

LEET TOWNSHIP BOARD OF COMMISSIONERS
November 10, 2022
Minutes of the Board of Commissioner's Budget Workshop Meeting

The Budget Workshop Meeting of the Leet Township Board of Commissioners was brought to order at 5:00 p.m. by President Martin C. McDaniel at the Leet Township Municipal Building, 194 Ambridge Ave., Fair Oaks, PA 15003. Roll Call: Commissioners present were Martin C. McDaniel, Carolyn Verszyla, Rody Nash, and John Stephansky. The meeting started with the Pledge of Allegiance.

Absent: Commissioner Dan Peluso

Also present:

Betsy Rengers, Manager

Brian Jameson, Interim Chief

Donna Adipietro, Resident

PUBLIC PARTICIPATION

There was no public participation.

UNFINISHED BUSINESS

2023 Budget Review and Revisions

The Board of Commissioners reviewed the 2023 Proposed Budget:

- Finance Chairman John Stephansky spoke with the Township Auditor Mark Turnley about saving money in Capital Reserve Accounts. Mr. Turnley advised Mr. Stephansky that funds allocated to specific accounts (e.g., Police, Public Works, building funds, etc.) can only be spent for that particular purpose, therefore, Mr. Turnley recommended not putting a quarter mill into each account. Ms. Rengers budgeted \$40,000.00 to be paid from the Liquid Fuels Account for the paving project. Then she budgeted \$40,000.00 for savings in the Capital Reserve Account. There was a discussion about how much money should be saved in the Capital Reserve Account. Mrs. Verszyla suggested budgeting ¼ mill for each department in the Capital Reserve Account. Mr. McDaniel stated that to save more money in the Capital Reserve Account, we would need to reduce the operating budget by \$65,000.00 or increase revenue by that amount. Mr. Peluso, Mr. Stephansky, Ms. Rengers, and Mr. Wanto created a 5-year equipment schedule for the public works department. Ms. Rengers explained that she budgeted to transfer funds from the American Rescue Plan Act and Liquid Fuels to cover certain expenses which freed up \$40,000.00 to save in the Capital Reserve Account. Mr. Stephansky explained that we need to save \$30,000.00 a year for public works equipment according to the 5-year maintenance plan. Mrs. Verszyla would prefer to pay for a truck from Capital Reserve savings rather than take a loan. Ms. Rengers budgeted a \$26,000 transfer from Liquid Fuels to pay for streetlights. The annual deposit of \$15,000 was budgeted for the Fireman's Truck Fund. The discussion continued about the current Capital Reserve Accounts balances and funding the Capital Reserve Accounts.
- Ms. Rengers would like to apply for a 2023 TAN loan for \$150,000.00.
- The Township applied for several grants for 2023. If they are awarded, it will change the budget revenues and expenditures somewhat.
- There was a discussion about taking a loan for a new pickup truck for the Public Works Department and purchasing a lawn tractor and trailer from the Capital Reserve Account for \$25,000.00.
- Mr. Nash reported on the agreement for Interim Chief Jameson. It will start on January 1, 2023. His pay will be \$80,000.00, and he will receive 3 weeks of vacation, 5 personal days, 10 sick days, and a \$750.00 uniform allowance. He did not ask for health insurance. Interim Chief Jameson worked on the projected payroll numbers for the police officers.

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- The police officers' holiday time was budgeted for and was a nominal increase to the police budget.
- There was a discussion about a raise for part-time police officers. Interim Chief Jameson suggested the Board give part-time officers a raise to \$25.00 per hour. The purpose of the raise is to attract additional potential candidates to apply for the position.
- Mr. Nash and Ms. Verszyla would like to meet with the full-time police officers to discuss the possibility of opening the full-time contract to discuss certain items.
- The Township should receive \$70,000.00 from the state to help pay the pension plan liabilities.
- Mr. Stephansky explained that by law, volunteer firemen are considered employees of the Township. The Township pays the Workers Comp Insurance for the fire department.
- Quaker Valley Ambulance Authority raised their rates by \$.50 per resident. We need to appoint a member to the QVAA Board. There are two candidates interested in the position.
- Ms. Rengers is the nuisance code enforcement officer. The building inspector is John Nath. Ms. Rengers will increase the amount of building inspector revenues to include the zoning officer. Ms. Rengers has not had any issues with the building inspector. The code enforcement salary is separate from Ms. Rengers' salary. She does code enforcement during her lunch hour. Mrs. Verszyla asked if a police officer was riding around and noting the high grass properties. Ms. Rengers has never asked a police officer to do code enforcement. Interim Chief Jameson communicates with Ms. Rengers regarding code enforcement issues when they arise. Mr. Stephansky explained that there was an incident where garbage was not picked up from Frank Street to the end of Ambridge Avenue for two weeks. Mr. Stephansky contacted Ms. Rengers on a Saturday to resolve the issue. The Public Works Department and the Police Department should have informed Ms. Rengers that the garbage had not been picked up. Interim Chief Jameson addressed this issue with the officers. Sewickley Borough uses Marty Zimmel as their code enforcement officer. Ms. Rengers used her car and tracked her mileage.
- Mrs. Verszyla said Ms. Rengers should no longer use her vehicle for Township business or code enforcement due to liability issues. Mrs. Verszyla stated that Interim Chief Jameson should escort Ms. Rengers to the bank. Ms. Rengers makes a bank deposit at PNC once a month. Mr. Stephansky asked Ms. Rengers to investigate mobile banking for the PNC deposit instead of going to the bank.
- The school district reimburses the Township for half of the crossing guard wages. Interim Chief Jameson will hold crossing guard training. The Township provides the necessary uniforms for the crossing guard.
- An Executive Session will be held at the BOC meeting on November 14, 2022, to discuss salaries for the Public Works, Police, and Administration.
- Most of the streetlights in town have been replaced with LED bulbs.
- LTMA paid their rent three years in advance and that ends this year. Next year, they will pay \$1000.00 in rent, and pay for the phone, Liability, and Workers Comp Insurance. The Workers Comp Insurance number may be adjusted due to the dividend we receive from the insurance company. The Township and Municipal Authority are insured under the same insurance policy.
- The Public Works Department rents a crack seal machine and other equipment throughout the year. The vactor truck is budgeted in the stormwater category.
- Ms. Rengers budgeted payments for a new public works pickup truck and used payment amounts from the previous truck loans to estimate the payment amounts. Mr. Stephansky explained the truck will need to have a salt spreader installed on it.
- The Rotary Club is waiting to receive grant money to replace the roof on Plum Street Park Pavilion. They are in the process of receiving bids.
- The War Memorial Fund received a previous donation of \$10,000.00. The committee is still working on the design of the memorial. Mr. McDaniel believes the project will need to be bid out due to the costs and we may need to hire a designer for the project. The committee has been talking to Rome Monument about the design.

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- There is an interfund transfer amount from the First National Bank General Fund to the PNC account for mortgage payments.

PUBLIC PARTICIPATION

There was no public participation.

ADJOURNMENT

MOTION: Ms. Verszyla made a motion to adjourn the meeting at 7:00 pm, seconded by Mr. Nash, with all in favor of the motion.

TOWNSHIP OF LEET

/s/Betsy Rengers
BETSY RENGERS, MANAGER

/s/Martin C. McDaniel
MARTIN C. MCDANIEL, PRESIDENT

1/9/2023
Date