

**Township of Crescent  
Board of Commissioners  
Monthly Business Meeting  
February 12, 2015**

On February 12, 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.

Jan Rae led the Pledge of Allegiance for the congregation

**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 January 8, 2015 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. Commissioner Cook abstained due to his absence at the meeting. The motion carried.

**TREASURER'S REPORT**

The Treasurer's report dated January 31, 2015 was presented to the Board for their approval. A motion to accept the January 2015 Treasurer's Report as received was made by Commissioner Meredith and seconded by Commissioner Sabol. 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	\$	46,343.26
Invoices due	\$	0.00
Estimated payroll for February	\$	44,000.00
Highway Fund for street lights	\$	3,797.45
The total estimated bills for February	\$	47,797.45

A motion to pay the bills was made by Commissioner Miller 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 January the following correspondence were received: The office received the following correspondence in the month of January: A letter from Allegheny County regarding the new Open Burning regulations, a letter from the Department of Conservation and Natural Resources, the PLGIT monthly market review, supplement #6 of the First Class Township Code, MRM Trustnotes, the CoStars Connection, newsletter from BABB Insurance Brokers, meeting minutes from the Moon Township Municipal Authority, a letter from the Local Government Academy, an emission recall notice on the 2014 F-550 Ford Truck, the Legislator Locator, notice of service increase from Patriot Pest Control, the PLGIT investment quarterly and the Compliance Audit from the Department of the Auditor General's office regarding both the Police and Non-uniform employees.

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

Ms. Crago reported the administrative office completed the following in the month of January: finalized the sale of the new backhoe, attended a Loudermill hearing, submitted and filed all the necessary municipal forms and questionnaires to the DCED, received sheriff sales notices and responded to them, established email accounts for all part-time officers, finalized the TAN loan, purged documents according to the Municipal records manual, addressed building permits concerns, placed legal ads as required, contacted Penn DOT regarding the agility agreement, completed a Webinar regarding health insurance requirements, met with our Risk Management coordinator from MRM, completed the quarterly tax returns, updated assessment information to Allegheny County, completed the annual Floodplain permit document, attended the annual Fire Department banquet, updated garbage accounts with Jordan Tax Service, received a conditional use application, initiated the 2014 financial audit, meet with vendors to review current leases, completed the required Ethics form, completed lien letters, addressed residents' concerns, handled the accounts payable, receivable, payroll and other day to day operations of the township.

Ms. Crago read a letter from Dan Muller, the Emergency Management deputy, regarding his gratitude to Georgia Crain, Chuckie Skvarj, and Cindy Skvarj and their work on clearing the fire hydrants from snow below the railroad tracks. Ms. Crago also reminded residents of the Adopt A Plug program. She encouraged residents to sign up and contact the municipal office for further information.

## **SOLICITOR'S REPORT**

Solicitor Start reported for the month of January his office reviewed a proposal regarding the use of Shouse Park by the Moon Township Little League Baseball Association, reviewed the proposed lease for the new backhoe, and reviewed the application for construction of a communication tower and relevant Township Ordinances. They also reviewed the compliance audits from the PA Department of Auditor General regarding the Police and Non-uniform Pension plan. Finally, they reviewed relevant laws pertaining to the proposed renovation project for the Fire Department.

## **ENGINEER'S REPORT**

Ms. Crago reported for the Township engineer. The only item on the report was LSSE issued a letter dated January 23, 2015 regarding the Conditional Use Application regarding the Telecommunications tower.

## **PUBLIC SAFETY**

Commissioner Miller reported for the month of January there were:

- Calls for service 121
- Assist other police departments 8
- Medical calls 3
- Total citations issued for the month 14
- Arrests 2 (Access device fraud, theft by unlawful taking, receiving stolen property and criminal conspiracy)
- Police Cars total miles traveled 2,222

The following repairs were done on the police cruisers:

- 105- oil/filter replaced at Grady's

## **PUBLIC WORKS**

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

- Salted and plowed the roadways throughout the month
- Refurbished the front office
- Maintained parking lots and walkways around the building
- Repaired the starter on the JCB Backhoe (did not replace)
- Repaired the fender and salt spreader on the Peterbuilt after a minor accident during the ice storm
- Installed new cutting edge on the 2014 F550 plow
- Repaired driver's side mirror on the 2008 pickup truck
- Responded to four (4) PA One Calls
- Purged out dated files
- Removed and stored all the holiday decorations
- Washed and maintained the trucks and backhoe
- Repaired gutters at the back entrance of the office and multi-purpose room
- Repaired the plow on the 2005 F550 and Peterbuilt truck
- So far this year the Township has used approximately 250 tons of salt and received 25 inches of snow

## **FINANCE**

Commissioner Keller reported for the month of January the Township received almost 16% of the budgeted revenue and spent 8.3% of the budgeted expenses.

## **PARKS AND RECREATION**

Commissioner Sabol reported the Parks board met on February 5. The board has \$12,541.86. The new playground equipment will be installed the first or second week of March. The Self Defense class that was scheduled to take place at the fire hall will now take place in the multi-purpose room due to possible construction. The event will be held on March 7 from 11am-1pm. They discussed the possibility of a partnership with Moon Township Little League and them renting Shouse Park for games. They did not feel this would interfere with a Community Day they are looking to hold on June 27. Recreation Board



commissioners for review. The association is looking for a 5 year agreement and will be paying \$1000 per year for the use of the field and Huwar pavilion. They will also refurbish the current field and bring it up to useable condition and maintain it for the remaining portion of the contract. The township would be responsible for cutting the grass on the field. The field will still be open to the public whenever the association is not using it for games or practice. Commissioner Cook asked Commissioner Sabol what the Parks board felt about this contract and them using the park four days a week. Commissioner Sabol said they were unanimous about having the league come into the park. Commissioner Cook says he sees the park being used very heavily through the spring from the residents and this agreement would limit their ability to use it. He believes the park is heavily used for graduation parties in the month of June also. He suggested trying the contract for 1-2 years to see if it works out and having an option for an extension. Commissioner Keller noted Moon was not interested in investing \$10,000 to refurbish the field for a 1 or 2 year agreement. The total amount of money they would be investing would be \$10,000 to refurbish the field, a rental fee of \$1000 per year plus an additional \$1,500 a year to up keep the baseball field. Commissioner Meredith feels this is the only way we are going to be able to bring the field back to a working condition. In the past there was a fast pitch softball team that rented the field for a season. An issue was the participants were bringing their dogs to the games. I believe this was already addressed with the Moon Baseball Little League and they agreed to make sure this rule is abided by. He also spoke with several policemen regarding the use of the field and park. They have told him although they have seen a lot of activity at the hockey rink on Riverview Road along with activity at the shelters and playground equipment at Shouse park they see very little activity on the baseball field. In his opinion he felt this would be a good idea for the township. Commissioner Miller wanted to remind Moon Township Little League to park in the designated areas so an emergency vehicle could get through if needed. Commissioner Miller made a motion to approve the five (5) year agreement and was seconded by Commissioner Sabol. A roll call vote was taken and found all commissioners in favor of the motion except Commissioner Cook. The motion was granted.

The seventh item on the agenda was the motion to approve the hiring of a part-time Police Officer, Michael Sheers, as recommended by the Civil Service Commission. Commissioner Sabol made a motion to hire Michael Sheers and was seconded by Commissioner Cook. A roll call vote was taken and found all commissioners in favor of the motion.

The eight item on the agenda was the discussion and motion to exonerate Judy Withee of the unpaid 2014 tax balance that would be turned over to Weiss, Burkhart, and Kramer LLC in the amount of \$36,640.00. Commissioner Keller made a note there were a number of lots that are undeliverable (lack of address). He noted it costs \$50 per property to turn it over to the collection company. He was asking the board their opinion on turning these small and uncollectable balances over to collections. He felt it was a waste of taxpayers' money. Commissioner Miller felt if any balance was under \$50 dollars and without an address they should not be turned over. Commissioner Cook said in the past there were motions to remove certain lots before turning them over because they cannot be built on and/or have not paid taxes for over thirty years. Commissioner Miller made a motion to table the agenda item until the office reviews all the accounts and was seconded by Commissioner Cook. A roll call vote was taken and found all commissioners in favor of motion.

The last item on the agenda was the discussion and motion to appoint Moon Township Tax Collector Catherine Tress as the deputy Tax Collector for Crescent Township. Commissioner Keller noted under the new law, a deputy tax collector must be appointed and their wage would be come out of the current tax collector's wage. Commissioner Cook noted he would like to look into contracting a tax service as a deputy and in the future to move the services over to an outside source. Commissioner Meredith asked if the township went to an outside source would there have to be a change in the code or ordinance. Commissioner Cook made a motion to move to a tax service for the deputy instead of an individual. Commissioner Sabol wanted to know what the need of a deputy was and if this person was appointed by

the Board how long would the term last for the deputy. There was discussion on the lack of information in the DCED Tax Collector handbook on how long the term would last. The first motion died due to a lack of a second. Commissioner Cook made a motion to table this agenda item until more information is available regarding the term of a deputy and was seconded by Commissioner Meredith. A roll call vote was taken and found all commissioners in favor of the motion.

#### **PUBLIC COMMENTS**

Harriet Lewis 222 Jackson Street wanted to thank the road crew for the fabulous job they have done this winter so far.

#### **COMMISSIONER COMMENTS**

Commissioner Miller wanted to thank the road crew also on the fine job they have done on the roads.

Commissioner Keller thanked the community for their patience during the snow/ice storm. He also thanked everyone for coming out for the meeting.

Commissioner Cook made a motion to adjourn the meeting and was seconded by Commissioner Sabol. A voice vote was taken and all commissioners were in favor of the motion. The meeting was adjourned at 8:50 pm.

Respectfully Submitted,  
Certified as a true and correct copy

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Kellie L. Crago  
Secretary / Manager