

Workshop Meeting Activity

August 14, 2023

TITLE

MOTION

SECOND

Approve the July 17, 2023 Legislative Meeting Minutes.

Vice President Williams

Commissioner Darragh

Adopt a Resolution to be included in the Allegheny County Community Development Block Grant and Home Investment Partnerships Programs for Three Program Years – 2024, 2025, and 2026.

Commissioner Haluka

Commissioner Darragh

Adjournment

TOWNSHIP OF ALEPPO

WORKSHOP MEETING MINUTES

August 14, 2023

CALL TO ORDER:

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

MINUTES:

Vice President Williams made a motion to approve the July 17, 2023 Legislative Meeting Minutes. Commissioner Darragh seconded. The motion passed unanimously.

ALLEGHENY COUNTY CDBG PROGRAM:

Manager Patterson said that Allegheny County now requires a resolution for municipalities who want to opt into the Community Development Block Grant (CDBG) Program.

Commissioner Haluka made a motion to adopt a Resolution to be included in the Allegheny County Community Development Block Grant and Home Investment Partnerships Programs for Three Program Years – 2024, 2025, and 2026. Commissioner Darragh seconded. The motion passed unanimously.

PRESENTATION OF THE 2022 AUDIT:

Kim Turnley, CPA, provided the 2022 Audit Report and a copy of two letters written by Mark Turnley to the Board of Commissioners, one of which gives a summary of the audit. Mrs. Turnley said the MD&A, which is the Management’s Discussion and Analysis, is the report at the beginning of the audit that is a synopsis of the year. She said the audit received an unmodified opinion on the financial statements. She said Aleppo is one of their few clients that do their financial statements in accordance with Generally Accepted Accounting Principles (GAAP), which means the Township takes it to the highest level of accounting that is possible. She said that is good because every piece of financial information that you possibly could want required by GAAP is in the audit report, e.g., fixed assets are identified, long-term debt, etc.

She said the Township’s General Fund Balance has generally gone up, which means revenues are exceeding expenses, and for 2022 expenses were lower than revenue by about \$340,000, so the General Fund Balance increased for 2022. She said the GFOA (Government Finance Officers Association) recommends two months of unassigned fund balance based on the total General Fund Expenditures, and the Township is over that benchmark because at December 31, 2022 the Unassigned Fund Balance is \$1,712,000. Mrs. Turnley said the best schedules to look at in the report for budget to actual are Schedule 1 for revenues and Schedule

2 for expenditures. She also said Exhibit G in the report provides the detail for the budgeted amount in the major categories of revenues and expenses, what the actuals were, and how the Township finished the year based on what was budgeted.

OLD BUSINESS:

DRAFT OF SUBDIVISION AND LAND DEVELOPMENT ORDINANCE:

Manager Patterson said the draft of the Subdivision and Land Development Ordinance (SALDO) is complete and she will be giving a copy to the Board of Commissioners for review and comment. She said the public hearing will be on September 18, 2023 at the Legislative Meeting. Manager Patterson said the consultant will be at the meeting to explain the revisions to the SALDO and it will be on the agenda for adoption.

2023 PAVING PROJECT UPDATE:

Manager Patterson said that the tar and chip started today in the McCoy neighborhood. She said the Weber Road neighborhood will be next. Manager Patterson said the paving crew will start milling the roads in the Sewickley Ridge neighborhood on Wednesday, August 16, 2023.

NEW BUSINESS:

TRAPIZONA PLAN OF LOTS NO. 4 SUBDIVISION APPLICATION:

Manager Patterson said that the property owners want to shift the property lot line lower to create a different lot. She said the Planning Commission has recommended approval and it will be on the agenda for approval at the Legislative Meeting on August 21, 2023.

EMERGENCY OPERATIONS PLAN RESOLUTION:

Manager Patterson said that Commissioner Haluka has updated the Emergency Operations Plan and a resolution is required to adopt the new plan. She said it will be on the agenda for adoption at the Legislative Meeting on August 21, 2023. Manager Patterson said she is meeting with Commissioner Haluka later in August 2023 for emergency notification training and to update all the books in the Township's emergency management cart.

ZONING OFFICER AND CODE ENFORCEMENT UPDATE:

Manager Patterson said that the Quaker Valley COG offers a program for providing the service of a zoning officer. She said she met with the director of the COG and the zoning officer that they have a contract with, and she is working on the agreement to make sure it meets the needs of the Township. She said they need someone to review Zoning Permit Applications and to determine whether every project meets the Zoning Ordinance.

Manager Patterson said there are three different positions that need to be filled: 1) a building inspector who determines whether a project meets the Uniform Construction Code (UCC), 2) a zoning officer who checks to make sure that every project meets the Township's Zoning Ordinance, and 3) a zoning code enforcement officer who handles complaints by residents, e.g., my neighbor's fence is in my yard or my neighbor has junk in their yard. She said there is already a building inspector, there should be a zoning officer soon, and

the COG also offers a program for providing the service of zoning code enforcement and she has met with someone that the COG has a contract with.

Manager Patterson said she is hoping to have a final agreement and fee schedule for the zoning officer and the zoning code enforcement officer to present to the Board in October 2023.

OFFSITE MEETINGS:

President Jones asked about the two offsite meetings. Manager Patterson said she is going to ask Masonic about having the October Legislative Meeting at their facility. She said she has confirmed that the November Legislative Meeting can be held at the Aleppo Township Fire Station. Manager Patterson said once the offsite meetings have been finalized, they will be advertised, a flyer will be posted at the Municipal Building, it will be in the Digest, and it will be on the calendar on the Township's website.

CITIZEN PARTICIPATION:

Commissioner Haluka said she was contacted by three or four different residents asking about the fire hydrant in the Manor and why it was put on the island. She said prior to the fire hydrant being put on the island, it was on the Forest Edge side, and to reach it for a fire the hose went across both sides of Sewickley Heights Drive. Commissioner Haluka said this should help with the concerns about egress from the Manor.

ADJOURNMENT:

President Jones adjourned the meeting at 7:30 p.m.

Respectfully submitted,

Patty Krecek
Township Secretary