

WILKINS TOWNSHIP BOARD OF COMMISSIONERS

REGULAR MEETING, MONDAY, JANUARY 9, 2006

The Regular Meeting of Monday, January 9, 2006 was brought to order at 7:00 PM by President Frank J. Greco. A quorum was present as follows:

Mr. Greco		Mr. Padula
Mrs. Martinelli	Mr. Wilson	Ms. Fialla

Mrs. Bradley announced that the Board of Commissioners met in Executive Session from 6:00 PM until 7:00 PM for the purpose of discussing a personnel matter.

(6-14) MOVED WILSON-PADULA to approve the minutes of the regular meeting of December 12, 2005 and the Reorganization meeting of January 3, 2006. The motion was adopted by unanimous roll call vote.

Communications:

1. Mr. Robert Freedenberg, Esquire, Commonwealth of PA Department of Revenue: Regarding Act 40 of 2005 – recent amendments to the Realty Transfer Tax which provide for the collection of delinquent realty transfer tax by the Commonwealth instead of local governments. The Commonwealth will assess a 10% collection fee for first year collections. Municipalities choosing to “opt out” of the Commonwealth’s collection efforts are required to notify the Department in writing. If a municipality “opts-in” no further action is necessary. Mrs. Bradley recommended that the Board take no action, thus “opting-in”.
2. Lorraine Buck, past President, Penhurst Civic Association – requesting \$200.00 appropriation for civic association.

(6-15) MOVED PADULA-MARTINELLI to approve the request of the Penhurst Civic Association for an appropriation of \$200.00 in accordance with the requirements of the First Class Township Code. The motion was adopted by unanimous roll call vote.

Citizen’s Comments:

Mr. William Henn of 3576 Ridgewood Drive questioned why Chief Guthrie was suspended and whether or not he had a Civil Service Hearing. He questioned whether the Chief was accused of doing something illegal or immoral. Mr. Matta, Solicitor, stated that Chief Guthrie’s suspension was a matter of personnel that cannot be discussed publicly. He did however, state that Chief Guthrie is not accused of a criminal or immoral act, but has committed an act which is not in accordance with the rules and regulations of the Township. Mr. Henn further stated that the Police Department has done a fine job and he believes that it all starts at the top. He is having a hard time understanding what is going on. If the Chief has done something wrong, then he should be fired.

Ms. Ann Henn, owner of BP Henn’s Gas Station, Brown Avenue stated that she feels that Chief Guthrie is doing a good job. She has seven female cashiers and two males, which is unusual in the service station business. All of her female cashiers feel safe working at night in Wilkins thanks to the Chief and the police department and the fine job that they do.

Ms. Joyce Wagner, 4044 Miller Street, questioned whether the Board of Commissioners would be hiring another crossing guard due to one guard being off for by-pass surgery.

Mr. Eric Lawson of 176 Penhurst, thanked the Board for paving Penhurst during the past year. Thanked the DPW for taking care of snow removal and would also like to know whether there are any plans to pave the other streets in the Penhurst plan. Commented on

the Guthrie situation and stated that the citizens should not believe everything they read in the paper.

Ms. Cheryl Spena, 730 Beulah Road, Churchill, stated that she respects everything the Chief says and everything he does.

REPORTS:

Police Report – December 2005	<u>2004</u>	<u>2005</u>
Total Police Calls Logged	223	297
Total Criminal Offenses Reported	40	26
Criminal Arrests/Persons Charged	7	13
Traffic Citations Issued	16	18
Parking Tags Issued	16	33
Parking Citations Issued	2	10
Monies collected during December	3,904.18	3,506.00
Total monies collected for the year	68,764.38	75,826.79

Mr. Padula requested that when the speed trailer is taken back out in the Spring that the Chief place it on Rita Drive as there have been a number of complaints in that area. Mr. Wilson questioned the Chief as to where he was with the purchase of shotguns. The Chief stated that he had supplied Mrs. Bradley with a memo regarding the three quotes that the board wished to see.

Mr. Paul Vargo's DPW Report can be found, filed in the Manager's Office. Mr. Wilson questioned how the Township is faring on salt. Mr. Vargo stated that the fair weather has certainly helped us and currently the bin is full. However, there is still no salt on the ground at the distribution point and it is still coming in on barges. Therefore, the Township will continue to conserve salt.

WTVFD #3 reported ten (10) fires, one (1) training session and sixteen (16) non-incident activities with a total man-hours of 195.57 hours.

WTVFD #4 reported ten (10) fires and four (4) drills with a total man-hours of 150.50

WTVFD #4 Year End Report for 2005

Fire Calls – 116 Man-hours 764.75

Fire Schools – 29 Man-hours 897.25

Drills – 27 Man-hours 481.75

Public Service – 11 Man-hours 128

Work Details – 31 Man-hours 695.75

Total man-hours for the year 2005: 3,046.50

Building Permits issued – December 2005

Two (2) Additions & Alterations – both permits: Interior repair – cost \$5,900.00

Two (2) Soffer Permits – one Bldg., 1, 3<sup>rd</sup> Floor Cost - \$20,018.00, one Bldg 6, 5<sup>th</sup> & 7<sup>th</sup> Floor; Cost \$17,156.00

Two Cut & Fill/Grade: One Vincention Place and One D'Andrea/East Park II

Deed Transfer Tax – The total amount of real estate transfer tax collected for December 2005 was \$6,697.92, bringing total collections to the year 2005 was \$148,837.00.

Tax Collectors Report for the month of December 2005:

Balance Collectable – beginning of month	\$197,987.67
Deductions (exonerations)	(20,162.87)
Adjusted Collectable	177,824.80

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Less Face Collections for Month	137,788.65
Balance Collectable – End of Month	40,036.15
Total Refunds to Date	1,955.69
Face Amount of Collections	137,788.65
Plus: Penalties	13,778.91
Total Cash Collected per column	151,567.56
Total Cash Collected	\$312,080.65

PA MUNICIPAL SERVICES - ACT 511 TAX REPORT

EARNED INCOME TAXES

Current Month	\$34,494.51	Previous Year	\$10,653.61	Difference
Current YTD	545,172.97	Previous YTD	523,427.75	\$20,745.22

OCCUPATION PRIVILEGE TAX

Current Month	2,934.10	Previous Year	336.29	Difference
Current YTD	53,746.04	Previous YTD	49,652.27	\$ 4,093.77

MERCANTILE TAX

Current Month	586.04	Previous Year	80.83	Difference
Current YTD	940,167.48	Previous YTD	970,360.50	(\$30,193.02)

BUSINESS PRIVILEGE TAX:

Current Month	7,608.86	Previous Year	2,909.50	Difference
Current YTD	204,873.65	Previous YTD	52,728.14	\$52,145.51

Mr. Padula asked why is mercantile tax \$30,000.00 less in 2005 than if 2004? Mrs. Bradley stated that a large mercantile tax payer reported less taxable income in 2005 than in the previous year.

The Wilkins Township Recreation Advisory Board's Financial Report for the year 2005 can be found, filed in the Manager's Office.

The Wilkins Township Engineer's Report for December 2005 can be found, filed in the Manager's Office. Mr. Padula requested that Mr. McKeever contact Mr. Nese to determine when demolition of the structures will commence. Mr. Nese had previously advised the VFC's that they could use the buildings for fire practices prior to demolition. Mrs. Martinelli questioned whether the Township is still required to offer public education on the MS4's. She will be scheduling meetings with the Senior Citizens Group the Penhurst Civic Group and the Century Club.

(6-16) MOVED PADULA-MARTINELLI to approve the payment of the Schedule of Bills in the amount of \$221,132.47 as presented. The motion was adopted by unanimous roll call vote.

(6-17) MOVED WILSON-MARTINELLI to ratify the action of the manager to bind insurance coverage with Seubert & Associates for Workers' Compensation through Penn Prime for the year 2006 at a cost of \$79,280. effective 01/01/06. The motion was adopted by unanimous roll call vote.

(6-18) MOVED PADULA-MARTINELLI to ratify the action of the manager to bind insurance coverage with Seubert & Associates for property, inland marine, general liability, automobile, law enforcement and public officials liability through Selective Insurance for the year 2006 at a cost of \$68,103. effective January 1, 2006. The motion was adopted by unanimous roll call vote.

RESOLUTION NO. 01-06

A RESOLUTION OF THE TOWNSHIP OF WILKINS, ALLEGHENY COUNTY, PENNSYLVANIA, APPOINTING ROBERT TOMASIC AS AUDITOR FOR THE TOWNSHIP.

- (6-19) MOVED WILSON-MARTINELLI to adopt Resolution No. 01-06 (appointment of Auditor). The motion was adopted by unanimous roll call vote.
- (6-20) MOVED WILSON-FIALLA to authorize the manager to submit an application to the Local Government Academy for a student intern for the following projects:  
1. Municipal Records Management, 2. Personnel Policy Manual Development.  
The motion was adopted by unanimous roll call vote.
- (6-21) MOVED FIALLA-MARTINELLI to authorize a 3% increase for the Administrative staff (Mae Franc, Karen Luffe, Lisa Taglieri, N. Leonard Hill, George Vrontos) and Crossing Guards as proposed and adopted in the 2006 Budget. The motion was adopted by unanimous roll call vote.
- (6-22) MOVED WILSON-MARTINELLI to ratify the action of the Manager and authorizing the transmission of relevant documentation to the Civil Service Board in conjunction with the five (5) day suspension of Chief Guthrie. The motion was adopted by a four to one vote, with Ms. Fialla voting NO.
- (6-23) MOVED WILSON-PADULA to approve the submission of a Letter of Intent to the Governor's Center for Local Government Services (DCED) for the purpose of requesting technical assistance in the development of a Regional Police Study in cooperation with Forest Hills, Churchill and Chalfont. The motion was adopted by unanimous roll call vote.
- (6-24) MOVED WILSON-MARTINELLI to agree not to apply for a DEP grant/Penvest Loan for the separation of CS01 or CS02. The motion was adopted by unanimous roll call vote.

RESOLUTION NO. 02-06

A RESOLUTION OF THE TOWNSHIP OF WILKINS, ALLEGHENY COUNTY, PENNSYLVANIA, AUTHORIZING THE DESTRUCTION OF SPECIFIC RECORDS IN CONFORMANCE WITH RESOLUTION NUMBER 08-03 AND THE MUNICIPAL RECORD MANUAL APPROVED BY THE LOCAL GOVERNMENT RECORDS COMMITTEE ON JULY 16, 1993.

- (06-25) MOVED MARTINELLI-PADULA to adopt Resolution No. 02-06), Disposition of Records. The motion was adopted by unanimous roll call vote.

Joint meeting with Planning Commission, Zoning Hearing Board, Recreation Advisory Board to be scheduled for Monday, February 6, 2006 beginning at 7:00 PM with Denny Puko from the Governor's Center (DCED) to begin the process of a preparing an update to the Comprehensive Plan

- (6-26) MOVED WILSON-FIALLA to table the authorization to the Civil Service Board for the preparation of a new eligibility list. The motion was adopted by unanimous roll call vote.
- (6-27) MOVED PADULA-FIALLA to authorize the Engineer to develop specifications and prepare bid packages on the the following sewer projects: 1. Greensburg Pike – install sewer line; 2. Peffer Road – repair collapsed line; 3. Baker Street – remove spring water infiltration from sewer line; 4. Negley Avenue – repair/replace existing line; 5. Manhole relining to remove groundwater infiltration. The motion was adopted by unanimous roll call vote.

Commissioners' Comments:

Mr. Padula commented upon the Chiefs suspension. He stated that the Board is forced to make tough decisions, but he still respects the Chief and the job he is doing, even though he voted to ratify the action this evening, because he felt it was necessary. Also commented upon Mr. Hill's reports and the need for a rental/property maintenance ordinance and made the following motion:

(6-28) MOVED PADULA-MARTINELLI to authorize the Solicitor to draft an ordinance for rental property maintenance. The motion was adopted by unanimous roll call vote.

Commissioners' Comments:

Mr. Padula reminded the residents that the joint Christmas Tree Burning will take place at the Forest Hills/Westinghouse Recreation Center on Greensburg Pike on Friday, January 13<sup>th</sup> beginning at 7:00 PM.

Ms. Fialla thanked everyone for their attendance at the meeting.

Mrs. Martinelli thanked the Recreation Board for their great job on the Children's Christmas Party and encouraged everyone to attend the Tree Burning on Friday.

Mr. Wilson welcomed all of the non-residents to the meeting. Expanded on the article that was published in the Pittsburgh Post-Gazette relative to a guilty plea entered by an employee of Goodwill Industries for a \$15.00 parking violation and thanked everyone for coming out this evening.

President Frank Greco thanked everyone for coming to the meeting and recognized former Commissioners Hanlon and Brannigan.

(6-29) MOVED MARTINELLI-PADULA to adjourn. The meeting was adjourned at 8:25 PM. The motion was adopted by unanimous roll call vote.

Respectfully submitted,

Rebecca Bradley  
Secretary