. Besong made a motion to approve the minutes of the March 11, 2019 Board of Commissioners Meeting with one correction: Jeff Besong did not attend the meeting, seconded by Mrs. Adipietro, with all in favor.

**APPROVAL OF BILLS PAYABLE**

**MOTION:** Mr. Besong made a motion to approve Check Detail 03-19, seconded by Mr. Stephansky, with all in favor.

**2019 Budget to Actual Report:**

**MOTION:** Mr. Besong made a motion to approve the 2019 Budget to Actual Report, seconded by Mrs. Adipietro, with all in favor.

Ms. Phillips reported:

1. The DCED Audit was completed and no issues were identified.
2. We are preparing for the 2018 General Audit.
3. Current interest rates for our accounts are:
  - General Fund: 0.75%
  - Capitol Reserve: 1.51%

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- Emergency Fund: 0.75%
- Escrow Account: no interest
- Fireman's Truck Fund: 1.51%
- Liquid Fuels: 1.51%

I am investigating rates. The FDIC only insures up to \$250,000.00, so we are looking at diversifying our accounts. The building loan is at 2.95% with a balance of \$5,427.91. Ms. Phillips recommended paying off the loan. The TAN loan interest rate is 2.9%. We can pay off a portion of this loan and leave it open in case we need to use it. A short discussion was had about the loan.

**MOTION:** Mr. Stephansky made a motion to allow Ms. Phillips to pay off the building loan up to \$5,500.00, if there are no prepayment penalties, seconded by Mr. Besong, with all in favor.

**MOTION:** Mr. Besong made a motion to allow Ms. Phillips to pay off portions of the TAN loan as monies come in, seconded by Mr. Stephansky, with all in favor.

**Finance Report:** Mr. Besong reported the reconciled bank balances as of March 2019:

FNB General Fund	\$158,633.12
FNB Liquid Fuels	\$58,906.50
FNB Escrow Fund	\$28,406.91
FNB Emergency Reserve	\$1,538.65
FNB Fireman's Truck	\$32,005.75
FNB Capital Reserve	\$52,660.09
PLGIT Class	\$8,102.61

**MOTION:** Mrs. Adipietro made a motion to approve the Finance Report, seconded by Mr. Stephansky, with all in favor.

**Tax Collector's Report:**

**MOTION:** Mr. Besong made a motion to accept the Tax Collector's report as presented, seconded by Mr. Stephansky, with all in favor.

**Manager's Report:** Betsy Rengers reported:

- ❖ Andy has sent out 5 more code enforcement letters regarding junk cars, garbage piling up, trailers and boats.
- ❖ I sent out 14 Landlord/Tenant letters to landlords who paid for their Occupancy Permits but have not scheduled their inspections.
- ❖ The Planning Commission is working on the no parking in yards ordinance.
- ❖ Donna and I have been discussing the creation of a Comprehensive Plan, Strategic Planning (three-year plan), and a Public Works Capital Improvement Plan, as mentioned by John, for the Township. A Comprehensive Plan is required by the State Municipal Planning Code. The plan would lay out a vision for the future of Leet Township and identify the resident's priorities. This will take a few years to create and will require us to hire a Planner. We would conduct surveys to gather information from the residents regarding the issues that they feel are most important. I will investigate grant opportunities for this process. The

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Strategic Plan and PW Capital Improvement Plan should be written in house. A discussion was had about the Comprehensive Plan.

**COMMITTEE REPORTS**

**Public Works Report:** Mr. Stephansky reported:

- Took salt spreader off old dump truck.
- Had trees removed and pruned in Old Sewickley Highlands.
- Serviced and stored snowplows.
- Started Township Food Drive.
- Cleaned up two downed trees in Quaker Heights.
- Began electric project at Quaker Heights Park.
- Helped get newsletters out.
- Patched potholes at Buhlmont and Leet Acres.
- Hung 150<sup>th</sup> Banner across Main Street and put 150<sup>th</sup> signs at entrances to Leet Township.
- Swept all streets.
- Attended ALOM Spring Conference
- Sent out Code Enforcement Letters and conducted a survey regarding storage issues.

Upcoming Work:

- Keep Leet Neat.
- MS4 Water samples.
- Grass cutting.
- Follow up with Penn Dot about the sinkhole on Ambridge Ave and Lunak.
- Design and bid work for Township Honor Roll. We are collecting names for the honor roll.

**Solicitor's Report:** No report

**Engineer's Report:** No Report

**MS4 Report:** No Report

**Public Safety Report:** No Report

**Fire Department Report:** Presented in the meeting packet.

**Health and Sanitation:** Mrs. Adipietro reported that the public works department had to pick up garbage for a resident who has not paid her bill.

**QVCOG:** In meeting packet.

**QVSD Report:** Joe Marrone let us know that the school district has purchased more property.

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**UNFINISHED BUSINESS**

There was no unfinished business.

**NEW BUSINESS**

**Approval of Tree Bid from Fennel Tree Service**

We discovered another tree in Old Sewickley Highlands that should be removed because it is hollow.

**MOTION:** Mr. Stephansky made a motion to approve the Fennel Tree Bid in the amount of \$1,775.00, seconded by Mr. Besong, with all in favor.

**Approval to have Cohen Law Group Review Comcast Franchise Agreement and Small Wireless Facility Ordinance**

Ms. Rengers compared the former Comcast agreement with the new one and it is not the same. There are new regulations for small wireless facilities which we will need to create an ordinance for. Ms. Rengers reviewed the Zoning Ordinance for deficiencies and found several areas for improvement. Since we must have a public hearing for the small wireless facilities, we should combine it with other issues in the Zoning Ordinance. A discussion was had around the issue. Mr. Madden will review the Comcast Agreement and small wireless facility. The Planning Commission will investigate the Zoning Ordinance issues. A discussion was had about small wireless facilities.

**MOTION:** Mr. Stephansky made a motion to allow the Planning Commission to work on the Zoning Ordinance, seconded by Mr. Besong, with all in favor.

**Donation for War Memorial**

Gary Bradel presented the Board with a check for \$10,000.00 from the Sewickley VFW to go towards a new War Memorial. The Board thanked Gary and the VFW for such a generous donation.

**PUBLIC PARTICIPATION**

There was no public participation.

**EXECUTIVE SESSION/ ADJOURNMENT**

**MOTION:** Mrs. Adipietro made a motion to adjourn the meeting and the go into Executive Session to discuss the possible procurement of real estate, seconded by Mr. Stephansky, with all in favor.

Respectfully Submitted:  
*Betsy Rengers, Manager*