

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

On January 3, 2012 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: President William Cook, Vice President Karen Patton and Commissioners Joe Sabol, Jerry Keller and Diane Cvengros

Secretary/Manager: Patience Eckhardt

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

At this time the elected President Bill Cook remained in his seat.

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

## **Appointments**

### **Secretary/Manager**

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

### **Assistant Secretary**

Commissioner Cook asked for nominations for **Crescent Township Assistant Secretary**. A nomination of **Casie Shepard** was made by Commissioner Sabol. A motion to close the nominations was made by Commissioner Cvengros and seconded by Commissioner Patton. A

voice vote was taken and all Commissioners were in favor of electing **Casie Shepard** to the position of **Crescent Township Assistant Secretary**.

#### **Township Solicitor**

Commissioner Cook asked for nominations for **Township Solicitor**. A nomination of Richard Start was made by Commissioner Cvengros. A motion to close nominations was made by Commissioner Patton and seconded by Commissioner Keller. 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 Cook asked for nominations for **Township Engineer**. A nomination of **Lennon, Smith, Souleret Engineering, Inc.** was made by Commissioner Patton. A motion to close nominations was made by Commissioner Cvengros and seconded by Commissioner Patton. 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's Bond**

Motion to Approve **Resolution R-1-12** setting the Treasurer's Bond at \$300,000.00 with Ohio Casualty through Hicks, Heim & Mustio, Inc. was made by Commissioner Patton and seconded by Commissioner Sabol. A roll call vote was taken to approve Resolution R-1-12 and all commissioners were in favor of the motion.

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

Motion to Approve **Resolution R-2-12** appointing Jordan Tax Service to the position of Current Year Wage Tax was made by Commissioner Cvengros and seconded by Commissioner Patton. A roll call vote was taken to approve Resolution R-2-12 and all commissioners were in favor of the motion.

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

Motion to approve **Resolution R-3-12** appointing Keystone Municipal Collections to the position of Delinquent Wage Tax Collector & EMST Current & Delinquent was made by Commissioner Cvengros and seconded by Commissioner Sabol. A roll call vote was taken to approve Resolution R-3-12 and all commissioners were in favor of the motion.

#### **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 commissioned rate of 10% was made by Commissioner Patton and seconded by Commissioner Sabol. A roll call vote was taken to approve Resolution R-4-12 and all commissioners were in favor of the motion.

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

Motion to approve **Resolution R-5-12** appoint Andrews & Price as the Delinquent Property Tax Collector for Crescent Township was made by Commissioner Cvengros and seconded by Commissioner Sabol. A roll call vote was taken to approve Resolution R-5-12 and all commissioners were in favor of the motion.

### **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 Twp was made by Commissioner Patton and seconded by Commissioner Cvengros. A roll call vote was taken to approve Resolution R-6-12 and all commissioners were in favor of the motion.

### **Delinquent Garbage Assessment Collector**

Motion to approve **Resolution R-7-12** appointing Portnoff Law Associates, LTD as the Delinquent Garbage Assessment Collector was made by Commissioner Cvengros and seconded by Commissioner Keller. A roll call vote was taken to approve Resolution R-7-12 and all commissioners were in favor of the motion.

### **Electrical Inspections**

Motion to approve **Resolution R-8-12** appointing Middle-Atlantic Inspections, Inc. as the Electrical Inspectors for Crescent Township was made by Commissioner Patton and seconded by Commissioner Cvengros. A roll call vote was taken to approve Resolution R-8-12 and all commissioners were in favor of the motion.

### **Salvage Company**

Motion to approve **Resolution R-9-12** appointing Grady's Auto as the vehicle towing and salvage company for Crescent Township was made by Commissioner Cook and seconded by Commissioner Patton. A roll call vote was taken to approve Resolution R-9-12 and all commissioners were in favor of the motion.

### **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 was made by Commissioner Cvengros and seconded by Commissioner Patton. A roll call vote was taken to approve Resolution R-10-12 and all commissioners were in favor of the motion.

### **Auditor**

Motion to approve **Resolution R-11-12** appointing Mark Turnley to the position of Independent Auditor for Crescent Township was made by Commissioner Cook and seconded by Commissioner Cvengros. A roll call vote was taken to approve Resolution R-11-12 and all commissioners were in favor of the motion.

### **Zoning Officer**

Commissioner Cook asked for nominations for **Zoning Officer** of Crescent Township. A nomination of Building Inspection Underwriters was made by Commissioner Patton. A motion to close nominations was made by Commissioner Cvengros and seconded by Commissioner Patton. 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 Cook asked for nominations for **Building Inspector**. A nomination of Building Inspection Underwriters was made by Commissioner Patton. A motion to close nominations was made by Commissioner Sabol and seconded by Commissioner Cvengros. 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 Cook asked for nominations for the **Vacancy Board Member**. A nomination of Paul Burton was made by Commissioner Patton. A motion to close nominations was made by Commissioner Cvengros and seconded by Commissioner Sabol. A voice vote was taken and all Commissioners were in favor of closing the nominations. A motion to appoint **Paul Burton** to the position of Vacancy Board was made by Commissioner Patton and seconded by Commissioner Cook. A roll call vote was taken and all commissioners were in favor of the motion.

### **Depository**

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

### **Investment Depository**

Commissioner Cook asked for nominations for the **Investment Depository** of Crescent Township. A nomination of Pennsylvania Local Government Investment Trust, (PLGIT) was made by Commissioner Cook. A motion to close the nominations was made by Commissioner Patton and seconded by Commissioner Cvengros. A voice vote was taken and all Commissioners were in favor of closing the nominations. A motion to appoint **Pennsylvania Local Government Investment Trust (PLGIT)** was made by Commissioner Patton and seconded by Commissioner Sabol. 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 or Assistant Secretary, and one (1) of the five (5) Commissioners** was made by Commissioner Patton and seconded by Commissioner Cvengros. 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 or Assistant Secretary and one (1) of the five (5) Commissioners** was made by Commissioner Cvengros and seconded by Commissioner Patton. 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-12-12** enabling the Secretary/Manager or Assistant Secretary to pay normal bills that are due prior to the next township meeting was made by Commissioner Patton and seconded by Commissioner Keller. A roll call vote was taken and all Commissioners were in favor of the motion.

### **Official Newspaper**

Commissioner Cook asked for nominations for the Official Newspaper of Crescent Township. A nomination of The Allegheny County Times was made by Commissioner Keller. A motion to close the nominations was made by Commissioner Cvengros and seconded by Commissioner Cook. A voice vote was taken and all Commissioners were in favor of closing the nominations. A motion to appoint **The Allegheny County Times** as the Official Newspaper of Crescent Township was made by Commissioner Cvengros and seconded by Commissioner Sabol. A roll call vote was taken 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 **Third Tuesday of the month at 7:30 p.m. at the Crescent Township Municipal Building located at 225 Spring Run Road** was made by Commissioner Cvengros and seconded by Commissioner Patton. 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 Cvengros and seconded by Commissioner Patton. A roll call vote was taken and all commissioners were in favor of the motion.

### **Committee Assignments**

President Cook made the following committee assignments as follows:

Secretary/Manager's Office:	Commissioner Cook
Safety:	Commissioner Sabol
Public Works:	Commissioner Cook
Finance:	Commissioner Patton
Parks & Recreation:	Commissioner Cvengros
COG Representative:	Commissioner Patton
Alternate COG Representative:	Commissioner Cook

### **Board and Commission Appointments**

<b>Recreation Board</b>	<b>5 year term*</b>
Lynda Jones	2011 (2016)
Marla Gottschalk	2012
Karri Griffith	2013

Diane Hetzer	2014
Colleen Keller	2015
Ann Matey	Alternate
Carolyn Frink	Alternate

Motion to reappoint Lynda Jones to the Recreation Board for the term of 5 years was made by Commissioner Cvengros and seconded by Commissioner Patton. A voice vote was taken and all commissioners were in favor of the motion.

<b>Parks Board</b>	<b>5 year term*</b>
<b>Tim Palko</b>	<b>2011 (2016)</b>
Noreen Brennan	2012
Judy Cook	2013
Andrea Wolfe	2014
Ruth Barrett	2015
Mary Anne Lineberry	Alternate
Georgia Chereka	Alternate

Motion to reappoint Tim Palko to the Parks Board for the term of 5 years was made by Commissioner Sabol and seconded by Commissioner Patton. A voice vote was taken and all commissioners were in favor of the motion.

<b>Planning Commission</b>	<b>4 year term *</b>
<b>Jim Kicinski</b>	<b>2011 (2015)</b>
<b>Anita Lasek</b>	<b>2011 (2015)</b>
<b>Dave Mitchell</b>	<b>2011 (2015)</b>
<b>Open</b>	<b>2011 (2015)</b>
Richard Bosetti	2013
Bill Cook	2014
<b>Open</b>	<b>2014</b>

Motion to reappoint Jim Kicinski to the Planning Board for the term of 4 years was made by Commissioner Keller and seconded by Commissioner Sabol. A voice vote was taken and all commissioners were in favor of the motion.

Motion to reappoint Anita Lasek to the Planning Board for the term of 4 years was made by Commissioner Patton and seconded by Commissioner Cvengros. A voice vote was taken and all commissioners were in favor of the motion.

Motion to reappoint Dave Mitchell to the Planning Board for the term of 4 years was made by Commissioner Patton and seconded by Commissioner Cvengros. A voice vote was taken and all commissioners were in favor of the motion.

**Zoning Hearing Board****3 year term \*****Kenneth Davis****2011 (2014)**

Debbie Lewis

2012

Marguerite Schofield

2013

No motion was made the reappoint Kenneth Davis due to a lack of confirmations as to whether or not he still resided in the Township and had any desire to continue serving on this Board. A motion was made by Commissioner Sabol that someone on behalf of the Township would try to get in contact with Mr. Davis before moving forward with this appointment. This motion was seconded by Commissioner Cook. A roll call vote found all Commissioners in favor of this motion.

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

Joseph Eckhardt

2012

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

The next item on the agenda was the 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. After a moment to allow the Commissioners to review this Resolution and pose any questions, a motion to approve Resolution R-13-12 was made by Commissioner Sabol and seconded by Commissioner Cvengros. A roll call vote found all Commissioners in favor of this motion.

### **Adjournment**

A motion to adjourn the meeting at 8:04 was made by Commissioner Keller and seconded by Commissioner Sabol. A voice vote was taken and all commissioners were in favor of the motion.

Certified as a true and correct copy.

Respectfully Submitted,

Patience Eckhardt  
Secretary/Manager

---

(Seal)