

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

On October 9, 2014 the monthly meeting of the Crescent Township Board of Commissioners was called to order at 7:28 P.M. in the Crescent Township Municipal Building. 225 Spring Run Road, Crescent, Allegheny County, Pennsylvania.

**ROLL CALL**

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

Secretary/Manager: Kellie Crago

Solicitor representative: Richard Start

**PUBLIC COMMENT ON AGENDA ITEMS**

None

**APPROVAL OF MINUTES**

Commissioner Keller asked for a motion to approve the September 11, 2014 business meeting minutes. Commissioner Miller made a motion and was seconded by Commissioner Meredith. 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 September 30, 2014 was presented to the Board for their approval. A motion to accept the September, 2014 Treasurer's Report as received was made by Commissioner Cook 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 \$33,141.79. Invoices due are \$34,621.36, estimated payroll of \$42,000, and the Highway Fund for street lights is \$3,532.22. The total estimated bills for September are \$113,295.37. A motion to pay the bills was made by Commissioner Miller and seconded by Commissioner Meredith. A roll call vote was taken and found all Commissioners in favor of the motion.

**CORRESPONDENCE**

Ms. Crago stated that the office received the following correspondence for the month of September; Letter from the IRS regarding the pension plan, Letter from Philadelphia Insurance co., MRM Trustnotes, UPMC Health Plan, The Spotlight from PMRS, The Legislator Locator, a notice from Municipal Benefits

Services (formerly MEIT), Allegheny County Health Department, MTMA meeting minutes, Creswell Heights Joint Authority meeting minutes, a notice from Duquesne Light and the new FEMA flood maps.

### **SECRETARY/MANAGER’S REPORT**

For the month of September the office completed the following items: contacted Local Union 205 regarding the public works contract renewal, handled a workers compensation claim, updated the township website, attended an unemployment appeal hearing, worked on the 2015 budget, attended a meeting with the township engineers regarding MS4, received a conditional use application, did a road review with public works commissioner and foreman, obtained quotes on rebuilding the township website, installed the township decal, opened a United Rental agreement, completed a webinar on Planning and ECode updates, categorized the township keys, reviewed documentation regarding obtaining grants, researched new office programs, advertised for a conditional use hearing, handled lien letters, accounts payable and receivable and resident concerns.

### **SOLICITOR’S REPORT**

Solicitor Start started by thanking everyone for all the well wishes while he was out. He noted that his office worked on the following for the month of September. Regarding McCutcheon Way, township officials and engineers met with Swank construction. There is another meeting scheduled next week internally. There possibly could be litigation regarding this area. They have reviewed documents regarding the conditional use hearing that is scheduled for October 23. This is a public hearing and residents are welcome to attend. Their office also reviewed documents regarding the public works contract and a number of personnel matters.

### **ENGINEER’S REPORT**

Ms. Crago reported for the engineer. Regarding MS4, LSSE provided the township with a packet of items for Township’s review and adoption as noted in their letter dated September 12, 2014. The 2014 road project is expected to begin mid-October. El Grande Industries, Inc. was the winning bidder. Finally regarding McCutcheon Way, a meeting was held on October 7 with the contractor and township to review issues.

### **PUBLIC SAFETY**

Commissioner Miller reported that during the month of September there were;

Complaints:	165
Medical calls:	5
Total citations/warnings issued:	18
Arrests:	2
(Both DUI’s)	
Total miles traveled:	2,899

The following repairs were made:

- Car 105: rear disc brakes and rotors replaced, tires rotated – Grady’s
- Car 106: annual inspection, air and filter replaced, tires rotated – Grady’s
- Car 107: annual inspection, oil and filter replaced – Grady’s  
2 new front tires – Goodyear  
New windshield wipers, left alley light in light bar replaced – Public Works

On Saturday September 27, from 11PM – 4 AM, Officer Bielewicz participated in a DUI roving patrol in Crescent Township, as part of the West Hills DUI Task Force. Six traffic stops were made for various offenses. Five warnings were given and one citation was issued. There were no DUI arrests. On Monday September 29, Crescent officers completed their annual firearms qualifications at the Allegheny County Police Academy. Chief Zimmel also received an email from the U.S. Department of Justice advising the Crescent Police was not selected to receive the COPS hiring program grant.

## **PUBLIC WORKS**

Commissioner Meredith reported for public works. He welcomed the new foreman, Brian Cain to the township. Some items that were completed for the month of September were the following: installed catch basins and storm pipe on Division Street, reconstructed and paved all berm lines on Division St., restored and landscaped areas on Division that had been effected by the construction work, cleaned up and restored the area at the end of Ravine St., saw cut, excavated, prepared and paved potholes on Reynard Drive, plus patched a number of potholes on Center Way and McKee Street. They also cleared and cut several right of ways, responded to PA One Calls, performed weekly maintenance in the parks, washed all the picnic tables at Shouse Park, inspected the playground equipment for possible defects or safety problems, covered new playground equipment, inspected the tiger mover, and cut grass on various township properties. Other projects included repairing the corroded bed frame on the 2005 F550 dump truck, serviced the asphalt plate tamper, prepared the small engines for the winter season and added fuel stabilizer, installed brush cutting blades on the Tiger mower, repaired leaking rain gutter on the township building, power washed awnings on the township building, repainted the handicap areas in the parking lot, excavated a water run off area for the Fire department, reorganized the public works office and attended a brine demonstration.

## **FINANCE**

Commissioner Keller reported that the township has brought in about 98% of the budgeted revenue and spent approximately 69% of the expected expenses. He urged all department heads to be as conservative as they have been. With a possibility there could be a surplus and the end of the year.

## **PARKS AND RECREATION**

Commissioner Sabol stated that the Recreation Board will meet Oct. 20th in the Multi-Purpose Room at 7:30 PM to finalize plans for the Halloween Parade and Party to be held on Oct. 25th at 1 PM. The parade will start on Main St. at 1 PM; the party will be after the parade in the Crescent Twp. Fire Hall. Refreshments, entertainment and goodie bags to the first 100 children. He also noted that the Parks board members met last Saturday in Shouse Park to see what improvements could be made.

## **CRESCENT TOWNSHIP VOLUNTEER FIRE DEPARTMENT**

Chief Scott reported that the department had responded to 5 incidents since the last meeting. That would bring a year to date total of 84 incidents. On September 11, he met with the Deputy Chief from the Pittsburgh International Airport to discuss procedures and how the airport would interact with the Pittsburgh airport fire department. On September 16, he attended the Allegheny County Fire Chiefs Association meeting in Bridgeville. The fire department will be attending the following upcoming events; on October 15 a gas company seminar, October 19 a mass will be held at St. Catherine's church for all military, firefighters and police officers, on October 25 they will be assisting in the annual Halloween parade and party that will be held at the fire station and on October 30 from 6:30PM – 8PM firefighters will assist the police with trick-or-treat patrol.

## **VALLEY AMBULANCE AUTHORITY**

None

## **EMERGENCY MANAGEMENT**

None

## **OLD BUSINESS**

None

## **NEW BUSINESS**

The first item under new business was the discussion on repayment of delinquent taxes to the Fire Department. Commissioner Keller stated there has been some discussion if the fire department was to receive their ½ mil during the current year only and not during the delinquent phase of collection. He remarked if everyone paid their taxes late, the fire department would not receive any funds. Commissioner Cook stated this was something that was discussed back in 2013. There was a ruling at that time from the solicitor stating that it was his opinion that “the township should continue to fund the fire department without repayment of delinquent tax monies.” He continued by reading the original ordinance regarding the referendum noting it informs how much the fire department is supposed to get and when it should be repaid each year. He also noted that looking at the proposed 2015 budget and possibly having a deficit of \$127,000, it would be hardship on the residents to repay \$32,000 to the fire department. Solicitor Start responded to Commissioner Cook regarding the opinion that he had made. He noted it was an opinion. The document was silent and is discretionary with the Board. Ultimately it is the board’s decision. Commissioner Miller commented that he believes even in the absence of the written referendum, the money for the fire department should go to them even if it is delinquent minus any collection fees for delinquency. Commissioner Keller stated he agreed with Commissioner Miller’s response. As it is currently, the Township is making money on this by withholding the fire departments ½ mil. Commissioner Meredith noted both he and Commissioner Cook were on the board at the time this referendum went into effect. The discussion of delinquent taxes was never discussed. He also agrees that if we collect delinquent taxes the fire department should get their fair share. He understands there may be possible budget problems but they deserve their portion. Commissioner Sabol agreed with Commissioner Miller and feels the fire department is due their portion of the taxes collected. There was discussion on changing the ordinance or adding a resolution and if the collection fees should be taken into consideration. Commissioner Keller made a motion to repay all the taxes that are due to the fire department minus delinquent collection fees and was seconded by Commissioner Miller. A roll call vote was taken. Commissioner Cook was not in favor on grounds of the previous recommendation made by the Solicitor. Commissioner Miller, Sabol, Meredith and Keller were in favor of the motion. The motion was granted.

Ms. Crago asked what the timeline would be for the repayment of taxes. Commissioner Keller said he would discuss this with the fire department and would come up with an agreement.

Commissioner Sabol asked if the ordinance should be changed to include verbiage noting “all taxes”. Solicitor Start stated if the board wanted clarification for the future the ordinance must be changed. Commissioner Sabol made a motion to amend the fire department ½ mil ordinance to reflect all taxes, delinquent and current, should be dispersed and the correct the disbursement date. 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 next item on the agenda was discussion on posting information on the Township's ECode360 web page. Commissioner Keller asked Ms. Crago to discuss in further detail about this topic. Ms. Crago stated ECode360 currently hosts the township's ordinances online. There is an option to post public documents on the same webpage. You can list any agendas, minutes, resolutions, comprehensive plans, budgets or miscellaneous documents. These can also be attached to our website and is free of charge. All this can be done in house directly. Commissioner Miller made a motion to post all items on the ECode360 page and was seconded by Commissioner Cook seconded the motion. 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 on allowing non-crescent residents to rent the multi-purpose room. Commissioner Keller feels this may be an opportunity to increase revenue for the township. Commissioner Miller stated he didn't realize that non-residents couldn't use it. He would be for allowing them and charging something similar to what the township does for the parks for residents and non-residents. Commissioner Cook recommended if this route was taken that the chairs and tables be examined and replaced since they are in bad shape. He also noted the use of the room was free for residents to use for funerals. Opening it up to others may interfere with this benefit. He also stated it was built under the pre-tense it was a senior center not as a money maker for the township. Commissioner Cook made a motion to table the multi-purpose room rental and was seconded by Commissioner Meredith. A voice vote was taken and found all commissioners in favor of the motion.

The fourth item on the agenda was the discussion and motion to hire Patricia Christian to the Assistant Secretary position. Commissioner Keller noted she has been here for a couple of months and was hired through Accountemps. Ms. Crago was asked to list the conversion fee prices for converting Ms. Christian to a permanent position within the township. Mr. Cook asked what the difference was on paying her through the temp agency or paying her directly through the township. Ms. Crago stated it was slightly less but it did not include employer taxes. Commissioner Cook made a recommendation to wait until after the four months and save \$4000. Commissioner Miller made a recommendation to hire her at the 10% conversion fee since this individual has already proven herself. Commissioner Meredith agreed with Commissioner Miller and he also feels she has proven herself and provides the residents with professional care and would like to move to hire her around mid-October. Commissioner Miller made a motion to hire Ms. Christian with a start date of October 20, 2014 at a rate of \$16/hour and was seconded by Commissioner Meredith. A roll call vote was taken. Commissioner Cook opposed the motion stating he would prefer to hire her after the 640 hours mark with a conversion fee that would be \$2800 less. Commissioner Meredith, Sabol, Miller and Keller were in favor of the motion. The motion was granted.

The fifth item on the agenda was the discussion of the 2015 budget. Commissioner Keller noted the budget was provided to the commissioners is a proposed one for discussion. Commissioner Cook asked for clarification on the public works vehicle purchase amount if it was to buy a backhoe outright or if it was a down payment. Commissioner Meredith explained it was the down payment amount. Ms. Crago noted that there is no money in the vehicle fund at the present time. Commissioner Meredith had a concern about losing the grass cutting contract. He felt the township would be spending too much money and time on grass cutting. He asked to drop another \$10,000 on the road program to keep the grass contract. Commissioner Miller was concerned there was not enough equipment to provide this service in house. Commissioner Cook wanted to know the thoughts on balancing the balance for next year and where the balance will be at end of the current year. Commissioner Keller stated he believed there should be a rough estimate of \$80,000-\$100,000 to fund the budget for next year. Commissioner Cook talked about the current budget and the need to control wages in all the departments and health insurance costs. He feels employees need to contribute to health care and control other costs in order for the township to survive. Commissioner Meredith feels the township should not leave things go until a 1.5 mils is needed. Every three years the board should increase it by .25 or .5 mil just to keep above water. A gradual millage increase would be better than a high amount like 1.5 mil. Commissioner Cook noted the mileage was

raised during the reassessment year. Commissioner Cook discussed the current budget and how there was supposed to have been a fourth full time officer and how it could have saved the township money on overtime.

The last item on the agenda was the discussion on rebuilding the township website. Commissioner Keller briefly described how the current website works and the channels that one needs to go through to update it. Ms. Crago was asked to present the three quotes she had receive ranging from \$3000-\$6500. Each will provide the same about of expertize. Differences range from yearly fees and owning the website after it was developed. The office would like to have the opportunity to update the website as needed instead of contacting the IT personnel and paying them to do such a task. Changes would include a more user friendly page for residents and a calendar of events for easy reference. There are approximately 700 people that go the website monthly. Commissioner Cook referenced he had recently reached out to a certain vendor to redo his website and the quote he received was lower than the ones in the packet. Commissioner Cook made a motion to approve a budget of \$3000 to rebuild the website and Commissioner Sabol seconded the motion. A roll call vote was taken and found all commissioners in favor of the motion. The motion was granted.

## **PUBLIC COMMENTS**

Karen Patton, 576 Sautter Drive, commented it was ludicrous to spend money to hire Ms. Christian. She wanted to know why the township would not wait until the fee dropped to \$500. She felt that at this point spending money should be frugal. She is concerned about the township having to raise taxes in the future. She intends on getting a line item budget to see what shape the current budget is in because she feels the police budget is crazy.

Anita Lasek, 1361 Front Street, thought it was wrong for the Township to have gone through a staffing agency and not go to the end of the term to run the contract out and save money for hiring the assistant secretary. She also wanted to comment about the fire department tax and the payment of delinquent taxes. It was disheartening for her to know that the department was not getting their portion even when residents paid their taxes late. She also wanted to know how far back this lack of a payment to the fire department went and if the 2.5 mil increase was due to this.

Jan Neimeyer, 73 McGovern Blvd, felt it was wrong of the board to hire the assistant secretary without waiting the full term of the contract and save the township money.

Judy Cook, 1409 Riverview Rd, wanted to know why residents are allowed to make public comments and the board is not allowed to answer them. Commissioner Keller replied that this portion of the meeting is for comments, not discussion.

Harriet Lewis, 222 Jackson Street, she wanted to comment that the township office does need two employees. She wanted to say the board did a good job by hiring someone that does not need to be taught everything from scratch.

## **PUBLIC COMMENTS**

Commissioner Meredith stated there was a previous discussion about using weed killer on Riverview Road. He had talked to a representative from the Department of Environmental Services, and he assured the township that the type of product was alright to use as long as it was used as the directions indicated. He wanted to remind everyone to be careful and watch for all the kids walking around during trick or treating.

Commissioner Cook wanted to follow up about the hiring of the Assistant Secretary. It was not about Ms. Christian personally, it was about the time frame the township should have followed to save the money.

Commissioner Miller reminded everyone if you have kids going out for trick or treat, provide them with a flashlight, glow stick or light color clothing and adults should stay with them. Ms. Crago reminded everyone that Halloween will be on Thursday October 30 from 6:30-8 PM.

Commissioner Keller thanked the residents for coming out and give their input and critique for what the board has been doing. As a reminder on October 19 there will be a mass at St. Catherine's Church honoring First Responders.

Ms. Crago reminded the residents there is a Conditional Use hearing scheduled for October 23 at 6 PM. The public is encouraged to attend.

A motion to adjourn the meeting was made by Commissioner Cook and was seconded by Commissioner Miller. A voice vote was taken and found all commissioners in favor of the motion. The meeting adjourned at 8:51 PM.

Respectfully Submitted,  
Certified as a true and correct copy

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Kellie L. Crago  
Secretary / Manager