

**Township of Crescent
Board of Commissioners
Monthly Business Meeting
October 11, 2012**

On October 11, 2012 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.

Commissioner Cvengros announced that she 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

A motion to approve the minutes of the September 4, 2012 workshop meeting minutes 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 approve the minutes of the September 13, 2012 regular business meeting minutes 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.

TREASURER'S REPORT

A motion to accept the September 30, 2012 Treasurer's Report as received was made by Commissioner Patton and seconded by Commissioner Sabol. A roll call vote found all Commissioners were in favor of the motion.

LIST OF BILLS

The list of bills was presented. The funds removed from the General Fund for the month of September were \$99,561.25. The funds removed from the General Fund prior to the monthly

meeting were \$39,323.45. Invoices due total \$4,323.84 and the estimated payroll for October is \$36,000.00. Total disbursements from State Liquid Fuels Fund: \$3,945.64, which brings the total estimated bills for October to \$83,592.93. A motion to pay the bills was made by Commissioner Cvengros and seconded by Commissioner Sabol. A roll call vote was taken and found all Commissioners in favor of the motion.

CORRESPONDENCE

During the month of September the Secretary/Manager's Office received the Valley Ambulance Board Minutes, the September 2012 Edition of the Legislative Locator, the Moon Township Municipal Meeting Minutes and a thank you from the Char-West Council of Government conveying their appreciation to the Township Commissioners for hosting the September COG Board of Directors Meeting.

SECRETARY/MANAGER'S REPORT

The Secretary/Manager's Officer completed the following work during the month of September. We continued preparing the 2013 budget, provided information for several right to know requests, and prepared for the transition to a payroll company by reviewing current payroll reports as well as provided information to the provider. The office handled several complaints on various matters, began researching budgeting requirements in an assessment year, prepared a time off policy and verified several addresses for the United States Post Office.

We researched the dedication of Township roads and worked with the Solicitor's Office and PennDOT in order to update our liquid fuels street listing. We worked with the delinquent garbage collector in an effort to collect on several past due accounts, as well as contacted our delinquent tax collector in order to gather information on moving forward with sheriff sale's on delinquent properties. We completed the transfer of the Crescent Township Volunteer Fire Departments worker's compensation coverage to S.W.I.F., continued working with several brokers and health insurance providers, as well as prepared information for collective bargaining agencies to review.

We continued to monitor the appeals filed for the 2013 reassessment, updated several contracts and forms, prepared our Annual MMO for the commissioners review, as well as completed all of the day to day activities of the Township Office.

SOLICITOR'S REPORT

Solicitor Start reported that he had submitted a report to the Board of Commissioners for the review and he would be happy to answer any questions. There were no questions at this time.

ENGINEER'S REPORT

Commissioner Cook reported on behalf of LSSE that relative to the MS-4 there has been no change. He noted that the DEP has not been giving complete directions and therefore some of the permits are being returned. He then reported that there was no change on McCutcheon Way. For

CDBG Year 38, he reported that the Township was notified by the Char-West COG to proceed with preparing bidding documents and to have them to the COG offices by July 20, 2012. Char-West COG will notify the Township and LSSE once all bonds are received to proceed with a pre-construction meeting for the project. Lastly, pertaining to the 2013-2018 road programs, LSSE has reviewed the roads list and included recommended storm sewer improvements in a preliminary cost table. Commissioner Cook reported that we had only recently received this and had not yet had the chance to review the information. He stated that we would be discussing this item further in the future.

COMMITTEE REPORTS

PUBLIC SAFETY

Commissioner Sabol reported that during the month of September there were 165 calls for service, 154 total complaints for the month, 6 calls to assist other police departments and 3 medical calls. They issued 14 warnings for traffic offenses, 2 non-traffic citations were issued, and 45 traffic citations, and 2 parking citations/warnings were issued. This brings the total citations/warning issued for the month to 63. He reported that there were eleven arrests for the month. There were eight DUI arrests, one DUI/Possession of a controlled substance, one fugitive warrant and one simple assault. The vehicles travelled a total of 3,370 miles in the month. Car #105 was taken out of service due to an accident and being totaled, Car #106 had no work completed and Car #107 had the left headlight replaced; right front tire repairs; annual safety/emissions inspection; rear brake pads and rotors replaced and the alternator/serpentine belt replaced. All of this work was completed at Grady's.

He reported that on September 24th, officers from the department completed firearms qualifications at the Allegheny County Police Academy in North Park. He also reported that on Saturday, September 15, 2012 from 10PM-4AM, Crescent Township hosted a DUI checkpoint as part of the West Hills DUI task force. Seven individuals were charged with driving under the influence and twenty-nine citations were filed as a result of this endeavor. He also reported that on Saturday, September 22, 2012, from 11PM-4AM, Officer Miller participated in a DUI checkpoint located in Moon/Robinson Township as part of the West hills DUI task force.

PUBLIC WORKS

Commissioner Cook reported that during the month of September the Public Works Dept completed several various tasks in and around the Municipal Building and throughout the Township. To start, we repainted the exterior entry doors, painted the handrails & benches at the front steps, cleaned up the debris from a fallen tree in the back parking lot, cleaned out the catch basins in the back parking lot and cleaned the roof and gutters of the Municipal Building. We cleaned and waxed the floors in the Police department. Repaired and replaced a few swings at Riverview Park. Routine maintenance was performed on the Ford F-550 by changing the oil, oil filter and air filter; we also changed the oil, oil filter and greased the backhoe.

Several of the American flags along McGovern were changed. Eight (8) PA-One calls were responded to. The department had the rental of the hot tar buggy for one week and many roads in every neighborhood throughout the Township were crack sealed with the use of two pallets of tar.

The Public Work's also completed the usual routine tasks such as trash removal and inspections of the Parks. Our trucks got washed and we did a little extra clean up in the garage and loft areas. We also performed maintenance of two nuisance properties and our usual brush clearing duties.

We would like to ask permission to salvage the old salt Spreader from the old 10 ton truck which has been stored outside up at the salt storage area for years. It is now rusted beyond repair and is simply an eye sore and taking up space. We would like the scrap money to be credited to our budget to be used towards a new piece of equipment or tool.

Relative to the request made on the old salt spreader, Commissioner Cook verified that no official board action was required and informed Tim that he could scrap the equipment as requested.

FINANCE

Commissioner Patton reported September is the end of our third quarter of the year and our budget looks quite well. We have received 97.75% of our anticipated revenues and spent 76.98% of our expenditures. She wanted to caution everyone on their spending. There are limited funds from now until the end of the year and these funds must carry us through until the first of the New Year. She asked that if any purchases are needed to check with the office or her first.

The office has finally received the insurance check from Philadelphia Indemnity Insurance Co. in the amount of \$28,950.00 for the claim on car #105 that was totaled.

Also, traditionally we present our upcoming year's preliminary budget at this month's meeting. However, due to not being able to gather and compile all the important information our 2013 budget will be presented at our November 8th meeting.

PARKS AND RECREATION

Commissioner Cvengros reported that the Parks Board met on Tuesday, October 9, 2012.

A storage cabinet has been purchased for the exclusive use of the Parks Board and has been installed in the Multi-Purpose Room.

A suggestion was received by the board that we might want to amend our by-laws to specifically exclude the maintenance of monuments located in the township from the responsibility of the parks board. It was voted on and the board unanimously felt that an amendment for this purpose was not needed.

Tickets and a picture were distributed for our annual Basket of Cheer that is raffled off as part of our Pancake Breakfast. Tickets are \$5.00 each and are available from any parks board member. Arrangements were also made to man a table and sell Basket of Cheer tickets on Election Day. That day the board will also be selling American flags that can be attached to a car window. Cost is a donation to the Parks Board.

The board will also be soliciting donations over the next two months for our Chinese Auction. If you would like to donate an item or know of someone that we might contact for a donation, please let a member of the board know. Cheryl Ellis and her sister, Carla Quinn, have graciously agreed to assist us in this endeavor.

Our next regular meeting will be held on Tuesday, November 13, 2012, at 7:00 p.m. in the Multi-Purpose Room. All are welcome to attend.

Commissioner Cvengros then reported that the Recreation Board will meet Oct. 15th in the Multi-Purpose Room at 7:30 PM. We will have a regular monthly meeting and prepare for the Halloween Event.

The Halloween Event will start with the parade on Main St. and going to the Fire hall at 1:00 PM on Saturday October 27th. We will have food, goody bags and entertainment for the children.

CRESCENT TOWNSHIP VOLUNTEER FIRE DEPARTMENT

No Report

VALLEY AMBULANCE AUTHORITY

Wendy Schulenburg reported that their audit was presented and approved. She reported that the Authority was in the red, but this was due to cleaning up old, past due accounts. She also reported that their fund drive is progressing slightly behind last year's numbers.

EMERGENCY MANAGEMENT REPORT

Denny Lewis reported that the fire department will be out in full force on Trick or Treat like they have in the past. He also stated that they will be assisting the Recreation Board during the Halloween Parade. He stated that back in August we started the Adopt a Plug Program and that with the help of the Office we are going to begin distributing flyers for residents to participate in this program by contacting the Township Office.

OLD BUSINESS

No Old Business

NEW BUSINESS

The first item under New Business was the discussion on the appointment of the vacant public works position. The information on the proposed applicant was included in the packets for the Commissioners review. Commissioner Cook asked for the authorization that Secretary/Manager Eckhardt move forward with the rest of the hiring process in order to offer this applicant the position. Some discussion was held and a motion to appoint Shawn Collins to the position of laborer in the public works department contingent upon his passing of all backgrounds checks and pre-employment testing was made by Commissioner Patton. Commissioner Sabol seconded this motion. A roll call vote was taken and found all Commissioners in favor of the motion.

Next was the motion to approve the updated Multi-Purpose Room Agreement to include language pertaining to cancellations and refunds. Commissioner Patton asked for some clarification on these changes. A motion to approve the recommended changes to the agreement 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.

The Board then discussed the Ohio River Trail matter. Commissioner Cvengros began the discussion with some background information to the Board of Commissioners. She outlined what the trail would entail and referenced the varying types of activities that the trail would include. She stated that currently the Trail is in Phase One. At this point in time, the Trail Council is beginning to work with the different municipalities to get everything organized in order to see how this Trail can be established in the best manner. She acknowledged Crescent Township's past involvement in the Trail and indicated her desire to continue our involvement in the Trail's implementation and support the project with our continued membership and involvement.

Commissioner Cook outlined his hesitation on our involvement and indicated that he did not think we should be involved at this point until clarification could be provided and all of our concerns were addressed. He provided information as to why he felt there were concerns over the establishment of this trail and he specified that we are not staffed to support this trail. He stated that he has safety concerns that need to be addressed and he needs to see how this trail is going to be funded prior to his showing any support.

Commissioner Cvengros responded that the Trail Council is aware and in agreement over our safety concerns. She then indicated that she believed our involvement was crucial at this point so that we could ensure all of our concerns were addressed appropriately. She stated that we should not withhold involvement because we were not happy with what was proposed but rather we should work with everyone involved to see our concerns addressed satisfactorily and not miss out on this opportunity.

Further discussion was held between the members. It was referenced that there are too many unanswered questions and not enough information at this time. Some questions were posed as to whether or not we were still members and whether we wanted to be involved in any capacity. A motion was eventually made to table this item by Commissioner Cook and seconded by Commissioner Patton. A roll call vote was taken and found Commissioners Cook, Patton and Sabol in favor of the motion and Commissioners Cvengros and Keller were opposed to this motion.

The next item under New Business was the motion to close the Crescent Township, Citizen's Bank, Parkwood Pointe Bond Escrow Account, in the amount of \$3,701.10. The balance will be deposited into the Crescent Township, PNC Bank, Taxpayer's Account. Some discussion was held as to whether the money should be deposited into the taxpayer's Account as originally indicated or deposited into the Citizen's Bank Capital reserve Fund. A motion to approve the closing and transfer of funds into the Citizen's Bank Capital Reserve Fund was made by Commissioner Patton and seconded by Commissioner Keller. A roll call vote found all of the Commissioners in favor of the motion.

A motion to close the Crescent Township, PLGIT, Capital Reserve Fund, in the amount of \$5,926.00 with the balance being deposited into the Crescent Township, Citizen's Bank Capital Reserve Fund was made by Commissioner Sabol and seconded by Commissioner Cvengros. A roll call vote found all Commissioners in favor of the motion.

A motion to close the Crescent Township, PLGIT, General Fund, in the amount of \$1,555.36 with the balance being deposited into the Crescent Township, Citizen's Bank Capital Reserve Fund was made by Commissioner Patton and seconded by Commissioner Keller. A roll call vote found all Commissioners in favor of the motion.

A motion to transfer the balance of the Crescent Township, Citizen's Bank, General Fund balance, in the amount of \$2,159.51 to be deposited into the Crescent Township, Citizen's Bank Capital Reserve Fund was made by Commissioner Patton and seconded by Commissioner Sabol. A roll call vote found all Commissioners in favor of the motion.

The next item was the motion to approve the purchase of a cut off saw for the public works department in the amount of \$831.96, to be paid from the equipment purchase line item, under the public works budget, of the General Fund. This motion 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 the purchase of a set of 4000S forks for the public works department, in the amount of \$852.50 to be paid from the capital purchases line item, under the public works department budget, of the General Fund was made by Commissioner Cvengros and seconded by Commissioner Keller. A roll call vote was taken and found all Commissioners in favor of the motion.

Next, a motion to approve the purchase of an Intoximeters Alco-Sensor FSTT for the police department in the amount of \$529.99 to replace a device that had been damaged was made by Commissioner Cvengros. This motion was seconded by Commissioner Keller. A roll call vote found all Commissioners in favor of the motion.

The next item was the discussion on the time off request policy as presented by the Township Office. After some review and discussion on the policy requirements, a motion to approve the policy was made by Commissioner Patton and seconded by Commissioner Cvengros. A roll call vote found all Commissioners in favor of the motion.

Item twelve was the discussion and motion to amend the MMO as submitted to PMRS, waving the 3% contribution by our full time non-uniform employee members for the year 2013. Commissioner Cook explained that the non-uniform employee pension is currently overfunded and we are not utilizing the state aid we are eligible to receive. The Board has the authority to waive the required contribution on a yearly basis and this could be adjusted in the future should the pension status change. After some discussion a motion to approve the amendment to the MMO and waive the required contribution of the non-uniform employee members was made by Commissioner Cvengros and seconded by Commissioner Sabol. A roll call vote found all Commissioners in favor of the motion.

The Board then discussed proposed changes to the health and vision coverage offered to the municipal employees. Information had been provided in the packets and by switching the current health insurance and vision coverage from Highmark BCBS to UPMC, the Township could see an estimated \$55,347.72 annually. It was referenced that these numbers were based on the four full time employees as specified in the packet and was subject to change with any further additions to the policy. The coverage being offered is comparable with the current coverage and it is being recommended that the Township elect to change to the UPMC Health Benefits and Vision Coverage option as outlined. Some brief discussion was held and a motion to approve the change for the four full time employees specified was made by Commissioner Keller and seconded by Commissioner Patton. A roll call vote was taken and found all Commissioners in favor of the motion.

The next item was the discussion on the placement of a port-a-potty at Riverview Park. Some information was provided by Commissioner Cvengros and some questions were posed as to whether the Township could see savings if they would elect to purchase the port-a-potty rather than renting it. A motion to table this item until further information could be provided on the purchase of this item was made by Commissioner Cook and seconded by Commissioner Cvengros. A roll call vote found all Commissioners in favor of the motion.

Lastly, was the discussion on the purchase of a 2010 unmarked Ford Crown Victoria in the amount of \$9,000.00. Some information on the vehicle was provided by Commissioner Patton. A motion to approve the purchase was made by Commissioner Sabol and seconded by Commissioner Patton. A roll call vote was taken and found all Commissioners in favor of the motion.

PUBLIC COMMENT

Judy Withee of 500 Crescent Blvd Ext stated that in regards to the Ohio River Trail. Commissioner Cvengros attending the meetings is no different that Commissioner's Patton and Sabol attending meetings to negotiate Moon policing our Township. The purpose of her attending the meetings is to gain information and bring it back to the Board and there should not be any need to have someone from the Ohio River Trail attend one of our meetings, unless they do not trust Commissioner Cvengros. She also stated that to back out of our membership would be stupid, because how else would we have any input. She thought that Commissioner Cvengros should attend the meetings as our representation and have our concerns addressed. She would encourage this Township to endorse this trail and participate in this opportunity.

Commissioner Cook stated that the problem is no one has attended any meetings since 2011 and there is not any information available at this time.

Commissioner Cvengros stated that she had provided a lot of information in emails.

Judy Withee then asked when our Workshop Meetings were. It was referenced that they are usually scheduled quarterly at the beginning of the year. Commissioner Cook stated that our last one was cancelled due to lack of attendance and we do not have any currently scheduled for the remainder of the 2012 year.

She also asked when the meeting that was reported in Moon Patch was scheduled to take place between Crescent Commissioners and Moon Supervisors to discuss Moon taking over the policing of Crescent Township. Commissioner Cook stated that she knew more about the meeting than he did, as he found out about it through Moon Patch as well. He stated that there has been no correspondence from Moon Township. Commissioner Patton stated that it was reported in the paper that Moon Township voted to have their Manager send us a letter and to date we have not received anything. Judy Withee asked if we had received anything pertaining to the estimated cost from Moon Township and Commissioner Patton responded that we have received nothing. Commissioner Cook stated that she is more than welcome to submit a right to know request for the information if she does not believe them. Judy responded back, it was not that, but rather it seemed odd for it to take over two months to receive a cost analysis back from the original meeting. She then asked whether Moon would be policing or responding the calls and Commissioner Cook stated that she was asking questions that he had no answers to. He stated that he was not involved in the meeting and we have received no correspondence from Moon Township to date.

She also asked for clarification on the whether the matter of Moon policing could be placed on a ballot as a referendum. Solicitor Start responded that he does not believe it can, but that if she required further information on this she should contact Allegheny County's Department of Election.

Noreen Brennan of 570 Sautter Drive wanted to follow up on what Judy Withee had asked and inquired whether you had to be a member of the Ohio River Trail in order to attend their meetings. It was responded that the meetings are open to the public and all are welcome to

attend. Noreen clarified that there is nothing preventing Commissioner Cvengros from attending the meetings and bringing the information back to the Board and stated that there would not be a need to have someone come to the Township and meet with the Commissioners.

Harriet Lewis of 222 Jackson Street wanted to thank the Crescent Township Public Works Department for keeping the America flags along McGovern looking nice. She requested that any flags that were in bad shape for the remainder of the year be removed and replaced with a new one next year since we are so close to the holidays.

Commissioner Cook asked if anyone had ever looked into the cost of the brackets that would hold the flags, and it was responded that no one has, but this could be something that we possibly look into in the future. Harriet Lewis also commented on her concerns on the Ohio River Trail being on McGovern Blvd and wondered if there was room between the railroad tracks and McGovern.

Tim Palko of 577 Sautter Drive responded to Harriet that the flags that have been changed were from left over flags and they are saving the new ones for the next season. He felt that it would be a good idea to get a different kind of poll, in order to keep the flags from being damaged.

Denny Lewis of 492 Crescent Blvd Ext asked since we are purchasing a new car for the police department under budget, he wondered if we could start looking for a four wheel drive vehicle for the police department. Commissioners Cook and Sabol responded that we have a plan in place to replace the police vehicles as necessary.

COMMISSIONERS COMMENTS

No Comment

ADJOURNMENT

A motion to adjourn the meeting was made by Commissioner Patton and seconded by Commissioner Cook. A voice vote was taken and all commissioners were in favor of the motion. The meeting adjourned at 8:42 p.m.

Certified as a true and correct copy.

Respectfully Submitted,

Patience Eckhardt
Secretary/Manager

(Seal)

