

**Township of Crescent  
Board of Commissioners  
Monthly Business Meeting  
January 9, 2014**

On January 9, 2014 the monthly meeting of the Crescent Township Board of Commissioners was called to order at 8:20 P.M. in the Crescent Township Municipal Building. 225 Spring Run Road, Crescent, Allegheny County, Pennsylvania.

Commissioner Keller asked Chief Zimmel to lead the salute to the flag

**ROLL CALL**

Those present: Commissioners: President Jerry Keller, Vice President Todd Miller, Commissioners Bill Cook, Joe Sabol and Mark Schukart

Interim Secretary/Manager: Kellie Crago

Solicitor: Richard Start

**PUBLIC COMMENT ON AGENDA ITEMS**

None

**APPROVAL OF MINUTES**

Commissioner Keller asked for a motion to approve the December 12, 2013 business meeting minutes. A motion to accept the minutes was made by Commissioner Miller and seconded by Commissioner Sabol. A voice vote was taken and found all Commissioners in favor of the motion.

**TREASURER'S REPORT**

The Treasurer's report dated December 31, 2013 was presented to the Board for their approval. A motion to accept the December 31, 2013 Treasurer's Report as received was made by Commissioner Miller and seconded by Commissioner Cook. A voice vote was taken and found 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 \$40,646.30. Invoices due are \$19,643.52 and with an estimated payroll of \$40,000.00. The Highway Fund for street lights is \$3,791.96. The total estimated bills for January are \$104,081.78. A motion to pay the bills was made by Commissioner Miller and seconded by Commissioner Schukart. A roll call vote was taken and found all Commissioners in favor of the motion.

**CORRESPONDENCE**

The Interim Secretary/Manager stated the office received the following correspondence for the month of December: Meeting minutes from Moon Township Municipal Authority, Allegheny County Economic

Development, MRM Trustnotes, the Legislator Locator, Creswell Heights Joint Authority special board meeting and regular board meeting minutes, the PLGIT investment quarterly, a letter from Leidos Engineering, and the PLGIT monthly market review.

### **SECRETARY/MANAGER'S REPORT**

Interim Secretary/Manager reported for the month of December the Secretary/Manager's office completed the following: handled a workers compensation claim, followed up on the CITF audit, handled the renewal of the Township and Tax Collectors/Treasurers' bonds, filed a property insurance claim for the Walters Pavilion, worked with the Building inspector and solicitor regarding a Uniform Construction Code appeal, completed the power of attorney transfer to TALX, was in contact with Valley Waste regarding the transfer of service, fulfilled right to know requests, updated the Township website, handled all the accounts payable and receivables, completed lien letter requests, handled residents calls and concerns, and all other day to day operations of the office.

### **SOLICITOR'S REPORT**

Solicitor Start reported their office continues to monitor Tax Appeals that have been filed. They also reviewed the Tax Anticipation loan package and issued a solicitor's opinion regarding the annual loan. Their office worked with the Township regarding a Uniform Construction Code. Lastly, a meeting has been set for later this month with the Teamsters relevant to the Police contract.

### **ENGINEER'S REPORT**

Ms. Crago read the December report from Lennon, Smith, Souleret Engineering. Regarding MS4, follow-up is to be completed by March 2014. Pertaining to the CD Year 39 project, all doors and hardware have been delivered to the contractor. Installation will occur as soon as two viable weather days are available. The Contractor is to contact LSSE and the Township in advance of the installation. Ms. Crago remarked that the door for Public Works was installed this morning and will install the multi-purpose room doors tomorrow or early next week.

### **PUBLIC SAFETY**

Commissioner Miller reported that during the month of December there were 128 calls for service, 128 total complaints for the month, 7 calls to assist other police departments and 4 medical calls. They issued 11 warnings for traffic offenses, 5 non-traffic citations was issued, 1 traffic citations, and 0 parking citations/warnings were issued. This brought the total citations/warnings issued for the month of December to 17. There were 10 arrests for the month. Charges included DUI's, disorderly conducts, burglaries, and/or driving arrests. The police car #105 traveled 1534 miles, car #106 traveled 1079, and car #107 traveled 855. Car 105's alternator was replaced at Grady's. Several burglaries that occurred on School Street this year we solved by officers, resulting in two arrests, and the recovery of stolen items from the latest burglary.

### **PUBLIC WORKS**

Commissioner Schukart reported the Public Works department removed signs and installed new ones with breakaway posts in the Huntsridge plan. Employees worked on the snow plows cylinders and hydraulic system, greased and oiled the 10 ton, put up Christmas decorations, replaced the lights at the monument, was called out for snow removal after hours, performed general clean-up of the trucks and garage, and cleaned the catch basins.

## **FINANCE**

Commissioner Keller noted for 2013 the Township collected 105.21% of the budgeted Revenues and spent 97.5% of the budgeted expenditures. The Township ended up with a surplus of \$108,238.41 for the year. This was transferred into the Capital Reserve Fund. The Capital Reserve Fund now holds \$212,245.56. The Tax Anticipation loan with PNC Bank went through and \$300,000 was deposited into the Township account. Commissioner Keller noted the financial report the Commissioners received showed a total expense of 103.5%. This included the \$108,223.41 that was transferred into the Capital Reserve. The 97.5% figure he reported represents the actual expenses for the 2013 fiscal year without the capital reserve transfer.

## **PARKS AND RECREATION**

Commissioner Sabol reported on the Recreation board. The Christmas party went well with approximately 93 kids attending. The Board would like to thank Kellie Crago, the commissioners, road department, police department, fire department, and all those had helped to make the party a wonderful day. The board's next meeting is January 20, 2014 at 7:30 PM in the multi-purpose room. This will be their re-organizational meeting. Commissioner Sabol especially wanted to thank the Public Works department for all their hard work in preparing for the party.

## **CRESCENT TOWNSHIP VOLUNTEER FIRE DEPARTMENT**

Denny Lewis reported there were 77 calls in 2013. About 40% of the calls were mutual aid. For 2014, they already have had 7 calls. The Fire Department is looking for new members. Several of their new members are presently enrolled in the fire academy. The department holds a Bingo every Sunday night and all are encouraged to attend.

## **VALLEY AMBULANCE AUHORITY**

No report

## **EMERGENCY MANAGEMENT**

Denny Lewis reported that in a few weeks he, Chief Zimmel and Ms. Crago will be meeting with a company called CodeRED. They specialize in emergency notification systems. They will also be talking with Moon Police to ask about their system that is already in place and compare the two. He announced that Leo Laffey and Dan Muller are the Emergency Management assistants.

## **OLD BUSINESS**

None

## **NEW BUSINESS**

The first item under new business was the motion to accept the resignation of part-time office Jeffery Hussar. Commissioner Miller made a motion to accept the resignation of part-time officer Jeffery Hussar and Commissioner Sabol seconded the motion. A voice vote was taken and found all commissioners in favor of the motion.

The next item on the agenda was to approve Resolution R-13-14 which authorizes the issuance of a Tax and Revenue Anticipation Note through PNC Bank. Commissioner Cook made a motion to approve Resolution R-13-14 to authorize the issuance of a Tax and Anticipation Note through PNC Bank and was

seconded by Commissioner Miller. A voice vote was taken and found all commissioners in favor of the motion.

The third item on the agenda was the motion to approve Resolution R-14-14 which waves the 5% contribution of the full time Police Officers to the Pennsylvania Municipal Retirement System for the year 2014. Commissioner Cook made a motion to approve Resolution R-14-14 and was seconded by Commissioner Miller. A voice vote was taken and found all commissioners in favor of the motion.

The fourth item on the agenda was the motion to approve Resolution R-15-14 which waves the 3% contribution of the full time non-uniform employees to the Pennsylvania Municipal Retirement System for the year 2014. Commissioner Cook made a motion to accept Resolution R-15-14 and Commissioner Sabol seconded the motion. A voice vote was taken and found all commissioners in favor of the motion.

The next item on the agenda was the discussion and motion on scheduling and advertising four workshop meetings for 2014. Commissioner Keller made a motion to postpone a discussion on the four workshops until everyone had a chance to check their individual schedules. Commissioner Cook seconded the motion. A roll call vote was taken and found all commissioners in favor of the motion.

The sixth item on the agenda was the motion to advertise the regularly scheduled Business meetings of the Crescent Township Boards and Committees for the 2014 year. Commissioner Miller made a motion to approve the advertisement and Commissioner Schukart seconded the motion. A voice vote was taken and found all commissioners in favor of the motion.

The seventh item on the agenda was the discussion and motion to approve the transfer of the Delinquent property tax escrow account from the Law Office of Ira Weiss to their new name of Weiss Burkhardt Kramer LLC. Commissioner Cook made a motion to approve the transfer of the delinquent property tax escrow account to Weiss Burkhardt Kramer LLC and Commissioner Miller seconded the motion. A voice vote was taken and found all commissioners in favor of the motion.

The next item on the agenda was the discussion and motion on establishing a fee for a Uniform Construction Code Appeal. Interim Secretary/Manager Ms. Crago gave an overview on what administrative fees would be involved and gave a recommendation for reimbursement of the three (3) board members. She also explained an appeal process lasts 30-60 days. Solicitor Start indicated neither his fee nor the Township engineer's fee could be included in the appeal fee. He suggested a minimum of \$500 for the administrative portion of the fee. Commissioner Cook made a motion to set the Uniform Construction Code appeal fee to \$150, which equates to \$50 per board member per hearing plus an additional \$1000 administrative fee and any remaining funds will be refunded to the party after the appeal process is over. Commissioner Miller seconded the motion. A roll call vote was taken and found all commissioners in favor of the motion.

The ninth item on the agenda was the discussion and motion to purchase garage doors for the Municipal building. Commissioner Cook made a motion to replace the doors once the tax money started to come in. There was discussion on the safety issue of the doors, their deteriorating state, and options of replacing one door if needed sooner than when tax money was coming in, or even closer to March. Commissioner Cook read the proposal from Electric Garage Door Sales aloud listing the price, specs, and what was covered. Discussion continued about patching them now and replacing them in the near future or replacing a couple of them now and the rest as needed. Commissioner Miller made a motion to replace all five (5) garage doors with a 25 gauge insulated steel door for a total cost of \$6561.00 and Commissioner Cook seconded the motion. A roll call vote was taken and found all commissioners in favor of the motion.

The tenth item on the agenda was the discussion and motion on how meeting minutes are to be documented. Commissioner Miller stated the commissioner classes he has attended suggested to summarize minutes not document verbatim. Solicitor Start was asked what other municipalities do in regards to the minutes. He responded it varied but the law requires it to be a summary and beyond that it is the preference of the municipality. Discussion was on how useful the detailed minutes have been in the past for other Boards to refer to for certain situations and how the meetings will now be videotaped in their entirety. Commissioner Miller made a motion to capture minutes in a summary form and was seconded by Commissioner Schukart. A roll call vote was taken and found Commissioner Sabol, Schukart, Miller, and Keller in favor of the motion with Commissioner Cook opposed. The motion passed with a 4-1 vote.

The next item on the agenda was the discussion and motion to transfer the balance of the Citizens Capital Reserve in the amount of \$212,245.56 to the PLGIT Capital Reserve and close the Citizen Capital Reserve account. Commissioner Cook made a motion to transfer the balance of the Capital Reserve in the amount of \$212,245.56 from Citizen's to PLGIT and was seconded by Commissioner Miller. A roll call vote was taken and found all commissioners in favor of the motion.

The twelfth item on the agenda was the discussion and motion to transfer the Citizens General Fund in the amount of \$1,181.54 to PNC General Fund and close the Citizens General Fund account. Commissioner Cook made a motion to transfer the \$1,181.54 from the Citizen account to the PNC General Fund and close the Citizen account and was seconded by Commissioner Miller. A roll call vote was taken and found all commissioners in favor of the motion.

Also on the agenda was the discussion and motion to transfer the balance of the Citizens Payroll account in the amount of \$.03 to the PNC Payroll account and close the Citizens Payroll account. Commissioner Cook made a motion to transfer the amount of \$.03 and then close the account and was seconded by Commissioner Miller. A roll call vote was taken and found all commissioners in favor of the motion.

The fourteenth item on the agenda was the discussion and motion to transfer the Citizens Parks Board account and remaining funds of \$8,541.86 to a new Parks Board account that will be established at PNC Bank. Commissioner Miller made a motion to close the Parks Board account with Citizens and transfer the balance of \$8,541.86 to a new PNC Account and was seconded by Commissioner Cook. A roll call vote was taken and found all commissioners in favor of the motion.

The next item on the agenda was the discussion and motion to transfer the Township credit card from Citizens Bank to PNC Bank. Commissioner Cook made a motion to transfer the Township credit card from Citizens Bank to PNC Bank and was seconded by Commissioner Miller. A roll call vote was taken and found all commissioners in favor of the motion.

The sixteenth item on the agenda discussion and motion to hire one part-time officer, Kevin Scott, as recommended by the Civil Service Commission. Commissioner Miller made a motion to approve the hiring of Kevin Scott and was seconded by Commissioner Sabol. A roll call vote was taken and found all commissioners in favor of the motion.

The last item on the agenda is the discussion and motion to set the 2014 garbage fee at the \$178.00 if paid by 5/31/2014, also allowing a 2% discount if paid by 4/30/2014 and a 5% penalty if paid after 5/31/2014. There was discussion on the mailing date of the invoices and Ms. Crago indicated Jordan Tax Service would be mailing the garbage bills out on 3/1/2014. Commissioner Miller made a motion to set the garbage rate at \$178.00 for 2014 with a 2% discount if paid by 4/30/2014 and a 5% penalty if paid after 5/31/2014 and was seconded by Commission Cook. A roll call vote was taken and found all commissioners in favor of the motion.

## **PUBLIC COMMENTS**

Anita Lasik, 1361 Front Street, felt that detailed meetings minutes are helpful. She wanted to know if meeting videos would be available in the future. She also felt the public should have the right to review the meeting minutes before they were approved since there are public comments and wanted to make sure the wording was correct. Commissioner Keller told her MCA-TV will store the meetings on DVD and will have them for future reference. Mr. Koepfinger stated the Township will also give a copy for their office.

Karen Patton, 572 Sautter Drive, also wanted to comment on the meeting minutes. She believes the Board made a mistake on changing the way they are going to be recorded. She noted that past Boards have used the detailed minutes for previous situations. She felt it would be easier to go through minute books instead of video tapes.

Dorothy Cardimen, 534 Henggi Drive, wanted to know who would determine what is considered an outline versus detailed for meeting minutes. She felt videotaping was good but for a quick reference written should be used. At Ms. Cardimen's request, Solicitor Start responded that it is ultimately what the scribe prepares and what is ultimately approved by the commissioners. He suggested looking into new technology called Dragon, which records and prints everything that is said. Commissioner Sabol indicated he uses Dragon and the Township would need a more expensive model for recording meetings due to the multiple voices. Commissioner Sabol and Keller asked Ms. Crago to do some research on the Dragon and see what options were available to the Township.

Renee Whiteman, 156 McGovern Blvd, she feels for efficiency reasons technology is the way to go and as a community the Township needs to move ahead. She noted that if there is a concern about accuracy, everything that is written is subjected to interpretation of what the Secretary heard. Video will show who said what, and when. She indicated she expects the elected officials to be professional and respect each other and have a certain level of trust among each other and there would be no need of digging into "He said", "She said", or "What said". Ms. Whiteman noted later in discussion, she agrees the minutes could be used for reference and the DVD could provide a backup for more detail.

Wendy Schulenburg, 683 Crescent Blvd, indicated Valley Ambulance changed the format of their minute's years ago. They note the topic, discussion and recommendation in their minutes. She noted for references, the minutes can be very detailed even in a summary form. She did not think the DVD would replace the minutes but would be used to more details if needed.

Jan Neimeyer, 32 McGovern, questioned what the fee would be if the Township had to pay for the MCA-TV service. Jim Koepfinger indicated the fee would be \$50.00 for the broadcast.

Denny Lewis, 492 Crescent Blvd Ext., noted adding to his Emergency Management report, due to the cold temperatures that occurred this past week, there was discussion on opening a warming center if needed. If there was an outage of electric or gas, one would have been opened at the Fire Hall. Commissioner Keller wanted to know how the residents would be informed if one was opened. Mr. Lewis stated the Fire Department would go door to door and make PA announcements.

Harriet Lewis 222 Jackson Street noted that the Civic Club delivered 47 poinsettias to the people in the Township for Christmas. The Civic Club also stopped selling shirts. Over the past 5 years they sold \$17,000 worth of shirts. \$14,000 of the sales went to phone home cards for the military and the remaining amount was the overhead cost.

## COMMISSIONER COMMENTS

Commissioner Miller informed Ms. Lasik the agenda was available before the meetings. She stated she wanted to review the meeting minutes before the meeting for accuracy on the Public Comments, not the agenda. She thought in the past, the public had the right to review the minutes before they were approved. Commissioner Cook had indicated in the past the minutes were sitting on the table before they were approved by the Board. They found out this was incorrect, and it was changed that minutes could not be distributed until after the board approves them at the meeting. He also indicated residents had the option to address any correction of the minutes and to bring it to the Boards attention. Commissioner Miller also wanted to know if we could add to our website that the Fire Department is looking for volunteers, and maybe link it to their website. He does not want to see the department go downhill. There was discussion on the benefits of volunteer firefighters and schooling through CCAC.

Commissioner Cook wanted to talk about the meeting minutes and how they are history and truly unique. He stated books are knowledge and even with all the technology that is coming, he did not think books would disappear. He felt meeting minutes are an important decision and should be enjoyed for years to come. He wanted to know what kind of records the Township would have if the video was edited. Commissioner Keller stated the editing referred to minutes before the meeting started may be deleted and a tag picture may be added to the beginning or end of tape. The context of the board meeting and comments are un-edited. A question was asked if the video tape would need to be approved like the minutes. Solicitor Start indicated the Board of Commissioners would each need to watch the video in order to approve the video.

Commissioner Keller wanted to thank everyone for coming out to the meeting. He feels the Board has some good ideas for 2014 on how to increase the tax base and not cut back on services. He is looking into building communication with the businesses within the Township, look at their needs and if there is any funding for them through grants or government money.

A motion to adjourn the meeting was made by Commissioner Sabol and seconded by Commissioner Miller. A voice vote was taken and found all commissioners in favor of the motion. The meeting adjourned at 9:35 PM.

Certified as a true and correct copy

Respectfully Submitted,

Kellie L. Crago  
Interim Secretary/Manager