

**Township of Crescent
Board of Commissioners
Monthly Business Meeting
November 12, 2015**

On November 12, 2015 the monthly meeting of the Crescent Township Board of Commissioners was called to order at 7:00 P.M. in the Crescent Township Municipal Building 225 Spring Run Road, Crescent, Allegheny County, Pennsylvania.

Commissioner Meredith led the Pledged of Allegiance

ROLL CALL

Those present - Commissioners: President Jerry Keller, Vice-President Todd Miller, Joe Sabol, Bill Cook and James Meredith

Secretary/Manager: Kellie Crago

Solicitor: Richard Start

PUBLIC COMMENT ON AGENDA ITEMS

Karen Patton 576 Sautter Drive wanted to know if the engineer approved the new tar and chip and if they recommend this in a residential neighbor area because in the past the engineer did not recommend tar and chipping in residential areas.

APPROVAL OF MINUTES

Commissioner Keller asked for a motion to approve the October 8, 2015 business meeting minutes. Commissioner Miller made a motion and was seconded by Commissioner Sabol. A roll call vote was taken and found all commissioners in favor of the motion. The motion carried.

TREASURER'S REPORT

The Treasurer's report dated October 31, 2015 was presented to the Board for their approval. A motion to accept the October 2015 Treasurer's Report as received was made by Commissioner Meredith and seconded by Commissioner Miller. A roll call vote was taken and found Commissioners in favor of the motion.

LIST OF BILLS

The list of bills was presented

The funds removed prior to the monthly meeting	\$ 37,062.15
Invoices due	\$ 2,128.37
Estimated payroll for November	\$ 44,000.00
Highway Fund for street lights	\$ 3,485.46
The total estimated bills for November	\$ 86,675.98

A motion to pay the bills was made by Commissioner Cook and seconded by Commissioner Meredith. A roll call vote was taken and found all Commissioners in favor of the motion.

CORRESPONDENCE

Ms. Crago reported for the month of October the office received the following items: Notice from Keystone Collections, meeting minutes from Moon Township Municipal Authority, the PLGIT Perspectives, the PLGIT Monthly Market Review, LSSE News, the MRM Trustnotes, Creswell Heights Joint Authority Board meeting minutes, Legislative Locator, CoSTARS Connection, Verizon Fios TV channel updates, Xfinity TV channel updates, Notice of Nonrenewal from National Casualty Company, the township also received a refund check from our Worker's Comp carrier, MRM, in the amount of \$2820.20.

MANAGER'S REPORT

Ms. Crago reported the office completed the following in the month of October: Participated in a number of webinars pertaining to GASB 50 & GASB 75 and Winter Storms and Municipalities, attended the Government Pittsburgh Airport Area Chamber of Commerce Symposium, and Pipeline Safety Management. Handled a workers comp claim, cancelled health insurance coverage through UPMC and initiated coverage through Highmark, attended meetings pertaining to MS4's, handled requirements for a zoning hearing, advertised for ordinances, worked on the 2016 proposed budget and CDBG pre-application, worked on obtaining quotes for carpet installation for the building, completed quarterly tax returns and RTK requests, contacted Allegheny County Health Department concerning property in the Township, contacted Allegheny County Conservation District concerning a Memorandum of Understanding, submitted applications for Public Entity Professional Liability Insurance and renewed the Township General Liability Insurance for 2016. Worked with the code enforcer concerning properties throughout the township, completed the Workers Comp audit with MRM, contacted Allegheny County concerning Right of Ways throughout the township, completed all the accounts payable, receivable, payroll, and other day to day operations of the township.

SOLICITOR'S REPORT

Solicitor Start reported their office has reviewed the CDBG Grant application and proposed Resolution, documents concerning the Verizon tower, the 2016 TAN loan and proposed legal advertisement along with personnel matters.

ENGINEER'S REPORT

Ms. Crago reported the Concurring Resolution for the CDBG project was resigned on November 4, 2015 with a correct amount. The final application was due on November 10. LSSE submitted the application on the Township's behalf.

PUBLIC SAFETY

Commissioner Miller reported the following for the month of October 2015:

- Total Complaints for the month 113
- Assists other departments 18
- Medical calls 3
- Total citations/warnings issued month 15
- Total miles traveled 3713

Repairs made:

Car 105- oil filter, rear brake light switch replaced- Grady's

Car 106- 2 new rear tires- Goodyear

DUI Task Force:

On Saturday, October 31, from 11:00-4:00AM, Officer Scott participated in a DUI roving patrol in Crescent Township as part of the West Hills DUI Task Force. Two warnings were issued for moving violations. There were no DUI arrests.

PUBLIC WORKS

Commissioner Meredith reported for the month of October the department completed the following:

- Patched potholes throughout the township
- Picked up litter
- Cleaned the parks
- Repaired the leaf vacuum
- Prepared all trucks and backhoe for the upcoming winter
- Cut grass on nuisance and township properties
- Calibrate, lubricate and prepare salt spreaders
- Painted plow on the 10 ton truck
- Clean and organize garbage bay's for Election Day
- Strip and wax floors in multipurpose room and police station
- Review winter policies, procedures and plow routes
- Worked on Moxon Street; dug out along roadway and installed stone for drainage, patched potholes and side of roadway that was deteriorated
- MS4 work performed:
 - Administrative requirements such as written plans and organization
 - Attended MS-4 workshop
 - Cleaned inlets

FINANCE

Commissioner Keller reported the Township is 83% through the year and collected 93% of the budgeted revenue and spent 83% of the budgeted expenses. The township is running a little ahead of schedule. Commissioner Cook wanted to know what the projected surplus at the end of the year will be. Commissioner Keller noted he did not have a chance to look at the projected surplus because he was working on the budget. Commissioner Cook felt this figure could be an important part of next year's budget.

PARKS AND RECREATION

Commissioner Sabol reported the Halloween Parade and Party was fun for everyone. Fifty-six (56) children were there. A big thank you to everyone that helped; the Police, Firemen, Girl Scouts, Commissioners Meredith and Keller and volunteers.

The next meeting will be Nov. 16th at 7:30 PM in the Multi-Purpose room; we will be planning the Christmas Party.

The Parks Board made a deposit of \$630 from the proceeds from the election. That brings the total to \$9,195.86 in the account. Discussion of holding three events early next year are; a quarter carnival in

January. Jerry will look into the availability of the fire hall. Family game night will be held in February and a Movie night in March. Further details will be discussed at the next meeting.

CRESCENT TOWNSHIP FIRE DEPARTMENT- None

VALLEY AMBULANCE AUTHORITY – None

EMERGENCY MANAGEMENT

Chief Zimmel reported for Denny Lewis. In October, he attended a Pipeline Safety class with the township Manager and Public Works Foreman and attended the Emergency Management meeting in Point Breeze. On October 29, after Trick or Treat, Emergency Management held a party for the Fire Department. He wanted to give a special thanks to Fox's Pizza and Patrick's Pub for their donation of pizza and wings.

OLD BUSINESS

The first item under old business is the discussion on the proposed 2016 budget and motion to advertise. Commissioner Keller asked for comments. Commissioner Cook commented on a number of line items he felt were off for the budget; delinquent tax collection was too high, the capital reserve transfer will put the account in a lean status, wages increased but taxes did not, the wireless bill went down in one department and wanted to know how since most companies wireless bills keep going up. He feels the line items he is talking about have been going up the last couple of years yet for 2016 they decreased and he wanted to know why. He feels in order for Crescent Township to survive someone needs to find ways to find more revenue, cuts costs, or raise taxes. He feels there are flaws in the budget from the road program to the allocation of Riverview Road. Commissioner Miller commented that the budget is extremely tight and there is not fat on the budget. Commissioner Keller noted he worked with what he had and these were the dollars he had to work with. There was discussion on the police overtime and why it was not raised for next year. Commissioner Miller noted this was addressed with the department and should be controlled for next year. Commissioner Meredith made a motion to advertise the 2016 budget and Commissioner Miller seconded the motion. A roll call vote was taken and found all commissioners in favor of the motion besides Commissioner Cook. The motion was granted with a 4-1 vote.

The second item under old business was the discussion and motion to approve Ordinance 560, which if adopted would allow the placement of stop signs on Florence Drive at the intersection of Spring Run Road and Hart Drive. Commissioner Meredith made a motion to approve Ordinance 560 and was seconded by Commissioner Sabol. A roll call vote was taken and found all commissioners in favor of the motion. The motion was granted.

NEW BUSINESS

The first item under new business was the motion to advertise Ordinance 561; which if adopted would set the 2016 tax rate at 6.4 mils; 5.9 mils for general expenses and .5 mils for the Fire Department. Commissioner Miller made a motion to advertise and was seconded by Commissioner Meredith. A roll call vote was taken and found all commissioners in favor of the motion besides Commissioner Cook. The motion was granted with a 4-1 vote.

The second item under new business was the motion to approve the advertisement of Ordinance 562; which if adopted would appropriate the fund equities, revenues and other financing sources available for the year 2016. Commissioner Meredith made a motion to advertise and was seconded by Commissioner

Miller. A roll call vote was taken and found all commissioners in favor of the motion besides Commissioner Cook. The motion was granted with a 4-1 vote.

The next item on the agenda was the motion to approve the advertisement to receive bids for the 2016 TAN loan in the amount of \$250,000.00. Commissioner Sabol made a motion to advertise and was seconded by Commissioner Meredith. A voice vote was taken and found all commissioners in favor of the motion. The motion was granted.

The fourth item on the agenda was the discussion on the 2016 road program. Commissioner Meredith explained the two roads up for paving are Chanticleer and the remaining portion of Sautter Drive. He explained the engineer indicated six catch basins needed to be installed along the remaining portion of Sautter before it could be paved. This would cost approximately \$85,000 if it was bid out to contractors. The proposal is for the public works department to install the catch basins in house next year at an approximate cost of \$22,000 for materials, not including man power. The project will take 2-3 months to complete. This will allow the road to be paved in 2017 at a cost of around \$100,000. He also agreed with Commissioner Cook that the budget is extremely tight and additional revenue is needed in the township in order to maintain services. An increase of taxes may be needed in order to maintain the level of services it has been providing. Commissioner Cook asked how many feet was the project. Commissioner Meredith responded 661 feet. Ms. Crago informed everyone Brain Cain has spoken with the township engineer regarding this project. They will be reviewing all his drawings for accuracy before starting. They will be charging the township a fee of \$500 for this project instead of a \$2000 fee due to Brain's work. Brain will also be repairing the catch basins on Chanticleer Drive before the paving project. Commissioner Meredith also discussed possible roads that could be tarred and chipped by the State. Further discussion will take place at the workshop meeting.

The fifth item was the motion to approve partial payment No.1 in the amount of \$101,054.83 to A Folino Construction pertaining to the 2015 road program. Commissioner Cook wanted to know if the engineer had made the recommendation. Commissioner Miller noted it was in the packet. Commissioner Cook made a motion and was seconded by Commissioner Miller. A roll call vote was taken and found all commissioners in favor of the motion. A roll call vote was taken and found all commissioners in favor of the motion. The motion was granted.

The sixth item was the motion to ratify and affirm Resolution R-15-2015, a Concurring Resolution confirming that the Township has formally requested a grant in the amount of \$19,300.00 for the installation of three ADA accessible entrances at the Crescent Municipal building. Commissioner Miller made a motion and was seconded by Commissioner Sabol. A roll call vote was taken and found all commissioners in favor of the motion. The motion was granted.

The last item under new business was the discussion to replace the carpet in the manager's office, the copy room and the Board meeting room. Three bids were placed in the packet. Commissioner Miller asked Commissioner Cook for his recommendation. Commissioner Cook indicated the first bid was not comparable because it was not the same product as the other two vendors. There was discussion on the other two bids being too low and too high and was suggested by Commissioner Cook to table the bid. He also wanted to know why with the tight budget we had we were even replacing carpet in the first place. Commissioner Miller made a motion to table the motion to replace the carpet and was seconded by Commissioner Sabol. A voice vote was taken and found all commissioners in favor of the motion.

PUBLIC COMMENTS

Judy Cook 1409 River Road indicated there is a 10 foot section by the old ash pile where they dug all the rocks out water is running out over the road. In the winter time, it will turn to ice.

Karen Patton 576 Sautter Drive she is aware the township has a junk vehicle ordinance. There is a resident on Sautter Drive that has a motor home that has not been inspected or registered for many years. Why has this not been enforced? Also, if the budget is so tight, why are you replacing carpet for the office and meeting room. She does not feel the carpet is in that bad of shape.

Tom Chura 1297 Maple Street received a notice from a law firm indicating he did not pay his taxes from 1999. He has two pieces of property. In order to receive a receipt, you would need to send a stamped envelope for each tax bill. In that particular year he believes he only sent in one envelope. Since it was such a long time ago, he does not have documentation indicating the payment was made or not made. He is asking the township work with him to reduce now \$175 tax bill. The face value of the tax bill \$61.

Bryan Morrow 315 Shady Drive was concerned about the 2016 budget. He heard from the board a lot of “what if’s” and where is the township going to get the money needed for the budget each year. He feels budget’s need to be nailed down in order to set one and it sounded like tonight this Board did not have one nailed down. He also agrees the Board should know if there should be money left over at years end, even if it is minor. He does not mind cuts, but he does not want services cut. He feels the only way for increase revenue is this township to increase taxes. Nobody wants another tax increase. His solution is to start spending time with Moon Township and become part of Moon. He feels that unless the Board can guarantee the Earned Income Tax can support the increase expenses in the township every year, then the Board needs to start spending time with Moon Township. The services are here in Crescent, although the money is not here anymore to maintain them. He does not want to see the residents crippled with tax increases. He challenges Board members to publically announce it is the right thing to do and start merging services with Moon. Do it for the future for the township.

Jeff Gagat 1638 Aster Lane wanted to know if there was a follow up to the detention ponds in Parkwood Development.

COMMISSIONER COMMENTS

Commissioner Cook stated he was disappointed in the Board. They sat at the table noting the budget was not solid yet four out five voted to pass it. He is not saying the budget will fail but this budget is extremely tight. He feels the Board should be setting an example and he did not feel the Board did that this evening by passing this budget. He hopes he is wrong about the 2016 budget.

Commissioner Keller thanked all the residents for coming out on Election Day and wanted to congratulate the two new members of the Board that will start in January.

A motion to adjourn the meeting was made by Commissioner Cook and was seconded by Commissioner Sabol. A voice vote was taken and found all commissioners in favor of the motion. The meeting adjourned at 8:03 PM

Respectfully Submitted,
Certified as a true and correct copy

Kellie L. Crago
Township Manager / Secretary

