

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

On October 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 Keller and Patton announced they would be recording the meeting.

ROLL CALL

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

Assistant Secretary: Kellie Crago

Solicitor: Richard Start

PUBLIC COMMENT ON AGENDA ITEMS

Lauren Shukart 962 Harper Rd wanted to comment on the resignation of Commissioner Cvengros and open nominations for Ward 2 Commissioner. She would like the Board to wait and see who wins the election next month for this position and then fill the spot. She stated it would be the honorable thing to do.

Denny Lewis 492 Crescent Blvd Ext. commented on the discussion to appoint an Interim Secretary/Manager. He would like to see Kellie Crago appointed to the Interim position.

APPROVAL OF MINUTES

Commissioner Cook asked for a motion to approve the September 12, 2013 business meeting minutes. A motion to accept the minutes was made by Commissioner Patton. A second was made by Commissioner Sabol. A roll call vote found all Commissioners were in favor of the motion.

TREASURER'S REPORT

The Treasurer's report dated September 30, 2013 was presented to the Board for their approval. A motion to accept the September 30, 2013 Treasurer's Report as received was made by Commissioner Keller and seconded by Commissioner Sabol. A roll call vote was taken and all Commissioners were 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 \$3,311.03. Invoices due are \$32,187.47 and the estimated payroll for October is \$57,000.00. The Highway Fund for street lights is \$3,791.99. The total estimated bills for October are \$96,290.49.

CORRESPONDENCE

The Secretary/Managers office received the following correspondence for the month of September: The Legislator Locator, correspondence from Right-Sized Places, meeting minutes from Moon Township Municipal Authority and Creswell Heights Joint Authority, MRM Trustnotes, the PLGIT Monthly Market Review, and LSSE News.

SECRETARY/MANAGER'S REPORT

In the month of September the Secretary/ Managers office completed the following: handled resident complaints regarding garbage, nuisance properties and sign issues, accompanied the Engineer and Youngblood Paving Inc. to the final inspection of Sautter and Huntsridge Dr., met with the Township insurance agent regarding the renewal of the 2014 Property/Liability insurance, renewed the Health Insurance benefits for the full-time employees, prepared and participated in the Liquid Fuels audit, handled a worker's comp claim for the Fire Department, verified and established 911 address' for CSX and Allegheny County, completed Right to Know requests, completed the 2013 MMO, placed employment ads for the Police Department, handled personnel matters, participated in the preparation of the 2014 budget with the Finance Commissioner, was in contact with Valley Waste regarding the 2014 garbage contract, participated in the pre-construction meeting regarding the ADA door replacement, distributed material to employees regarding the Healthcare Marketplace. The office also handled the accounts payable and receivable, completed payroll and lien requests along with other day to day operations of the Township.

SOLICITOR'S REPORT

Solicitor Start reported their office continued discussions with the Teamsters regarding Police contract issues. The next formal meeting is scheduled for November 13, 2013 as the Union had to cancel the session scheduled for October. They also continued to review various personnel matters, assisted in responding to Right to Know requests, reviewed various issues relating to the Township health insurance policies, and attended a hearing relevant to a property owner and the condition of his premises. The property owner was ordered to correct the issues or a substantial fine would be imposed. The Township shared that it was not their desire to fine residents, but rather it was their desire to have the property cleaned up and not be offensive to the neighbors. The deadline for the resident to clean the property is later this month.

ENGINEER'S REPORT

The Year 1 MS4 sampling (20% of outfalls) is complete. Regarding 2013 Roads, all work is complete. LSSE transmitted Change Order No. 1 (final) to the contractor for execution on October 2, 2013 which is an overall decrease of 5,160.00 based on in-place quantities. Once reviewed from the contractor LSSE will transmit to the Township for review and approval with final payment request. The CD Year 39 project pre-construction meeting was held on September 30, 2013. The contractor indicated the lead time for the new doors for the building would be 6 weeks.

COMMITTEE REPORTS

PUBLIC SAFETY

Commissioner Sabol reported that during the month of September there were 138 calls for service, 139 total complaints for the month, 3 calls to assist other police departments and 2 medical calls. They issued 11 warnings for traffic offenses, 6 non-traffic citations was issued, 16 traffic citations, and 0 parking citations/warnings were issued. This brought the total citations/warnings issued for the month of June to 33. He reported there were 4 arrests for the month: a 27 year old Hispanic male, a 17 year old White male, a 21 year old White male, and a 56 year old White male. The arrests were for simple assault, simple possession, paraphernalia, DUI, indecent assault, corruption of minor, and endangering the welfare of children. Charges were filed by the Allegheny County Police General Investigations Unit upon referral from this Department.

The police cars traveled for the month of September was 2,482 miles. Repairs were made to the following cars: #107 – two new rear tires replaced by Goodyear, oil and filter changed, air conditioning accumulator/dryer replaced and state inspection all by Grady's.

There was no schooling or seminars. Officer Lenhart participated in a DUI checkpoint in Findlay Twp as part of the West Hills DUI Task Force on September 7 from 11PM-3AM. Also on September 21 from 11PM-4AM Officer Lenhart participated in a roving DUI patrol in Crescent Twp. Four traffic stops were made for various traffic offenses and warnings were issued. A fifth traffic stop resulted in a DUI arrest.

PUBLIC WORKS

Commissioner Cook reported that during the month of September Public Works worked on the following: the nuisance property located at 479 Crescent Blvd Ext, trees in the line of sight were trimmed on Bocktown and Harper Road as part of the Agility Program, catch basins were cleaned on Bocktown Rd, also part of the Agility Program, crack sealed throughout the Township (Parkwood Plan, Main, Front, Keim, and beginning of Crescent Blvd Ext), hot patched Shady Way, Keim and Cherry, responded to PA One Calls, parks were maintained and inspected every Monday, dumpster areas were cleaned around the Municipal Building, leaves and gutters were cleaned up at the Municipal Building, 80 ft. of drain pipe replaced on Crest Dr., the new Signs and posts were assembled, catch basins were cleaned before the storms, Right of Ways were maintained throughout the Township, vehicle maintenance was performed on the GMC truck including spark plugs, brakes and rotors, oil change, and front wheel bearing and the salt spreaders were greased and inspected for the winter weather.

FINANCE

Commissioner Patton reported that September was the end of our third quarter of the year. The overall budget seems to look well considering there are some line items that are running high while some are consistent and just a few are under budget. With the mandate of Act 32 for Earned Income Tax, we have seen a much greater increase in revenue this year. We have received 95% of our anticipated revenues and spent 81% of our expenditures. She did want to caution everyone with 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 next year. She asked if any purchases are needed to check with the office or herself first.

Also, due to Police negotiations, changes in Health Care premiums for 2014 and Package insurance renewal quotes, the 2014 preliminary budget could not be completed. The office has and will continue to

work very hard on finishing this project. One will be forwarded to all Board members once these specific line items are established.

PARKS AND RECREATION

Commissioner Cook reported for the Parks Board. Since they do not have a quorum there is no report.

Assistant Secretary Kellie Crago reported that the Recreation Board will meet October 21 at 7:30 PM in the multi-purpose room. They will be working on the Halloween event and planning the Christmas party. The Halloween Parade and party will be on October 26th at 1 PM with the parade starting on Main St. The party will have treats for the children, food and entertainment. Halloween Trick or Treating will be on October 31st from 6:30-8 PM.

CRESCENT TOWNSHIP VOLUNTEER FIRE DEPARTMENT

The volunteers will be out on Halloween from 6:30-8 PM with the preparation of the Police Department

VALLEY AMBULANCE AUTHORITY

Wendy Schulenburg reported that the annual solicitations for their Capital Fund drive have been mailed. Hopefully everyone will be able to make a small contribution. Medical equipment is becoming fiercely expensive. The Authority is working with a very tight budget of 3.7 million dollars and needs all the support it can get.

EMERGENCY MANAGEMENT

Denny Lewis reported the Emergency Management attended a County meeting and was commended as a Township for having all the manuals up to date and the acceptance of the Hazardous Mitigation. Last Saturday, Swift Water Rescue teams from all over Allegheny County were practicing at the Boat Club. There were representatives from the County Council present to see what was going on.

OLD BUSINESS

Commissioner Cook stated the first item under Old Business was the discussion and motion to purchase regulatory street and stop signs as proposed under the Sign Management plan. Commissioner Patton indicated the bids could be broken apart from signs and posts. Commissioner Patton made a motion to purchase signs from Vulcan and the posts from Walsh Equipment. Commissioner Sabol seconded the motion. A roll call vote was taken and found all Commissioners in favor.

NEW BUSINESS

The first item under new was the motion to accept the resignation of Commissioner Cvengros. Commissioner Patton made a motion and Commissioner Sabol seconded the motion. A roll call vote was taken and found all Commissioners in favor of the motion.

The seconded item under new business was the motion to open nominations for Ward 2 Commissioner. Commissioner Patton motion to open nominations and Commissioner Sabol seconded the motion. A voice vote was taken and found all Commissioners in favor.

Commissioner Patton made a nomination of Marguerite Schofield for Ward 2 Commissioner. Commissioner Keller nominated Mel Martz for Ward 2 Commissioner.

Commissioner Patton made a motion to close nominations and Commissioner Sabol seconded the motion. A voice vote was taken and found all Commissioners were in favor.

Commissioner Cook took a vote for nominee Marguerite Schofield. A voice vote was taken and found three (3) yes votes and one (1) no vote. Motion carried for Marguerite Schofield to become the new Ward 2 Commissioner. Commissioner Cook indicated she would resume the responsibilities Commissioner Cvangros had, which was to oversee the Parks and Recreation Boards.

The next item was the motion to accept the resignation of Parks Board president Noreen Brennan. Commissioner Patton made a motion and was seconded by Commissioner Keller. A voice vote was taken and found all Commissioners in favor of the motion.

The fourth item under new business was the discussion and motion to purchase a Ford 550 truck for Public Works. There were three bids that were received: #1 Cochran, Day Automotive and Walsh Equipment. Commissioner Cook commented that the Walsh truck was more money but the bed was made for the truck and he felt it would be built a little better. He also liked this truck because the bed could be re-used whenever the truck needed to be replaced. This would save the Township money later. Other than the bed and truck color, the bids were the same. He also commented that there was the option to use the V-Box we have and save about \$7000 off any of the bids. He stated the Public Works fund has \$20,000 put away for a purchase of a vehicle. There is also up to \$32,000 in the Liquid Fuels fund that could go toward a vehicle purchase. Commissioner Cook recommended using \$10,000 of Liquid Fuels with the additional \$20,000 in the vehicle fund for the down payment and finance the remaining amount through Ford Credit. Commissioner Keller wanted to know what the rationale of purchasing a 5 ton was over a 1 ton. He understood the cost and yearly expenses would be greater for the 5 ton. He did not feel it was the right time to purchase a new truck since the Township did not have a 2014 budget at this time. Plus there were other vehicles available to snow plow if needed. Commissioner Keller stated he would recommend a purchase of another 1 ton, not a 5 ton. Commissioner Cook felt the 1 ton could not handle the hills around the Township when there is bad weather and the 10 ton is too big to get on to some of the streets. Employee Shawn Collins was asked about the safety of the 1 ton. He commented that the floor boards had holes in them and the exhaust came through. He also stated the difficulty of driving the truck while it was loaded with salt going up the hill at Harper Village. Some mechanical and repair issues were discussed. Commissioner Keller wanted to know his opinion on purchasing a 1 ton over a 5 ton. Mr. Collins said they could go with either way depending on what they were doing but it was difficult plowing in the 1 ton because of the weight of the salt. Commissioner Cook asked Mr. Collins' opinion on a 9ft. plow versus the 8.6 ft. plow. Mr. Collins felt the 9 ft. would be able to do the job in some of smaller areas. Commissioner Patton commented that public works had spent about \$7,500 on repairs already this year and \$9,000 has been budgeted and the year is not over yet. Commissioner Sabol questioned the bed from Day Automotive versus Walsh Equipment. Commissioner Cook gave Commissioner Sabol some details about the differences between the two beds. Commissioner Patton made a motion to purchase the truck from Walsh Equipment for \$79,977.75 and finance through Ford Credit with a \$20,000 down payment from the Township and \$10,000 from Liquid Fuels and Commissioner Sabol seconded the motion. A roll call vote was taken and found all Commissioners in favor of the motion.

The fifth item under new business was the discussion and motion to appoint an Interim Secretary/Manager. Commissioner Cook made a motion to appoint Kellie Crago as the Interim Secretary/Manager and Commissioner Keller seconded the motion. A roll call vote was taken and found all Commissioners in favor of the motion.

The next item on the agenda was the acknowledgement of Andrew Horvath's achievement of reaching the rank of Eagle Scout. Commissioner Keller made a motion to acknowledge Andrew Horvath and Commissioner Sabol seconded the motion. A roll call vote was taken and found all Commissioners in favor of the motion.

The seventh item under new business was the motion to approve Change Order No. 1 (final) for the 2013 Roadway Improvement Program awarded to Youngblood Paving, Inc., decreasing the Contract price in the amount of \$5,160.00. Commissioner Sabol made a motion and Commissioner Patton seconded the motion. A roll call vote was taken and found all Commissioners in favor of the motion.

The eighth item under new business was the motion to approve the Partial Payment Request No. 2 (final) from Youngblood Paving, Inc. in the amount of \$9,490.47. Commissioner Keller made a motion and Commissioner Sabol seconded the motion. A roll call vote was taken and found all Commissioners in favor of the motion.

The next item under new business was the motion to accept the resignation of Tim Palko as Parks Board member. Commissioner Keller made a motion and Commissioner Sabol seconded the motion. A roll call vote was taken and found all Commissioners in favor of the motion.

The ninth item under new business was the motion to accept the resignation of Tim Palko as Public Works Supervisor. Commissioner Sabol made a motion and Commissioner Keller seconded the motion. A roll call vote was taken and found all Commissioners in favor of the motion.

The last item under new business was the motion to advertise for a Public Works position. Commissioner Sabol made a motion and Commissioner Keller seconded the motion. A roll call vote was taken and found all Commissioners in favor of the motion.

PUBLIC COMMENT

Lauren Shukart of 962 Harper Rd wanted to know what the settlement amount that was paid to Ms. Eckhardt. Solicitor Start indicated he did not recall the amount because the insurance company paid the full amount and nothing came from the Township funds. She also wanted to know what the expense was for advertising for the Secretary/Manager position. Commissioner Cook responded the Township is using a firm that specializes in Municipal recruitment for advertising. The township has not received a bill for their services yet. The Assistant Secretary remarked the total advertising expense so far from the Post Gazette and Beaver County Times was about \$1500. Commissioner Patton stated that that amount was standard for all advertising. Mrs. Shukart asked what the Interim would be paid. Commissioner Cook stated she would be paid an additional \$2.00/hour for a total wage would \$18/hour. Once the position was permanently filled the Assistant Secretary would have the option to go back down to \$16/hour. Mrs. Shukart commented that this was the third public works supervisor in five years and she read in the minutes there were 8 Secretaries in ten years. She feels there is a red flag with people coming and going and there are problems. One thing she addressed years ago was when a previous Board President was also in charge of Public Works and Commissioner Cook was not in charge of a Department. She feels the Township is in the same boat again. She also thought it was very disrespectful to appoint the new Commissioner a department this evening and Commissioner Keller had none. She felt the right thing to do for Commissioner Cook was to pick either Commissioner of Public Works or Board President and then give the other to Commissioner Keller. Commissioner Cook responded that the biggest problem in general with Crescent Township is that we cannot pay what neighboring communities pay, especially the police department. He felt that until the Township could afford the same pay as other municipalities,

there will be turnover. Mrs. Shukart responded that her husband did not leave because of the pay it was because of the integrity of some Board Members.

Harriett Lewis 222 Jackson St wanted to know why the resignation letters were not being read to the public. Solicitor Start indicated they would be available for anyone to review.

Natalie Shoop 1272 Needham St commented that she was still waiting to get her street swept. There are potholes down there that she could stand in and were above her ankles. Commissioner Cook responded that her street will not be swept this year as the sweeper already came through the Township. Only select streets were done. The streets that were swept were not chosen by the Board of Commissioners. She indicated where some large potholes were located near her house and asked if they could be patched by Public Works.

Denny Lewis wanted to add to his Emergency Management report that at the last meeting he commented on the trees on Spring Run Rd. He contacted Allegheny County Public Works the next day and they came out to look at the trees. He was not sure if they did anything or not, but they did come out and look at the tree situation.

COMMISSIONERS COMMENTS

Commissioner Keller wanted to thank everyone that came out this evening to support the Township. Also, said he was glad to see Harriett Lewis back from her health problems.

Commissioner Sabol wanted to let everyone know that Commissioner Cvengros had to resign because she moved to Robinson. He remarked it was a pleasure working with her and wishes her well. She did a great job with the Parks and Recreation Board and will be missed by all Board members.

Commissioner Cook commented that Noreen Brennan also moved from the Township and was unable to hold her position.

A motion to adjourn was made by Commissioner Sabol and seconded by Commissioner Keller. A voice vote was taken and found all Commissioners in favor. The meeting was adjourned at 8:23 PM.

Certified as a true and correct copy.

Respectfully Submitted,

Kellie L. Crago
Assistant Secretary

(Seal)

