

Leet Township Board of Commissioners  
Budget Workshop Meeting Minutes  
October 27, 2020

**2020 BUDGET WORKSHOP MEETING**

The Budget Workshop Meeting of the Leet Township Board of Commissioners was brought to order by President Donna Adipietro in the Leet Township Municipal Building, 194 Ambridge Ave., Fair Oaks, PA 15003 at 5 p.m. Commissioners present were Jim Janaszek, Donna Adipietro, Carolyn Verszyla, Erika Oslick and Marty McDaniel.

Also present:

Betsy Rengers, Manager  
Cindy Phillips, Treasurer  
Charlie Fredrick, Resident  
Pete Pucci, Resident  
Rick Hite, Resident

**BUDGET DISCUSSION**

Ms. Rengers reviewed the 2021 Proposed Budget with Board members. Ms. Rengers worked with Ms. Phillips to balance the budget and there were decisions that the Board needed to make. Items discussed on the proposed budget were:

- Real Estate Taxes 301: Assessed value, millage rate, 2% discount and uncollected taxes (delinquent) were discussed.
- A discussion was had regarding Encompass valuation and tax payment.
- Landlord Tenant Law was affected due to COVID-19.
- Earned Income Tax 310.20: Collection was affected due to COVID-19. We were careful with this budget number due to residents who may not be working. Keystone Collections would not give us a budget number for this year but gave us a list of companies and the number of employees who work for each company.
- Cable Franchise Fee 321.8: This number is projected at \$33,741.23 for 2020 and the 2021 budget numbers are from Comcast and Verizon. This number has been affected due to COVID-19.
- 392.00 Interfund Transfers: We would like to take \$17,526.00 from the PLGIT Credit Card Account (savings from Real Estate Tax revenue) and \$67,500.00 from the General Fund to add to the Capital Reserve Account for the 2021 Paving Project. The account already has \$35,000.00 in it for paving. We will finance the 2021 Paving Project with these funds. This will be an interfund transfer.
- We will apply for a \$150,000.00 TAN loan.
- Ms. Rengers looked at the projected numbers for the end of the year and is hoping to end the year with approximately \$170,000.00. This includes the cash balance that we ended 2019 with.
- We received \$40,000.00 from the Cares Act.
- Auditor 402: this number reflects two audits, DCED and General. We are only required to have a DCED Audit. We would like to do one audit in 2021 and then engage an appraiser to come in and do a garage inventory and assess the value of all Township property. This information can be used in future audits.

Leet Township Board of Commissioners  
Budget Workshop Meeting Minutes  
October 27, 2020

**MOTION:** Mr. McDaniel made a motion to amend Auditor 402 to conduct the DCED Audit only and budget for an appraiser, seconded by Mr. Janaszek, with all in favor.

- A discussion was had about Ms. Rengers education, rate of pay, insurance, short/long term disability and deductible. Ms. Verszyla feels \$60,000.00 is too much for the Township to pay and that Ms. Rengers should pay into her insurance. Ms. Verszyla does not know where Ms. Rengers work experience came from. Mr. McDaniel would like for employees to have an annual performance review and there should be an over all plan for salaries. This should be discussed in Executive Session. Mrs. Verszyla asked about Ms. Rengers' second job and how many hours she works for that job. The discussion continued.
- 402.31 Accounting Service is for GASB 67 reports.
- The Treasurer has a two-year contract.
- The Township has contracted Cohen Law Group to negotiate the Comcast and Verizon Franchise Agreements.
- In 2020, we budgeted \$28,000.00 for Legal Services. We are projecting to spend \$31,049.00 in 2020. We are projecting a high rate for 2021 due to the school district's plan.
- 405.115 Bonds: Ms. Rengers and Ms. Phillips are both bonded. The costs of the bonds are based on credit scores.
- 406.25 Office Equipment: The Township has leases on some of the office equipment.
- 406.27 Software and Support: this category increased due to e-mail accounts and a few Zoom meetings.
- 406.31 Codification of Ordinances: The Township uses E-Code and it would cost the Township around \$8,000.00 to re-codify.
- 406.324 Manager's Cell Phone: The Board voted to pay for Ms. Rengers' data plan.
- 406.45 Payroll Service: The Township uses ADP. The cost went up due to enrollment into a POP plan and the monthly fee increased.
- 409.373 Building Maintenance: This category is for any alterations for 194 Ambridge Ave. This number was lowered to help balance the budget.
- 471.4 FNB Loan Principal: The loan was with FNB and the building has been refinanced through PNC. The loan closed on October 20<sup>th</sup>.
- 486.20 Insurance Property and Casualty, Cyber Liability: these are budgeted with a 5% increase because they renew in October.
- The Board was given a copy of the police wages including court time. Chief Wanto's contract will end in 2022.
- 410.197 Pension: The Police Pension plan increased because of economic factors since the fall of 2018.
- The Police bought a new car in 2020 and the other cars are aging, reflecting in a higher repair budget.
- Police Equipment: The Department would like to purchase a second speed sign.
- The Township receives money from the state to help fund the pension plans.
- A short discussion was had about the Ambulance Authority.
- The building inspector would charge per occurrence for code enforcement.
- There was a question about 430.195. We will investigate the budget number to see if it is correct.

Leet Township Board of Commissioners  
Budget Workshop Meeting Minutes  
October 27, 2020

- We will look at the sidewalk width during the design phase of the project next year.
- The Township is responsible for a local share when we apply for a COG Grant.
- There was a question about an interfund transfer for \$25,000.00. This was from a real estate tax payment.
- The Township has not received an estimate for public works truck repair.

Ms. Rengers reviewed the changes that were made to the budget to balance it. A discussion was had about the changes. The engineer's fees were higher due to developers' fees. These fees are paid from the escrow accounts. The escrow accounts are not reflected in the income categories but are reflected in expense categories. The insurance deductible numbers will be increased. The Township pays \$750.00 for Police uniforms and pays the vendor directly. The Planning and Zoning category was reduced. This budget number is for Zoning Hearings. The Township is anticipating a Zoning Hearing for the School District. The final numbers in the budget were discussed. There is an issue with the 2015 Public Works Truck. A discussion was had about options to fix the truck. We will get more bids for the repair. The leaf machine has issues and to replace it would be astronomical. We repair it every year.

**PUBLIC PARTICIPATION**

Rick Hite, resident, asked about the War Memorial and budgeting numbers. The monies for the project are in the War Memorial Fund. There is a War Memorial Committee that should meet. A short discussion was had about the memorial.

Charlie Fredrick, resident, asked about monies paid to the building inspector. The Township paid the building inspector for a permit for Watson Institute. The Township passed the money through to the building inspector.

**PLANNING COMMISSION/ZOOM MEETINGS**

The School District withdrew their plan at the Planning Commission Meeting. The Township is looking at Zoom Meetings as an option for meetings. Mrs. Adipietro explained the levels of participation and cost. A discussion was had about using Zoom. A list of questions was sent to the Solicitor about issues with Zoom meetings. Participants would have to register.

**EXECUTIVE SESSION**

**MOTION:** Mr. Janaszek made a motion to go into Executive Session at 7 p.m. to discuss wages, seconded by Ms. Oslick, with all in favor.

**MOTION:** Mrs. Verszyla made a motion to come out of Executive Session at 7:40 p.m. after discussing wages, seconded by Mr. Janaszek, with all in favor.

**Motion:** Mr. McDaniel made a motion to make the Manager's pay \$56,579.00, seconded by Ms. Oslick. Mr. McDaniel, Ms. Oslick and Mrs. Verszyla were in favor of the motion. Mr. Janaszek and Mrs. Adipietro voted no.

Leet Township Board of Commissioners  
Budget Workshop Meeting Minutes  
October 27, 2020

**MOTION:** Mr. McDaniel made a motion to move Code Enforcement to \$2500.00, seconded by Mrs. Verszyla, with all in favor.

**MOTION:** Mr. McDaniel made a motion to give Jake Mosholder and Cody Blumling a 3% raise, seconded by Mrs. Verszyla, with all in favor.

**ADJOURNMENT**

**MOTION:** There being no further business, Ms. Oslick made a motion to adjourn at 7:43 p.m. The motion was seconded by Mr. Janaszek, with all in favor.

*Respectfully Submitted:*  
*Betsy Rengers*