

**Township of Crescent  
Board of Commissioners  
Monthly Business Meeting  
December 11, 2014**

On December 11, 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, and Allegheny County, Pennsylvania.

Commissioner Keller announced the Board was in executive session from 7:05 – 7:25 PM regarding personnel matters.

**ROLL CALL**

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

Secretary/Manager: Kellie Crago

Solicitor representative: Bill Rodgers

**PUBLIC COMMENT ON AGENDA ITEMS**

None

**APPROVAL OF MINUTES**

Commissioner Keller asked for a motion to approve the November 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. The motion carried.

**TREASURER'S REPORT**

The Treasurer's report dated November 30, 2014 was presented to the Board for their approval. A motion to accept the November 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 39,383.44. Invoices due are \$6,964.02, estimated payroll of \$66,000, and the Highway Fund for street lights is \$3,532.22. The total estimated bills for December are \$115,879.68. 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**

Ms. Crago stated for the month of November the office received the following: The Legislator Locator, notice from the PA Department of Community and Economic Development regarding the State Liquid Fuels Funds, notice from Duquesne Light Company, notice from Comcast, minutes from Moon Township Municipal Authority and Creswell Heights Joint Authority, letter from Portnoff Law Associates regarding the collection of Delinquent User Fees, MRM Trustnotes, PLGIT monthly Market Review, notice from Allegheny League of Municipalities and a letter from the Char-West COG noting the actual value of direct benefits received from the COG has amounted to \$371,483.31. Thus for every \$1.00 the township invested in the COG, we received in return \$7.31 in direct benefits

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

Ms. Crago reported for the month of November the township office completed the following: updated signatures cards for the township bank accounts, met with the Teamsters regarding the Public Works contract, met with our insurance broker regarding the renewal of the township policy package, completed a grant writing class, followed up on tax exonerations, attended the road review of Division and Crescent Blvd with the Engineer and El Grande, sent a follow up letter to the Auditor General's office regarding the pension audits, met with Public Works regarding the snow removal procedures, completed documents needed for TAN loan bids, attended a meeting regarding Stormwater Management , webinar regarding E-Filing of 2015 Township documents, submitted advertisements for legal ads, updated the township website and E-Codes, received Right To Know requests, handled the accounts payable, accounts receivable, payroll, resident concerns and all other day to day operations.

## **SOLICITOR'S REPORT**

Mr. Rodgers reported their office for the month of November reviewed proposed revisions to the pending public works collective bargaining agreement. They also reviewed multiple correspondence and documents from the township engineer regarding the revised MS4 Prohibited Discharge Ordinance, Stormwater Management Ordinance, the TMDL Plan and the MS4 Minimum control Measure Plan. They have been monitoring file activity and correspondence regarding McCutcheon Way. Finally, their office has reviewed documents and correspondence relevant to an employee personnel issue.

## **ENGINEER'S REPORT**

Ms. Crago reported for the Township Engineer. Regarding MS4, the MS4 Ordinance and Stormwater Management Ordinance are to be adopted by February 1, 2015. The 2014 Road program has been completed. LSSE issued a punch list letter dated November 17, 2014 listing items completed except for restoration which will be completed in the Spring of 2015. LSSE transmitted partial payment Nos. 1 and 2 in the amounts of \$65,538.21 and \$5,319.35 as noted in our letter dated November 14, 2014 and November 25, 2014. Finally regarding the 2015 Road program, a preliminary opinion of probable cost for the two roads was sent to the Township.

## **PUBLIC SAFETY**

Commissioner Miller reported for the month of November there were:

- Calls for service 114
- Total citations issued for the month 13

- Arrests 2 (terroristic threats, recklessly endangering another person, simple assault, disorderly conduct, and DUI)
- Police Cars total miles traveled 3,249

The following repairs were done on the police cruisers:

- 105- snow tires installed and the passenger side mirror strobe light was replaced
- 106- right rear tire repaired
- 107- snow tires installed and the driver side headlight replaced

On November 29, 2014, from 11PM-4AM, Officer Scott participated in a DUI roving patrol in Crescent Township a part of the West Hills DUI Task Force. Three traffic stops were made which resulted in one verbal warning, one citation and one driver detained for suspicion of DUI. Charges will be filed upon receipt of the crime lab analysis of the driver's blood. On November 14, the PA State Police Commercial Vehicle Inspection Team conducted operations on McGovern Blvd. The results were 12 trucks inspections; 5 written warnings and 1 citation.

## **PUBLIC WORKS**

Commissioner Meredith reported Public Works completed the following in the month of November:

- Serviced catch basins on Division, Anderson, Crescent, School and Crescent Blvd Ext.
- Installed new signs on Division Ave.
- Constructed a new storage area for the cold patch
- Detailed the grounds around the township building
- Updated flags on McGovern Blvd.
- Removed tree stumps at Shouse Park
- Addressed the recycling area
- Responded to 8 PA One Calls
- Painted the plow on Truck #7
- Overhauled the SaltDogg spreader
- Installed snow tires and a new light on a police vehicle
- Completed maintenance work and installed a new battery on the JCB and Truck #5
- Repaired the damage done on Truck #14 that occurred during the ice storm
- Repaired and cleaned the chairs in the multi-purpose room
- Completed restoration work in the Police restrooms
- Decorated the designated areas for the holidays

## **FINANCE**

Commissioner Keller reported for Finance. The Township has collected 107 % of the budgeted revenue and spent 83% of the budgeted expenses. He noted that as of yesterday, the collected revenue is up to 112% and the expenses are at 86%. He stated the township budgeted \$2500 for delinquent tax collection. The actual spent for 2014 was approximately \$15,000. What that resulted in was an additional \$64,000 delinquent tax collection for 2014. It was a good investment.

## **PARKS AND RECREATION**

Commissioner Sabol reported the Recreation Board will be having the Christmas party this Saturday at 1 PM at the Fire Hall. The next meeting will be held January 19, 2015 at 7PM in the multi-purpose room. It will be the reorganization meeting. The Parks Board will have the playground equipment installed in the spring. They are also hosting a self-defense class for ladies and discussed fundraising ideas for next year. Their next meeting is scheduled for January 6, 2015 at 6:30 PM. Meetings will also be changing to the first Monday of each month starting in February.

### **CRESCENT TOWNSHIP FIRE DEPARTMENT**

Denny Lewis reported that since the last meeting they have had 8 calls for service: 5 were out of the Township and 3 were within the township. There were high tension wires that were down on Spring Run Rd. The road remained closed throughout the night. They attended the Allegheny County Swift Water Team meeting in Allegheny County EOC. Their department hosted the Allegheny County Fire Chiefs meeting. Last Saturday members attended hazmat training over in Ambridge. They continue to train every Monday between 7PM-10PM. New members are always welcome.

### **VALLEY AMBULANCE**

None

### **EMERGENCY MANAGEMENT**

Denny Lewis reported they had a meeting earlier today regarding the winter operations if a huge snow occurred. The Fire department, township department heads, and Civic Club all were present. There was discussion on when to open the warming center. The Civic Club volunteered to provide food to the warming center if it was open for an extended period of time.

### **OLD BUSINESS**

The first item under old business was the motion to approve Ordinance 554; which sets 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 approve ordinance 554 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 old business was the motion to approve Ordinance 555; which appropriates the fund equities, revenues and other financing sources available for the 2015 year. Commissioner Sabol made a motion to approve ordinance 555 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 discussion on TAN loan bids as received. Ms. Crago read the sealed bids as follows: First Commonwealth Bank – \$250,000 at an interest rate of 1.4 % with a \$97 UCC filing fee ; PNC Bank- \$350,000 with an interest rate of 1.45%; and First National Bank - \$250,000 at an interest rate of 1.59%. Mr. Rodgers indicated that since PNC Bank’s loan amount exceed the amount requested, the bid could not be used. After some discussion, Commissioner Miller made a motion to approve the 2015 TAN Loan through First Commonwealth Bank at an interest rate of 1.4% with a \$97 UCC Fee as long as the loan documents are appropriate 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.

### **NEW BUSINESS**

The first item under new business was the motion to approve Ordinance 556; which amends the Stormwater 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 Miller made a motion to approve Ordinance 556 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 approve Resolution R-20-2014; TMDL Plan. Commissioner Meredith made a motion to approve Resolution R-20-2014 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 Resolution R-21-2014; MS4 Controlled Measure Plan. Commissioner Miller made a motion to approve Resolution R-21-2014 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.

The fourth item on the agenda was the motion to approve partial payments in the amount of \$65,538.21 and \$5,319.35 to El Grande Industries, Inc. for the 2014 road program. Commissioner Sabol made a motion to approve the partial payments and was seconded by Commissioner Meredith. Ms. Crago added that according to the engineers report some lawn restoration still needs to be completed but this cannot take place until the Spring. There will be another partial payment that may need to be made in 2015. A roll call vote was taken and found all commissioners in favor of the motion. The motion was granted.

The fifth item under new business was the discussion on the 2015 Road program. Commissioner Meredith proposed the following streets be paved in 2015: Reynard Drive and McKee Street from Porter to Division and a second bid on McKee from Division to Jeanette. For 2016, he would like to see the remaining portion of Crescent Blvd completed and the remaining portion of McKee if it is not completed in 2015. Commissioner Miller noted there were a number of roads within the township that are in of repair. Reynard is too far gone to even crack seal according to the engineer. Commissioner Miller made a motion to approve moving forward with Reynard and McKee for the 2015 road program 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.

Commissioner Keller asked to add an item to the agenda. All commissioners voiced a yes vote.

Commissioner Keller stated Moon Township is willing to bundle Crescent's 2015 road program with theirs. He noted this would hopefully help save the township money on the road program and maybe more roads could be completed on a yearly basis. Commissioner Keller asked permission for Ms. Crago to approach Moon Township. Commissioner Miller made a motion to allow the office to approach Moon Township regarding a joint 2015 road program 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 on the agenda was the discussion on purchasing a backhoe for the Public Works department. Commissioner Meredith proceeded to inform the board the desperate need to purchase a new backhoe. The current machine was not even able to lift a manhole on Division during the road program this year. He discussed the two different quotes that were received from Walsh Equipment and Groff. Both provided quotes in accordance to the guidelines set forth by the Pennsylvania Department of General Service contract #2420-02. Both companies were allowing a trade in value for the current township backhoe. In 2015, there will be a mandated pollution control upgrades made to all backhoes. This mandate will automatically add an approximate additional \$10,000-\$12,000 on to the base price of

any new backhoe. Commissioner Meredith went through some details about both backhoes and noted the Public Works foreman is recommending the CASE backhoe. There was discussion on how to finance the piece of equipment over three years at an interest rate of 3.3%. Commissioner Miller made a motion to purchase the CASE backhoe from Groff at a purchase price of \$65,620 after the trade in of \$16,000 plus additional document fees along with a down payment of \$36,500. Commissioner Sabol seconded the motion. A roll call 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 on purchasing a new server and anti-virus software for the Township. Commissioner Keller stated the server has gone down three times already this year with the last one happening on Thanksgiving day and that is no way to run a township. He also noted the current server was purchased over eight years ago. Commissioner Sabol made a motion to purchase a new server and anti-virus software for \$3165 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 eight item under new business was the discussion of Chapter §740.03 Fee in the codified ordinances: pertaining to street opening permits and exemption for public utilities. Commissioner Keller stated that the way the current ordinance reads all utility companies are exempt from road opening permits. Commissioner Miller started by stating this came across his desk because of a comment that Ms. Shoop made a last month's meeting regarding a sink hole near her home. In the past utility companies would have to fill out a permit and pay a fee. He wanted to know why they should be exempt from paying this type of fee. He feels the township should know who and when someone is opening the road and to make sure the township is not stuck paying the bill for repairing our roads or right of ways. There was discussion on doing research on an appropriate fee to charge. Ms. Crago wanted to know if the sewage and water companies would be included in the street opening fees. Commissioner Sabol said we are partnered with the sewage and water companies. Commissioner Miller felt all utility companies should be subject to the fee and paperwork so the office has an idea work is being completed.

The ninth item on the agenda was discussion on Chapter §180.05 in the codified ordinances "Hospitalization and major medical benefits". Ms. Crago explained the resolution needs to be updated to reflect the guidelines in the health care reform and the township's current health plan. The first update would be replace "wives" with "spouses" and dependent children under "19" needs to be replaced and updated to the age of "26". Commissioner Miller made a motion to approve Resolution R-22-14 which updates "spouses" and "age of 26" to the Chapter §180.05 Hospitalization and major medical benefits. Commissioner Sabol 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 under new business was the discussion on Chapter §180.07 in the codified ordinances "Sick Leave Pay". Ms. Crago noted on this resolution subsection "E" discusses sick leave pay for school crossing guards. The township no longer employs school crossing guards they are hired by the school district. Also, section "C" was previously interpreted to indicate sick leave could not be carried over from year to year. Ms. Crago asked the Board if they would be willing to allow this benefit to accumulate if not used within a calendar year. There was discussion on what the other contracts had currently. Commissioner Miller made a motion Resolution R-23-14, which would allow sick benefits to be carried over to mirror exactly what the Public Works contract had, which was 50 days. Commissioner Meredith seconded the motion. A roll call vote was taken and found all commissioners in favor of the motion. The motion was granted.

The eleventh item on the agenda was the motion to approve the new Public Works Collective Bargaining which will begin January 1, 2015 through December 31, 2019. Commissioner Keller listed a number of changes in the new contract. He also noted in 2016 the contract will re-open just for negotiation on

contribution into health care benefits. Commissioner Meredith commented that this particular negotiation was one of the smoothest he had ever sat in on. It was very productive and commended Commissioner Keller and Solicitor Start on doing a fine job. Commissioner Miller made a motion to approve the new contract 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 twelfth new business agenda item was the motion to advertise the regularly scheduled business meetings of the Crescent Township boards and committees. Commissioner Keller noted on the advertisement there were two changes for 2015. The Board of Commissioners meeting start time would be changing to 7PM and the Parks Board will now meet the first Thursday of the month at 6:30 PM. Commissioner Sabol made a motion to approve the meeting advertisement for 2015 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.

Commissioner Keller asked for approval to add another item to the agenda. The commissioners all agreed. He proceeded to thank all the employees and supervisors for keeping the spending within the budget. With the above normal projected surplus he would like to see a portion of this to be transferred into the Parks Board, Police Vehicle Fund and Public Works vehicle fund accounts. Since the Parks Board was established late in the year, he would like to see the \$4000 that was allotted to them be transferred in to their account for use in 2015. He also would like to take \$3000 of the surplus and put it into the Police vehicle fund and \$17,539 and put it into the Public Works vehicle fund for a down payment for the new backhoe. Commissioner Miller made a motion to transfer \$4000 into the Parks Board account, \$3000 into the Police vehicle account and \$17,539 into the Public Works vehicle account. 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**

Denny Lewis for Emergency Management wanted to remind everyone to be mindful of their Christmas trees and water them.

Harriet Lewis, 222 Jackson Street, wanted to say what a super job the Board did this past year. She also wanted to thank Public Works for a fine job they did on cleaning and repairing the chairs in the multi-purpose room.

## **COMMISSIONER COMMENTS**

Commissioner Sabol wanted to follow up on his previous comment regarding a self-defense class that was going to be held by the Parks Board. They will be having a self-defense class on March 7, 2015 as long as the Fire Hall is available.

Commissioner Meredith wanted to remind residents not to shovel snow or ice onto the Township roads. He wanted to thank Commissioner Keller for all his work on the 2015 budget. He also wanted to wish everyone a Merry Christmas and a Happy New Year.

Commissioner Miller wanted to wish everyone a Merry Christmas and a Happy New Year also.

Commissioner Keller has a safe holiday and hopes everyone can make the January 2015 meeting. He also asks all the residents to be aware of the SWIFT reach program. This gives residents the opportunity to sign up and receive notifications of happenings within the township and emergency conditions. He

wanted to thank the Board for all their cooperation this year and the residents for coming forward to help make the township a better place, "Unity in the Community".

A motion to adjourn the meeting 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. The meeting adjourned at 8:47 PM.

Respectfully Submitted,  
Certified as a true and correct copy

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Kellie L. Crago  
Secretary/Manager



