

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

On November 13, 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

APPRECIATION PRESENTATION

Commissioner Keller presented a Certificate of Appreciation to the Crescent Township Civic Club for their "Phone Home" card fundraiser that supported Troops that had been deployed. Their fundraiser has come to an end. Harriet Lewis accepted the award on behalf of the Civic Club.

PUBLIC COMMENT ON AGENDA ITEMS

None

APPROVAL OF MINUTES

Commissioner Keller asked for a motion to approve the October 9, 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 October 30, 2014 was presented to the Board for their approval. A motion to accept the October 2014 Treasurer's Report as received was made by Commissioner Meredith 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 \$23,731.53. Invoices due are \$17,822.13, estimated payroll of \$43,000, and the Highway Fund for street lights is \$3,532.22. The total estimated bills for September are \$88,085.88. 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

Ms. Crago stated that the office received the following correspondence for the month of October; The Legislator Locator, Valley Ambulance Financial audit, Letter from PA DOT regarding the Township's Liquid fuels allotment for 2015 noting an amount of \$63,754.63, meeting minutes from Creswell Heights Joint Authority, meeting minutes from MTMA, letter from CoSTARS connection, MRM Certificate of Participation, PLGIT Monthly Market review, and the Valley Ambulance Financial Audit.

SECRETARY/MANAGER'S REPORT

For the month of October the office completed the following items: Attended a meeting in regards to McCutcheon Way, attended a meeting with the Township Engineers regarding a GIS system that could possibility be used by the Township employees, addressed numbering issues with Allegheny County, enrolled in a Grant Writing class, handled a Conditional Use and Zoning Variance application, updated information on the ECode360 web page, participated in a pension audit with the Auditor General's office, filed the quarterly tax returns, applied for quotes on renewing the Township Property Insurance package, attended a meeting regarding the Financial Evaluation completed by the DCED, completed a Right to Know Request, participated in a webinar class held by FEMA regarding the Community Rating System, advertised legal requirements, completed the Workers compensation audit, communicated with the Corp of Engineers regarding the inspection of Shouse park, had discussions with the Union regarding negotiations on the Public Works contract, updated the township website, handled all the accounts payable, receivable, payroll, citizen complaints, nuisance properties notifications and all other day to day operations. Ms. Crago also remarked that the lights that were previously ordered through Duquesne Light for McGovern Blvd. and Harper Rd. have not been delivered due to a backlog in LED lights.

SOLICITOR'S REPORT

Solicitor Start reported his office finished review and adjudication of the Conditional Use Application. They have also reviewed proposals and attended a bargaining session with the Teamsters and Township negotiating committee concerning the Public Works contract. The office reviewed findings and recommendations from the Auditor on the Township pension plans, attended a meeting regarding McCutcheon Way and drafted an Ordinance pertaining to the Firefighter Referendum.

ENGINEER'S REPORT

Ms. Crago reported for the Township Engineers. LSSE transmitted to the Township a MS4 binder and a Minimum Control Measure Plan binder for the Township's files on October 3 as part of the MS4 requirements. Regarding the 2014 road program, all work is completed. A final walkthrough is scheduled with the Contractor, El Grande Industries Inc., on November 14. Finally, LSSE transmitted to the Township a preliminary Opinion of Probable Cost for the two roads requested on October 3.

PUBLIC SAFETY

Commissioner Miller reported that during the month of October 2014 there were;

- Calls for Service: 127
- Complaints: 128
- Assist other police departments: 7
- Medical calls: 2

- Warnings issued for traffic offenses: 10
- Total Citations/warnings issued: 20
- Arrests: 6
(DUI, Bench Warrant, Indecent assault, endangering the welfare of a child, corruption of a minor, statutory sexual assault, aggravated indecent assault, rape, involuntary deviate sexual intercourse, simple assault, harassment)
- Total miles traveled: 3,711

The following repairs were made:

- Car 105: oil and filter replaced– Grady’s; two front & snow tires replaced- Goodyear
- Car 106: recall on update power train control module – Ford Dealer

Chief Zimmel attended a two day grant writing seminar on October 30th and 31st at the police academy. On October 3rd, the PA State Police Commercial Vehicle inspection team conducted operations on McGovern Blvd. The results were 17 truck inspections, 19 written warnings and 5 citations.

PUBLIC WORKS

Commissioner Meredith reported for the month of October the Public Works department completed the following:

- Cleaned out catch basins on Prospect, School and Crescent Blvd
- Prepared and paved at the entrance to Glenhayes Drive
- Repaired the catch basin on Purdy Road
- Crack sealed roads on Riverview, Huntsridge, Marble, Cambier, Hart, Florence, Valley View and parts of Crescent Blvd. Ext.
- Worked on MS-4 inspections and corrected the mapping
- Completed the cuttings of Right of Ways, cleared leaves and debris from the roadways
- Filled potholes on McKee and Crescent Blvd.
- Closed and winterized the bathrooms and fountains at Shouse Park
- Responded to PA One Calls
- Prepared the Municipal building for Election Day
- Excavated and repaired a diversion ditch between McGovern Blvd and Elm Street
- Prepared all trucks for the upcoming snow removal season
- Installed lights in the Police Department carport
- Maintained property throughout the Township
- Winterized the Tiger mower
- Received and addressed several complaints during the month

FINANCE

Commissioner Keller reported that the finances look good so far for this year. The Township has received 97% of the budgeted revenue and has spent approximately 77.9% of the budgeted expenses.

PARKS AND RECREATION

Commissioner Sabol reported the Halloween Parade and Party were on Oct. 25th and a good time was had by all. The Recreation Board would like to thank Commissioners Joe Sabol, Jerry Keller and Todd

Miller, Crescent Twp. Public Works, Police Dept., Crescent Twp. Fire Dept. and all the volunteers for making this event very special for the children. They could not have done it without the help of the volunteers and Girl Scouts. The Recreation Board will meet on Monday Nov. 17th at 7:30 P.M. to prepare for the Christmas Party. The Christmas Party will be held on Dec. 13th at 1 P.M. in the Fire Hall.

CRESCENT TOWNSHIP FIRE DEPARTMENT

None

VALLEY AMBULANCE AUTHORITY

None

EMERGENCY MANAGEMENT

Ms. Crago reported for Emergency Management. On October 26 Emergency Management helped with the Halloween Parade, spoke with the kids about safety tips for Trick and Treating and patrolled the township on Halloween. The department also hosted a party for first responders at the fire hall that same evening. Mr. Lewis attended the Beaver County emergency banquet and attended the quarterly Allegheny County Emergency Management meeting. They also spoke with Valley Ambulance on procedure for Ebola. Emergency Management will be meeting soon with Police, Public Works, the Fire Department, Valley Ambulance and office staff on winter snow storms.

OLD BUSINESS

The first item under Old Business was the discussion on allowing non-Crescent residents to rent the multi-purpose room. Commissioner Keller noted that Public Works looked at the chairs and any loose backs can be fixed and cleaned. Commissioner Miller stated he would like to allow non-Crescent residents the use of the room for revenue purposes. Commissioner Sabol had a concern about a Crescent resident having priority over the room for a wake over non-Crescent residents. Commissioner Meredith wanted to know how long it would take to repair the chairs. Commissioner Miller wanted to know if this motion needed to be an Ordinance. Solicitor Start indicated if it currently was one, it would need to be amended. Commissioner Keller stated he thought it was not. Commissioner Miller made a motion to allow non-Crescent residents the opportunity to rent the room at a rate \$50 more than the resident rate effective the beginning of 2015. The motion was seconded by Commissioner Sabol. A roll call vote was taken and found Commissioner Cook not in favor and Commissioners Miller, Sabol, Meredith and Keller in favor of the motion. The motion was granted.

The second item on the agenda was the discussion and motion to approve the advertisement of the 2015 Budget. Commissioner Keller noted the 2015 budget was in the packet for commissioners to review. Commissioner Miller thanked Commissioner Keller for all the work that was done to put it together. There was discussion on the budget packet and numbers that were within the document. Commissioner Keller noted the 2015 budget needed \$84,000 to balance it. He also thanked all of those that helped with balancing it over the last couple of months. Commissioner Miller made a motion to advertise the budget and was seconded by Commissioner Meredith. A roll call vote was taken and found all commissioners in favor of the motion. The motion was granted.

The last item under old business was the motion to approve Ordinance 553; which will amend the Fire Department referendum ordinance. Commissioner Meredith made a motion to approve the amended 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.

NEW BUSINESS

The first item under new business was the motion to advertise Ordinance 554; which if adopted would set the 2015 tax rate at 6.4 mils; 5.9 mils for general expenses and .5 mils for the Fire Department. Commissioner Miller made a motion to advertise the ordinance and 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 second item under new business was the motion to approve the advertisement of Ordinance 555; which if adopted would appropriate the fund equities, revenues and other financing sources available for the year 2015. Commissioner Meredith made a motion to approve the advertisement and 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 under new business was the motion to approve the advertisement to receive bids for the 2015 TAN loan in the amount of \$250,000. Commissioner Miller made a motion to advertise for the 2015 TAN loan and 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 next item under new business was the motion to ratify the agreement between the Township of Crescent and Burke Cromer Cremonese Attorneys at Law; relating to the McCutcheon Way hill slide repair. Commissioner Meredith made a motion to ratify the agreement 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 fourth item was the discussion on the Financial Evaluation performed by the Pennsylvania Department of Economic Development. Commissioner Keller noted the township had reached out to the PA DCED earlier this year to perform a financial evaluation. He talked about the last couple diagrams on the report noting the financial position through 2015-2018. It shows expenses were greater than revenue. The 2015 budget was able to be balanced without having to take from the Capital Reserve account. In years 2016-2018, there will need to be discussion on how to solve the deficit for the upcoming years. He noted there were homes/quads being built in the Parkwood Plan and possible development in Staunton Heights and the old power plant property. There was no other discussion of the DCED report from any of the other commissioners.

The fifth item on the agenda was the discussion on the audit performed by the Auditor General's office regarding the Township pension funds. Ms. Crago noted the Auditor General's office found discrepancies between the police collective bargaining agreement and the pension fund through PMRS regarding the vesting years and death benefit. This is the third time this finding has been presented to the Township. This finding could possibly affect any monies received from the State for the pension funds. She noted the Auditor General's office is requiring a reason why the previous findings were ignored and request the documents mirror each other. Commissioner Cook noted this has been addressed a couple times already and PMRS and the bargaining unit need to come in agreement. He understands all three parties need to sit and work it out. The Township contacted PMRS and they are not willing to change their governing document. The union was also contacted and they are willing to make changes to the current agreement. Commissioner Miller made a motion to amend the current police collective bargaining agreement to reflect changes needed to align with the PMRS pension plan. 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 last item on the agenda was the motion to hire one part-time police officer as recommended by the Civil Service Commission. The recommendation is to hire Jeremy Conley. Commissioner Miller indicated a number of part-time officers got full time jobs elsewhere and an officer is needed to fill shifts. Commissioner Miller made a motion to hire Mr. Conley 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.

PUBLIC COMMENTS

Natalie Shoop 1272 Needham Street commented that a really nice job was done on Division Street. She noted there is a sink hole that is developing near her house and 1276 Needham Street.

Patty Christian 207 Hyehold Drive Moon Township wanted to comment on the rental of the multi-purpose room. When a non-resident calls the rent the room and is informed they need to be a resident, they will find a Crescent resident to sponsor them so they can rent the room.

Marjorite Schofield 183 McGovern Blvd commented that she commented that the siding on her house is ruined. Black ice is reaching her second floor windows and is running down the building. She is asking the snow plows lower their speed when plowing.

A motion to adjourn the meeting was made by Commissioner Cook and seconded by Commissioner Meredith. A voice vote was taken and found all Commissioners in favor of the motion. The meeting adjourned at 8:17 PM.

Respectfully Submitted,
Certified as a true and correct copy

Kellie L. Crago
Secretary/Manager