

TOWNSHIP OF LEET  
WORKSHOP MEETING MINUTES  
OCTOBER 23, 2023

The Workshop Meeting of the Leet Township Board of Commissioners was called to order at 4:00 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, Dan Peluso, and Rody Nash. The meeting started with the Pledge of Allegiance.

Absent: Commissioners Carolyn Verszyla and John Stephansky

Also present:

Betsy Rengers, Manager	LSSE Engineer John Valinsky
Interim Chief Brian Jameson	Resident Marty Zimmel
Resident Donna Adipietro	Resident Peggy Adams
Resident, William "Curt" Bubb	

**PUBLIC PARTICIPATION**

Resident Curt Bubb asked the Board if the Township had received the draft War Memorial concept plan from the engineers. Mr. Valinsky responded that the plan was almost finished and would be sent to Ms. Rengers when completed.

Mr. Bubb asked the Board when the traffic mirror would be installed on Mound Street. Ms. Rengers previously spoke with Foreman Wanto about the mirror, and he was researching the correct size that was needed for the area. Mr. Valinsky spoke with Mr. Wanto about the required size of the mirror. Ms. Rengers will check with Foreman Wanto when he returns from vacation to find out why the mirror has not been installed. Mr. McDaniel apologized to Mr. Bubb because the mirror was not installed. Mr. Bubb asked if the Township needed permission from Duquesne Light to install the mirror on a light pole. Mr. McDaniel thought the rule was antiquated and no longer enforced.

Mr. Bubb asked about the no parking sign on the curb on Mound Street. He did not think there was an ordinance to support the placement of a sign there. Interim Chief Jameson said the sign should be there. Mr. Valinsky will speak with their traffic engineer to see if a traffic study is needed to support the ordinance to place a traffic sign there. Mr. McDaniel said there are "no parking" signs at Kenney and Pilgrim that need to be investigated to see if they are regulated by ordinance. Interim Chief Jameson will research to see if the "no parking" signs in the Township are regulated by ordinance. If not, a new ordinance will be passed to regulate them. Further information will be forthcoming in the future.

There was an accusation made by Mr. Bubb, a member of the Civil Service Commission, against Mr. McDaniel about alleged comments made during an Executive Session of the CSC regarding former Police Chief Michael Molinaro. The matter was political in nature, involving the upcoming election for Township Commissioner, and was not germane to the business of the Township at this meeting.

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**UNFINISHED BUSINESS**

**Approval of Resolution 2023-21 (CDBG Sidewalk Grant)**

The purpose of the resolution was to have on record a statement confirming that the Township formally requested Community Development Block Grant funds and to designate Quaker Valley Council of Governments Executive Director Patrick Connors to perform the required duties between the applicant and Allegheny County Economic Development to continue the Leet Township Sidewalk Replacement Initiative and to put two ADA ramps in Olde Sewickley Highlands.

**MOTION:** Mr. Nash made a motion to approve Resolution 2023-21 to have on record a statement confirming that the Township formally requested Community Development Block Grant funds for \$50,000.00. The resolution designates Quaker Valley Council of Governments Executive Director Patrick Connors to perform the required duties between the applicant and Allegheny County Economic Development. The funds would be used to continue the Leet Township Sidewalk Replacement Initiative and to put two ADA ramps in Olde Sewickley Highlands. Mr. Peluso seconded the motion. A roll call vote was taken with a vote as follows: Mr. McDaniel, yes; Mr. Peluso, yes; and Mr. Nash, yes. The motion carried.

**NEW BUSINESS**

**2024 Proposed Budget Review**

Ms. Rengers reviewed the highlights of the 2024 Proposed Budget with the Commissioners:

- 301.10 Real Estate Tax Current and 301.30 Real Estate Tax Delinquent: these numbers will be updated due to new information from Jordan Tax Service and an updated valuation number from Allegheny County. The Township's valuation dropped in 2023 from 2022 because of tax appeals.
- 309.10 Regional Sales Tax is projected at \$65,000.00. 2023 projected revenues are \$72,474.
- Keystone Collections is projecting \$320,000.00 in Earned Income Tax revenue. The number was adjusted to \$290,000.00.
- 322.40 Building Permits: this number does not include a possible building permit fee for Quaker Valley High School. The Township receives 30% of the permit fees.
- 322.90 Rental Property License is for Landlord rental registrations.
- 341.01 Interest Earnings: This number will be higher in 2024 due to the increase in bank interest rates.
- 355.05 General Municipal Pension State Aid is state aid received to help fund the pension plans. This number may increase if the value of the shares used to determine the funds received increases.
- 355.02 Liquid Fuels: the budgeted number comes straight from the PennDOT Liquid Fuels allocation.
- 364.10 LTMA Phone and Workers Comp: this number was derived from the insurance policy and the phone bills.

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- The Revenues in 2023 included inter-fund transfers to cover the cost of two projects that we ended up not doing. One project was to pave Plum Street, but Edgeworth Water paved the street. The other project was the Olde Sewickley Highlands Detention Basin Repair Project. This project was recently bid out, and the lowest bid came in under the grant amount awarded, so the Township does not have to bridge the gap for the costs of the project. In 2024, we will not transfer funds into the General Fund for projects. Instead, the checks will be written directly from the account used to cover project costs.
- 410.10 Manager's Salary: there is no increase in this number pending an employment review. The non-uniformed employees and the Interim Chief's wages will need to be reviewed.
- 401.197 Manager's Pension: this number is derived from taking the 2024 Minimum Municipal Obligation Number and dividing it by the four non-uniformed employees enrolled in the pension. Three retired non-uniformed employees are drawing down on the account.
- 402.45 Administrative Assistant: There has been no increase budgeted in this number in 2024 since the position was just filled.
- 402.31 Accounting Service: Book Minders will not release new fees until November.
- 404.01 Solicitor and 404.02 Legal Services Contract: The solicitor's budgeted number is for Steve Chesney. The Contracted Legal Services number included the Civil Service Attorney and Employment Attorney. Harland Stone has been budgeted in Planning and Zoning. The school district will reimburse the Township for Mr. Stone's bills, so the revenue and expenses will zero out. We have contacted Campbell Durrant for their final bills and asked Tucker Arnsberg for an estimate of fees for 2024.
- Advertising, office supplies, and postage will not change much.
- 406.27 Software and Support is mainly for Up and Running Computer Services. They charge about \$175.00 a month for cloud storage for old body cam footage. Interim Chief Jameson said that we should retain the footage for three years.
- 406.48 Website: we are looking into redoing the website. Our current provider has quoted \$3200.00 for a website refresh and web hosting for \$300.00 per year. Up and Running Computer Services has been contacted to see if he has a cheaper web hosting company.
- 430.313 PW Engineer is for LSSE. They are currently reviewing the QVSD Preliminary Site Plan.
- 409.1, 194 Ambridge and 409.373, 198 Ambridge Building Maintenance: Ms. Rengers looked at the 5-year maintenance schedules for both buildings. General maintenance will be done at 194 Ambridge, but 198 will need to have the AC unit replaced. Grants for maintenance and renovations to both buildings have been applied for.
- 410.10 Interim Chief Wages: The Interim Chief needs to meet with the Public Safety Committee regarding his wages for 2024.
- 410.111 Full-time Police Wages: the officers received a 5% increase in 2023, and this number reflects a 2.5% increase.
- The Public Safety Committee will need to meet with the Interim Chief to discuss promotions and wages.

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- 410.195 Police Workers Comp: this number is minus a \$4,000.00 dividend. The Township received a \$6,000.00 dividend in 2023, and it could be more next year.
- 410.196 Police Health Insurance: The budgeted number is the single rate for four full-time officers.
- 410.197 Police Pension Plan: the number is the approved 2024 Minimum Municipal Obligation number.
- 410.27 Police Software: we have discontinued the use of some software programs such as PlanIt and Informant. We added Connecteam and cloud storage. Interim Chief Jameson said the PCCD grant will cover the storage and maintenance fees for the body cameras for two years.
- 410.742 Police Vehicle: the Public Safety Committee will need to discuss the purchase of a third police car. Public Safety Committee Chairman Nash said that Mrs. Verszyla was in favor of a one-vehicle loan at a time. Interim Chief Jameson said there are issues with the Dodge Durango, and he has shopped prices on other vehicles. They run between \$45,000.00 to \$60,000.00. The new Ford has 13,000 miles on it, and the Dodge has 40,000 miles on it. We can order a car next summer. One of the issues was with one car being out for maintenance, and that left us with one car. The Durango may have problems because they are known for coolant issues, and if it has an issue, it could take a year to get the car repaired.
- 410.76 Police Equipment and Supplies: we may need to buy mobile printers/scanners for the police vehicles because paper tickets will no longer be accepted.
- 411 Firemen: These numbers remain stable in 2024.
- 412 Ambulance: the fee is the same as last year.
- 414.2 Planning and Zoning: this number is budgeted for Zoning Hearing Board costs. Harland Stone and Vince Restauri are budgeted to this account. The school district will reimburse Mr. Stone's fees. There is one outstanding zoning issue with the Wernicki Appeal, which may be over soon.
- 413.10 Code Enforcement: remains the same.
- 430.10 and 430.12 Foreman and Full-time Road Crew: No increase is reflected in this number until the Foreman and Full-time Road Crew receive employment evaluations.
- 430.15 PW Casual Employee: We do not have an employee in this position at this time.
- 430.195 PW Worker's Comp: a \$2,000.00 dividend payment has been subtracted from this number.
- 430.245 PW Equipment and Supplies: The Public Works Department has a proposed budget for small equipment purchases that are included in this number.
- 430.246 PW Supplies: This is for small purchases at Incom Supply and other purchases such as oil for the equipment. The Township is applying for a grant for large equipment purchases, such as a backhoe and leaf machine. The grant award is not included in the budget numbers.
- 430.384 PW Equipment Rental: Foreman Wanto has been having a multitude of maintenance issues with the old backhoe. We have budgeted extra funds for equipment rental in case we need to rent a backhoe for salt loading over the winter.
- The Township receives Liquid Fuels Funds from the State based on a formula derived

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from gasoline tax receipts and road mileage. Historically, the Township has paid for truck payments and streetlights from the fund. The truck payment allotment from Liquid Fuels is too low, so we will switch to paying for road salt from the fund.

- We may be able to use Liquid Fuels funds for a road paving project.
- 446.01 Stormwater Management Projects: In 2023, we budgeted to repair the Olde Sewickley Highlands Detention Basin using LSSE’s projected project cost. The project was only recently bid out, and the bids came in under the grant amount, so the Township will not need to bridge the gap to finance the project.
- 471.35 Truck Payment: In 2023, we took a bank loan for the purchase of a Ford F-250 pickup truck. The bank sent the loan payment directly to the dealership, so the loan did not need to be reflected in the budget.
- 459.01 Community Development: This number includes a grant match of \$55,000.00 as promised by a resolution for the Commonwealth Financing Authority Multimodal grant to continue the Leet Township Sidewalk Replacement Initiative. This number also reflects the 2% COG fees to administer successful grant applications.
- Net Ordinary Income: This number is positive, at \$41,070.00. The budget will need to be balanced, and the non-uniformed and chief’s wages need to be decided on. This budget does not include any excess funds.
- Mr. McDaniel and Mr. Nash thanked Ms. Rengers for doing a good job on the budget. Mr. McDaniel explained that the budget is a draft and can be changed up until December. We will work to update the numbers and decide on the raises for the November meeting, if possible.

**PUBLIC PARTICIPATION**

Interim Chief Jameson reported that he and Senior Officer Wilson participated in a Public Safety event at Watson Institute. Senior Officer Wilson organized most of the event. Interim Chief Jameson was able to have a K9 dog attend the event and give an exhibition.

Mrs. Adipietro addressed the Board and let them know that in the future, they may be working together again. She has never been on a Board where she could not work with the people sitting at the table. Mr. Nash and Mr. McDaniel thanked her for her comments.

**ADJOURNMENT**

**MOTION:** Mr. Nash made a motion to adjourn the meeting at 5:26 p.m., seconded by Mr. Peluso, with all in favor of the motion.

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/s/Betsy Rengers

/s/Martin C. McDaniel

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Betsy Rengers, Manager

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Martin C. McDaniel, President

November 13, 2023

Date