

**Township of Crescent
Board of Commissioners
Monthly Business Meeting
April 10, 2014**

On April 10, 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 stated the Board was in Executive session from 7 PM – 7:25 PM this evening.

Commissioner Keller asked Commissioner Sabol 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

PUBLIC COMMENT ON AGENDA ITEMS

None

APPROVAL OF MINUTES

Commissioner Keller asked for a motion to approve the March 13, 2014 business meeting minutes. Commissioner Sabol made a motion and was seconded by Commissioner Miller. A voice vote was taken and found all Commissioners in favor of the motion.

TREASURER'S REPORT

The Treasurer's report dated March 31, 2014 was presented to the Board for their approval. A motion to accept the March 31, 2014 Treasurer's Report as received was made by Commissioner Sabol 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 from the General Fund prior to the monthly meeting were \$14,937.06. Invoices due are \$14,647.55, estimated payroll of \$40,000.00, and the Highway Fund for street lights is \$3,791.42. The total estimated bills for April are \$58,438.97. A motion to pay the bills was made by Commissioner Cook and seconded by Commissioner Sabol. A roll call vote was taken and found all Commissioners in favor of the motion.

CORRESPONDENCE

In March, the office received the following correspondence: a letter from FEMA, MRM Trustnotes, a letter from Paper Retriever, and monthly meeting minutes from Moon Township Municipal Authority, the Legislator Locator, the PLGIT monthly market review, and the COSTARS Connection

SECRETARY/MANAGER'S REPORT

Ms. Crago reported for the month of March the office completed the following: scheduled a zoning hearing, handled unemployment claims, completed lien letter requests, updated garbage accounts, updated the ordinances on ECode, completed the application for the Township credit card, scheduled the contractor to remove the trees at Shouse park, reviewed the 2013 valuation reports for uniform and non-uniform employees, worked with the Teamsters regarding the new police agreement, handled resident phone calls, completed the accounts payable, accounts receivable, payroll and all other day to day operations.

SOLICITOR'S REPORT

Solicitor Start reported the final document has been approved and executed by both parties regarding the Police contract. Their office reviewed employee policies and also reviewed Collective Bargaining agreements to ensure compatibility. They responded to the Auditor's request for the status of local affairs involving the Township litigation and will be issuing their opinion letter relevant thereto. Finally they have reviewed and responded to normal monthly correspondence, Tax Appeals, and inquiries as well as engaged in phone conversations with Township Officials.

ENGINEER'S REPORT

Bob Firek reported the MS4 program, Year 2 sampling (20% of outfalls), will start in May/June 2014. The annual report is due to the DEP on July 16, 2014. Regarding the 2014 Roads, their office transmitted a preliminary opinion of probable cost for road segments requested by the Township on March 13, 2014 for review and discussion. Mr. Firek reported that he was asked to look at a large wet spot that had appeared on the bottom of the McCutcheon Way hillside. Joe Boward, the Geotechnical Engineer, took a look at the hillside and he feels there is a subsurface spring. He did not encounter a spring during the drilling process but this may compromise the base of the hillside. He does recommend a cut off drain be placed in the area to mitigate the water to an area over towards the catch basin. Commissioner Keller asked who would be responsible for the work. Mr. Firek indicated the Township would be responsible for the work as it was not discovered during the original design or encountered during the exploration. He conveyed that Mr. Boward felt if it was left alone, the tow of the slope could be saturated and could tend to slide again.

PUBLIC SAFETY

Commissioner Miller reported that during the month of March there were 187 calls for service and 86 total citations/warnings that were issued. There were 4 individuals arrested for the month. The charges included: possession of small amount of marijuana, possession of drug paraphernalia, disorderly conduct, DUI, possession with the intent to deliver. Police cars traveled: Car #105 –unable to obtain due to the odometer burned out, Car #106 traveled 922 miles and Car #107 traveled 893 miles. The following repairs and maintenance was completed: Car 105- the headlamps were adjusted and Car 106- the oil and filter were changed and the tires were rotated. The schooling for April included Chief Zimmel, Officers Bielewicz, Scott, Laffey, Zurynski, Smailbegovic and Captain Longerman all attended mandatory in-service training. Officers Bielewicz and Scott attended ALERT training, which was hosted by the Char-West COG police departments. This training supports and encourages member police departments to train together to combat active shooter situations. Lastly there was a message from the Department.

Residents are encouraged to stop our officers on patrol or stop in the police department to meet the officers. Working together, we can make Crescent Township a stronger community.

PUBLIC WORKS

Ms. Crago reported for Public Works. For the month of March the department completed the following items: They were called in for winter maintenance, replaced rotted paneling in the men's room and painted it, cleaned trash around the dumpster and recycling area, cleaned the salt spreaders and put them away, repaired a leaking hose on the furnace at the police station, patched multiple pot holes around the Township, called in for a fallen tree on Starr St., cleaned up a fallen tree on Bocktown Rd, cleaned leaves along the fence line at Shouse Park, cleaned trash and stone at the hockey deck, painted white lines for the police department speed check, went and got chairs for the police and fire department, trim tree branches along the walk way at the monument, clean Riverview Park and spread wood chips for the fall area around the swings, slide merry-go-round and picnic table, cleaned catch basins and cinders on Florence, and cut multiple small sapling trees along the Dashfield Dam Road. Also, the street sweepers will be in the Township around the end of the month. All the roads within the Township are scheduled to be swept.

FINANCE

Commissioner Keller reported that the Township has collected a little over 36% of the anticipated revenue and spent about 18% of the budgeted expenses.

PARKS AND RECREATION

Commissioner Sabol reported the Easter Egg Hunt will be at Shouse Park on April 19th at 1 PM. Goodie bags will be given to the first 150 children, refreshments will be served and the Easter Bunny will be there. The Recreation Board will not meet on April 21st.

CRESCENT TOWNSHIP VOLUNTEER FIRE DEPARTMENT

Chief Scott reported their department responded to seven incidents since the last meeting. They have been training with the Allegheny County Airport fire department and Consol Energy due to the gas wells that will be drilled around the airport property. Finally the department will be hosting a spaghetti dinner on May 31 from 2 PM-7PM. This dinner will be for a fire department member who has cancer. The proceeds will help offset the costs the family will accrue.

VALLEY AMBULANCE AUHORITY

No report

EMERGENCY MANAGEMENT

No report

OLD BUSINESS

The only item under Old Business was the discussion and motion on the compensatory time policy for employees in lieu of overtime. Commissioner Cook commented that he was concerned that when summer comes and vacations are taken, the public works department could be left with only one worker during a given day. He feels the policy is designed for a department with more than three employees. Commissioner Miller agreed that verbiage should be added to make sure the department is not left with only one worker. He feels comp time should be added because this benefits the Township regarding overtime. Commissioner Sabol wanted to know how it will be tracked. Commissioner Miller stated

comp time is already tracked through Paychecks because the Police have this benefit. Discussion continued on the exacted verbiage that should be added. Commissioner Miller made a motion to approve the compensatory time policy with verbiage added later from the Solicitor regarding at least a two man crew and was seconded by Commissioner Cook. A roll call vote was taken and found all commissioners in favor of the motion.

NEW BUSINESS

The first item under new business was the discussion and motion on the 2014 road program. Commissioner Keller noted the commissioners all received a list of roads for 2014. He asked the engineer the importance of finishing the storm drains on Sautter Road before paving the final section. Mr. Firek indicated if the road was paved without storm drains installed ponding issues would occur and this could damage the shoulder and road way. Commissioner Cook asked about the possibility of our Public Works department installing the storm drains. Mr. Firek stated it could be possible. The area would need to be surveyed and they would have to prepare drawings for the Township. Commissioner Cook talked about the storms drains that are also needed down on Division St. and Wireton. Commissioner Keller asked what the cost of Sautter would be if done in-house. Mr. Firek indicated it would be about one-third of the estimated cost that was listed on the report. There was more discussion about Crescent Blvd and doing the storm sewers in-house for the roads down in Wireton. Commissioner Cook made a motion to table the road program until next meeting and explore the option of the Public Works department completing the storm sewers in-house, along with the paving being bid out. Commissioner Miller seconded the motion. A roll call vote was found all commissioners in favor of tabling the motion.

The second item under new business is the discussion and motion to remove additional trees and services at Shouse Park. Commissioner Keller commented that Bartlett Tree Service was up at the park removing the initial five trees and they indicated additional trees needed to be removed. At the present time there were no other bids based on Bartlett's recommendation on what needs to be done to match that. Commissioner Keller wanted to obtain two or three other bids before moving forward. Commissioner Cook made a motion to accept the bid as proposed for all the services given by Bartlett and it 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 third item on the agenda is the motion to approve Resolution R-17-14, which would proclaim the week of May 4th-10th, 2014 as Childhood Cancer Awareness Week if approved. Commissioner Miller made a motion to approve Resolution R-17-14 and was seconded by Commissioner Cook. A voice vote was taken and found all commissioners in favor of the motion. The motion was granted.

Commissioner Keller made a motion to add an item to the agenda and was seconded by Commissioner Sabol. A voice vote was taken and found all commissioners in favor of the motion. Commissioner Keller wanted to discuss the option of allowing Moon Township Little League Baseball to use Shouse Park for practices and games. He stated the league would pay for the necessary costs needed to bring the field up to specs and in turn the Township would be asked to maintain the grass on the field. They would also like to use the Huwar pavilion for concession sales. He asked Mr. Scott Zimmerman, from Moon Township Little League, to explain the proposition. Mr. Zimmerman stated the league was requesting a long term commitment for the use of the field Monday – Friday from 6-9 PM for practices and on Saturdays 9AM-5PM for games. He noted the spring season would run from April 1 – June 30 and the fall season would run from August 25- October 25. The 4-8 year old group would use the field for T-ball. Mr. Zimmerman indicated the league would provide a certificate of insurance listing Crescent Township as an additional insured on their general liability policy and provide all the materials to resurface the baseball field. Commissioner Miller had a concern about the length of the season going all the way through the end of

June. Commissioner Cook wanted to make sure the residents have the option to use the park throughout the week. Mrs. Patton, 576 Sautter Drive, wanted to comment that the 2010 Board agreed to offer Moon baseball the option of using the park one day of the week for practice and they turned their offer down. Mr. Zimmerman commented that Moon baseball is offering the opportunity to fix the field at 100% of their cost, and bring it to a condition that it should be in because currently it is not. The association will also work around rentals that are previously scheduled. He stated what the association would not do is put the money into the field and only use it a portion of the week and not have a long term commitment. Commissioner Sabol said he agreed with what all the commissioners were saying but he feels this is an opportunity for the Township and this would help the community out. Also to mention that there are 45 to 46 Crescent residents that already participate in the league. Commissioner Cook asked the residents in the audience what they felt. Mary Ann Lineberry remarked she had three grandsons that play baseball and she is all for it. She felt that even though the field was being used, she could still take her grandkids to play on the playground or other parts of the park. Another resident stated if there was a game going on, and he was there for a picnic, he probably would go over to the game and watch it. Commissioner Miller stated his major concern was rentals and graduation parties on Saturdays. Commissioner Cook made a motion to offer Moon Baseball the option the use the park, Monday, Wednesday, and Friday for practices and work on the Saturdays regarding rentals. There was no second on the motion. Commissioner Miller made a motion for a two (2) year commitment, to allow the league the use of the park five (5) days a week for practices and on Saturdays as long there were no prior rentals scheduled before May 31. Commissioner Sabol seconded the motion. A roll call vote was taken and found commissioner Cook opposed and Commissioner Miller, Sabol, Schukart and Keller in favor of the motion. The motion was granted. Mr. Zimmerman was asked to take the proposal back to their Board for approval.

Commissioner Keller made a motion to add an item to the agenda. Commissioner Sabol seconded the motion. A voice vote was taken and found all Commissioners in favor of the motion. Commissioner Keller made a motion to make the Interim Secretary/Manager a permanent position at the rate of what Patience Eckhart was making when she left. Commissioner Cook seconded the motion. A voice was taken and found everyone in favor of the motion. The motion was granted.

PUBLIC COMMENTS

Judy Cook, 1501 Riverview Road, asked if the mulch that was placed around the playground at Riverview was tree cuttings or mulch. She asked if somebody could look into this concern.

MaryAnn Lineberry, 1358 Front St., asked whenever the playground the Parks Board purchased last year would be installed. Commissioner Keller stated the trees needed to be taken down first before installing the playground. He noted the Fire Department has agreed to help with the installation.

Karen Patton, 576 Sautter Drive, wanted to discuss about the baseball situation. When Ambridge Youth Association used the field and there was a schedule whenever the children used the field and whenever the park was rented. This may help with the park rentals. Regarding last month's meeting, she asked why there was approval for workshop meeting minutes whenever a meeting did not take place. It was explained to her, this was done to memorialize the fact that a workshop meeting was scheduled and there was not a quorum for a meeting to take place. She also wanted to know what the extension of credit was that was approved at last month's meeting. It was then explained to her this was for the new credit card through PNC Bank. The last question she had asked was about deferring the Tax Collectors salary and if it would be set aside properly in a separate account. Commissioner Keller stated it would be handled appropriately. Her final comment was about the \$500 Fire Department bill. She indicated the Fire Department was not part of the COG and they were just using their name to purchase items. She was alarmed that the invoice was actually paid. She wanted to know if this was paid out of the General Fund or the Liquid Fuels account. Ms. Crago told her the invoice was paid out of the General Fund.

Sam Tranter, 340 Hart Drive, wanted to comment on the Public Works department. He feels the Board should look into hiring a person or other avenues to fill in whenever a Public Works employee is sick or calls off.

Ms. Crago commented that the Board had previously made a motion to hire her as the Secretary/Manager at Patience's rate. She wanted it to be known that she was not going to accept the position at this time until there was further discussion between herself and the Board.

COMMISSIONER COMMENTS

Commissioner Cook noted he seconded the motion hiring Ms. Crago as the Secretary/Manager. He apologized because he thought all the details had been negotiated and agreed upon.

Commissioner Miller commented that he had a police meeting earlier. He said the department would like to move ahead with organizing a Cops' vs. kids' baseball game since Shouse Park is now open.

Commissioner Keller wanted to thank everyone that came out this evening and the Board for working through items on the agenda.

A motion to adjourn the meeting was made by Commissioner Miller and seconded by Commissioner Cook. A voice vote was taken and found all Commissioners in favor of the motion. The meeting adjourned at 9:11 PM.

Respectfully Submitted,
Certified as a true and correct copy

Kellie L. Crago
Interim Secretary/Manager