

Township of Crescent
Board of Commissioners
Reorganization Meeting, January 3, 2012
7:30 p.m.

Agenda

Board members take their seats

1. Call to Order
2. Salute the Flag
3. Nominations for President. Motion to close nominations for President. Voice vote to close nominations. Roll call vote for President.
4. Newly elected President takes their chair
5. Nominations for Vice-President. Motion to close nominations for Vice-President. Voice vote to close nominations. Roll call vote for Vice-President.

Appointments

1. **Secretary/Manager** Nominations for Crescent Township **Secretary/Manager**. Motion to close nominations for **Secretary/Manager**. Voice vote to close nominations. Motion to appoint **Patience Eckhardt** to the position of Crescent Township **Secretary/Manager**. Roll call vote.
2. **Assistant Secretary** Nominations for Crescent Township **Assistant Secretary**. Motion to close nominations for **Assistant Secretary**. Voice vote to close nominations. Motion to appoint **Casie Shepard** to the position of Crescent Township **Assistant Secretary**. Roll call vote.
3. **Solicitor** Nominations for **Township Solicitor**. Motion to close nominations for **Township Solicitor**. Voice vote to close nominations. Motion to appoint **Richard Start** to the position of **Township Solicitor**. Roll call vote.
4. **Engineer** Nominations for **Township Engineer**. Motion to close nominations for **Township Engineer**. Voice vote to close nominations. Motion to appoint **Lennon, Smith, Souleret Engineering, Inc.** to the position of **Township Engineer**. Roll call vote.

5. **Treasurer's Bond** Motion to approve Resolution **R-1-12** setting the Treasurer's Bond at \$300,000.00 with Ohio Casualty through **Hicks, Heim and Mustio. Inc.** Roll call vote.
6. **Current Year Wage Tax Collector** Motion to approve Resolution **R-2-12** appointing **Jordan Tax Service** to the position of **Current Year Wage Tax Collector**.
7. **Delinquent Wage Tax Collector & LST Current & Delinquent Collections** Motion to approve Resolution **R-3-12** appointing **Keystone Municipal Collections** to the position of **Delinquent Wage Tax Collector & LST Current & Delinquent**. Roll call vote.
8. **Delinquent Property Tax Collector** Motion to approve Resolution **R-4-12** appointing **Debra Garuccio** to the position of **Delinquent Property Tax Collector** for the 2012 Blotter and future blotters at a commission rate of 10%. Roll call vote.
9. **Delinquent Liened Property Tax Collector** Motion to approve Resolution **R-5-12** appointing **Andrews and Price** as the **Delinquent Liened Property Tax Collector** for Crescent Township. Roll Call vote.
10. **Garbage Assessment Collector** Motion to approve Resolution **R-6-12** appointing **Berkheimer Associates** as the **Billing and Collection Agent** for the garbage assessment for Crescent Township. Roll Call vote.
11. **Delinquent Garbage Assessment Collector** Motion to approve Resolution **R-7-12** appointing **Portnoff Law Associates, LTD**, as the **Delinquent Garbage Assessment Collector** for Crescent Township. Roll call vote.
12. **Electrical Inspections** Motion to approve Resolution **R-8-12** appointing **Middle-Atlantic Inspections, Inc.** as the **Electrical Inspectors** for Crescent Township. Roll call vote.
13. **Salvage Company** Motion to approve Resolution **R-9-12** appointing **Grady's Auto** as the vehicle towing and **salvage company** for Crescent Township. Roll call vote.

14. **Fire Department** Motion to approve Resolution **R-10-12** designating the **Crescent Township Volunteer Fire Department** as the official **fire service provider** for Crescent Township. Roll call vote.
15. **Auditor** Motion to approve Resolution **R-11-12** appointing **Mark Turnley** to the position of **Independent Auditor** for Crescent Township. Roll call vote.
16. **Zoning Officer** Nominations for **Zoning Officer**. Motion to close nominations for **Zoning Officer**. Voice vote to close nominations. Motion to appoint **Building Inspection Underwriters** as **Zoning Officer** for Crescent Township. Roll call vote.
17. **Building Inspector** Nominations for **Building Inspector**. Motion to close nominations for **Building Inspector**. Voice vote to close nominations. Motion to appoint **Building Inspection Underwriters** to the position of **Building Inspector** for Crescent Township. (The fees for services are charged to applicants at the rate set forth in the Township fee schedule and will be paid over to the Building Official by the Township for the services rendered based on the written agreement.) Roll call vote.
18. **Vacancy Board Member** Nominations for **Vacancy Board Member**. Motion to close nominations for **Vacancy Board Member**. Voice vote to close nominations. Motion to appoint **Paul Burton** to the position of **Vacancy Board Member**. Roll call vote.
19. **Depository** Nominations for **Depository**. Motion to close nominations for **Depository**. Voice vote to close nominations. Motion to appoint **PNC Bank, Moon Twp. Office** as Crescent Township official **Bank of Record**. Roll call vote.
20. **Investment Depository** Nominations for **Investment Depository**. Motion to close nominations for **Investment Depository**. Voice vote to close nominations. Motion to appoint **Pennsylvania Local Government Investment Trust, (PLGIT)** as the **Investment Depository of Record** for Crescent Township. Roll call vote.
21. **Required Signatures** Motion to require that **three (3) signatures** be required for the General Fund checking account as follows: **Treasurer, Secretary/Manager or Assistant Secretary, and one (1) of five (5) Commissioners**. Roll call vote.

Motion to require that **two (2) signatures** be required for the Payroll Fund checking account as follows: **Secretary/Manager or Assistant Secretary and one (1) of five (5) Commissioners.** Roll call vote.

22. Authorization for Secretary/Manager to Pay Additional Bills

Motion to approve Resolution **R-12-12** enabling the **Secretary/Manager or Assistant Secretary** to pay normal bills that are due prior to the next township meeting. Roll call vote.

23. Official Newspaper Nominations for **Official Newspaper.** Motion to close nominations for **Official Newspaper.** Voice vote to close nominations. Motion to name **The Allegheny Times** as the **Official Township Newspaper.** Roll call vote.

24. Meeting Date, Time and Place Motion to set the date, time and place for the monthly business meeting of the Board of Commissioner. Roll call vote.

25. Special Meetings Motion to allow the President to call for special meetings as needed. Roll call vote.

26. Committee Assignments The President will make the committee assignments.

Secretary/Manager's Office:

Safety:

Public Works:

Finance:

Parks and Recreation:

COG Representative:

Alternate COG Representative:

27. Board and Commission Appointments

Recreation Board

5 year term*

Lynda Jones

2011 (2016)

Marla Gottschalk

2012

Karri Griffith	2013
Diane Hetzer	2014
Colleen Keller	2015
Ann Matey	Alternate
Carolyn Frink	Alternate

Parks Board **5 year term***

Tim Palko	2011 (2016)
Noreen Brennan	2012
Judy Cook	2013
Andrea Wolfe	2014
Ruth Barrett	2015
Mary Anne Lineberry	Alternate
Georgia Chereka	Alternate

Planning Commission **4 year term ***

Jim Kicinski	2011
Anita Lasek	2011
Dave Mitchell	2011
Open	2011
Richard Bosetti	2013
Bill Cook	2014
Open	2014

Zoning Hearing Board **3 year term ***

Kenneth Davis	2011 (2014)
Debbie Lewis	2012
Marguerite Schofield	2013

Civil Service Commission **6 year term ***

Joseph Eckhardt	2012
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Tom Brennan	2014
Jim DeAngelis	2016

Creswell Heights Water Authority 5 year term *

Austin Whiteman	2012
Renee Whiteman	2012
Alan Kephart	2014

Valley Ambulance Authority 5 year term *

Judy Withee	2012
Wendy Schulenberg	2014

*NOTE: All terms end on December 31 of the year indicated. Bold name indicates reappointment or new appointments are necessary.

28. Discussion and Motion on Resolution R-13-12 which if adopted would serve as a statement of administrative operational policy for the Township of Crescent

29. Adjournment

