

**Township of Crescent
Board of Commissioners
Monthly Business Meeting
June 12, 2014**

On May 12, 2014 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.

ROLL CALL

Those present: Commissioners: President Jerry Keller, Vice President Todd Miller,
Commissioners: William Cook and Joe Sabol

Acting Assistant Secretary: Patricia Christian

Solicitor: Richard Start

Engineer: Robert Firek

APPRECIATION PRESENTATION

Commissioner Keller commended the Fire Department for their good work and effort they put in toward the Spaghetti Dinner for the Todd family.

PUBLIC COMMENT ON AGENDA ITEMS

Anita Lasek, 1361 Front Street expressed her concerns on the new Flood Plain Management Act

APPROVAL OF MINUTES

Commissioner Keller asked for a motion to approve the May 31, 2014 business meeting minutes. Commissioner Miller made a motion and was seconded by Commissioner Sabol. A voice vote was taken all Commissioners in favor. Mr. Cook abstained from the vote since he was not in attendance.

TREASURER'S REPORT

The Treasurer's report dated May 31, 2014 was presented to the Board for their approval. A motion to accept the May 31, 2014 Treasurer's Report as received was made by Commissioner Sabol and seconded by Commissioner Miller. A voice vote was taken and found all Commissioners in favor of the motion.

LIST OF BILLS

The list of bills was presented. The funds removed from the General Fund prior to the monthly meeting were \$6,078.81. Invoices due are \$30,486.96, estimated payroll of \$40,000.00, and the Highway Fund for street lights is \$3,515.52. The total estimated bills for June are \$74,002.48. A motion to pay the bills was made by Commissioner Sabol and seconded by Commissioner Cook. A voice vote was taken and found all Commissioners in favor of the motion.

CORRESPONDENCE

Mrs. Christian read Ms. Crago's reported correspondences. For the month of May, the office received the following correspondence: meeting minutes from Creswell Heights Joint Authority and Moon Township Municipal Authority, MRM Trustnotes, the Allegheny League of Municipalities League newsletter, the PLGIT monthly market report, the Legislator Locator, a thank you note from Gary, Linda and Patti McCutcheon and a letter from the Allegheny County Economic Development regarding the CDBG Year 40 funding.

SECRETARY/MANAGER'S REPORT

Mrs. Christian read Ms. Crago's Manager's report. During the month of May the office completed the following: completed lien letters, sent updated nuisance letters to residents, handled delinquent garbage accounts, went to a meeting with the Township engineers regarding McCutcheon hill, updated the township website, attended a meeting regarding the new floodplain ordinance, went to a class for Municipal Secretary/Managers, handled human resource requests, submitted required reports for the renewal of the worker's compensation package, was in contact with PNC bank regarding the TAN loan payoff, contacted Jordan Tax regarding the billing contract, handled a downed tree on Bocktown Rd, worked with the building inspector regarding permits, met with the Risk Management specialist, attended a COG Managers meeting, handled all the accounts payable, receivable, payroll and other day to day activities of the office.

SOLICITOR'S REPORT

Solicitor Start reported their office reviewed documents and reports regarding repairs to McCutcheon Way. They reviewed Agreements with Collectors for garbage collections fees. They Reviewed the Agreement for deferral of income for the Tax Collector. They reviewed and researched issues relevant to a subpoena served on the Township regarding an employee. They reviewed the Audit of Mark Turnley. Finally they reviewed an extensive file from the Township Engineer regarding revisions that are required to the Township's Floodplain Ordinance.

ENGINEER'S REPORT

Mr. Robert Firek from Lennon, Smith, and Souleret reported that they have been working on the **MS4**: DEP issued the NPDES GP-13 Permit, April 17 2013. LSSE will be preparing a draft of the required written plans over the next four months for Township review. Year 1 sampling (20% of outfalls) to start in June 2014. The Annual Report is due to DEP on July 16, 2014. This will need to be completed by the next Township Meeting. **2014 Roads:** A road tour was held with the Township on February 26, 2014 to review the roads and storm system upgrades. As requested by the Street Committee, LSSE transmitted Preliminary Opinion of Probable Cost for the road paving only. As discussed during the meeting, Public Works would likely complete any storm sewer improvements. The bids are tentatively to be opened on July 8, 2014. **McCutchen Way Slide Repair:** Boward, Garvin, Beitko Engineering Inc., performed a site review of the water seepage, noting the source of the water is unknown and provided a recommendation for addressing the issue in their letter dated April 22, 2014 to the Township. A cost for the repair work was received from Swank and was forwarded to the Township for review. The cost was very high (\$270,000) and exceeds phone solicitation requirements. The Township sent out letter bid requests to three other firms. A bid from BKG was received and was in the amount of \$9,250.00.

PUBLIC SAFETY

Commissioner Miller reported for the month of May there were 165 calls for service, total complaints were 168, assisted other police departments were 3, total medical calls were 2 and there were a total of 67 citations/warnings issued for the month. There were 4 persons arrested for May. Total miles traveled for the month was 3515. Car 105 had a front headlight replaced at Grady's. Car 106 had a left rear brake rotor replaced, and a right rear brake rotor machined at Falconi Ford. Car 107 had the A/C fan motor replaced at Grady's. On Wednesday May 7, 2014, a joint operation with Crescent Police and the PA State Police Commercial Vehicle Inspection unit was conducted on McGovern Blvd., along with speed enforcement. The results of this operation were 28 truck inspections, 12 inspection violations, 2 driver citations, 3 driver warnings, 6 vehicle defect citations, 23 vehicle defect warnings, 4 seat belt warnings, 3 speeding violations. On Friday May 16, the PA State Police Commercial Vehicle Inspection unit conducted a second operation in Crescent Township. The result of this operation was 11 written warnings, and 2 citations.

PUBLIC WORKS

Commissioner Miller reported for May's Public Works Report. The department put together a child swing and hung it at Shouse Park. Cleaned garage and Multi-purpose Room for election. Cleaned back parking lot and spread stone chips. Weed wacked and sprayed weed control in the rear of the Municipal Bldg. and spread mulch along the fence near the dumpsters. Dug out fallen dirt near the recycling dumpster and hauled it away to the dumping area. Installed 9 cameras and a DVD at Shouse Park. Assembled the American flags and hung them along McGovern Blvd. Put tables/tool/chairs back to proper area after election. Weed wacked hill side near the Shouse Park sign at the park, and behind the fence at the park then sprayed with weed control. Cleaned, cut grass, and trimmed the hedges at the monument for Memorial Day. Lowered a shelf and put up a new security monitor in the report room at the Police Station. They also dug a ditch line on Riverview Rd. to route water to the storm drain. They cleaned the right of way along Prospect Street and hauled away debris. They cut grass for nuisance properties, cleaned all the parks and attended PA one calls thru out the month.

Commissioner Cook voiced his concerns about the ditch that was dug along Riverview Road. Commissioner Miller stated that he also had concerns about this ditch. Commissioner Keller asked Mr. Collins from the Public Works Department if he knew about the situation and what has been done to resolve the matter. He said that they are aware of the problem and working on a way to resolve it.

FINANCE

Commissioner Keller reported that the Township is 41 ½% through the year and we have received a little under 80% of our total budgeted. The expenses are at 31% for the year and at this time we are in good shape.

PARKS AND RECREATION

No report

CRESCENT TOWNSHIP VOLUNTEER FIRE DEPARTMENT

Chief Kevin Scott of the Crescent Volunteer Fire Department reported for the Fire Department. The Fire Department reported seven (7) incidents for the month of May, thirty two (32) total for the year thus far. They have their regular Monday weekly training. If anyone wants to attend they are welcome, the children love to come and see the fire trucks. They attended the Memorial Day service on May 25, 2014 and participated in the Coraopolis Memorial Day parade on May 26, 2014. The department also attended

the regular monthly meeting of the Char West COG on May 28, 2014. Chief Scott wanted to thank the Commissioners and Township employees for their support at the Spaghetti Dinner held for Jim Todd, a life time Volunteer Fire Fighter. Unfortunately he passed away before he could see the great things that were being done for him. He especially wanted to thanks Chief Zimmer for sending out a SWIFT Alert to inform the residents for the Spaghetti Dinner and for his 3 hours bussing tables at the dinner.

Commissioner Keller wanted to remind residents that school is out, and to use caution when driving.

VALLEY AMBULANCE AUTHORITY

Wendy Schulenburg reported she attended the May 22, 2014 budget meeting for the Ambulance Authority. The operation schedule has changed, but there were no layoffs. The Budget was balanced. They raised the subscription rates \$5.00. The rates have not been raised in 10 years.

EMERGENCY MANAGEMENT

No Report

OLD BUSINESS

Commissioner Keller stated that under old business was the discussion on the repairing of McCutcheon Way. He asked Mr. Firek of LSS Engineering to explain the situation. Mr. Firek reported that he contacted the original contractor, Swank Construction Co., a bid was received, at a cost of \$270,000. This amount was higher than the original contract. He also received a bid from BKG in the amount of \$9,250.00 a more reasonable bid. Commissioner Miller spoke with Jim Price from the Public Works department in reference to gaps that were found by the guide rails on McCutcheon Way. Commissioner Keller recommended that LSSE take a look at it. Mr. Firek will have an engineer from his office look at the problem and give his recommendation.

NEW BUSINESS

Commissioner Keller asked for a motion to ratify the temporary hiring of Patricia Christian as Assistant Secretary for the Township, in the absence of the Interim Assistant Secretary. Commissioner Miller made a motion and was seconded by Commissioner Sabol. A voice vote was taken all Commissioners in favor. The motion was granted.

Commissioner Keller asked for a motion to accept the resignation of Denny Lewis as Emergency Management Manager. Commissioner Cook made a motion and was seconded by Commissioner Keller. A voice vote was taken all Commissioners in favor. The motion was granted.

Commissioner Keller asked for a motion to appoint Leo Laffey as Emergency Management Manager with Denny Lewis as his Deputy Emergency Management Manager. Commissioner Cook made a motion and was seconded by Commissioner Miller. A voice vote was taken all Commissioners in favor. The motion was granted.

Commissioner Keller asked for discussion on the Agreement Regarding Delayed Compensation for Crescent Township Tax Collector Judy Withee. This agreement would delay her compensation for 3 years. An agreement was drawn up between Mr. Start and Ms. Withee's attorney. A motion to accept the agreement regarding Delayed Compensation for Crescent Township Tax Collector Judy Withee was made by Commissioner Miller and was seconded by Commissioner Sabol. A voice vote was taken

Commissioners Keller, Sabol and Miller voted yes, Commissioner Cook voted no. The motion was granted.

Commissioner Keller asked for a Motion to repay in full the 2014 \$300,000 TAN Loan including interest of \$2,160.08 to PNC Bank (17 days from May 27 at \$13.42/day). Total payment of \$302,160.08 is to be debited directly from the General Fund account. Commissioner Cook made a motion and was seconded by Commissioner Keller. A voice vote was taken all Commissioners in favor. The motion was granted.

Commissioner Keller asked for a Motion to accept the audit for year ending December 31, 2013 as received by the Township appointed auditor, Mark C. Turnley. Commissioner Sabol made a motion and was seconded by Commissioner Miller. A voice vote was taken Commissioners Keller, Sabol and Miller voted yes, Commissioner Cook voted to obtain, he just received the audit tonight and has not had a chance to review it. The motion was granted.

Commissioner Keller informed the residents that due to medical issues Commissioner Schukart has turned in his resignation. Commissioner Keller asked for a motion to accept the resignation of Commissioner Schukart. Commissioner Sabol made a motion and was seconded by Commissioner Keller. A voice vote was taken all Commissioners in favor. The motion was granted.

Next on the agenda was the discussion of filling the open position of Commissioner. Solicitor Start said that was it was alright to postpone filling this position according to the First Class Code. The Board has 30 days from tonight's meeting to appoint a new commissioner. Commissioner Miller made a motion to table filling the position and was seconded by Commissioner Cook. A voice vote was taken all Commissioners in favor.

Commissioner Keller informed the public about the lengthy meeting He and Patty attend at LSSE on June 10, 2014 in regards to the Ordinances for the Flood Plain Management Act & (MS4) Operation and Maintenance. He asked Mr. Firek from LSSE if he could explain and answer some of the questions on these ordinances. Mr. Firek explained that there are (3) Ordinances required by the State and Municipal Governments. These have to be adopted by the July monthly meeting. The flood plain zone has been changed by the Federal Government. There will be a requirement for properties located in the new flood plain zone to obtain flood insurance, not immediately at the adoption but in the future. The flood insurance requirement is not an option for the municipality to choose. It is not yet a requirement but will become one. If a property owner wants to build they will have to have a survey done of their property using the Flood Maps from FEMA. The Township will be required, before issuing a permit, that the requirements of the Ordinance are followed. This responsibility will be given to the Secretary/Manager.

The last item was the discussion and motion on compensation for Public Works Working Foreman. Commissioner Miller made a motion to amend the collective bargaining agreement to create the position of Working Foreman with a wage rate equal to \$1.00 more per hour than the classification of laborer. The Working Foreman shall be subject to all of the terms and conditions of the Collective Bargaining Agreement and was seconded by Commissioner Cook. A voice vote was taken and found all Commissioners in favor of the motion. The motion was granted.

PUBLIC COMMENTS

Judy Cook, 1409 Riverview Road, wanted to know when the piece of equipment that was purchased by the Parks and Rec Board would be installed. Last month's meeting she said she was told that they were waiting on trees to be removed. The trees were removed and now she wants to know when it will be installed. Commissioner Keller asked Shawn Collins of the Public Works Department if he had any idea of when it would be installed. He said they are doing their best to get all of the projects around the

Township finished. They are only a two man team and are a little behind on keeping up with everything. Ms. Cook asked if there was still money left in the Park account that could be used to get the equipment installed. Commissioner Cook looked at the Treasures report it verify that there was \$8,541.86 left in the account.

Karen Patton, 576 Sautter Drive, expressed her concern that the area around the sign at Sautter Park is over grown. The wood around the sign is a planter box, and the wood is deteriorating and needs to be replaced so flowers can be planted. She has maintained it and wants the Township to take it over.

Anita Lasek, 1361 Front Street, asked when the Township adopts the Floodplain ordinance, will the residents be notified. Mr. Firek told her that all people who are in the new flood zone area will be notified.

COMMISSIONER COMMENTS

Commissioner Miller wanted to announce and welcome our new police officer, Officer Shutka. Crescent clean-up day on Saturday June 14, 2014 went very well. They had a great turn out. The softball game that was held after at Shouse Park and the Township lost. He would like to see another game organized so the Township can redeem themselves. Chief Zimmel announced that Officer Kevin Scott was able to organize the truck inspection that the department held last month with the State Police. Officer Scott indicated any fine money from the PSP detail would go directly to the Township.

Commissioner Cook asked where the school taxes are going to be collected for this year. Ms. Withee stated that tax offices are required to open three (3) days for the last two (2) weeks before the discount period ends to collect payments. She will be at the Township building on Wednesday, Thursday, and Friday of the third and fourth week, in August in the afternoon, until the municipal office closes.

Commissioner Keller expressed his appreciation of the efforts of Mr. Davies daughter, for making Crescent Township clean-up day a great success. She had prizes, and a lot of good food. Commissioner Miller and he drove the truck to clean up the debris. He recommended that the event be held on a Saturday next year.

Commissioner Sabol wanted to recommend that a plaque be given to Denny Lewis for all of his hard work that he has done for the community. Wendy Schulenburg stated that he was one of the very first volunteers for the Ambulance Authority.

Patty Christian wanted to thank everyone for being so patient while she is handling things at the office until Kellie returns.

A motion to adjourn the meeting was made by Commissioner Cook and seconded by Commissioner Miller. A voice vote was taken and found all Commissioners in favor of the motion. The meeting adjourned at 8:47 PM.

Respectfully Submitted,
Certified as a true and correct copy

Patricia Christian
Acting Assistant Secretary

