

**Legislative Meeting Activity****November 15, 2021**

<b><u>TITLE</u></b>	<b><u>MOTION</u></b>	<b><u>SECOND</u></b>
Approve the November 8, 2021 Workshop Meeting Minutes.	Commissioner Darragh	Commissioner Haluka
Exonerate Clayton Steup for collection of taxes for years 2019 and 2020.	Commissioner Darragh	Vice President Williams
Approve the October bill list in the amount of \$54,633.97; to ratify October pre-paid bills in the amount of \$14,253.82; and to ratify October payroll transfers in the amount of \$15,850.85.	Commissioner Darragh	Commissioner Richert
Retain Harlan Stone and Babst, Calland, Clements and Zomnir, P.C. as Township Solicitor and to authorize the Township Manager to sign the appropriate authorizations.	Commissioner Darragh	Vice President Williams
Adjournment		

**TOWNSHIP OF ALEPPO****LEGISLATIVE MEETING MINUTES****November 8, 2021****CALL TO ORDER:**

President George Jones called the meeting to order at 7:00 p.m. with roll call. Those in attendance were Vice President Arthur Williams, Commissioner Daniel Darragh, Commissioner Amy Richert, Commissioner Judy Haluka, Solicitor Harlan Stone, Manager Gwen Patterson, and Secretary Patty Krecek. The meeting is being recorded.

**MINUTES:**

Commissioner Darragh made a motion to approve the November 8, 2021 Workshop Meeting Minutes. Commissioner Haluka seconded. The motion passed unanimously.

**PRESENTATION OF 2020 AUDIT BY MARK TURNLEY:**

Mark Turnley provided the 2020 Audit Report and a copy of his two letters to the Board of Commissioners dated September 21, 2021, which give a summary of the audit. The audit received an unmodified opinion, which means the information presented is in conformity with the rules and regulations of the auditing profession. Mr. Turnley encouraged the Board to read the section titled Management's Discussion and Analysis in the 2020 Audit Report. He said it provides a good synopsis for how the Township did for the year and compared to the prior year. He highlighted the General Fund Balance Analysis, which presents a synopsis of the financial information contained in the 2020 Audit along with 2016 through 2019. Mr. Turnley said that for informational purposes only, the Government Finance Officers Association (GFOA) has recommended that municipalities maintain an "unassigned fund balance" of approximately two months of General Fund expenditures. He said that Aleppo Township is well above the GFOA recommended level. He also reviewed some of the details from the General Fund Revenue and Expenditure Analysis and the General Fund Budget versus Actual results.

President Jones asked Mr. Turnley to explain the unrestricted net position in the general fund balance and how the net position is calculated. Mr. Turnley explained it as follows: Net position has to do with the carryover amount that can be used when planning the budget from one year to the next. There are two sets of financial statements: 1) Budgeting annually on a short-term basis, which is known as the modified accrual basis, and you look at each year individually; and 2) A set of financial statements that provide a corporate view, which is a consolidated balance sheet, with all of the funds added in including long-term liabilities and long-term fixed assets. The consolidated balance sheet has the term Net Position rather than Fund Balance. As of 12/31/20, the Unrestricted Net Position was \$2,184,913, which is different from the Unassigned General Fund Balance, because other funds are added in such as capital improvements, highway aid funds, fixed assets, building, equipment, and long-term debt, which are items you do not see when completing the budget. This number should not be used for the budget process because it is over a period of time. The Unassigned General Fund Balance should be used for the budget process because it has been accumulating

over the years. For 2020, the excess revenues over expenditures were \$115,741 and this is the number that was added into the Unassigned General Fund Balance, which was \$1,103,069 for 2020. This is the “carryover amount” of the Fund Balance that can be used to balance the 2022 budget.

## **REPORTS**

### **POLICE:**

Ohio Township Chief Joseph Hanny gave his report for the month of October. There were 61 calls, which included 40 EMS assists, several alarms from residents and businesses, and a few fire alarms, animal complaints and traffic citations. The report was accepted.

### **EMERGENCY MANAGEMENT:**

No report.

### **PUBLIC WORKS:**

Supervisor Tim Scott provided a brief summary for the month of October. The detailed report was provided to the Board. The report was accepted.

### **COMMUNICATIONS:**

Manager Patterson said that she received an email from a resident with comments about the meeting on November 8, 2021, and she responded to the comments.

### **PLANNING/ZONING:**

No report.

### **TAX COLLECTOR/TREASURER:**

Treasurer Clayton Steup provided a brief summary for the month of October. The detailed reports were provided to the Board. The report was accepted.

Commissioner Darragh made a motion to exonerate Clayton Steup for collection of taxes for years 2019 and 2020. Vice President Williams seconded. The motion passed unanimously.

### **FINANCE:**

Commissioner Darragh made a motion to approve the October bill list in the amount of \$54,633.97; to ratify October pre-paid bills in the amount of \$14,253.82; and to ratify October payroll transfers in the amount of \$15,850.85. Commissioner Richert seconded. The motion passed unanimously.

**ALEPPO TOWNSHIP AUTHORITY:**

Commissioner Darragh said that Masonic has advised the Authority that the order time for the parts necessary for the grinder pump is 18 to 20 weeks. He also said that Dave Kerchner reported that the DEP has approved the Act 537 Amendment and they are waiting for a response from Allegheny County before it goes out for public comment. And, he said the Authority has authorized their engineer to present the Kilbuck Run Sewer Study to representatives from Glenfield Borough and Sewickley Hills Borough, since they helped fund the study. The report was accepted.

**QUAKER VALLEY AMBULANCE AUTHORITY:**

No report.

**QVCOG:**

Vice President Williams said that the Annual Dinner went very well. He also said that the tone of their meetings is going very well, and he is very pleased with the new leadership. He also thanked Manager Patterson for attending a meeting with the Sustainability Committee at Masonic Village to discuss the Township and its efforts for recycling and the environment. The report was accepted.

**SOLICITOR:**

Solicitor Stone said he was presented with an opportunity to move from his present firm, Dickie, McCamey & Chilcote, where he has been for the last 10 years, to Babst, Calland, Clements and Zomnir. He said there is more depth in their municipal law personnel and more resources that would be available to him and his clients.

Commissioner Darragh made a motion to retain Harlan Stone and Babst, Calland, Clements and Zomnir, P.C. as Township Solicitor and to authorize the Township Manager to sign the appropriate authorizations. Vice President Williams seconded. The motion passed unanimously.

**UNFINISHED BUSINESS:**

**2022 BUDGET:**

Manager Patterson provided a draft of the 2022 budget to the Board. She provided a brief summary for some of the line items. Manager Patterson asked the Board to review the budget and get back to her with any questions or comments. She also said the budget will be advertised for adoption at the December 20, 2021 Legislative Meeting.

**NEW BUSINESS:**

None.

**CITIZEN PARTICIPATION:**

None.

**EXECUTIVE SESSION:**

Not requested.

**ADJOURNMENT:**

President Jones adjourned the meeting at 7:41 p.m.

Respectfully submitted,

Patty Krecek  
Township Secretary