

**Township of Crescent
Board of Commissioners
Monthly Business Meeting
March 13, 2014**

On March 13, 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.

Commissioner Keller asked Moon Supervisor, Jim Vitale to lead the salute to the flag

ROLL CALL

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

Interim Secretary/Manager: Kellie Crago

Solicitor: Richard Start

APPRECIATION PRESENTATION

Commissioner Keller along with Moon Supervisor, Jim Vitale, presented a Certificate of Appreciation to John Stawasz for all his time and effort of picking up garbage for both Crescent and Moon Township along Purdy Road.

Commissioner Sabol presented Certificates of Recognition to Chief Zimmel and Captain Longerman for their professionalism while working with the FBI in October of 2013.

PUBLIC COMMENT ON AGENDA ITEMS

None

APPROVAL OF MINUTES

Commissioner Keller asked for a motion to approve the February 13, 2014 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.

Commissioner Keller announced the Board was in Executive Session from 7:00 PM to 7:19 PM

Commissioner Keller asked for a motion to approve the February 19, 2014 Workshop meeting minutes. Commissioner Miller made a motion and was seconded by Commissioner Keller. A voice vote was taken and found all Commissioners in favor. Commissioner Cook abstained from the vote since he was not in attendance for the workshop.

TREASURER'S REPORT

The Treasurer's report dated February 28, 2014 was presented to the Board for their approval. A motion to accept the February 28, 2014 Treasurer's Report as received was made by Commissioner Miller and seconded by Commissioner Keller. 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 from the General Fund prior to the monthly meeting were \$4,493.31. Invoices due are \$30,886.35, estimated payroll of \$43,000.00, and the Highway Fund for street lights is \$3,791.42. The total estimated bills for March are \$77,677.77. A motion to pay the bills was made by Commissioner Sabol and seconded by Commissioner Miller. A roll call vote was taken and found all Commissioners in favor of the motion.

CORRESPONDENCE

For the month of February the office received the following correspondence: The Legislator Locator, MRM Trustnotes, the PLGIT Monthly Market Review, and the Creswell Heights Joint Authority monthly and re-organization meeting minutes.

SECRETARY/MANAGER'S REPORT

During the month of February the Municipal office completed the following items: Attended a DCNR grant seminar, completed the 2014 road tour with the Township engineer, met with Penn DOT regarding the agility agreement, placed an ad for the Public Works Foreman position, completed the Floodplain response for 2013, met with Senator Matt Smith, attend the Manager's COG breakfast, handled an unemployment request, completed the AG 385, turned over the delinquent 2013 garbage accounts to Portnoff, met with the Fiscal Director of Moon Area School District, worked with the Code Enforcer regarding a building permit issue, completed the payroll, accounts receivable, accounts payable, lien letter requests and handled all other day to day activities of the Township.

SOLICITOR'S REPORT

Solicitor Start stated the Unfair Labor Practice that was filed by the Teamsters Local 205 has been amicably resolved and has been dismissed by the Pennsylvania Labor Relations Board. Mr. Start announced that the Police contract has been finalized. His office also worked on building code matters involving Zokaites Properties, reviewed and issued opinions relevant to matters concerning delinquent trash fee collection, the Tax Collector, Bank Resolutions and Municipal Liens

ENGINEER'S REPORT

Ms. Crago read the Engineer report. Regarding MS4, Year 2 sampling (20% of outfalls) will start in May 2014. The Annual report is due to the DEP on July 16, 2014. The road tour was held with the Township on February 26, 2014. The Township will discuss how they want to proceed prior to LSSE providing preliminary cost estimate.

PUBLIC SAFETY

Commissioner Miller reported that during the month of February there were 151 calls for service, 152 total complaints for the month, 5 calls to assist other police departments and 3 medical calls. They issued

20 warnings for traffic offenses, 0 non-traffic citations was issued, 21 traffic citations, and 1 parking citations/warnings were issued. Three individuals were arrested for the month of February. The charges included: forgery, false reports to law enforcement, habitual offender, traffic offenses, possession of small amount of marijuana, disorderly conduct, traffic offenses, and a DUI. The total miles traveled were 1487 for car #105, 1097 for car #106, and 620 for car #107. The following repairs were made: Car #105: annual inspection, oil and filter, front brakes and rotors, lower ball joint; Car # 107 : air filter replaced and throttle cleaned all at Grady's. Officer Lenhart attended mandatory legal update training. Captain Longerman, Officer Tice and Lenhart attended Krav Maga defensive training sponsored through the Char-West COG. The SWIFT Reach portal has been installed on the Township website. Any resident can add their unpublished landline and cell phone numbers for emergencies. A Crescent resident dropped off a thank you card to Officer Scott for his assistance during a medical call at their residence. The FBI sent a letter thanking Chief Zimmel and Captain Longerman for their assistance in the execution of an arrest warrant in October 17, 2013.

PUBLIC WORKS

Ms. Crago reported for Public Works. Winter maintenance was performed on the roads throughout the month, vehicles were cleaned after the winter maintenance, attended to PA One Calls, fixed holes in the walls and painted the meeting room, cleaned the dumpster area, cleaned the floor drains in the garage, cut up and disposed of the fallen trees at Shouse Park, filled in pot holes throughout the Township, replaced multiple burned out light bulbs at the police station and fabricated new ear mounts for the old 550 plow.

FINANCE

Commissioner Sabol reported for the year that 22 % of budgeted revenue has been collected and 15.12 % of budgeted expenses have been spent. Commissioner Keller reported that our tax revenues have not started to come in yet, since the bills were just mailed to residents a few days ago.

PARKS AND RECREATION

Commissioner Sabol reported for the Recreation Board. The Recreation Board did not meet in February. The next meeting is March 17th in the Multi-Purpose Room at 7:30 PM. They will be preparing for the Easter Egg Hunt which will be held on April 19th. The Easter Egg Hunt will start at 1 PM in Shouse Park.

CRESCENT TOWNSHIP VOLUNTEER FIRE DEPARTMENT

Chief Scott had two incidents this past month. They also responded to a river rescue last night. On March 3, when the anticipated snow was to arrive, they had six (6) firefighters standing by for about 24 hours. On March 17, the department will be holding physical agility test for the new firefighters. Denny Lewis reported due to the weather they had to cancel a couple bingos and the department took a hit. Also, fund drive donations went out in the mail a few weeks ago. He added that they have window stickers for handicapped or young people at the firehouse, if needed. Mr. Lewis wanted to discuss about the Fire Department referendum that was added several Boards ago. He wanted to know if the department has received their portion from the delinquent property taxes that have been collected in the past. He is asking that the current Board look into the status. Mr. Lewis also wanted to congratulate Chief Zimmel and Captain Longerman for a job well done.

VALLEY AMBULANCE AUHORITY

No report

EMERGENCY MANAGEMENT

Mr. Lewis went to training this past Tuesday. The Department of Homeland Security suggests the Township have an agreement with the County or State to clean their roads if our emergency vehicles need to get through. Commissioner Keller indicated the Township is already responsible for clearing McGovern Blvd which is a State road. Commissioner Keller stated that Spring Run Road is a County road so the Solicitor will follow up on this and give us some advice. Mr. Lewis wanted to remind residents to register for the SWIFT Reach program. If you want to register an unlisted phone number, a cell phone or email, Chief Zimmel stated residents will need to create an account online to do so.

OLD BUSINESS

The only item under Old Business was the discussion and motion to approve the payment of the 2014 Multi-Municipal Fire Chief's training fund invoice in the amount of \$500 payable to the Char-West COG Fire Chiefs. Commissioner Cook stated that when he was the COG delegate, the Fire Departments stated they would be responsible to pay for the invoice. He wanted to know what account this invoice would be paid out of since they have a referendum account used for training and fire apparatus. Commissioner Miller replied that this question was posed to the current COG delegates. The response he was given was to use the same account where the Police training fund is paid from. Commissioner Miller made a motion to pay the \$500 Fire Chief's invoice and was seconded by Commissioner Sabol. A roll call vote was taken and found Commissioners Keller, Miller, Sabol and Schukart in favor of the motion and Commissioner Cook opposed. The motion was granted.

NEW BUSINESS

The first item under new business was the motion to approve the resignation of James Kacinski from the Planning Commission. Commissioner Miller made a motion to accept the resignation and was seconded by Commissioner Cook. A voice vote was taken and found all Commissioners in favor of the motion. The motion was granted.

The second item was the motion to approve R-16-14, Resolution for Extension of Credit and Incumbency Certificate with PNC Bank for the Township credit cards. Commissioner Cook made a motion to approve the resolution and Commissioner Sabol seconded the motion. A voice vote was taken and found all Commissioners in favor of the motion. The motion was granted.

The third item under new business was the motion to approve a Letter of Intent that will be submitted to the Department of Community and Economic Development for the purpose of a Financial Review and Projections. Commissioner Keller noted this is a free service offered to the Township that will study our financial status and project out 5, 10 or 15 years and, based on the rate of inflation of where the Township will need to be at those times. It will help determine our future tax rate and financial position of the Township. Commissioner Miller made a motion to approve the Letter of Intent and was seconded by Commissioner Cook. 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 of garbage options for 2015. The current contract will expire December of this year. Commissioner Keller stated that if any residents would like to see anything included in their garbage contract to let the office know. Commissioner Miller stated he would like to see something similar to what was in the current contract. Commissioner Cook would like to see electronic collection added to the new contract.

The fifth item on the agenda was the discussion and motion to approve a 2014 Lawn Maintenance agreement. Commissioner Keller noted Harvest Law Care, Inc. proposed a price of \$410 per cut.

Commissioner Miller made a motion to approve the 2014 Lawn Maintenance agreement with Harvest Lawn Care and Commissioner Cook seconded the motion. A voice vote was taken and found all Commissioners in favor of the motion. The motion was granted.

The next item under new business was the discussion and motion to remove five (5) dead trees at Shouse Park. Commissioner Keller noted that these are a safety issue. A bid from Bartlett Tree Service for \$4080.00 was presented. Commissioner Cook made a motion to accept the bid and was seconded by Commissioner Sabol. Commissioner Miller asked that the trees be removed before the Easter Egg hunt that will be held in April. A voice vote was taken and found all Commissioners in favor of the motion. The motion was granted.

The seventh item on the agenda was the discussion and motion to replace the roof at Walter's Pavilion. Two bids were presented to the Board. The insurance check was received for the damage that occurred in 2013 minus the \$1000 deductible. Commissioner Cook made a motion to accept the bid from Zeke and Sons Contractors, Inc. in the amount \$5740.00 and was seconded by Commissioner Sabol. A voice vote was taken and found all Commissioners in favor of the motion. The motion was granted.

The next item on the agenda was the discussion on improvements for Shouse Park. Commissioner Keller asked Ms. Crago what this was entailing. Ms. Crago remarked that since there was not a Parks Board, and Shouse Park has a long list of items that needed to be completed, the Board of Commissioners needs to decide on what step should be taken next. Commissioner Cook stated there was \$12,000 worth of equipment that was purchased last summer that will need to be installed where the trees are being taken down. He believes this would be a good place to start. He thinks there is another swing set and maybe a slide that is also up there. Commissioner Miller stated the playground area will need to be prepped after the trees are removed. Commissioner Cook made a motion to move ahead with installing the playground equipment already purchased and preparing the ground with playground mulch making the area safe by standards. The motion was seconded by Commissioner Miller. A voice vote was taken and found all Commissioners in favor of the motion.

The ninth item on the agenda was the discussion on deferring the Tax Collector's salary. Commissioner Keller stated the current Tax Collector has asked if her salary could be deferred for three (3) years. Solicitor Start remarked that it could be lawfully granted upon an execution of an agreement. Appropriate indemnifications and hold harmless would need to be added to protect the Township due to the Federal Fair Labor Act and a State Wage Collection and Payment Act. Solicitor Start stated he would prepare an agreement and present it to the Board for approval at next month's meeting.

The tenth item on the agenda was the motion to approve June 7, 2014 as "Crescent Clean Up Day". Commissioner Cook made a motion to allow the Davies family to use the Huwar pavilion on June 7 for their Clean Up Day. If Huwar is not available, the Township will allow the family to use the Walters Pavilion. Commissioner Miller seconded the motion. Commissioner Cook wanted to know if the stumps for the trees will be removed in time and who was completing the task. Commissioner Miller indicated Public Works will be removing the stumps and repairing the ground whenever the ground is suitable. A voice vote was taken and found all Commissioners in favor of the motion. The motion was granted.

The next item on the agenda was discussion and motion to approve the Crescent Township Police five (5) year union contract. Commissioner Keller noted a few items in the contract regarding a wage freeze after three (3) years and how health insurance will be re-evaluated at the end of three years. He complimented all the members that took part in the negotiations. He stated the contract on the table had a few typo's in it and asked for a motion to accept the Police contract contingent upon the corrections. Commissioner Miller made a motion to accept the contract according to the corrections noted and was seconded by

Commissioner Sabol. A voice vote was taken and found Commissioners Keller, Miller, Schukart and Sabol in favor of the motion and Commissioner Cook opposed. The motion was granted.

The twelfth item under new business was the discussion and motion to allow Comp Time for all Township employees. Commissioner Miller was asked by Public Works to bring back comp time in lieu of overtime. After discussion with the office, he felt comp time should be allowed. This would help with the budget and also allow the Public Work employees to take additional days off without having to use their vacation. They work a lot of overtime over the winter months and they need this extra time off. He would like to see this as a pre-approved time off benefit. Commissioner Cook indicated it was taken away because it was abused in the past and there would only be one worker on a project. Commissioner Cook suggested a time frame needs to be enforced, how many hours that would be allowed to carryover, and how it would be tracked. Commissioner Schukart agreed with Commissioner Cook regarding guidelines. As a starting point, Commissioner Miller suggested following the guidelines of the Police contract. Commissioner Cook made a motion to table the comp time allowance for non-uniform employees' until solid policy was established and was seconded by Commissioner Sabol. A voice vote was taken to table the motion and found all Commissioners in favor.

The last item under new business was the discussion and motion on upgrading the police cruiser's laptops. Commissioner Keller indicated the Police Department purchased refurbished laptops for each cruiser in 2010. The software in those computers will no longer be able to be serviced come April 2014. Chief Zimmel presented a quote to upgrade each laptop or to purchase new refurbished laptops. He noted that this cost was unexpected and just received an email last week that all laptops need to be upgraded. Commissioner Cook made a motion to purchase new refurbished laptops for each cruiser and was seconded by Commissioner Sabol. A voice was taken and found all Commissioners in favor. The motion was passed.

PUBLIC COMMENTS

Denny Lewis, 492 Crescent Blvd Ext., wanted to comment that the Fire Department would like to volunteer their time to help with the Egg Hunt in Shouse Park and also to participate in the Clean Up Day for Crescent in June.

Kevin Scott, would like to offer the Fire Departments time to help install the playground equipment in the park. Commissioner Keller noted that Denny Lewis had quoted a phrase "Unity in the Community" and he feels we are moving toward that phrase.

Janet Neimeyer, 73 McGovern Blvd, had a question regarding the fire training invoice that was on the agenda and how this differs from payment coming from the general fund versus the referendum account. Commissioner Keller noted the \$500 fee includes not only training but it covers the ability to purchase items in bulk. The \$500 fee would be yearly. Chief Scott noted the fund will allow better training, and more opportunities that small communities would never be able to afford on their own. Chief Zimmel stated that it is similar to what the Police department has already established and utilize for training. The fee was explained to Ms. Neimeyer to be an association expense not just a training fee.

Natalie Shoop, 1272 Needham St, wanted to comment on how impressed she has been with Valley Waste. The workers put the lids back on the cans and put them back in the yards. She wanted to give credit where credit is due.

COMMISSIONER COMMENTS

Commissioner Cook wanted to make it known that when the Police contract was voted on, he was a “nay” that was unrecognized. He felt the department should be paying something into their healthcare. He feels it is an unfair justice to our residents that they are not paying anything. He also wanted to comment that there is garbage on his street and it seems that the trash collectors are having a hard time getting it into the trucks.

Commissioner Schukart wanted to thank everyone for being patient on his recovery. He also commented that he sees a lot of walking and picking up garbage in his future. Regarding Shouse Park he is all in with getting the park back together and seeing more residents utilize the area.

Commissioner Miller wanted to thank Denny Lewis with the phrase “Unity in the Community” and everyone coming together.

Commissioner Sabol wanted to make it known Denny Lewis was a new grandfather.

Commissioner Keller agreed with Commissioner Miller and how everyone is working together. He also wanted to thank the Police Department regarding the contract and their cooperation with the agreement.

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 8:43 PM.

Respectfully Submitted,
Certified as a true and correct copy

Kellie L. Crago
Interim Secretary/Manager