

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

On July 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 asked Chief Deputy Kevin Kraus to lead the salute to the flag

**ROLL CALL**

Those present: Commissioners: President Jerry Keller, Vice President Todd Miller,  
Commissioner: Bill Cook

Secretary/Manager: Kellie Crago

Solicitor: Richard Start

Commissioner Keller stated the Board was in Executive session before the June 12, 2014 monthly meeting from 6:30 PM – 7:10 PM.

**PUBLIC COMMENT ON AGENDA ITEMS**

None

**APPROVAL OF MINUTES**

Commissioner Keller asked for a motion to approve the May 8, 2014 business meeting minutes. Commissioner Miller made a motion and was seconded by Commissioner Cook. A roll call vote was taken and found all Commissioners in favor of the motion. The motion was granted.

Commissioner Keller asked for a motion to approve the May 21, 2014 workshop meeting minutes. Commissioner Miller made a motion and was seconded by Commissioner Keller. A roll call vote was taken and found Commissioners Keller and Miller in favor of the motion and Commissioner Cook abstained from the vote due to his absence from the meeting. The motion was granted.

Commissioner Keller asked for a motion to approve the June 12, 2014 business meeting minutes. Commissioner Keller made a motion and was seconded by Commissioner Miller. A roll call vote was taken and found all Commissioners in favor of the motion. The motion was granted.

**TREASURER'S REPORT**

The Treasurer's report dated June 30, 2014 was presented to the Board for their approval. A motion to accept the June 30, 2014 Treasurer's Report as received was made by Commissioner Miller and seconded by Commissioner Cook. A roll call vote was taken and found Commissioners in favor of the motion. The motion was granted.

## **LIST OF BILLS**

The list of bills was presented. The funds removed from the General Fund prior to the monthly meeting were \$13,030.09. Invoices due are \$10,272.96 with an estimated payroll of \$40,000.00, and the Highway Fund for street lights is \$3,515.52. The total estimated bills for July are \$66,878.57. A motion to pay the bills was made by Commissioner Cook and seconded by Commissioner Miller. A roll call vote was taken and found all Commissioners in favor of the motion. The motion was granted.

## **CORRESPONDENCE**

The office received the following correspondence for the month of June: MRM Trustnotes, the PLGIT monthly market review, the Legislator Locator, meeting minutes from Moon Township Municipal Authority and a letter from Duquesne Light Company, and a letter from FEMA regarding the Floodplain management.

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

During the month of June of the office completed the following: attended a meeting with the Township engineer regarding the MS4, Stormwater and Floodplain, advertised for the new ordinances, worked with Weiss, Burkhardt and Kramer regarding delinquent property taxes and liens, attended the COG dinner held at the Township, attended a meeting with the DCED, updated the township website, handled resident's concerns, the accounts payable and receivable, payroll and all other day to day functions of the office. Ms. Crago also announced that the Tax Collector will be at the Township building collecting taxes on the following days and times: August 20,21, and 22 from 3:00-4:30 p.m. and August 25, 26, and 28 from 1:00-3:00 p.m.

## **SOLICITOR'S REPORT**

Solicitor Start stated for the month of June his office revised the Secretary/Manager's residency requirement, Stormwater, MS4, and Floodplain Ordinances. All of these items are on the agenda this evening. They also completed a review of all the Township files regarding the annual audit and have issued an opinion letter. Regarding McCutcheon Way, they have continued to review engineering reports and are awaiting additional information.

## **ENGINEER'S REPORT**

Ms. Crago reported for LSSE. Regarding the MS4 program, year 2 sampling (20% of outfalls) has been completed. The progress report is due to the DEP on July 16, 2014. The adopted ordinance will be attached. Bids were opened on July 8, 2014 for the 2014 road program. LSSE transmitted the bid report to the township for the meeting this evening. The township notified Swank construction to address the situation on the McCutcheon Way slide. An email response has been received and will be addressed at a meeting next week between the Geophysical Engineer, Township Engineer, Solicitor, Commissioner Keller and herself.

## **PUBLIC SAFETY**

Commissioner Miller reported that during the month of June there were 166 calls for service, 5 assists to other police departments and 3 medical calls. There were 61 citations/warnings issued for the month. There were 4 individuals arrested for the month. The charges included: recklessly endangering another person, criminal mischief, possession of small amount of marijuana and drug paraphernalia, possession of

a controlled substance, tampering with evidence, and possession with the intent to deliver. The total miles traveled for June were 3,410. Car 105 had the oil and filter replaced at Grady's. Officer Lopata participated in a DUI Task Force roving patrol in Crescent Township on June 14, from 11 PM – 4AM. Four traffic stops were made for various violations. Two warnings were given and two arrests were made for drug violations. The Hopewell Township Police department sent a thank you note for assistance that was provided during a shooting incident on May 24 at their Serbian Club. Copeland funeral home sent a thank you note for traffic control during the funeral of Captain Sean Ruane and the Todd family delivered a thank you card for the assistance at the spaghetti fund raiser.

## **PUBLIC WORKS**

Commissioner Miller reported for Public Works. During the month of June the workers completed the following: cleaned the township parks and prior to rentals, cleaned catch basins, cut nuisance properties, clean the dumpster and recycling areas, participated in the Davies clean up, cleared the right of way on Prospect St and Riverview Road, cut hanging branches on Purdy Rd, cleaned the flower beds at the municipal building, patched pot holes on Reynard St., removed a fallen branch on Purdy Rd, installed the Crescent Township decals on the 2013 Ford 550 dump truck, cleaned the flower box at Shouse Park and planted flowers, weed wacked the fence line at Sautter and removed the rotted planter box and planted grass. They also filled in the ditch along Riverview Rd with stone, cut big branches at a nuisance property on Crescent Blvd Ext., cut weeds on the McGovern Main St. bridge, sprayed weed control, set up chairs and tables for the COG meeting at the fire hall, cut over grown weeds on Hart Dr., repaired a leaking gutter on the rear of the building, they were called in for severe weather storm to clean the roads and assist with road closings, removed the playground set from the box to prep for the installation, removed the men's urinal at the police station to repair leaking gasket, and relocated the thermostat at the police station from the Chief's office to the hall way.

## **FINANCE**

Commissioner Keller reported that we are half way through the year and the revenue is at 79% and are about 3 points over on the expenses. This is due to the capital projects that have already been invested in earlier in the year.

## **PARKS AND RECREATION**

Ms. Crago reported for the Parks board. There will be no meeting for the month of July. The next meeting will be on August 18 at 7:30 in the multi-purpose room. They will be planning the Halloween event.

Commissioner Cook wanted to make note that there has been damaged to the stone light fixtures at the Memorial Park for some time and wanted to know when this will be addressed. He also wanted to know what was happening with the playground equipment that was purchased by the Parks board last year. Ms. Crago stated public works has contacted a company and asked them to provide a quote to install the equipment using their own contracted workers and a quote for someone to supervise the installation using township employees and volunteers. Commissioner Keller noted that the fire department would help with the installation when it was time.

## **CRESCENT TOWNSHIP VOLUNTEER FIRE DEPARTMENT**

No report

## **VALLEY AMBULANCE AUHORITY**

Ms. Schulenberg reported there was not meeting in June. The next meeting will be July 24.

## **EMERGENCY MANAGEMENT**

Ms. Crago read the emergency management report prepared by the coordinator Leo Laffey Jr. Emergency management responded to a June 24 storm that passed through Crescent causing significant damage. Four homes had trees land on them with one owner still displaced. There were numerous wires and trees down in the north end of the township. The police, fire, fire police and public works departments all responded to numerous incidents. They worked together for a great combined effort to take care of the damaged areas. It was nice to see Commissioners Miller and Keller out during the storm. The fire department did not open the center for residents because there were no adverse temperatures. Allegheny County was contacted about the storm and a SWIFT Reach message was sent out to residents. Residents are asked to sign up for the SWIFT Reach program and include their cell phones also.

## **OLD BUSINESS**

The first item under old business was the discussion and motion on the 2014 road program. Ms. Crago read the bids that were received from El Grande Industries, Inc. and Russell Standard Corporation. Commissioner Cook asked about the storm water work that needs to be completed on Division as suggested by the engineer. Commissioner Keller stated he examined the catch basin on the end of Division during a heavy storm and it filled up about one-third of the way. He also felt that once the road is sealed it would fill up even more. Commissioner Miller asked what Lennon Smith thought about the storm water. Commissioner Cook stated they stopped the project of paving Division because storm water drains were needed before paving the road. This could not be completed in the time frame allotted. He noted that in the 2014 budget, there was money allocated for storm water drains and a new road for Division. Commissioner Cook made a suggestion to do the base bid with storm drains and put any remaining money in a fund to use for 2015's paving project. Commissioner Keller stated public works gave a conservative estimate of a week to complete the drains on Division. There was discussion on how late the roads could be paved. Commissioner Cook made a motion to accept the base bid from El Grande Industries, Inc. for \$105,692.50 with storm work completed before the road is paved. Commissioner Miller seconded the motion. A roll call vote was taken and found all commissioners in favor of the motion. The motion was granted.

The second item under old business was the discussion and motion to fill the open position of commissioner. Commissioner Miller made a motion to appoint J.R. Meredith to fill the position of commissioner and was seconded by Commissioner Keller. 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 approve Ordinance No. 549 which amends Ordinance no. 344; to delete the requirement that the Secretary/Manager be a resident of Crescent Township and in lieu thereof substitute a requirement that the Secretary/Manager be a resident of the Moon Area School District. Commissioner Cook stated he felt this ordinance was changed years ago whenever the State changed the regulation. Solicitor Start noted that the Crescent Ordinance still stated a Secretary/Manager needed to be a resident. Commissioner Keller made a motion to accept Ordinance 549 and was seconded by Commissioner Miller. A roll call vote was taken and found all commissioners in favor of the motion. The motion was granted.

The second item under new business was the discussion and motion to approve Ordinance No. 550; Requiring all persons, partnerships, businesses, and corporations to obtain a permit for any construction or development; providing the issuance of such permits; setting forth certain minimum requirements for new construction and development within areas of the Township of Crescent which are subject to flooding under the amended flood insurance rate maps; and establishing penalties for any persons who fail, or refuse to comply with the requirements or provisions of this ordinance. Commissioner Cook made a motion to approve the ordinance and was seconded by Commissioner Keller. 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 was the discussion and motion to approve Ordinance No. 551; which amends and revises the Stormwater Ordinance in chapter 445 of the Township Code of Ordinances. This will require the entire Township to be subject to the Stormwater Management Ordinance as well as the required revisions from the Pennsylvania Department of Environmental Protection and the separate storm sewer system, NPDES, and Phase II requirements. Commissioner Cook made a motion to approve the ordinance and was seconded by Commissioner Miller. A roll call 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 approve Ordinance No. 552; Township of Crescent MS4 Prohibited Discharge Ordinance; to impose reasonable regulation of connections and discharges to municipal septic stormwater systems. Commissioner Cook made a motion to approve Ordinance No. 552 and was seconded by Commissioner Keller. A roll call vote was taken and found all commissioners in favor of the motion. The motion was granted.

The fifth item on the agenda was the discussion of the Duquesne Light Pilot program. Ms. Crago discussed the program which was offering to replace the current street lights with new LED ones. Ten minimum consecutive lights was the requirement. More could be chosen as long as Duquesne Light still had them available. Ms. Crago noted the disposal fee would be \$109 per light and would be paid out of the Highway Fund. Commissioner Cook asked if any computers were being purchased this year out of the account. Ms. Crago indicated all departments have updated computers at this time and none were needed. There was discussion on replacing the bulbs on McGovern Blvd. and where the darkest area is on that road. Commissioner Cook made a motion to replace ten 70 Watt street lights on Harper Road and ten 150 watt street lights on McGovern Blvd. and was seconded by Commissioner Miller. A roll call vote was taken and found all commissioners in favor of the motion. The motion was granted.

The next item on the agenda was the motion to transfer \$10,000 into the Police vehicle fund. Commissioner Miller made a motion to transfer the money and was seconded by Commissioner Cook. A roll call vote was taken and found all commissioners in favor of the motion.

The seventh item on the agenda was the motion to hire Kellie Crago to the position of Secretary/ Manager. Commissioner Miller made a motion to hire Ms. Crago and was seconded by Commissioner Cook. A roll call vote was taken and found all commissioners in favor of the motion. The motion was granted.

The eighth item under new business was the discussion and motion to advertise for an Assistant Secretary. Commissioner Cook made a suggestion to use the same temp agency as what was used to hire Ms. Crago. This will give the township the option to screen the employee to see if they are the right fit. Commissioner Miller would like to advertise and see what applications are received first. There was additional discussion on how much it would cost to advertise, the savings on employer's taxes, insurance and how long the interview process will take. Commissioner Miller would like to keep with a family type feeling town and hire someone close to the area. Commissioner Miller made a motion to advertise to accept applications for the Assistant Secretary position and to have them in before the August meeting.

There was no second. Commissioner Cook made a motion to go through the same temp agency that was used to hire Ms. Crago for the position and was seconded by Commissioner Keller. A roll call vote was taken and found Commissioner Miller opposed of the motion and Commissioner Cook and Keller in favor of the motion. The motion was granted.

The last item under new business was the discussion on the options for the 2015 garbage renewal. Commissioner Miller wanted to start the process and copy last year's contract with options. Commissioner Cook made a suggestion to add electronic pick up to the contract. Commissioner Cook made a motion to use last year's contract as a template and to add the electronic disposal as an alternate. This was seconded by Commissioner Miller. A roll call vote was taken and found all commissioners in favor of the motion. The motion was granted.

## **PUBLIC COMMENTS**

Judy Cook, 1409 Riverview Road, commented that the money in the Parks Board bank account should be used for a company to come in and install the new playground equipment, since the public works employees will be busy. She also felt that the pillar at the memorial should be repaired since it is important and has been part of Glenwillard for a long time.

Karen Patton, 576 Sautter Drive, asked the board why a fourth full time police officer has not been hired since it was in the budget for this year. Commissioner Miller stated there has been talk about adding a fourth. Also, she is glad to see the township is moving forward with hiring an Assistant Secretary. She questioned why the Public Works foreman has not yet started. Solicitor Start stated it was a personnel matter and cannot be discussed. Next, she had some concern about the 2014 road program and if the current foreman could complete the required catch basin task. Ms. Patton wanted to know why the tax collector was not going to have evening hours for the collection of school taxes. Commissioner Keller stated she would need to contact Ms. Withee as she is in an elected position and the Board cannot dictate her hours. Ms. Patton felt Ms. Withee was not servicing those that work during the day and would need evening office hours. Lastly she stated how extremely upset she was that the flowers that were purchased last year for the municipal building were replaced with annuals. She felt it was a waste of money last year and she feels it is a waste of money now.

Natalie Noble-Shoop, 1272 Needham Street, wanted to thank everyone that helped during the clean up during the storm. She also really likes the garbage men.

## **COMMISSIONER COMMENTS**

Commissioner Miller wanted to say he also really liked the garbage men. He wanted to thank all the departments: police, public works, and fire. They all worked well together and did an excellent job during the storm clean up. Also, one reason why an Assistant Secretary was needed was because of all the ordinances that were passed this evening. All the new requirements will be passed on to the Secretary/Manager and she will need some help.

Commissioner Cook talked about all the empty positons in the township right now totaling around \$240,000 in yearly wages and is equivalent to 2 mils. He was concerned that since we are half way through the year that about a mil of money for services budgeted has not been provided to the residents. He was curious why we are 1.97 % over budget when we should be under due to the open positons. He wanted to know if there would be a refund to the taxpayers if the positions are not filled becasue it would leave approximately \$205,000 not used.

Commissioner Miller wanted to thank Patty for filling in during the absence of Ms. Crago. He stated the reason why they have not hired a fourth full time police officer is because they have applied for the COPS grant and they cannot make it retro-active. If they hire another full time officer now, they would have to hire a fifth full time officer if they receive the grant. Commissioner Cook stated that the grant is based on need and if it is budgeted there is not a need. Commissioner Miller commented it is based on need but also has to be shown it can be re-paid.

Commissioner Keller thanked everyone for coming out this evening. In regards to Commissioner Cook's comment about a refund to the residents, he stated that on previous budgets there were overages and no refunds were given to residents.

A motion to adjourn the meeting was made by Commissioner Miller and was seconded by Commissioner Keller. A voice vote was taken and found all commissioners in favor of the motion. The meeting adjourned at 8:40 PM.

Respectfully Submitted,  
Certified as a true and correct copy

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Kellie L. Crago  
Secretary / Manager