

TOWNSHIP OF LEET
BOARD OF COMMISSIONERS
WORKSHOP MEETING MINUTES
APRIL 27, 2026

The Leet Township Board of Commissioners Workshop Meeting 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: The Commissioners present were Paul Magee, Martin P. Zimmer, Martin C. McDaniel, Donna Adipietro, and Jessica Cindrich. The meeting started with the Pledge of Allegiance.

Other Attendees:

Manager Betsy Rengers

Chief Brian Jameson

Engineer John Valinsky

Fair Oaks Fire Chief Mark Brooks

Leetsdale Fire Department Lieutenant Ryan Buttermore

Emergency Management Coordinator Dave Volk

Auditor Chris Robertson

PUBLIC PARTICIPATION

Mr. Volk asked the Board to move him to the top of the agenda to discuss the Hazard Mitigation Resolution.

MOTION: Mr. Zimmer made a motion to amend the agenda to move the Hazard Mitigation Resolution to the first item for discussion. Mrs. Adipietro seconded the motion. The following votes were recorded: Mr. Magee, yes; Mr. Zimmer, yes; Mr. McDaniel, yes; Mrs. Adipietro, yes; and Mrs. Cindrich, yes. The motion carried.

Resolution 2026-29 (Allegheny County Hazard Mitigation Plan)

Mr. Volk explained that every five years, Allegheny County revises its hazard mitigation plan. The Township needed to adopt the Allegheny County plan to be eligible for FEMA reimbursements and grants. Mr. Chesney reviewed the plan and agreed with its adoption. The plan is available to review online and is about 700 pages long.

MOTION: Mr. Magee made a motion to adopt Resolution 2026-29, which designates the Allegheny County 2026 Hazard Mitigation Plan as the official hazard mitigation plan for the Township of Leet. Mr. Zimmer seconded the motion. The following votes were recorded: Mr. Magee, yes; Mr. Zimmer, yes; Mr. McDaniel, yes; Mrs. Adipietro, yes; and Mrs. Cindrich, yes. The motion carried.

UNFINISHED BUSINESS

Fire Department Merger Cost Presentation

Fair Oaks Fire Chief Mark Brooks introduced Leetsdale Fire Lieutenant Ryan Buttermore to the Board. They have been collaborating on the cost analysis for the proposed merger of the Fair Oaks, Leetsdale, and Big Sewickley Creek fire departments and wanted to update the

TOWNSHIP OF LEET
BOARD OF COMMISSIONERS
WORKSHOP MEETING MINUTES
APRIL 27, 2026

Board on their progress.

Lieutenant Buttermore outlined his collaboration with various fire department staff on the merger process. He is trying to manage much of the groundwork to help lower the merger costs. Mrs. Adipietro inquired about the bylaws. He clarified that the Big Sewickley Creek Fire Department owns its building and property, making it the lead in the merger. The next step is a vote on a resolution to proceed with the merger at tomorrow night's meeting. Upon approval of the resolution, the three departments will share membership with the Big Sewickley Creek Fire Department. The merger documents will be sent to the Auditor General for review. Once the Auditor General approves the proposal, there are 30 days to establish the name change. After the new department is formed, bank accounts will be established, and the merger process will continue.

A vote will take place in June for an interim chief. Chief Brooks stated that the Fair Oaks Fire Department service agreement with the Township will need to be rewritten, as we are four or five years into the current agreement. Lieutenant Buttermore showed the Board a draft spreadsheet of the three departments' operational expenses. He explained his processes and formula for arriving at certain numbers to the Board. He spoke about the number of fire calls in Leet and explained that Leetsdale provided a quick response team for all calls. Leetsdale does not charge the Township for the answered calls from the QRS team. The discussion continued.

Chief Brooks discussed the substation at the Watson Institute on Camp Meeting Road. He hoped to reach an agreement with Watson to maintain the substation. The Township owns the land at 190 Ambridge Ave, while the fire department owns the building. The Township granted the fire department a 100-year lease for 190 Ambridge Ave at \$1.00. The building is fully paid off. However, the fire department still has loans on its fire trucks. This should be taken into account during the merger. Leet Township Commissioners will be kept informed of the process.

2025 Audit

Auditor Chris Robertson thanked Ms. Rengers for her help with the 2025 Audit. He thanked the Board for their dedication to the Township. He is having a secondary internal audit conducted and is waiting for the Solicitor's Letter to complete it. He looked at the Township's internal controls to make sure the proper checks and balances were in place. He had no issues to report about the process. He gave the Board a handout that summarizes the findings:

- The Township has seen a positive trend in the General Fund balance, creating a strong foundation. The fund is unassigned and can be used as the Board sees fit. The Township receives a clean opinion every year, and the fund balance is healthy.
- The Township fulfills the Government Finance Officers Association (GFOA) recommendation of maintaining two months' worth of expenditures in savings.
- The Township's revenues have increased by approximately \$200,000.00, mainly driven by higher real estate taxes resulting from the tax hike.
- The Township had an increase in expenses for public safety: police and fire.

TOWNSHIP OF LEET
BOARD OF COMMISSIONERS
WORKSHOP MEETING MINUTES
APRIL 27, 2026

- Two grant projects were slated to start last year, but they will start in 2026, thus creating a budget variance.
- Other funds were stable.

Mr. Robertson recommended that the Township continue working on an accounting procedures manual. He mentioned that segregation of duties is beneficial, but he suggested that the Board stay actively involved in reviewing the finances. He also recommended that the Township request the Service Organization Controls Report from Jordan Tax Services and Keystone Collections. The report will show their internal controls. Lastly, he recommended cybersecurity training for the staff.

Mr. McDaniel explained that the Township did not have a large capital reserve account and felt the Township was behind on the paving program. Mr. Valinsky explained that the municipality could save Liquid Fuels funds or seek a grant to pave roads. There was a brief discussion about the topic.

Mr. Magee asked Mr. Robertson about the adverse comment on the first page. Mr. Robertson stated that the Township reports on a modified accrual basis. Because of this, some of the expenses fall into the next year. The Township could change its reporting to the full accrual basis, but it was not necessary.

Mrs. Cindrich asked about the custodial credit risk with Act 72. Mr. Robertson explained that the Township's risk is extremely low and there are no physical securities such as gold. The banks are insured by the FDIC and collateralized. Mr. Robertson stated that the Township has PLGIT accounts, which are extremely secure. The discussion continued.

Mr. McDaniel thanked Mr. Robertson for his work on the audit.

Resolution 2026-28 (Multi-modal Grant Application)

MOTION: Mrs. Cindrich made a motion to approve Resolution 2026-28 to apply for a multimodal grant to finish road paving and sidewalk projects in Fair Oaks. Mr. Zimmel seconded the motion. A formal roll call vote was conducted, and the following votes were recorded: Mr. Magee, yes; Mr. Zimmel, yes; Mr. McDaniel, yes; Mrs. Adipietro, yes; and Mrs. Cindrich, yes. The motion carried.

Shelving Unit Purchase for Public Works Department

MOTION: Mr. Magee moved to purchase a shelving unit for the public works garage for \$ 1,370.00 plus shipping. Mr. Zimmel seconded the motion. The following votes were recorded: Mr. Magee, yes; Mr. Zimmel, yes; Mr. McDaniel, yes; Mrs. Adipietro, yes; and Mrs. Cindrich, yes. The motion carried.

TOWNSHIP OF LEET
BOARD OF COMMISSIONERS
WORKSHOP MEETING MINUTES
APRIL 27, 2026
NEW BUSINESS

Rotary Club Tree Purchase

The Rotary Club inquired whether the Township would buy trees worth up to \$300.00, with the Rotary Club to reimburse the expense. The details of the transaction were unclear, such as the types and sizes of the trees and where they were to be planted. Ms. Rengers will ask the Rotary Club if they prefer to direct the tree purchase to the Veterans' Memorial landscaping project. Mr. McDaniel informed the Board that six trees were ordered last year and will be planted in Quaker Heights Park along Pilgrim Drive this spring. There was a brief discussion about the landscaping for the Veterans' Memorial and whether the public works department could install all the necessary plantings in a timely fashion, given the considerable number of plants involved. Since the quote for the plants was under budget, additional funds are available for other uses. Mr. McDaniel will contact the landscape contractor to find out the cost of installing the Memorial's landscaping.

Other Matters

Chief Jameson explained that the new police vehicle would be delivered on Wednesday. He was receiving quotes to possibly update the graphics on the 2022 Ford to match the new car. This will be discussed at a subsequent meeting. The digital speed sign for Plum Street will be installed once it is delivered.

Mrs. Adipietro was approached by a resident interested in chairing an event committee for the nation's 250th anniversary. Mrs. Cindrigh requested a written proposal from the resident detailing the type of event to present to the Board for consideration.

Foreman Wanto told Ms. Rengers that the scrap value for the aluminum salt spreaders was quite low. The Board concurred but emphasized the need to scrap them promptly to clean up the public works supply yard.

ADJOURNMENT

With no further business, Mr. Zimmer made a motion to adjourn at 6:46 PM. Mr. Magee seconded the motion. All members voted in favor.

TOWNSHIP OF LEET

/s/Betsy Rengers

/s/Martin C. McDaniel

Betsy Rengers, Manager

Martin C. McDaniel, President

TOWNSHIP OF LEET
BOARD OF COMMISSIONERS
WORKSHOP MEETING MINUTES
APRIL 27, 2026

Date: May 11, 2026