

**Township of Crescent
Board of Commissioners
Monthly Business Meeting
January 10, 2013**

On January 10, 2013 the monthly 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.

Commissioners Cvengros, Patton and Cook announced that they would be recording the meeting.

ROLL CALL

Those present: Commissioners: President Bill Cook, Vice President Karen Patton, Commissioners Diane Cvengros, Jerry Keller and Joe Sabol

Secretary/Manager: Patience Eckhardt

Solicitor: Richard Start

PUBLIC COMMENT ON AGENDA ITEMS

No Comment

APPROVAL OF MINUTES

Commissioner Cook asked if anyone had any changes or comments on this agenda item. Being that there were none, a motion to approve the minutes of the December 13, 2012 regular business meeting minutes was made by Commissioner Keller and seconded by Commissioner Cvengros. A roll call vote was taken and Commissioners Keller and Cvengros were in favor of the motion and Commissioners Sabol, Patton and Cook were opposed to the motion. The motion was not approved.

TREASURER'S REPORT

Commissioner Cook asked if there were any questions or comments on the Treasurer's Report. Commissioner Cvengros asked for clarity on what was wrong with the minutes as to why they were not approved. Commissioner Cook responded that there were no comments and everyone was given the opportunity to speak. Being that there were no comments and the vote was taken, the Commissioners would have the opportunity to discuss this matter under Commissioner Comments if they had any questions or comments. A motion to accept the December 31, 2012 Treasurer's Report as received was made by Commissioner Cvengros and seconded by Commissioner Patton. A roll call vote found Commissioners Cvengros and Keller in favor of the

motion and Commissioners Patton, Sabol and Cook were opposed to the motion. The Treasurer's Report was not approved.

LIST OF BILLS

The list of bills was presented. The funds removed from the General Fund for the month of December were \$90,219.80. The funds removed from the General Fund prior to the monthly meeting were \$35,509.52. Invoices due total \$6,712.05 and the estimated payroll for January is \$41,000.00. Total disbursements from State Liquid Fuels Fund: \$3,945.64, which brings the total estimated bills for January to \$87,167.21. A motion to pay the bills was made by Commissioner Patton and seconded by Commissioner Cvengros. A roll call vote was taken and found all Commissioners in favor of the motion.

CORRESPONDENCE

During the month of December the Crescent Township Secretary/Manager's Office received the following correspondence. We received an invitation to the Allegheny League of Municipalities 40th Annual Spring Conference, the December edition of the legislative locator, and some information from the City of Pittsburgh Allegheny Task Force on Disabilities pertaining to the residential visit ability design tax credit program. We received the minutes for the regular board meeting and special meeting of the Creswell Heights Joint Authority, the Char-West COG Board of Directors meeting minutes, and the Moon Township Municipal Authority Board of Directors minutes. The employees of Crescent Township also received a thank you note from the Crescent Township Parks Board for the donation the employees made to their annual pancake breakfast. Lastly, the Office received a note written by Crescent Township Fire Chief, Kevin Scott, which was asked to be read aloud at tonight's meeting. The letter stated the following:

TO MY HEROES: On December 17, 2012 at 1311 hours the Crescent Township Volunteer Fire Department was dispatched to a single vehicle crash with injuries and entrapment in the area of 234 Spring Run Road in the Township of Crescent. All available firefighters responded to the incident with many leaving their work assignments. Station 129 Engine-1, 129 Rescue, 129 Fire Police, and Chief 129 responded to the scene. Upon arrival at the scene, a young woman was found unconscious and trapped in her vehicle with serious life threatening injuries following a violent crash into a utility pole. 129 Rescue personnel immediately sized up the scene and began rescue operations. This was an extremely difficult rescue operation due to the severe damage to the vehicle, and total entrapment of the operator of the vehicle. Emergency Medical personnel from Valley Ambulance Authority recognized the need for a "rapid extrication", and our rescue personnel met those needs. The only pathway for extrication was the driver side of the vehicle which necessitated a complete removal of the driver side of the vehicle from "A" post to "C" post including both front and rear doors. Deploying high powered hydraulic rescue tools, the 129 vehicle rescue team established a pathway of extrication within 13 minutes from the time our rescue vehicle arrived on scene. Within 18 minutes, the patient was packaged and on board a Valley ambulance. Station-197 assisted with establishing a landing zone for an air ambulance medical helicopter which flew the patient to a Pittsburgh trauma facility. The young woman is expected to recover from her injuries, although it is uncertain of the extent of her brain

injuries. In any event, this young woman and her family are able to celebrate the holiday season together because of the heroic efforts of our rescue team. This rescue would not have been possible without our dedicated training efforts and the proper equipment needed to facilitate this rescue. I commend each and every one of you who made this rescue a success, and I am proud to serve as your Chief. When we save a life such as in this incident, it reminds us all why we are in the business as professional rescuers. You should all be proud of your accomplishments throughout the year. Often times the work we do goes unnoticed to many in the community, but I am certainly proud of you and the work you do all year long. It was also reassuring to know that we had professional rescue assistance available from Station-197 if needed. Chief Scott

Commissioner Cook stated that he had stumbled upon this accident and stopped to see what was going on. He wanted to add that our police department was the first on scene and he commended Interim Chief Zimmel for his service stating that he held the woman's head up as she was unable to breathe and she probably would not have made it if not for his actions.

SECRETARY/MANAGER'S REPORT

During the month of December the Crescent Township Secretary/Manager's Office completed the following work. An update was made to the employee policy per the Commissioner's request. All of the required insurance applications were completed and submitted for approval. All of the necessary arrangements were made for a zoning hearing that was scheduled for December 27. The office also reviewed information pertaining to the petition filed with the Allegheny County Court of Common Pleas and attended the hearing on the Township's behalf along with Solicitor Start and Commissioner Cook. Finalized the 2013 Budget and made the necessary advertisements and preparations for the special meeting which was held on December 27th. The office reviewed information pertaining to delinquent garbage accounts, prepared the information for Solicitor Start relevant to the liens being filed for property maintenance during the 2012 year, continued working with the DCED relevant to the CITF Grant and the Floodplain Ordinance Review and completed all of the necessary work for the obtainment of a 2013 TAN Loan which was received successfully.

The office began preparing for the closing of the 2012 files and made the necessary arrangements for the transfer of insurance coverage for Township employees. We completed the annual boundary and annexation survey for the U.S. Department of Commerce, updated several resolutions and ordinances, as well as updated the schedule of property for the Township's Insurance coverage. We made all of the necessary arrangements for the closing of the 2012 fiscal year and we are pleased to announce that we ended our year very well. In total, \$114,800.12 was the balance that was transferred to the Crescent Township Taxpayer's Account, which is the largest surplus the Township has had for many years. We would like to mention that at last month's meeting, several questions were posed as to the accuracy of Commissioner statements that were included in the November meeting minutes. Upon careful review of the recording of the meeting, it was determined that the minutes were accurate and have remained the same as they were presented to the Township Board of Commissioners. The office has also elected to change the recording of the minutes upon review of Robert's Rules of Order and the practices of other municipalities pertaining to the record of actions taken. The minutes presented to the Board

tonight provide a record of the formal action taken, and no longer contain the elements of discussion surrounding the action items. Per Robert's Rules of Order the minutes are to record what is done by the assembly of the board, and not what is said by the members, and that the essentials of the meeting should be what is recorded.

Commissioner Patton asked for Secretary/Manager Eckhardt to repeat the statement indicating that the Board has requested the change to the minutes. Secretary/Manager Eckhardt stated that she had reported that the office elected to make the change and that Commissioners were never referenced.

Commissioner Cook questioned the amount that was transferred to the Crescent Township Taxpayer's Account, indicating that the amount reported was incorrect. He stated that we had started the month with a \$100,000 balance in the account and we only transferred \$14,800 during the month of December, which was also the total amount transferred for the year. He indicated that if we would have transferred the amount indicated by Secretary/Manager Eckhardt we would have ended the year with a \$214,800.12 balance. Secretary/Manager Eckhardt responded that she had reported the amount that was transferred for the entire year, not just the month of December, and that we had transferred in total \$114,800.12 into the Taxpayer's Account for the 2012 year which was left as a surplus from our General Fund. Commissioner Cook asked what we started the 2012 year with and Secretary/Manager Eckhardt responded that we had begun the year with a \$0.00 balance.

SOLICITOR'S REPORT

Solicitor Start reported that for the month of December 2012/January 2013 his office appeared in the Court of Common Pleas of Allegheny County on December 20, 2012, and the court granted permission to the Township to impose a tax rate to fund the 2013 Budget. He stated that they have scheduled a meeting with the Teamsters to discuss a pending Grievance regarding the Public Works Contract and they have reviewed correspondence regarding a potential EEOC claim and have taken responsive actions regarding said potential claim. Lastly, his office reviewed the Tax Anticipation Loan Packages and issued their Solicitors Opinion regarding the said loan.

ENGINEER'S REPORT

Commissioner Cook reported on behalf of Lennon, Smith, Souleret that relative to MS4 that the Pennsylvania Department of Environmental protection announced on September 27, 2011 that the PAG-13 will be renewed March 15, 2013 for another 5 year permit cycle. LSSE submitted the Notice of Intent to the PA DEP on September 14, 2012 as noted in their letter dated September 14, 2012. Please note that the DEP has been returning the permits as administratively incomplete. These are a result of incomplete directions by the DEP for the submittal packages and would not have been anticipated. If received please forward to LSSE and they will address accordingly, however, ours was approved as submitted. Relative to McCutcheon Way, Garvin Boward Bietko Engineering, Inc. provided a cost estimate for the repair work of approximately \$200,000.00 for the rock buttress embankment. The cost does not include engineering, inspection

and permitting which would be approximately \$25,000.00 to \$50,000.00 additional. A county funding meeting was held and the project has been approved for bidding. The Project is to be out to bid by early February 2013. In regards to the 2013-2018 roads, LSSE has reviewed the roads list and included recommended storm sewer improvements in a preliminary cost table as noted in their letter dated October 10, 2012 for review. Once the Board reviews, LSSE will schedule a meeting to review and determine the final list for 2013 with the Street Committee.

Commissioner Cook provided a tentative schedule for McCutcheon Way from LSSE. He stated that the project will go out to bid in the middle of February and they will open the bids early March and award them during this time as well. They would be able to start construction in April once the County has approved and awarded the funds. They are expected to be completed by late June or early July dependant on County approval. He had a call yesterday from the DEP and the contract has been approved and it will be in the office within the week.

COMMITTEE REPORTS

PUBLIC SAFETY

Commissioner Sabol reported that during the month of December there were 138 calls for service, 144 total complaints for the month, 4 calls to assist other police departments and 10 medical calls. They issued 12 warnings for traffic offenses, 1 non-traffic citation was issued, 6 traffic citations, and 0 parking citations/warnings were issued. This brings the total citations/warning issued for the month to 19. He reported that there were five arrests for the month. He reported that the arrests were for possession of a small amount of marijuana and drug paraphernalia, a DUI; false reports; simple possession and drug paraphernalia, a simple possession and drug paraphernalia charge, a bench warrant, and simple assault; harassment. The vehicles travelled a total of 2,951 miles in the month. Car #105 had the snow tires installed by the department of public works, Car #106 had a console fuse for the laptop computer replaced by response computer and car #107 had the snow tires installed by the public works department and the high beam headlight fuse replaced by Grady's. He also reported that all portable, vehicle, and station radios were switched to narrow banding by a technician from Mobile Radio. He offered a thanks to the Crescent Township Fire Department for the use of their suburban on December 26th due to the heavy snowfall.

Commissioner Cook asked for an update on the Visual Alert software. Interim Chief Zimmel responded that it has not been updated as of yet. Commissioner Cook asked if we had a tentative date for the completion of the update. Interim Chief Zimmel responded that he had received an email from Visual Alert in which they provided some training dates in late January, and he will need to schedule training around Captain Longerman's schedule, so the update will most likely be completed January 24, 2013.

PUBLIC WORKS

Commissioner Cook reported that during the month of December 2012 the following work was completed: The roofs and gutters of the Pavilions at Shouse Park were cleared of dead branches and leaves, as well a leaf clearing on Crescent Blvd, School St, Prospect St and Crest Dr being performed. The hillside on the backside of the Municipal Bldg was benched to help prevent falling rocks from coming down onto the parking area. The holiday decorations were put up on the Municipal Building and the Nativity scene was placed near the monument. Snow tires were installed on cars 105 and 107 for the Police Dept and two PA One calls were responded to. MS-4 mapping of all catch basins, swales, curbing and retention ponds was completed as per DEP requirements. LSSE has requested the mapping to be complete by February 15, 2013. There were several days of snow removal during the month, and cleaning of the trucks and maintenance of the plow equipment was performed routinely.

FINANCE

Commissioner Patton reported that on December 20, 2012, Judge Gallo from Allegheny County Courts ruled in Crescent Townships' favor to increase property taxes in excess of the 5% in a reassessment year. The Board of Commissioners then held a special meeting for the final 2013 budget on December 27, 2012. The budget was approved and the residents will not see an increase in their township tax year bill for this coming year.

PARKS AND RECREATION

Commissioner Cvengros reported that all Commissioners were at the Christmas Party, for set up entertainment, clean up and support. They thanked everyone for their help. In total, 99 children and a lot of adults were in attendance at this event, and from what they have heard, everyone enjoyed themselves. They offered a thank you to the Commissioners, Santa, their helpers, the fire department and all of the volunteers, who worked long and hard to make this event special. Their next meeting will be in the Multi-Purpose Room on January 21, 2013 at 7:00 p.m.

Commissioner Cvengros then reported that the Parks Board met on Tuesday, January 8, 2013. The reorganization was conducted with the following appointments for 2013: President – Noreen Brennan; Vice President – Judy Cook; Secretary – Andrea Wolfe; Treasurer – Tim Palko. The votes all were unanimous.

The board voted to fill the existing vacancy on the board with current alternate, Mary Anne Lineberry. The vote was unanimous and the board asks that the commissioners approve this appointment. Her term is for 3 years and will expire at the end of 2015.

A discussion was held on various projects for the board to consider undertaking for 2013. Among those suggested were: a sand volleyball court at Shouse, a new play structure for Shouse; replacement of the teeter totter at Shouse; re-surfacing of basketball courts at Riverview and Huntsridge and replacement of nets and/or hoops; and construction of a structure for playing corn-hole at Shouse. Any suggestions from our residents would be greatly appreciated and given

serious consideration. If you have an opinion regarding any of the above-mentioned ideas contact any board member.

The remainder of the meeting was devoted to discussion of our recent Pancake Breakfast and any complaints that were heard, compliments received, and suggestions for ways to improve on next year's breakfast. Their next regular meeting will be held on Tuesday, February 12, 2013, at 7:00 p.m., in the Multi-Purpose Room. All are welcome to attend.

CRESCENT TOWNSHIP VOLUNTEER FIRE DEPARTMENT

No Report

VALLEY AMBULANCE AUTHORITY

No Report

EMERGENCY MANAGEMENT REPORT

Patience Eckhardt reported on behalf of Denny Lewis that he wanted to make everyone aware that he is currently in the process of checking with the water company to determine if flags are available to mark the fire hydrants within the Township. He also wanted to report that he has spoken to Interim Chief Zimmel in regards to the complaint of cars parking in front of the fire hydrants on Crescent Blvd Ext. Interim Chief Zimmel is going to look into this issue further.

OLD BUSINESS

The first item under Old Business was the motion to approve Ordinance 543 which if adopted will accept the dedication of Parkwood Pointe Drive. This motion was made by Commissioner Sabol and seconded by Commissioner Cvengros. A roll call vote found all Commissioners in favor of the motion.

NEW BUSINESS

The first item under new business was the motion to accept the resignations of part time police officers Joseph Miller, Beverly Gorman and Joseph Hadden. A motion to accept these resignations was made by Commissioner Sabol and seconded by Commissioner Patton. A roll call vote found all Commissioners in favor of this motion.

Next was the motion to approve Resolution R-1-2013 which authorizes the issuance of a tax and revenue anticipation note through PNC Bank. The motion to approve Resolution R-1-2013 was made by Commissioner Patton and seconded by Commissioner Cvengros. A roll call vote found all Commissioners in favor of the motion.

A motion to approve Resolution R-2-2013 which waves the 5% contribution of the full time police officers to the Pennsylvania Municipal Retirement System for the year 2013 was made by Commissioner Keller and seconded by Commissioner Patton. A roll call vote was taken and all Commissioners were in favor of this motion.

A motion to approve Resolution R-3-2013 which amends the statement of employee policy to include the provision that new employees shall be considered on a probationary basis for a period of one year was made by Commissioner Patton and seconded by Commissioner Sabol. A roll call vote was taken and found Commissioners Patton, Sabol and Cook in favor of the motion, with Commissioner Cvengros and Keller being opposed. The motion to accept Resolution R-3-2013 was approved.

Next was the motion to approve the advertisement of the amended Ordinance 206, which if adopted will amend the Ordinance to include the west side section of Crescent Blvd from the intersection of Ridge Ave through the dead end as no parking and also serves to update the provisions of the violation and the fines imposed. Commissioner Cook asked if this was recommended by Interim Chief Zimmel and he responded that a resident had voiced a complaint and upon his review of the situation he recommended that the no parking signs be installed by the public works department. Amending this Ordinance is the final step as the signs have already been placed on Crescent Blvd. A motion to approve the advertisement 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 set the date for Crescent Township Trick or Treating to be Thursday, October 31, 2013 from 6:30 – 8:00 p.m. was made by Commissioner Cvengros and seconded by Commissioner Keller. A roll call vote was taken and all Commissioners were in favor of the motion.

Next was the discussion and motion on the purchase of a flammable safety cabinet for the public works department for the amount of \$721.73. Commissioner Cook questioned why this item was on the agenda in January being that we normally do not make any big purchases until later in the year. Commissioner Patton agreed that while she thought we needed this item we should wait to purchase it until later in the year. She stated that typically we do not buy anything unless it is needed as an emergency basis. Commissioner Keller questioned as to why this purchase had been submitted for approval last year, but never made its way to the Board for approval. Commissioner Patton responded that she had spoken to Secretary/Manager Eckhardt and with the purchase of another item for the public works department she did not feel that this purchase was necessary. Secretary/Manager Eckhardt responded that she had brought this item to Commissioner Patton's attention in December and that because this item was needed and the public works department was under budget she thought they should move forward with the purchase at that time. Commissioner Patton responded that she had informed Secretary/Manager

Eckhardt at that time that just because they were under budget did not mean they could spend the money and now it was on the agenda for January and the Board does not make purchases just to make purchases and we are living on borrowed money. After some more discussion it was referenced by Commissioner Sabol that this cabinet was required by OSHA and he did not believe we should wait to be compliant. He did not think we should have an OSHA violation because we are waiting on tax money, referencing that any fine we incurred would be greater than the cost of the cabinet. Commissioner Patton asked what the purpose of the cabinet was and Secretary/Manager Eckhardt responded that it was a fire proof cabinet to store flammable products in to prevent further damage in the event of a fire. She also referenced that being that the Township had already incurred a fire in the area of the chemical storage; she and the Public Works Supervisor thought the cabinet was necessary. After some more discussion between the Commissioners a motion to approve the purchase immediately was made by Commissioner Keller and seconded by Commissioner Sabol. A roll call vote found all Commissioners in favor of the motion.

Next was the discussion on the compensation received by the Township Tax Collector per Act 166 and Act 188. Solicitor Start provided some information on these Acts and the requirements that the Township must meet. He had provided everyone with a draft of an ordinance that his office had prepared. He continued to explain what these Acts would mean and how the drafted ordinance would address the required actions. The information provided was that these Acts would separate the office of Treasurer and elected Tax Collector and that starting in the municipal election this spring we would be electing a Tax Collector, who must be a resident of this Township, which will serve in this position for a term of four years. This act requires that any person running for this office would need to be told in advance of running for this office, what the compensation for that position is. The Board is required to establish, by way of Ordinance, what that compensation will be and we would need to take action at tonight's meeting in order to move forward with this item according to their schedule. Solicitor Start then continued to explain how these acts separated these positions and required that the compensation for the treasurer to be established as well, but we were not under as strict guidelines to determine that amount immediately. He stated that nothing would prohibit the elected Tax Collector from serving as the Township Treasurer as well. The position of Treasurer is an appointed position and the compensation would be determined by way of Resolution of the Board of Commissioners. It was discussed that the current compensation for the Tax Collector was 5% on current property tax collection with a \$10,000 cap. It was also specified that the current tax collector was receiving 10% on the collection of delinquent property taxes. Further discussion was held on the establishment of the compensation of the Tax Collector at the amount that it was currently budgeted. Commissioner Cook made the motion to establish the amount of 5% with a \$10,000 cap, which is the maximum amount allowed, remain the compensation for the elected Tax Collector of Crescent Township. This motion was seconded by Commissioner Patton. A voice vote found all in favor of this motion.

There was then discussion on the appointment of the Township Treasurer per Act 166 and Act 188. After some questions were asked on the specific requirements outlined by these Acts, it was determined that the Board of Commissioners wished to consider current tax collector, Debra Garuccio, for the position of Township Treasurer. A motion to authorize the office to converse with Debra Garuccio in order to determine what her cost would be for her accepting the position

of Crescent Township Treasurer was made by Commissioner Cook and seconded by Commissioner Keller. A voice vote was taken and all Commissioners were in favor of the motion.

A motion to approve the advertisement of the Ordinance drafted by the Township Solicitor pertaining to the Tax Collector per Act 166 and Act 188 was made by Commissioner Cvengros and seconded by Commissioner Sabol. A roll call vote found all Commissioners in favor of the motion.

A recommendation from the Parks Board had been provided to the Township Commissioners. From this recommendation a motion to appoint Mary Anne Lineberry to the Parks Board vacant position with a term ending 2015 was made by Commissioner Cvengros and seconded by Commissioner Sabol. A roll call vote found all Commissioners in favor of the motion.

A motion to approve the hiring of one part time police officer as recommended by the Civil Service Commission. The recommendation is as follows:

Jeffrey Hussar

The motion to approve the hiring of Jeffrey Hussar was made by Commissioner Sabol and seconded by Keller. A roll call vote found all Commissioners in favor of the motion.

The next item for discussion and motion was the method of keeping the minutes. Discussion was started by Commissioner Cook who stated that in the past our minutes have been very detailed and the Board has so chosen to have these minutes be detailed. He stated that if you go back in our record books all of our minutes are detailed and they provide an accurate account of their meetings. If someone wanted to go back and read them they could see what was said, why they did it and what everyone's opinion was. He believes that it is the Board's choice as to how the Office keeps the minutes and he referenced that before any changes were made it should have come before the Board. Commissioner Keller stated that there are different ways of doing minutes and in the past they have been very detailed more so than what Robert's Rules required. Commissioner Patton agreed and she referenced that if anyone wants to come in and look at the history of Crescent Township, there are books upon books going back 60 years that are very detailed and she does not agree with the changes that the Office made in regards to the minutes. She believes that the public has the right to know what was said, and not just what was voted on. She referenced that it does not need to be a detailed discussion, but if there is discussion, it should be summarized. Commissioner Cook stated that they have gone back through the minutes and you can see just what happened at the meetings. He stated that Robert's Rules are nice, but it has nothing to do with how the Board wishes to keep the minutes. Commissioner Cvengros asked why the office suggested the change. Secretary/Manager Eckhardt stated that she had suggested it due to some disagreement that had occurred and the need to reference the recording of the meeting for clarity in order to move forward. She believed that unnecessary time was being spent reviewing the detail of the minutes and upon reviewing Robert's Rules of Order, and also various other municipalities, she realized we are one of few municipalities that is taking such detailed minutes. She referenced another, larger municipality whose recent meeting minutes contained four pages, whereas our most recent meeting minutes were thirteen pages. The office

believes that the minutes have become overly detailed and it was her intent to remove some of the unnecessary content. She stated that if the Board wished for the minutes to remain the same, the office would be happy to provide them as they have in the past. They had wanted to provide an alternative to what has been done in the past. Commissioner Cvengros referenced that the discussion has become lengthy and we could summarize the discussion more to make it easier on the office. Commissioner Cook stated that the Secretary/Manager is the official keeper of our minutes and he feels that it is important that our minutes be accurate. Some more discussion was held and a motion to record the minutes the same as they have been kept in the past 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.

The last item under new business was the discussion and motion on the Crescent Township Chief's position. Commissioner Cook asked Commissioner Keller if he was still considering going through civil service testing for this position as he had referenced in the past. Commissioner Keller stated that he had heard the civil service board was to approve the candidate, but as he understands it now, and he confirmed with Solicitor Start, it would not be in the Township's best interest to fill this position through civil service. Commissioner Cook then asked Commissioner Cvengros if she was still interested in promoting from within. Commissioner Cvengros responded that we currently have an interim Chief, but she did not know if other employed police officers would be interested in the position. It was asked if she would like to accept applications for this position and she responded that she had understood that the Interim Chief was going to be put in this position. Commissioner Sabol then made a recommendation that we hire Martin Zimmel as the Chief of Police. He stated that he had put together a contract for him, which he provided to the Board of Commissioners for review at this time. Commissioner Patton stated that if Commissioner Sabol is making the recommendation then she is for it. Commissioner Sabol made the motion to appoint Martin Zimmel to the position of Crescent Township Chief of Police, per the contract provided. This motion was seconded by Commissioner Patton. Commissioner Keller asked if the Solicitor had reviewed this contract and the Solicitor responded that he had. Commissioner Keller then asked some other clarifying questions as to the start date of this contract and the provisions specified for salary increases. A roll call vote was then taken and it found all Commissioners in favor of the motion.

PUBLIC COMMENTS

Judy Cook of 1409 Riverview Road wanted to thank Chief Zimmel stating that since he has started in the police department, he has come to the pancake breakfast and he empties the garbage all the time and keeps it clean and she wanted to thank him.

Harriet Lewis of 222 Jackson Street wanted to say that she is proud that the Board made Marty the Chief of Police. She has known him and his family for awhile and they are good people and she feels that this Board did a good job hiring him.

Anita Lasek 1361 Front Street asked a question regarding some of the comments that were made. She stated that at some point the county had looked into the collection of taxes for local municipalities in an effort to save money. She wanted to know if there was any progress on that. Commissioner Cook responded that he had not heard anything about that. Anita Lasek then asked for clarification on the taxes for the 2013 year. She referenced that we were approved for

above the 5% increase allowed, but yet comments were made that there would be no increase in taxes this year to the residents. She stated that if we were approved for this petition, there would be an increase in taxes. Commissioner Cook stated that the millage was lowered, but we have not set our tax millage yet until we get our valuation from Allegheny County. Secretary/Manager Eckhardt corrected him, stating that the millage rate was established at the special meeting held in December. Commissioner Cook stated that we do not know what the actual millage is going to be until the valuation is set and we can adjust it. Commissioner Patton responded that the millage rate is currently set to be 6.4. Commissioner Cook explained that when the valuation changes it changes everything. Until we have that valuation, we do not know if the taxes are going to go up or down. Anita Lasek asked if the Township was going to remain at the same level for total collections or if it was going to increase. Commissioner Cook responded that our collection would increase from last year due to contractual obligations and rising costs.

Natalie Noble-Shoop of 1272 Needham Street referenced a past conversation that she has had with the Board of Commissioners in regards to the public works department using the smaller truck on their street for snow removal. She referenced that the larger truck does not allow them to clear the road properly. Commissioner Cook stated that regardless of what truck they are in they should be able to come back once the roads are cleared and make the passage wider. He asked that Tim Palko take note of this for the future. Commissioner Cook also referenced that the last plow they did on Riverview was not wide enough as well and he asked that Tim make sure they spend some time and make an effort to clear the roads better.

Harriet Lewis of 222 Jackson Street thought that when we elected the Tax Collector, she was also the Treasurer. Commissioner Cook responded that this position used to be on the ballot as Treasurer and we never technically had a tax collector.

COMMISSIONERS COMMENTS

Commissioner Sabol took the opportunity to introduce one of the new police officers, Cuyler Hale to the residents.

Commissioner Keller wanted to make everyone aware that he was working on a few projects with the Emergency Management Coordinator and he wanted to let everyone know that on January 26, 2013 from 10:00 a.m. until 12:00 p.m., they would be utilizing the multi-purpose room and hosting a seminar on grief facilitation with Dr. Dan Cooper from Northeast Ohio Bible College. He informed everyone that the areas first responders have been invited and that both our Fire Chief and Police Chief would be in attendance along with other representatives from our community and others. He provided a brief outline on what the seminar would entail and he welcomed anyone else who was interested in attending to come.

Commissioner Cvengros wanted to know why we did not accept the Treasurer's Report. She asked if there was something to be looked into and Commissioner Cook responded that Commissioner Patton was going to provide some information on that during her comments. Commissioner Cvengros also wanted to welcome Marty and stated that we are very glad to have him.

Commissioner Patton wanted to explain why there were no votes tonight. She explained that one of the things was the Treasurer's Report and it was not because Debbie's Report did not balance but the reason why they voted no was because our year end chart of accounts has been moved and the reason they could not vote to pass the report was because it would have been a snow ball effect. She stated that our auditor has suggested that we do not approve our Treasurer's Report because if we did we would have been approving our year end reports. She also wanted to say that we had a budget meeting on December 27, 2012 and prior to that there were some issues with our 2013 budget and a Commissioner made a recommendation that these changes happen prior to 2013. Unbeknownst to her and the rest of the Board the line item accounts were changed early and she received that report of the 27th of December and she realized that this change had happened. She spoke with our auditor and he said that this should not happen. She stated, that she was told, that she made this decision for the change, and she did not. There are going to be people here that say that she did, but this is not true.

She referenced that this is why they could not accept their Treasurer's Report because as of today, our 2012 chart of account budget is still not correct and our auditor is advising us that until we get this straightened out, we cannot approve these numbers. Until our auditor can look at it and make sure that everything is correct and nothing has been corrupted, we cannot accept that Treasurer's Report. Commissioner Keller asked if the changes were made per the DCED requirements for 2013 and Commissioner Patton responded that this had nothing to do with 2013's budget and everything to do with 2012. She stated that 2013's budget is fine but the changes that were made in 2012 are not. Commissioner Cvengros referenced that from all the information she had been provided she believed it showed that the line items were being changed in 2012 per the DCED. Commissioner Patton stated that you cannot go back and change the chart of accounts mid-year and that is what happened. Commissioner Cook stated that we approved the budget and advertised the budget and that is supposed to be our budget for the year. We are not supposed to be moving categories or changing names and he went through everything and our auditor, Mark Turnley asked him for 2012 and 2011 ending year information to see if we corrupted this and how bad it is. He stated that he has used QuickBooks since the inception of it. There are different ways to do this but when you make a change it goes all the way back and all the way forward and the easiest way to add or change the chart of accounts is to start a new company. It would be no different from changing from our old computer system to a new computer system, integrating the systems. He stated that you cannot just change the chart of accounts and when we're gone someone is not going to be able to make heads or tails out of this. He referenced that we need to determine if it's damaged and how severe the damage is. Commissioner Cvengros asked if when Commissioner Patton was working on this budget, these changes were unknown to her. Commissioner Patton stated that she was not working on anything. Commissioner Cvengros responded that she thought Commissioner Patton worked on the budget and Commissioner Cook stated that Commissioner Patton does not do any computer work, and that she looks at the reports that are given to her. Commissioner Patton said that everything they received was for the 2013 budget and had nothing to do with the 2012 budget. Commissioner Patton then stated that when we had our special meeting on December 27, 2012, Secretary/Manager Eckhardt handed her a year end budget report for 2012 and when she reviewed this report she realized that all of the chart of accounts were not right. Commissioner Cvengros asked that if mistakes were made they could be corrected. Commissioner Cook responded back that we do not know yet.

Commissioner Cook referenced that he has been in contact with the auditor and he has provided him with some instructions and that our auditor is currently trying to get a hold of someone who is well versed in QuickBooks and he is reviewing balance runs to determine how much damage was done and what it is going to take to fix it. Commissioner Cook stated that the budget they were working on since the end of November should have been on a different sheet and should not have been related to our current budget, but somehow it was integrated in with it, so it made changes in our record system. Commissioner Cook stated that this is a mistake that needs fixed and this is what our auditor is looking into.

Commissioner Patton wanted to comment that this is her department and she would appreciate it if other Commissioners that are sitting at this table would refrain from being in her department. She would like to handle this herself. She stated that she has not had a problem in her department for as long as she has been the Finance Commissioners and has never seen the problems that she is seeing now.

Commissioner Cook stated that fortunately Commissioner Patton reviewed our final 2013 budget and realized that it was \$50.00 out of balance due to another Commissioner asking that line items be moved. When this happened, the formula lines didn't get moved and this threw the balance off. This is why Commissioner Patton is asking that no one else involve themselves. He then stated that he knew this mistake was there but he was waiting to say anything.

ADJOURNMENT

A motion to adjourn the meeting was made by Commissioner Keller and seconded by Commissioner Sabol. A voice vote was taken and all commissioners were in favor of the motion. The meeting adjourned at 9:55 p.m.

Certified as a true and correct copy.

Respectfully Submitted,

Patience Eckhardt
Secretary/Manager

(Seal)

