

WILKINS TOWNSHIP BOARD OF COMMISSIONERS

REGULAR MEETING MONDAY, DECEMBER 8, 2014

The Regular Meeting of Monday, December 8, 2014 was brought to order at 7:00 PM by President Sylvia J. Martinelli. A quorum was present as follows:

Mrs. Martinelli Ms. Criner Mr. Wells  
Mr. Boyd Mr. Costa

(302-14) MOVED BOYD-WELLS to approve the minutes of the Second Stated Meeting of November 24 2014 as presented. The motion was adopted by unanimous roll call vote.

Communications:

Mr. Anthony Sorce, the Assistant Executive Director for the WPJWA submitted correspondence to the Township requesting confirmation that the Board of Commissioners wants the ALCOSAN increase of 11% for 2015 passed on to the sewage customers in Wilkins Township.

(303-14) MOVED COSTA-WELLS to authorize WPJWA to bill Wilkins sewage customers for the increase in the ALCOSAN sewer fee of 11% for 2015 and authorizing the manager to provide correspondence to Mr. Sorce to that affect. The motion was adopted by unanimous roll call vote.

Ms. Bradley advised the Board that Mrs. Martinelli received a copy of an email communication between Bonnie Pantik of Churchill Borough and Pat Schaeffer of Edgewood Borough. Edgewood Borough was required to reduce their contribution to C.C. Mellor Memorial Library from \$40,000 to \$32,000. The loss of \$8,000 to the library will be compounded by their inability to use those funds to match for other funds. It was suggested that other municipalities increase their contributions.

Citizens' Comments:

Mr. Paul Padula of 925 Rita Drive wished the Board of Commissioners Happy Holidays and invited them to attend Fire Company #3 annual Christmas party. Mr. Padula also requested that the Planning Commission consider that VFC #3 would like an opportunity to explore placing a mini cell tower on their property on the 75' pole that currently exists.

REPORTS:

The reports were read.

The Engineers Report is on file in the Manager's Office

Police Report for November 2014:

	<u>2013</u>	<u>2014</u>
Total Police Calls Logged	246	211
Total Criminal Offenses Reported	18	29
Criminal Arrests/Persons Charged	3	7
Criminal Offenses Cleared	5	7
Traffic Citations Issued	29	8
Parking Tags Issued	14	2
Parking Citations Issued	0	0
DUI Task Force Traffic Citations	0	0
Monies collected during September	\$1,302.30	\$3,391.76

In addition to the monthly report, Chief Krancic reported the following:

11/1 – Retail Theft, Home Depot. Actor arrested & charged. 11/5 – DUI, Wm. Penn Hwy. Actor arrested and charged. 11/13 – Theft, Sheetz. Actor arrested and charged. 10/23 & 11/12 – Robbery at BP. Actor arrested on 11/18 and charged. 10 Motor Vehicle Accidents; 1 DUI; 1 Retail Theft; 1 Aggravated Assault; 1 Robbery and 3 Thefts.

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Mr. Bruener's PWD Report is on file in the Manager's Office.

Fire Companies:

WTVFD #1 reported the following for November 2014: 17 Fire Calls, Man-Hours 85.5; 3 Practices, Man-Hours 3; 1 Meeting, Man-Hours 27; 6 Misc., Man-Hours 30.5; Total Man-Hours 222.

WTVFD #3 reported the following for November 2014: 11 Fire Calls, Man-Hours 35.51; 13 Activities, Man-Hours 208.01; Total Man-Hours 243.52.

WTVFD #4 reported the following for November 2014: 11 Fire Calls, Man-Hours 53; 2 Fire Schools, Man-Hours 43.5; 1 Drill, Man-Hours 13.5; 10 Work Details, Man-Hours 259.75; 1 Meeting, Man-Hours 8; Total Man-Hours 377.75.

Building Permits Issued for November 2014: #2874, Pool Deck \$79; #2875, Not Picked Up Yet; #2876, Interior Alterations \$876.5, Site Plan \$525; #2877, Not Picked Up Yet.

Deed Transfer Tax: The Township received \$6,518.25 in deed transfer tax in the month of November, representing transfer tax collected by Allegheny County in the month of October.

Tax Collectors Report for November 2014:

Balance Collectable – beginning of the month	\$115,302.70
Assessments	\$0.00
Homesteads	\$0.00
Discounts	\$0.00
Total Collectable	\$115,302.70
Additions	\$0.00
Exonerations – Total Adjustments	\$0.00
Net Adjustments	\$0.00
Net Collectable	\$115,302.70
Face Collections	\$-1,636.95
Balance Collectable – End of the month	\$113,665.75
Face Exonerations	\$0.00
Actual Face Due Balance	\$113,665.75
Face amount of collections	\$1,636.95
Plus Penalties	\$163.70
Less Discounts	\$0.00
Other (under/over)	\$-0.19
Actual Collected	\$1,800.84
Less Face Exonerations	\$0.00
Net Collections	\$1,800.84
Refunds (exonerations)	\$0.00
Exoneration Refund Amount	\$0.00
Overpayment Refunds	\$0.00

Act 511 for November 2014:

Earned Income Taxes:

				Difference
Current Month	\$72,968.44	Previous Year	\$70,512.46	
Current YTD	\$765,622.01	Previous YTD	\$752,421.20	\$13,200.81
		2014 Budget	-\$700,000	

Local Service Tax:

				Difference
Current Month	\$11,121.44	Previous Year	\$13,186.93	
Current YTD	\$123,028.41	Previous YTD	\$126,712.72	(\$3,684.31)
		2014 Budget	-\$140,000	

<u>Mercantile Tax:</u>				Difference
Current Month	\$120.50	Previous Year	\$351.17	
Current YTD	\$272,176.91	Previous YTD	\$320,833.44	(\$48,656.53)
2014 Budget - \$320,000				

<u>Business Privilege Tax:</u>				Difference
Current Month	\$6,718.64	Previous Year	\$22.50	
Current YTD	\$229,664.57	Previous YTD	\$239,107.42	(\$19,442.85)
2014 Budget - \$235,000				

The Solicitors Report is on file in the Manager's Office

(304-14) MOVED CRINER-BOYD to approve the payment of the schedule of bills in the amount of \$139,361.08. The motion was adopted by unanimous roll call vote.

Old Business:

**ORDINANCE NUMBER 1049**

**AN ORDINANCE OF THE TOWNSHIP OF WILKINS, ALLEGHENY COUNTY, PENNSYLVANIA, APPROPRIATING OUT OF REVENUES AVAILABLE FOR FISCAL YEAR 2015 SPECIFIC SUMS REQUIRED AS SHOWN BY THE BUDGET AND FIXING THE REAL ESTATE TAX LEVY FOR THE FISCAL YEAR 2015**

(305-14) MOVED CRINER-COSTA to read Ordinance #1049 for the second time by title only (2015 Budget Ordinance).

(306-14) MOVED BOYD-WELLS to adopt Ordinance #1049.

Motions 305-14 to 306-14 inclusive were adopted by unanimous roll call vote.

(307-14) MOVED COSTA-BOYD to authorize the amendment of the Laborer Job Description attached to Resolution #25-2014 to state that a CDL must be obtained within one year of employment (not six months). The motion was adopted by unanimous roll call vote.

New Business:

**RESOLUTION NUMBER 37-2014**

**A RESOLUTION OF THE TOWNSHIP OF WILKINS, ALLEGHENY COUNTY, PENNSYLVANIA, AUTHORIZING THE DESTRUCTION OF SPECIFIC RECORDS IN CONFORMANCE WITH RESOLUTION NUMBER 14-2009 AND THE MUNICIPAL RECORD MANUAL APPROVED BY THE LOCAL GOVERNMENT RECORDS COMMITTEE ON DECEMBER 16, 2008**

(308-14) MOVED BOYE-WELLS to adopt Resolution #37-2014. The motion was adopted by unanimous roll call vote.

**RESOLUTION NUMBER 38-2014**

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE TOWNSHIP OF WILKINS, ALLEGHENY COUNTY, PENNSYLVANIA, AUTHORIZING THE EXECUTION OF A MEMORANDUM OF UNDERSTANDING BETWEEN THE TOWNSHIP OF WILKINS AND THE PITTSBURGH BRIDGE ASSOCIATION FOR THE PURPOSE OF DEFINING THE TERMS AND CONDITIONS OF THE RENTAL OF ROOMS LOCATED WITHIN THE MUNICIPAL BUILDING FOR THE PURPOSE OF HOLDING BRIDGE GAMES**

(309-14) MOVED BOYD-WELLS to adopt Resolution #38-2014. The motion was adopted by unanimous roll call vote.

**RESOLUTION NUMBER 39-2014**

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE TOWNSHIP OF WILKINS, ALLEGHENY COUNTY, PENNSYLVANIA, AUTHORIZING THE EXECUTION OF A MEMORANDUM OF UNDERSTANDING BETWEEN THE TOWNSHIP OF WILKINS AND THE WILKINS TOWNSHIP MAINTENANCE EMPLOYEES ASSOCIATION FOR THE PURPOSE OF DEFINING THE TERMS AND CONDITIONS OF THE PROVISIONS OF HEALTHCARE FOR THE YEAR 2015**

(310-14) MOVED CRINER-BOYD to adopt Resolution #39-2014. The motion was adopted by unanimous roll call vote.

**RESOLUTION NUMBER 40-2014**

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE TOWNSHIP OF WILKINS, ALLEGHENY COUNTY, PENNSYLVANIA, AUTHORIZING THE EXECUTION OF A MEMORANDUM OF UNDERSTANDING BETWEEN THE TOWNSHIP OF WILKINS AND THE WILKINS TOWNSHIP WAGE POLICY COMMITTEE FOR THE PURPOSE OF DEFINING THE TERMS AND CONDITIONS OF THE PROVISION OF HEALTHCARE FOR THE YEAR 2015**

(311-14) MOVED BOYD-CRINER to adopt Resolution #40-2014. The motion was adopted by unanimous roll call vote.

(312-14) MOVED COSTA-BOYD to accept the recommendation of the Engineer to pay Russell Standard Pay Request No. 1A reflecting the final amended payment for Wallace Avenue in the amount of \$580.00.

(313-14) MOVED COSTA-BOYD to accept the recommendation of the Engineer to make the final payment to Folino for the Jefferson Heights and Briaridge paving projects in the amount of \$7,841.11 contingent upon the satisfactory completion of work on the sidewalk of the property at 1437 Jefferson Heights.

(314-14) MOVED CRINER-WELLS to authorize elected officials to attend the Allegheny County Borough's Association Banquet on February 7<sup>th</sup> at the Three Rivers Casino Ballroom at a cost of \$65 per person.

(315-14) MOVED COSTA-BOYD to approve Mr. Hill's request to attend "Performing Fire Inspections" offered by the Pennsylvania Construction Codes Academy on January 6, 2015 from 8:30 AM until 4:00 PM at the Four Points Sheraton in Mars at a cost of \$125.

(316-14) MOVED BOYD-CRINER to approve the request to cancel the second stated meeting of December 29, 2014.

(317-14) MOVED CRINER-BOYD to approve the request to close the Administrative Offices on December 26, 2014 contingent upon the full time staff using accrued time off.

(318-14) MOVED BOYD-COSTA to authorize an additional contribution of \$1,500 to the C. C. Mellor Memorial Library for the year 2014.

Motions 311-14 to 318-14 inclusive were adopted by unanimous roll call vote.

Commissioners' Comments:

Mr. Wells advised that the remaining presents from the Christmas party will be donated to the Marine's Toys for Tots program.

Mrs. Martinelli congratulated Shawn Logan on his appointment to President of the Chamber of Commerce and wished everyone Happy Holidays.

(319-14) MOVED CRINER-WELLS to adjourn. The meeting adjourned at 7:43 PM. The motion was adopted by unanimous roll call vote of all present.

Respectfully submitted,

Rebecca Bradley  
Secretary