

Township of Crescent Township  
Board of Commissioners  
Reorganization Meeting, January 4, 2016

On January 4, 2016 the Reorganization meeting of the Crescent Township Board of Commissioners was called to order at 7:00 p.m. in the Crescent Township Municipal Building, 225 Spring Run Road, Crescent, Allegheny County, Pennsylvania.

Commissioner Keller called the meeting to order with the Pledge of Allegiance.

**Roll Call**

Those present: Commissioners: Joe Sabol, Jerry Keller, Todd Miller, Jeffrey Gagat and Arthur Buccigrossi

Secretary/Manager: Kellie Crago

Solicitor: Bill Rodgers

Commissioner Keller asked for nominations for **President** of the Board of Commissioners. A nomination of Commissioner Sabol was made by Commissioner Miller and seconded by Commissioner Buccigrossi. A roll call vote to elect **Commissioner Sabol** as **President of the Board** was taken and Commissioners Miller, Buccigrossi and Sabol were in favor of the motion. Commissioners Keller and Gagat were opposed. Motion passed.

At this time the elected President Joe Sabol took his seat.

Commissioner Sabol asked for nominations for **Vice-President** of the Board of Commissioners. A nomination of Commissioner Miller was made by Commissioner Buccigrossi and seconded by Commissioner Sabol. A roll call vote to elect **Commissioner Miller** as Vice-President of the Board was taken. Commissioners Sabol, Buccigrossi and Miller were in favor of the motion and Commissioners Gagat and Keller were opposed. Motion passed.

**Appointments**

**Secretary/Manager**

Commissioner Sabol asked for nominations for **Crescent Township Secretary/Manager**. A nomination of Kellie Crago was made by Commissioner Miller. A motion to close nominations was made by Commissioner Keller and seconded by Commissioner Miller. A voice vote was taken and all Commissioners were in favor of closing the nominations. A roll call vote to elect **Kellie Crago** as **Crescent Township Secretary/Manager** was taken and all commissioners were in favor of the motion.

**Assistant Secretary**

Commissioner Sabol asked for nominations for **Crescent Township Assistant Secretary**. A nomination of Patricia Christian was made by Commissioner Keller and was seconded by Commissioner Miller. A voice vote was taken and found all Commissioners in favor of the motion.

### **Township Solicitor**

Commissioner Sabol asked for nominations for **Township Solicitor**. A nomination of Richard Start was made by Commissioner Miller and was seconded by Commissioner Gagat. A roll call vote was taken to elect **Richard Start** as **Township Solicitor** and all Commissioners were in favor of the motion.

### **Township Engineer**

Commissioner Sabol asked for nominations for **Township Engineer**. A nomination of **Lennon, Smith, Souleret Engineering, Inc.** was made by Commissioner Miller and seconded by Commissioner Gagat. A roll call vote was taken to elect **Lennon, Smith, Souleret Engineering, Inc.** as **Township Engineer** and all commissioners were in favor of the motion.

### **Treasurer**

Commissioner Sabol asked for nominations for Township Treasurer. A nomination of Judy Withee was made by Commissioner Miller and seconded by Commissioner Buccigrossi. A roll call vote was taken and found all commissioners in favor of the motion.

### **Treasurer's Bond**

Motion to Approve **Resolution R-1-16** setting the Treasurer's Bond at \$800,000.00 with the Ohio Casualty Insurance Company through HHM, Insurers was made by Commissioner Miller and seconded by Commissioner Gagat. A roll call vote was taken to approve Resolution R-1-16 and all commissioners were in favor of the motion.

### **Current Year Wage Tax Collector**

Motion to Approve **Resolution R-2-16** appointing Jordan Tax Service to the position of Current Year Wage Tax Collector was made by Commissioner Miller and seconded by Commissioner Gagat. A roll call vote was taken to approve Resolution R-2-16 and all commissioners were in favor of the motion.

### **Delinquent Wage Tax Collector & LST Current & Delinquent**

Motion to approve **Resolution R-3-16** appointing Keystone Municipal Collections to the position of Delinquent Wage Tax Collector & Current & Delinquent LST was made by Commissioner Miller and seconded by Commissioner Gagat. A roll call vote was taken to approve Resolution R-3-16 and all commissioners were in favor of the motion.

### **Delinquent current year Property Tax Collector**

Motion to approve **Resolution R-4-16** appointing Judy Withee to the position of Delinquent current year penalty phase Property Tax Collector for 2016 at a commissioned rate of 10% was made by Commissioner Gagat and seconded by Commissioner Miller. A roll call vote was taken to approve Resolution R-4-16 and all commissioners were in favor of the motion.

### **Delinquent Liened Property Tax Collector**

Motion to approve **Resolution R-5-16** appointing Weiss Burkhardt Kramer, LLC, as the Delinquent Property Tax Collector for Crescent Township was made by Commissioner Miller and seconded by Commissioner Buccigrossi. A roll call vote was taken to approve Resolution R-5-16 and all commissioners were in favor of the motion.

### **Garbage Assessment Collector**

Motion to approve **Resolution R-6-16** appointing Jordan Tax Service as the Billing and Collection Agent for the garbage assessment for Crescent Township was made by Commissioner Miller and seconded by Commissioner Gagat. A roll call vote was taken to approve Resolution R-6-14 and all commissioners were in favor of the motion.

### **Delinquent Garbage Assessment Collector**

Motion to approve **Resolution R-7-16** appointing Portnoff Law Associates, LTD as the Delinquent Garbage Assessment Collector was made by Commissioner Miller and seconded by Commissioner Keller. A roll call vote was taken to approve Resolution R-7-16 and all commissioners were in favor of the motion.

### **Electrical Inspections**

Motion to approve **Resolution R-8-16** appointing Middle-Atlantic Inspections, Inc. as the Electrical Inspector for Crescent Township was made by Commissioner Gagat and seconded by Commissioner Miller. A roll call vote was taken to approve Resolution R-8-16 and all commissioners were in favor of the motion.

### **Salvage Company**

Motion to approve **Resolution R-9-16** appointing Grady's Auto as the vehicle towing and salvage company for Crescent Township was made by Commissioner Miller and seconded by Commissioner Buccigrossi. A roll call vote was taken to approve Resolution R-9-16 and all commissioners were in favor of the motion.

### **Fire Department**

Motion to approve **Resolution R-10-16** designating the Crescent Township Volunteer Fire Department as the official fire service provider for Crescent Township was made by Commissioner Gagat and seconded by Commissioner Miller. A roll call vote was taken to approve Resolution R-10-16 and all commissioners were in favor of the motion.

### **Auditor**

Motion to approve **Resolution R-11-16** appointing Mark Turnley, CPA to the position of Independent Auditor for Crescent Township was made by Commissioner Keller and seconded by Commissioner Gagat. A roll call vote was taken to approve Resolution R-11-16 and all commissioners were in favor of the motion.

### **Authorization for Secretary to Pay Additional Bills**

A motion to approve **Resolution R-12-16** enabling the Secretary/Manager or Assistant Secretary to pay reoccurring bills that are due prior to the next township meeting was made by Commissioner Keller and seconded by Commissioner Miller. A roll call vote was taken and all Commissioners were in favor of the motion.

### **Required Signatures**

A motion to require three (3) signatures for the General Fund checking account as follows: Treasurer, Secretary/Manager or Assistant Secretary, and one (1) of the five (5) Commissioners was made by Commissioner Keller and seconded by Commissioner Miller. A roll call vote was taken and all Commissioners were in favor of the motion.

A motion to require that two (2) signatures for the Payroll Fund checking account as follows: Secretary/Manager or Assistant Secretary and one (1) of the five (5) Commissioners was made by

Commissioner Miller and seconded by Commissioner Gagat. A roll call vote was taken and all Commissioners were in favor of the motion.

### **Vendors paid via ACH**

Motion to approve the following list of vendors to be paid via ACH: Duquesne Light Company, United Refinery, Verizon Wireless, Verizon, Peoples Natural Gas, Lowes, Sam's Club, US Bank Equipment, Direct Energy, MTMA, Paychex and PNC Bank was made by Commissioner Miller and seconded by Commissioner Gagat. A roll call vote was taken and all commissioners were in favor of the motion.

### **Zoning Officer**

Commissioner Sabol asked for nominations for Zoning Officer of Crescent Township. A nomination of Building Inspection Underwriters was made by Commissioner Miller and seconded by Commissioner Buccigrossi. A roll call vote was taken to appoint Building Inspector Underwriters as the Zoning Officer of Crescent Township and all commissioners were in favor of the motion.

### **Building Inspector**

Commissioner Sabol asked for nominations for Building Inspector. A nomination of Building Inspection Underwriters was made by Commissioner Miller and seconded by Commissioner Buccigrossi. A roll call vote was taken to appoint Building Inspection Underwriters as the Building Inspector for Crescent Township and all commissioners were in favor of the motion.

### **Vacancy Board Member**

Commissioner Sabol asked for nominations for the Vacancy Board Member. A nomination of Sam Tranter was made by Commissioner Miller and seconded by Commissioner Buccigrossi. A roll call vote was taken to appoint Sam Tranter as the Vacancy Board member and all commissioners were in favor of the motion.

### **Depository**

Commissioner Sabol asked for nominations for the Depository of Crescent Township. A nomination of PNC Bank was made by Commissioner Miller and seconded by Commissioner Gagat. A roll call vote was taken to appoint PNC Bank as the Depository of Crescent Township and all commissioners were in favor of the motion.

### **Investment Depository**

Commissioner Sabol asked for nominations for the Investment Depository of Crescent Township. A nomination of Pennsylvania Local Government Investment Trust, (PLGIT) was made by Commissioner Gagat and seconded by Commissioner Keller. A roll call vote was taken to appoint PLGIT as the investment depository bank of Crescent Township and all commissioners were in favor of the motion.

### **Official Newspaper**

Commissioner Sabol asked for nominations for the Official Newspaper of Crescent Township. A nomination of The Beaver County Times was made by Commissioner Miller and seconded by Commissioner Keller. A roll call vote was taken to appoint The Beaver County Times as the official newspaper of Crescent Township and all commissioners were in favor of the motion.

### **Meeting Date, Time and Place**

A motion to set the meeting date and time for the monthly Business Meeting of the Board of Commissioners to the **Second Thursday of the month at 7:00 p.m. at the Crescent Township**

**Municipal Building located at 225 Spring Run Road** was made by Commissioner Gagat and seconded by Commissioner Miller. A roll call vote was taken and all commissioners were in favor of the motion.

### **Special Meetings**

A motion to allow the President to call for special meetings as needed was made by Commissioner Miller and seconded by Commissioner Keller. A roll call vote was taken and all commissioners were in favor of the motion.

### **Committee Assignments**

President Sabol made the following committee assignments as follows:

Administration	Commissioner Sabol
Finance:	Commissioner Keller
Public Safety:	Commissioner Miller
Public Works:	Commissioner Gagat
Parks and Recreation:	Commissioner Buccigrossi
COG Representative:	Commissioner Keller
Alternate COG Representative:	Commissioner Miller

### **Board and Commission Appointments**

A motion to reappoint Anita Lasek and Dave Mitchell to the Planning Commission for the term of 4 years was made by Commissioner Keller and seconded by Commissioner Miller. A roll call vote was taken and all commissioners were in favor of the motion.

Motion to reappoint Dan Taylor to the Zoning Hearing Board for the term of 3 years was made by Commissioner Miller and seconded by Commissioner Keller. A roll call vote was taken and all commissioners were in favor of the motion.

Denny Lewis, the Emergency Manager asked the Board if he can request two additional deputies, Leo Laffey and Kellie Crago to be added to Emergency Management. The board and the solicitor approved the addition to the agenda. A motion to appoint Leo Laffey and Kellie Crago to deputies of Emergency Management was made by Commissioner Miller and seconded by Commissioner Buccigrossi. A roll call vote was taken and found all commissioners in favor of the motion.

### **Adjournment**

A motion to adjourn the meeting at 7:21 was made by Commissioner Keller and seconded by Commissioner Miller. A voice vote was taken and all commissioners were in favor of the motion.

Certified as a true and correct copy.

Respectfully Submitted,

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Kellie L. Crago  
Secretary/Manager