

**Township of Crescent
Board of Commissioners
Monthly Business Meeting
January 8, 2015**

On January 8, 2015 the monthly meeting of the Crescent Township Board of Commissioners was called to order at 7:00 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, Bill Cook and James Meredith

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 December 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. Commissioner Cook abstained due to his absence at the meeting. The motion carried.

TREASURER'S REPORT

The Treasurer's report dated December 31, 2014 was presented to the Board for their approval. A motion to accept the December 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 prior to the monthly meeting	\$ 0.00
Invoices due	\$ 5,952.02
Estimated payroll for January	\$44,000.00
Highway Fund for street lights	\$ 3,532.22
The total estimated bills for January	\$53,484.24

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 for the month of December the following correspondence were received: Information from BABB insurance brokers regarding the renewal of the insurance package, notice that Duquesne Light has contracted Hazlett Tree service to remove dead trees throughout the township, a letter from

FEMA regarding their floodplain office opening, notice from Columbia Gas regarding response to natural gas facilities, a thank you letter from the Longerman family, the Legislator Locator, meeting minutes from Moon Township Municipal Authority, the PLGIT monthly market review, and the 2013 Liquid Fuels Tax Fund audit from the Auditor General.

SECRETARY/MANAGER'S REPORT

Ms. Crago reported that for the month of December the office completed the following: attend meetings regarding the Public works contract, obtained quotes for a new server, attended a Pittsburgh Airport Area Chamber of Commerce luncheon, handled a personnel matter, completed Right To Know requests, advertised legal notices, completed documentation regarding the TAN loan, updated items on Ecodes, responded to correspondence regarding established Ordinances , updated the township website, attended the Western PA Managers luncheon, updated the meeting minutes and ordinance books, attended the Senior citizens holiday luncheon, purged antiquated files according to the Municipal Record Manual, completed lien letters, handled the accounts payable, receivables, concerns from residents and all other day to day operations.

SOLICITOR'S REPORT

Solicitor Start reported for the month of December his office reviewed several Grievances filed in the Police Department and have addressed a matter involving a Township employee. They also reviewed a Right to Know Request and provided feedback to the Township. They reviewed and provided the Solicitor's Opinion Letter regarding the Tax Anticipation Loan. They reviewed amendments to the Pennsylvania Gun Law and correspondence from an Attorney. Finally they provided their opinion regarding a change to the Township Ordinance that was on the Agenda for this evening.

ENGINEER'S REPORT

Ms. Crago reported for the Township engineer. Regarding the MS4, the MS4 Ordinance and Stormwater Ordinance have been adopted and will be submitted with the application. The 2014 Roads punchlist has been completed and restoration will be completed in Spring 2015.

PUBLIC SAFETY

Commissioner Miller reported for the month of December there were:

- Calls for service 104
- Assist other police departments 3
- Medical calls 5
- Total citations issued for the month 9
- Arrests 1 (DUI)
- Police Cars total miles traveled 3,105

The following repairs were done on the police cruisers:

- 105- 2 tires replaced at Goodyear; driver side headlight bulb replaced by Public Works

Captain Longerman attended a two day training class at the police academy titled Identity Investigations. On Tuesday December 9th, the PA State Police Commercial Vehicle Inspection Team conducted operations on McGovern Blvd. The results were 13 truck inspections; 5 written warnings; and 0 citations.

PUBLIC WORKS

Commissioner Meredith reported for the Public Works department. For the month of December the workers completed the following:

- Patched potholes in the Wireton area
- Picked up a large amount of litter off the right of ways and parks
- Decorated the Township building for the Holidays
- Maintained roads during inclement weather
- Performed MS4 inspections and cleaned out catch basins
- Installed No Parking signs on Laurel Ridge and Lilac in Parkwood Estates
- Repaired the Welcome to Crescent Township sign
- Stripped and waxed the multi-purpose room and men's bathroom
- Washed the trucks
- Repaired flasher and light on the police cruiser
- Prepared and painted walls in the Manager's office
- Moved security system in the Manager's office
- Picked up calcium chloride and traffic control signs
- Maintained the Parks
- Responded to several PA One Calls

PUBLIC WORKS

Commissioner Keller reported for 2014 the Township brought in 105% of the budgeted revenue and spent 94.8% of the budgeted expenses.

PARKS AND RECREATION

Commissioner Sabol reported for the Recreation Board. The Christmas party for the children was a good time for all, we had 115 children come and enjoy the party. A big thank you from the Recreation Board to Commissioners Sabol, Keller and Meredith, the Road Dept., Police Department., Firemen, Girl Scouts and all volunteers for making the party fun for all. The next meeting will be Jan. 19th 7:30 PM in the Multi-Purpose Room, this will be the reorganization meeting.

CRESCENT TOWNSHIP FIRE DEPARTMENT

Denny Lewis reported for the Fire Department. They had responded to some minor calls since the last meeting. The past Saturday, the department assisted the Police during the horrific ice storm. Only four (4) members were able to make it to the hall. There are three (3) new members currently in training. Also, on January 27 the department will be holding a Wing Night. All are welcome to attend. It would be \$20 per person. Invitations have been passed out to all Township employees for the annual Fire Department banquet that will be held on January 24.

VALLEY AMBULANCE: None

EMERGENCY MANAGEMENT

Mr. Lewis discussed more about the ice storm that struck the township last Saturday. The SWIFT Reach program was initiated to inform the residents of the conditions. He also noted that if there was a major power outage, the Fire Hall would be opened up as a warming center. He also wanted to thank Deanna

Ryan, for her school project. She provided a dinner to all the fire fighters, police and emergency management within the township.

OLD BUSINESS: None

NEW BUSINESS

The first item under new business was the motion to approve the resignation of part-time patrolman William Lenhart. Commissioner Miller made a motion to approve the resignation 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 second item was the motion to approve Resolution R-1-2015 which authorizes a tax anticipation note through First Commonwealth Bank for the amount of \$250,000. Commissioner Meredith made a motion to approve R-1-2015 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.

The next item under new business was the motion to approve Resolution R-2-2015 which waves the 5% contribution of the full time police officers to the Pennsylvania Municipal Retirement System for the year 2015. Commissioner Cook made a motion to approve R-2-2015 and was seconded by Commissioner Sabol. A roll call vote was taken. Commissioner Miller abstained from the vote. The remaining four commissioners were in favor of the motion. The motion was granted.

The fourth item was the motion to approve Resolution R-3-2015 which waves the 3% contribution of the full-time non-uniform employees to the Pennsylvania Municipal Retirement System for the year 2015. Commissioner Meredith made a motion to approve R-3-2015 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.

The fifth item was the motion to approve the following appointments to certain committees/boards:

Bill Cook	Planning Board	ending 2015
Lynda Jones	Civil Service	ending 2020
Alan Kephart	Creswell Heights Water Authority	ending 2019
Wendy Schulenberg	Valley Ambulance	ending 2019
Dave Mitchell	Moon Township Municipal Authority	ending 2019

Commissioner Miller made a motion to approve the appointments. Commissioner Cook asked why his term was only for one year instead of the standard four year term. Commissioner Keller stated it was his understanding that that seat was a Board representative's seat. Solicitor Start confirmed the appointment should be for four years. Commissioner Miller made a motion to approve the appointments with the correction of Bill Cook's term ending in 2018 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 sixth item under new business was the motion to approve Resolution R-4-2015 which set the fees, deposits and other amounts for certain applications, permits and licenses required by the Codified Ordinances. Commissioner Meredith made a motion to approve R-4-2015 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 seventh item was the motion to approve the advertisement of the 2015 Workshops meetings as follows: February 18, May 19, August 19, and November 18 all with a start time of 6:00 PM. Commissioner Sabol made a motion to approve the advertisement and was seconded Commissioner Meredith. A roll call vote was taken and found all commissioners in favor of the motion. 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 to the motion to approve the advertisement of Ordinance No. 557 which will amend Chapter §590.02 in the Codified Ordinances; Parks and Parklets Rules and Regulations. The following verbiage shall be removed: “No person shall be allowed to carry firearms or shoot at wildlife.” Commissioner Keller made a motion to approve the advertisement of Ordinance No. 557 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 ninth item was the motion to approve the resignation of Marguerite Schofield from the Zoning Hearing Board. Commissioner Miller made a motion to accept the resignation 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 last item under new business was the motion to ratify and affirm the termination of employment of a township employee. Commissioner Meredith made a motion to ratify and affirm the termination 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

Bill Cook 1409 Riverview Rd wanted to comment on his tax appeal that was processed in July. He was in contact with the Township Secretary and stated he tried to contact the Tax Collector numerous times to find out when he would be expecting a refund. Ms. Crago noted she was in contact with Ms. Withee regarding the appeal about three weeks ago. Mr. Cook wanted to know if there was any discussion on how quickly she would be issuing a refund. Ms. Crago indicated there was no answer on that time frame.

Denny Lewis Crescent Blvd. Ext. commented on what a great job the Public Works did during the ice storm. He also mentioned on how the department helped an ambulance get to a residents house.

COMMISSIONER COMMENTS

Commissioner Miller wanted to thank all the departments and how well they worked together this past weekend during the ice storm. Also, he asked residents that during the winter months to bring the pets in and provide them with water and a warm place to stay.

Commissioner Keller wanted to thank Chief Zimmer and Commissioner Miller for sitting down with the Police Union and working out some issues and language that were unclear. Also, for the Commissioners to turn in their State Ethics forms to the office.

A motion to adjourn the meeting was made by Commissioner Cook and was seconded by Commissioner Sabol. A voice vote was taken and found all commissioners in favor of the motion. The meeting adjourned at 7:28 PM.

Respectfully Submitted,
Certified as a true and correct copy

Kellie L. Crago
Secretary / Manager