

Township of Crescent Township  
Board of Commissioners  
Reorganization Meeting, January 9, 2014  
7:30 p.m.

On January 9, 2014 the Reorganization meeting of the Crescent Township Board of Commissioners was called to order at 7:30 p.m. in the Crescent Township Municipal Building, 225 Spring Run Road, Crescent, Allegheny County, Pennsylvania.

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

### **Roll Call**

Those present: Commissioners: William Cook, Joe Sabol, Jerry Keller, Todd Miller and Mark Schukart

Interim Secretary/Manager: Kellie Crago

Commissioner Cook asked for nominations for **President** of the Board of Commissioners. A nomination of Commissioner Keller was made by Commissioner Miller and seconded by Commissioner Schukart. A motion to close nominations was made by Commissioner Sabol. A roll call vote to elect **Commissioner Keller as President of the Board** was taken and all commissioners were in favor of the motion.

At this time the elected President Jerry Keller took his seat.

Commissioner Keller asked for nominations for **Vice-President** of the Board of Commissioners. A nomination of Commissioner Miller was made by Commissioner Keller and seconded by Commissioner Schukart. A motion to close nominations was made by Commissioner Keller and seconded by Commissioner Cook. A roll call vote to elect **Commissioner Miller** as Vice-President of the Board was taken and all commissioners were in favor of the motion.

## **Appointments**

### **Secretary/Manager**

Commissioner Keller asked for nominations for **Crescent Township Interim Secretary/Manager**. A nomination of Kellie Crago was made by Commissioner Keller. 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 Interim Secretary/Manager** was taken and all commissioners were in favor of the motion.

### **Assistant Secretary**

Commissioner Keller asked for nominations for **Crescent Township Assistant Secretary**. Commissioner Keller made a motion to postpone nominations for this position until the Board has done due diligence to make an educated nomination and was seconded by Commissioner Miller. A voice vote was taken and found all Commissioners in favor of the motion.

### **Township Solicitor**

Commissioner Keller asked for nominations for **Township Solicitor**. A nomination of Richard Start was made by Commissioner Keller and was seconded by Commissioner Cook. A motion to close nominations was made by Commissioner Keller and seconded by Commissioner Sabol. 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 Keller asked for nominations for **Township Engineer**. A nomination of **Lennon, Smith, Souleret Engineering, Inc.** was made by Commissioner Keller and seconded by Commissioner Cook. A motion to close nominations was made by Commissioner Keller and seconded by Commissioner Miller. 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 Keller asked for nominations for Township Treasurer. A nomination of Judy Withee was made by Commissioner Keller and seconded by Commissioner Sabol. A motion to close nominations was made by Commissioner Keller and seconded by Commissioner Miller. A roll call vote was taken and found all commissioners in favor of the motion.

### **Treasurer's Bond**

Motion to Approve **Resolution R-1-14** setting the Treasurer's Bond at \$800,000.00 with Liberty Mutual, the Ohio Casualty Insurance Company through HHM, Insurers was made by Commissioner Keller and seconded by Commissioner Cook. A roll call vote was taken to approve Resolution R-1-14 and all commissioners were in favor of the motion.

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

Motion to Approve **Resolution R-2-14** appointing Jordan Tax Service to the position of Current Year Wage Tax Collector was made by Commissioner Keller and seconded by Commissioner Miller. A roll call vote was taken to approve Resolution R-2-14 and all commissioners were in favor of the motion.

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

Motion to approve **Resolution R-3-14** appointing Keystone Municipal Collections to the position of Delinquent Wage Tax Collector & Current & Delinquent LST was made by Commissioner Keller and seconded by Commissioner Miller. A roll call vote was taken to approve Resolution R-3-14 and all commissioners were in favor of the motion.

### **Delinquent Property Tax Collector**

Motion to approve **Resolution R-4-14** appointing Judy Withee to the position of Delinquent Property Tax Collector for 2014 at a commissioned rate of 10% was made by Commissioner Keller and seconded by Commissioner Sabol. A roll call vote was taken to approve Resolution R-4-14 and all commissioners were in favor of the motion.

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

Motion to approve **Resolution R-5-14** appointing Weiss Burkhardt Kramer, LLC, once known as Ira Weiss, as the Delinquent Property Tax Collector for Crescent Township was made by Commissioner Keller and seconded by Commissioner Cook. A roll call vote was taken to approve Resolution R-5-14 and all commissioners were in favor of the motion.

### **Garbage Assessment Collector**

Motion to approve **Resolution R-6-14** appointing Jordan Tax Service as the Billing and Collection Agent for the garbage assessment for Crescent Township was made by Commissioner Keller and seconded by Commissioner Miller. 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-7-14** appointing Portnoff Law Associates, LTD as the Delinquent Garbage Assessment Collector was made by Commissioner Keller and seconded by Commissioner Cook. A roll call vote was taken to approve Resolution R-7-14 and all commissioners were in favor of the motion.

### **Electrical Inspections**

Motion to approve **Resolution R-8-14** appointing Middle-Atlantic Inspections, Inc. as the Electrical Inspectors for Crescent Township was made by Commissioner Keller and seconded by Commissioner Cook. A roll call vote was taken to approve Resolution R-8-14 and all commissioners were in favor of the motion.

### **Salvage Company**

Motion to approve **Resolution R-9-14** appointing Grady's Auto as the vehicle towing and salvage company for Crescent Township was made by Commissioner Keller and seconded by Commissioner Cook. A roll call vote was taken to approve Resolution R-9-14 and all commissioners were in favor of the motion.

### **Fire Department**

Motion to approve **Resolution R-10-14** designating the Crescent Township Volunteer Fire Department as the official fire service provider for Crescent Township was made by Commissioner Keller and seconded by Commissioner Schukart. A roll call vote was taken to approve Resolution R-10-14 and all commissioners were in favor of the motion.

### **Auditor**

Motion to approve **Resolution R-11-14** appointing Mark Turnley, CPA to the position of Independent Auditor for Crescent Township was made by Commissioner Keller and seconded by Commissioner Miller. A roll call vote was taken to approve Resolution R-11-14 and all commissioners were in favor of the motion.

### **Zoning Officer**

Commissioner Keller asked for nominations for **Zoning Officer** of Crescent Township. A nomination of Building Inspection Underwriters was made by Commissioner Keller and seconded by Commissioner Sabol. A motion to close nominations was made by Commissioner Keller and seconded by Commissioner Miller. A voice vote was taken to close the nominations and all Commissioners were in favor of the motion. 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 Keller asked for nominations for **Building Inspector**. A nomination of Building Inspection Underwriters was made by Commissioner Keller and seconded 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 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 Keller asked for nominations for the **Vacancy Board Member**. A nomination of Sam Tranter was made by Commissioner Keller and seconded 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 was taken and found Commissioners Keller, Miller, Sabol, and Schukart in favor of the motion with Commissioner Cook opposed.

### **Depository**

Commissioner Keller asked for nominations for the **Depository** of Crescent Township. A nomination of PNC Bank was made by Commissioner Keller and seconded by Commissioner Miller. A motion to close the nominations was made by Commissioner Keller and seconded by Commissioner Cook. A voice vote was taken and all Commissioners were in favor of closing the nominations. A roll call vote was taken and all commissioners were in favor of the motion.

### **Investment Depository**

Commissioner Keller asked for nominations for the **Investment Depository** of Crescent Township. A nomination of Pennsylvania Local Government Investment Trust, (PLGIT) was made by Commissioner Keller and seconded by Commissioner Miller. A motion to close the 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 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, Interim Secretary or Assistant Secretary, and one (1) of the five (5) Commissioners** was made by Commissioner Keller and seconded by Commissioner Cook. 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, Interim Secretary 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.

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

A motion to approve **Resolution R-12-14** 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 Sabol. A roll call vote was taken and all Commissioners were in favor of the motion.

### **Official Newspaper**

Commissioner Keller asked for nominations for the Official Newspaper of Crescent Township. A nomination of The Allegheny Times was made by Commissioner Keller and seconded by Commissioner Miller. A nomination of the Pittsburgh Post Gazette was made by Commissioner Cook and seconded by Commissioner Miller. A motion to close the nominations was made by Commissioner Keller and

seconded by Commissioner Cook. A voice vote was taken and all Commissioners were in favor of closing the nominations. A roll call vote was taken on the Allegheny Times and found Commissioners Sabol, Schukart and Keller in favor and Commissioner Cook and Miller opposed of the motion. The motion carries to have the Allegheny Times as the Official Newspaper of Crescent Township.

### **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 7:30 p.m. at the Crescent Township Municipal Building located at 225 Spring Run Road** was made by Commissioner Keller and seconded by Commissioner Cook. 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 Keller and seconded by Commissioner Miller. A roll call vote was taken and all commissioners were in favor of the motion.

### **Committee Assignments**

President Keller made the following committee assignments as follows:

Secretary/Manager's Office:	Commissioner Keller
Safety:	Commissioner Miller
Public Works:	Commissioner Schukart
Finance:	Commissioner Sabol and Commissioner Keller
Recreation:	Commissioner Sabol
COG Representative:	Commissioner Keller
Alternate COG Representative:	Commissioner Miller
Business Development:	Commissioner Keller and Commissioner Sabol
Parks:	Commissioner Cook (declined the assignment)

### **Board and Commission Appointments**

<b>Recreation Board</b>	<b>5 year term*</b>
<b>Karri Griffith</b>	<b>2018</b>
Marla Gottschalk	2017
Lynda Jones	2016
Collen Keller	2015
Diane Hetzer	2014
Ann Matey	Alternate
Carolyn Frink	Alternate

Motion to reappoint Karri Griffith to the Recreation Board for the term of 5 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.

### **Parks Board** **5 year term\***

There were currently no nominees for the open Parks Board positions

**Planning Commission****4 year term \***

<b>Richard Bosetti</b>	<b>2017</b>
Bill Cook	2014
Vacant	2014
Jim Kicinski	2015
Anita Lasek	2015
Dave Mitchell	2015
Open	2015

Motion to reappoint Richard Bosetti to the Planning Board for the term of 4 years was made by Commissioner Keller and seconded by Commissioner Cook. A roll call vote was taken and all commissioners were in favor of the motion.

**Zoning Hearing Board****3 year term \***

<b>Marguerite Schofield</b>	<b>2016</b>
Dan Taylor	2015
Dorothy Cardimen	2014

A motion to appoint Marguerite Schofield to the Zoning Board for a 3 year term was made by Commissioner Keller and seconded by Commissioner Cook. A roll call vote was taken and found all commissioners in favor of the motion.

**Civil Service Commission****6 year term \***

<b>Lynda Jones</b>	<b>2014</b>
Jim DeAngelis	2016
Joseph Eckhardt	2018

A motion to appoint Lynda Jones to the vacant position holding a remaining 1 year term for the Civil Service Commission was made by Commissioner Keller and seconded by Commissioner Miller. A roll call vote was taken and found all commissioners in favor of the motion.

**Creswell Heights Water Authority 5 year term \***

Austin Whiteman	2017
Renee Whiteman	2017
Alan Kephart	2014

**Valley Ambulance Authority 5 year term \***

Debbie Lewis	2017
Wendy Schulenberg	2014

## **Uniform Construction Code Appeal Board 4 year term**

<b>Dave Hufnagle</b>	<b>2017</b>
<b>Jim Ivancik</b>	<b>2017</b>
<b>Tom Albanese</b>	<b>2017</b>

A motion to appoint Dave Hufnagle, Jim Ivancik, and Tom Ablanese to a 4 year term to the Uniform Construction Code Appeal Board was made by Commissioner Keller and seconded by Commissioner Miller. Commissioner Cook verified the qualifications of all the members. A roll call vote was taken and found all commissioners in favor of the motion.

Commissioner Keller indicated he was informed that Denny Lewis' appointment runs until it is withdrawn by the Township or he decides to step down from the position. Commissioner Keller made a motion to withdraw the Emergency Management Coordinator from the agenda and was seconded by Commissioner Miller. A voice vote was taken and found all commissioners in favor.

The last item on the agenda was the discussion and motion to allow MCA-TV to capture and re-play the Township Monthly Business Meeting on cable TV. Commissioner Keller indicated Mr. Koepfinger, the Executive Director of MCA-TV, had agreed to record and air the meetings and pay the usual fee himself, since he is a Crescent Township resident. Commissioner Keller made a motion to allow MCA-TV to capture and re-play the Township business meetings on cable TV and was seconded by Commissioner Miller. Commissioner Cook had concerns about the cost and sound issues. Commissioner Keller stated the sound issues will be addressed over the next couple of months, if any. A roll call vote was taken and found all commissioners in favor of the motion.

### **Adjournment**

A motion to adjourn the meeting at 8:10 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,

Kellie L. Crago  
Interim Secretary/Manager

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