

TOWNSHIP OF LEET
WORKSHOP MEETING MINUTES
OCTOBER 28, 2024

The Workshop Meeting of the Leet Township Board of Commissioners was called 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, Donna Adipietro, Rody Nash, Dan Peluso, and Martin C. Zimmer. The meeting started with the Pledge of Allegiance.

Also present:

Betsy Rengers, Manager

Engineer John Valinsky

Resident Gwen Clements

Resident Peggy Adams

PUBLIC PARTICIPATION

There was no public participation at this time.

UNFINISHED BUSINESS

American Rescue Plan Act Funds

Mr. McDaniel informed the Board that the American Rescue Plan Act Funds must be encumbered by December 31st. Currently, there is \$168,865.11 in the account. The Board received quotes for a new backhoe for the public works department and carport options for the police cars. Mr. Nash explained that they received quotes for a new backhoe but would buy a used machine instead. Mr. Peluso agreed because he felt the machine was not used enough to warrant the purchase of a new machine. He looked at Municibid for used equipment, but there weren't many options. Mr. McDaniel suggested the purchase of a leaf machine. The Township applied for another grant to fix the roof at 198 Ambridge Ave. Chief Jameson presented several options for a carport to house the police vehicles and discussed these options with the Board. Mr. Zimmer expressed a preference for a design that accommodates three vehicles and does not include garage doors. The conversation about the various carport options continued.

The Board considered the condition of the public works building at 198 Ambridge Ave. and whether the roof's status was in dire condition. It was decided to continue the search for a used backhoe, leaf machine, and carport structure. We will get bids to repair the roof at 198 Ambridge Ave.

Mr. Valinsky explained that the Township was not awarded either of the Local Share Account grants for equipment and renovations that were applied for. Youngblood Paving will pave on Watson Street the week of November 4th.

Mr. Valinsky requested to change the scope of the PA Small Water Grant to include a drainage project on Watson Street, but he had not heard back from them to see if it was approved. Mr. McDaniel met with Allegheny County officials about the stormwater that was draining from Camp Meeting Road into Mrs. Clement's yard. The officials said they could not do anything about it. If the Township does a stormwater project on Watson Street, we will need to tie it into Mrs. Clement's pipe. The condition of the pipe is unknown. Mr. Valinsky said that he would

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camera the pipe to see if it was clogged. New curbing will be installed when the road is paved. Public Works Foreman Wanto had tried to jet the pipe many years ago, but the pipe was clogged, and nothing went through it. There was a brief discussion about jetting the inlets in the Township. Ms. Rengers did not know when the Township would jet the pipes again. The Board agreed that LSSE should camera the pipe. The discussion continued about the condition of the pipe. Mr. Valinsky will report on the condition of the pipe at the next meeting.

2025 Budget Draft Review

Mr. McDaniel explained that the draft budget reflects the current millage rate at 7.7 mills for a total of \$879,398.00 in real estate tax revenue. EIT revenue decreased because six of the top earners in Leet had not earned the same amount in pay in 2024, according to Keystone Tax Collections. On page two, Community Development Grants are budgeted at \$292,400.00. This is for the Commonwealth Financing Grant (CFA) for \$127,000.00 (sidewalk project) and the PA Small Water Grant for \$165,400.00 (QH Stormwater Project). The CFA Grant has a match of \$55,000.00. Mr. Valinsky stated that some of the matches had been waived but suggested that they be budgeted for in case they are not waived.

On page 4, revenue totals \$2,048,456.00, and the total expenditure on page 10 is \$2,208,634.00. This is a deficit of \$160,178.00. One reason for the deficit is that family insurance was added for Police Officers John Adams and Chuck Galzarano. At one point, the Township had family insurance, but it was changed at some point to only employee coverage. This is a disadvantage for hiring officers. Competitors have family health coverage, and this applies to non-uniformed employees, too. On page 6, 410.196, Medical Insurance is \$81,859.00. Currently, the officers do not pay for insurance, but we should have them pay 3% to start, and this will increase each year. We will need to have a tax increase to cover it. The increase in medical insurance is \$43,000.00. The increase in the pension plan obligation is due to the addition of an officer. Ms. Rengers explained that the pension actuarial creates a pension formula every two years according to the officers who are drawing off the plan, and we add the wages to the formula. The accounts have to be funded at 80% or more. Two officers will be at the top pay rate next year.

The administrative assistant's wages are shown at 32 hours a week. If her hours increase, she is eligible for health insurance. With the increase in hours and insurance, the assistant's cost will increase by \$22,000.00. Ms. Rengers felt confident that an employee would need to work 35 hours a week to qualify for the pension plan, but she will get that in writing from the pension people.

Ms. Rengers explained that one mill is worth \$121,175.00. After calculating the formula for the 2% discount period, collections at face value, and the percentage expected to be uncollected, the mill's value is determined to be \$114,208.00. A one-half mill increase is valued at \$57,105.00.

Mr. McDaniel explained that by his calculations there would need to be an approximate 1.3

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mill increase to cover the deficit.

The Township had a treasurer who worked 32 hours a week and had benefits. The Township then hired a Bookkeeping service and a part-time administrative assistant. The Board considered the reasons for increasing the administrative assistant's hours. The police wages included the increases for the officers. The cash balance is not factored into the budget because it is based on accrual basis accounting. A non-uniformed employee is getting married next year, and the health insurance reflects adding his wife to the plan next October. The discussion continued. The budget will be discussed again at the November 11th meeting. Taxes have not been raised since 2018.

MOTION: Mr. Peluso made a motion to accept the proposed budget and millage increase of approximately 1.3 mills. John Adams and Chuck Galzarano will receive family health insurance. Mrs. Adipietro seconded the motion. A formal roll call vote was taken as follows: Mrs. Adipietro, yes; Mr. Zimmel, yes; Mr. McDaniel, yes; Mr. Peluso, yes; and Mr. Nash, yes. The motion carried.

NEW BUSINESS

Chart of Accounts Categories

Ms. Rengers suggested adding categories to the Chart of Accounts on the auditor's advice.

MOTION: Mr. Nash made a motion to approve adding the following categories to the Chart of Accounts:

1. 354.09 Community Development Grants (State and Operating Grants)
2. 357.02 Public Safety Grants
3. 361.31 SALDO Site Plan Fees
4. 361.32 Fees for Engineering Reviews and Site Inspections
5. 361.33 Zoning Permits/Conditional Use and Special Exception Permits

Mr. Zimmel seconded the motion, with all in favor of it.

Community Block Development Grant Resolution

Mr. Valinsky explained that the annual application filing period for the CBDG grant for sidewalk improvements is open. The grants are usually awarded to low—to moderate-income areas.

MOTION: Mrs. Adipietro made a motion to approve Resolution 2024-32 to apply for a \$47,000.00 Community Block Development Grant for sidewalk replacement in Fair Oaks. Mr. Zimmel seconded the motion. A formal roll call vote was taken as follows: A formal roll call vote was taken as follows: Mrs. Adipietro, yes; Mr. Zimmel, yes; Mr. McDaniel, yes; Mr. Peluso, yes; and Mr. Nash, yes. The motion carried.

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There was no public participation.

ADJOURNMENT

MOTION: Mr. Zimmel moved to adjourn the meeting at 6:40 p.m., seconded by Mr. Peluso, with all in favor of the motion.

/s/Betsy Rengers
Betsy Rengers, Manager

TOWNSHIP OF LEET
/s/Martin C. McDaniel
Martin C. McDaniel, President

November 11, 2024
Date